

Katelyn

APP

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Community Overview

Located in northern Illinois, Elgin is located roughly 40 miles northwest of Chicago on the Fox River. Most of Elgin lies within Kane County, Illinois, with a portion in Cook County, Illinois. As of the 2010 census, the city had a total population of 108,188, making it the eighth-largest city in Illinois and the 241st largest city in the United States. Elgin ranks as one of the fastest growing cities in Illinois with a total area of 37.16 square miles. The city is divided by the Fox River, and has densely populated neighborhoods in the heart of the city and sprawling neighborhoods in the west. Elgin's safety and welfare infrastructure is well supported by strong police and fire departments, several governmental and non-profit social service agencies including federally-funded housing, two federally-qualified health centers and several active neighborhood organizations. Elgin is a "hub" for northern Kane County social service and governmental resources as many agencies are headquartered in Elgin. The city also has sufficient transportation resources, including three rail stations that provide daily service between Elgin and Chicago, several taxi companies, a local bus service and a Greyhound Line.

The population is diverse, consisting of 28.5% under the age of 18, and 8.6% over the age of 65 with 2.94 persons per household. Culturally diverse, the last census reported 44% as Hispanic or Latino origin, 43% as white (non-Hispanic), 7% African American, 5% Asian, and 1% American Indian or Native Alaskan. According to the census, 42.7% speak a language other than English in the home and 25.6% are foreign born. The median household income is \$57,216 with 15.9% of persons below the poverty level, and 17.3% of children below the poverty line. The heart of the city is characterized by "downtown" city neighborhoods that have diverse housing, including; single family homes converted to multi-family apartments, low-income housing, federally funded high rise apartments, moderate single-family homes, an artist colony, and fairly new development areas near the Riverboat Casino that includes a high density townhomes and higher income loft apartments. The other areas of Elgin include larger residential subdivisions that include mid-high income single family homes on the far west and east sides of the city.

The city has portions of four public school districts and 18 small private schools. School district U-46 is the second largest school district in Illinois, and serves an area of 90 miles in Cook, DuPage and Kane Counties. Nearly 40,000 children of school age are served by this district that covers most of Elgin. Two of the 5 high schools within the city of Elgin serve a predominately Hispanic student population (58-63%), with 78-82% receiving free or reduced lunch. The city residents also benefit from a growing community college, and three small four year colleges offering undergraduate and graduate programs.

In response to increased drug and gang activity in 1991, Elgin sent police officers to special gang/drug training that resulted in the creation of gang/drug units, in addition to resident officers living and policing in the most troubled neighborhoods. Elgin introduced riverboat casino gambling in 1996. The casino brought in needed revenue which was used to build infrastructure, but also maintains a 4 am liquor license and has contributed to additional crime activity.

The Coalition has been evolving throughout the years since 1988, responding to the needs of the community. Designated staff time and financial support will provide additional structure and strategic implementation of the Coalition's mission. A DFC grant will greatly improve the impact on the Elgin community.

Project Narrative

COALITION HISTORY & COALITION MEMBER INVOLVEMENT

5.3.1 Describe the history of the coalition and how it currently operates to prevent youth substance use in your community. (15 points)

- Describe the coalition's accomplishments in developing a viable coalition.

Signs of gang and drug activity began appearing in Elgin during 1986, creating a need for combined police and community involvement. In 1987 five individuals representing the sectors of the Elgin Police Department, School District U-46, Renz Center, and Linden Oaks Hospital attended a Florida conference in Community Policing. This group became the founding members of what is now known as the Coalition for a Safe & Healthy Elgin (CSHE) formerly known as the Elgin Gang & Drug Task Force. The emphasis was on reducing and eliminating drug and gang activity in Elgin. In January 1991, a group of 13 concerned representatives from Elgin attended a Gang/Drug Policy Training Conference sponsored by the Office of Juvenile Justice and Delinquency Prevention. This group included representation from numerous social service, business and local government agencies and helped to further develop the Coalition and a Resident Officer Police Program entitled R.O.P.E. The Coalition officially registered with the State of Illinois on February 5, 1992. In 1998, the Coalition became the community coalition for the Title V - Delinquency Prevention Community Prevention Grant. The grant aimed to assist the organization of collaborative delinquency prevention services.

While there is still concern about the number of gangs in Elgin and their influence on our community, in recent years the Coalition has been focused on preventing underage drinking and use of controlled substances. Coalition activities have centered on supporting youth development agencies and promoting alcohol and drug prevention awareness in schools and in the community. In 2005 and 2006 the focus of CSHE began to shift towards a larger emphasis on youth drug prevention. Working in conjunction with the Boys & Girls Club of Elgin, CSHE was instrumental in creating and promoting a drug prevention mobile mural that was on display at city hall, the police department, community recreation center, the library and several local businesses. Through this effort the Coalition began a subtle shift to provide more youth drug prevention activities. Over the next six years the coalition initiated a gradual increase in drug prevention efforts and activities through the youth serving agencies, Boys & Girls Club and Renz Prevention Services. The Coalition has also been actively involved in Take Back the Night activities, alcohol compliance checks and have sponsored Red Ribbon activities in October and Alcohol Awareness events in April in all the Elgin middle schools (4) and both high schools (2) all within the U-46 school district. The Coalition members also facilitate community forums and Parent Universities with the cooperation of the U-46 school district to provide youth substance use prevention education for parents and the community.

The Coalition was successful in obtaining a Strategic Framework (SPF) Grant from the Illinois Department of Human Services in July of 2012. The two year grant has helped us create a strategic plan and further develop the coalition's structure and support youth substance abuse prevention programming. The SPF grant allowed us to hire a Coalition Project Director, Ricardo Gasca to help manage coalition activities as well as increase the Coalition to add 10 members to the group.

In January of 2014, the Coalition was awarded an additional SPF grant which has increased the capacity of the Coalition by funding a community volunteer to attend CADCA training, and fund substance abuse prevention educational curriculum, Project Toward No Drug Abuse, to be delivered to the freshman students in both Elgin high schools.

- Describe the leadership structure of the coalition (roles, workgroups, by-laws, etc.)

The Coalition governs itself through established by-laws. The staff has developed a procedural manual that includes the roles and responsibilities of staff, coalition members and the legal grantee (Renz Center).

The Project Director's role is to lead the development and implementation of the coalition with direction from the board of directors. The Director will also establish and maintain relationships with appropriate staff/persons in other agencies, schools, community organizations, and other stakeholders, maintain a working knowledge of intoxicants with emphasis on local trends and developments, participate in activities/conferences that update knowledge and skills in prevention and the field of substance abuse in general as well as crisis intervention, coordinate project needs assessments of the target population and develop strategies to meet gaps in substance abuse and gang prevention services, and oversee project data collection and evaluation. The Director will also provide the financial information to the Coalition Treasurer who will share the information with the board of directors at their scheduled meetings. Staff will receive direction from the Project Director and will be responsible for the day to day activities, stewards of all policies and procedures of the coalition, and will assist the coalition to stay in compliance with the established by-laws and on-task with the coalition's strategic plan. The coalition elects four officers and nine coalition members that serve three year terms. The board is the only voting body for the coalition. Board decision making usually involves accepting information from the committees or from the coalition at the general meetings. Information is gathered and researched until the board has sufficient information to make a decision. Board decisions are then shared with the coalition at the next scheduled meeting. The responsibilities of the coalition's four committees that include Resources, Relationships, Communication and Education are listed in the table below.

Subcommittee Name	Responsibilities
Facilitate the effective and strategic integration of Resources	<ul style="list-style-type: none"> A. Identify stakeholders and invite them to the table B. Engage and involve stakeholders, and build a collaboration process C. Conduct a needs assessment D. Coalition Structure E. Develop Funding Strategy F. Identify key performance G. Create/Link to a database of community resources
Relationships	<ul style="list-style-type: none"> A. Identify community stakeholders B. Membership expansion C. Community outreach to employers, service providers, youth, neighborhoods, faith-based community, etc.

	D.Resource Development (funding, volunteers, etc.)
Open communications	A. Internal communications B. External communications
Continuous Education	A. Program Development & Delivery B. Internal C. External

These committees have responsibilities outlined in the strategic plan which was developed in 2010. The plan included securing funding to support a more concentrated effort to reduce youth substance use. The board treasurer reports the financial position to the members at board and general meetings. The Coalition Director will work with Renz Center's bookkeeper and Executive Director regarding day to day income and expenses. A financial report is provided to the board and Coalition members. Coordination with existing agencies, organizations and community leaders flows through the Coalition.

The legal grantee, Renz Addiction Counseling Center, (Renz Center) is a community-based non-profit established in 1961, that provides substance abuse treatment services, substance abuse prevention education for youth, and HIV/STI prevention education, outreach and testing. Renz Center is a state licensed facility that serves all populations, and is particularly responsive to the needs of the low income disadvantaged population as they seek effective treatment or prevention services. Renz Center is a strong advocate for the CSHE coalition and will provide the coalition staff with office space, and compile coalition financial reports on an agreed upon schedule. In addition, Renz Center will also perform bookkeeping activities, pay and prepare invoices, prepare and distribute payroll in addition to forms for employment taxes. Renz Center will maintain all records pertaining to costs and expenses of the coalition. Workman's Compensation Insurance coverage will be provided by Renz Center for the coalition employees in addition to liability coverage for the Renz Center facility. Goals and objectives for contract employees, staff and volunteer selection, and approval of contracts will be decided by the Coalition Project Director and shared with Renz Center. Administrative support will also be provided by Renz Center. Renz Center has been the recipient of a number of federal grants from SAMHSA over the past 10 years. These have involved both substance abuse and HIV prevention and treatment programming.

