Creating Healthy Generations One Environment at a Time

Crook County Cares Application Face Page

SPF SIG Grant FY 2009-2010

Date Application Submitted to State	Person Submitting Application	No. Pages	County
7/22/09	**Dominique Tigert**	26	Crook

Fiscal Agent Information

Name of Agency Serving as Fiscal Agent: Crook County Cares

Contact Person: Dominique Tigert Title: Executive Director

Address: PO Box 1037 Sundance, WY 82729

Phone: 307-756-2745 Fax:

Email: dominiquetigert@yahoo.com

Program Manager Information

Name: Dominique Tigert Title: Executive Director

Address: PO Box 1037 Sundance Wyoming 82729

Work Phone: 307-756-2745 Cell Phone: 307-756-2745

Email: dominiquetigert@yahoo.com

Coalition Information

Formal Name of Community Coalition: Crook County Cares

Date/Time/Location of Regular Meetings: 2nd Wed of the Month 9:30am in CCC board room

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).

Crook County Cares is a non-profit 501c (3) corporation dedicated to creating healthy generations one environment at a time. Crook County Cares focuses primarily, but not exclusively, on Tobacco Prevention and Education through the Wyoming Tobacco Free Communities Initiative and The Strategic Prevention Framework Initiative which has two primary targets, underage drinking, and adult binge drinking and consequences of the misuse of alcohol in Wyoming.

I. Crook County Cares Strategic Prevention Framework primary plan includes:

A. <u>Mandatory Responsible Beverage Service</u>- is a type of merchant education program that can help generate public and business support for enforcement of laws to prevent sales to minors. (RBS) program targets both on-sale and off sale alcohol retailers and are designed to reduce sales to minors and intoxicated adults.

Outcomes for Crook County 2009-2010

1. Provide TIPS Training to (28) Bar and Restaurant Alcohol Retailers owners, managers and servers, totaling (168 persons)
2. Educate Crook County stake-holders about city ordinances regarding MRBS and review sample policies.
3. Facilitate Meetings with Crook County Law Enforcement, Crook County City Counsels and Crook County Responsible Alcohol Management Task Force to create a comprehensive (RBS) city ordinance.

B. <u>Alcohol Special Use Permit Allocation Policy</u>- is a special use permit policy where alcohol permits must be obtained through the police department and requires that all persons obtaining a special use permit will adhere to a check list of safety requirements.

Outcomes for Crook County 2009-2010

1. Provide Moorcroft, Hulett, Pine Haven, and Sundance city counsels a safety events checklist that would be attached to all special alcohol permits.
2. Facilitate (3) meetings in each community, total of (12) County Meetings, with key stake holders regarding the importance of a comprehensive ordinance regarding an Alcohol Special Use Permit Allocation Policy.

C. <u>Compliance Checks</u> – research indicates that frequent use of compliance checks decreases alcohol sales to minors almost by half. It is also a powerful and positive tool for law enforcement to use in restricting youth access to alcohol.

Outcomes for Crook County 2009-2010

1. Conduct (2) compliance checks in each community Moorcroft, Pine Haven, Hulett, Sundance, and Beulah through the collaboration with city police and the licensing agency.
2. Facilitate (3) meetings in each community, (12 total), with local stake holders about the importance of a comprehensive compliance check county

ordinance.

II. Crook County Special Projects III Integration of Community Prevention

A. **Restricting Alcohol Sales at community Events**- polices that control the availability and use of alcohol at Crook County public events, street fairs, county fair, Rally, Jubilee, and Ham and Jam.

Outcomes for Crook County 2009-2010

1. Crook County Responsible Alcohol Management Task Force (R.A.M)- (12) county wide meetings. (28 agency members and (6) special permit members, (4) law enforcement agencies, (4) City Council members, one from each community.
2. Crook County Cares Environmental Challenge Program (ECP)- (28) Alcohol Retailers with an average of three internal policy changes would equal to 84 new policy and procedure changes in Crook County regarding the internal operations and management of alcohol service. The top five policy changes:
    - Mandatory TIPS Training for all Servers/Employee handbook with all policies and procedures.
    - Alcohol management plan for special events and permits/ with safety checklist
    - No sales to intoxicated persons
    - An appropriate amount of trained door security that will check ID's, walk around and do patrols during the events, use special false ID devises.
    - Identification signs and warning signs posted at the door of service and near the dispensing area.
3. Law Enforcement Recognition Program- the Crook County Law Enforcement Partner Award 2010 will recognize Crook County law enforcement agencies or individual officers who have met the following award criteria.
    - Measurable reductions in alcohol availability to youth
    - Innovative implemented programs
    - Training for law enforcement, community or merchants
    - Recognition by peers, local community and media

III. Crook County Special Projects Youth Empowerment

A. Crook County Youth Task Force /Community Hot line

1. Education and Youth Leadership in the field of Substance Abuse Prevention and environmental strategies in all (4) Crook County Public High Schools.

