AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Grant Application; Colorado Office of Children, Yo

Action Requested: County Manager Signature

Parties to the Agreement: Gunnison County and CDHS

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

Summary:

we have held this grant for the past 6 + years. It is consist with the last 3 years for request and programs.

Fiscal Impact:

Submitted by: Kari Commerford **Submitter's Email Address:** kcommerford@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:
No concerns, requesting continuation of current grant. ln

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 11/15/2016

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

Comments:
ok - gs

Reveiwed by: GUNCOUNTY1\gstuhr Discharge Date: 11/14/2016 Certificate of Insurance Required

Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 11/15/2016

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted: 0

Agenda Date: 12/6/2016

Revised April 2015

COLORADO
Office of Children, Youth & Families
Department of Human Services

Robert Werthwein, Ph.D, Director

Tony Grampsas Youth Services Program

APPLICATION

Part I: Application Form

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

A. General Information:

Agency Name:	Gunnison County – Gunnison County Substance Abuse Prevention Project (GCSAPP)				
Address:	200 East Virginia Avenue				
City:	Gunnison	State:	CO	Zip:	81230
Phone:	(970) 642-0248	Fax:	(970) 641- 9079		
Website:	http://www.gunnisoncounty.org/156/Gunnison-County-Substance-Abuse-Preventi				

Executive Director Name:	Matthew Birnie		
Email:	mbirnie@gunnisoncounty.org	Phone:	(970) 641-9079
Program Contact Name:	Kari Commerford		
Title:	GCSAPP Director		
Email:	kcommerford@gunnisoncounty.org	Phone:	(970) 642-7393
Fiscal Contact Name:	Jody Wise		
Title:	Accountant		
Email:	jwise@gunnisoncounty.org	Phone:	(970) 641-7679

B. Background Checks

Please complete the following chart.

Positions	List Type of Positions (e.g. all, direct service staff, finance, etc.)	Yes or No	Type of Check (e.g. CBI)	Frequency (e.g. annually)
Staff	**Direct Service Staff**	**Yes**	**CBI**	**Upon hire**
Volunteers	**Choice Pass Committee Members**	**yes**	**CBI**	**Upon agreement to serve**
Board Members				
Other				
If you do not conduct background checks, please explain.				

C. Applicant Type: (Please check ONE.)

☒Single Agency ☐Multi-Agency ☐Intermediary Partner

For Multi-Agency:
Check if you have been a collaborative for a minimum of 3 years (required).
List all partner agencies. Add rows as needed.

Agency Name:	
Agency Name:	
Agency Name:	
Agency Name:	
Agency Name:	
Agency Name:	
Agency Name:	
Agency Name:	

For Intermediary Agency:
Check if you have been in an intermediary role for a minimum of 5 years (required).
List all partner agencies. Add rows as needed.

Agency Name:	
Agency Name:	

Agency Name:	
Agency Name:	
Agency Name:	
Agency Name:	
Agency Name:	
Agency Name:	

D. Program Funding Requests

Please list each program for which you are requesting TGYS funding, the funding category code, the primary and sub-programming codes, and the amount of funding requested for each program*. See Appendix D for codes.

Program Name	Funding Category Code	Primary Program Code	Sub-programming Code (List all that apply)	Funding Amount Requested
EXAMPLE of Agency XYZ requesting funding for two programs:				
Happy Larks Literacy Program	YPNM	BA	201, 203, 211, 212	$13,500.00
Dream Big Mentoring Program	YPM	MCRS	301, 304, 305, 306, 310, 311, 312, 313	$22,000.00
Gunnison County Substance Abuse Prevention Project (GCSAPP) – Choice Pass Program	YPNM	MJP	200,211,212	$37,828.00
Gunnison County Substance Abuse Prevention Project (GCSAPP) – Parent Education	YPNM	ED	211, 212	$12,158
Total Annual TGYS Funding Requested**				**$49,986.60**

*Note: The same program at multiple sites should only be listed once.
**Total must be a minimum of $25,000

E. Identified Population

Projected total numbers of unduplicated participants to be served through all proposed program(s) for which TGYS funding is being requested.

	Children (0-8)	Youth (9-18)	Young Adults (19-24)	Parents/ Guardians	Mentors (Mentoring Applicants Only)	Other Community Members
Hispanic (*of any race*)*		90		70		5
White		540		300		30
Black		5		4		2
Asian / Pacific Islander / Native Hawaiian		5		5		
American Indian / Alaska Native		5		5		
Two or More Races		5		4		5
Unknown						5
Male		340		200		27
Female		310		188		20
Other Gender Identification						
TOTAL		650		388		47

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

E. Geographic Area to be Served

Projected total numbers of unduplicated participants to be served in each county or tribe for all programs for which TGYS funding is being requested.

