

Project/Program Narrative

- Description and explanation of changes, if any, made during this budget period affecting the following:

- Goals and objectives

Coalition for a

Safe and Healthy Elgin continued to have the same goals and objectives as mentioned in the work plan. The focused on the work plan is to reduce the underage alcohol use among youth.

- Projected time line for project implementation

Disseminate throughout community, flyers/social media. 5000 flyers to be distributed in the community. Increase followers of Coalition's Facebook page and engagement activity.

Enforcement of social host violations. Larsen and Ellis Middle Schools hosted an underage drinking prevention motivational speaker. Roy Juarez presented to 1200 youth, who received an underage drinking prevention motivational education/message. A motivational speaker, Ferney Ramirez, presented for the parents for the months of March, April and May.

- Approach and strategies proposed in the initially approved and funded application

The Strategies implemented were as mentioned on the work plan. Partner with other local community agencies to collaborate on substance abuse prevention. We've collaborated with other community agencies; Elgin Police Department, Neighborhood Housing Services, Boys and Girls Club, and schools. Disseminated 5000 flyers throughout the community. Increase followers of Coalition's Facebook page and engagement activities. The coalition's website has been created and it serves as a resource.

- Report on progress relative to approved objectives, including progress on evaluation activities.

CSHE has implemented multiple different methods of reaching out in order to find the techniques that work well for our culture. Language barriers and low literacy rates among adults and parents means that traditional methods like newspaper ads and posters are not as effective as face-to-face conversations and forums. The Hispanic community in Elgin places a high emphasis on keeping family matters private, therefore the individuals who need our guidance the most rarely show up to the table. To reach that audience, we brought an education and awareness campaigns to institutions they already frequent such as youth soccer games, faith meetings, and local restaurants. When it comes to educating parents and the community as a whole, we plan to focus on empowering family members to set the example of a drug-free lifestyle as well as how to have conversations about substances with their children.

- Summary of key program accomplishments to date and list progress.

Roy Juarez Presentation at Ellis and Larsen Middle Schools continued by a series of Snowflakes at the schools.

Ferney Ramirez presentation to parents.

Parent Universities at Elgin High School in English and Spanish.

Dissemination of prevention literature throughout the schools during Red Ribbon week.

Prevention posters in over 30 businesses in our community.

Project coordinator and CSHE member attended CADCA's National Leadership Forum.

- Description of difficulties/problems encountered in achieving planned goals and objectives including:

- Barriers to accomplishment and

There were two barriers which delayed the implementation of strategies. One of the barriers was the change in staff and the other was the change in leadership within our coalition.

- Actions to overcome difficulties

We hired a new CSHE coordinator, Gil Feliciano, with over 20 years of experience in community mobilization and engagement. Gil has been able to build on coalition membership and collaborative work among community agencies.

- Report on milestones anticipated with the new funding request.

During the upcoming year we plan to achieve more exposure within our Elgin community by our monthly community events and promote a Safe and Healthy Elgin.

- Key staff changes (new and anticipated) must be requested in advance as stated in the terms and conditions of award. Describe the change and submit resumes and job descriptions, level of effort and annual salary for each position.

Attached is Gil's resume with an annual salary of \$ 44, 0000. A change of staff has been submitted.

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*Included in electronic application package

** Attached to Field 15 of the SF-424 as requested in FOA Part II

Section A: Progress to Date (20 points)

A-1. Describe your present or former Drug Free Communities Support Grant experience. Report on accomplishments to date. Discuss any obstacles/problems that have been encountered and actions taken towards their resolution.

The Coalition for a Safe & Healthy Elgin (CSHE) received a Drug Free Communities grant in October of 2015. Since then, CSHE members have organized a retreat to strengthen member relationships and team building, reviewed the 12 month plan, increased membership, and developed working committees to address the strategies/activities of the 12 month plan.

As part of our Action Plan, we coordinated a training retreat for coalition members in February where they received professional development seminars related to Youth Substance Abuse Prevention, Environmental Prevention Strategies, and the Strategic Prevention Framework. CSHE leadership has restructured the general meeting format to incorporate breakout sessions to commit meeting time to completing the Action Plan. The Action Plan was equally divided among working committees with each committee addressing an Action Plan item at each monthly meeting. Committees report progress on the Action Plan during the meeting to ensure accountability and completion. Through our Meeting Satisfaction Survey completed after each meeting, members have indicated that they appreciate the breakout sessions and that this time instills purpose for meetings.

We have relocated the coalition meetings to one of the high schools in the coalition's service area in an effort to engage additional youth on the coalition, increase participation and maintain a strong rapport with school administration. A total of 12 new members have attended the three meetings we have had since receiving DFC funding. We have also obtained local technical assistance through the Illinois National Guard and private consultants who will provide ongoing training throughout the year.

We successfully recruited Elgin's two local high schools and three local middle schools to participate in the 2016 Illinois Youth Survey (IYS) this spring. The survey collects all the four Core Measures as well as other pertinent data on social access and social indicators. When the results are released in late summer the coalition will go over them, compare with the 2014 survey results, and then adjust tasks and projects accordingly. We have secured the services of a third-party evaluator and technical assistance to improve organizationally, structurally, and programmatically.

The CSHE Executive Team met with the mayor of Elgin to announce DFC funding and is planning on formally announcing DFC funding at an upcoming City Council meeting.

Coalition for a Safe & Healthy Elgin's Implementation Plan for the remainder of this fiscal year has an emphasis on training coalition members and developing community support for coalition activities. One staff member and one coalition member attended the National Coalition Academy at the end of April, to strengthen our Logic Model and Strategic Prevention Framework which will be completed in October. Our goal is to incorporate mini-training sessions into each monthly

meeting in order to share the information with all coalition members. Our Action Plan is already in progress among our work committees.

CSHE is growing, and we will continue to improve our “New Member Orientation” process to ensure all members are up to date with grant objectives, Action Plans, and progress. By next year we will have a formal Welcome Packet and a member mentoring process put in place so that newcomers don’t feel overwhelmed during meetings. We also intend to establish regular recognition and intrinsic rewards for members that are working hard to meet Coalition goals as a way to retain membership.

Anticipated challenges will be disseminating the information to our targeted community. Elgin’s population is diverse linguistically and culturally. CSHE has been trialing multiple different methods of reaching out in order to find the techniques that work well for our population. Language barriers and low literacy rates among adults and parents means that traditional methods like newspaper ads and posters are not as effective as face-to-face conversations and forums. The Hispanic community in Elgin places a high emphasis on keeping family matters private, therefore the individuals who need our guidance the most rarely show up “to the table.” In order to reach that audience we intend to bring the education and awareness campaigns to institutions they already frequent such as youth soccer games, faith meetings, and local restaurants. When it comes to educating parents and the community as a whole, we plan to focus on empowering family members to set the example of a drug-free lifestyle as well as how to have conversations about substances with their children. We plan to assess the contributing factors to parents allowing students permission to use and providing their students with substances. In person interviews and focus groups are the most effective data collection method with this target population. Elgin has multiple subsidized housing districts. By collaborating with the property owners and tenants, the Coalition will increase education and awareness efforts in these areas.

A-2. Using current data, identify the proposed catchment area and provide demographic information on the populations you propose to address with the STOP Act funding.

The proposed catchment area is the city of Elgin located in northern Illinois, roughly 35 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 11.9% 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 school district, U#46, is the second largest school district in Illinois behind Chicago. The schools on the eastside of Elgin where we are proposing to offer educational programming in two of the middle schools, have a majority of Hispanic students (70-83%), White (13-5%), Black (7-6%), Asian (6-2%), Native American (.8-1%) and 2.9-2.1% reporting two or more ethnicities at Larsen and Ellis Middle School respectively. Their Illinois Report Cards reflect a poverty rate of 78-88% low income students, 21-34% English language learners, and only 26-20% of the student population have PARCC scores indicating readiness for their grade level and future success. Our target population has many risk factors and few protective factors making excellent candidates for our protective activities.

A-3. Describe your current coalition infrastructure available to support the STOP Act activities. Demonstrate how this project will enhance, not replace, the capacity you have established with your DFC grant and how that enhanced capacity will increase your effectiveness toward addressing underage drinking in your community.

Coalition for a Safe & Healthy Elgin currently uses an Executive Team structure comprised of a President, Vice President, Treasurer, and Secretary and five voting Board members. Coalition Members are those that participate but are not an Officer or Board member and include representation from all 12 Sectors. Key grant staff works with the Officers on a daily basis to coordinate major grant projects and provides year-round technical assistance and prevention expertise for all members.

