Application Face Page SPF SIG Grant FY 2009-2010

Date Application Submitted to State	Person Submitting Application	No. Pages	County
	Tracy Young and/or Brenda Cannon	51	Albany

Fiscal Agent Information
Name of Agency Serving as Fiscal Agent: Albany County Resource Center
Contact Person: Linda Gault **Title: Executive Director**
Address: 302 South 2nd Street, Suite 208 Laramie, Wyoming 82070
Phone: (307)399-2138 **Fax: (307)742-3047**
Email: acrc@vcn.com

Program Manager Information
Name: Tracy Young **Title: Program Manager/Coordinator**
Address: 2523 Garfield Street, Suite D Laramie, Wyoming 82070
Work Phone: (307)760-7073 **Cell Phone: (307)760-7073**
Email: tyoung@copsa.org

Coalition Information
Formal Name of Community Coalition: Coalition To Prevent Substance Abuse
Date/Time/Location of Regular Meetings: Meetings are held on the 2nd Wednesday of every month from 11:00 a.m. – 1:00 p.m. at the Laramie Police Department.

EXECUTIVE SUMMARY: (Please provide a brief narrative of your Coalition, its successes in achieving program goals of reducing underage drinking and binge drinking, and its planned prevention efforts. You may include information about your county that you feel is particularly relevant, or about specific barriers you have encountered and how you plan to overcome them. Your summary should be suitable for publication to third parties, including our federal partner, CSAP. Your summary should be at least one page and may be two pages or more, provided it contains sufficient substantive content that an outsider reading it would get a good sense of prevention efforts within your county).

The goals of the Coalition are: (1) establish and strengthen collaboration among the Coalition to Prevent Substance Abuse partner organizations in support of the community's effort to prevent and reduce substance abuse among youth; and (2) reduce substance abuse among youth in Laramie, Wyoming, and, over time, among adults by addressing the issues in our community that increase the risk of substance abuse and promoting the factors that minimize the risk of substance abuse.

The Coalition to Prevent Substance Abuse implemented Community Trials Intervention to Reduce High Risk Drinking (RHRD) in the November of 2007. This is a community based program with the goal being to reduce alcohol use at all ages. RHRD uses five prevention components:

- *Alcohol access*
- *Responsible beverage service*
- *Risk of drinking and driving*
- *Underage alcohol access*
- *Community mobilization*

The Coalition have taken these five components and created five task forces within the coalition: 1) Community Mobilization, 2) Responsible Beverage Service, 3) Drinking and Driving, 4) Underage

Drinking Prevention and Enforcement, and 5) Access Intervention. As we know, effective environmental strategies begin to limit access to substances, change the culture around substances, and reduce the prevalence of negative consequences that are a part of substance use. Together these task forces are striving to make environmental change around substance abuse.

In 2002 the coalition began looking at our community as a whole and how we could improve the environment. At that time, we saw substance use as one of the primary causes for many other issues in our community. The mission statement of the coalition is "Creating a community that encourages children, adolescents and adults to make healthy choices by changing the social norms regarding substance abuse". The coalition uses this statement as a basis for all of our work. Over the last seven years the coalition has created many programs in the community for kindergarten through twelve grade, created and passed several city ordinances, developed and implemented media campaigns, mobilized the community, and implemented countless environmental strategies. All of these changes were done under the mission of "Creating a community that encourages children, adolescents and adults to make healthy choices by changing the social norms regarding substance abuse".

The coalition has continued to grow and change over the last seven years, however, it has kept many of the same dedicated coalition members. The coalition continually invites key stakeholders to meetings to encourage growth of the coalition. Three years ago, the coalition decided that the chairperson of the coalition would be the coordinator and there would be an executive committee that consisted of five coalition members. The executive committee approves all matters pertaining to the budget. During 2008, the coalition created a leadership committee. This committee meets once a month to set the agenda for the next meeting and decide what each task force needs to work on in the upcoming month.

Worksheet 1. Targeted Causal Areas and Identified Strategies

Potential Causal Areas	Is Your Community Currently Targeting this Causal Area? (Yes or No)	What Evidence-Based and/or Environmental Strategies Have You Implemented This Year to Address this Causal Area? **(Please be Specific)**
Retail Availability	YES	Community Trials Intervention to Reduce High-Risk Drinking Compliance Checks Third Party Transactions (Shoulder Taps) Mandatory Beverage Server Training (TiPS) C.A.R.E. Project
Criminal Justice	NO	
Social Availability	YES	Community Trials Intervention To Reduce High-Risk Drinking Restrictions on Drinking Locations and Possession C.A.R.E. Project
Promotion	YES	Community Trials Intervention To Reduce High-Risk Drinking Media Advocacy Education C.A.R.E. Project
Community Norms	YES	Community Trials Intervention To Reduce High-Risk Drinking Alcohol Providers and Sellers C.A.R.E. Project
Individual Factors	NO	

Worksheet 2: Causal Area & Evidence-Based Strategy Assessment

Question 1.

Have your targeted causal areas changed? If yes, what data supports this change?

The Coalition to Prevent Substance Abuse has added the causal area of Retail Availability to our efforts. Within our original Prevention Framework grant, the coalition did not identify Retail Availability as a causal area, however, our coalition and partners have been active in implementing many evidence-based retail availability strategies (Mandatory Responsible Beverage Server Training (TiPS), Compliance Checks, Posting of Warning Signage, and Third Party Transactions). Our coalition strongly believes in these strategies and would like to formally implement them into our prevention work. In addition, our coalition continues to target Community Norms, Social Availability, and Promotion as causal areas.

Question 2.

Have your chosen evidence-based strategies changed from the original? If yes, what are the changes and why did you make them?

Our overall evidence-based strategy of Community Trials Intervention To Reduce High-Risk Drinking has not changed. This strategy is a multi-component, community-base environmental strategy that includes changing community norms regarding alcohol access, responsible beverage service (TIPS), risks related to drinking and driving, underage access to alcohol, and community mobilization. These five components are critical to our coalition's continued efforts to reduce the misuse of alcohol.

Specifically, our current evidence-based strategies include:

Retail Availability: Mandatory Responsible Beverage Server Training (TiPS), Compliance Checks, Warning Signage, Third Party Transactions

Social Availability: Restrictions on Drinking Locations and Possession of Alcohol

Promotion: Media Advocacy Education

Community Norms: Alcohol Providers and Sellers

Worksheet 3. Current CAC Membership Roster & Planning Meeting Attendance

Member Name	Organization	Address	Email	Phone	Attended Meeting? (Y/N)
Lois Pine	**UW School of Nursing**		lpine@uwyo.edu	**307.766.6574**	**Y**
Matt Stroot	**Laramie Fire Department**		mstroot@ci.laramie.wy.us	**307.399.0088**	
Andrew Zook	**Laramie Police Department**		azook@ci.laramie.wy.us	**307.721.3527**	**Y**
Rebecca Whisler	**Albany County School District**		rwhisler@acsd1.org	**307.721.4400**	
Mark Holder	**Ivinson Memorial Hospital**		mholder@ivinsonhospital.org	**307.742.2141**	
Sharon Weber	**Cathedral Home for Children**		sweber@cathedralhome.org	**307.399.3626**	
Jonlee Anderle	**Laramie Police Department**		janderle@ci.laramie.wy.us	307.721.3513	
Laura Tangeman	**Laramie Parks & Recreation**		ltangeman@ci.laramie.wy.us	**307.721.5265**	**Y**
Erica Rich	**Laramie Police Department**		erich@ci.laramie.wy.us	**307.721.3560**	**Y**
Mitch Cushman	**Laramie Police Department**		mcushman@ci.laramie.wy.us	307.721.3551	
Matt Caires	**Dean of Students Office**		caires@uwyo.edu	**307.766.3296**	