- Describe how each of the 12 sector representatives (for the CIAs provided) is best fit for the assigned sector.

Below is a table that lists each sector member and why he/she is the best representative to ensure successful implementation of the coalition's Action Plan.

Coalition Representatives & Qualifications Table

Sector	Representative & Organization Name	Qualifications
Youth	Nataly Ramirez	An Elgin High School student involved in the Snowflake events and is a positive role model for

	Age 15	his peers. Provides input on issues related to youth in the community and in the high school setting. Participates in meetings and events.
Parent	Elisa Lara	Active community member and parent of school age children. Mrs. Lara cares about local school environments and living in a drug-free community. Mrs. Lara is also employed at a neighborhood health care agency and participates in meetings and events.
Business	Eddie Perez	Eddie Perez is the Internship Trainer for Business and Career Services, Inc. Eddie works with young adults ages 18-21 to provide them a pathway to employment in the manufacturing field. Eddie is a great member for the Coalition as he can bridge the Coalition to the business community.
Media	Linda Siete	Ms. Siete is the Sales Manager for Reflejos Publications, a bi-lingual newspaper in the Chicagoland suburban area. Ms. Siete is knowledgeable in marketing and business relationships and is passionate about the business/non-profit connection to benefit the community.
School	Randal Ellison U-46 School District Coordinator of Pre-K-12 Discipline and Education Options	Directly involved in policy decisions regarding student behavior and consequences. Mr. Ellison is passionate about providing an educational environment that empowers students to be successful.
Youth-Serving Organization	Angel Pedraza	Angel Pedraza is the Youth Coordinator at Boys and Girls Club of Elgin. B&G Club has after-school youth programming at all 4 middle schools in Elgin in addition to Elgin and Larkin High Schools.
Law Enforcement	Elgin Police Commander Colin Fleury	Colin joined the department in 1999 and has served in patrol, the gang unit and as a member of the Tactical Response Team. Recently promoted to

		Commander of Investigation, Colin is a great conduit from the Coalition to the Elgin Police Department. He has a bachelor of science in Law Enforcement Administration. Commander Fleury provides statistics and other crime information to the coalition to help the coalition determine trends and when and how to communicate to the community.
Religious or Fraternal Organization	Rev. Denise Tracy	President at the Coalition of Elgin Religious Leaders., CERL. Rev. Tracy meets monthly with Elgin's religious leaders and shares the progress with the group as well as brings concerns from the group to the Coalition and disseminates information to the religious membership in the Elgin community.
Civic or Volunteer Group	Aloune Khotisene, Human Relations Commission	Mr. Khotisene has communication ties to the Lao community. Mr. Khotisene is the CSHE coalition president and serves on the City of Elgin's Human Relations Commission comprised of volunteer participants. Mr. Khotisene also works at a YWCA and is involved in the community through his work on the Coalition and other volunteer efforts.
Healthcare Professional	Charla Waxman, MSW	Ms. Waxman is a behavioral health professional, employed at Rosecrance Health Network, with over 29 years' experience with adolescents, substance abuse and gang behavior. Ms. Waxman has trained many CSHE members as well as the community at local forums and conferences on adolescent behavior, substance abuse, gang behavior including recruitment techniques, and related community consequences/issues.
State, Local, or Tribal Governmental Agency with Expertise in the Field of	Sousie Jenkins	Ms. Jenkins is a Kane County Juvenile Probation Officer for Kane County Court Services. Ms. Jenkins has connections to the Kane County government and serves as a liaison between the county judicial offices and the coalition.

Substance Abuse		
Other Organization Involved in Reducing Substance Abuse	Katelyn Regan, Renz Addiction Counseling Center, Prevention Specialist	Ms. Regan works with youth as a substance abuse prevention specialist within Dist. 300 School District. She also organizes drug-free events and forums, and networks with other social service agencies.

- Describe how the coalition will increase its capacity through the recruitment of new members.

The coalition's primary method of recruitment is Coalition members networking with community leaders and then inviting them to meetings and activities. While the Coalition Coordinator may be the most active member recruiter, all members of the coalition have a responsibility to act as ambassadors for the Coalition through their professional or personal networks. Often, people are encouraged by what the Coalition has accomplished and want to become a part of the coalition. The ability to increase and diversify the coalition membership will have a direct effect on the growth and rising influence of the Coalition. We plan to engage key stakeholders in the community as well as youth and parents.

The relationships committee (responsible for recruiting members) has become more active in the last two years identifying coalition sectors that are weak and actively seeking members to fill positions. While membership retention is currently strong, recruiting members is an ongoing process. Through DFC funding we plan to further develop our CSHE website and other social media communication tools that will bring our message to more people which will increase membership and strengthen the coalition. We have identified leadership groups in the community that we would like to obtain members from, including the board of education, the city council, and Elgin Hispanic Network.

- Describe how the coalition will retain members to increase its ability to meet its objectives.

We actively engage Coalition members in the management and activities of the coalition to continue involvement in the coalition. The mission statement is posted at the top of our agenda and the Action Plan is reviewed at each meeting to keep members on task and mindful of the coalition's purpose and goals. Members are normally involved on committees that meet regularly to perform tasks. Since participation in the SPF grant requires time spent on strategic planning, the coalition has been discussing issues that may normally be delegated to a committee. However, the members believe the planning process (goals, strategies, and member recruitment) was imperative for everyone to be involved and actively participate in the strategic planning process.

The coalition is retaining a core group of individuals because they are passionate about educating and advocating for a drug free community. However, we understand that much more work needs

to be accomplished to grow the Coalition and have the greatest impact on the youth and the community as a whole.

STATEMENT OF THE PROBLEM

5.3.2 What are the current youth substance use problems in the community? (20 points)

- Describe the youth substance use problems in your community
- Describe the unique local conditions that contribute to these problems.

Current youth substance use problems in the community primarily involve underage drinking and marijuana use. There are environmental conditions that exist to support underage drinking or cannabis use and they include:

- Isolation of the Spanish only speaking population limiting access to information,
- Numerous retail alcohol outlets in various pockets of the city creating ease of access
- Lack of organized, continuous compliance checks and follow-up
- Lack of consistent protocol and consequences for drug use at school or school functions
- Community and Cultural norms

Elgin is a diverse, suburban community with a large Hispanic population (43%), many of them recent immigrants who are mono-lingual Spanish speakers. The language barrier and natural barrier that recent immigrants face in the community prohibits parents from being knowledgeable about local ordinances, including those involving alcohol and marijuana. Elgin does not have a local television station that provides local news reporting, we rely on news from stations in Chicago that don't usually report news in Elgin. There are two competing newspapers in Elgin that report drug related crimes and informative articles, however communication to the community through the print media needs improvement and the Coalition can make an impact in this area. Our connection with new coalition member from a bi-lingual newspaper, Reflejos, should improve communication as well.

Elgin's liquor control act allows 100 liquor licenses. Not only are their liquor stores and bars in commercial areas, but they are often scattered in residential areas (or conveniently located on the edge of residential areas), especially in the downtown lower socio-economic areas of the city. The number of retail establishments and their familiarity with local clientele both contribute to underage sales of alcohol. Some other neighborhood outlets have a familiarity with their customers and only sell to underage person whom they know will not turn them in.

Community and cultural norms and lack of knowledge contribute to alcohol and cannabis use. Parents are in denial, or unaware of the activities of their children or lack the skills needed to take preventative and/or intervention action. Businesses are unaware or apathetic regarding the sale of synthetics. Related issues include:

- parents hosting parties and serving alcohol to underage youth
- cultural acceptance of underage drinking
- perceived acceptance of cannabis as not harmful or only experimental

- parents lack the skills to identify when their teens are under the influence
- parents lack of monitoring teens behavior

The Illinois hosting law and the insurance liability involved with providing alcohol to minors is either misunderstood or discounted. In addition, parents with minimal English skills creates a barrier to recognizing signs and symptoms of cannabis use, liability of hosting parties and serving alcohol, and education concerning underage drinking. In addition, with the legalization of medical marijuana use and potentially recreational use, community education is needed to prevent further normalization of marijuana use. Requests are often made to the coalition to make educational presentations about marijuana and other drug use signs and symptoms, the hosting laws, etc. --- requests that are difficult to respond to due to limitations on coalition member's time.

Also noted in the Illinois Youth Survey, 12th grade youth seemed of the opinion that the majority of their parents would disapprove of alcohol use before marijuana use. This response may be due to the youth's perception rather than reality, however, if either is the case --- it seems obvious that more education is needed. Among "baby boomer" parents there is a perception that the marijuana they used in the '80s was harmless and therefore their children's marijuana use is harmless as well. The perception of parents that marijuana use is not harmful is a barrier to prevent/reduce use among youth. Parents (and H.S. youth) need more education about today's marijuana and the effects both can have on the body.