2. Implement through the Crook County Sheriff's Department a Community Hotline

IV. Crook County Special Projects Educational Support

A. Specialized Speaker on Environmental Strategies for RAM banquet.

Potential Causal Areas	Is Your Community Targeting this Causal Area? (Yes or No)	What Evidence-Based Strategies are being Implemented to Address this Causal Area?
Retail Availability	Yes	• Mandatory Server Training (Adopted version) • Crook County Cares TIPS Training • Compliance Checks
Criminal Justice	Yes	• Insight Program • M.A.P Court Program • Crook County Law Enforcement Partner Award
Social Availability	Yes	• Restricting Access to Alcohol • Restriction on Drinking Locations and Possession Crook County Cares ECP Program • R.A.M. Taskforce
Promotion	Yes	• Advertising Restriction • Media Advocacy Education Crook County Cares ECP Program
Community Norms	Yes	• Alcohol Restrictions and Security at Community Events • The Line Campaign • Positive Social Norms
Individual Factors	Yes	MIP Offenders/Juvenile Diversion Insight program M.A.P Court Program

Member Name	Organization	Address	Email	Phone	Attended Meetin

					g? (Y/N)
Carol Jones	State Wide Humanities	Sundance	jonesc@hms.crooknet.wy.gov	283-1880	Y
Teresa Sutton-Tenke	Highway Patrol	Sundance	Tmt2560@yahoo.com	290-0873	Y
Peggy Warner	Crook County School District	Sundance	Peggywarner1947@yahoo.com	290-0276	Y
Monica Workman	City of Moorcroft	Moorcroft	Monica.workman@hotmail.com	756-2590	Y
Dee McGirr	Victim Witness Program	Beulah	deem@crookcounty.wy.gov	283-1090	Y
Linda Keller-Decoteau	Mrs. Moorcroft	Pine Haven	lkdecoteau@hotmail.com	391-0266	Y
Eva Fuller	Domestic Violence	Hulett	efccfusas@yahoo.com	283-2415	Y
Dian Blais	Business Owner	Sundance	dianlrb@gmail.com	281-0055	Y
Amber Gossard	Social Services	Moorcroft	newyorklimits@hotmail.com	756-3542	Y In person
Deanna Hummel	McGruff Coordinator	Hulett	Deanna_hummel@msn.com	467-5808	Y
Tonia Johnson	Bar Owner	Hulett	mikentonia@rtconnect.net	756-3201	Y

Date of Initial CAC Planning Meeting	Place of Meeting	Length of Meeting	No. CAC Members

June	CCC Board Room	3 hours	Attending 4

STRATEGIES IDENTIFIED FOR PRIMARY PLAN

Name of Strategy	Why Did You Select This Strategy?	What Are You Going to Accomplish?	Potential Barriers
Mandatory Responsible Beverage Service Training	Alcohol retailers and permit holders need to be more responsible for the sale and distribution of alcohol in our community.	City ordinance for mandatory TIPS training for all bar owners and managers. Train every Bar Owner/Manager and Server in Crook County	Cities will feel that there are too many laws.
Compliance Checks	Law Enforcement will have the ability to support and enforce polices to reduce underage sales.	Implement three compliance checks per year	Passing the ordinances and polices
Alcohol Special Use Permit allocation Policy	Special Permit recipients will have the same accountability as Alcohol Retailers.	Special Permits will be accessed through the Police Department and adhere to a check list of safety requirements	Enforcement may be an issue.

SPECIAL PROJECTS SELECTED

Special Project III Integration Community Prevention Reducing Alcohol Sales at Community Events with the Crook County Responsible	To Improve the atmosphere at community events where alcohol is sold	Crook County Responsible Alcohol Management Task Force Environmental Challenge Program (ECP) Crook County Law Enforcement Partner Award	Funding for additional Security-Training Security

Alcohol Management Task Force			
Special Projects Youth Empowerment	Engage Crook County youth to be a part of reducing underage drinking and binge drinking	Train you in Environmental strategies and how they can reduce DUI, MIP, and other alcohol related problems	Covering four HS in one year
Special Projects Educational Support	Train local Task force and Law Enforcement on	CC R.A.M Task Force Banquet September 2010/Speaker	Unknown at this time
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? **I asked Mike to look at a draft our proposal**		Did you request WyPTAC or the Division provide direct assistance in facilitating this meeting? If no, why not? **No, Time constraints**	Did you receive the TA requested? **Yes, Mike was very helpful with feedback and encouragement**

