AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

AgendaTitle:
Grant Application; Tony Grampsas Youth Services; Gunnison County Substance Abuse Prevention Project; 7/1/14 thru 6/30/15; $49,982.25

Action Requested: County Manager Signature

Parties to the Agreement:

Term Begins: **Term Ends:** **Grant Contract #:**

Summary:
GCSAPP is submitting a proposal for additional funding support tot the Choice Pass Program and Parent Education

Fiscal Impact: No County Match Required

Submitted by: M. Kuehlhorn **Submitter's Email Address:** mkuehlhorn@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:

This would be a new grant program for GCSAPP. If the grant is received we would neeed to amend the County budget in 2014. Indirect Cost is included in this grant application.

Reviewed by: GUNCOUNTY1\LNIENHUESER Discharge Date: 12/13/2013

County Attorney Review: ( ) Required (●) Not Required

Comments:

Reviewed by: Discharge Date: Certificate of Insurance Required

Yes ( ) No ( )

County Manager Review:

Comments:

Reviewed by: GUNCOUNTY1\MBIRNIE Discharge Date: 12/13/2013

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted:

Agenda Date: 12/17/2013 Follow Up Agenda Date:

Revised April 2013

APPLICATION

Part I: Application Information Form and Signature Page

By submitting this application, the applicant agrees to operate the program as described in the Request for Applications in accordance with the Tony Grampsas Youth Services Program's grant terms and assurances.

Executive Director's Signature* assuring that all that is included in this application is an accurate reflection of the work that can be offered by the organization:
(*signature should be signed on PDF version, and typed on MS Word version, of application)
Matthew Birnie, County Manager

General Information:

Agency Name:	Gunnison County		
Executive Director Name:	Matthew Birnie	Email:	mbirnie@gunnisoncounty.org
Alternate Contact Person:	Matthew Kuehlhorn	Email:	mkuehlhorn@gunnisoncounty.org

Address:	200 East Virginia Avenue		
City:	Gunnison	State:	CO Zip: 81230
Phone:	(970) 642-7396	Fax:	(970) 641-9079
Website:	www.GCSAPP.net		

Applicant Type: (Please check ONE.)
☒ Single Agency ☐ Multi-Agency ☐ Intermediary Partner

For Multi-Agencies:
☐ Check if you have been a collaborative for at least 3 years.
(A minimum three-year history is required.)

For Intermediary Partner Agencies:
☐ Check if you have been in an intermediary role for at least 5 years.
(A minimum five-year history is required.)

Total Annual Amount of 2014-15 TGYS Funds Requested: (July 1, 2014 – June 30, 2015)
49982.25

Estimated Cost Per Client:
(Cost of program/number of clients or participants. Please use the total cost of program, not just the TGYS portion.)
$110

Target Population:

(projected numbers of unduplicated participants to be served through proposed program)

	Children (0-8)	Youth (9-18)	Young Adults (19-24)	Parents
Hispanic (*of any race*)*		125		100
White		706		645
Black		10		4
Asian / Pacific Islander / Native Hawaiian		20		10
American Indian / Alaska Native		38		25
Two or More Races		35		15
Unknown				
Male		481		400
Female		453		399
TOTAL		934		799
% Free or Reduced Lunch OR # of TANF Eligible Participants		27% (district average)		

**if included in "Hispanic," do not include in any other race category*

Geographic Area to be Served:

Indicate the projected number of unduplicated participants to be served in each county:

*Please note that the total indicated below should match the total indicated in the previous "Target Population" table.

Geography/County Name:	Numbers Served:	Geography/County Name:	Numbers Served:
1 Adams		34 La Plata	
2 Alamosa		35 Lake	
3 Arapahoe		36 Larimer	
4 Archuleta		37 Las Animas	
5 Baca		38 Lincoln	
6 Bent		39 Logan	
7 Boulder		40 Mesa	
8 Broomfield		41 Mineral	
9 Chaffee		42 Moffat	
10 Cheyenne		43 Montezuma	
11 Clear Creek		44 Montrose	
12 Conejos		45 Morgan	
13 Costilla		46 Otero	
14 Crowley		47 Ouray	
15 Custer		48 Park	
16 Delta		49 Phillips	
17 Denver		50 Pitkin	
18 Dolores		51 Prowers	
19 Douglas		52 Pueblo	
20 Eagle		53 Rio Blanco	
21 El Paso		54 Rio Grande	
22 Elbert		55 Routt	
23 Fremont		56 Saguache	
24 Garfield		57 San Juan	
25 Gilpin		58 San Miguel	
26 Grand		59 Sedgwick	
27 Gunnison	1733	60 Summit	
28 Hinsdale		61 Teller	
29 Huerfano		62 Washington	
30 Jackson		63 Weld	
31 Jefferson		64 Yuma	
32 Kiowa		65 Southern Ute Reservation	
33 Kit Carson		66 Ute Mnt Ute Reservation	
		TOTAL	**1733**

Funding Category:
The TGYS Program provides funding in two categories. Please indicate the category(ies) for which you are requesting funds.

☒ **Positive Youth Development**: Programs exclusively designed for children 9-25 years old. Specific categories include: Mentoring, Student Dropout, Violence Prevention, Restorative Justice, and Before and After School Programs.

☐ **Early Childhood Programs**: Programs exclusively designed for children 0-8 years old and/or their caregivers.