The current coalition infrastructure is strong and is motivated by completion of tangible activities. A good portion of the coalition’s time in this first year is spent “sharpening the saw” to reflect/research the communities needs and create a logic model and strategic plan that will move the coalition forward. While coalition board members and other key members are involved in the planning and development of the coalition, other general members need to be kept engaged and contributing to activities and events that will enhance the coalition and increase the coalition’s reputation in the community. Key staff involved in the project will enlist the help of current general coalition members to implement both environmental and educational strategies.

Our STOP Act project will enhance 4 of the 7 Environmental Prevention Strategies encompassed in our DFC project: Providing Information, Enhancing Skills, Reducing Barriers, and Changing Consequences.

Providing Information - Our local police department has a Resident Officer Police Enforcement R.O.P.E., program where police officers are assigned to and live in Elgin neighborhoods. These officers know their communities best, and we intend to collaborate with them during their block parties for National Night Out to provide information about the risks of underage drinking, hosting parties where alcohol is available to minors, and how to talk to their children about underage drinking. R.O.P.E. officers will exchange information (in the form of a bi-lingual flyer and face to face encounters) with the residents about underage drinking. Over the four years of the grant, we expect to be able to establish a trusted method of communication with residents and have a representative(s) of the neighborhood association(s) on the coalition.

Enhancing Skills - To enhance home owners' and tenants skills we will coordinate workshops with our coalition partner Neighborhood Housing Services (NHS) and Elgin Police Department (EPD) that discuss Elgin's social host laws and encourage neighbors to notify the police of underage drinking parties for the safety of the community. NHS hosts Home Buyer Education Classes and the EPD hosts Tenant Meetings. The coalition can have members at both of these meetings and present information and build their reporting skills.

In addition, the project will also enhance the skills of middle and/or high school youth who are interested in attending the Cebrin Goodman Teen Institute, a 5-day youth leadership conference sponsored by the Illinois Alcoholism & Drug Dependence Association. It is an award winning program that offers opportunities for teens around the state of Illinois to learn about leadership, healthy choices, and working with others to create better communities. A partial scholarship to attend the conference will be giving to at least 2 youth to enhance their skills and create change in their community.

Reducing Barriers - A common barrier to enforcing social host ordinances or property owners' policies is a lack of reporting these incidents, so by creating a year-round media campaign that reminds residents they can safely and anonymously call in complaints we are reducing barriers to enforcement.

Changing Consequences - Lastly, in collaboration with property owners, we intend to promote landlords to apply their own policies around underage drinking violations on their property. Tenants often feel law enforcement can't permeate their apartment complexes, so adding in a consequence for lease holders if underage drinking occurs in their residence such as increased rent would deter such behavior. Developing a consequence system also sets property owners up to be able to offer incentives to tenants who have been compliant over time.

Educational Strategies will enhance the DFC grant by providing funding each year of the grant for two middle school motivational presentations, a Town Hall meeting, and expansion of our social media outreach. The school district in our service area incorporates a PBIS system. Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social,

emotional and academic success. As part of the PBIS plan, middle schools plan assemblies to educate, inform, motivate and reward students to encourage positive behavior. The STOP Act grant would allow us to hold a PBIS assembling at two middle schools. We would bring a highly regarded youth development motivational speaker to deliver an underage drinking message. Since our current DFC plan targets high school age youth and prevention research indicates youth who start drinking before the age of 14 are more likely to develop a substance use disorder, we elected to provide middle school youth a motivational speaker who would be entertaining as well as inspirational to begin to plant seeds of prevention and build on our other activities within this grant and our DFC plan. The speaker we plan to contract with is Javier Sanchez, CEO / Founder of R.E.A.C.H. Communications, Inc. He has written several books and has been inspiring youth and adults since May 2007. R.E.A.C.H. Communications, Inc. is a team of speakers, trainers, and live performers that use our talents as Stand Up comics, Spoken Word Poets, Hip Hop artists, and Dancers to move youth and adults from inspiration to action.

A Town Hall meeting is a requirement of the grant and will fit nicely into our plans to establish the coalition as the lead collaborator in the community for underage drinking prevention advocacy and community collaboration. The Town Hall meeting will be held at the Boys & Girls Club of Elgin and promoted by coalition members. The Town Hall meeting will be organized by STOP Act grant staff, coalition members, and Boys & Girls Club parents/youth. Speakers will likely include Javier Sanchez, a Kane County Assistant State's Attorney, Elgin Police Department and other state/local authorities of interest to the targeted population of residents, parents and youth. In each year of the grant a Town Hall meeting will be held in a location convenient to the targeted residents and will involve representation of the targeted community.

In summary, the above mentioned activities will benefit the coalition by increasing awareness in the community and building linkages to community members/organizations. The environmental and educational strategies mentioned will also allow us to engage members in specific activities with measurable results and create an atmosphere of cooperation and accomplishment. The activities will also create new opportunities for awareness and collaboration which will increase the coalition's visibility and recruitment of new coalition members.

Section B: Proposed Approach (30 points)

B-1. Using the 5 steps of the SPF clearly describe all activities that will be supported with the new grant funds.

Our target population as stated above will primarily involve working with Hispanic, low-income families within the neighborhoods of Elgin. We will work with the NHS, neighborhood associations and R.O.P.E. officers to inform and educate residents, property owners and tenants of underage drinking, property policies and home owner social host law, in an effort to encourage reporting and enforcement. Reporting and enforcement will lead to a decrease in underage drinking. In addition, our activities will also include student and community education through school assemblies at middle schools and a Town Hall meeting each year. These activities, and the activities of our current DFC grant, will be supported by project staff including a part-time person dedicated to engaging the community through PR/Social Media activities. These activities are described using the SPF below:

1. Assessment - Expand our current use and contributing factors data to include data about how underage drinking is occurring on private property.
 - Conduct informational interviews of property owners about the existence of underage drinking violations on property.
 - Conduct informational interviews of home owners about knowledge of social host laws.
 - Conduct focus groups of youth as tenants and home residents about frequency of underage drinking in their residences.
 - Collect data on why home owners or tenants don't call in violations through focus groups.
2. Build Capacity -- expand coalition membership and develop underage drinking policies and enforcement plans where they don't exist
 - Recruit property owners to coalition (Business sector)
 - Discuss underage drinking violation policy creation for property owners, enforcement methods
 - Develop "party patrol" plan for law enforcement to help enforce social host violations
3. Plan -- develop Communication Campaign
 - Develop message, format, and medium for campaign
 - Coordinate areas on private property where campaign will be allowed to be viewed
 - Coordinate how frequently campaign will take place
4. Implement -- enforcing new underage drinking policies and completing communication campaign
 - Home owner social host workshops and how to safely report violations
 - Tenant policy workshops and how to safely report violations
 - Disseminate Campaign throughout community
 - Enforce new policies and social host violations
 - Engage a part-time Social Media specialist to assist with communication campaign, and provide website maintenance, FB and other appropriate methods of engagement

for our target population.

- Conduct PBIS assemblies at area middle schools to reinforce underage drinking norms and expectations for the future
- Town Hall meeting held in neighborhood locations to educate and inform parents, residents and youth of underage drinking law, parent expectations, and societal norms.

5. Evaluate -- evaluate effectiveness of new policies and social host law and collect use and perception of risk data

- Collect 4 core measures through IYS
- 1-year follow up informational interviews about effectiveness of new policies
- 3-4 year data collection of violation trends

- **Describe how your proposed project will meet the goals and objectives of the STOP Act program.**

Our activities will meet the expectations of the STOP Act grant. Our involvement of NHS and the neighborhood associations will increase their engagement to their residents/members and in turn enhance residents' knowledge of underage drinking laws/city ordinances in addition to enhancing their awareness of the coalition. Engaging residents at this grass roots level over a period of four years will create community level change regarding underage drinking.

The activities will strengthen the collaboration among the coalition members, and the city of Elgin government. Aligning our activities with the R.O.P.E. officers, informing residents/property owners of city ordinances related to underage drinking, will reduce alcohol use among youth and young adults. In addition, another stated goal/expectation of the grant is to host a Town Hall meeting, which is planned each year of the grant and will involve local (city and/or county) government representation.