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	1,085	60 Summit	
28 Hinsdale		61 Teller	
29 Huerfano		62 Washington	
30 Jackson		63 Weld	
31 Jefferson		64 Yuma	
32 Kiowa		65 Southern Ute	
33 Kit Carson		66 Ute Mountain Ute	
		TOTAL*	**1,085**

*Please note the total indicated above should match the total indicated in the previous "Identified Population" table.

Tony Grampsas Youth Services Program

Part II: Application Narrative

Agency Name:

Gunnison County

Section A: Statement of Need and Identified Population (10 points)

Gunnison County has a total population of 15,726 (Table 1).

Table 1 Census Data

Data Element	Gunnison County	State Rate
Area (i.e., sq. miles)	3,239	-
2014 Population: Total	15,725	5,188,683
Ethnicity: White	87.9%	69.4%
Latino/Hispanic	9.1%	21%
All other	3%	9.6%
2013 Median Household Income / State MHI	$52,332.	$58,433.
2013 Persons Living in Poverty: % /State Rate	17.7%	13.2%
2012 Children Living below Poverty: %/state rate	18.9%	18.1%
2011 Child Maltreatment Rates: % /state rate	25%	8.4%
2008-2010 % of Adults reporting binge drinking in past 30 days / state rate	25.8%	15.9%

(Sources: Colorado State Demographer; US Census Bureau; 2011 CDPHE Health Indicators Data, 2013 KidsCount - CLIKS - Colorado Central Registry, Colorado Department of Human Services; Colorado Department of Local Affairs)

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, high poverty, and high child maltreatment rates. There are two main highways which bring travelers by vehicle into, and through, Gunnison County. Highway 50 runs East and West. As one enters Gunnison from the east, they first see a small McDonald's overshadowed by Western State Colorado University – a small university with an enrollment of 2,300 students. Traveling in from the West, after passing the largest reservoir in Colorado, the Blue Mesa, a traveler comes into Gunnison seeing a small county airport and the town's frontage road boasting typical small town businesses such as an auto parts store, hardware store, laundromats, beauty salon, and more. In the middle of town, Highway 50 intersects with Highway 135. One can only travel north from Gunnison on Highway 135 which takes travelers into Crested Butte, a small ski resort town with a population of under 2,000 people. There is a dirt mountain pass out of Crested Butte taking one further into the Western Slope of Colorado during the summer months. Gunnison County is a remote frontier county located in south central Colorado, 200 miles from Denver and over 100 miles from any city with a population of over 25,000 people.

The Gunnison County Substance Abuse Prevention Project (GCSAPP) has been working to lower substance use among youth in Gunnison County since 2006. Gunnison County was identified as one of 14 counties in the state at highest risk for substance abuse. 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 (County Health Rankings and Roadmaps 2008). County Health Rankings and Roadmaps (CHRR), 2008-2010, also places Gunnison County as 15th highest in Colorado for rates of violent crime.

Locally, we use the Healthy Kids Colorado Survey (HKCS) to track reported 30-day use rates combining tobacco, alcohol, marijuana, and prescription drugs without a prescription. These

four substances are identified as main focuses for our community. In 2009 this combined measure, as reported by high school students on the Healthy Kids Colorado Survey (HKCS), was 18% of the students reporting past 30 days use of these substances. In 2013, 15% reported past 30 days use of these substances (HKCS, 2014). In addition to alcohol, tobacco, marijuana and prescription drug use without a prescription GCSAPP's coalition has been tracking data reported on mental health concerns in our youth. Current Healthy Kids Colorado Survey (HKCS) data indicates that there is a need to address the social-emotional mental health needs of our youth. In addition to the data, Gunnison County experienced three deaths by suicide by high school students in the 2014-2015 school year. According to HKCS the Percentage of students who felt so sad or hopeless almost every day for two weeks or more in a row that they stopped doing some usual activities during the past 12 months was 21% in 2014 for high school youth and 25% for middle school youth in 2014. Additionally the percentage of students who ever seriously thought about killing themselves was 16% for high school youth and 17% for middle school youth.

GCSAPP's target audience is youth in 6th through 12th grades and their 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, low perceived risk of using marijuana, high adult use rates, and local economic disparities.

High school students use rates mirror a higher than state average adult binge drinking rate (adults rates Gunnison/State 25.8%/15.9%) as students report a slightly higher binge drinking rate of 19.9% versus 16.6% as a state average (HKCS, 2014).

Local economies have been impacted, as they have across the country, and local families have not seen a full recovery as of yet. Additionally, we have seen an increase of marijuana dispensaries in our small community; there are currently 7 dispensaries in Gunnison and 4 in Crested Butte.

Section B: Program Descriptions (35 points)

Choice Pass Program: Purpose of the Choice Pass program is to engage and educate youth in grades 6th through 12th grades in positive youth development activities, help to create a tool for youth and parents to encourage healthy behaviors and open communication, create a platform for recognizing and celebrating the youth in our community, and creating a caring network of community members.