Alcohol use among underage youth is often a part of the family culture. The Hispanic culture is family centered and alcohol use is often a part of the "coming of age" parties. The drinking age in most Latin American countries is 18 and not strictly enforced. Therefore recent immigrants to the U.S. seem more accepting of alcohol use by their older teen children, especially at family gatherings. Elgin Police report underage drinking at quinceañera (15th birthday parties for daughters) which are usually large celebratory type events at local banquet centers.

City of Elgin liquor laws and ordinances and/or the ability of the police department to enforce them are difficult. For example, there is a hosting law in place, but it takes manpower away from other patrol duties to implement it. In addition, there are few consequences in place to require youth to be assessed by a professional substance abuse counselor to see if treatment is needed. Likewise, there is no recourse for youth or parents to attend education or early intervention services to prevent future addiction problems when they have come in contact with law enforcement for a violation. In addition, there are few penalties for a person who deals drugs with a minor child present. Exposure of minor children to drug use activity of caregivers is a concern the police have expressed. The police are also aware that synthetic drugs are still widely available on the internet, and there are now dozens of new ones that are not regulated. There are several websites dedicated to the sale of these drugs. Although the police have seen a reduction in local sales (due to education from the coalition and additional city ordinances) there are no current field tests for 99% of these drugs, and this is a huge problem for enforcement reasons. EPD also state concern over the use of THC oil (perhaps purchased legally in Colorado, etc.) in the vapor cigarettes. This underscores the importance of conducting a campaign to address legal vs illegal use of marijuana in addition to emphasizing the potential danger.

The Elgin school district lacks a consistent system of response to students found under the influence or with drug paraphernalia at school or at a school event. Each middle and high school has a police liaison officer at the school. However, police involvement is reserved for more “active” events, such as physical altercations, and other delinquent behavior. Currently each situation is addressed on a case by case basis, with suspension as a likely punishment. Suspensions do not address the underlying cause of the behavior and are not an effective way to prevent drug use. In 2013-14 there were 36 out of school suspensions (OSS) among middle school students and 128 OSS at the high school level. In 2013-14 there were 68 and 55 students who dropped out of school at Elgin and Larkin high schools respectively.

Other conditions that contribute to the youth’s substance use/abuse are related to our proximity to Chicago. Elgin has three stops on the Metra rail line which makes it easily accessible to/from Chicago and other suburban locations to purchase and/or distribute alcohol/drugs. Likewise, drug dealers often find suburban teens as easy targets. Elgin is known to be a distribution center for drug trafficking from Mexico to Chicago.

Economic conditions in Elgin also contribute to substance use. Elgin’s unemployment rate at the end of December was 7.5 percent (U.S. avg. is 5.7%). Recent job growth in Elgin has decreased by 0.33 percent. School report card data indicates 78-82% of high school students receive free and reduced lunch. Elgin’s size, 108,000 population, and diversity in ethnicity and income creates different scenarios for youth’s access to alcohol/drugs. There are low-income neighborhoods in Elgin with food and alcohol retail outlets within walking distance. Neighborhood businesses get to know their customers and may sell to minors that they know. Other more affluent neighborhoods are located on the edges of the city with access to food, clothing outlets only accessible by automobile and are more culturally diverse. Still other parts of Elgin include rural subdivisions (unincorporated Elgin) isolated from city police enforcement and under Kane county jurisdiction. It is in these rural areas that large underage drinking parties have been discovered in vacant foreclosed houses with few neighbors.

Elgin has numerous (approximately 100) businesses that sell or serve alcohol. The number of locations makes it difficult for the police department to monitor all of the establishments as well as they would like with most attention given to businesses that are reported for violations. The coalition plans to increase the communication and relationship with the liquor commission to review the number of alcohol outlets the city provides licenses to. The Coalition would like to reduce or limit new licenses as well as decrease the density of establishments and decrease the hours of operation. Currently Elgin allows a few establishments to have a late closing (3 am), we would like to review this with the City of Elgin. In addition, Elgin allows “minor hours” – at establishments that have a nightclub atmosphere. The Coalition is interested in reviewing the city’s ordinance regarding this practice.

Typically, gang and drug activity has been more prevalent in the “downtown” neighborhoods of Elgin that are more highly populated and lower socio-economic status. Access to alcohol or drugs may be easier due to the community of known users and unwillingness of neighbors to report alcohol/drug activity and/or parties for fear of reprisals. In the more affluent neighborhoods parties may not be as obvious if noise is kept at a reasonable level and therefore reports by neighbors may only occur if there are other consequences such as parking issues, loud

outside activity, fights, etc. Rural locations lend themselves to increased opportunities for large teen gatherings and the perception that they are safer due to their location (out of city limits) and an assumption that neighbors are not close enough to be bothered by the noise and call in a report. While Elgin police are able to handle a mass arrest at a large underage drinking party, (large transport vans, large mass arrest room), they may receive 5-10 calls regarding house parties on a Friday or Saturday night. Responding to these calls take squad cars away from other patrol duties for other types of crimes.

Elgin has many unoccupied homes due to foreclosures and financial institutions do not closely manage their properties. This has resulted in alcohol and drug activity taking place on the property, including underage drinking parties. In addition, “absentee” landlords/owners do not monitor their property which can create opportunities for tenants or “squatters” to conduct sales of illicit drugs and/or host parties.

- Provide current quantitative and qualitative data on youth substance use for alcohol, tobacco, marijuana, and prescription drugs for the following measures: past 30-day use, perception of risk/harm of use, perception of parental disapproval of use and perception of peer disapproval of use.

Our Prevention Program conducted an Illinois Youth Survey (IYS) Survey in 2014, except for the 6th grade data, which is from 2010. The table below represents the average of data collected from two high schools in Elgin. All figures represent a percentage of youth unless stated otherwise.

Substances Used in Past 30 days	Grade Level			Grade	Parental Disapproval	Responses		
	6 th	10 th	12 th		How wrong do your parents feel it would be for you to:	Very And/or Wrong	Little	Not
Alcohol	9%	30%	39%	6 th	Use Alcohol	97%	3%	0%
Marijuana	1	19.5	24		Smoke Cigarettes	94	5	1
Prescriptions	n/a	2	3		Smoke Marijuana	99	1	0
Any Tobacco	1	10	13	10 th	Use Alcohol	87	10	3
Inhalants	6	2.5	1		Smoke Cigarettes	96	2	2
Over the Counter	n/a	2	1		Smoke Marijuana	93	5	3
				12 th	Use Alcohol	78	13	8
					Smoke Cigarettes	91	7	2
					Smoke Marijuana	90	7	3
# of Respondents	3157	603	380					

Perceived Risk Associated with Use: How much do you think people risk harming themselves if they:		No risk	Slight risk	Moderate Risk	Great Risk
6 th Grade	Take 1-2 drinks of alcohol nearly every day	8%	20%	35%	38%
	Have 5+ drinks of alcohol once or twice a week	8	12	31	49
	Smoke one or more packs of cigarettes per day	6	6	21	67

	Smoke marijuana regularly	6	5	12	77
	Smoke marijuana 1-2 times a week	7	11	31	50
	Use inhalants regularly	8	7	23	63
10 th Grade	Take 1-2 drinks of alcohol nearly every day	6	17	39	39
	Have 5+ drinks of alcohol once or twice a week	6	13	36	46
	Smoke one or more packs of cigarettes per day	3	7	24	65
	Smoke marijuana 1-2 times a week	21	24	30	25
	Use prescription drugs not prescribed to them	3	9	26	63
12 th Grade	Take 1-2 drinks of alcohol nearly every day	3	13	41	43
	Have 5+ drinks of alcohol once or twice a week	2	15	39	44
	Smoke one or more packs of cigarettes per day	3	4	20	73
	Smoke marijuana 1-2 times a week	25	30	28	17
	Use prescription drugs not prescribed to them	2	7	23	

Perceived Peer Norms: What are the chance you would be seen as cool if you:		No chance	Little chance	Some Chance	Pretty Good Chance	Very Good Chance
6 th Grade	Began drinking alcohol regularly, that is at least once or twice a month	72	13	8	4	2
	Smoke cigarettes	70	13	10	4	2
	Smoke Marijuana	78	8	6	4	4
10 th Grade	Began drinking alcohol regularly, that is at least once or twice a month	39	19	21	16	6
	Smoke cigarettes	51	25	15	5	4
	Smoke Marijuana	32	12	18	23	15
12 th Grade	Began drinking alcohol regularly, that is at least once or twice a month	45	17	19	14	5
	Smoke cigarettes	63	20	12	4	1
	Smoke Marijuana	43	12	20	14	11

- State the minimum of two substances that your coalition will be addressing using DFC funds. Describe the specific issue related to those substances that will be addressed in the 12-Month Action Plan.