Jane Warren	**University of Wyoming**		Jwarren4@uwyo.edu	307.766.3417	
Jill Dalgarno	**Albany County Tobacco Prevention**		tobaccofreelaramie@wyoming.com	**307.742.4547**	**Y**
Steve Hamaker	**Big Brothers Big Sisters**		steve@wyobbbs.org	**307.399.3970**	**Y**
Suzanne Perry	**Albany County School District**		sperry@acsd1.org	307.721.4400	
Dave Cozzens	**Dean of Students**		dcozzens@uwyo.edu	307.766.3296	
Honorable Jeffrey Donnell	**District Court**		jad@courts.state.wy.us	307.721.2508	
Karen Lundahl	**Albany County Resource Center**		Kll611@aol.com	**307.760.8170**	
Lynn Erikson	**Albany County Resource Center**		wyolynn@yahoo.com	**307.760.3643**	
Linda Gault	**Albany County Resource Center**		acrc@vcn.com	**307.399.2138**	**Y**
Mike Vercauteren	**WyPTAC**		mike@wyoming.com	**307.399.5406**	**Y**
Kyle Morris	**WyoTech**		kmorris@wyotech.edu	**307.755.2129**	
Lena Edmunds	**University of Wyoming – AWARE Program**		ledmunds@uwyo.edu	**307.766.2187**	
Lee Kempert	**Drug Court**		lkempert@co.albany.wy.us	**307.721.1850**	

Make Additional Pages of This Roster As Needed

Worksheet 4. Meeting Report

Date of Initial CAC Planning Meeting June 29, 2009	Place of Meeting Coalition to Prevent Substance Abuse Office Space	Length of Meeting 1.5 hours	No. CAC Members Attending 5

STRATEGIES IDENTIFIED FOR PRIMARY PLAN

Name of Strategy	Why Did You Select This Strategy?	What Are You Going to Accomplish?	Potential Barriers
1. Restrictions on Drinking Locations & Possession	Albany County hosts many community events for families and youth to enjoy, however, the vast majority of these events include the sale of alcohol with few restrictions and little accountability. Our goal is to increase this accountability and decrease high risk drinking at community events.	After the C.A.R.E. Project is completed for all community events, WySAC will compile data, and CoPSA will make recommendations for alcohol restrictions to event organizers and policy makers.	Buy-in/lack of buy-in from event organizers and policy makers Income generated from alcohol sales may limit buy-in Lack of police man-power to enforce restrictions
2. Alcohol Providers & Sellers	Restaurant/bar and event coordinator accountability is critical in our community. Because Laramie is a university town, restaurants/bars and special events alcohol booths serve many young adults. By implementing training and restrictions for alcohol providers and sellers, we hope to decrease the misuse of alcohol.	The coalition plans to implement evidence-based strategies regarding alcohol providers and sellers through the tavern owner's association. Our goal is to ensure that all restaurants and bars to be clearly trained and knowledgeable of laws and expectations for safe alcohol service. We also will educate and inform event coordinators of their responsibility in serving alcohol at their event and train them accordingly. CoPSA will also continue to distribute Adult Advisory Stickers to all alcohol providers and sellers. These stickers warn adults about the risks and consequences of providing alcohol to minors. CoPSA plans to assist bar owners in placing ads in the local newspapers stating that	High turnover rate for restaurant/bar employees Low meeting attendance at Tavern Owner's meetings Compliance with restrictions/training Access may be limited to event planners, etc.

		their establishments I.D. and will not sell to minors.	
3. **Compliance Checks**	**Because of the high density of retail establishments it is important for our alcohol retailers to be educated and held accountable to the law. Our police department and coalition are committed to conducting compliance checks and increasing awareness surrounding underage alcohol use.**	**The coalition hopes to increase the real and perceived risk of selling alcohol to minors as well as to educate liquor license holders and the community on the consequences of selling alcohol to minors. The coalition will publicly acknowledge retail establishments that consistently pass compliance checks.**	**Police man-power** **Businesses/license holder perceiving compliance checks as "stings"**
4. **Third Party Transactions**	**Third party transactions (shoulder taps) are another necessary strategy for the reduction of youth access to alcohol. Adults in the community must be educated and held accountable to the laws related to providing alcohol to minors.**	**Shoulder taps will reduce third party transactions and increase the visibility of enforcement (real and perceived risk). As a result of this, youth in our community will have less access to alcohol.**	**Police man-power**
5. **TiPS**	**The coalition has provided and supported TiPS Training for the last 3 years. The coalition believes strongly in responsible beverage service and consistent and standardized training for all alcohol servers.**	**The coalition and the police department will conduct 2 TiPS Trainings every quarter. All restaurant/bars will be made aware of the trainings and the ordinance requiring the training.** **CoPSA will provide I.D. and training guides for all TiPS trainings and interested bar/restaurant owners.**	**High turnover rate for restaurant/bar employees** **Lack of compliance of trained employees**
6. **Media Advocacy Education**	**The coalition and Laramie Choice uses media and media advocacy to raise awareness of the social availability and promotion of alcohol.**	**The coalition in collaboration with Laramie Choice will create and maintain a consistent message through earned and free media monthly. Laramie Choice also plans to reach their peers through positive**	**Media buy-in/space in newspaper-newsletters, etc.**

	Within our primary plan, these efforts will continue within the schools and broader community in order to influence our community norms regarding alcohol.	**messaging.** **CoPSA in collaboration with our partners will counter advertise alcohol messaging using PSAs on our local media outlets.**	
SPECIAL PROJECTS SELECTED			
Name of Project	**Why Did You Select This Project?**	**What Are You Going to Accomplish?**	**Potential Barriers**
1. Special Project I: Alcohol Restrictions at Community Events	**There are many events in Laramie, including UW events, and most of these events have alcohol present to different extents. The coalition hopes to change the social norm around our festivals.**	**The coalition, with the help of event coordinators, will make events safer and change the social norm of alcohol being the focus of our community events.**	**Buy-in from event coordinators** **Community support in changing alcohol presence and use at events**
2. Special Project II: Youth Empowerment Group/Laramie Choice	**Laramie Choice is a sanctioned club at Laramie High School that has been in existence for five years. The participation numbers have increased significantly every year, but funding continues to dwindle, therefore the kids usually have to choose between certain initiatives that they would like to implement. With funding of their own Laramie Choice can do more and make bigger changes.**	**Laramie Choice will continue to be a positive peer group at Laramie High School and will work to change the perceived norms around alcohol in the high school. Laramie Choice wants to make it the cool to be sober.**	**Perceived norm that "everyone drinks"** **Participation numbers**
3. Special Project III: Integration of Community	**Laramie is a community with many resources that are valuable to the community but can be**	**Bring together all agencies that can contribute to prevention in the community.**	**Many agencies with different agendas**

Prevention	**more useful when working together. With the money and goals of this grant the community can better close the gaps in the community and collaborate around issues that are best solved together as a community and not as individual organizations.**		**Territories** **Philosophies**
4. Special Project IV: Highly Effective Individual Programs: A-CRA	**Adolescent Community Reinforcement Approach (A-CRA) was chosen because of its emphasis on prosocial activities and behaviors. As an individual program A-CRA is designed to educate youth as well as to provide treatment for alcohol and drug abuse. Because the Laramie community has few options for youth substance abuse treatment, many youth "slip through the cracks" and do not access substance abuse treatment programs.**	**To reach families and youth who may not access other substance abuse prevention and/or intervention services** **To provide options for families and youth seeking substance abuse prevention/education/treatment.** **To impact the binge drinking percentage in 11th graders on according to the PNA.**	**Possible fragmentation of community agencies – lack of communication about services** **Territories – possible lack of collaboration between agencies** **Possible challenges in accessing families and youth**
5. Special Project V: Regional Networking & Community Training	**Learning from one another and sharing our ideas makes all of us better prevention professionals. Also working together to bring certain trainings to each others communities can only enhance the work we are already doing.**	**Working together to make what we do more affective.**	**Time** **Distance** **Differences in within communities**
6. Special Project VI: Social	**Laramie is home to the University of Wyoming and this brings many**	**Increase the perceived risk of drinking and driving, not only in a life and death cost but in**	**No barriers forseen at this time. SafeRide is seen as**

Marketing to Increase Participation in the Use of SafeRide	**opportunities for students, community members and fans from across the state to drink and possibly drive. SafeRide, a service provided by UW, provides transportation around Laramie to those who need transportation due to alcohol consumption or lack of transportation.**	**monetary costs as well.**	**a positive service in our community and can only continue to have positive effects.**
Did you request any type of technical assistance from WyPTAC or the Division for this meeting? If no, why not? If yes, what type did you request? **CoPSA did not request technical assistance from WyPTAC because we had no concerns/needs regarding the grant application process. Because Mike Vercauteren lives in Laramie and receives coalition e-mails, he attended this meeting and provided support and insight into the application process.**		**Did you request WyPTAC or the Division provide direct assistance in facilitating this meeting? If no, why not?** **CoPSA did not ask for facilitation assistance for this planning meeting because we did not have that need. Tracy Young and Brenda Cannon facilitate coalition meetings and call upon WyPTAC to facilitate when necessary.**	**Did you receive the TA requested?** **N.A.**