Please indicate the type of program for which you are requesting TGYS funding (check all that apply):

☐ Non-academic focused before or after school program
☐ Academic focused before or after school program
☐ Elementary school before or after school program
☐ Middle school before or after school program
☐ High School before or after school program
☐ Mentoring program (peer, cross-age, school-based, 1:1, group)
☐ Alternative to suspension or expulsion program
☐ Restorative justice program
☐ Bullying prevention program
☒ Substance abuse prevention program
☐ Early childhood center-based program
☒ Parenting program
☐ Home visitation program
☐ Other:

Choice Pass Program: Purpose of the program is to engage and educate youth in grades 6th through 12th grades in positive youth development activities.

Services include enrollment in the Choice Pass Program upon completion of a Pledge and initial drug screen. Choice Pass community events and multiple community incentives.

Expected outcomes include safe, healthy and engaged youth by attending community events and lowered substance use rates as reported by youth on the Healthy Kids Survey.

Parent Education: Using Active Parenting of Teens curriculum, the purpose of program is to engage and educate parents of adolescent youth throughout Gunnison County.

Services include world café dialog events throughout the school year, Active Parenting of Teens Sessions, and Social Marketing Campaigns.

Expected outcomes include, students reporting a 10% increase parents talking with them about the dangers of drugs and alcohol and students reporting a 10% decrease in perception of parental approval of drug use.

1. Statement of Need and Target Population

a) Gunnison County is a frontier county offering world class recreation opportunities to visitors and residents alike. Nestled in the West Elk Mountains, much of the land in Gunnison County is publicly owned and managed. Despite the opportunities available for pursuing a healthy lifestyle, many of the residents in the county experience higher than average substance use rates with a declining perception of risk, poverty, and high child maltreatment rates.

The Gunnison County Substance Abuse Prevention Project (GCSAPP) has been working to lower substance use among youth in Gunnison County since 2004. In 2006, Gunnison County was identified as one of 14 counties in the state at highest risk for substance abuse. More recently, SAMSHA 's National Survey on Drug Abuse and Health, 2008, ranks Colorado as 2nd highest in illicit drug use. In a state with some of the nation's highest rates of alcohol and drug consumption and abuse, Gunnison County is 3rd highest in excessive drinking (CHRR). "County Health Rankings and Roadmaps (CHRR)", 2008-2010, places Gunnison County as 15th highest in Colorado for rates of violent crime.

GCSAPP's target audience is youth in 6th through 12th grades (934 students) and their 799 parents. GCSAPP has collected Healthy Kids Colorado Survey information from students locally since 2006. There is a noted decline in factors that can precede an increase in use rates, such as, perceived parent approval of substance use, perceived risk of using marijuana, adult use rates, and local economic disparities.

Local data shows that between 2010 and 2012 students perceived favorable parent attitudes of substance use. Between 2011 and 2012, youth perceived less risk in using marijuana by 5%. Gunnison High School students report less perceived risk to using marijuana regularly and occasionally by more than 4% over Colorado's average. Students mirror a higher than state

average adult binge drinking rate (adults rates Gunnison/State 26%/16%) as students report a slightly higher binge drinking rate of 24% from high school students versus 22% as a state average – even while local rates have declined from 31% since 2009.

Local economies have been impacted, as they have across the country, and local families have not seen a full recovery as of yet. 42% of students at Gunnison Community Schools qualify for Free and Reduced Lunch, a more than 7% increase. 17.9% of people live in poverty compared to 13.4% as the state average. Also of note is Gunnison County's child maltreatment rate of 12.1% which is significantly above the state average of 8.6%.

b) *Resource Scan / Gaps Analysis* – In 2013, GCSAPP conducted a wide ranging community assessment as we updated our three year strategic plan. Parent Surveys, Healthy Kids Colorado Surveys, and multiple interviews with community leaders and organizations were used to identify gaps and needs of the community. GCSAPP also referred to past community-readiness assessments completed in 2006 and 2009. The prevention strategies identified as a need, for which Gunnison County's community is ready for, include; 1) sustain and continue to strengthen Gunnison Country Partners mentoring, 2) continue and expand prevention education to students, parents, and teachers, 3) provide more alternative activity opportunities to youth, 4) support city wide social host and youth tobacco possession ordinances, 5) and continue to build community.

c) *Recruitment Strategy / Retention Goals* – The purpose of this proposal is to seek additional support for strategy #2 & #3 above through a current program coordinated by GCSAPP called the Choice Pass program. The Choice Pass encourages 6th-12th grade students to commit to a drug and alcohol free lifestyle and engage in healthy activities by providing incentives throughout the community such as discounted season passes to Crested Butte Mountain Resort, boxing and fitness gyms, yoga studios, recreation centers, ice rinks, and more. The Choice Pass

program has grown from 56 students and one incentive in 2011 to 600 students and 20 incentives in 2013. GCSAPP and the RE1J Schools collaborate in marketing the programming, engaging and educating families, and establishing the culture of choosing healthy lifestyles. It is expected that enrollment in the Choice Pass will continue to rise slightly over the next year or two until a plateau when about 70%-80% of the students are enrolled.

d) *Target Population Success* – GCSAPP engages students of our targeted age many times a year through Choice Pass events and with over 1,000 hours of prevention education delivered weekly in the schools. Parents are engaged through marketing efforts, parent education events, and through their role as a Choice Pass parent to support their child's healthy lifestyle choices.