Local Prevention Initiatives other than the PF	Strategies	Critical Dates	Local Contact
Federal Prevention Block Grant	All Stars	Fall of 2009	Kristi Lipp
Wyoming Highway Patrol	Alive at 25	Ongoing	
School Prevention Programs	All STARS TOO GOOD for DRUGS	Fall 2009	School Counselors
Northern Wyoming Mental Health	DUI and MIP Program	Ongoing	Kristi Lipp
District Attorney's Office	M.A.P. Court Program	ongoing	Joe Baron
Law Enforcement Prevention Programs	D.A.R.E	Fall 2008 6th 8th grade	Todd Fritz
Suicide Prevention Programs	Unknown	Unknown	Kristi Lipp

Wyoming Tobacco Prevention and Control Program	No World Tobacco Day, Through with Chew,	Ongoing	Kathy Cluff

AGENCY NAME:

Crook County Police and Sheriff Departments, Crook County Fair Board, Crook County Cares, Crook County Family Violence, Crook County Public Health, Crook County Department of Family Services, Crook County R.A.M Taskforce, Crook County School District #1, Crook County City Counsels, Crook County D.A. office, and Northern Wyoming Mental Health.

IDEAS FOR COLLABORATION:

To collaborate and implement Mandatory Responsible Alcohol Beverage Sever Training , Compliance Checks, Community Hotline, Alcohol Special Use Permit Allocation Policy, Crook County Responsible Alcohol Task Force, Crook County Law Enforcement Partner Awards, and TIPS Training.

Strategy: Mandatory Responsible Beverage Service Training

PRIMARY PLAN

Action Steps	Day/Month/Year of Completion	Responsible Party
Web Site Development	July 28th-Aug 1st 2009	Dominique Tigert, Bernie Butcher Kathy Cluff Monica Workman
CCC Training on Mandatory Alcohol Server Training TIPS	September 2009	Dominique Tigert and Monica Workman
Media Campaign Starts	September 2009	Media Supervisor Bernie Butcher
Online Form/Brochure Developed for 34 Retailers in Crook County to request a TIPS Trainer	September 2009	Bernie Butcher
Alcohol Retailers Survey Conducted on employee's and mangers **	October 2009	Dominique Tigert Monica Workman
TIPS Training for West Crook	October 2009	Dominique Tigert Monica Workman
Media Education on MAST paper/list-serve/newsletter/website	October 2009	Bernie Butcher
Presentation at Town Council in Sundance with Survey Results	October 2009	Dominique Tigert and CAC and Monica Workman

Presentation at Town Council in Hulett with Survey Results	October 2009	Dominique Tigert; Youth Task Force and CAC
Presentation at Town Council in PineHaven with Survey Results	October 2009	**Linda Keller Mrs. Moorcroft Pageant Queen and Monica Workman
Presentation at Town Council in Hulett with Survey Results	October 2009	Dominique Tigert and Bar Owner
Create a data base for Alcohol Retailers to keep track of Progress for TIPS	September, October, November 2009	Dominique Tigert
TIPS Training Crook County Saloon	December 2009	Dominique Tigert
Visit with all 34 Retailers on Policy Manuals with mandatory TIPS	December 2009	Dominique Tigert
Alcohol Retailers sign MRBS city ordinance and petition	January- ongoing	CCC and RAM
TIPS Training Sundance	March 2010	Dominique Tigert
Update Town Hall Meetings with a Progress Report on TIPS Program and present ordinance and petition	March 2010	CCC, Law Enforcement and RAM
TIPS Training All Special Permits	March 2010	Monica Workman
Readings from Town Councils 2nd	April 2010	CCC, Law Enforcement and RAM
All Alcohol Retailers have completed Policy Manuals on TIPS and new policies	May 2010	CCC
Readings from Town Councils 3rd PASS????	May 2010	CCC, Law Enforcement and RAM
TIPS Training for Fair and Rally	June 2010	CCC
TIPS Training for Fair and Rally	July 2010	CCC
Media Celebration of MRBS ordinance in each community	Aug-Sept 2010	CCC
Media Education on Enforcement of New Policies	Aug- Sept 2010	Media Supervisor