Use Additional Sheets if Necessary

Worksheet 5. Local Community Prevention Efforts

Local Prevention Initiatives other than the PF	Major Strategies	Critical Dates and Events	Local Contact	Potential Collaboration Y/N
Federal Prevention Block Grant	Youth Mentoring	Mentoring throughout school year	Big Brothers Big Sisters; Tracy Young (Coalition to Prevent Substance Abuse)	YES
Most of Us social	Social Marketing	As needed	MSU Most of Us;	YES

norming campaign		throughout year	Tracy Young (Coalition to Prevent Substance Abuse)	
The Line social marketing campaign	Media	2009 UW Football Season (Fall 2009), messaging throughout year	Sukle; MHSAD; Tracy Young (Coalition to Prevent Substance Abuse)	YES
Wyoming's First Lady's Initiative	Youth Engagement Grant Laramie Choice (Youth)	Laramie Choice Leadership action plan will be followed throughout school year	Tracy Young (Coalition to Prevent Substance Abuse)	YES
Community Initiative to integrate prevention	Youth Advocacy	Youth events throughout year	Sharon Weber; Peer Advocates	YES
Youth Initiatives (post-FACE activities)	Laramie Choice (youth awareness/advocacy)	Continue post-FACE plans and goals throughout year with Laramie Choice	Laramie Choice; Tracy Young (Coalition to Prevent Substance Abuse)	YES
Anti-Drug Programs	D.A.R.E.; Laramie Choice	Fall 2009, Spring 2010 – D.A.R.E. classes; school visits throughout school year	Erica Rich; Laramie Choice	YES
School Prevention Programs	D.A.R.E.; Laramie Choice	Fall 2009, Spring 2010 – D.A.R.E. classes; school visits throughout school year	Erica Rich, Laramie Choice, Suzanne Perry	YES
Law Enforcement Prevention Programs	Enforcement	October – November 2009 – UW Football	Erica Rich (LPD); Andrew Zook (LPD); UWPD	YES

		enforcement; enforcement, shoulder taps, compliance checks (throughout year)		
Suicide Prevention Programs	Suicide Prevention, Education	Regularly scheduled trainings	UW Gatekeepers	NO
Wyoming Tobacco Prevention and Control Program	Prevention (youth initiation, cessation, reaching disparate populations, eliminating exposure to secondhand smoke)	November 19, 2009: Great American Smokeout; February 2010: Through With Chew Week; March 2010: Kick Butts Day; May 2010: World No Tobacco Day Youth and Cessation events throughout year	Jill Dalgarno	YES
Public Health Programs and Initiatives	Education, availability of healthcare services	Ongoing trainings, health fairs	Albany County Public Health	NO
Juvenile Justice	Progressive Youth(PY); Probation and Parole; Diversion, DFS	Youth diversion activities throughout year; collaborating to implement and support individual programs (A-CRA)	Steve Hamaker Diversion Probation DFS	YES

NOTE: If you checked "Y" for potential collaboration with one of the agencies or programs identified in the above chart, please use Worksheet 6 on the next page to explain how that collaboration might work. Then, when appropriate, incorporate that in your strategic planning for next year and in your development of a workplan.

Worksheet 6 – Potential Local Partnerships and Collaborations

AGENCY NAME/CONTACT: **Federal Prevention Block Grant: BBBS, Tracy Young**
IDEAS FOR COLLABORATION: **(ongoing/current collaboration)** **CoPSA will continue to support the site-based mentoring program that is funded from the Block Grant.**
AGENCY NAME/CONTACT: **Most of Us Social Norming Campaign: MSU, Tracy Young**
IDEAS FOR COLLABORATION: **(ongoing/current collaboration)** **Laramie Choice reviews the Most of Us messages and uses the messages as a guide for their**

own messaging and outreach to their peers. **Tracy communicates periodically with Diane Hipp (Most of Us – MSU) regarding our community needs and messaging.**
AGENCY NAME/CONTACT: **The Line Social Marketing Campaign: Sukle, MHSAD, Tracy Young**
IDEAS FOR COLLABORATION: **(ongoing/current collaboration)** **The Line messages play consistently on our community radio stations.** **During UW Football season, a possible collaboration between The Line and CoPSA could be messaging and awareness campaigns at tailgate park.**
AGENCY NAME/CONTACT: **Wyoming's First Lady's Initiative: Laramie Choice, Tracy Young**
IDEAS FOR COLLABORATION: **(ongoing/current collaboration)** **Laramie Choice was a recipient of the Youth Engagement Grant from the Wyoming's First Lady's Initiative. That grant money will be used for youth to attend National Leadership in Dallas, TX. From this conference, the youth will create an action plan for the upcoming school year. We will continue to report to and collaborate with the Wyoming First Lady's Initiative.** **As the Wyoming First Lady's Initiative continues, a possible collaboration could be planning a regional and/or statewide youth initiative/training/board.**

Worksheet 6 – Potential Local Partnerships and Collaborations

AGENCY NAME/CONTACT: **Community Initiative to Integrate Prevention: Sharon Weber, Peer Advocates**
IDEAS FOR COLLABORATION: **(ongoing/current collaboration)** **Possible trainings and/or events with youth involved in Laramie Choice and Peer Advocacy (Community Initiatives grant)**
AGENCY NAME/CONTACT: **Youth Initiatives (Post-FACE Activities): Laramie Choice, Tracy Young**
IDEAS FOR COLLABORATION: **(ongoing/current collaboration)** **Laramie Choice completed their first FACE training in October 2007 and continues to use**

their action plan as a premise for their continued prevention efforts.
AGENCY NAME/CONTACT: **Anti-Drug Programs: Erica Rich (LPD), Laramie Choice**
IDEAS FOR COLLABORATION: **(ongoing/current collaboration)** **CoPSA plans to collaborate and support D.A.R.E. programs as well as Laramie Choice in their activities and events.** **Laramie Choice participates in D.A.R.E. graduation, school visits, and field trips as possible. This collaboration makes it possible for older youth (Laramie Choice) to build relationships with elementary-age youth (D.A.R.E. students).** **Laramie Choice members attend CoPSA meetings to report on special events, etc. as needed. All funding for Laramie Choice comes from CoPSA.**
AGENCY NAME/CONTACT: **School Prevention Programs: Erica Rich, Laramie Choice, Suzanne Perry**
IDEAS FOR COLLABORATION: **(ongoing/current collaboration)** **Laramie Choice will be D.A.R.E. mentors during the 2009 – 2010 school year.** **CoPSA will present to elementary school classrooms on a regular basis regarding alcohol prevention.**

Worksheet 6 – Potential Local Partnerships and Collaborations

AGENCY NAME/CONTACT: **Law Enforcement Prevention Programs: Erica Rich, Andrew Zook**
IDEAS FOR COLLABORATION: **(ongoing/current collaboration)** **CoPSA works directly with the Laramie Police Department. Specifically, CoPSA collaborates with the LPD on compliance checks, shoulder taps, prevention presentations, school presentations and community efforts to reduce underage drinking and high risk drinking.** **CoPSA continues to seek support and funding to create an Alcohol Enforcement and Education Team with the LPD. This is an ongoing collaboration that would create a team to specifically work on alcohol issues within our community.**
AGENCY NAME/CONTACT: **Suicide Prevention/UW Gatekeepers**
IDEAS FOR COLLABORATION:

Collaborate with UW Gatekeepers trainings to support and implement emphasis on the role that alcohol misuse has on suicide rates, etc. **Support Gatekeepers training and encourage other professionals and organizations to be trained in suicide prevention and alcohol prevention education.**
AGENCY NAME/CONTACT: **Wyoming Tobacco Prevention and Control Program: Jill Dargarno**
IDEAS FOR COLLABORATION: **(ongoing/current collaboration)** **CoPSA and Albany County Tobacco Prevention plan to continue to collaborate to lead and support Laramie Choice youth in their goals to reduce youth substance abuse and tobacco use.** **CoPSA and ACTP will collaborate to attend all Back to School Nights in Albany County.** **CoPSA and ACTP will collaborate to complete community assessments regarding substance use.**
AGENCY NAME/CONTACT: **Albany County Public Health**
IDEAS FOR COLLABORATION: **CoPSA plans to involve Albany County Public Health in our efforts within the Integration of Community Prevention Special Project. The goal of this project is to integrate our prevention efforts and address the gaps within these efforts with all community agencies involvement and input. Public health and the healthcare system are entities that we plan to more actively collaborate with to increase our effectiveness in prevention.**
AGENCY NAME/CONTACT: **Juvenile Justice: Progressive Youth, Steve Hamaker, DFS, Courts, Diversion**
IDEAS FOR COLLABORATION: **CoPSA plans to support and collaborate with this program by providing individual programming to at-risk youth (psycho-education, etc.).** **Educate, implement, support, and sustain individual program (A-CRA) in collaboration with DFS, BBBS, Progressive Youth, Courts, Diversion, and Probation.** **CoPSA plans to be involved in the Juvenile Justice Board and their efforts.**

Worksheet 7. Steps to Accomplish PF Strategies

Strategy: **Restrictions on Drinking Locations & Possession**

Action Steps	Day/Month/Year of Completion	Responsible Party
Compile data from all C.A.R.E. Project Assessments	December 2009	WySAC, CoPSA
Create an action plan around compiled data results	January 2010 – February 2010	CoPSA
Implement action plan regarding safe and responsible community events	March 2010 - September 2010	CoPSA

Worksheet 7. Steps to Accomplish PF Strategies

Strategy: **Alcohol Providers & Sellers**		
Action Steps	Day/Month/Year of Completion	Responsible Party
Attend Tavern Owner's Meetings	October 2009	Tracy Young, Officer Andrew Zook (LPD)
Set a schedule of TiPS trainings for the year	October 2009	Tracy Young, Brenda Cannon, Andrew Zook, Lena Edmunds, Kyle Morris
Educate Tavern Owner's on BAC and responsible service of alcohol	November 2009 – March 2010	Tracy Young, Andrew Zook
Educate all community event coordinators and boards on event checklist (best practice list that the Laramie Police Dept. use when approving and enforcing events)	November 2009 – September 2010	CoPSA
Continue distribution of Adult Advisory Stickers to all liquor license holders and other permitted providers and sellers	October 2009 – September 2010	CoPSA, Laramie Choice, Laramie Police Department
Place ads in local newspapers from bar owners stating that they I.D. and do not serve alcohol to minors	October 2009 – September 2010	CoPSA

Worksheet 7. Steps to Accomplish PF Strategies

Strategy: **Compliance Checks**

Action Steps	Day/Month/Year of Completion	Responsible Party
Set a schedule of compliance checks to be completed for the year	October 2009	CoPSA, Andrew Zook, Erica Rich (LPD)
Implement compliance checks	October 2009 – September 2010	Laramie Police Department (LPD)
Publicly acknowledge license holders that pass compliance checks	October 2009 – September 2010	CoPSA

Worksheet 7. Steps to Accomplish PF Strategies

Strategy: **Third Party Transactions (Shoulder Taps)**		
Action Steps	Day/Month/Year of Completion	Responsible Party
Set a schedule for Third Party Transactions/Shoulder Taps for the entire year	October 2009	CoPSA, Laramie Police Department
Implement Third Party Transaction/Shoulder Tap enforcement for the year	October 2009 – September 2010	Laramie Police Department, Laramie Choice, Cowboy Choices
Free/Earned Media regarding Third Party Transactions/Shoulder Taps, purpose, enforcement, statistics related to this best practice	October 2009 – September 2010	CoPSA

Worksheet 7. Steps to Accomplish PF Strategies

Strategy: **TiPS**		
Action Steps	Day/Month/Year of Completion	Responsible Party
Attend and participate in Tavern Owner's Association meetings	October 2009	Tracy Young, Andrew Zook (LPD)
Set a schedule of TiPS trainings (provide 2 trainings per quarter = 8 trainings per year)	October 2009 – September 2010	Laramie Police Department, CoPSA, all TiPS trainers
Free/Earned media about liquor license renewal process and the TiPS requirement	October 2009 – September 2010	CoPSA

Support University of Wyoming TiPS trainings (provide training manuals, I.D. manuals, and other training materials)	October 2009 – September 2010	CoPSA, all TiPS trainers

Worksheet 7. Steps to Accomplish PF Strategies

Strategy: **Media Advocacy Education**		
Action Steps	Day/Month/Year of Completion	Responsible Party
Laramie Choice decides on their main media message to use throughout the year (Laramie Choice Leadership will have had training related to Public Relations and Media Advocacy)	October 2009	Laramie Choice
Implement Laramie Choice media message within the schools, local newspapers, newsletters, etc.	October 2009 – September 2010	Laramie Choice
CoPSA decides on primary media message(s) to use within the community throughout the year	October 2009	CoPSA
Implement CoPSA media message throughout the community	October 2009 – September 2010	CoPSA
Counter Advertising through PSAs in local media outlets	October 2009 – September 2010	CoPSA, Laramie Choice

Worksheet 7. Steps to Accomplish PF Strategies

Strategy: **Special Project I: Alcohol Restrictions at Community Events**		
Action Steps	Day/Month/Year of Completion	Responsible Party
Educate local event coordinators and boards on event best practices and event checklist used by the Laramie	January 1, 2010 – September 30, 2010	CoPSA

Police Department		
Encourage and assist event coordinators/boards to better monitor and restrict alcohol at community events	January 2010 – September 2010	CoPSA

Worksheet 7. Steps to Accomplish PF Strategies

Strategy: **Special Project II: Youth Empowerment Group/Laramie Choice**		
Action Steps	Day/Month/Year of Completion	Responsible Party
Create an youth action plan for the year	October 2009	Laramie Choice Leadership, Laramie Choice members
Implement youth action plan	October 2009 – September 2010	Laramie Choice
Weekly Youth Led planning meetings	October 2009 – September 2010	Laramie Choice Leadership
Formal recruitment of new members for Laramie Choice (including official pledges – formal commitment to the club and its standards)	October 2009 – November 2009	Laramie Choice
Continued leadership development and trainings as available in the region	October 2009 – September 2010	Laramie Choice Leadership, Laramie Choice members
Supporting school events and other substance-free events and causes within the community	October 2009 – September 2010	Laramie Choice

Worksheet 7. Steps to Accomplish PF Strategies

Strategy: **Special Project III: Integration of Community Prevention**		
Action Steps	Day/Month/Year of Completion	Responsible Party
Form task force/organize a special coalition meeting	November 15, 2009	CoPSA
Gaps Analysis of community services/resources, collaborations	November 2009 – January 2010	CoPSA
Develop an integration plan	January 2010 – June 2010	CoPSA

Identify Project to support community integration efforts	June 2010 – September 2010	CoPSA

Worksheet 7. Steps to Accomplish PF Strategies

Strategy: **Special Project IV: Highly Effective Individual Programs (Adolescent Community Reinforcement Approach: A-CRA)**		
Action Steps	Day/Month/Year of Completion	Responsible Party
Train provider(s) on A-CRA Curriculum	October 2009	Brenda Cannon, Steve Hamaker, Tracy Young, other treatment providers
Educate community agencies on the availability A-CRA	October – November 2009	CoPSA, Tracy Young, Brenda Cannon, Steve Hamaker
Provide information to courts, probation, etc. about A-CRA and accessing youth for the program	October – November 2009	CoPSA, Tracy Young, Brenda Cannon, Steve Hamaker
Educate parents in the community about A-CRA	October-November 2009	CoPSA (also other agencies that will be involved in the program)
Begin A-CRA program	November – December 2009	Brenda Cannon, Steve Hamaker, Tracy Young
Data collection of program demographics and effectiveness	October 2009 – September 2010	CoPSA, Brenda Cannon, Tracy Young, Steve Hamaker, Courts, Probation