2. Services and Activities

a) Services/Activities – Funding is being requested for a Choice Pass Coordinator position, community building events, and parent education offerings. The Choice Pass, with exponential growth, has the ability to continue educating and engaging students and their parents. A part-time Choice Pass Coordinator is key to the continued success of this growing program. This position would coordinate the program, facilitate alternative community building events for youth, and coordinate parent education.

b) *Planning Process* – In 2012, 35% of 6th through 12th grade students were enrolled in the Choice Pass program. GCSAPP surveyed this population of parents and students to learn what more was needed which was incorporated in the above resource scan. They identified the need for more alternative activities for youth and additional parent education. GCSAPP took this information to the 60 member community coalition and the smaller Executive Committee to further plan resource allocation. Funding is being sought by Colorado Foundations to supplement GCSAPP's current funding in order to provide the identified needs.

c) *Family/Youth Involvement* – As mentioned above parents and students took part in surveys which help to craft GCSAPP efforts. Parents and students also sit on the GCSAPP Coalition, a 60 member community collaborative group, which guides the efforts of GCSAPP through every-other-month work sessions and committee involvement

d) *Positive Youth Development* – The Choice Pass program uses a positive youth development approach to actively engage students within their interests while supporting them to communicate regularly with parents and to uphold their commitment to making healthy choices.

e) N/A

f) *Scope of Work* – Attachment I

3. Collaboration

a) *Active Collaborations* – GCSAPP is a community coalition with 60 active members from multiple sectors. Sectors represented in this coalition include; parents, students, schools, law enforcement, government officials, youth serving organizations, business, media, health care professionals, mental health counselors, religious organizations, and civic/volunteer organizations. In regular meetings each sector representative learns how organizations can share resources, coordinate efforts, and avoid duplication of services.

b) *Strategic Alliances* – Major strategic alliances that have direct effects on program goals include collaboration with Gunnison Country Partners, RE1J Schools, Center for Mental Health, and Juvenile Diversion. Gunnison Country Partners is the lead agency in a multi-agency DBH grant to provide prevention services in collaboration with GCSAPP. RE1J Schools offer education hours to GCSAPP Project Coordinator for delivering prevention education.

c) Socio Ecological Impact – At the individual level, GCSAPP efforts and collaborations provide social emotional development and leadership skills to youth and parents. The Choice Pass

program involves families and community to increase awareness of substance use issues and to impact local social norms and policies. Current and future marketing efforts, along with policy work which GCSAPP is also involved in locally and on a state level, affect societal levels.

4. Evidence-Based Programming

a) Within the proposed application there is the use of Active Parenting of Teens, *Be The Wall* Social Marketing Campaign and the involvement of community alternative activities to increase protective factors with the Choice Pass involvement.

b) Active Parenting of Teens is listed in SAMHSA's National Registry of Evidence-based Programs and Practices while being used in many prevention based community coalitions.

c) The Choice Pass engages this age group as shown by the exponential increase in student enrollment. The Parenting component is a fit and Active Parenting of Teens in noted on SAMSHA's listing to fit frontier geographic locations.

d) Active Parenting of Teens is referenced by multiple coalitions already using this program. The program is not currently in use within Gunnison County. The Choice Pass increases its enrollment and anecdotal feedback from students, parents, and teachers speak to its effectiveness as deterring students from using substances and ultimately making healthier choices.

e) The program's fidelity will fall on the responsibility of the Choice Pass Coordinator and GCSAPP's director. Appropriate training will occur and, as with all other GCSAPP programs, adherence to delivery will be monitored and tracked.

5. Goals, Outcomes, and Evaluation

a) Anticipated outcomes from TGYS funding include noting an increase in students' perception of risk, an increase in students reporting having a conversation with at least one parent in the past

twelve months, and a continued decline in the rates of substance use by youth as reported on the Healthy Kids Survey.

b) *Logic Model* – Attachment III

c) Methods currently used for collecting process/outputs data include Gunnison County's *Managing For Results* system and internal office documents to record numbers of students enrolled in the Choice Pass, numbers of prevention hours delivered to both students and parents and numbers of ads placed throughout community. Outcome data is primarily collected with the annual Healthy Kids Colorado Survey tool and Youth NOMS. GCSAPP also uses survey tools as a pre and post for prevention education deliveries and every other year GCSAPP administers a Parent Survey.

d) The Choice Pass Coordinator will take on some of the implementation of pre/posttest evaluation with Choice Pass and Parent Education participants. GCSAPP's Project Coordinator currently administers the Healthy Kids Colorado Survey in collaboration with RE1J Schools.

