The North Carolina Coalition Initiative (NCCI) is a program funded by state funds through the NC Department of Health and Human Services, Division of Mental Health, Developmental Disabilities and Substance Abuse Services, with direction and technical assistance provided by the NCCI Coordinating Center at Wake Forest University School of Medicine, Department of Social Sciences and Health Policy, Winston-Salem, NC.
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How to Apply

To apply for funding under the North Carolina Coalition Initiative (NCCI), please follow the instructions carefully and adhere to the deadlines as indicated below when responding to this Request for Application (RFA).

An optional Orientation/Applicant Workshop will be held on Friday, February 26, 2010 for representatives from existing or fairly new/emerging community coalitions in North Carolina interested in learning more about this funding opportunity to implement substance abuse prevention strategies. Materials from this workshop will be made available at www.nc-coalition.com for individuals unable to attend the workshop. For more details, please refer to the Training and Technical Assistance section beginning on page 7.

Applicants interested in applying are strongly encouraged to submit a non-binding Letter of Intent to be received by the NCCI Coordinating Center by 5:00 p.m., Tuesday, March 9, 2010. (The letter of intent is not a mandatory requirement to be considered for funding.) Please include your community coalition’s name, name of the coalition’s host organization (if applicable), the geographic area covered by your coalition, the length of time your coalition has been in existence, and indicate partnerships with any other organizations, groups or entities. The letter of intent should be emailed or sent to Maria Parries (addresses provided below).

Applicants are required to submit an original and five hard copies of all documents in Appendix A, in addition to an electronic version of the application, which must be received by the NCCI Coordinating Center by 5:00 pm, Friday, April 9, 2010. Applications or attachments will NOT be accepted after the deadline.

- One original and five copies must be mailed or delivered to:

  Attention: Maria Parries  
  NCCI Coordinating Center  
  Wake Forest University School of Medicine  
  Division of Public Health Sciences  
  2000 West First Street  
  Piedmont Plaza II, Suite 209  
  Winston-Salem, NC 27104

- The electronic versions of all documents should be emailed as a Word or PDF document to Maria Parries at mparries@wfubmc.edu, or included with the hard copies on a CD-ROM.

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<td>Letter of Intent:</td>
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<td>(Strongly encouraged but not required)</td>
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Questions about the NCCI program should be directed to Montez Lane, Coalition Program Manager of the NCCI Coordinating Center, at (336) 713-5066 or ymlane@wfubmc.edu.
Application Checklist

Please use this checklist to ensure that your application is complete. Go to Appendix A: Applicant section beginning on page 18 to complete each section as indicated.

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<td>Item III.</td>
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<td>No**</td>
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**Items are highly recommended

Background of the RFA

Communities in North Carolina are experiencing a variety of problems related to substance abuse. Alcohol and drug abuse are associated with a number of significant health, social, economic, and legal problems. It is now widely recognized that substance abuse is shaped by multiple influences, such as individual characteristics (e.g., personality factors, developmental stage), as well as the environment that surrounds the individual. These environmental factors include family, peers, school, work, neighborhoods, and the broader community environment.

There is accumulating evidence that intervention strategies targeting the larger environment can have a significant impact on the burden of substance abuse, and problems associated with substance abuse, at the population level. These strategies may include efforts to reduce the commercial and social availability of alcohol and illicit drugs, change community norms around substance use and abuse, restrict the promotion and advertising of products, increase price, and enhance enforcement efforts. Environmental strategies often focus on effecting changes in institutional and/or public policies. For more information about environmental strategies, refer to Appendix B: Helpful Links/Resources on page 29.

Coalition Development

Drawing on a long tradition in public health, coalition-based approaches are an increasingly common method in seeking to achieve changes in the social environment to reduce substance use. A coalition is a voluntary, strategic alliance that enhances the ability of its partners to achieve a common purpose by sharing risks, responsibilities, resources and rewards. There is now solid evidence that effective coalitions can have dramatic effects on the social environment.

A coalition is a voluntary, strategic alliance that enhances the ability of its partners to achieve a common purpose by sharing risks, responsibilities, resources and rewards.

---

1 We use the term “coalition” here in the broadest sense. Your group may refer to itself as a partnership, alliance, collaborative, or other term.
environment, ultimately leading to reductions in the incidence of substance abuse and substance-abuse related problems.

The state of North Carolina has recognized the important work of coalitions and seeks to support local efforts through coalition development and mobilization. Funds are allocated through the NC Department of Health and Human Services, Division of Mental Health, Developmental Disabilities and Substance Abuse Services to provide technical assistance and training in a state-wide initiative supported by the NC General Assembly.