The Choice Pass Program is open to all youth in 6th-12th grade (including those that are homeschooled or enrolled in online programs) and their parents. All youth who choose to be part of the program must attend one Choice Pass sign-up night with their parent (or a caring adult in their life). During enrollment night the youth and parent personalize their pledge to each other to fit their individual and family needs and goals. The only requirement from GCSAPP is that the youth pledges to be substance free for the year and the parent pledges to come to one parent education dinner to receive education on 'difficult topics' and how to openly communicate with their youth. The parent and youth also sign a waiver allowing GCSAPP in collaboration with the RE1J school district to conduct random drug testing on the youth in order to keep integrity in the program and hold youth accountable. Upon completion of a Pledge to remain alcohol and drug free the youth are given a list of community supporters and their discounts. Our key partners in this program are the Crested Butte Mountain Resort (CBMR) and the Gunnison Parks and Recreation Center. CBMR provides a $120 ski pass to Choice Pass holders (savings of $500 per youth) and the Gunnison Parks and Recreation Center provides discounts on membership, life guarding classes, first aid/CPR, and babysitting certification. In addition to our key partners the Choice Pass program has over 30 other community businesses that offer discounts to our youth and recognize them for their positive choices. Last year Choice Pass holders took a survey on why they choose to be in this program; the number one reason was that the discounted ski pass helped them to remain substance-free, the second reason was that their community celebrated their healthy choices. The Choice Pass program also provides community events and multiple community incentives which support students in upholding their pledge and create positive culture.

This year we are starting a Choice Pass Honors Club and Middle School club in order to create positive youth development leadership opportunities and to help guide the Choice Pass Committee in creating community events.

Parent accountability is also a key factor of the Choice Pass program. All parents of Choice Pass holders must attend one parent education dinner to increase education on substance specific topics and difficult subjects. Topics that have been held are: an open forum with law enforcement, EMS and fire department in order to allow a community dialogue and give parents and youth an opportunity to learn about their rights, ask questions and learn what to do if youth get pulled over or arrested; sexual consent, boundaries and the correlation to substance use; social media, sexting and the correlation to substance use; marijuana research; effects of alcohol on athletic performance; and psychological challenges facing youth. We have been working with Western State Colorado University and community in order to provide expert speakers on these topics.

Expected outcomes include safe, healthy and engaged youth by attending community events and lowering substance use rates as reported by youth on the annual Healthy Kids Survey and an increase of youth reporting one or more parents talking to them about the dangers of alcohol and drug use.

Parent Education: Using locally created and effective marketing campaigns and Parenting Wisely curriculum, we will engage and educate parents of adolescent youth throughout Gunnison County on how to talk with their kids and prevent substance use and abuse and violence.

Services include one world café dialog event, Parenting Wisely online curriculum with community discussion sessions, and Social Marketing Campaigns. Additionally we will hire three youth to serve on our GCSAPP coalition in order to have representation from our youth and gain insight about what topics youth believe their parents could use more education about.

Expected outcomes include, students reporting a 10% increase in 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.

Section C: Level of Evidence-Based Programming (10 points)

Within the proposed application there is the use of Parenting Wisely online parenting program, *Pass the Knowledge* Social Marketing Campaign, community alternative activities to increase protective factors with the Choice Pass Program, and leadership positions and positive youth development opportunities in order to provide more opportunities to be recognized and celebrated in our community.

Parenting Wisely is a SAMHSA's approved Evidence-based Programs and is considered a "best practice for prevention of youth violence" by the Center for Disease Control.

The Choice Pass engages this age group as shown by the exponential increase in student enrollment in the Choice Pass program over the past five years. Additionally, we have seen an increase in parents participating in educational seminars facilitated by GCSAPP and an increase participation in the Parenting Wisely program, which is a good fit for our frontier geographic location.

The Choice Pass increases its enrollment annually and community support of this program has never been stronger. Anecdotal feedback from students, parents, and teachers speak to its effectiveness as deterring students from using substances and ultimately making healthier choices. We are starting to quantify the effectiveness of the program by use of HKCS and Choice Pass pre-post test surveys, as well as the TGYS required surveys. The number of youth who have violated their choice pass has stayed below 3%.

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.

Section D: Goals, Outcomes, and Evaluation (35 points)

Anticipated outcomes from TGYS funding include 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, a decrease in past 30-day youth marijuana use, and a continued decline in the

rates of substance use by youth as reported on the Healthy Kids Survey. Additionally, we anticipate an increase in youth leadership skills as measured by pre-post surveys in our positive youth development leadership activities and youth advisor positions.

Logic Model – Attachment III

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 community level data. GCSAPP also uses survey tools as a pre and post for prevention education deliveries and every three years GCSAPP administers a Parent Survey. The Choice Pass Coordinator will take on some of the implementation of pre/post-test evaluation with Choice Pass and Parent Education participants. GCSAPP's Project Coordinator currently administers the Healthy Kids Colorado Survey in collaboration with RE1J Schools.