6. Agency Capacity

a) GCSAPP has been delivering prevention education services and building community since the coalition's inception from 2004.

b) *Qualifications of Key Staff* – Attachment V.

c) GCSAPP conducts background checks of staff which include CBI Registry checks, initial drug screens, and in-person interviews.

d) GCSAPP recognizes the need to be inclusive in programs, staff, board, and volunteers. GCSAPP adheres to Gunnison County policies and GCSAPP also collaborates with multi-cultural resources in the County.

e) *Financial Assurances Document* – Attachment II

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TONY GRAMPSAS YOUTH SERVICES PROGRAM

Colorado Department of Human Services, Division of Child Welfare Services

BUDGET AND JUSTIFICATION FORM

Applicant Name	Gunnison County
Project Name	Choice Pass Program

Budget Period	7/1/2014 - 6/30/2015

Expenditure Categories						Match / In-Kind	Total Amount Requested from CDHS
PERSONNEL SERVICES							
Position Title / Employee Name	**Description of Work** For hourly employees, please include the hourly rate and number of hours in your description. Include number of months budgeted.	**SOW Activity #**	**Gross Salary**	**Fringe**	**% ACTUAL Time on Contract / Purchase Order**	**Match / In-Kind**	**Total CDHS Request**
Choice Pass Coordinator	12 months budgeted at .5 FTE -- based on $19/hour rate		$19,760.00		100.0%		$19,760.00
							$0.00
							$0.00
							$0.00
							$0.00
							$0.00
							$0.00
							$0.00
							$0.00
							$0.00
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							$0.00
							$0.00
							$0.00
							$0.00
							$0.00
							$0.00
							$0.00
							$0.00
Total Personal Services			**$19,760.00**	**$0.00**	**1.00**	**$0.00**	**$19,760.00**

SUPPLIES & OPERATING				
Item	**Description of Item**	**SOW Activity #**	**Match / In-Kind**	**Total CDHS Request**
Hire Choice Pass Coordinator	Advertise open position with newspapers - $80 per newspaper for two weeks -- three news papers total	1.1.1		$240.00
Printing and Copying	Choice Pass Packets and Letters to Business Partners -- 700 copies of packets at $1 per packet	2.1.3, 2.1.4		$700.00
Choice Pass Advertising	Three ads per three papers @ $150 per ad	2.1.2		$1,350.00
Choice Pass event incentives	Food for up to ten events at $8 per person -- averaging 50 people	2.2.3		$4,000.00
Active Parenting of Teens Curriculum	Active Parenting of Teens Jump-start kit ($599.00)	3.1.1		$599.00
Parent Education Events	Venue rental for education events -- 6 events, $50 per event for rental	3.1.2		$300.00
Parent Education Incentives	Snacks and refreshments to offer parents while in class ($7 per person -- 15 people per class for six classes total)	3.1.4		$630.00
Parent Education Marketing	Advertisements in three local papers at $150 per ad, two weeks of advertisements ($900), radio advertisements on three local radio stations at $5 per ad, 4 x per day for one week ($420) -- two dozen	3.1.3		$1,467.00
World Café Marketing	Newsprint and poster marekting for world café dialog events -- three ads for each paper, five times			$2,250.00
World Café event incentives	Light refreshments for up to 10 people at $4 per person per event for up to twelve events			$480.00
Be the Wall Campaign	Newspaper Ads -- three papers, twelve ads per year at $100 per ad ($3600). Posters, pens, shopping totes, ad design and parent pledge cards = $2500, theater ads @ $150 per month for six months = $900			$7,000.00
Total Supplies & Operating Expenses			**$0.00**	**$19,016.00**

TRAVEL				
Item	**Description of Item**	**SOW Activity #**	**Match / In-Kind**	**Total CDHS Request**

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TONY GRAMPSAS YOUTH SERVICES PROGRAM

Colorado Department of Human Services, Division of Child Welfare Services

BUDGET AND JUSTIFICATION FORM

Applicant Name	Gunnison County	**Budget Period**	7/1/2014 - 6/30/2015
Project Name	Choice Pass Program		

Training Attendance Travel	travel from Gunnison to training location -- estimate 500 miles round trip at $0.565 per mile.	1.2.1		$282.50
Training Lodgin	two nights at training location -- $120 per nitght	1.2.1		$240.00
Training meal stipend	Three day meal stipend to include travel days at $36 per day	1.2.1		$108.00
		Total Travel	**$0.00**	**$630.50**

CONTRACTUAL (payments to third parties or entities)

Item	Subcontractor / Entity Name	SOW Activity #	Match / In-Kind	Total CDHS Request
		Total Contractual	**$0.00**	**$0.00**
		SUB-TOTAL BEFORE INDIRECT		**$39,406.50**

INDIRECT

Item	Description of Rate / Item	Match / In-Kind	Total CDHS Request
Negotiated Indirect cost rate (Federal or CDHS):	25% of Direct Cost		$9,851.63
Indirect (other): please list specific indirect costs in description if no rate exists			
Indirect (other): Modified budget item rate, if applicable			
	Total Indirect	**$0.00**	**$9,851.63**
	TOTAL ADDITIONAL RESOURCES	**$0.00**	
	TOTAL CDHS ANNUAL REQUEST		**$49,258.13**

Total Program Cost (Match / In-Kind + CDHS Request)	**$49,258.13**
Total Agency Budget	**$191,587.00**
CDHS Request as a % of Total Budget, if Awarded	**20.45%**

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Attachment 1

TONY GRAMPSAS YOUTH SERVICES PROGRAM

SCOPE OF WORK

I. Project Description: Choice Pass and Parent Education Expansion

II. Definitions: GCSAPP; Gunnison County Substance Abuse Prevention Project

III. Performance Requirements/Deliverables:
(Quarters: Q1- July 1-September 31; Q2-October 1-December 31; Q3-January 1-March 31; Q4-April 1-June 30)

GOAL 1: To increase GCSAPP capacity for preventing youth crime and violence to prevent youth substance use.