The Coalition has a history of discussing many issues surrounding underage drinking, drug use, and related criminal/gang activity. The members of the coalition possess a great deal of knowledge about the city of Elgin and the issues surrounding alcohol and drugs. Using data from the IYS survey, school district u-46 behavior data, the Elgin Police Department (EPD) crime data, and Renz Center's treatment information, the coalition discussed the current issues, trends and future concerns regarding youth, the city of Elgin and alcohol/drug use at one of the

coalition's regular meetings. Underage drinking, binge drinking, marijuana use, synthetic marijuana, and heroin use/overdoses were discussed. Additional information that contributed to the coalition discussion was the fact that if the Coalition can make an impact on the number of underage users of alcohol and marijuana it will allow the police to focus their manpower on patrolling the city and responding to other calls. Also, Renz Center's outpatient treatment facility reports the vast majority of students who seek services list alcohol and/or marijuana as their drug of choice and, many youth report marijuana is "easier to get" than alcohol. Marijuana is easy to obtain and the perception of harm is low among teens. After consideration of the data, discussion of the drugs of most concern (alcohol, marijuana and heroin), the coalition board members voted to approve alcohol and marijuana as the two drugs to focus on reducing with the Drug Free Communities grant. There was agreement that alcohol and marijuana are the most used substances among Elgin teens and created the most risk to the largest amount of individuals. Providing education and awareness about the dangers of these two drugs provides the widest prevention activities to have the greatest impact. While heroin and overdose deaths are a concern in Elgin, the coalition felt that the majority of youth and community would be best served by addressing alcohol and marijuana.

12-MONTH COALITION ACTION PLAN

5.3.3 What is the coalition's 12 Month Coalition Action Plan for addressing youth substance use in the community? (30 points)

12-Month Action Plan

DFC Goal One: Increase Community Collaboration

Objective 1: Increase Community Collaboration by 10% by March 30, 2016

Strategy 1: Strengthen the Coalition's Internal Capacity

Tool used to measure/document: Coalition Members' Survey, Focus Groups (qualitative)

Activity	Who is Responsible?	By When?
Revisit the current Strategic Plan and align with the goals	Project Director and Coalition Board	October 30, 2015
Strengthen coalition member recruitment, roles and responsibilities	Project Director and Relationships Committee	November 30, 2015
Plan and implement a team building "retreat" meeting for the current coalition members.	Coalition board and Project Director to plan, all Coalition members attend	January 30, 2016
Organize and invite new members to be a part of the coalition	Resource and Relationships Committee, all Coalition members and staff	January 28, 2016
Train and engage new coalition members so that everyone is part of a sub-group or committee	Project Director and Continuing Education Committee	February 28, 2016

Strategy 2: Develop Community Support for coalition goals/plan in a culturally sensitive manner.

Tool used to measure/document: Coalition Member's Survey, Focus Groups (qualitative)

Table #10

Activity	Who is Responsible?	By When?
Create and distribute language appropriate informative flyers that describe the coalition's goals <ul style="list-style-type: none"> • business owners, • neighborhood groups, • parents, • community organizations, • and churches. 	Communication Committee, coalition staff with help from Renz Marketing staff will create materials. Communication committee along with coalition members, including ROPE officers, school district staff, etc. will help distribute	April 30, 2016
Contact local newspapers with press release regarding DFC funding and coalition goals. <ul style="list-style-type: none"> • Daily Herald • Courier News • Reflejos (Spanish newspaper) 	Communication Committee, Media Consultant, media sector representative, Project Director and Renz Marketing Staff	April 30, 2016
Develop website for the coalition paying attention to cultural sensitivities	Communications Committee, Renz Marketing staff, Media Consultant, and website design volunteer	May 30, 2016
Contact local Radio/TV stations to promote goals and plans	Communications Committee, Media representative and Project Director	May 30, 2016
Communicate through the Elgin Chamber of Commerce	Communications Committee, Renz Marketing Staff member	May 30, 2016
Engage Social Media as appropriate starting with Facebook	Communications Committee along with the entire coalition– media consultant to maintain admin status along with Project Director, Coordinator, and Renz Marketing Staff.	May 30, 2016

DFC Goal Two: Reduce Youth Substance Abuse

Objective 1: Decrease in 30 day use of alcohol among 9th grade students in Elgin by 5% by 9-15-2016.

Strategy 1: Reduce demand for alcohol by expressing community norms against use.

Tool used to measure/document: DCI and Illinois Youth Survey

Activity	Who is Responsible?	By When?
Identify and Implement Substance Use Prevention Programs	Education Committee along with Coalition members who work for youth development agencies, school partners, (Renz Center, Boys & Girls Clubs,	January 30, 2016

	YWCA).	
Media Campaign (includes posters, flyers, social media) <ul style="list-style-type: none"> • At schools • In community • At retailers where alcohol is sold • Parents • Distribute flyers and communication tools to youth serving organizations, including Renz Center, Boys & Girls Club, YWCA, and U-46 school district. 	<p>Communications Committee along with Coalition members, including but not limited to: media sector rep, website manager and school representatives.</p> <p>Coalition members who are part of a youth serving organization may organize their students to distribute information as well.</p>	<p>In schools by Jan 15, 2016</p> <p>In community by March 15, 2016</p> <p>At retailers by March 15, 2016</p>

Strategy 2: Limit Access to alcohol through enforcement at Retailers

Tool used to measure/document: Coalition Members' Survey (qualitative/quantitative) and Illinois Youth Survey (quantitative)

Activity	Who is Responsible?	By When?
Develop a process for compliance check reviews at retail alcohol sites. (Check for seller/server certification, etc.)	Education Committee, Resource Committee and Elgin Police Department (EPD)	May 30, 2016
Require retail alcohol violators to attend face-to face Seller/Server Training – offer in Spanish as well	Resource Committee seeks Renz Center and other local providers to develop and provide training	July 30, 2016
Follow up with return compliance checks on establishments with violations	Resource Committee, Elgin Police Department	August 30, 2016

Strategy 3: Provide Community Education and Awareness of Underage Drinking and

Availability of Early Intervention and Treatment Programs

Tool used to measure/document: Community Members' Survey (community sector engagement; quantitative) and Illinois Youth Survey

Activity	Who is Responsible?	By When?
Educate City officials regarding options available to refer minors to early intervention programs as an alternative to citations for certain alcohol/ violations	Communications and Education Committee, EPD, Renz Center and other local substance abuse providers.	June 30, 2016
Educate School District regarding alternative to suspension policy to increase	Resource Committee, Communications and	June 30, 2016

access to early intervention education for alcohol prevention education.	Education Committees, School rep, and other local substance abuse providers.	
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Strategy 4: Control availability of Alcohol Outlets

Tool used to measure/document: Community Members' Survey (community sector engagement; quantitative) and Illinois Youth Survey

Activity	Who is Responsible?	By When?
Develop an environmental strategy approach to change conditional use permits for alcohol outlets.	Resource Committee, Project Director and Police Sector representative	January 30, 2016
Develop an environmental strategy approach that will control the number of outlet density and hours of sale.	Resource Committee, Project Director and Police Sector representative	January 30, 2016

Strategy 5: Advocate for increased enforcement of zoning and building codes to prevent underage drinking activity on rental or vacant properties.

Tool used to measure/document: Community Members' Survey (community sector engagement; quantitative) and Illinois Youth Survey

Activity	Who is Responsible?	By When?
Develop a Communication Campaign to encourage neighborhood/tenant reporting of violations, underage drinking	Resource and Communications Committee, and EPD	June 30, 2016
Educate City Council members regarding need to increase enforcement of building and zoning codes regarding underage drinking	Resource and Communications Committee and coalition staff	June 30, 2016

Objective 2: Among 9th grade students, perception of parental disapproval of underage drinking increases by 5% by 9-29-2016.

Strategy 1: Provide education and disincentives for providing alcohol to minors.

Tool used to measure/document: Community Members' Survey (community sector engagement; quantitative) and Illinois Youth Survey, CSAP DCI

Activity	Who is Responsible?	By When?
Parent University Sessions– to provide information and training to parents regarding social hosting law, liability talking to their teens about drugs,	Communication and Education Committees along with Coalition staff, law enforcement, Kane County State's Attorney office	At least two by September 29, 2016

parenting skills, etc. Sessions provided in English and Spanish as needed. Address cultural issues related to parental approval.		
Underage Drinking Forums	Communication and Education Committees along with Project Director, all Coalition Members, EPD, State's Attorney Office	At least one by September 29, 2016

Objective 3: Decrease in 30 day use of cannabis among 9th grade students in Elgin by 5% by 9-29-2016.

Strategy 1: Reduce demand for cannabis by expressing community norms against use.