Section E: Agency Capacity (10 points)

The GCSAPP coalition has been implementing substance abuse prevention education, building community and working collaboratively with multiple sectors since 2006. All GCSAPP staff members hold Masters degrees, and the Choice Pass coordinator and Director hold Masters of Clinical and Counseling psychology. The GCSAPP coalition consists of 30 active members with representation across 12 sectors. Additionally, the GCSAPP executive committee consists of 9 members including representatives from parents, behavioral health professionals, Juvenile Services, local law enforcement, public health, and Western State Colorado University staff and GCSAPP staff. The Choice Pass program has a committee that consist of 12 active members including parents, law enforcement, CBMR, Gunnison Parks and Recreation, RE1J school district, individuals from the recovery community, Juvenile Services, and Western State Colorado University staff. This year we will be adding middle school and high school youth to the Choice Pass committee.

GCSAPP conducts background checks and in-person interview with volunteers and committee members. GCSAPP recognizes the importance of being inclusive and having cultural representation in programming, staff, coalition members, committee members and volunteers.

Financial Assurance document – Attachment II

COLORADO
Office of Children, Youth & Families
Department of Human Services

Robert Werthwein, Ph.D, Director

Tony Grampsas Youth Services Program

Part III: Application Signature Page

Agency Name:

Gunnison County

Executive Director Name:	Matthew Birnie		
Signature:		Date:	11/8/16

Program Contact Name:	Kari Commerford		
Signature:		Date:	11/8/16

Fiscal Contact Name:	Jody Wise		
Signature:	Jody Wise	Date:	11/8/16

COLORADO
Office of Children, Youth & Families
Division of Child Welfare

TONY GRAMPSAS YOUTH SERVICES PROGRAM

Colorado Department of Human Services, Division of Child Welfare Services

ATTACHMENT 1: BUDGET TEMPLATE

Agency Name	Gunnison County
Program Name	Choice Pass and Parent Education Program

Budget Period	7/1/2017-6/30/2018

Expenditure Categories						**Match / In-Kind**	**Total Amount Requested from TGYS**
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 TGYS Request**
Choice Pass Coordinator	12 months (52 weeks) budgeted at .8FTE @40% (15hrs. per week) - - based on $28/hr.	1.1, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 2.9, 3.1, 3.2, 3.3, 3.4	$19,181.00	$2,659.00	100.0%	$0.00	$21,840.00
							$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
							$0.00
Total Personal Services			**$19,181.00**	**$2,659.00**	**1.00**	**$0.00**	**$21,840.00**

SUPPLIES & OPERATING				
Item	**Description of Item**	**SOW Activity #**	**Match / In-Kind**	**Total TGYS Request**
Choice pass sign-up printing, copying, stamps and ads	choice pass packets and letter to Business partners (680) at $1.00 per packet and stamps for postage @ .49 ;	2.1,2.2,2.3, 2.4, 2.5	$0.00	$1,013.00
Choice Pass Incentives	food, activities, equipment and materials for programming $10pp x 30 people x 6 events; support for community youth programs to offest cost for choice pass youth (100 @ $20)	2.4, 2.6	$0.00	$3,800.00
Choice Pass Club and Honors Program	10 middle school students and 10 high school students meet 6 times over 12 months. $25 per meeting for food x 2 groups x 6 meetings, $800 for incentives, stipends and activities.	2.7, 2.8, 2.9	$0.00	$1,100.00
Parent Education Dinners	400 parents and community members attend at least one educational event - $8/pp food, $200 supplies (notebooks and pens), 4 ads @ $150 each.	3.1	$0.00	$3,600.00
Choice Pass Plus Online Parenting Program	parenting wisely curriculum $950, 12 families will complete curriculum and meet 2 times for discussion. $200 incentive per family upon completion, food for meeting (12x2x$10pp)	3.3	$0.00	$3,590.00
World café event	2 ads @$100 each, 50 people @$6/pp $100 supplies	3.2		$600.00
Pass The Knowledge	social norming and educational campaign 12 ads @ $200 per ad	3.4		$2,400.00
Youth Advisors	3 high school advisors to lead youth messaging and voice youth at the GCSAPP coalition table (3 youth @ $12/hr x 3 hour week x 28 weeks = 3,240)	2.1		$3,024.00
Total Supplies & Operating Expenses			**$0.00**	**$19,127.00**

TRAVEL				
Item	**Description of Item**	**SOW Activity #**	**Match / In-Kind**	**Total TGYS Request**
Chioce Pass Coordinator Orientation attendance	travel from Gunnison to orientation location - estimate 585.2 miles round trip at .50 per mile	1.1		$292.60
orientation lodging	two nights at orentation location -- $120 per night	1.1		$240.00