Strategy: Community Hot Line		
Action Steps	Day/Month/Year of Completion	Responsible Party
Work with Crook County Sheriff Department to implement state wide hotline	July 28th-Aug 1st 2009	Dominique Tigert, Bernie Butcher Kathy Cluff Monica Workman
Meet with CCSD to set up the program	September 2009 TBA	Dominique Tigert
Media Articles on the importance of a community hotline	September 2009	Dominique Tigert and all staff and CAC
Work with youth agencies to develop a media campaign for youth and the community	September 2009	Dominique Tigert Crook County School District
Discuss at RAM Taskforce meeting	October 2009	Dominique Tigert Monica Workman
Publish Media on Hotline	October 2009	Dominique Tigert
Radio PSA on Hotline	October 2009	Dominique Tigert and CAC and Monica Workman
Check results of Hotline build more awareness	October 2009	Dominique Tigert; Youth Task Force and CAC
Face book /text message hotline numbers	October 2009	Monica Workman YTF
Presentation at Town Council in Hulett with Survey Results	October 2009	Dominique Tigert and Youth Taskforce
Advertise our first set of events for the holidays	October -Nov	Media Supervisor Bernie Butcher
Hotline Banners at Football games	October- continue	Monica Workman
Work with Holiday Events getting the Hotline number out	September, October, November 2009	CCC
Email list serve and newsletter out to business owners	December 2009	CCC
Restaurant Placemats with Youth Drawings for 2010 with Hotline number	December 2009	CCC
Hotline Banner for Basketball Games	Dec-Feb 2010	Monica Workman
Radio PSA for Prom and Hotline	March-April 2010	Monica Workman
Hotline Fair and Rodeo Banners	May-June 2010	Monica Workman Youth Task Force
Rally Hotline Media Attention	August 2010	Dominique Tigert and CAB
Publish results in a positive way	September 2010	Dominique Tigert and Youth Task Force

Strategy: Compliance Checks		
Action Steps	Day/Month/Year of Completion	Responsible Party
Gather and update media contact list partner with RAM Taskforce	September 2009	CCC
Select dates and places for news conferences to discuss the baseline compliance check results	September 2009	CCC
Coordinate the promotional effort with law enforcement agencies in the area of the compliance checks	October 2009	CCC
Write a media advisory and news release publicizing that the compliance checks will be conducted.	November 2009	CCC
Work with local TV stations, radio stations, and newspapers to run PSAs promoting the upcoming checks	December 2009	CCC
Encourage the local paper to run an article about the effect of illegal purchase of alcohol in your community	January 2010	CCC
Mail a media advisory to key media contacts	January 2010	CCC
Invite the media to cover a compliance checks training session	February 2010	CCC
Notify merchants that the compliance checks will be taking place soon and that they will be caught if they sell to underage patrons.	March 2010	CCC and RAM
Web Site Development Compliance Checks Section	March 2010	Dominique Tigert, Bernie Butcher Monica Workman
Determine type of compliance check	January 2010	RAM TASK FORCE and Law Enforcement
Make Decisions regarding: • Type of alcohol • One vs two officers • One vs Multiple buyers • Viewing the buyers • Buyer Compensation • Immediate vs. delayed post-buy	January 2010	RAM Taskforce Law Enforcement Dominique Tigert Monica Workman
Select sites to be checked	February 2010	CCC and Law Enforcement
Review Plan with Prosecuting Attorney and the city council	October 2009	CCC
Notify businesses	October 2009	CCC
Notify community	October 2009	CCC
• Hire and Train buyers • Advertise/recruit buyer	October 2009	CCC

applicants • Recruit and schedule age assessment panel members • Hold age assessment panel • Select and hire buyers based on results of assessment panel • Train Buyers. Select, train, and document youth who volunteer with the compliance checks		
• Logistics. Develop the specific procedures for each compliance check (plan every step of the scenario from where to park the car to developing a plan for the potential response of each seller. • Prepare necessary forms • Plan routes establish target lists with specific criteria • Schedule buyers and officers • Obtain and document cash for purchases	October -Nov	CCC and Law Enforcement
Publish Results in the Paper	December 2009	CC
RAM Meeting	January 2010	CCC
Positive Media for those who past	January-March 2010	CCC
Compliance Checks according to protocol	March 2010	CCC and Law Enforcement
RAM Meeting	May 2010	CCC and Law Enforcement
Compliance Checks according to protocol	August 2010	CCC and Law Enforcement
News media/results		CCC
RAM Banquet/ Awards/Speaker	September 2010	CCC

Strategy: Special Projects III Restricting Alcohol Sales at Community Events through the R.A.M Task force and the (ECP Program)		
PRIMARY PLAN		
Action Steps	Day/Month/Year of Completion	Responsible Party