Tool used to measure/document: Community Members' Survey (community sector engagement; quantitative) and Illinois Youth Survey, CSAP DCI

Table #16

Activity	Who is Responsible?	By When?
Identify and Implement Substance Use Prevention Programs	Education Committee along with Coalition members who work for youth development agencies, school partners, (Renz Center, Boys & Girls Clubs, YWCA).	August 30, 2016
Media Campaign (includes posters, flyers, social media) <ul style="list-style-type: none"> • At schools • In community • Parents • At medical marijuana retail facilities 1. Distribute flyers and Educate City officials regarding recreational use of cannabis	Communications Committee, Education Committee, Resource Committee along with Coalition members Communications and Education Committee and EPD	In schools by Jan 30, 2016 In community by March 15, 2016 At retailers by March 15, 2016 August 30, 2016

Strategy 2: Provide Community Education and Awareness of Cannabis and the Availability of Early Intervention and Treatment Programs

Tool used to measure/document: Community Members' Survey (community sector engagement; quantitative) and Illinois Youth Survey

Activity	Who is Responsible?	By When?
Educate City officials regarding options available to refer minors to early intervention programs as an alternative to citations for certain cannabis violations	Communications and Education Committee, EPD, Renz Center and other local substance abuse providers.	May 30, 2016
Educate School District regarding	Resource Committee,	June 30, 2016

alternative to suspension policy to increase access to early intervention education for cannabis prevention education.	Communications and Education Committees, School rep, and other local substance abuse providers.	
Create educational campaign for students regarding the topic of medicinal marijuana and recreational use.	Communications and Education Committee	August 30, 2016

Objective 4: Among 9th grade students, perception of parental disapproval of cannabis use increases by 5% by 9-30-2015.

Strategy 1: Provide education and disincentives for providing cannabis to minors.

Tool used to measure/document: Community Members' Survey (community sector engagement; quantitative) and Parent's Survey

Activity	Who is Responsible?	By When?
Provide information and training for Parents: Parent University Sessions– to provide information and training to parents regarding liability talking to their teens about cannabis, parenting skills, etc. Sessions provided in English and Spanish as needed. Address cultural specific issues related to parental approval.	Communication and Education Committees along with Coalition staff, law enforcement, Kane County State's Attorney office	At least two by September 30, 2016

MONITOR AND EVALUATE EFFECTIVENESS OF ACTION PLAN

5.3.4 How will staff and the coalition members monitor and evaluate the effectiveness of the 12 Month Action Plan? (25 points)

- Describe the type of data and how it will be collected to measure the effectiveness of the strategies and activities of the 12-Month Coalition Action Plan.

The Government Performance and Results Modernization Act of 2010 (GPRA) will be administered and all core measures will be collected and analyzed using an outside evaluator, ACR, Inc. Data will be recorded and provided on the core measures alcohol, tobacco, marijuana, and prescription drugs:

- Substance use in the past 30 days
- Perception of risk
- Perception of parental disapproval of use
- Perception of peer disapproval of use

The local evaluator will work within the Terms and Conditions of the grant award that will specify how the data are to be submitted and the schedule for submission using the selected online data reporting system. A complete set of data representative of the entire community's youth (Illinois Youth Survey or IYS) will be collected and reported for at least three grade levels between sixth and twelfth grades. These data will be collected to allow for Office of National

Drug Control Policy (ONDCP) to provide data for the DFC National Cross-site Evaluation. The following local survey tools and evaluation strategies will be used to facilitate this data collection and reporting effort:

Data Collection Table:

Survey Tool Name	Data Type	Data Analysis	Staff Involved	Frequency of data collection and/or analysis
Core Measures SA Behavioral Survey	Quantitative derived from IYS and DCI	Pre/post-test using chi-square analysis	Evaluator	Every 3 months
Coalition Members' Survey (coalition interaction, community sector engagement, achievement of goals)	Qualitative and Quantitative	Content Analysis, Univariate and Bivariate	Coalition Members and Evaluator	Every 3 months
Focus groups	Qualitative	Content Analysis	Community and Coalition members	Every 6 months
Parents' Survey (measures guardian/parent's interaction with coalition and community sectors in support of campaign and student SA prevention efforts)	Quantitative and Qualitative	Content Analysis, Univariate and Bivariate	Coalition Members and Evaluator	Every three months

DFC National Cross-Site Evaluation Requirements

We will participate in the DFC National Cross-Site Evaluation, intended to measure the effectiveness of the DFC Program in reducing youth substance use. We will also report data for the core measures described above. We will also use other measures and coalition information as required by the DFC National Cross-Site Evaluation team on an as-needed basis. We will fully comply with all requirements of the National Cross-site Evaluation.

Ability to Collect and Report Data

Renz Addiction and Counseling Center will use Ahiman Consulting and Research, Inc. (ACR, Inc.) as our local, outside evaluator for the program. We have selected ACR, Inc. as the evaluation team because they have evaluated federally funded programs for our SAMHSA

funded CSAP and CSAT programs. They have also served as evaluator in a local SPFSIG effort and are familiar with the DCI and have been trained on the Common Data Platform that has recently launched by SAMHSA. The evaluation team at ACR, Inc. has also conducted evaluations using the Illinois Youth Survey in a South Suburban Cook County, IL effort using the SPFSIG in a substance abuse prevention community coalition effort. They have served as evaluators and principal investigators for SAMHSA-funded programs for the past thirteen years. The president of ACR will be the lead evaluator on this project within his evaluation team. He has over twenty years of experience in SA/HIV/AIDS program evaluation, which includes work at the CDC. ACR, Inc. has successfully completed program evaluations for federally funded projects including CDC, SAMHSA, HRSA, ACF, and the OMH.

The measures from all evaluation and data collection efforts will be drawn from a mixed-methods approach at every objective and strategy level of the program. Focus groups, the Parent's Survey, the Coalition Members' Survey, the Illinois Youth Survey and the CSAP DCI core measures will be used to measure and document these activities with a frequency of data collection every 3-6 months (see Data Collection Table). The progress of the Action Plan will be monitored by Coalition staff as to successful completion, barriers, and lessons learned. The impact of the action plan will be assessed through our progress to reduce substance use, specifically alcohol and marijuana, among underage youth in Elgin. The tools that will be used to measure this progress have been mentioned previously using the four measures: 1) Substance use in the past 30 days, 2) Perception of risk, 3) Perception of parental disapproval of use and 4) Perception of peer disapproval of use. We will also measure the impact of the plan through surveys of the coalition members, parents, community members and other stakeholders. Surveys will include questions about profile in the community, effectiveness, level of expertise/knowledge and activities. Other qualitative data will also be collected through the evaluator's observation of the coalition's interaction and knowledge of roles. These data will be collected using key informant interviews and group observation of coalition members.

- Describe how the coalition will analyze the data collected.

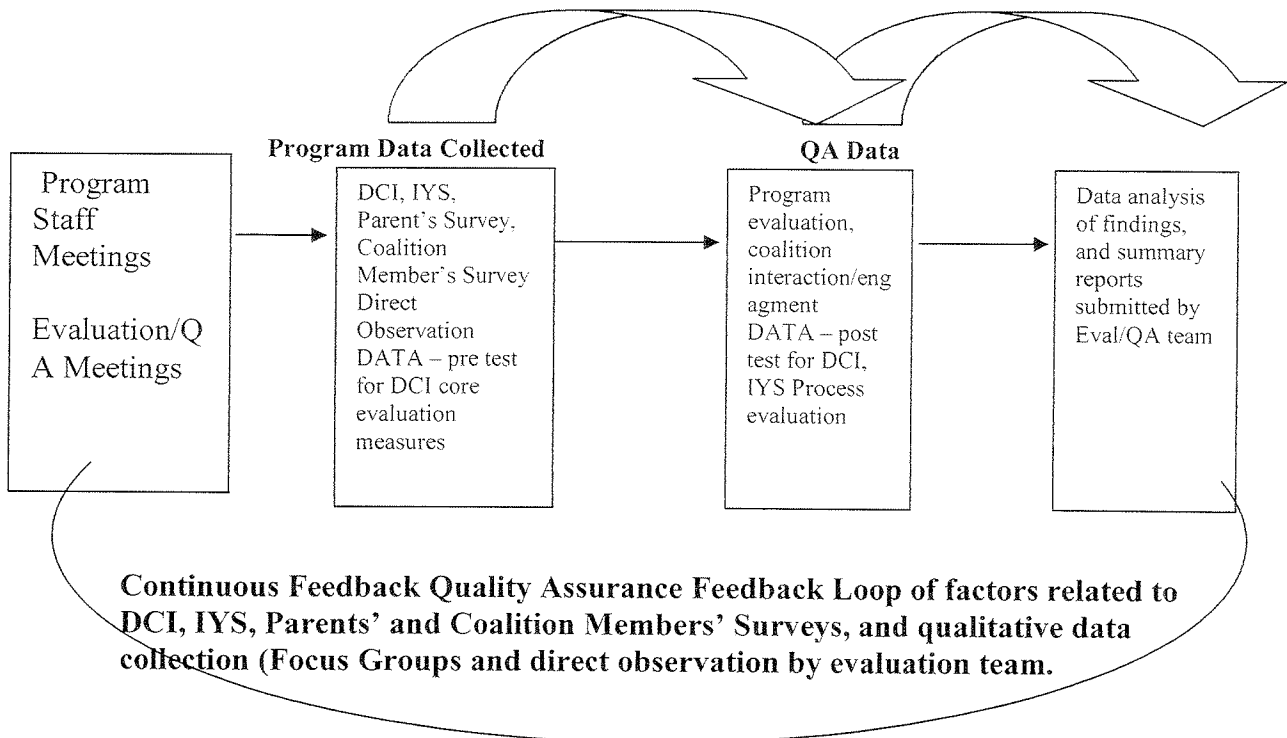
The evaluation methods for the program are widely used methods in the evaluation of coalitions targeting youth substance abuse prevention. Local observation of the coalition and its ability to interact with appropriate sectors will be important to the local and overall evaluation. This kind of ongoing process evaluation is necessary to ensure success at national cross site evaluation level. Because the project uses a coalition and the local schools to target youth and gather data, this process will be monitored closely to ensure that all the required data are gathered. The data analysis plan will be implemented using qualitative data (group observation) and quantitative data (analysis of the GPRA, core measures and selected variables for the local evaluation). A local database will also be kept for data analysis efforts beyond what is required by national cross site evaluation. As required reports are prepared, quantitative data will include a level of statistical rigor that will demonstrate the effectiveness of the coalition using a pre/post test design that will assess the core measures over time. These data will be measured using a simple chi-square analysis. The evaluator will present these findings to coalition members along with other qualitative measures that they will provide to determine the effectiveness of the coalition plan.