**Overview of the RFA**

The North Carolina Coalition Initiative: Building Capacity for Substance Free Communities (NCCI), a program funded by the NC Department of Health and Human Services, Division of Mental Health, Developmental Disabilities and Substance Abuse Services (DMHDDSAS), seeks to reduce substance abuse in North Carolina communities by building the capacity of community coalitions to implement environmental strategies.

This grant opportunity is being offered to local coalitions to assist them in strengthening their ability to effectively plan and implement evidence-based, environmental strategies to reduce substance abuse in their communities.

The DMHDDSAS recognizes that North Carolina communities are at different stages of development with respect to coalition development, coalition capacity, and implementation of evidence-based and promising environmental strategies to address substance abuse. Communities that have recently mobilized to address a pressing local concern (i.e., “emerging” coalitions) are most apt to benefit from this capacity building program. However, coalitions that have been in existence for a number of years may also benefit from participating in this intensive training and mentorship program, particularly if they have not systematically assessed the risk and protective factors of their community, developed a logic model, mapped out a multi-year strategic plan, or developed plans to evaluate and sustain their efforts.

Awards will be made for up to 8 grant recipients to participate in a two-year grant program. **During the first year** (from July 1, 2010 – June 30, 2011), up to $30,000 will be available to coalitions to support the development of comprehensive strategic plans. All grantees will be required to attend a year-long intensive training provided by the Community Anti-Drug Coalitions of America (CADCA), aimed at building their capacity to set up an effective coalition focused on implementing environmental strategies to reduce substance abuse. During the course of this intensive training, coalitions will develop five products: a community assessment, a logic model, a five-year action plan, an evaluation plan, and a sustainability plan.

These same funded coalitions will then have the opportunity to receive a second year of funding to support the implementation of their products developed during year one. These funds will be contingent upon the successful completion of the specific products developed during year one and the continued availability of state funds for the NCCI grant program.

The funds from year one must be spent in the timeframe given; unexpended funds cannot be
carried from one fiscal year to the next.

**NCCI Goals:**

Community coalitions participating in NCCI will achieve the following goals:

1. Build coalition capacity to effectively implement evidence-based and promising strategies, with an emphasis on environmental strategies.
2. Implement evidence-based and promising strategies to reduce substance abuse.
3. Build an infrastructure to sustain local coalition efforts.
4. Reduce prevalence of alcohol and drug abuse in local communities.

**NCCI Objectives:**

Community coalitions participating in NCCI will achieve the following objectives:

- Develop and maintain a local coalition that will mobilize the community to select and implement evidence-based strategies, including environmental strategies, to prevent and reduce substance abuse in their communities.
- Develop and implement a strategic plan that focuses on evidence-based and promising strategies, including environmental strategies, to prevent and reduce substance abuse.
- Use the Strategic Prevention Framework to guide strategic planning.
- Participate in the year-long, intensive training program as well as all other training and technical assistance provided by the NCCI Coordinating Center.
- Ensure that they utilize strategies to engage parents/caregivers of youth, youth, faith-based, schools, social services, health, justice, recreation, cultural agencies, substance abuse agencies, prevention programs and alternative youth services agencies.
- Ensure collaboration and limit duplication with existing community coalitions.
- Document coalition progress by entering activities into a web-based system.

**Description of the NCCI Program**

The NCCI program seeks to support coalitions in building capacity and implementing effective evidence-based and promising strategies, including environmental strategies, to promote substance-free communities. Year one of this grant program is designed to provide communities with intensive training and technical assistance to help them build their capacity to tackle the challenging issues they face related to substance use and abuse. Year two is intended to facilitate implementation of the plans develop in Year one.

There are several ways we will help NCCI coalitions reach their goals and objectives. By providing the **year-long intensive training program** to grantees, NCCI will encourage innovative planning, design and implementation of strategies that will have a long-lasting impact on North Carolina as it relates to substance abuse prevention. In addition, on-going technical assistance will be provided to grantees to assist as needed. (Please review the **Training and Technical Assistance** section on page 7 for more details.)

The **Strategic Prevention Framework** is a five-step process based on guiding principles that reduce risk-taking behaviors, promote youth development, build assets and resilience, and prevent problem behaviors.
The NCCI program models its planning process on the U.S. Department of Health and Human Services, Substance Abuse & Mental Health Services Administration (SAMHSA), Center for Substance Abuse Prevention’s (CSAP) Strategic Prevention Framework (SPF). The SPF provides a blueprint for how to conduct a comprehensive community assessment, build individual and coalition capacity, develop a strategic plan that focuses on evidence-based practices (primarily environmental strategies), and implement an evidence-based plan. Applicants will describe their previous, current and future coalition activities using this Framework. A detailed description of the SPF is provided in the Program Narrative section beginning on page 11.