Web Site Development RAM and ECP Program	July 28th-Aug 1st 2009	Dominique Tigert, Bernie Butcher Monica Workman
Crook County R.A.M Taskforce Meeting take enrollment applications • Elect Officials • Discuss ECP Program • Take about TIPS Trainings	September 2009 TBA	Dominique Tigert and Monica Workman
Media Campaign Starts for R.A.M Task force	September 2009	Dominique Tigert and all staff and CAC
Take applications for ECP	September 2009	Dominique Tigert
Conduct new policy Manual for Bar Owners	October 2009	Dominique Tigert Monica Workman
Crook County R.A. M Task Force Meeting • Discuss new applications for RAM and ECP • Policy Talk • TIPS • Look at Samples of MRBS city ordinance • Look at Samples of Compliance Checks	October 2009	Dominique Tigert Monica Workman
Media Education on MRBS paper/list-serve/newsletter/website	October 2009	Dominique Tigert
Presentation at Town Council in Sundance with Sample MRBS Policy	October 2009	Teresa Tenke and Bev Doll
FACE Media 3 things Law Enforcement Can Do	October 2009	Bernie Butcher
Presentation at Town Council in Hulett with Sample MRBS Policy	October 2009	Bar owner/
Presentation at Town Council in Pine Haven with Sample MRBS Policy	October 2009	**Linda Keller and Monica Workman
CC RAM Task Force Meeting • New RAM applications • New ECP applications • TIPS Training • Funding Sources • Work on Policies and city ordinances	November 2009	RAM and CCC
Continue to complete ECP events	November	Dominique Tigert and Monica

CC RAM Task Force Meeting • New RAM Applications • New ECP Applications • TIPS Training talk • RAM 2010Calendar Review • Work on Policies and ordinances	December 2009	Dominique Tigert
FACE Free Media Download in local papers 2nd 3 things Licensees Can Do	December 2009	Dominique Tigert
Continue To Enroll Alcohol Retailers in the ECP Program	December-ongoing	Dominique Tigert and Monica Workman
Engage Stakeholders with current ECP stats	January 2010	Dominique Tigert and CAB
Website Advertisement Alcohol Screening Tool Radio Newspaper Events	January- ongoing	Dominique Tigert and CAB
CC RAM Task Force Meeting • New RAM Applications • New ECP Applications • Pass Out RAM Calendars for 2010 • Chose a MRBST city ordinance sign /petition • Chose a Compliance Checks city ordinance /sign petition	January 2010	CCC
FACE Media Three things Community Can Do	Feb-March 2010	Dominique Tigert and CAB
Engage Youth in Family Safe Events Planning, Alcohol Protection Program	Feb-March 2010	Dominique Tigert and CAB
News, Radio, Ads, "Most Communities" Have Alcohol Safe Zones or Family Friendly Events **Alcohol** Free Events	March 2010	Dominique Tigert MOST
CC RAM Task Force Meeting • New RAM Applications • New ECP Applications • Compliance Checks • TIPS • MRBST • Law Enforcement Partner Awards/Banquet/ Speaker	March 2010	CCC and Law Enforcement
FACE Free Media 3 Things Parents Can Do	April- May-June 2010	Dominique Tigert and Media Supervisor

CC RAM Task Force Meeting • New RAM Applications • New ECP Applications • Compliance Checks • TIPS • MRBST • Law Enforcement Partner Awards/Banquet/ Speaker	April 2010	CCC and Law Enforcement
Publish Finding in the paper- on ECP Program	May-June 2010	Dominique Tigert
Update Town Hall Meetings with a Progress Report on ECP Program	May 2010	Dominique Tigert and Monica Workman, Linda Keller
CC RAM Task Force Meeting • New RAM Applications • New ECP Applications • Compliance Checks • TIPS • MRBST • Law Enforcement Partner Awards/Banquet/ Speaker	May 2010	CCC and Law Enforcement
CC RAM Task Force Meeting • New RAM Applications • New ECP Applications • Compliance Checks • TIPS • MRBST • Law Enforcement Partner Awards/Banquet/ Speaker	June 2010	CCC and Law Enforcement
FACE Media 3 Things Youth Can Do	July-Aug 2010	Media Supervisor
Fair Board- New Policy Changes Restricting Alcohol during youth Rodeo	July 2010	CCC and RAM
Media on Fair Policies	Aug-Sept 2010	Bernie Butcher
CC RAM Task Force Meeting • New RAM Applications • New ECP Applications • Compliance Checks • TIPS • MRBST • Law Enforcement Partner Awards/Banquet/ Speaker	August 2010	CCC and Law Enforcement
Media Education on Enforcement of New Policies	Aug- Sept 2010	Media Supervisor
CCC RAM Task force Banquet and Crook County Law Enforcement Partner Awards and Speaker	September 2010	CCC