As required in the grant application, the coalition has assessed our targeted population to be Hispanic bi-lingual and mono-lingual, low-income families. We will decrease disparities by providing bilingual bicultural staff and coalition members to identify strategies and communications that work best. Every effort will be made to ensure communication with our target population includes written materials will be in English and Spanish that are easy to read and comprehend. All presentations and meetings will be conducted in English with Spanish translation and/or in Spanish as well. Neighborhood outreach staff/volunteers will be bi-lingual in English and Spanish. In addition, other cultural considerations will be made when considering the time and place of planned meetings and refreshments offered.

- **Describe the purpose of the proposed project, including its goals.**

The purpose of the proposed project is to decrease/prevent underage drinking by enhancing the current activities of our DFC grant. We plan to implement outreach into neighborhoods using coalition members and establishing relationships with neighborhood associations and R.O.P.E. officers. Through these relationships we will interface with residents to educate and inform them of city ordinances related to underage drinking. Increasing relationships with community

residents will lead to increased reporting and enforcement. In addition we will also collect data through interviews and surveys regarding issues related to underage drinking to assess the frequency and reasons why violations are not reported. Resident/property owner participation in community workshops regarding reporting and enforcement of underage drinking ordinances will lead to an increase in relationships between the neighborhood groups, local law enforcement and the coalition. Building relationships will increase coalition membership and a stronger coalition overall. Moreover, data collection will be used to assess and develop future strategies. In addition to these environmental strategies we will also implement educational strategies by conducting two middle school assemblies, a Town Hall meeting and social media campaign.

Current DFC 12- Month Plan and goals that will be enhanced with support from the STOP Act.

Goal Two: Reduce Youth Substance Use

Objective 1: Decrease in 30 day use of alcohol among 10th and 12 grade students in Elgin by 5% by 9-29-2017.

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

Activity: Enhance Media Campaign by adding Social Media and website support

Strategy 3: Provide Community Education and Awareness of Underage Drinking and Availability of Early Intervention and Treatment Programs

Activity: Enhance education by conducting two PBIS middle school assemblies with a premier motivational speaker on underage drinking prevention.

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

Activity: Enhance advocacy by partnering with NHS and neighborhood association staff/volunteers to reach out to residents to encourage reporting and/or enforcement of city ordinances related to underage drinking.

Activity: Enhance advocacy by partnering with R.O.P.E. officers to disseminate city ordinances related to underage drinking to residents during August block party events.

Objective 2: Among 10th and 12th grade students, perception of parental disapproval of underage drinking increases by 5% by 9-29-2017.

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

Activity: Enhance one of the Town Hall meetings by providing an international motivational speaker for youth and parents

- **Discuss how the proposed activities to address underage drinking will be integrated into the ongoing DFC project.**

The proposed activities will be integrated into the ongoing DFC project primarily by STOP Act grant staff, general coalition members, police officers (R.O.P.E.), and community residents not yet aware/associated with the coalition who are involved in neighborhood housing associations. The activities enhance our current DFC grant. These activities will be worked on simultaneously with any other planned activities.

Goal Two, Objective 1, Strategy 1, is to reduce demand for alcohol by expressing community norms against use. Current plans mention a general media campaign. We want to have a social media expert who will manage our website and enhance our social media presence using Facebook interactively in addition to educational blogging (website) to engage the community (using more interactive methods – starting conversations, etc.). We are consciously limiting the social media to Facebook and our website due to the fact that seem to be the most used applications by our target population. These activities will blend nicely with our current DFC plans to create a website and use social media to educate through static posts.

Goal Two, Objective 1, Strategy 3 Provide Community Education and Awareness of Underage Drinking and Availability of Early Intervention and Treatment Programs. Our DFC plans include a prevention resource conference for professionals, to educate parents and the community about the districts alternative to suspension policies and treatment alternatives for drug violations. Our STOP Act enhancement activity will be to conduct two PBIS middle school assemblies with a premier motivational speaker on underage drinking prevention. With our goal to change behavior and perceptions of 10th and 12th grade students regarding the underage use of alcohol, our activities are aimed at middle school students, who at the end of the four year STOP Act grant (of which they will have received four years of consistent underage drinking education) will be 10th and 11th grade students. This is a clear enhancement and reinforces our messages for this age group.

Goal Two, Objective 1, Strategy 5 of the DFC grant is to advocate for increased enforcement of city codes to prevent underage drinking activity – our current DFC activities involve educating landlords, housing services and the city council. Our STOP activities involve communicating with the neighborhood residents to encourage reporting and enforcement while also surveying residents on the topic. The plans to use a non-profit organization, NHS and the neighborhood association groups in addition to the R.O.P.E. officer outreach will build on current relationships and forge new connections for the coalition within the Elgin neighborhoods.

Goal Two, Objective 2, Strategy 1 of the current DFC grant is to provide education and disincentives for providing alcohol to minors providing activities that include Parent University trainings and two underage drinking forums. Our STOP Act activity would enhance one of the planned underage drinking forums (Town Hall meeting) by providing an international motivational speaker who would direct his presentation to parents and youth This will be in addition to the traditional panel of legal and behavioral specialists that are usually a part of our underage drinking forums.

- **Demonstrate how the proposed approach addresses factors such as age, race, ethnicity, culture, language, sexual orientation, disability, literacy and gender of the population.**

Our plans to conduct outreach into the community neighborhoods could create some challenges for us regarding the above factors. We chose to work with NHS and the neighborhood associations for that reason as they are knowledgeable and experienced working with their neighborhood population. With the vast majority of the downtown neighborhood residents identifying with a Hispanic culture and speaking Spanish and/or English we are prepared to

utilize bilingual staff and coalition members and project partners to communicate with the residents. All outreach workers will be equipped with information in English and Spanish and receive a diversity/safety training prior to their activities in the neighborhood.

- **Describe your proposed collaboration with the state, tribe, or jurisdiction and describe any barriers to accomplishing this plan.**

We plan to collaborate with our local law enforcement community using the R.O.P.E. officers. Each officer lives within a designated neighborhood within the low-income/at-risk neighborhoods of Elgin. These officers build relationships with the residents in their area and prevent crime by educating and encouraging residents to report of violations. Involving the R.O.P.E. officers in disseminating coalition information, and involving coalition members in the August block parties will increase access to residents allowing for feedback on underage drinking activity (from residents and the officers) and increased enforcement. The city's law enforcement staff will also be able to communicate with the coalition regarding other underage drinking related concerns.

- **Describe your implementation activities and include measurable objectives, milestones, and timelines for step 4 (implementation) of the SPF.**

Implementation Activities	2016/2017				Measurable Objectives
	Q 1	Q 2	Q 3	Q 4	
1. Meet with all partnering organizations, NHS, Neighborhood Associations, R.O.P.E. officers to discuss plans for collaboration for outreach to neighborhoods	X				Plan for outreach to neighborhoods made with NHS and 1 neighborhood association each year.
2. Homeowner social host workshops		X	X	X	Host 3-4 workshops per year
3. Tenant policy workshops		X	X	X	Host 3-4 workshops per year
4. Media Campaign – Disseminate throughout community, flyers/social media		X	X	X	5000 flyers to be distributed in the community Increase followers of Coalition's Facebook page and engagement activity
5. Enforcement of social host violations		X	X	X	Law enforcement reports increase in reporting and enforcement of underage drinking and social host violations
6. Two PBIS assemblies at middle schools with underage drinking prevention motivational speaker, Javier Sanchez		X	X		1200 youth receive underage drinking prevention motivational education/message.

Implementation Activities	2016/2017				Measurable Objectives
	Q 1	Q 2	Q 3	Q 4	
7. Town Hall Meeting			X		100 parents and youth receive motivational and relationship building experience

B-2. Discuss how the proposed activities are consistent with the strategies and intervention identified in the 2007 *Surgeon General's Call to Action to Prevent and Reduce Underage Drinking* and SAMHSA's *Strategic Initiative: Prevention of Substance Abuse and Mental Illness*. Refer to the information at <http://www.samhasa.gov/prevention> to complete your response.

The Surgeon General's Call to Action to Prevent and Reduce Underage Drinking highlights underage alcohol use as a major public health and safety issue. Our project activities are consistent with the Surgeon General's Goal #2, "engage parents, caregivers, schools communities, government and social systems that interface with youth and youth themselves". The activities engage middle school students at school assemblies and other students and parents at our Town Hall meetings. The neighborhood outreach activities engage residents, and property owners and law enforcement. Our project acknowledges the factual information obtained in the report and uses suggested strategies. For example, the report states alcohol use by children and adolescents is frequently made possible by adults. Our project addresses events where adults could be providing alcohol to minors and will educate and encourage reporting violations related to underage drinking and encourage enforcement. Parent and child relationships/communication is an important protective risk factor. Our Town Hall meeting will discuss parent/child relationships and include an interactive component to strengthen relationships. In addition, social media is an increasing method of consistent communication. Our communication campaign will inform and engage the community regarding meetings, events, underage drinking related ordinances, and other related issues.