Participants will also begin the process of evaluating and sustaining their efforts, primarily by participating in the Coordinating Center’s evaluation of the NCCI. Program implementation as well as long-term outcomes will be assessed. Multiple data collection instruments will be used, including surveys and web-based systems, to document activities and progress toward short and long-term goals. All coalitions will be expected to enter data into the Coordinating Center’s web system. For more information about the NCCI evaluation, refer to the Performance Measurement and Evaluation section on page 17.

The NCCI Coordinating Center, on behalf of the DMHDDSAS, will coordinate the selection of grant recipients, disperse funds to recipients, coordinate training, and provide overall fiscal and programmatic oversight of the NCCI.

Training and Technical Assistance

The NCCI Coordinating Center is comprised of individuals with expertise in substance abuse prevention, environmental strategy implementation, faith community involvement, and mobilization using community coalitions. NCCI will partner with the Community Anti-Drug Coalition of America’s (CADCA) National Coalition Institute to bring their year-long intensive Training program to assist coalitions in North Carolina. Other consultants will also provide tailored training and technical assistance to NCCI-funded coalitions to help them increase their capacity to effectively implement environmental approaches to reduce substance abuse.

Note: Only NCCI grant recipients are eligible to attend the CADCA 2-week training program and sustainability training.
**RFA Orientation and Applicant Workshop**  
*Open to All in NC*

- **Date:** Friday, February 26, 2010  
- **Time:** 10:00 a.m. – 4:00 pm (lunch will be provided)  
- **Location:** Hawthorne Inn, 420 High Street, Winston-Salem, NC  
- **Purpose:** This workshop will provide an overview of the NCCI, including the RFA process as well as the fundamental principles of a coalition-based and environmental approach to substance abuse prevention. This training is a collaborative effort between the NC DMHDDSAS and the NCCI Coordinating Center at Wake Forest University School of Medicine.

- **Note:** Prospective grant applicants are not required to attend this training; however, participation is strongly encouraged. Attendance will not be a factor considered in the applicant selection process.

- **For more information:** Check out the NCCI website at [www.nc-coalition.com](http://www.nc-coalition.com) or contact Maria Parris at (336) 716-6196. **RSVP by February 19, 2010.**

**CADCA Training**  
*Limited to NCCI grantees*

- **Dates:** Two non-consecutive weeks to take place in September & December, 2010  
- **Locations:** TBD  
- **Purpose:** This intensive experience combines 2 weeks of in-person classroom training with subsequent distance learning and web support. During the in-person group sessions, participants will learn the essentials of community assessment, problem analysis, logic modeling, implementation and evaluation. Practical tools for each topic will be provided and participants will be afforded ample time to practice applying these tools in small breakout sessions. As a result, coalitions will develop five corresponding products, which will include a Strategic and Action plan comprised of both individual-level and population-level (i.e., environmental) strategies, in an effort to create a comprehensive approach to community level change. The training program will also provide an orientation to the On-line Documentation Support System (ODSS).

**Sustainability Training**  
*Limited to NCCI grantees*

- **Dates:** 2½ days in March, 2011  
- **Location:** TBD  
- **Purpose:** This training will provide participants with the keys to sustain positive prevention outcomes in their community after the NCCI grant funding ends. Whereas the CADCA training will help coalitions identify what to do to reduce substance abuse in their communities, the sustainability training will assist them with how to strengthen their capacity to succeed. This training will focus on identifying current strengths and building the internal organizational capacity to achieve positive outcomes, developing accountability and cultivating long-term community support.

**Note:** NCCI funded coalitions will be required to send their coalition coordinator and at least 2 coalition members to attend both of the Academies and the Sustainability Training. (The coalition coordinator is required to attend all trainings; other participants can vary by training.) Grantees shall include sufficient travel and lodging costs in their application budget.

Refer to the **Allowable Costs** listed in the **Budget Worksheet and Narrative** section on page 13 for more information.
Additional Technical Assistance Provided for NCCI Grant Recipients

For those coalitions selected to receive grant funding, on-going technical assistance will be provided in a number of ways.