Worksheet 7. Steps to Accomplish PF Strategies

Strategy: **Special Project V: Regional Networking & Community Training**		
Action Steps	Day/Month/Year of Completion	Responsible Party
Contact South East region coordinators to discuss networking and training needs and opportunities	October 2009 – November 2009	Tracy Young, Brenda Cannon
Plan a community training for South East region	November 2009	Tracy Young, Brenda Cannon
Hold community training/networking	January/February 2010	Tracy Young

Worksheet 7. Steps to Accomplish PF Strategies

Strategy: **Special Project VI: Social Marketing to Increase Participation in the Use of SafeRide**		
Action Steps	Day/Month/Year of Completion	Responsible Party
Make a list of who are partners with SafeRide and who should be partners	October 2009	SafeRide, WyoTech and CoPSA
Make contact with potential partners	October 2009	SafeRide
Review DUI data to get demographics of who is offending	October 31, 2009	SafeRide and CoPSA
Conduct polls on SafeRide vans to find out the demographics of people who use SafeRide	November 2009	SafeRide
Focus groups with DUI offenders to determine what message from SafeRide would be most heard by this population	December 2009	CoPSA
Conduct focus groups to create the message for SafeRide	October 2009-December 2009	CoPSA and SafeRide
Launch a media campaign	January 2009	SafeRide, WyoTech and CoPSA (also other partners)

Worksheet 8. Meeting Report – Workplan and Calendar Meeting

Date of CAC Workplan Meeting	Place of Meeting	Length of Meeting	No. CAC Members Attending
July 22, 2009	Laramie Police Department	2 hours	**8**

Names of CAC Members Attending:

Andrew Zook, Laura Tangeman, Steve Hamaker, Linda Gault, Erica Rich, Jill Dalgarno, Tracy Young, Brenda Cannon

What Challenges and/or Problems Did Coalition Members Experience in Completing the Workplan?

Low coalition attendance due to summer scheduling conflicts

Limited time given in the application process to prepare/plan effectively for special projects

How Did the Coalition Members Decide to Address Those Challenges?

Low attendance: all coalition members are given updates on a regular basis through e-mail; members are asked for feedback regarding the grant application and upcoming projects/events.

Limited time: coalition members work efficiently and collaboratively in order to address this challenge.

Did Any of the Strategies Decided at the First Meeting Change During the Workplan Process? (If Yes, How Did They Change and Why?)

The strategies that were chosen at the first planning meeting were not changed during the application process.

Please provide any final comments regarding the strategic planning process with your CAC:

Coalition members were eager to continue our efforts in the community with the special projects funding, however, members felt strongly that there was not enough time given to thoughtfully and thoroughly investigate best practices and plan accordingly for the best possible outcomes.

Did you request any type of technical assistance from WyPTAC or the Division for this meeting? If no, why not? If yes, what type did you request?	Did you request WyPTAC or the Division provide direct assistance in facilitating this meeting? If no, why not?	Did you receive the TA requested?
No: Technical assistance was not needed during this planning meeting.	**No: technical assistance was not needed during this planning meeting.**	**N.A.**

PRIMARY PLAN

COST DESCRIPTION	STRATEGY 1 Retail Availability	STRATEGY 2 Social Availability	STRATEGY 3 Promotion	Strategy 4 Community Norms	TOTAL BUDGET
PERSONAL SERVICES					
Salaries & Wages	6,819.00	6,819.00	6,819.00	6,819.00	27,276.00
Employer Paid Benefits	682.00	682.00	682.00	682.00	2,728.00
SUPPORTING SERVICES					
Communications:					
Internet/Phone	1,050.00				1,050.00
Utilities	918.00				918.00
Rent	13,008.00				13,008.00
TRAVEL/TRAINING/MEETINGS					
Travel In-State	2,000.00				2,000.00
Travel Out-of-State	5,000.00				5,000.00
Training Costs	1,000.00				1,000.00
Miscellaneous Meeting Exp.	3,000.00				3,000.00
SUPPLIES					
Consumable Supplies	2,485.00				2,485.00
Commercial Printing	400.00				400.00
Publications Purchased				2,000.00	2,000.00
ADVERTISING/MEDIA COSTS	2,000.00		5,000.00	3,000.00	10,000.00
EQUIPMENT RENTAL					
CONTRACTUAL SERVICES (please describe)					
1. Indirect-ACRC	8,400.00				8,400.00
SUB TOTAL	46,762.00	7,501.00	12,501.00	12,501.00	79,265.00
OTHER COSTS (specify)					
A. Accounting	750.00	750.00	750.00	750.00	3,000.00
B. TiPS Trainings	2,000.00				2,000.00
C. Compliance Checks	18,275.00				18,275.00
D. Shoulder Taps	7,500.00				7,500.00
E. Party Patrols		3,000.00			3,000.00
TOTAL	75,287.00	11,251.00	13,251.00	13,251.00	113,040.00

COALITION TO PREVENT SUBSTANCE ABUSE – FY 2009-10 SPF SIG BUDGET

PRIMARY PLAN & SPECIAL PROJECTS

COST DESCRIPTION	Primary Plan Total Budget	SPECIAL I Environ-mental Strategies	SPECIAL II Youth Empower-ment	SPECIAL III Integration of Prevention	SPECIAL IV Individual Program	SPECIAL V Region-al	SPECIAL VI SafeRide	TOTAL BUDGET
PERSONAL SERVICES								
Salaries & Wages	27,276.00	6,819.00	6,819.00	6,819.00			6,819.00	54,552.00
Employer Paid Benefits	2,728.00	682.00	682.00	682.00			682.00	5,456.00
SUPPORTING SERVICES								
Communications:								
Internet/Phone	1,050.00							1,050.00
Utilities	918.00							918.00
Rent	13,008.00							13,008.00
TRAVEL/TRAINING/MEETINGS								
Travel In-State	2,000.00		1,000.00			700.00		3,700.00
Travel Out-of-State	5,000.00		2,199.00			950.00		8,149.00
Training Costs	1,000.00		500.00		1,000.00	2,500.00		5,000.00
Miscellaneous Meeting Exp.	3,000.00	1,000.00	3,600.00	1,000.00		500.00		9,100.00
SUPPLIES								
Consumable Supplies	2,485.00		2,000.00	300.00	2,000.00		2,000.00	8,785.00
Commercial Printing	400.00	500.00	300.00	500.00	300.00		4,099.00	6,099.00
Publications Purchased	2,000.00		500.00					2,500.00
ADVERTISING/MEDIA COSTS	10,000.00	2,000.00	1,000.00	500.00	500.00		5,000.00	19,000.00
EQUIPMENT RENTAL								
CONTRACTUAL SERVICES (please describe)								
1. Indirect-ACRC	8,400.00	1,750.00	1,400.00	1,400.00	1,404.00	350.00	1,400.00	16,104.00
2. Big Brothers Big Sisters (salaries for counselors)					16,250.00			16,250.00
3.								
4.								
OTHER COSTS (specify)								
A. Jubilee Days Alcohol Free Day		7,000.00						7,000.00
B. Albany Co. Fair Alcohol Free Day		7,000.00						7,000.00
C. Workplan and budget to come in the third quarter				8,799.00				8,799.00
D. Accounting	3,000.00							3,000.00
E. TiPS Trainings	2,000.00							2,000.00
F. Compliance Checks	18, 275.00							18,275.00
G. Shoulder Taps	7,500.00							7,500.00

COST DESCRIPTION	Primary Plan Total Budget	SPECIAL I Environ-mental Strategies	SPECIAL II Youth Empower-ment	SPECIAL III Integration of Prevention	SPECIAL IV Individual Program	SPECIAL V Region-al	SPECIAL VI SafeRide	TOTAL BUDGET
H. Party Patrols	3,000.00							3,000.00
Sub TOTAL	113,040.00	26,751.00	20,000.00	20,000.00	21,454.00	5,000.00	20,000.00	226,245.00
Program TA & Evaluation								
1. WyPTAC @ 10%	11,304.00	2,675.00	2,000.00	2,000.00	2,145.00	500.00	2,000.00	22,624.00
2. WYSAC @ 5%	5,652.00	1,337.00	1,000.00	1,000.00	1,073.00	250.00	1,000.00	11,312.00
TOTAL	129,996.00	30,763.00	23,000.00	23,000.00	24,672.00	5,750.00	23,000.00	260,181.00