Our activities also form a collaboration among the schools, community neighborhoods, non-profits and local law enforcement to increase awareness of risk factors(adult sanctioned underage drinking) and increase protective risk factors (improve parent/child relationships, increase youth motivation for a successful future). These activities directly reflect the purpose of Strategic Initiative #1 of SAMHSA's Prevention of Substance Abuse and Mental Illness Plan.

B-3. Discuss how you will involve sector members of the DFC coalition in planning and implementing your STOP Act activities. Describe how particular segments of your community coalition may play a role in advancing the goals of your STOP Act grant. Indicate how members of the DFC coalition will collaborate on STOP Act grant activities.

We are eliciting the help of several sector members of our coalition in the STOP Act grant. Our activities will involve the Neighborhood Housing Services (NHS), and the Executive Director, Patricia Williams, a member of the coalition and a *civic/volunteer group* sector member. NHS has an established relationship in the community with city officials including code enforcement and are experienced working with the Hispanic population in the neighborhoods in Elgin. Their

experience and expertise along with the neighborhood associations will help introduce the coalition activities that are planned. Sergeant Echevarria, **law enforcement sector**, is a member of the coalition. Sgt. Echevarria is in charge of the R.O.P.E. program for the city of Elgin and will be the liaison to the officers from the coalition to implement planned dissemination of information and activities. Randall Ellison, Elgin U-46 School District, represents the **school sector** on the coalition. Mr. Ellison is the coordinator of discipline and education options which supports PBIS activities within the schools. Mr. Ellison supports the coalition's efforts to work directly with the school principals to coordinate/schedule the PBIS assembly activities that are planned. The Town Hall meeting will involve the collaboration of the Boys & Girls Club of Elgin. Angel Pedraza, Boys & Girls Club staff member, is our **youth serving organization sector member**, who will coordinate the event with STOP project staff. We also plan to hold some of the neighborhood workshop events at the Boys & Girls Club as it is centrally located to our target population and familiar to residents. **Our state, local, tribal government sector** representative from the Kane County Juvenile Court Services will be asked to obtain a Kane County official to participate in the Town Hall meeting as well as a representative from Renz Addiction Counseling Center, **other organization involved in reducing substance abuse**, to provide information on substance abuse treatment options/resources. Our **media sector member**, Linda Siete of Reflejos (bilingual newspaper publication) will also be involved in providing promotion of the Town Hall meeting as well as the neighborhood workshops.

Other sectors members, Aloune Khotisene, **Civic/volunteer member** will assist with translation and communication with the Laotian community if/when encountered during the community outreach meetings and/or Town Hall meeting. Rev. Denise Tracy, **religious sector**, will disseminate information about the community meeting and Town Hall meeting to the faith based community. Danielle Henson, **civic/volunteer sector** member, who represents the Gail Borden Public Library will also assist with promotion of the community events for residents and the Town Hall meeting. We have a diverse membership in the coalition and while not all members will be involved in planning and executing the events that are planned, most if not all will be involved in promoting the events within their networks.

Section C: Staff, Management, and Relevant Experience (35 points)

C-1. Discuss the capability and experience of the applicant organization with similar projects and populations, including experience in providing culturally appropriate/competent services.

The coalition staff has an extensive history of providing services to Latinos. For example, our HIV and Alcohol, Tobacco and other Drug Prevention (ATOD) prevention programs have engaged youth and area residents in programming for years by providing bi-cultural and bi-lingual services. Our Project Director is bi-lingual, bi-cultural with a bachelor's degree in criminal justice and a certified substitute teacher/Aide and bilingual Tutor. Mr. Gasca has 12 years' experience working at Renz Center in substance abuse prevention, eight of those years as the program coordinator. Mr. Gasca has received extensive training in Strategic Prevention Framework and other substance abuse prevention trainings. Mr. Gasca has been the project director of the DFC funded Coalition for a Safe & Healthy Elgin coalition since September of 2015 and will be the STOP Act program director contributing .18 FTE of his time to manage this project.

Katelyn Regan is the DFC coalition coordinator (.70 FTE) and will serve as coordinator of the STOP Act as well at .30 FTE. Ms. Regan has a Bachelor of Arts in Criminal Justice Leadership and a minor in organizational leadership with certifications in Gang Outreach and Intervention Specialist, Mental Health First Aid, and Opioid Overdose Education and Response.

Both Mr. Gasca and Ms. Regan have experience providing youth substance abuse prevention education programs in addition to working with coalition members and the community. Both have received diversity training and coalition training as well. The Social Media Specialist will be hired upon receiving the grant.

Additionally, our project draws on the deep experience of Jerry Skogmo, the Executive Director of Renz since 1996. He holds a master's degree, is a licensed clinical professional counselor (LCPC) and is a certified addictions counselor. Prior to his involvement in the substance abuse field, Mr. Skogmo had been director of clinical services at two different community mental centers from 1985 -1990 and from 1990 - 1996. Mr. Skogmo has overseen Renz Center's SAMHSA grant that provides HIV prevention for high risk MSM Latinos (from 2004-2008), a women's HIV prevention De Mujer a Mujer (Woman to Woman) SAMHSA grant (2008-2013) a SAMHSA SA/Homeless grant (2009-2014), and a SAMHSA funded HIV/SA prevention social media grant. **Please see Section E: Biographical Sketches and Job Descriptions.**

C-2. Discuss the capability and experience of other partnering organizations with similar projects and populations, including experience in providing culturally appropriate/competent services. If you are not partnering with any other organizations, indicate so in your response.

Renz Center has a vast experience of partnership with other organizations in addition to collaborating for participation in federal SAMHSA grants. Particular to prevention grants, Renz Center has partnered with Latino serving agencies such as Centro de Informacion to conduct outreach to Latinas in an HIV prevention grant entitled De Mujer a Mujer from 2008-2013. Our current coalition grant is a collaboration of more than 12 organizations and individuals representing different sectors of the community working together to decrease underage drinking. The coalition and the DFC grant would not be possible without the collaborative nature Renz Center has fostered to between the Elgin Police Department, Boys & Girls Club of Elgin, Gail Borden Public Library, VNA Health Services, Kane County Court Services, YWCA, U-46 School District, and the faith based community.

During this project we aim to enhance our partnership with Boys & Girls Club and Neighborhood Housing Services and increase our partnerships over the four year grant period to include at 3-4 neighborhood associations. Renz and coalition members are experienced at providing culturally appropriate/competent services, being sensitive to language, culture, and immigration status fears. The addition of the neighborhood associations should increase this capacity as well.

C-3. Provide a complete list of staff positions for the project, including the Project Director and other key personnel, showing the role of each and their level of effort and qualifications. Demonstrate successful project implementation for the level of effort budgeted for the Project Director and Project Coordinator.

Job Title	Function	Duties & Activities	Effort Level	Agency Responsible
Project Director R. Gasca	<ul style="list-style-type: none"> Oversee the implementation of the project. Provide supervision of staff 	<ol style="list-style-type: none"> Conduct weekly program staff meetings. Supervise program coordinator and social media specialist Oversee budget expenses. Oversee data collection and reporting Consult with program evaluator 	0..18	Coalition/ Renz (applicant agency)
Project Coordinator K. Regan	<ul style="list-style-type: none"> Provide supervision of coalition members 	<ol style="list-style-type: none"> Assist the coalition in implementation of STOP Act activities Assist the Social Media Specialist with necessary tasks associated with the STOP Act plan Assist with data collection and reporting 	.30	Coalition/ Renz (applicant agency)
Social Media Specialist TBH	<ul style="list-style-type: none"> Oversee social media campaign 	<ol style="list-style-type: none"> Maintain coalition website Prepare informational and promotional materials for events and education Conduct social media campaign to enhance coalition activities 	0.10	Coalition/ Renz (applicant agency)

C-4. Discuss how key staff has demonstrated experience and are qualified to develop the infrastructure for the population(s) to engage in activities and are familiar with their culture(s) and language(s).