Deliverable: By December 30, 2014, a Choice Pass Coordinator Position will be filled by qualified professional				
Activity	**Quarters of activity**	**Measurement**	**Deadline**	**Responsible Agency/Personnel**
1.1.1 Choice Pass Coordinator Position is advertised	Q1	Ads placed in newspapers and on County website with tear sheets documented	November 15th, 2014	GCSAPP Director
1.1.2 Interviews of potentially qualified individuals occur	Q1	Interview notes on file	October 15th, 2014	GCSAPP Director
1.1.3 Staff member hired	Q2	Contract signed	December 30, 2014	GCSAPP Director

Deliverable: By June 30, 2015, Choice Pass Coordinator Position will attend TGYS specific training				
Activity	**Quarters of activity**	**Measurement**	**Deadline**	**Responsible Agency/Personnel**
1.2.1 Attend training as scheduled	Q2,Q3,or Q4	Certificate of completion	June 30, 2015	GCSAPP Choice Pass Coordinator

GOAL 2: To reduce youth substance use and build community.

Deliverable: By December 30, 2014, 650 students will be enrolled in the Choice Pass Program				
Target Population: 650, 6th through 12th grade students in RE1J School District. Demographics are: **14% Hispanic** **81% White** **5% all other** **27% of the students are in the free/reduced lunch program**				
Activity	**Quarters of activity**	**Measurement**	**Deadline**	**Responsible Agency/Personnel**
2.1.1Schedule Choice Pass Sign-ups with school sites and community	Q1	Events scheduled	July 31, 2014	GCSAPP Project Coordinator &

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Attachment 1

				Choice Pass Committee
2.1.2 Advertise Choice Pass Sign-ups through school and media outlets—to include newspapers and radio	Q1&Q2	Tear sheets documented, efforts noted on tracking form	September 31, 2014	GCSAPP Project Coordinator & Choice Pass Committee
2.1.3 Prepare paperwork packets for Choice Pass Sign-ups	Q1&Q2	Packets created – available online and in office	October 1, 2014	GCSAPP Project Coordinator & Choice Pass Committee
2.1.4 Acquire business incentives – send out letter requests, make personal visits and phone calls, engage coalition to assist with personal connections, communicate opportunity through media outlets with ads, letters, and PSA's	Q1&Q2	Choice Pass Supporter and Key Partner (business partners) List Updated and online	October 1, 2014	GCSAPP Project Coordinator & Choice Pass Committee
2.1.5 Host sign-up events and collect enrollment packets	Q1&Q2	Students enrolled	December 31, 2014	GCSAPP Project Coordinator & Choice Pass Committee

Deliverable: By June 30, 2015, 150 students will have been actively engaged in two or more alternative activities associated with the Choice Pass program				
Target Population: 650, 6th through 12th grade students in RE1J School District. Demographics are: **14% Hispanic** **81% White** **5% all other** **27% of the students are in the free/reduced lunch program**				
Activity	**Quarters of activity**	**Measurement**	**Deadline**	**Responsible Agency/Personnel**
2.2.1 Schedule minimum of six, maximum of 10, alternative community building events for Choice Pass holders	Q2, Q3, Q4	Rental/booking agreements in place	May 30, 2015	GCSAPP Choice Pass Coordinator & Project Coordinator
2.2.2 Advertise events to Choice Pass holders	Q2, Q3, Q4	Emails sent to choice pass holders – notifications included in school newsletters	May 30, 2015	GCSAPP Choice Pass Coordinator & Project Coordinator
2.2.3 Host events	Q2, Q3, Q4	Attendance list	May 30, 2015	GCSAPP Choice Pass Coordinator & Project Coordinator

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Attachment 1

GOAL 3: To prevent child abuse and neglect and to reduce youth substance use.

Deliverable: By June 30, 2015, 15 parents will participate in one full session (six education events) of Active Parenting of Teens.				
Target Population: 15 parents of 6th through 12th grade students. Demographics are: **89% White** **7% Hispanic** **4% all other**				
Activity	**Quarters of activity**	**Measurement**	**Deadline**	**Responsible Agency/Personnel**
3.1.1Purchase Active Parenting of Teens Curriculum	*Q1*	Curriculum purchased	December 31, 2014	GCSAPP Choice Pass Coordinator
3.1.2 Choice Pass Coordinator attends Active Parenting of Teens Training	*Q3*	Certification of completion	January 31, 2015	GCSAPP Choice Pass Coordinator
3.1.3 Secure location suitable for education events	*Q2&Q3*	Reservation Agreement in place	January 15th, 2015	GCSAPP Choice Pass Coordinator
3.1.4 Create marketing materials – newspaper advertisements, radio advertisements, poster – plus utilize free marketing, PSA's, letter to editor, coalition partners	*Q3*	Advertisements created – tear sheets on file after ads run	March 1, 2015	GCSAPP Choice Pass Coordinator
3.1.5 Host parent education sessions	*Q3, Q4*	Pre and post evaluations collected with attendance recorded	June 30, 2015	GCSAPP Choice Pass Coordinator