COLORADO
Office of Children, Youth & Families
Division of Child Welfare

TONY GRAMPSAS YOUTH SERVICES PROGRAM
Colorado Department of Human Services, Division of Child Welfare Services
ATTACHMENT 1: BUDGET TEMPLATE

Agency Name	Gunnison County	**Budget Period**	7/1/2017-6/30/2018
Program Name	Choice Pass and Parent Education Program		

orientation meal stipend	three day meal stipend to include travel days at $52 per day	1.1		$156.00
		Total Travel	**$0.00**	**$688.60**
CONTRACTUAL (payments to third parties or entities)				
Item	**Subcontractor / Entity Name**	**SOW Activity #**	**Match / In-Kind**	**Total TGYS Request**
		Total Contractual	**$0.00**	**$0.00**
			SUB-TOTAL BEFORE INDIRECT	**$41,655.60**
INDIRECT				
Item	**Description of Rate / Item**		**Match / In-Kind**	**Total TGYS Request**
Negotiated Indirect cost rate (Federal or CDHS):	20%			$8,331.00
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**	**$8,331.00**
		TOTAL ADDITIONAL RESOURCES	**$0.00**	
			TOTAL TGYS ANNUAL REQUEST	**$49,986.60**

Total Program Cost (Match / In-Kind + TGYS Request)	**$49,986.60**
Total Agency Budget	
TGYS Request as a % of Program Budget, if Awarded	**100.00%**

signed to make automat
ur final application.

n yellow are the areas w

presented by this templa
which you are applying f

Column Title
Position Title/Employee Name
Description of Work
SOW Activity #
Gross Salary
Fringe
% Actual Time on Contract/Purchase Order
Match/In-Kind
Total TGYS Request
Item
Description of Item

SOW Activity #
Match/In-Kind
Total TGYS Request
Item
Description of Item
SOW Activity #
Match/In-Kind
Total TGYS Request
Item
Subcontractor/Entity Name
SOW Activity #
Match/In-Kind
Total TGYS Request

Description of Rate/Item
Match/In-Kind
Total TGYS Request
Provide your total agenc TGYS funding is requeste

COLORADO
Office of Children, Youth & Families
Department of Human Services

Robert Werthwein, Ph.D,

Tony Grampsas Youth Services Program

Attachment 2: Statement of Work Template

Agency Name:

Gunnison County

Statement of Work

I. Program Description:

Project Description: Choice Pass and Parent Education

II. Two sentence description of proposed TGYS Work (to be used on TGYS website & documents if selected):

The purpose of the Choice Pass program is to engage and educate youth in grades 6th -12th in positive youth development activities and leadership opportunities. Additionally, all parents of Choice Pass youth are required to attend one parent education night. Expected outcomes include safe, healthy and engaged youth by attending community events and lowering substance use rates as reported by youth on the annual Healthy Kids Colorado Survey (HKCS). Expected outcomes include, students reporting a 10% increase in parents talking with them about the dangers of drugs and alcohol and a 2% reduction in past 30 day marijuana use buy June 30, 2020.

III. Program Definition (Explanation of acronyms):

GCSAPP = Gunnison County Substance Abuse Prevention Project.

IV. Identified Population for this Program:

	Children (0-8)	Youth (9-18)	Young Adults (19-24)	Parents/ Guardians	Mentors (Mentoring Applicants Only)	Other Community Members
Hispanic (*of any race*)*		90		70		5
White		540		300		30

Black		5		4		2
Asian / Pacific Islander / Native Hawaiian		5		5		
American Indian / Alaska Native		5		5		
Two or More Races		5		4		5
Unknown						5
Male		340		200		27
Female		310		188		20
Other Gender Identification						
TOTAL		650		388		47

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

IV: Performance Requirements/Outcomes:

GOAL 1*: To increase Gunnison County Substance Abuse Prevention Project's capacity for preventing youth crime and violence to prevent substance use and to maintaining and continuing education and professional development for Choice Pass Coordinator.

Objective Number	Objective (Must be SMART format)	Activity by Quarter	Expected Outputs & Outcomes (Deliverables)	Measurement	Responsible Agency/Personnel
1.1	By October 30, 2017, the Choice Pass Coordinator will attend the TGYS orientation and training as required by the grant.	Q2	Choice Pass Coordinator will have attended TGYS orientation and training. Choice Pass Coordinator will be trained on grant requirements and reporting.	Certificate of completion.	Choice Pass Coordinator

GOAL 2: To reduce youth marijuana use by 2% overall and engage 400 students in alternative activities throughout the school year in order to build community.