COALITION TO PREVENT SUBSTANCE ABUSE
BUDGET JUSTIFICATION AND NARRATIVE

Budget Justification

A. PERSONAL SERVICES

Role	Name	Ann. Salary	Ann. Fringe Benefits	Level of Effort	Annual Cost
Prevention Framework Manager/Coalition Coordinator	Tracy Young	$53, 559.45	$5,356.00	85%	$47,136.00
Assistant Coalition Coordinator	Brenda Cannon	$15 per hour x 15 per week x 52 weeks=$11,704.00	$1,168.00	15 hours	$12,872.00
				Total	**$60,008.00**

Justification: The PF Manager has day-to-day responsibility for project implementation and coordination, working closely with the local CAC, as well as with WyPTAC, WYSAC and the Mental Health and Substance Abuse Services Division to carry out the implementation plan submitted for federal FY 2009-10, the manager also advises the youth group Laramie Choice. Tracy Young holds a BS in Social Science and is SAPST certified. She has been the PF Manager for three and a half years and has worked in the field of prevention for a total of seven years. Tracy Young has been the Block Grant Coordinator for six years. The salary for the coordinator was decided by the Coalition and ACRC when Tracy Young was offered the job in 2006. At that time Tracy Young left a job with a $30,000 salary plus a $20,000 benefit package at Peak Wellness Center. The Coalition, nor ACRC, offer fringe benefits. The above rates cover the following; 7.65% for FICA and Medicare, 1.30% cover Workers Compensation and .97% covers Wyoming Unemployment. Copies of the PF Manager's Job Description and Professional Résumé are attached to this narrative.

Brenda Cannon has her Master's in Counseling and has been an assistant coordinator for the Coalition for the last two years. Prior to that, Brenda was the Albany County Tobacco Prevention Program Manager. Tracy and Brenda work closely to implement the goals of the PF grant. As a team they also advise the Laramie Choice group at the high school. Together Tracy and Brenda are

able to manage the grant and all the programs implemented.

REQUEST FOR PERSONNEL SERVICES: $60,008.00

B. SUPPORTING SERVICES

Type	Rate	Cost
Internet/Phone	$175/month (split w/ Block Grant)	$1,050.00
Utilities	$75/month	$900.00
Rent	$1664/month (Tobacco Prevention pays rent at the office suite as well, $580 a month)	$13,008.00
	Total	**$14,958.00**

Justification: The Coalition has an office suite. The above costs are associated with the office suite. Some of the bills are paid through the Block Grant.

REQUEST FOR SUPPORTING SERVICES: $14,958.00

C. TRAVEL/TRAINING/MEETINGS

Purpose of Travel	Location	Item	Rate	Cost
Travel In-State **1. Primary Plan-**Travel for PF Manager to attend required trainings , 3 one-day training events, and meetings to support the CAC's Primary Plan **2. Special Project II-Youth Empowerment-**travel around the state to network with other youth groups. In the Southeast region we try to get our youth together at least once a year. We also we hope that there will be a state-wide youth training in the near future **3. Special Project V-Regional Networking and Training-** Travel within the region to plan trainings, network, and support one another in our community initiatives	In-state	Mileage, lodging, food and other expenses associated with travel	Prevailing Federal $.55	1. $2,000.00 2. $1,000.00 3. $700.00 **Total=$3,700.00**
Travel Out of State **1. Primary Plan-**Travel for PF manager, assistant, and/or coalition members to pertinent trainings on a regional or national level	Out of State	Mileage, lodging, food and other costs associated with travel	Prevailing Federal $.55	1. $5,000.00 2. $2,199.00 3. $950.00

2. Special Project II-Travel for Laramie Choice to leadership trainings on a regional or national level **3. Special Project V-**Travel to a training that would be useful to the work we are doing as a region				**Total=$8,149.00**
Training Costs **1. Primary Plan-**Training costs **2. Special Project II-**Training costs for Laramie Choice **3. Special Project IV-**Training costs associated with implementing A-CRA **4. Special Project V-**Bringing in a training that will benefit the Southeast region	In-State or Out-of-State	Speaker's fees and travel expenses, conference registration and other fees associated with hosting a training or attending a training	Rates will vary according to the trainings	1. $1,000.00 2. $500.00 3. $1,000.00 4. $2,500.00 **Total=$5,000.00**
Miscellaneous Meetings **1. Primary Plan-**estimated costs for food for twelve monthly meetings of CAC and special committee meetings and task force meetings as needed to implement the Primary Plan **2. Special Project I-**estimated costs for attending/holding meetings with area event boards **3. Special Project II-**Laramie Choice all club meets every other week and leadership meets every other week at lunch **4. Special Project III-**meeting costs associated with bringing the prevention community together **5. Special Project V-**meeting costs associated with meeting as a region	In-State	Food, beverages, venue costs	Actual	1. $3,000.00 2. $1,000.00 3. $3,600.00 4. $1,000.00 5. $500.00 **Total=$9,100.00**
			TOTAL	**$25,949.00**

Justification:

Travel In-State

1. PF manager to attend required trainings and other beneficial trainings in the state
2. Laramie Choice may attend training in the state or a networking event within the state. As a region we try to get our youth together on an annual basis.
3. Southeast region plans to meet face to face on a regular basis and we will continue that effort as well as efforts to plan a regional training that will be beneficial to all six

coalitions in the region.

Travel Out of State

1. PF manager, assistant, and coalition mangers attendance at an approved national conference
2. Laramie Choice attendance at a national conference
3. Attending a regional conference that may be out of state that would be beneficial to the southeast region

Training Costs

1. Training costs associated with attending trainings/conferences or costs of bringing in training for the coalition.
2. Training costs associated with attending trainings/conferences or costs of bringing in a training for Laramie Choice
3. Training costs associated with implementing A-CRA. This could be costs to train counselors and diversion officers. Other costs may include curriculum and materials.
4. Facilitate a regional training and networking event

Miscellaneous Meetings

1. The Coalition to Prevent Substance Abuse meets monthly and provides lunch. There is also a leadership committee that meets for breakfast once a month; this meeting sets the agenda for the monthly meeting. There are also task force meetings and other meetings as needed that will involve a meal. The size of our meetings vary, therefore the costs vary.
2. The coalition will host or attend event committee meetings in the community and will offer to provide a meal.
3. Laramie Choice, as a whole club, meets every other week and the leadership committee meets every other week at lunch. Laramie Choice also organizes and puts on many events during the lunch hour throughout the year. There is also a parent meeting at the beginning of every school year where the youth provide information and dinner for their parents.
4. There will be a community meeting for Special Project I that will involve a meal and other possible smaller meetings.
5. There will be 1 – 2 meetings to plan a larger training for the region.

REQUEST FOR TRAVEL/TRAININGS/MEETINGS: $15,949.00

D. SUPPLIES

Item	Rate	Cost
Consumable Supplies **1. Primary Plan** **2. Special Project II** **3. Special Project III** **4. Special Project IV** **5. Special Project VI**	1. $200 per month on average 2. Supplies for the year 3. Supplies for the year 4. Supplies for the year 5. Supplies for the year	1. $2,485.00 2. $2,000.00 3. $300.00 4. $2,000.00 5. $2,000.00 **Total=$8,785.00**
Commercial Printing **1. Primary Plan** **2. Special Project I** **3. Special Project II** **4. Special Project III** **5. Special Project IV** **6. Special Project VI**	1. Printing brochures and materials for meetings 2. Materials for meetings and educating event committees 3. Materials for meetings and events 4. Materials for meetings	1. $400.00 2. $500.00 3. $300.00 4. $500.00 5. $300.00 6. $4,099.00

	5. Manuals for the curriculum 6. Materials to distribute to bars and liquor stores	**Total=$6,099.00**
Publications Purchased **1. Primary Plan** **2. Special Project II**	1. Purchase costs vary 2. Purchase costs vary	1. $2,000.00 2. $500.00 **Total=$2,500.00**
	TOTAL	**$17,384.00**

Justification: Consumerable office supplies, printer ink, postage, and cleaning supplies are needed for general operation of the Coalition. Consumerable office supplies are needed for each of the special projects except V which will be covered under the primary plan if there are any costs.

The Primary Plan and Special Projects will raise awareness through distribution of professionally published materials, including brochures, pamphlets, flyers, and posters. Estimated costs for commercial printing needed to prepare such materials as set forth above are broken down categorically in the budget.