Ricardo Gasca and Katelyn Regan are experienced and qualified to implement the STOP Act program. Mr. Gasca has been a resident the Elgin area all of his life. He is bi-lingual, bi-cultural with a bachelor's degree in criminal justice. Mr. Gasca has 12 years' experience working at Renz Center in substance abuse prevention, eight of those years as the program coordinator. Mr. Gasca has several accreditations and training in Strategic Prevention Framework, Mobilizing the Community, Strategic Planning, and other substance abuse prevention trainings. Gasca has a past history of working as a substitute teacher in the school district and also has cultivated excellent relationships with school district personnel, including principals as he and his staff have implemented alcohol, tobacco and other drug (ATOD) evidence based programs within the elementary, middle and high schools in the district. Gasca also has been working with the Elgin police department during his tenure at Renz Center. He has knowledge of the various divisions within the police department and has worked with officers within the Special Investigations Division which includes: Community Relations/Crime Prevention, Crime-Free Housing, Drug and Gang Crimes, and the Resident Officers. Elgin has a rich history of celebrating the Hispanic culture; Gasca has participated in these civic events as well and is known to the Elgin Hispanic community.

Ms. Regan has experience working with Hispanic youth implementing substance abuse prevention curriculum in the school and community settings. Ms. Regan is the coalition's DFC Program Coordinator and directs adult and youth volunteers in daily community prevention tasks. Ms. Regan is well acquainted with engaging the community in a culturally/linguistically sensitive manner and will use resources and volunteers available to effectively implement all planned activities.

Section D: Data Collection and Performance Measurement (15 points)

D-1. Document your ability to collect and report on the required four core performance measures as specified in Section I-2.2 of this FOA.

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 are currently evaluating our DFC program. They have also served as evaluator in a local SPFSIG effort and are familiar with the GPRA and the Illinois Youth Survey. They have served as evaluators and principal investigators for SAMHSA-funded programs for the past fourteen years. The lead evaluator 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.

D-2. Describe your specific plan for:

- data collection,
- management,
- analysis, and
- reporting of data for the population served by your infrastructure program.

The data collection plan must specify the staff person(s) responsible for tracking the measureable objectives that are identified in your response to question B1.

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 for *alcohol use: past 30-day use, perception of risk or harm, perception of parental disapproval of use, and 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 DFC-Me. 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. The following local survey tools and evaluation strategies will be used to facilitate this data collection and reporting effort:

Survey Tool Name	Data Type	Data Analysis	Staff Involved	Frequency of data collection and/or analysis
Core Measures SA Behavioral Survey GPRA	Quantitative derived from IYS and GPRA, Behavioral Survey	Pre/post-test using chi-square analysis	Evaluator, program staff	Every 3 months

Coalition Members' Survey, Parents' Survey	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

Data will be reviewed on a quarterly basis to determine necessary program adjustments. Current forms for the local evaluation that will be utilized by Renz include:

- Focus Groups
- Collaborative Partners' Survey
- Client Satisfaction (open-ended questions)
- Parents' Survey

Data analysis plan - The evaluation methods for the program are widely used methods in the evaluation of coalitions targeting youth SA prevention. Local observation of the coalition and its ability to interact with appropriate sectors will be important to the local and overall evaluation. Since 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 simple pre/post-test design will be used to determine what changes in the core measures of alcohol use have improved over time. Chi-square analysis will be done on those measures.

D-3. Describe your plan for conducting the local performance assessment as specified in Section 1-2.3 of this FOA and document your ability to conduct the assessment.

The program will have regularly scheduled coalition meetings to discuss program development and implementation. Staff and the evaluation team lead will have access to the DFC-Me database. Our local evaluator has worked extensively with the GPRA for youth and adults, and is experienced with entering, exporting and analyzing data from SAMHSA required data web portals. A local database will also be kept for data analysis efforts in addition to any national cross site evaluation effort. Programmatic recommendations will be made based on the outcomes of qualitative and quantitative data. Findings from evaluation activities will be shared with coalition members on a regular basis (at least quarterly) creating a timely feedback loop that informs the planning, implementation and ongoing assessment of the program. Since the coalition represents all related sectors of the community related to underage alcohol use, the data collection effort will be representative of that population within the community. Data collection will be further enhanced to support this evaluation effort so that an appropriate level of statistical rigor can be performed (chi-square, and regression) to quantitatively demonstrate the program effectiveness (outcome evaluation), and decreases in the core measures on the community level (long term; impact evaluation). All required data will be submitted via the Drug Free

Communities-Management and Evaluation (DFC-Me). If TA is required, this request will be made to the grant Project Officer.

Programmatic Enhancements – Evaluation - All programmatic enhancements (environmental strategies, social media and education) related to the SPF will be evaluated. As sector expansion is noted, questions such as, “*What enhancements related to the SPF have you taken part in?*” and “*Do you believe that step of the SPF has contributed to the strength of the coalition and program; why or why not?*” Specifically, the effectiveness of new policies and social host law and collect use, perception of risk data, and the collection of core measures through IYS will be evaluated per the SPF using simple process evaluation and the aforementioned outcome evaluation design (pre/posttest). In addition, the programmatic enhancements related to social media will be monitored using a simple process evaluation, related to how many “hits”, “likes”, and other media metrics (i.e. views). As this enhancement is evaluated, coalition members will be engaged in understanding how social media has or has not related to program effectiveness and directly impacting underage drinking.

The collaborative partners’ survey and quarterly evaluation meetings with the coalition (qualitative) will facilitate how this and other programmatic enhancements are impacting the core measures (quantitative). Moreover, follow up informational interviews about effectiveness of new policies, and the data collection of violation trends will also be done quarterly by the evaluation team. This will be done in addition to answering the following outcome and process questions: Did the Renz’s implementation efforts match what was planned? -assessed by quarterly interviewing of coalition members and the coalition members’ and parents’ surveys; what barriers or documented program qualitative data led to the deviations via the feedback loop within the Evaluation/QA Model? - Assessed using the QA feedback loop for local evaluation which includes the following assessments: Parents’ survey, coalition members’ survey, and focus groups. What effect did the deviations have on the planned intervention and evaluation plan? – assessed by performing the outcome monitoring of achieved objectives on a quarterly basis.

If the assessment shows that the evaluation plan is too cumbersome or time consuming, the evaluation plan may be slightly altered to take less time in implementing. These changes will be documented and reported via the 6-month and annual reports. What was the effect of strategies used on underage drinking rates in your area? This will be measured using the GPRA, and the local risk assessment survey quantitatively, and the coalition engagement surveys qualitatively. This mixed methods approach to data collection and analysis is the most comprehensive assessment of the program as the coalition will be monitored to document successes and challenges on achieving programmatic goals; what infrastructure enhancements were associated with outcomes? – A full documentation of programmatic enhancements will be ongoing and related to the local QA feedback loop. Specifically, the question: “Have the programmatic enhancement (i.e. coalition expansion, increased coalition meeting; environmental and educational strategies) been helpful in addressing underage drinking in the community?” How did underage drinking rates change as a result of STOP Act funding? This is measured as a part of the impact evaluation, and will be monitored over time using the GPRA and the surveillance data from the sectors represented in the coalition.

Data will be analyzed by racial/ethnic group or other demographic factors to ensure that appropriate populations are being served and those disparities in services and outcomes are

minimized. We use multiple strategies to adhere National Standards for Culturally and Linguistic Appropriate Services (CLAS), and ensure CLAS standards are incorporated into the data collection and evaluation activities of the projects we undertake. Strategies to adhere to CLAS standards include utilizing coalition members, seeking ongoing input from program participants and creating and tailoring all program materials to the populations of focus. This allows us to represent, proportionately the community by race/ethnicity in our coalition members. As data are analyzed within the outcome evaluation, they will be stratified by race to document that services are proportionate to the community the coalition represents. Assessing adherence to CLAS standards and making program adjustments based on the assessment is built into the evaluation and QA plan at the outset. The assessment will be done utilizing the CLAS questions and checklist and the results will be shared with the project team. The NCLAS checklist will be used to assess how program, implementation meets these standards and what strategies are used and continually met during the program. The following process questions will also be addressed: How closely did implementation match the plan? - assessed through quarterly reviews of data from GPRA, IYS, and other aforementioned related surveys (see data collection table).