Objective Number	Objective (Must be SMART format)	Activity by Quarter	Expected Outputs & Outcomes (Deliverables)	Measurement	Responsible Agency/Personnel
2.1	By October 1, 2017, the Choice Pass Coordinator will advertise Choice Pass sign-ups through school and media outlets – to include newspapers and radio.	Q1	Advertising for Choice Pass sign-up nights will be circulated throughout the community. 4 advertisements will be documented.	Tear sheets documented, invoices from radio stations, efforts noted on tracking forms.	Choice Pass Coordinator
2.2	By October 10, 2017, the Choice Pass Coordinator will Prepare paperwork packets and make them accessible online for Choice Pass sign-ups	Q1	Paperwork updated and available online.	Packets online and in office.	Choice Pass Coordinator and Choice Pass Committee Members
2.3	By December 30, 2017, the Choice Pass Coordinator will acquire business incentives/support –	Q1,Q2	The Choice Pass program will acquire 3 new business supports annually and	Choice Pass supporter and Key Partner (business partners) list	Choice Pass Coordinator and Choice Pass Committee members

	out letter requests, make personal visits and phone calls, and engage coalition to assist with personal connections, communicate opportunity through media outlets with ads, letter and public service announcements.		continue to receive support from our Key Partners. Choice Pass Program Community in-kind contributions will increase by 2% annually.	updated and online	
2.4	By December 30, 2017 4 sign-up nights will be held and 650 students will be enrolled in the Choice Pass program.	Q2	650 students will be enrolled in the Choice Pass Program. Target Population: 650, 6th -12th grade youth in RE1J school district. 30% of the students will be in the free/reduced lunch program.	Parent-youth consent forms are signed and on file.	Choice Pass Coordinator and Choice Pass Committee members
2.5	By June 30, 2018 a minimum of six alterative community building events for Choice Pass holders will be planned and advertised.	Q2, Q3, Q4	A minimum of six Choice Pass sponsored events will be planned and advertised– guided by the Choice Pass Club. Youth who report using marijuana in the past 30 days will decrease by 1% by December 2018 on the Healthy Kids Colorado Survey.	Attendance sheet. Survey administered and analyzed.	Choice Pass Coordinator and Choice Pass Committee members
2.6	By June 30, 2018 a minimum of six alterative community building events for Choice Pass holders will be hosted.	Q2, Q3, Q4	400 Choice Pass youth will have attended at least one Choice Pass sponsored alternative community building event. Youth who report using marijuana in the past 30 days will	Attendance sheet. Survey administered and analyzed.	Choice Pass Coordinator and Choice Pass Committee members

			decrease by 1% by December 2018 on the Healthy Kids Colorado Survey.		
2.7	By November 10th, 2017, a Choice Pass Honors Club for high school students will be created (10 students) and a Choice Pass Club consisting of 8-10 middle school students will be created.	Q2,	By November 10th, 2017 10 high school students and 8-10 middle school students will be identified for Choice Pass clubs. Choice Pass Club members will report a 10% increase of leadership skills as reported on pre-post Club assessment (annually assessed)	Attendance sheet. Survey administered and analyzed.	Choice Pass Coordinator
2.8	By June 30, 2018, the Choice Pass Honors Club and Middle School Club will meet 6 times in order to guide choice pass events and engage in positive youth development activities.	Q2, Q3, Q4	By June 30, 2018, the Choice Pass Honors Club and Choice Pass Middle School Club will have met 6 times each. Choice Pass Club members will report a 10% increase of leadership skills as reported on pre-post Club assessment (annually assessed)	Attendance sheet. Survey administered and analyzed.	Choice Pass Coordinator and Choice Pass Club
2.9	By June 30, 2018, the Choice Pass Honors Club and Middle School Club will educate their school and community about the Choice Pass Program	Q3, Q4	By June 30, 2018, the Choice Pass Honors Club and Middle School Club will each provide on educational session in the community or at school in order to educate youth and community members about the Choice Pass program.	Attendance sheet. Survey administered and analyzed.	Choice Pass Coordinator, Choice Pass Committee and Choice Pass Clubs

			By December, 2018 Parents/Community members will report a 5% increase in awareness of the Choice Pass Program as measured by the parent/community assessment.		
2.10	By November 15, 2017 3 high school youth advisors will be hired to lead youth messaging and be paid for attendance at Gunnison County Substance Abuse Prevention Project's coalition meetings.	Q2, Q3, Q4	By June 30, 2018 3 youth advisor will joined the Gunnison County Substance Abuse Prevention Project's coalition and will have attended 6 coalition meetings and help guide the coalition work. 3 youth advisors will help to guide the coalition work.	Attendance sheet	Choice Pass Coordinator