*BUDGET WITH NARRATIVE:**

Crook County Cares CAC – FY 2009-10 SPF SIG BUDGET

PRIMARY PLAN

COST DESCRIPTION	STRATEGY 1 Mandatory Responsible Beverage Service	STRATEGY 2 Alcohol Special Use Permit allocation Policy	STRATEGY 3 Compliance Checks	TOTAL BUDGET
PERSONAL SERVICES				
Salaries & Wages	12,000.00	12,000.00	12,000.00	36,000.00
Employer Paid Benefits	6,000.00	6,000.00	6,000.00	18000.00
SUPPORTING SERVICES				
Communications:				
Internet	200.00	200.00	200.00	600.00
Telephone	150.00	150.00	150.00	450.00
Other – please specify				
TRAVEL/TRAINING/MEETINGS				
Travel In-State	600.00	450.00	850.00	1,900.00
Travel Out-of-State		2,000.00		2,000.00
Training Costs				
Miscellaneous Meeting Exp.	1,500.00			1,500.00
SUPPLIES				
Consumable Supplies	100.00	200.00	200.00	500.00
Commercial Printing		450.00	450.00	900.00
Publications Purchased	300.00			300.00
ADVERTISING/MEDIA COSTS	1,000.00	3,500.00	3,500.00	8,000.00
EQUIPMENT RENTAL				
CONTRACTUAL SERVICES (please describe)				
Insight Program			2,000.00	2,000.00
Additional Law Enforcement Costs			5,000	5,000.00
SUB TOTAL	26,850.00	24,950.00	30,350.00	77,150.00
OTHER COSTS (specify)				
A. Fiscal Agent	1,814.00	1,814.00	1,814.00	5,442.00
B.				
C.				
TOTAL	23,664.00	26,764.00	32,164.00	82,592.00

*SAMPLE BUDGET WITH NARRATIVE:**

BUZZARD'S BREATH CAC – FY 2009-10 SPF SIG BUDGET

PRIMARY PLAN & SPECIAL PROJECTS

COST DESCRIPTION	Primary Plan Total Budget	SPECIAL PROJ. III Integration of Comm Prev R.A.MTask force/ Restricting Alcohol Sales at Com Events ECP/Law Enforcement Recognition Program	SPECIAL PROJ. Youth Empowerment	SPECIAL PROJ. Educational support Speaker for R.A.M Banquet	Program TA and Eval	TOTAL BUDGET
PERSONAL SERVICES						
Salaries & Wages	36,000.00		300.00			36,300.00
Employer Paid Benefits	18000.00					18,000.00
SUPPORTING SERVICES						
Communications:						
Internet	600.00					600.00
Telephone	450.00					450.00
TRAVEL/TRAINING/MEETINGS						
Travel In-State	1,900.00		300.00			2,200.00
Travel Out-of-State	2,000.00					2,000.00
Training Costs			1,500.00	5,500.00		7,000.00
Miscellaneous Meeting Exp.	1,500.00	500.00	500.00			2,500.00
SUPPLIES						
Consumable Supplies	500.00		200.00			700.00
Commercial Printing	900.00	1,000.00	600.00			2,500.00
Publications Purchased	300.00		200.00			500.00
ADVERTISING/MEDIA COSTS	8,000.00	5,000.00	2,300.00			15,300.00
CONTRACTUAL SERVICES (please describe)						
1. Insight	2,000.00					2,000.00
2. Additional Law Enforcement Costs	5,000.00					5,000.00
3. Hotline License &Hotline				2,000.00		2,000.00
4. Fiscal Agent	5,442.00					5,442.00
OTHER COSTS (specify)						
A. Youth Stipends			2,000.00			2,000.00
B. Youth Special Project			2,500.00			2,500.00
Sub TOTAL	82,592.00	6,500.00	10,400.00	7,500.00		$106,992.00
Program TA & Evaluation						
1. WyPTAC @ 10%					10,699.00	10,699.00
2. WYSAC @ 5%					5,350.00	5,350.00
TOTAL	82,592.00	6,500.00	10,400.00	7,500.00	16,049.00	$ 123,041.00

Crook County Cares CAC - BUDGET JUSTIFICATION AND NARRATIVE

Budget Justification

A. PERSONAL SERVICES

Role	Name	Ann. Salary	Ann. Fringe Benefits	Level of Effort	Annual Cost
Prevention Framework Manager	Polly Prevention	$36,000.00	$18,000.00	100%	$ 54,000.00
Advisor - Youth Empowerment	Monica Workman	$300.00		12hrs	$ 300.00

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. Dominique Tigert holds a BA in Criminal Justice and is SAPST certified. She has been the PF Manager for Three years and has worked in the field of Prevention for a total of nine years. Salary is based on 1.00 FTE. The Fringe Benefits Rate for Buzzard's Breath Mental Health Center is calculated at 50% of salary, which includes required employer contributions for Social Security and Medicare, workers compensation, health insurance, and retirement contributions. Copies of the PF Manager's Job Description and Professional Résumé are attached to this narrative.