Deliverable: By June 30, 2015, 50 parents will participate in one, minimum, world café style dialog with GCSAPP and professional speakers.				
Target Population: 50 parents of 6th through 12th grade students. Demographics are: **89% White** **7% Hispanic** **4% all other**				
Activity	**Quarters of activity**	**Measurement**	**Deadline**	**Responsible Agency/Personnel**
3.2.1 Schedule venue with local business or meeting location for up to twelve world café meetings	Q2	Meeting scheduled with business/ possible agreement in place as needed	December 30, 2014	GCSAPP Choice Pass Coordinator and Project Coordinator
3.2.2 Advertise world café style dialog events	Q2, Q3, Q4,	Tear sheets documented	June 30, 2014	GCSAPP Choice Pass Coordinator and Project Coordinator
3.2.3 Host events with light refreshments for parents	Q2, Q3, Q4,	Attendance list and Pre/post evaluations	June 30, 2014	GCSAPP Choice Pass Coordinator and Project Coordinator

Attachment 1

Deliverable: By June 30, 2015, 40 'advertisements' will be created and distributed to parents and the community using the *Be The Wall* social marketing campaign.				
Target Population: 799 parents of 6th through 12th grade students. Demographics are: **89% White** **7% Hispanic** **4% all other**				
Activity	**Quarters of activity**	**Measurement**	**Deadline**	**Responsible Agency/Personnel**
3.3.1Continue ongoing Be The Wall ad campaign with newspaper ads, posters, movie theater ads and other mediums	Q1, Q2, Q3, Q4	Tear sheets, documenting activity on tracking document	June 30, 2015	GCSAPP Director, Choice Pass Coordinator, Project Coordinator
3.3.2 Administer intercept survey	Q3	Survey collected	April 1, 2015	GCSAPP Choice Pass Coordinator

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Attachment 2: Financial Assurances Form

This attachment must be completed by fiscal staff in the lead agency. The "Financial Assurances" section will be scored in conjunction with the information provided in the "Agency Capacity" section of the narrative.

Name of Agency: Gunnison County

Name/Title of Person Completing this form: Matthew Kuelhorn

1) Please complete the following chart (add lines, as necessary) or attach your own document detailing your agency's current sources of funding (including Colorado Department of Human Services (CDHS) grants) by providing the funding agency, the program name, the types of funds (i.e., federal, state, local, private, etc.), and the contract budget amount:

Grantor Agency	Program	Type of Funds	Contract Budget Amount	Contract Period
Office of National Drug Control Policy	Drug Free Communities	Federal	$125,000	October 2013 – August 2014
CDHPE	Tobacco	State	$26,000	July 2013 – June 2014
DCJ	Title V	State	$6,250	October 15, 2013 – December 31, 2013
DHS	Multi-agency	State	$18,000	October 2013-August 2014
Community Foundation of the Gunnison Valley	Community Grant	Private Foundation	$1,900	August 2013 – July 2014

2) Is your agency currently seeking any other funds from the State of Colorado (including CDHS) through grant applications, proposals in response to requests for proposals, purchase orders, other contracts, or any other financial arrangement? If yes, please list and explain.

No

3) Has your agency administered programs similar to your current grant proposal? If yes, please list and explain.

Yes, currently administering Choice Pass and Parent Education programs. Intend to expand efforts

4) How many years has your agency been in existence?

9 years

5) How many total FTE are there in your agency?

1.48 FTE

6) How many total FTE perform accounting functions within your agency?

5.75 FTE

7) When is your agency's fiscal year end?

Jan. 1- Dec. 31.

8) Does your agency receive an annual financial statement audit under the Single Audit Act/OMB Circular A-133 (Government Auditing Standards) OR Generally Accepted Auditing Standards (GAAS)? If yes, please indicate the type and date of most recent audit.

Single Audit Act/OMB Circular A-133, July 31, 2013

9) Are your agency's financial records maintained in accordance with Generally Accepted Accounting Principles (GAAP)?

Yes

10) How are the financial records maintained to identify the source/revenue and application/expenditure of funds?

There is an Account Code Structure in the General Ledger.

11) How are contract funds separately accounted for and allocated in your agency's accounting records?

Each contract/project is assigned its own account code.

12) Are accounting records supported by source documentation? If so, please provide examples of source documentation that is maintained and retained.

All expense vouchers that have been approved and paid have back up documentation attached, for example: invoices and receipts. All documentation is saved for 7 years.

13) What controls are followed to ensure all of the following:

a) the reasonableness of cost;

b) the allowability of costs; and

c) the allowability of costs to a contract?

All expenses are approved by Project Manager, their Director, and Finance Staff

14) Briefly describe your agency's overall fiscal controls and structure to sufficiently:

a) permit the preparation of financial reports required by this contract and preparation of financial statements;

b) maximize use of an accounting software package to meet invoicing and reporting requirements;
c) allow the agency's staff, in the normal course of performing their assigned functions, to prevent or detect misstatements in financial reporting or the loss of assets in a timely manner;
d) allow for accurate, current, and complete disclosure of the financial results of financial activities in accordance with the financial reporting requirements of the contract;
e) permit the tracing of funds to a level of expenditures adequate to establish that such funds have not been used in violation of the restrictions and prohibitions of applicable statutes, regulations, and contracts; and
f) maintain and safeguard all organization cash, real and personal property, and other assets.

Each month all expense voucher are approved by the Department Directors, then the Finance Director, followed by the Board of County Commissioner's. Each Department receives a financial reports. All departments must review all expenses and revenue for accuracy.

15) This contract requires monthly invoicing. A detailed cost ledger or expenditure report generated from accounting software (e.g. Financial Edge, Peachtree, QuickBooks, Sage, etc.), must be available to support each reimbursement request. The detailed cost ledger should reflect all purchases and services being invoiced under the contract with documentation of payment such as: date of payment; payee name and amount paid; brief description of purchase or service; check, electronic transaction or voucher number; and personnel information for payroll expenses including employee name or position. Describe how your agency will meet this requirement.