1. **Monthly conference calls** will be held with each coalition to monitor progress, troubleshoot challenges and identify training needs. Individual calls allow for focused attention on site-specific issues and sensitivity to community culture and norms.
2. **Bi-monthly group conference calls/webinars** will be conducted with all coalition coordinators. These teleconferences will be structured so they can share progress and innovative ideas on specific topics for addressing common coalition challenges.
3. **Mentoring opportunities** will be available, particularly in the second year, from coalitions funded in previous rounds of the NCCI program to provide insights and guidance to current NCCI coalitions.
4. **On-site technical assistance and consultation** will be provided by the NCCI Coordinating Center to observe coalition meetings and activities and ensure that sites are mindful of and sensitive to culture competencies, racial disparities and the unique assets of their community. In addition, a site visit will be held during the first month of the grant to help coalitions prepare for the CADCA coalition training and the Sustainability training.

Coalitions highly value opportunities to provide and receive support and learning from each other. With this in mind, the training and technical assistance schedule will allow numerous opportunities for peer-to-peer networking and in-person meetings among coalition leaders to discuss their progress and technical assistance needs.

Eligibility Requirements

Eligible applicant organizations include local agencies, non-profit organizations (which are exempt from federal income tax as described in Section 501(c)(3) of the Code), and tax-exempt educational institutions. Local partnerships, alliances, coalitions and collaboratives (PACCs) are eligible to apply.

If multiple coalitions from the same community intend to apply, they are strongly encouraged to work together to submit one application. This will promote collaboration and limit duplication.

Communities that have recently mobilized to address a pressing local concern are most apt to benefit from this capacity building program. However, coalitions that have been in existence for a number of years may also benefit from participating in this intensive training and mentorship program, particularly if they have not systematically assessed the risk and protective factors of their community, developed a logic model, mapped out a multi-year strategic plan, or developed plans to evaluate and sustain their efforts.

One of the strongest predictors of an effective coalition is the existence of a passionate, competent person coordinating its efforts. For this reason, funded sites will be required to have a **dedicated coalition coordinator**, at least part-time (e.g., average of 20 hours per week), who has the ability to attend the required trainings. A model job description is available on the NCCI Coordinating Center’s website: [www.nc-coalition.com](http://www.nc-coalition.com).
The following are ineligible to apply:

The NCCI grant program is intended to provide intensive training and mentored assistance to sites to build their capacity to effectively implement evidence-based, environmental strategies. Therefore the NCCI program will select sites that have not already received in-depth training in the Strategic Prevention Framework or similar comprehensive prevention models.

For this reason, the NC DMHDDSAS has determined that current Strategic Prevention Framework-State Incentive Grant (SPF-SIG) awardees are ineligible to apply for the NCCI funding. However, coalitions residing in the identified SPF-SIG 18 counties may apply if they are not receiving funding under SPF-SIG. If a coalition in one of these counties does apply, it is expected to coordinate with existing SPF-SIG sites to form a collaboration and partner with the SPF-SIG local County Advisory Panel (CAP). A list of current NC SIG Awardees is provided at www.ncspfsig.org.

Similarly, sites that received NCCI funding in the previous grant cycle are NOT eligible to apply again. However, sites that previously served as NCCI-comparison sites (for evaluation purposes) are eligible and encouraged to submit an application.

Review and Selection Process

Applications will be initially screened to eliminate those that do not comply with the application format, deadline or clearly do not fit the goals and objectives outlined in this RFA. Applications that pass this initial screening will be reviewed by a committee consisting of prevention professionals, coalition leaders and researchers with expertise in effective coalition processes and evidence-based substance abuse prevention strategies.

All applications will be reviewed in accordance to the outlined criteria with special attention to capacity and past substance abuse prevention activities. The following criteria will be used in the review:

1. Documented Need:
   - Substance abuse problems in the community
   - Inadequate community mobilization to respond to the problem to date

2. Community and coalition leadership capacity
   - Host agency capacity
   - Partner commitment and capacity
   - Dedicated coalition coordinator (or evidence that demonstrates that a person fitting the job description will be hired)

3. Commitment to coalition approach
   - Participation of and commitment to broad-based community coalition efforts
   - Depth and breadth of involvement of community sectors (including parents, youth, and the faith community)
   - Appropriate coalition infrastructure to sufficiently plan and implement actions

4. Commitment to programmatic approach
   - Evidence-based strategies to reduce illicit drug use and underage alcohol use
   - Strategic focus on environmental strategies (i.e., policy & enforcement)
The review committee will make recommendations regarding funding, with final decisions determined by DMHDDSAS. After approval by the Division, the NCCI Coordinating Center will issue awards to the successful applicants.