The Advisor for Youth Empowerment will facilitate 12 meeting with the existing youth group to provide direction and support to directly facilitate implementation of the SPF SIG Youth Empowerment strategy. Monica Workman works for the City of Moorcroft and is the current youth group faculty leader.

REQUEST FOR PERSONAL SERVICES: $54,300.00

B. SUPPORTING SERVICES

Type	Rate	Cost
Internet	$50/month	$600.00
Cellular Telephone	$37.50/month	$450.00

Justification: Crook County Cares provides the PF Manager with cellular service and internet access service necessary to perform the essential duties of the job.

REQUEST FOR SUPPORTING SERVICES: $1,050.00

C. TRAVEL/TRAINING/MEETINGS

Purpose of Travel	Location	Item	Rate	Cost
Travel In-State Travel for PF Manager to attend required trainings , 3 one-day training events, and meetings to support the CAC's Primary Plan	In-state	Mileage, M&IE, lodging	Prevailing Federal	$1,900.00
Travel In-State PF Manager and youth for empowerment trainings and project implementation	In-state	Mileage, M&IE, lodging	Prevailing Federal	$300.00
Travel Out-of-State	Out-of-State	Mileage, M&IE,	Prevailing Federal	$2,000.00

PF Manager travel to approved national prevention conference		lodging ; standard airfare	for Mileage and M&IE; actual out-of-pocket costs for lodging, airfare and training fees.	
Training Costs Special Projects training costs to provide training and networking with region.	In-State (CCC /CAC)	Speaker's Fee; Mileage, M&IE, lodging; lunch for coalition		$500.00
Training Costs Special Projects training costs to contract with recognized trainer to travel to Crook County and present training on Environmental Change in Criminal Justice.	In-State (CCC/ CAC)	Speaker's Fee; Mileage, M&IE, lodging ; standard airfare	Prevailing Federal for Mileage and M&IE; actual out-of-pocket costs for lodging and airfare	$5,000.00
Training Costs Costs to train youth on prevention and empowerment; CCC CAC will arrange for an expert in the field to meet with youth and conduct training	In-State (CCC/ CAC)	Speaker's Fees; Mileage, M&IE, lodging; standard airfare, food & bev.	Prevailing Federal for Mileage and M&IE; actual out-of-pocket costs for lodging and airfare	$1,500.00
Miscellaneous meeting expenses estimated costs for food and venue for twelve monthly meetings of CCC CAC (12 x $75=900) and special committee meetings and task force meetings as needed to implement Primary Plan (4 x $150=600)	In-State (CCC/ CAC)	Food, beverages, venue costs	Actual	$1,500.00
Miscellaneous meeting expenses will be required for organizational meetings to establish and coordinate the "Insight Program" evidence-based program (3 organizational meetings @ $20.00 each and approximately 40 class sessions @ $11 each)	In-State (CCC/ CAC)	Food, beverages, venue costs	Actual	$500.00
Miscellaneous meeting expenses is estimated for organizational meetings for youth empowerment group at approximately $40/meeting to facilitate youth empowerment and youth project	In-State (CCC/ CAC)	Food, beverages, venue costs	Actual	$500.00
			TOTAL	$13,700.00

Justification:

- Travel In-state is requested for PF Manager to attend an estimated 3 one-day training/conferences (@ $150.00 per training), the required yearly training (@ $500.00), mileage for travel between the three main communities served by the Crook County Cares

CAC (estimating approximately 1500 miles @ .55/mi with a total allowance of $800.00), and an allowance for any unexpected meetings that may come up (@ $150.00).

- Travel In-state is requested for the PF Manager or other designated youth leader to facilitate the attendance of youth coalition members to attend a youth empowerment training or similar event such as Youth for Justice (estimated @ $300.00).
- Travel Out-of-state is requested for the PF Manager to attend one approved national prevention conference (estimated @ $2,000.00 based on expenditures from previous years).
- Training Costs are requested under special projects to facilitate a regional training and networking event.
- Training Costs are requested under special projects to pay for the cost of a speaker for the Crook County R.A.M Task force Annual Banquet, training on Environmental Change in Criminal Justice ($5,000). This training will help educate law enforcement of the need for prevention and environmental change and supports the CAC Criminal Justice strategy.
- Training Costs are requested under the Youth Empowerment special projects to arrange for an expert in the field to meet with youth and conduct training on environmental strategies and youth empowerment (estimated costs @1,500.00). Providing youth prevention and leadership trainings is part of the youth empowerment Special Project.