- Describe the specific role sector members will have in monitoring and evaluating the effectiveness of the 12 Month Coalition Action Plan.

The program will have regularly scheduled coalition meetings to discuss program development and implementation. Coalition staff and the evaluation team leader will have access to the database in required national cross site evaluation. Our local evaluation team has over thirteen years experience with the GPRA (now DCI) for youth and adults, and is experienced with entering, exporting and analyzing data from the Prevention Management Reporting and Training System (PMRTS) and trained in the new Common Data Platform (CDP). Programmatic recommendations will be made based on the outcomes of qualitative and quantitative data. Findings from evaluation activities will be shared with coalition board and the general membership on a regular basis creating a timely feedback loop that informs the planning, implementation and ongoing assessment of the program.

- Describe how the coalition will determine if adjustments to the 12-Month Action Plan are needed.

Quality Assurance Feedback Loop Schematic for Community Interaction/Engagement



The information gained from the evaluation activities will be integrated into the future strategic plan on the coalition. Ongoing quality improvement will be documented through the entire planning and implementation phases by measuring community/coalition involvement and evaluating if the action plan is effective.

Coalition staff will monitor the activities of the 12-Month Action Plan to determine the timeliness of progress toward the state objectives. With input from the local evaluator and

assistance from the coalition board, coalition staff will determine if adjustments are needed, and decisions will be made by the coalition board to make adjustments to the 12-Month Action Plan.

5.3.5 How will the coalition inform the community of its impact in addressing youth substance use? (10 points)

- Describe how your coalition's successes and challenges will be shared with the community.

The coalition will share the successes and challenges through social media, a presentation to the city council (which is also broadcast on local cable television), a presentation to the schools (and/or the school board), and local news media (print, radio in English and Spanish.) Local QA (feedback loop) efforts will also be used to inform the community of the coalition programmatic adjustments that are found to most productive in engaging the community sectors.

- Describe how the coalition will involve youth in disseminating the message to effectively reach this age group.

A presentation to the school board and city council will utilize coalition members as well as youth who have participated in coalition activities. Youth will be involved in the presentations at their school to their peers as well as use social media (mobile apps and FB) to disseminate the accomplishments of the coalition.

- Describe how the coalition's communication plan will take into account diversity in the community (family structure, geography, educational attainment, culture, social economic status, etc.)

The communication plan will be developed by the Communications Committee, followed by a recommendation to the board. The Coalition Board will review and vote on a plan. Requests by the Communication Committee will insure the diverse community is considered by providing the information in a variety of formats and language to accommodate the diverse population of Elgin. Information will be presented by students and staff when disseminated in the schools, at local community events (city council meetings, school board meetings, Hispanic Network, cultural festivals, parent and neighborhood groups). The information will also be provided to three newspapers that cover the Elgin area, including Reflejos, a publication for the Hispanic community. Information will also be present online through social media the Renz Center website, and other coalition member organization websites.

BUDGET NARRATIVE

A. Personnel: An employee of the applying agency whose work is tied to the application. Proposed salaries must be reasonable. Compensation paid for employees must be reasonable and consistent with that paid for similar work within the applicant's organization and similar positions in the industry (see Appendix A for definition of reasonableness).

Table #1: Federal Request

Position	Name	Annual Salary/Rate	Level of Effort	Cost
Project Director	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Project Coordinator	Katelyn Regan	\$34,000	75%	\$25,500
Director of Marketing & Development	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
		TOTAL		[REDACTED]

NARRATIVE JUSTIFICATION:

Project Director, Mr. Gasca, will be the lead staff member and will be responsible for establishing goals and objectives (with help from coalition members) of the coalition, coordinating strategic planning, and program administration. Mr. Gasca has considerable experience in developing and implementing substance use programs, he is bilingual and bi-cultural in a community that is 43% Hispanic.

The Project Coordinator, Ms. Regan, will have day to day responsibilities to assist the coalition in moving forward on the stated goals in the 12 month action plan. In addition she will be providing substance use education, advocacy and prevention services and will also be the liaison to neighborhood schools and community groups.

Ms. Howe will assist in website design, social marketing campaign utilizing FaceBook and twitter. In addition, she will create flyers, public service announcements, and TV/radio ads.

Table #2: Non-Federal Match

Position	Name	Annual Salary/Rate	Level of Effort	Cost
Clerical Support	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Director of Marketing & Development	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Executive Director	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
			TOTAL	[REDACTED]

NARRATIVE JUSTIFICATION: Ms. Leschke will be responsible for filing, typing, data entry, and report writing.

Ms. Howe will donate some of her time developing and implementing social marketing strategies. Ms Howe has more than 24 years of marketing and development experience.

Mr. Skogmo, Renz Center's Executive Director since 1996 has 25 years of upper management experience including managing federal grants. He is a licensed clinician with a business degree and a master's degree in counseling psychology. He will oversee the project.

SOURCE OF MATCH FUNDS: Renz Addiction Counseling Center in-kind staff time.

FEDERAL REQUEST (Section B column 1 line 6a of form SF-424A): **\$49,900**

NON-FEDERAL MATCH (Section B column 2 line 6a of form SF-424A): **\$14,460**

B. Fringe Benefits: Fringe benefits may include contributions for items such as social security, employee insurance, and pension plans. Only those benefits not included in an organization's indirect cost pool may be shown as direct costs. List all components of the fringe benefits rate.

Table #3: Federal Request

Component	Rate	Wage	Cost
FICA	7.65%	\$49,900	\$3,817
Workers Compensation, Unemployment Compensation	2.5%	\$49,900	\$1,247
Group Insurance	17%	\$49,900	\$8,483
Retirement/Pension	4%	\$49,900	\$1,996

Fringe Benefits		TOTAL	\$15,543
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NARRATIVE JUSTIFICATION: Group insurance includes health, dental, life, disability and unemployment compensation.

Table #4: Non-Federal Match

Component	Rate	Wage	Cost
FICA	7.65%	\$14,460	\$1,106
Workers Compensation Unemployment Compensation	2.5%	\$14,460	\$361
Group Insurance	17%	\$14,460	\$2,458
Retirement/Pension	4%	\$14,460	\$578
Non-Federal Match		TOTAL	\$4,503

NARRATIVE JUSTIFICATION: Group insurance includes health, dental, life, disability and unemployment compensation.

SOURCE OF MATCH FUNDS: Renz Addiction Counseling Center in-kind staff time.

FEDERAL REQUEST (enter in Section B column 1 line 6b of form SF-424A): **\$15,543**

NON-FEDERAL MATCH (enter in Section 13 column 2 line 6b of form SF-424A): **\$4,503**

C. Travel: The lowest available commercial fares for coach or equivalent accommodations must be used. Note that Grantees will be expected to follow Federal travel policies found at <http://www.gsa.gov>.

Table #5: Federal Request

Purpose of Travel	Location	Item	Rate	Cost
CADCA Training	Washington, DC	Training Fee	\$685/per person x 2	\$1,370
New Grantee Meeting	Washington, DC	Airfare	\$350/flight x 2 persons	\$700
New Grantee Meeting	Washington, DC	Hotel	\$220/night x 2 persons x 4 nights	\$1,760
New Grantee Meeting	Washington, DC	Transport to airport	\$100 round trip x 2 people	\$200
New Grantee Meeting	Washington, DC	Per Diem (meals)	\$52/day x 2 persons x 4 days	\$416

Purpose of Travel	Location	Item	Rate	Cost
National Coalition Institute week 1	Iowa (tentative site)	mileage	632 miles x \$0.50	\$316
National Coalition Institute Week 2	Iowa	mileage	632 miles x \$0.50	\$316
National Coalition Institute Week 3	Iowa	mileage	632 miles x \$0.50	\$316
Local travel	City-wide	Mileage	5300 miles@ \$0.50/mile	\$2,650
			TOTAL	\$8,044

NARRATIVE JUSTIFICATION: Airfare and hotel costs were established by searching for round-trip flights between Chicago and Washington, D.C., on Expedia and Orbitz. Transportation to and from the airport is estimated at \$50 each way (\$100 round trip) from Elgin to O'Hare for 2 people.