The coalition provides identification (I.D.) guides for all of the bars and liquor stores in Laramie. The above cost is for a three year period. Laramie Choice uses materials from FACE to distribute to their peers.

REQUEST FOR SUPPLIES: $17,384.00

E. ADVERTISING AND MEDIA COSTS

Item	Rate	Cost
Primary Plan	Actual Cost for Paid Media	$10,000.00
Special Project I	Actual Cost for Paid Media	$2,000.00
Special Project II	Actual Cost for Paid Media	$1,000.00
Special Project III	Actual Cost for Paid Media	$500.00
Special Project IV	Actual Cost for Paid Media	$500.00
Special Project VI	Actual Cost for Paid Media	$5,000.00
	TOTAL	**$19,000.00**

Justification:
Primary Plan
CoPSA will use the Montana Most of Us Community Norming Campaign to directly support and promote the CAC's prevention efforts. Additional paid media will be used to publicly support law enforcement in conducting compliance checks, enhanced enforcement of DUIs and MIPs, the local shoulder tap program and party patrols, and to support retailers in conducting mandatory TIPS training. Media advocacy will be used to raise awareness of the social availability and promotion of alcohol. PSAs will also be used to counter advertise against promotional advertising done in our community by the bars. Many of the ads are for drink specials that promote binge drinking. Under our strategies for Community Norms, Laramie Choice will continue printing and distributing their adult advisory stickers that promote CoPSA and Laramie Choice and advise adults to not provide for minors. These window clings state the reasons why youth shouldn't drink and the consequences for adults if they do purchase alcohol for minors. The Coalition will also be working with bars and liquor stores to create ads stating the fact that they do check I.D.s.

Paid media will be used for all of the special projects to report on the progress of the projects as well as creating awareness around the issues. SafeRide will be creating a media campaign to create awareness around the risk of drinking and driving. These risks include physical risks and monetary implications of drinking and driving.

Newspaper ads run approximately $220 per quarter page in black and white. Attached is a breakdown of costs in UW special sections of the newspaper. Radio is very expensive in Laramie at $800 for two days of four 60 second spots. Other advertising that will be used, however, we do not have costs at this time for Facebook ads, etc.

REQUEST FOR ADVERTISING AND MEDIA COSTS: $19,000.00

F. EQUIPMENT RENTAL

No costs for Equipment are budgeted.

REQUEST FOR EQUIPMENT: $0.00

G. CONTRACTUAL COSTS

Name	Service	Rate	Period	Cost
Albany County Resource Center-	Fiscal agent for Coalition to Prevent Substance Abuse-indirect costs	7%	October 2009-September 2010	$16,104.00
Big Brother Big Sisters	A-CRA will be implemented through Big Brothers Big Sisters	Fee for licensed counselor at $50 per hour	October 2009-September 2010	$16,250.00
			TOTAL	**$32,354.00**

Justification: Albany County Resource Center provides indirect services for the coalition. Big Brothers Big Sisters runs the diversion program, and A-CRA will be a component of this program. Big Brothers Big Sisters will contract with a local counselor to provide this service. The program requires ten individual sessions with the identified youth, two sessions with parents and/or guardians, and two sessions with the youth and parents. This is approximately 18 hours per youth who complete the program. The goal for the first year is nine enrolled youth. The counselor will also work with the diversion officer and be supervised by another counselor. All these components add up to approximately 25 hours per youth.

REQUEST FOR CONTRACTUAL COSTS: $14,442.00

H. OTHER COSTS

Item	Rate	Cost
Alcohol Free Day @ Jubilee Days	Cost of usual profits from alcohol, food and live entertainment	$7,000.00

Albany County Fair Alcohol Free Day	Cost of usual profits from alcohol, food and live entertainment	$7,000.00
Integration of Community Prevention work plan and budget to come in the third quarter after planning	Cost of implementation	$8,799.00
Accounting	Cost based on amounts from previous years	$3,000.00
TiPS Trainings	Cost of advertising and food	$2,000.00
Compliance Checks	$3,655 per operation x 5	$18,275.00
Shoulder Taps	$1,500 per operation x 5	$7,500.00
Party Patrols	$600 per operation x 5	$3,000.00
	TOTAL	**$56,574.00**

Justification: Under Special Project I we will be asking the Jubilee Days committee if they will have one alcohol-free day during Jubilee Days. The Coalition will offer to reimburse the committee for the profits typically made that day on alcohol sales as an incentive to have an alcohol-free day. We will also offer to provide food and a band paid for by PF. The Coalition plans to provide the same opportunity for the Albany County Fair.

There will be a budget and plan submitted prior to the third quarter for the Community Integration Project.

TiPS trainings, compliance checks, shoulder taps, and party patrols will be completed by the Laramie Police Department and then billed to the coalition. The breakdown of costs is above.

REQUEST FOR OTHER COSTS: $56,574.00

SUBTOTAL OF REQUESTED FUNDS: $226,245.00

WyPTAC TA SERVICES @ 10%=$22,624.00
WySAC EVALUTION SERVICES @ 5%=$11,312.00

REQUEST FOR TA & EVALUATION SERVICES: $33,936.00

TOTAL REQUESTED FUNDS: $260,181.00

Other Attachments

1. Program Manager/Coordinator-Job Description

2. Program Manager/Coordinator-Resume

3. Assistant Manager/Coordinator-Job Description

4. Assistant Manager/Coordinator-Resume

5. Advertising Costs

Coalition to Prevent Substance Abuse Coordinator/Project Director
Salary Range: $45,000-$55,000 commiserate with experience
Full-Time

Description:
The Coordinator will work with the Coalition to Prevent Substance Abuse plan and implement grants that are relevant to the work of the coalition. The coordinator will also chair the coalition and organize task forces. Developing community efforts to change the environment around substance use will also be the responsibility of the coordinator. Primary responsibilities will be

to coordinate the planning efforts of a collaborative group composed of youth, parents, educators, law enforcement, etc.

Qualifications and Prior Experience:

Degree in counseling, social work, psychology, public health, public administration, sociology, education or other health-related field preferred or four years of prevention related experience. Ability to travel and work intermittent evening and weekends is desired. Ability to work with diverse populations is desired.

Supervisory Relationship: Reports to the Executive Committee of the Coalition

Knowledge and Skills:

Must possess a working knowledge of:

Substance abuse prevention and prevention science
Community development and mobilization
Youth development principles
Community organizing approaches
Program evaluation

Must possess the following skills

Organization
Excellent oral and written communication
Public speaking
Group and meeting facilitation
Word processor, spread sheet, and internet skills
Prior Experience

Personal Qualities

Ability to learn new concepts quickly
Ability to work independently with little direction
Ability to work well with wide range of individuals
Ability to resolve conflict effectively

Tracy Young
tyoung@copsa.org
Permanent Address:
528 S. Lincoln #16
Laramie, WY 82070
(307) 760-7073

Education

Bachelor's of Science

2002 from the University of Wyoming, Laramie, WY

- Emphasis in communications and political science.

Professional Experience

Quality Improvement Manager

Peak Wellness Center-June 2002 to December 2005

- Ensured that clients received a standard of care according to; Medicaid, Medicare, insurance companies, CARF, HIPPA, and The Substance Abuse Department
    - Audited all client charts on a monthly basis to ensure all services were documented as they were billed.
    - Monitored performance compliance with deadlines for Clinical Assessments, Treatment Plans, Releases and signatures on all necessary forms.
    - Ran Quality Assurance Committee.
    - Safety committee member
    - Processed referrals

Albany County Prevention Coordinator

Peak Wellness Center-April 2003 to July 2008 (as contract consultant)

- Writing and coordinating the Albany County Block Grant.
    - Attended Coalition of Prevention of Substance Abuse meetings monthly
    - Attended Albany County Family Network meetings monthly
    - Vice President of Albany County Resource Center
    - Coordinated Family Day activities
    - Coordinated the Youth Expo
    - Involved community organizations in prevention activities
    - Taught organizations prevention science
    - Data collection for use in writing the Albany County Portion of the Block Grant
    - Wrote the Albany County portion of the Block Grant
- Wrote and coordinated The Suicide Prevention Grant.
    - Trained Gatekeeper
    - Trained trainer for the Yellow Ribbon Program