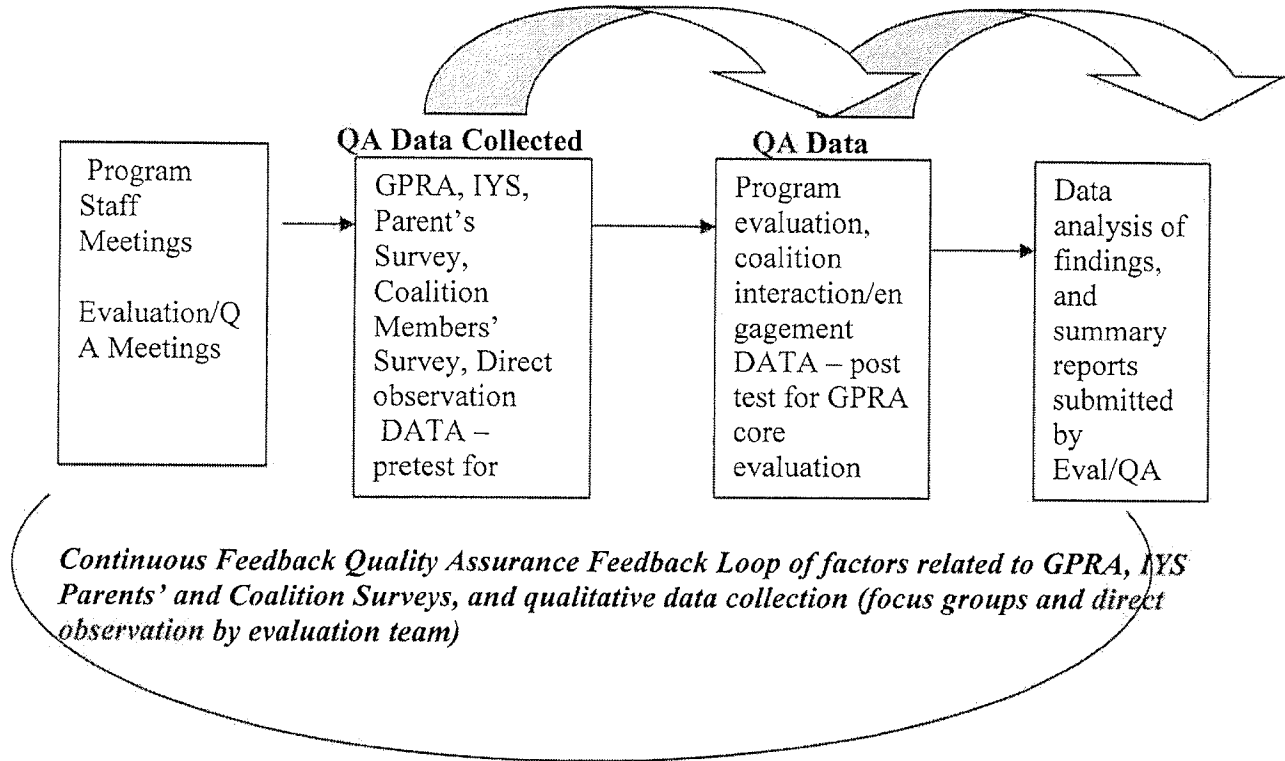
As planned data collection, programmatic and data analysis efforts are presented on schedule to the coalition, a quarterly assessment will be written describing discrepancies and deviations. This will be presented to the coalition and program staff quarterly as a part of the QA feedback loop. What types of changes were made to the originally proposed plan? The specific changes will be developed by the coalition to address any necessary changes to the program plan. This qualitative process will include the evaluation team's engagement with the coalition in a fully documented process via the additional surveys mentioned as a part of the data collection effort. What led to the changes in the original plan? This qualitative process will include the evaluation team's engagement with the coalition in a fully documented process via the additional surveys mentioned as a part of the data collection effort. What effect did the changes have on the planned intervention and performance assessment? -This will be a part of the outcome evaluation documenting programmatic enhancements, and also changes determined by the coalition upon assessment of the program's implementation. Who provided (program staff) what services (modality, type, intensity, duration), to whom (individual characteristics), in what context (system, community), and at what cost (facilities, personnel, dollars)? This will be assessed during staff meetings with the evaluation team and also during quarterly coalition members' survey implementation.

All sectors will be asked to report prevention efforts, and this process will be documented programmatically and financially. As these efforts are evaluated, a mixed-methods approach to how the services are provided will be used. As stated, the data collection effort will facilitate this using the programmatic surveys related to program staff and their sector representation in the community. Prevention efforts will be tracked by each sector to determine the type of effort and how long the SA/alcohol prevention effort is implemented to demonstrate program effectiveness targeting the age group.

4. Describe the quality improvement process that will be used to track whether your performance measures and objectives are being met, and how any necessary adjustments to the implementation of the project will be made.

The quality improvement process will be assessed using the QA feedback loop. This process evaluation step will be ongoing per the data collection and analysis plan.

Quality Assurance Feedback Loop Schematic for Community Interaction/Engagement



STOP Act Project Budget and Justification

A. Personnel: Provide employee(s) (including names for each identified position) of the applicant/recipient organization, including in-kind costs for those positions whose work is tied to the grant project.

FEDERAL REQUEST

Position	Name	FTE	Base Salary	Cost
Project Director	R. Gasca	0.18	\$ [REDACTED]	\$ 9,720
Project Coordinator	K. Ragen	0.30	\$ [REDACTED]	\$ 10,200
Social Media Specialist	TBH	0.10	\$ [REDACTED]	\$ 3,200
Subtotal Personnel		0.58		\$ 23,120

JUSTIFICATION:

The **Project Director** will oversee all program activities, is a key staff member for this grant and the primary contact between staff, coalition and the evaluator.

The **Prevention Coordinator** will provide direct service for the grant as well as liaison between community partners and coalition members

The **Social Media Specialist** will manage media campaign related to the STOP Act project including posts, blogs, and coalition website management.

FEDERAL REQUEST (enter in Section B column 1 line 6a of form S-424A) \$ 23,120

B. Fringe Benefits: List all components that make up the fringe benefit rate

FEDERAL REQUEST

Component	Rate	Wage	Cost
FICA	7.65%	\$ 23,120	\$ 1,769
Workers Compensation and Unemployment Compensation	2%	\$ 23,120	\$ 462
Group Insurance	21%	\$ 23,120	\$ 4,855
Subtotal Fringe Benefits			\$ 7,086

JUSTIFICATION:

FICA is at the standard rate. The Workers Compensation and Unemployment Rate are the rates for Renz Center. Group Insurance includes health, dental and long-term disability.

FEDERAL REQUEST (enter in Section B column 1 line 6b of form SF-424A) \$ 7,086

C. Travel**FEDERAL REQUEST**

Purpose of Travel	Location	Item	Rate	Cost
(1) CGTI Conference	Charleston, IL	mileage	410 miles	\$ 185
(2) Local Travel		mileage	2900 miles @ \$0.45/mile	\$ 1,305
(3) CGTI Training Scholarships for youth	Charleston, IL	fee	\$309/youth	\$ 309
Subtotal Staff Travel and Training				\$ 1,799

JUSTIFICATION:

(1) Staff travel for Cebrin Goodman Teen Institute - training for youth - adult staff attend for free and will only ask for a mileage reimbursement

(2) Staff local travel at 58 miles weekly x \$0.45 per mile over 50 weeks

(3) CGTI Youth Leadership training - funds will be used to provide assistance for youth to attend a substance abuse prevention leadership conference in Charleston IL each summer. Cost for each student is \$309. Partial scholarships will be provided to students based on merit.

FEDERAL REQUEST (enter in Section B Column 1 line 6c of form SF-424A) \$ 1,799

D. Equipment**FEDERAL REQUEST**

Item	Rate	Cost
None	\$ -	\$ -
Subtotal Equipment		\$ -

FEDERAL REQUEST (enter in Section B Column 1 line 6d of form SF-424A) \$ -

E. Supplies**FEDERAL REQUEST**

Items	Units	Rate	Cost
General Office Supplies	12	\$ 25	\$ 300
Postage	12	\$ 20	\$ 240
Copies	3000	\$ 0.05	\$ 150
Printing	2100	\$ 0.54	\$ 1,134
			\$ -
Subtotal Supplies			\$1,824

Office Supplies (paper, pen, pencils. etc) for implement the project. Twelve months @ \$25 per month

Postage-mailing to support project outreach and follow-up. Postage at \$20 per month for 12 months

Copies for black and white and color copies for handouts, applications, signs, craft projects, etc.

Printing for posters, flyers, postcards of STOP Act messages related to plan (school events, neighborhood outreach, R.O.P.E officer dissemination). Posters are \$108 for 200 posters, \$0.54/each (100 English 100 Spanish) and postcards are \$830/1000 for double sided printing or \$0. 83/each.