Gunnison County utilizes accounting software that reports all revenue and expenses each month. All revenues and expenses are divided by Object Codes that coincide with the type of expense and revenue.

16) This contract will be on a cost reimbursement basis. Processing of reimbursement requests takes, on average, three to four weeks. What will be your agency's source of cash and how will your agency manage its cash flow between the time costs are incurred and reimbursed?

The expenses for this grant project will be covered by the County until reimbursed by the Grantor.

17) For salaries and benefits charged for employees that work on multiple activities or cost objectives that may be funded by one or more fund sources, time and effort documentation is required. Does any of your staff work on multiple activities / cost objectives?

Yes.

If Yes, does your agency have a system to certify time and effort?

Yes.

If Yes, please describe. If No, please describe how your agency will meet this requirement.

The employees are charged to grants by actual time worked and recorded on their monthly timesheets. All leave time is prorated by the percentage worked in each program.

18) Does your agency have an active oversight committee/board and are they provided financial reports and information on a regular basis? If Yes, please elaborate.

The Finance Director as well as the County Treasurer present financial reports to the Board of County Commissioners on a monthly basis.

19) What is the accounting experience and qualifications of the person who is in charge of maintaining your agency's accounting and financial records? You may provide a copy of this person's resume, which will not be included in the page limits.

The accounting staff assigned to this program has been a Financial Grant Manager with this County since 2006 and has been in this type of position since 1999.

20) Does your agency have employee fidelity bond/insurance coverage for all its employees that handle cash and, if so, what is the coverage amount?

Yes, $1,000,000.

Attachment 3

GCSAPP Choice Pass Program Logic Model

Resources	Activities	Outputs	Short-Term Outcomes	Long-Term Outcomes	Goals
Community Coalition of 60+ representing various sectors of community GCSAPP Program Staff and County Administration Multiple Sources of Funding to support prevention efforts Strong community collaborations with RE1J School District, Gunnison Country Partners, and Juvenile Diversion Successful , established, Choice Pass Program engaging students of target population	Choice Pass Program and alternative activities Ongoing Coalition Meeting and Community Engagement Social Marketing Assessments and Evaluations of programs and tageted population Parent Education	Number of students enrolled in Choice Pass Program Number of coalition members Number of marketing advertisements Number of parents attending education programs	Programs are implemented with fidelity Funds are used appropriately	Improve school outcomes Increase self-esteem Increase opportunities for pro-social invovlement in family and schools Lower perception of parental attitude being favorable to drug use Increase students' perception of risk	**To prevent youth crime and violence** **To reduce youth substance use** **To build community** **To prevent child abuse and neglect**

Attachment 4: Copy of the most recent audit management

McMahan and Associates, L.L.C.
Certified Public Accountants and Consultants

Chapel Square, Bldg C
245 Chapel Place, Suite 300
P.O. Box 5850, Avon, CO 81620

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INDEPENDENT AUDITOR'S REPORT

To the Board of County Commissioners
Gunnison County, Colorado

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information of Gunnison County, Colorado (the "County"), as of and for the year ended December 31, 2012, and the related noted to the financial statements, which collectively comprise the County's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit includes performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the County's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall financial statement presentation.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Member: American Institute of Certified Public Accountants

Paul J. Backes, CPA, CGMA
Michael N. Jenkins, CA, CPA, CGMA
Daniel R. Cudahy, CPA, CGMA

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Aspen: (970) 544-3996
Frisco: (970) 668-3481

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Gunnison County, Colorado as of December 31, 2012, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis in Section B be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The budgetary comparison information in section E is not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. The budgetary comparison information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statement or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the County's financial statements taken as a whole. The combining fund financial statements, individual fund budgetary information, the Local Highway Finance Report, and the statistical section listed in the accompanying table of contents are presented for purposes of additional analysis and are not a required part of the County's financial statements. The combining fund financial statements, the individual fund budgetary information, and the Local Highway Finance Report are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole. The statistical section have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion on them.

Additionally, the Schedule of Passenger Facility Charges Collected and Expended in section F, and the Schedule of Expenditures of Federal Awards included in the Single Audit section are presented for the purpose of additional analysis, as required by the *Passenger Facility Charge Audit Guide for Public Agencies, issued by the Federal Aviation Administration,* and U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations,* and are not a required part of the County's financial statements. Such information has been subjected to the auditing procedures applied audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statement or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Passenger Facility Charges Collected and Expended and the Schedule of Expenditures of Federal Awards are fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards,* we have also issued our report dated July 31, 2013 on our consideration of the County's internal control over financial reporting and on our tests of its compliance with provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the County's internal control over financial reporting and compliance.

McMahan and Associates, L.L.C.

McMahan and Associates, L.L.C.
Avon, Colorado
July 31, 2013

Attachment 5: Qualifications of Key Staff

POSITION DESCRIPTION

Position Title: **GCSAPP Choice Pass Coordinator**

Department: Juvenile Services

Date: December 2013

GENERAL PURPOSE

Coordinates Substance Abuse Prevention Project implementation strategies including data collection and evaluation.