Coalition to Prevent Substance Abuse Prevention Coordinator

Albany County Resource Center-January 2006 to present

- Coalition Coordinator
    - Facilitating monthly Coalition to Prevent Substance Abuse meetings
    - Attend community meetings to involve other organizations in the mission of CoPSA
    - Collect data
    - Write grants to sustain efforts of the Coalition
- Drug Free Communities Program Director (2006-2007)
    - Writing Drug Free Communities Grant
    - Coordinating Drug Free Communities activities
    - Invoicing expenditures for DFC
    - Complete bi-annual reports for DFC
- 21 Century Community Learning Center Grant Program Manager (2006-December 2009)
    - Writing 21 Century Community Learning Center grant
    - Coordinating 21 Century Community Learning Center programs
    - Invoicing expenditures for 21CCLC
    - Complete quarterly reports for 21 CCLC
- Prevention Framework Program Manager (February 2007-September 2010)
    - Writing Prevention Framework Grant (awarded grant in February 2007)
    - Coordinating Prevention Framework activities including; community needs assessment, mobilize and build capacity, create a strategic plan with the community, implement policies, practices, and programs, and evaluate the prior work.
- Prevention Block Grant (This grant was written under Peak Wellness Center until July 1, 2008)
    - Writing Prevention Block Grant
    - Coordinating Block Grant activities including; site based mentoring and youth alternative activities.

Honors

2002 Wyoming Legislative Internship

- *Assigned to Travel, Recreation, Wildlife and Cultural Resources for both the House and Senate*
- *Attended committee meetings and took notes*
- *Followed bills through the legislative process*

Trainings/Conferences

- Prevention Specialist Training
  - Cody, WY-April 2004
- Crossroads Conference-Critical Issues in Community-Based Research Partnerships
  - Harford CT-June 2004
- National Prevention Network
  - Kansas City, KS-August 2004
  - New York City, NY-August 2005
- Methamphetamine Conference
  - Casper,WY -January 2005
    -January 2006
- Drug Free Communities Support Program-DFC
  - Los Angeles, CA-January 2005
- Community Anti-Drug Coalitions of America
  - Washington, D.C.-February 2006, 2007, 2008
- National Leadership Conference
  - Baltimore, MD-August 2006
  - Orlando, FL-August 2007
  - Nashville, TN-August 2008
- TiPS Training-Train the Trainer
  - Denver, CO-October 2006
- Take It Back-a youth movement created by FACE
  - Laramie, WY-October 2007 (Planned and hosted 80 youth from the Southeast region of Wyoming)
  - Laramie, WY-October 2008 (Planned and hosted a follow-up to the 2007 conference. Forty of the same youth attended. They shared their accomplishments and challenges over the previous year.)

oalition to Prevent Substance Abuse Assistant Coordinator

Salary Range: $12-$15 hourly commiserate with experience
10-20 hours/weekly

Job Description

The Project Coordinator for the Drug Free Communities Grant will assist the Project Director. The Project Coordinator will help with administrative day to day tasks, bi-annual reporting as well as helping implement activities and projects as defined by the Coalition to Prevent Substance Abuse (CoPSA). The Project Coordinator will also coordinate Laramie Choice activities and work with Laramie Police Department in organizing enforcement activities that pertain to underage drinking.

Duties

- Sending out meeting reminders for CoPSA
- Sending out meeting minutes for CoPSA
- Setting up meetings with various community organizations
- Putting together packets to send to different entities within the community promoting CoPSA and their vision
- Basic secretarial duties (typing letters, answering calls, scheduling, helping with activities within the community, attending meetings in place of coordinator on occasion)
- Gathering data from various sources
- Creating Power Point documents
- Creating charts and graphs
- Attend meetings around the state
- Other duties as assigned

Qualifications

Secretarial experience is a must. Basic knowledge of substance abuse prevention preferable but not required. Ability to travel and work intermittent evenings and weekends is desired. Ability to work with culturally diverse populations is desired. Experience with youth and the ability to connect with youth is a must.

Must possess the following work skills:

- Organized
- Excellent oral and written communication skills
- Group and meeting facilitation
- Computer skills (word processing, spreadsheets, internet)
- Good sense of humor
- Ability to learn new concepts quickly
- Self motivated with ability to work independently and with others
- Works well with others (of all ages and backgrounds)

Brenda J. Cannon, MS, NCC, PPC

1317 Boswell Drive • Laramie, Wyoming 82070
(307) 851-9736 • brendacannon@gmail.com

Objective: To obtain challenging employment in the field of community mental health and prevention. To have the opportunity to provide clients with an empowering and genuine counseling experience and be a part of a supportive team of helping professionals within the community.

Education: M.S., Counselor Education, University of Wyoming: 2009
B.S. Family and Consumer Science, University of Wyoming, University of Wyoming: 2006

Work/Internship Experience:

2008 – Present **Alliance for Growth: Counseling and Consulting Counselor**

- Lead individual counseling sessions with children, adolescents, and adults
- Research, plan, and facilitate group counseling sessions
- Lead family and couples counseling sessions
- Participate in Multi-Disciplinary Team meetings, hearings, and supervision for clients

2007 – Present **Coalition to Prevent Substance Abuse Assistant Coordinator**

- Coordinate coalition meetings, projects, and events
- Facilitate youth group projects and events
- Coordinate local and statewide prevention efforts
- Write grants, facilitate grant requirements

2007 – 2009 **Peer Advocacy Project Facilitator**

- Supervised youth employees in community advocacy efforts
- Facilitated trainings and team building opportunities for youth
- Collaborated with and advised youth in organizing community events
- Wrote program grants, facilitated program development

2007 – 2008 **Counselor Education Training Clinic**

- Led individual counseling sessions with adults and children
- Planned and executed treatment plans for individual clients
- Participated in supervision and group processes

2006 – 2007 **Albany County Tobacco Prevention Program Manager**

- Developed and maintained local and statewide collaborations
- Generated public awareness of issues related to tobacco use
- Promoted tobacco-free lifestyles cessation resources to youth and adults

January – May 2006 **Peak Wellness Center Intern**

- Co-facilitated substance abuse treatment and recovery program for youth
- Co-facilitated a family wellness group
- Participated in treatment and organizational meetings and case management

Activities:

- Chi Sigma Iota Member and Secretary (2007 – 2009)
- Train the Trainer – PTSD/TBI for Veterans (2007)
- ASI/ASAM Training (2007)

References:

Michael Morgan, Ph.D., LMFT	Serena M. Lambert, Ph.D., LPC, NCC	Karen Robertson, LPC, NCC
Counselor Education	Counselor Education	Alliance for Growth
Education Building 336	Education Building 337	1050 North 3rd St., Suite B1
Laramie, Wyoming 82071	Laramie, Wyoming 82071	Laramie, Wyoming 82072
(307) 766-7657	(307) 766-5329	(307) 742-GROW

UW Special Sections Package

UW Welcome Back:	Deadline: July 24th	Run Date: August 21st
Football Preview:	Deadline: August 7th	Run Date September 4th
Basketball Preview:	Deadline October 23rd	Run Date: November 13th

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Color	UWWB	Football 20% Off	Basketball 20%Off	Total	Save
B&W	$220.00	$175.00	$95.00	$490.00	$70.00
Spot Color	$245.00	$195.00	$115.00	$555.00	$80.00
Full Color	$260.00	$210.00	$130.00	$600.00	$80.00

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Color	UWWB	Football 35% Off	Basketball 35%Off	Total	Save
B&W	$420.00	$275.00	$150.00	$845.00	$225.00
Spot Color	$520.00	$340.00	$180.00	$1040.00	$275.00
Full Color	$555.00	$360.00	$195.00	$1110.00	$300.00

Full Page

Color	UWWB	Football 50% Off	Basketball 50%Off	Total	Save
B&W	$220.00	$175.00	$95.00	$490.00	$70.00
Spot Color	$245.00	$195.00	$115.00	$555.00	$80.00
Full Color	$260.00	$210.00	$130.00	$600.00	$80.00

Double Truck

Color	UWWB	Football 50% Off	Basketball 50%Off	Total	Save
Full Color	$2020.00	$1010.00	$600.00	$3630.00	$1610.00

Brandi Hower * Phone: 307-755-3358 * Fax: 307-742-2046 adv1@laramieboomerang.com