FEDERAL REQUEST (enter in Section B Column 1 line 6e of form SF-424A) \$ 1,824

F. Contractual:

FEDERAL REQUEST

Name	Service	Rate	Rate		Cost
(1) Ahiman and Associates	Project Evaluation	\$135/hour	37/hour		\$ 5,000
(2) R.E.A.C.H. Inc., Javier Sanchez	Motivational Speaker addressing Underage Drinking				\$ 5,000 ²
(3) Boys & Girls Club	Meeting Space				\$ 500
(4) Neighborhood Housing Services	Neighborhood Outreach				\$ 750
Subtotal Contractual:				\$ -	\$ 11,250

JUSTIFICATION:

(1) Ahiman Consulting & Research, Inc. will be the evaluator for the project. Rate is estimated to be 37 hours at \$135/hour.

(2) R.E.A.C.H. Inc., Javier Sanchez is an internationally recognized speaker who will be contracted to present to students at the middle school PBIS assemblies and at a Town Hall meeting for the community including parents and youth.

(3) Boys & Girls Club will provide meeting space for the Town Hall meeting and neighborhood meetings

(4) Neighborhood Housing Services staff will include coalition materials along with their own agency materials when conducting outreach into the community.

FEDERAL REQUEST (enter in Section B Column 1 line 6f of form SF-424A) \$ 11,250

G. Construction: NOT ALLOWED - Leave Section B columns 1&2 line 6g on SF-424A blank.

H. Other: expenses not covered in any of the previous budget categories

FEDERAL REQUEST

B36				C19
(1) Occupancy				\$ 2,300
(2) Telephone				\$ 221
(3) Administrative Services				\$ 2,400
Subtotal Other:				\$ 4,921

JUSTIFICATION: Break down costs into cost/unit (e.g. cost/square foot). Explain the use of each item requested.

***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 an arms length arrangement, provide cost of ownership/use allowance calculations. Additionally, the lease and floor plan (including common areas) are required for all projects allocating rent costs.**

(1) **Occupancy** rate for office space for the Prevention staff includes 121 square feet @ \$19/sq ft and includes the pro-rata share of rent, janitorial, maintenance, contractual (ie. Lawncare, snow removal)

(2) **Telephone** service for 3 staff members @\$18.42/month x 12 months, a pro-rate share of the cost.

(3) **Administrative Services** which includes 1/2 of pro-rata share of executive staff, accounting and human resources (4.8% of grant).

H. Other **FEDERAL REQUEST** (enter in Section B Column 1 line 6h of form SF-424A)

\$ 4,921

Indirect Cost Rate: Indirect costs can be claimed if your organization has a negotiated indirect cost rate agreement. It is applied only to direct costs to the agency as allowed in the agreement. For information on applying for the indirect rate go to: <https://rates.psc.gov/fms/dca/map1.html>. **Effective with 45 CFR 75.414(f), any non-federal entity that has never received a negotiated indirect cost rate, except for those non-federal entities described in Appendix VII part 75 (D)(1)(b), may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. If an organization has a federally approved rate of 10%, the approved rate would prevail.**

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

\$0.00

TOTAL DIRECT CHARGES:

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

\$ 50,000

INDIRECT CHARGES:

\$ -

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

\$ -

TOTALS: (SUM OF 6i AND 6j)

\$ 50,000

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

\$ 50,000

Provide the total proposed project period and federal funding as follows:

Proposed Project Period

a. Start Date: 09/30/2016

b. End Date: 09/29/2020

BUDGET SUMMARY (should include future years and projected total)

Category	Year 1	Year 2*	Year 3*	Year 4*	Total Project
Personnel	\$ 23,120	\$ 23,120	\$ 23,120	\$ 23,120	\$ 92,480
Fringe	\$ 7,086	\$7,086	\$7,086	\$7,086	\$ 28,344
Travel	\$ 1,799	\$1,799	\$1,799	\$1,799	\$ 7,196
Equipment	\$ -				\$ -
Supplies	\$ 1,824	\$1,824	\$1,824	\$1,824	\$ 7,296
Contractual	\$ 11,250	\$11,250	\$11,250	\$11,250	\$ 45,000
Other	\$ 4,921	\$4,921	\$4,921	\$4,921	\$ 19,684
Total Direct Charges	\$ 50,000	\$50,000	\$50,000	\$50,000	\$ 200,000
Indirect Charges	\$0				\$ -
Total Project Costs	\$ 50,000	\$50,000	\$50,000	\$50,000	\$150,000

TOTAL PROJECT COSTS: Sum of Total Direct Costs and Indirect Costs **\$150,000**

FEDERAL REQUEST (enter in Section B column 1 line 6k of form SF-424A) **\$ 150,000**

***FOR REQUESTED FUTURE YEARS:**

1. Please justify and explain any changes to the budget that differs from the reflected amounts reported in the 01 Year Budget Summary.
2. If a cost of living adjustment (COLA) is included in future years, provide your organization's personnel policy and procedures that state all employees within the organization will receive a COLA.

Appendix IV – Disclosure of Drug Free Communities Grant

1. Please check the line identifying the category that represents your organization:

- Former DFC Recipient _____
- Current DFC Recipient X

2. Identify the name of fiscal agent (a) and name of the coalition (b) funded by the DFC grant.

- a) Renz Addiction Counseling Center
- b) Coalition for a Safe & Healthy Elgin

3. If the DFC grant award is/was issued to a funding organization or agency representing the organization, identify the name of the agency to which the DFC is or was awarded.

Renz Addiction Counseling Center

4. Please check the line identifying which of the following represents the DFC funding for the organization.

- DFC Grant funded through Department of Justice _____
- DFC Grant funded through Department of Justice and SAMHSA _____
- DFC Grant funded through SAMHSA X

4. Provide the grant number(s) that correspond with the information provided above.

SP-15-001

5. Provide the years of DFC funding (i.e., 2000-2005) awarded to the coalition.

2015-2020

Signature: Jerry Skogmo/Executive Director
Renz Addiction Counseling Center

Date

Coalition Member/Partners' Survey

What community sector do you represent as a coalition member?

Please answer the following questions as it relates to your coalition membership and activities.

1. The ideas that I presented are given consideration as coalition substance abuse prevention strategies are developed
2. I am gaining a better understanding of youth alcohol prevention
3. I am gaining a better understanding of youth marijuana prevention
4. I feel like my sector in the community has a valuable place within the coalition
5. I am satisfied with the progress the coalition is making in combating youth substance abuse
6. I feel comfortable discussing the findings from the SAMHSA Core data (IYS) collected as it relates to youth substance abuse
7. I understand my role within the coalition related to my community sector
8. Please tell us three things that you like about the coalition's youth substance abuse prevention efforts.
9. Please tell us three things you think could be improved about the coalition's youth substance abuse prevention efforts.

Parents' Survey

What grade is your child in?

Please answer the following questions as it relates to your involvement with the coalition.

1. My role as a parent is respected by the coalition as substance abuse prevention strategies are developed.
2. I am gaining a better understanding of youth alcohol prevention
3. I am gaining a better understanding of youth marijuana prevention
4. The coalition makes an effort to engage me as a parent
5. I feel comfortable working at the school in efforts related to youth substance abuse prevention
6. I am satisfied with the ideas and strategies that are apart of the substance abuse prevention campaign developed by the coalition
7. I understand how the coalition uses data to help decrease youth substance abuse in my community*
8. Please tell us three things that you like about the coalition's youth substance abuse prevention efforts.
9. Please tell us three things you think could be improved about the coalition's youth substance abuse prevention efforts.

Attachment 2

Sample Consent Forms
(none)

Appendix IV – Disclosure of Drug Free Communities Grant

1. Please check the line identifying the category that represents your organization:

- Former DFC Recipient _____
- Current DFC Recipient X

2. Identify the name of fiscal agent (a) and name of the coalition (b) funded by the DFC grant.

- a) Renz Addiction Counseling Center
- b) Coalition for a Safe & Healthy Elgin

3. If the DFC grant award is/was issued to a funding organization or agency representing the organization, identify the name of the agency to which the DFC is or was awarded.