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

Objective Number	Objective (Must be SMART format)	Activity by Quarter	Expected Outputs & Outcomes (Deliverables)	Measurement	Responsible Agency/Personnel
3.1	By June 30, 2018, 388 parents will participate in at least one parent education event that will address substance prevention and difficult conversations.	Q2, Q3, Q4	By June 30, 2018 388 parents will have attended at least one parent education event that will address substance prevention and difficult conversations. Youth report of parents talking to them about the dangers of drugs and alcohol on the Healthy Kids Colorado Survey will	Pre-post evaluations collected with attendance recorded. Survey administered and analyzed.	Choice Pass Coordinator

			increase by 2% in 2018.		
3.2	By June 30, 2018, 50 parents/community members will participate in one world café style dialog with Gunnison County Substance Abuse Prevention Project (GCSAPP).	Q3, Q4	By June 30, 2018, 50 parents/community members will participate in one world café style dialog with GCSAPP. By December, 2018 parent report of talking to their youth about the dangers of drugs and alcohol will increase by 5%.	Pre-post evaluations collected with attendance recorded. Survey administered and analyzed.	Choice Pass Coordinator
3.3	By May 10, 2018, 12 Choice Pass families will complete the evidenced based parenting education program, parenting wisely, and attend two family cohort (Choice Pass Plus Family) discussions.	Q3, Q4	By May 10, 2018, 12 Choice Pass families will complete the evidenced based parenting education program, parenting wisely, and attend two family cohort (Choice Pass Plus Family) discussions. Parents report a 10% increase of confidence of parenting skills as measured by pre-post parenting wisely surveys.	Pre-post evaluations collected with certificate of completion.	Choice Pass Coordinator
3.4	By June 30, 2017, 24 'advertisements' will be created and distributed to parents and the community suing the *Pass the Knowledge* social marketing campaign.	Q1, Q2, Q3, Q4	By June 30, 2017 24 'advertisements' will be distributed throughout the community. Youth report of parents talking to them about the dangers of drugs and alcohol on the Healthy Kids Colorado Survey will increase by 2% in 2018.	Tear sheets, and documentation on tracking forms. Survey administered and analyzed.	Choice Pass Coordinator, Choice Pass Committee, Choice Pass Clubs

GOAL 4:

Objective Number	Objective (Must be SMART format)	Activity by Quarter	Expected Outputs & Outcomes (Deliverables)	Measurement	Responsible Agency/Personnel
4.1					
4.2					

COLORADO
Office of Children, Youth & Families
Department of Human Services

Robert Werthwein, Ph.D, Director

Tony Grampsas Youth Services Program

Attachment 3: Financial Assurances Template

Agency Name:	Gunnison County
Name of Person Completing Form:	Kari Commerford
Title:	Gunnison County Substance Abuse Prevention Project Director
Email:	kcommerford@gunnisoncounty.org
Phone Number:	970-642-7393
Experience & Qualifications:	Director since 2013, Masters in Clinical and Counseling Psychology

1. Complete the following chart detailing your agency's current sources of funding, including CDHS grants. Add rows as needed.

Source	Program	Type of Funds (Federal, state, local, private, etc.)	Amount
TYGS	Choice Pass and Parent Education	state	$49,982
Communities That Care	GCSAPP Coalition	state	$91,519
OBH LEAF	Impaired driving and Education	state	$51,000
Drug Free Communities	GCSAPP Coalition	Federal	$125,00
Local Funding	Choice Pass and Education	Local grants and contributions	$4,000
		Total Contract Budget Amount	$321,501

2. Agency Overall Annual Budget

$321,501

3. List the total program cost and cost per client for the program(s) for which you are requesting TGYS funding. Add rows as needed.

Program Name	Total Cost of Program	Cost Per Client
Choice Pass	$37,828	$58
Education	$12158	$30

4. 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. Add rows as needed.

Type of Funds Being Sought	Amount	Explanation

5. How many years has your agency been in existence?

10

6. How many total FTE are in your agency, including contracted FTE?

3

7. How many total FTE, including contracted FTE, will be dedicated to your proposed TGYS program(s)? If TGYS funded positions are split with other funding sources, please state how time/effort will be documented as well as how percentage of time for TGYS work has been figured (i.e. Position A spends 25% of time on TGYS programming.)

1 position will spend 40% of time on TGYS programming

Detail FTE by program, position, and amount FTE (each title should be on its own line, do not separate with commas.) Add rows as needed.

Name of Program	# of Paid Employees	Titles of Paid Employees (amount FTE after title)	# Paid Contractors	Contractor Title	Total FTE
Dream Big Mentoring	8	Executive Director (.25) Finance Staff (.25) Program Manager (1) Program Coordinator (4) Volunteer Coord. (1)	0	0	6.5

Happy Larks Literacy	4	Executive Director (.25) Finance Staff (.25) Program Manager (1) Teacher (1)	1	Early Ed. Trainer (1)	3.5
Choice Pass	1	Choice Pass Coordinator			.7
Education	1	Choice Pass Coordinator			.3

8. If you agency has fewer than 3 total FTE, please explain how you intend to serve your identified population.

9. When is your agency's fiscal year end?
   12/31

10. 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) or have a financial review?
    ☒YES ☐NO

    If yes, please indicate the type and date of your most recent audit or financial review.
    Single Audit Act/OMG Circular A-133 - 9/15/16

11. Are your agency's financial records maintained in accordance with Generally Accepted Accounting Principles (GAAP)?
    ☒YES ☐NO

12. How are the financial records maintained to identify the source/revenue and expenditure of funds?
    Separate account code structure for each grant or project in the General Ledger

13. How are contract funds separately accounted for and allocated in your agency's accounting records?
    Individual account codes assigned to each project

14. How are your accounting records supported by source documentation for expenditures (e.g. travel, operating, sub-contracting, and other direct costs?)