SUPERVISION RECEIVED

Works under the general direction of the GCSAPP Project Director and Director of Juvenile Services

SUPERVISION EXERCISED

Interns

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Contribute to the planning and facilitation of the Choice Pass Program
- Coordinate and manage the Choice Pass Program sign ups and student accountability
- Communicate with local business community to increase support for Choice Pass incentives
- Develop educational opportunities within Choice Pass program to build community and prevention skills among youth and parents
- Oversee and Chair Choice Pass Committee
- Work with community entities, college and school district to ensure implementation of GCSAPP strategic plan, promote awareness of substance abuse, and utilize evidence based strategies to impact community level change
- Serve as an active member of GCSAPP coalition
- Coordinate with GCSAPP Director on budget and spending issues
- Collaborate on social marketing campaign with Director
- Complete other duties as required

PERIPHERAL DUTIES

May operate a vehicle on County business.

DESIRED MINIMUM QUALIFICATIONS

(A) Graduation from an accredited four-year college or university with a degree in social work or related field.
(B) Two (2) years of progressively responsible experience in social services and/or community organizing position with experience in prevention education and ability to attain prevention certification preferred.
(C) Data evaluation skills.
(C) Any equivalent combination of education and experience that the County deems appropriate.

Necessary Knowledge, Skills and Abilities:

- Ability to communicate effectively, orally and in writing with emphasis on public speaking
- Strong communication, interpersonal and organizational skills
- Strong writing and marketing skills
- Strong data analysis and evaluation skills
- Ability to work collaboratively and coordinate efforts within coalition and community
- Ability to work independently and with minimal direction
- Basic grant writing skills
- Interest in Prevention Field
- Background in community development preferred

TOOLS AND EQUIPMENT USED

Personal computer, including word-processing, spreadsheet and data-based applications; printers; typewriter; copy machine; postage machine; fax machine; calculator and telephone system.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Matthew S. Kuehlhorn
620 West New York Avenue
Gunnison, CO 81230
970.596.3696
Kuehlhorn@gmail.com

Professional Experience

Gunnison County Substance Abuse Prevention Project, 200 East Virginia Ave., Gunnison, CO, 970.641.7902

Supervisor: Janet Reinman

- Project Director, November 2012—Present
  - Oversee and facilitate the creation of, in collaboration with community & coalition, Gunnison County's Substance Abuse Prevention Strategy.
  - Oversee and guide the implementation of GCSAPP's strategic plan.
  - Sustain Strategic Plan as needed through resource allocations, grant management and developing community support of organization.
  - Serve as a liaison and representative to granting entities and fiscal agent and serve or coordinate community participation on any additional federal, state or county, workgroups or conferences.
  - Coordinate the funded process to ensure implementation of Strategic Plan.

Gunnison Country Partners, 101 North 8th Street, Gunnison, CO 81230, 970.641.5513

Supervisor: Tina McGuinness

- Case Manager, August 2009—November 2012, Lead Case Manager since January 2012
  - Increased School Based Matches and Community Based Matches
  - Facilitated Focus Groups and increased traffic to website and social media
  - Serving on Partners Mentoring Association Development Committee
  - Taught 36 hours in local schools to promote healthy behaviors and choice
  - FAST Team representative for Partners

Gunnison County, Juvenile Services, 200 East Virginia, Gunnison, CO 81230, 970.641.7902

Supervisor: Janet Reinman

- Partners Plus Case Manager and Intake Screener, January 2009—November 2012

Center for Restorative Practices, 103C West Tomichi, Gunnison, CO 81230, 970.641.7668

Supervisor: Nancy Osmundson

- Trainer for Restorative Practice Facilitators, 2011—Present
- Independent Contractor for Conference Facilitation, March 2010 to January 2011
- Co-Facilitator Volunteer, 2009-2012

The Adaptive Sports Center, P.O. Box 1639, Crested Butte, CO 81224, 970.349.5733

Supervisor: Chris Hensley

- Summer Program Director, 2005 to December 2008—excluding 2006
- Program Manager, 2004, Full-time guide, 2003

Matthew S. Kuehlhorn
620 West New York Avenue
Gunnison, CO 81230
970.596.3696
Kuehlhorn@gmail.com

Education

Western State Colorado University
Bachelor of Arts Degree completed May 2001
Major: Recreation with an emphasis in Experiential Education and Leadership
Minor: Biology

Ongoing Education

- Grant Writing Course, February 2013
- Substance Abuse Prevention Skills Training, January 2013
- Keys to the Vault, 4-Day MBA & Executive Mentorship Course, Fall 2011
- Bridging the Gap Conference Presenter, 2011
- Partners Mentoring Association Conference attendee and presenter, 2010, 2011 & 2012
- Gunnison Valley Leadership Class Graduate, 2010
- International Institute for Restorative Practices Conference attendee and presenter, 2009

Community Involvement

- E^3 Education Foundation Vice President
- Coachlight Boxing Gymnasium Founder
- Nurturing Parent Program Adult Facilitator, Fall 2012 Session
- Co-Teaching with Gunnison Middle School Counselor and 7th Grade Social Studies teachers, presenting "Where's the Line," since 2009

Certification and Memberships

- Colorado Prevention Specialist Level II Certified, September 2013
- SAPST Certified, May 2013
- Nurturing Parent Program Facilitator Trained, August 2012

References

Stacie Dowis
Middle School Counselor
Gunnison Middle School
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Gail A. Digate
President
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