Funding for meeting costs is requested for the Primary Plan and Special Projects and has been requested and allocated according to frequency and number of meetings (see above).

REQUEST FOR TRAVEL/TRAININGS/MEETINGS: $13,700.00

D. SUPPLIES

Item	Rate	Cost
Consumable Supplies for Primary Plan	Averaged at $41.67/month	$ 500.00
Consumable Supplies for Youth Empowerment Project	Actual Cost for Program Implementation	$ 200.00
Commercial Printing	Actual Program Cost	$2,500.00
Publications Purchased	Purchase Cost	$ 500.00
	TOTAL	$3,700.00

Justification: Consumable office supplies, copies, printer ink and postage are needed for general operation of the Primary Plan and are allocated at a monthly rate based on usage rates from previous grant years. Consumable supplied for organizing the youth empowerment group and implementing the youth-directed project are estimated at $200.00 for the year. The Primary Plan and both Special Projects will be required to 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. Estimates were based on prevailing local costs in preceding grant years for projects of comparable scope. A budget has been allocated for the purchase of publications directly related to and necessary for the Criminal Justice strategy and the Youth Empowerment special project.

REQUEST FOR SUPPLIES: $3,700.00

E. ADVERTISING AND MEDIA COSTS

Item	Rate	Cost
Primary Plan	Actual Cost for Paid Media	$ 8,000.00
Special Project – Individual Program	Actual Cost for Paid Media	$ 5,000.00

Youth Empowerment Project	Actual Cost for Paid Media	$2,300.00
	TOTAL	$15,300.00

Justification: Crook County Cares CAC will continue to 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 other police strategies, and to support retailers in conducting mandatory TIPS training. Paid media will be used to report on the development and progress of the "Insight" evidence-based program. Media costs will be incurred in creating the youth empowerment team and advertising the youth-directed project. **Detailed estimated cost breakdowns for each media plan are attached hereto.** Estimates are based on media plans implemented for comparable programs as part of the CAC's prevention efforts.

REQUEST FOR ADVERTISING AND MEDIA COSTS: $15,300.00

F. EQUIPMENT RENTAL

No costs for Equipment are budgeted.

REQUEST FOR EQUIPMENT: $0.00

G. CONTRACTUAL COSTS

Name	Service	Rate	Period	Cost
Project "Insight"	Contract with program developer to design and implement evidence-based strategy to reduce binge drinking among youth ages 16-18	Flat fee for program license and technical support	January 2010-July 2010	$2,000
Law Enforcement	Provide funding for additional law enforcement support for compliance checks, enhanced DUI and MIP enforcement; and party patrols, as part of Primary Plan	200 additional hours at $25/hour (avg. est.)	FY 2009-10	$5,000
Hotline	Provide set up and license fee; monthly support and service	$800.00 license fee and $100.00/mo service and support fee	FY 2009-10	$2,000
Fiscal Agent	Indirect costs of fiscal agent providing org. support.	@ 5%		$5442
			TOTAL	$14,442.00

Justification: As part of our primary plan, we propose to provide law enforcement with funding needed to implement compliance checks. A memorandum of understanding between Crook County Cares and each participating law enforcement agency is attached. As stated therein, the negotiated rate for these supplemental services is $25/hour, with a maximum number of 240 hours for all

projects. An action plan illustrating how the enhanced enforcement will be implemented is attached. Funding for the "Insight" evidence-based program is based on the flat fee charged by the program developer for materials and technical support. A proposal and statement of work outlining these costs is attached to this narrative. We selected the development of a hotline as one of the Special Projects this year. Funding has been requested to pay for the initial set up that hotline and for ongoing customer support. A proposal from the contractor and a statement of work outlining costs is attached to this narrative.

REQUEST FOR CONTRACTUAL COSTS: $14,442.00

H. OTHER COSTS

Item	**Rate**	**Cost**
Youth Stipends	250 hours at $8.00/hour	$ 2,000.00
Special Project	Actual Cost	$ 2,500.00
	TOTAL	$4,500.00

Justification: Both of the other costs requested are to support the Youth Empowerment Special Project. Stipends are to encourage initial interest in the youth group and to maintain levels of commitment and participation throughout the year. The request for $2,500.00 is earmarked to support the policy change implementation project that the youth group, in collaboration with the PF Manager and Crook County Cares CAC, will pursue during the fiscal year.

REQUEST FOR OTHER COSTS: $4,500.00

SUBTOTAL OF REQUESTED FUNDS: $106,992.00

TA SERVICES @ 10%
EVALUAITON SERVICES @ 5%

REQUEST FOR TA & EVALUATION SERVICES: $16,049.00

TOTAL REQUESTED FUNDS: $123,041.00