The City of Elgin is approximately 25 square miles. Outreach to the community is expected to be 15 miles round trip for 354 trips on average. Outreach to include: travel to schools, organizations, businesses, and law enforcement sites.

The grant requires that two members attend the New Grantee Meeting in Washington, DC. Attendance at the National Coalition Academy is required of all Year 1 grantees. In addition to the required trainings, funds for local travel are needed to attend local meetings, project activities, and training events. Local travel rate should be based on agency's personally owned vehicle (POV) reimbursement rate, which should correspond with the GSA rate found at <http://www.gsa.gov>.

Table #6: Non-Federal Justification

Purpose of Travel	Location	Item	Rate	Cost
Regional Training Conference	Chicago, IL	Mileage	84 miles x .50 + tolls	\$44
Regional Training Conference	Chicago, IL	Parking	\$42 x 2 days	\$84
Regional Training Conference	Chicago, IL	Hotel	\$210/2 days x 2	\$840

Purpose of Travel	Location	Item	Rate	Cost
Regional Training Conference	Chicago, IL	Per Diem	\$46 x 2 days x 2	\$184
Local Travel	Chicago Metro	Per Diem	526 miles X .50	\$263
			TOTAL	\$1,415

NARRATIVE JUSTIFICATION:

Mileage: 84 miles round trip to downtown Chicago, @ .50 per mile + \$2 in tolls.

Parking: Hotel parking averages between \$36 - \$48 per day

Hotel: Discounted rate including taxes

Per Diem: Paid at the organization's per diem rate

Local Travel: Travel distances can vary considerably in greater Chicago, a base estimate.

SOURCE OF MATCH FUNDS: Renz Addiction Counseling Center and coalition in-kind donation.

FEDERAL REQUEST (enter in Section B column 1 line 6c of form SF-424A): **\$8,044**

NON-FEDERAL MATCH (enter in Section B column 2 line 6c of form SF-424A): **\$1,415**

D. Equipment: Permanent equipment may be charged to the project only if the applicant can demonstrate that purchase will be less expensive than rental. Permanent equipment is defined as nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more. If the applying agency defines "equipment" at a lower rate, then follow the applying agency's policy.

Table #7: Federal Request

Item(s)	Rate	Cost
None	\$0	\$0
	TOTAL	\$0

NARRATIVE JUSTIFICATION: Enter a description of the equipment and how its purchase will support the purpose and goals of this proposal.

Table #8: Non-Federal Match

Item(s)	Rate	Cost
None	\$0	\$0
	TOTAL	\$0

NARRATIVE JUSTIFICATION: Enter a description of the equipment match provided and how its use will support the purpose and goals of this proposal. Describe how the matching funds will enhance the Federal budget request.

SOURCE OF MATCH FUNDS: N/A

FEDERAL REQUEST (enter in Section B column 1 line 6e of form SF-424A): \$ 0.00

NON-FEDERAL MATCH (enter in Section B column 2 line 6e of form SF-424A): \$0.00

E. Supplies: Materials costing less than \$5,000 per unit and often having one-time use.

Table #9: Federal Request

Item(s)	Rate	Cost
General office supplies	\$50/mo. x 12 mo.	\$600
Postage	\$31/mo. x 6 mo.	\$186
Coalition promotional items	2500-3500 items @ average \$1.61 each	\$4,830
Laptop computer	\$700	\$700
Projector	\$600	\$600
Go Pro Video Camera	\$399	\$399
Copies	10,000 copies x \$0.0763/copy	\$763
	TOTAL	\$8,078

NARRATIVE JUSTIFICATION:

Office supplies: Includes paper, pens, pencils, paper clips, staplers, staples, envelopes

Postage: Mailings for announcements, health fairs/conferences, educational seminars – 6 months

Coalition Promotional items: 2500 - 3500 items with the Coalition logo and/or educational message (averaging \$1.61 each)

Laptop computer: 3gb, 320 mg hard drive, wireless capability

Projector: 3500 ans lumens, resolution (1280 x 800)

Video Camera: Go Pro Hero4 Silver Action with memory card – to create videos of Coalition activities to promote Coalition through social media, price listed with Best Buy

Copies: copy price includes pro-rata share of copier and maintenance contract

Table #10: Non-Federal Match

Item(s)	Rate	Cost
General Office Supplies	\$50/mo. X 12 mo.	\$600

Computer, computer software		\$750
Postage	\$32.50 x 6 months	\$195
Coalition Promotional items	945 at 1.50 each	\$1,417
	TOTAL	\$2,962

NARRATIVE JUSTIFICATION:

General office supplies: 50% of cost to be match (total cost \$110 per month)

Computer, computer software: desktop computer, printer, software upgrades

Postage: 6 months of postage for letters, flyers, promotional posters

Coalition promotional items: wristbands, bound paper tablets, and/or pens and pencils bearing name of coalition at approximately 945 items @ \$1.50 each.

SOURCE OF MATCH: Renz Addiction Counseling Center in-kind donation.

FEDERAL REQUEST (enter in Section B column 1 line 6e of form SF-424A): **\$8,078**

NON-FEDERAL MATCH (enter in Section B column 2 line 6e of form SF-424A): **\$2,962**

F. Contracts: A contractual arrangement cost to carry out a portion of the programmatic effort by a third-party contractor or for the acquisition of goods or services under the grant. Such arrangements may be in the form of consortium agreements or contracts. If there is more than one contractor, each must be budgeted separately and must have an attached itemization. A consultant is a non-employee retained to provide advice and expertise in a specific program area for a fee. The Grantee must establish written procurement policies and procedures that are consistently applied. All procurement transactions are required to be conducted in a manner to provide to the maximum extent practical, open and free competition. The Grantee will be required to be alert to organizational conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade.

Table #11: Federal Request

Name	Service or Products	Cost
Ahiman, Inc.	Evaluation Contractor \$190 per hour X 53 hours to include collection of core measures including Illinois Youth Survey data, creation of evaluation report, and creation and interpretation of surveys	\$10,070
To be selected	Environmental Strategy Consultation \$325/day x 2 trainers x 2 days	\$1,300
To be selected	Board and Committee Leadership Consultation \$350/day x 2 trainers x 3 days	\$2,100

Tighe, Kress & Orr	Accounting Services – 47 hours/year x \$100/hour	\$4,721
Talbot & Associates, others	Substance Abuse Training for Coalition Members Trainers: \$560/day x 4 days	\$2,240
Edison Ave Consulting	Website and mobile application development and maintenance	\$9,000
	TOTAL	\$29,431

NARRATIVE JUSTIFICATION:

Ahiman, Inc.: A research and evaluation firm that has been an evaluator for two SAMHSA Substance Abuse Prevention & Treatment grants for Renz Center. The evaluation will be supervised by Will Cobbs, PhD, President of Ahimen, Inc.

Environmental Strategies & Board Leadership Consultation: Estimated rates for these resources. There are a number of very competent consultants to choose from.

Talbot & Associates: Training for marijuana, underage drinking and general drugs of abuse. Coalition members have strong interest in substance use/abuse prevention but very few members have expertise and/or broad knowledge on subject.

Edison Ave Consulting: Website development - \$4,000, mobile application \$4,000, maintenance \$1,000/year.

Table #12: Non-Federal Match

Item	Product or Service	Cost
Coalition Members	Involvement in coalition activities as outlined in action/strategic planning 23 members at \$37 per hour x 5 hours average per month x 12 months	\$51,060
District U-46	Illinois Youth Survey	\$3,500
Elgin Police Department	Synthetic marijuana compliance checks. 3 officers @ \$100 per hour x 8 checks (\$2400) Alcohol compliance checks 4 officers @ \$100 per hour x 10 checks (\$4000) Committee meetings, Coalition Liquor Commission meetings, 3 officers @ \$100 x 5 hours x 12 months (\$18,000)	\$24,400

Media Sponsorships	Newspapers to promote alcohol/drug prevention events, prevention messages 20 x \$350 per ad	\$7,000
	TOTAL	\$85,960

NARRATIVE JUSTIFICATION:

Coalition members: Members are expected to be involved in programming year round. There are currently 23 volunteer members of the Coalition, at \$37 per hour x 5 hours average per month x 12 months.

District U-46: The school district will distribute and collect 3500 surveys. U-46 is the 2nd largest school district in Illinois. The school districts time to distribute and collect 3500 surveys is estimated at \$1 per survey.

Elgin Police Department: Synthetic marijuana and underage drinking compliance checks to be conducted year around. The police department has determined that comprehensive compliance checks are goals of the department. Synthetic marijuana compliance checks. 3 officers @ \$100 per hour x 8 checks (\$2400) Alcohol compliance checks 4 officers @ \$100 per hour x 10 checks (\$4000). Committee meetings, Coalition Liquor Commission meetings, 3 officers @ \$100 x 5 hours x 12 months (\$18,000). Police conduct these services while on overtime (\$100/hour).