Renz Addiction Counseling Center

4. Please check the line identifying which of the following represents the DFC funding for the organization.

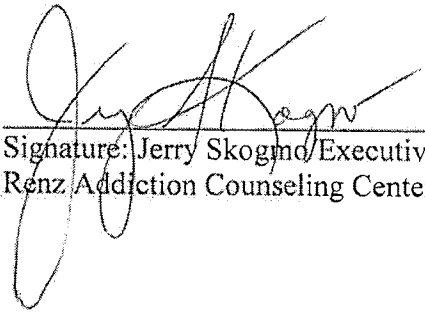
- DFC Grant funded through Department of Justice _____
- DFC Grant funded through Department of Justice and SAMHSA _____
- DFC Grant funded through SAMHSA X

4. Provide the grant number(s) that correspond with the information provided above.

SP-15-001

5. Provide the years of DFC funding (i.e., 2000-2005) awarded to the coalition.

2015-2020


Signature: Jerry Skogmo/Executive Director
Renz Addiction Counseling Center

5/9/16
Date

12-MONTH COALITION ACTION PLAN

1. 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 1, 2017****Strategy 1: Strengthen the Coalition's Internal Capacity**

Activity	Who is Responsible?	By When?
Strengthen 12-Sector roles and responsibilities	Executive Team	November 30, 2016
Assess Coalition Members' current Prevention knowledge and determine training areas of need	Coalition Work Group	January 1, 2017
Continue inviting new members to be a part of the coalition	Coalition Work Group, Project Director, Project Coordinator	Continuous
Plan and implement 30-minute training sessions for General Meetings	Coalition Work Group, Technical Assistance and Consultants	February 28, 2017

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

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, • newspapers • community organizations, • and churches. 	Coalition Work Group, Sector Representatives	Continuous
Participate in School, Law Enforcement, and City boards and initiatives that address substance abuse prevention	Project Coordinator and Project Director liaise meeting information, available members attend	November 30, 2016
Communicate through the Elgin Chamber of Commerce	City & Community Work Group	Continuous
Engage Social Media as appropriate starting with Facebook	School & Student Work Group	Continuous

DFC Goal Two: Reduce Youth Substance Abuse

Objective 1: Decrease in 30 day use of alcohol among 10th and 12th grade students in Elgin by 5% by 9-29-2017.

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

Activity	Who is Responsible?	By When?
Illinois “Your Actions Matter” Sticker Shock campaign at alcohol retailers	City & Community Work Group	November 30, 2016
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. 	Student & School Work Group, Parent Work Group, and City & Community Work Group	Continuous

Strategy 2: Limit Access to alcohol through enforcement at Retailers

Activity	Who is Responsible?	By When?
Assist with alcohol compliance checks through Elgin Police Department	City & Community Work Group, Law Enforcement Sector Representative	January 1, 2017
Follow up with BASSET Mandatory Seller/Server training violators and new licensees	City & Community Work Group, Law Enforcement Sector Representative	May 30, 2017
Develop and assist with “shoulder-tap” operations through Elgin Police Department	City & Community Work Group, Law Enforcement Sector Representative	August 30, 2017

Strategy 3: Provide Community Education and Awareness of Underage Drinking and Availability of Early Intervention and Treatment Programs

Activity	Who is Responsible?	By When?
Create and coordinate Substance Abuse Prevention Resource Conference for community professionals	City & Community Work Group, Student & School Work Group	June 30, 2017
Educate parents and community about District alternative to suspension policies and treatment alternatives for student drug violations	Parent Work Group	April 30, 2017

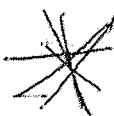
Strategy 4: Control availability of Alcohol Outlets

Activity	Who is Responsible?	By When?
Advise City Council of density of outlet and hours of sale best practices	City & Community Work Group	March 30, 2017



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

Activity	Who is Responsible?	By When?
Educate landlords and housing services of building and zoning codes regarding underage drinking	Parent Work Group	January 30, 2017
Educate City Council members regarding need to increase enforcement of building and zoning codes regarding underage drinking	Parent Work Group	November 30, 2017



Objective 2: Among 10th and 12th grade students, perception of parental disapproval of underage drinking increases by 5% by 9-29-2017.

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

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, parenting skills, etc. Sessions provided in English and Spanish as needed.	Parent Work Group	At least two by September 29, 2017

Address cultural issues related to parental approval.		
Underage Drinking Forums	Student & School Work Group	At least two by September 29, 2017

Objective 3: Decrease in 30 day use of cannabis among 10th and 12th grade students in Elgin by 5% by 9-29-2017.

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

Table #16

Activity	Who is Responsible?	By When?
Develop Education Campaign about Illinois Medical Cannabis Policy, addressing myths and facts about medicinal cannabis	Student & School Work Group	March 30, 2017
Educate students about available mental and behavioral health resources as an alternative to cannabis use	Student & School Work Group	February 28, 2017
Coordinate high school “pledge” campaigns for students to pledge against cannabis use	Student & School Work Group	November 30, 2016

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

Activity	Who is Responsible?	By When?
Educate parents and community about District alternative to suspension policies and treatment alternatives for student drug violations	Parent Work Group	April 30, 2017

Objective 4: Among 10th and 12th grade students, perception of parental disapproval of cannabis use increases by 5% by 9-30-2017.

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

Activity	Who is Responsible?	By When?
Question & Answer Section in bilingual newspaper for parents to write in their questions about teen substance use and how to talk about it	Parent Work Group	At least four by September 29, 2017

MONITOR AND EVALUATE EFFECTIVENESS OF ACTION PLAN

2. How will staff and the coalition members monitor and evaluate the effectiveness of the 12 Month Action Plan? (30 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 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 SA 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 monthly scheduled coalition meetings to discuss program development and implementation. Coalition staff and the Executive Team will have access to the database in required national cross site evaluation. Our local evaluator has over ten years experience with the GPRA for youth and adults, and is experienced with entering, exporting and analyzing data from the Prevention Management Reporting and Training System (PMRTS). 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.

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.

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.)

- 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 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 consider the diverse community by providing the information in a variety of formats and language to accommodate the diverse populations 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.



May 10, 2016

www.RenzCenter.org

ADMINISTRATION

One American Way
Elgin, IL 60120
(847) 742-3545
Fax: (847) 697-5583

OUTPATIENT OFFICES

Two American Way
Elgin, IL 60120
(847) 742-3545
Fax: (847) 742-3559
TDD: (847) 742-0242

409 Illinois Avenue, #1A
St. Charles, IL 60174
(630) 513-6886
Fax: (630) 513-6892

1535 Burgundy Parkway
Streamwood, IL 60107
(630) 837-6445
Fax: (630) 837-7184

Passage Program
Two American Way
Elgin, IL 60120
(847) 742-3545
Fax: (847) 697-5685

PREVENTION OFFICE

One American Way
Elgin, IL 60120
(847) 742-3545
Fax: (847) 697-2719

**EMPLOYEE
ASSISTANCE SERVICES**

One American Way
Elgin, IL 60120
(847) 742-4033
Fax: (847) 697-5583

Restoring Hope &
Recovering Lives . . .

For A Healthier, Safer
Community



Maria Bruni, Acting Director
Division of Alcoholism and Substance Abuse
Illinois Department of Human Services
James R. Thompson Center
100 West Randolph Street, Suite 5-600
Chicago, Illinois 60601

Re: STOP Act SP-16-007

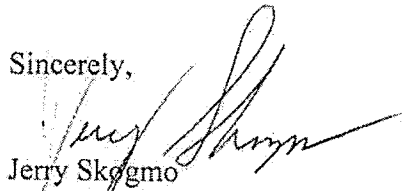
Dear Ms. Bruni:

I am writing this letter as part of our Public Health System Impact Statement in response to Renz Addiction Counseling Center's application to the Substance Abuse Mental Health Administration's (SAMHSA) Substance Abuse Treatment for STOP Act, SP-16-007. Our STOP Act project will increase our DFC coalition's capacity to decrease underage drinking in the Elgin community.

Renz Center plans to collaborate with local non-profits, specifically Neighborhood Housing Services, Boys & Girls Club, the Elgin Police Department and neighborhood associations and implement environmental and educational strategies to create change in our community to decrease underage drinking.

If the state wishes to comment on the proposal, its comments should be sent no later than 60 days after the application deadline (5/10/2016) to the following address: Christopher Craft, Acting Director of Grant Review, Office of Financial Resources, SAMHSA, Room 17E06, 5600 Fishers Lane, Rockville, MD 20857. ATTN: SSA SP-16-007.

Sincerely,


Jerry Skogmo

Executive Director

Enclosures: Face Page SF424 and Abstract