    Approved vouchers with original receipts and invoices attached, approved travel forms, approved timesheets

15. Does your agency have either an approved indirect rate (federal or state) or have a clear and uniformly applied indirect policy and methodology in place?

    ☒YES ☐NO

16. Describe your agency's overall fiscal controls and structure to sufficiently:

    a. Allow for accurate, current, and complete preparation of monthly invoices and other fiscal forms required by this contract and the reporting of any misstatements or loss of assets in a timely manner

       Each month all expense vouchers are approved by Dept. Directors, then the Finance Director, followed by the Board of county commissioner's

    b. Permit the adequate tracing of funds to establish such funds have not been used in violation of the restrictions and prohibitions of applicable statutes, regulations, and contracts

       Each department receives a financial report monthly to review

    c. Maintain and safeguard all organization cash, real and personal property, and other assets

       All departments must review all expenses and revenue for accuracy.
       Also see attached Financial Policies for all of the above.

17. Please list the accounting software your agency uses (e.g. Financial Edge, Peachtree, QuickBooks, People-Soft, Sage, etc.)

    Blackbaud FundWare

    If your agency does not use accounting software, describe your agency's accounting methodology.

18. Grantees must have adequate cash flow to maintain the work they do while invoices are being processed for payment. Processing of reimbursement requests takes approximately 4-5 weeks. To evaluate your agency's fiscal sustainability, detail your current total combined sources of cash and credit.

Unallocated sources of current grant funds	Cash On-Hand	Established Line of Credit	Other	Combined Total Cash Flow (CTCF)
$0	$7,300,000 total general fund	$	$	$7,300,000

19. Describe how your agency will manage its cash flow between the time costs are incurred and reimbursed?

Cash on Hand – General fund

20. Months Duration of Cash Flow to TGYS Grant Ratio (See Directions Below)

    1752.7

    Directions: Take the CTCF from Question #18 above, divided by your monthly request for funding (1/12th of your requested annual TGYS funded amount from your application.)

    EXAMPLE:

    - CTCF (Question #18) = $125,000.00
    - Applicant Request for TGYS Funds = $300,000.00 annually
    - Monthly Request = Applicant Request/12 or $300,000/12 = $25,000
    - Ratio = CTCF/Monthly Request or $125,000/$25,000 or 5.0
    - Months Duration of Cash Flow Ratio is 5.0, or 5 times 1/12th of the requested annual TGYS amount; five times the reserves for one monthly invoice

21. Does your agency have employee fidelity bond/insurance coverage for all employees who handle cash?

    ☒YES ☐NO

    If Yes, what is the coverage amount?

    1 million

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Attachment 4: Logic Model Template
[Program Name] Logic Model
[Agency Name]

Resources	Activities	Outputs	Short-Term Outcomes	Long-Term Outcomes	Goals
Community Coalition of 60+ representing various sectors of community GCSAPP Program Staff and County Adminstration Multiple Sources of funding to support prevention efforts Strong community collaborations with RE1J District, Gunnison County Partners, and Juvenile Diversion Committed business partnerships, and	Choice Pass incentives to engage in healthy activities from local community businesses and alternative activities with other choice pass holders that can indclude ski days, avalanche awareness events, experiential leadership development, barbeques, gardening and cooking, and CPR/First Aid training. Ongoing Coalition meeting and community engagement.	650 students enrolled in Choice Pass Program Number of coalition members Number of marketing advertisements Number of parents attending education programs Number of Youth Advisors Number of youth in Chioce Pass Honors Club and Middle school club.	Programs are implemented with fidelity Funds are used appropraitely Community support	Improve school outcomes Increased self-efficacy and self-esteem Increase opportunities for pro-social involvement in family, community and schools. Increase youth student's perception of risk. Increase community about the dangers of alcohol and drug use between youth and their parents.	**To prevent youth crime and violence** **To reduce youth substance use** **To build community engagement** **To prevent child abuse and neglect.**

collaborations with School District specific to Choice Pass Program	Social marketing Assessments and evaluations of programs and targeted population Parent and community education. Positive Youth Development trainings and youth advisor position. Choice Pass Honors Club and Middle School club			Increase opportunity for youth to be recognized and celebrated in the community.	

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John W. Hickenlooper, Governor | Reggie Bicha, Executive Director