Media sponsorships: The Coalition has contacts with local radio stations and the Coalition has a member from a local Spanish newspaper which is a subsidiary of the largest regional newspaper in the area. A conservative estimate of newspaper ads to promote alcohol/drug prevention events, prevention messages (targeting primarily parents) 20 x \$350 per ad.

SOURCE OF MATCH FUNDS: Coalition members including: school district u-46, Police Department, and media sponsorships.

FEDERAL REQUEST (enter in Section B column 1 line 6f of form SF-424A): **\$29,431**

NON-FEDERAL MATCH (enter in Section B column 2 line 6f of form SF-424A): **\$85,960**

G. Construction: NOT ALLOWED - On the SF-424A, leave the following section blank: Section B columns 1& 2 line 6g.

H. Other:

Expenses not covered in any of the previous budget categories. If rent is requested (direct or indirect), provide the name of the owner(s) of the space/facility. If anyone related to the project owns the building which is less-than--arm's length arrangement*, provide cost of ownership/use allowance calculations. Additionally, the lease and floor plan (including common areas) is required and must be submitted for all projects allocating rent costs.

* "less-than-arms-length" lease is one under which one party to the lease agreement is able to control or substantially influence the actions of the other. Such leases include, but are not limited to those between a division of a non-profit organization, non-profit organization and a director, trustee, officer, or key employee of the non-

profit organization or his immediate family, either directly or through corporations, trusts, or similar arrangements in which they hold a controlling interest).

Table #13: Federal Request

Item	Rate	Cost
Rent	\$750/mo. x 12 mo.	\$9,000
Telephone (cell)	\$58.67 x 12 mo.	\$704
Brochures	\$0.20 per brochure x 5000 brochures	\$1,000
Posters, flyers, notices for merchants	10,000 items @ \$0.15 per item	\$1,500
Social Media	Social media promotional(ad) fees	\$1,800
	TOTAL	\$14,004

**
\$14,004*

NARRATIVE JUSTIFICATION:

Rental: Amount is for a 10 x 12 office, use of conference room, common area usage and all maintenance. The amount of the mortgage payment for this suite is \$3,500 per month. .2142% of the space is allocated to this program. $.2142 \times 3500 \times 12 \text{ months} = \$9,000$.

Telephone: Costs for use of cell smart phones with internet capability

Brochures: \$0.2 per brochure for the Coalition x 5000 brochures.

Posters, flyers, notices for merchants: To be displayed at city retail establishments, on and off site liquor stores/bars, information about local ordinances and in addition, liquor “sticker shock” labels, neighborhood flyers.

Social Media: Social media ad fees (targeted to Elgin residents) to launch mobile app, website and promote events and educational information. Fees will vary depending on the targeted number of reach. We have estimated 2-4 targeted promotions per month at \$50 each (\$50 x 3 times a month x 12 months)

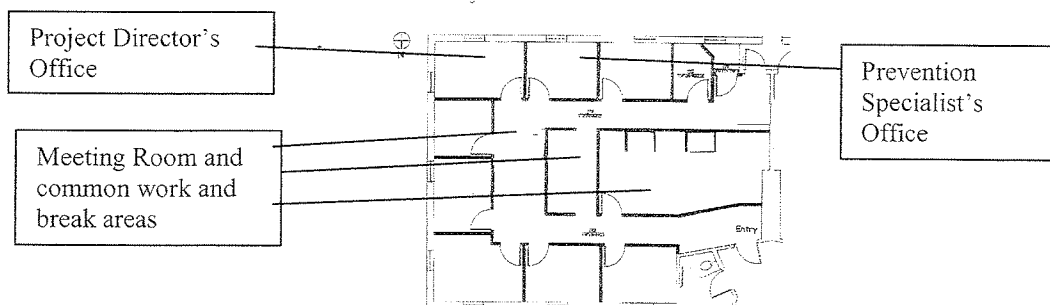


Table #14 Non-Federal Match

Item	Rate	Cost
Space Rental	\$300 average per event	\$2,400
Printing	2000 brochures, flyers, posters	\$2,940
Health Fair	Coordination and administration	\$1,400
Sticker Shock labels	Coordination, administration, and labor	\$1,660
Parent Universities	Coordination, administration, labor	\$3,500
Website, Facebook, Twitter design	\$76 hours at \$50/hr	\$3,800
	TOTAL	\$15,700

NARRATIVE JUSTIFICATION:

Space rental: Approximate total cost of 8 events in community, with an average of \$300 per event.

Printing: 2000 brochures, flyers, posters @ approximately \$1.47 per piece

Health Fair: Coordination and administration of 8 events- approximately 40 hours x \$35

Sticker Shock Labels: Coordination of labor – contacting retailers and bottle labeling costs, 1000 labels @ \$0.26 = \$260 plus 40 hours of labor x 435 = \$1400. \$260 + \$1400 = \$1,660.

Underage drinking initiative: Coordination and administration 120 hours @ \$35.00 per hour

Synthetic Marijuana: Coordination and administration 120 hours at \$35 per hour

Parent Universities: Up to 4 parent drug education programs to be held at City/District schools, 100 hours x \$35/hour = \$3,500.

Website design, etc.: Volunteer assistance for input on website development/design, Facebook, Twitter, social media options, 76 hours x \$50 = \$3,800.

SOURCE OF MATCH FUNDS: State source of match funds.

FEDERAL REQUEST (enter in Section B column 1 line 6h of form SF-424A): **\$ 14,004**

NON-FEDERAL MATCH (enter in Section B column 2 line 6h of form SF-424A): **\$15,700**

TOTAL DIRECT COSTS:

FEDERAL REQUEST (enter in Section B column 1 line 6i of form SF-424A): **\$125,000**

NON-FEDERAL MATCH (enter in Section B column 2 line 6i of form SF-424A): **\$125,000**

TOTAL INDIRECT COSTS²: NA

FEDERAL REQUEST (enter in Section B column 1 line 6j of form SF-424A):

NON-FEDERAL MATCH (enter in Section B column 2 line 6j of form SF-424A):

TOTAL PROJECT COSTS: Sum of Total Direct Costs and Indirect Costs \$250,000

FEDERAL REQUEST (enter in Section B column 1 line 6k of form SF-424A): **\$125,000**

NON-FEDERAL MATCH (enter in Section B column 2 line 6k of form SF-424A): **\$125,000**

² Indirect costs can be claimed only if the applicant has a negotiated indirect cost rate agreement. It is applied only to direct costs as allowed in the agreement. If claiming indirect costs, include a copy of the fully executed, negotiated, indirect cost agreement. For information on applying for an indirect cost rate, see "Indirect Costs" under Appendix A — Sample Budget.

Table #15: Budget Summary

Category	Federal Request	Non-Federal Match	Total
Personnel	\$49,900	\$14,460	\$64,360
Fringe	\$15,543	\$4,503	\$20,046
Travel	\$8,044	\$1,415	\$9,459
Equipment	0	0	0
Supplies	\$8,078	\$2,962	\$6,581
Contractual	\$29,431	\$86,960	\$91,943
Other	\$14,004	\$15,700	\$48,029
Total Direct Costs	\$125,000	\$125,000	\$250,000
Indirect Costs	0	0	0
Total Project Costs	\$125,000	\$125,000	\$250,000

The Federal dollars requested for all object class categories for the first 12-month period are entered on Form 424A, Section B, Column 1, line 6a-6i.

Table #17: Future Years Budget Summary (Enter "Total Costs" calculations from Table 22.)

Projected Future Years	Federal Request	Non-Federal Match
Year 2	\$125,000	\$125,000
Year 3	\$125,000	\$125,000
Year 4	\$125,000	\$125,000
Year 5	\$125,000	\$125,000
TOTAL (2-5)	\$500,000	\$500,000

CALCULATION OF FUTURE BUDGET PERIODS
BASED ON THE FIRST 12-MONTH BUDGET PERIOD

Table #18: Future Budget Periods

Category	2nd Project Year Federal	2nd Project Year Match	3rd Project Year Federal	3rd Project Year Match	4th Project Year Federal	4th Project Year Match	5th Project Year Federal	5th Project Year Match
Personnel								
Project Director	21,424	0	21,424	0	22,000		23000	
Project Coordinator	26,265	0	26,265	0	27,053		27,864	
Dev. Director Support	3,708	7,200	3,708	7,416	3,800	7,416	3900	7500
Executive Director	0	3,900	0	4,017	0	4,017		4100
Clerical Support	0	3,360	0	3,461	0	3,500		3600
Fringe Benefits	16,010	4,503	16,010	4,639	16,463	4,639	17058	4712
Travel	6,474	1,415	6,474	1,415	6,474	1,415	6500	1375
Equipment								
Supplies	8,078	2,962	8,078	2,800	8,078	2,800	5546	2500
Contract								
Evaluation	10,070	0	10,070	0	10,070	0	10,070	0
Environmental Strategy	1,300	0	1,300	0	1,300	0	1,300	0
Trainings	4,340	0	4,340	0	3,164	0	3,164	0
Tighe, Kress & Orr	4,721	0	4,721	0	4,800	0	4,800	0
Edison Ave Consulting	1,000	0	1,000	0	1,000	0	1,000	0