**Application Instructions**

The following sections provide detailed instructions for completing each section of the application to be submitted to the NCCI Coordinating Center. Please review the instructions in each section carefully and adhere to them when completing each section. Please go to [Appendix A: Applicant section](#) beginning on page 18 to complete each section as indicated.

**I. Applicant Information Sheet Instructions**

The [Applicant Information Sheet](#) provides information about the individual completing the application, the applicant/host institution (if applicable), and your coalition. This information will be used to contact the applicant if needed. Please complete the information as indicated and ensure all information is accurate. If changes occur to this information, please contact Maria Parries, NCCI Program Coordinator, at (336) 716-6196 or mparries@wfubmc.edu.

**II. Program Narrative Instructions**

The Program Narrative section is **limited to 2 – 5 pages, single-spaced**.

The NCCI program is modeled after CSAP’s Strategic Prevention Framework (SPF), which is a five-step process based on guiding principles that reduce risk-taking behaviors, promote youth development, build assets and resilience, and prevent problem behaviors. The SPF steps include:

(a) conducting a comprehensive community **assessment**,  
(b) building individual and coalition **capacity**,  
(c) developing a strategic **plan** that focuses on environmental strategies,  
(d) **implementing** their evidence-based plan, and  
(e) **evaluating** the plan’s effectiveness.

Sustainability and cultural competence are interwoven throughout these five steps to ensure coalition efforts are inclusive and become a viable, long-term part of the community.

In the Program Narrative section, applicants will describe their previous, current and/or future coalition activities to address substance abuse using this Framework. Where applicable in your narrative, share how your coalition has ensured or will ensure sustainability and cultural competence have been considered and are incorporated within your coalition’s infrastructure. The following outline provides more details about what to include in this application section.
a. Assessment
- Describe the nature and extent of the alcohol and illicit drug problems in your community. Include the results of any community data, whether formal or informal, that document these public health burdens in your community.
- Provide an overview of the social, cultural and geographic factors that may play a role in encouraging or discouraging alcohol and/or illicit drug use in your community.
- Describe the environmental factors that influence individual decisions to use alcohol or drugs. For example, include how, where, and when alcohol and drugs are made available in your community. These factors are often governed by formal and informal policies, such as customs, traditions, and norms.

b. Capacity
- Describe your community’s existing resources and any previous or current efforts for addressing the substance abuse related problem(s) mentioned in the Assessment section. Be sure to include any developing or established coalition efforts in this description.
- Describe how your coalition is structured and managed. If the coalition is hosted by a community agency, demonstrate the host agency’s commitment to the coalition.
- Describe the coalition coordinator’s qualifications and experience. If this position hasn’t been hired, describe the qualifications you seek and the hiring process you will undertake.
- Describe efforts to collaborate with any other existing community coalitions or collaborative groups to prevent duplication of efforts.
- Demonstrate your community’s commitment and capacity to focus on evidence-based strategies and to address environmental factors (i.e., the social, physical, cultural, legal, and economic factors) that contribute to the substance abuse problem in your community.

c. Planning
- Describe your coalition’s experience in developing plans to implement evidence-based strategies, including environmental strategies. If the coalition has not previously focused on environmental strategies, describe how it will build environmental strategies into its plans during this grant period.
- Describe any previous efforts to maintain coalition activities, member involvement, funding and other resources.

d. Implementation
- Describe any previous efforts to implement evidence-based, including environmental strategies, to address the substance abuse problem(s) identified. Refer to Appendix B on page 29 for a list of resources for evidence-based strategies as well as policy and enforcement strategies to address alcohol and illicit drug use.
- Describe plans for involving youth, parents and the faith-based community in your future implementation efforts.

e. Evaluation
- Describe any previous efforts to assess whether your coalition was functioning effectively.
- Describe any previous efforts to evaluate whether your coalition’s activities contributed to any community-level changes. If this is a new coalition, describe any efforts made by its partners/members to assess the impact of efforts to address a community problem.
- In this section, express your commitment to participating in the NCCI evaluation plan, which includes a web-based system to track progress and outcomes.
III. Budget Instructions

Grant funds are intended to support the formation or enhancement of a community coalition and its intensive strategic planning and capacity building activities. Applicants must submit both a Budget Worksheet and a Budget Narrative (provided in Appendix A.III. on page 21). The worksheet provides the detailed computation for each budget item. The narrative justifies or explains each budget item and relates it to program activities.

Although this is a two-year grant program, applicants are only required to submit a budget for the first year, the twelve-month period from July 1, 2010 – June 30, 2011 (Fiscal Year 2011). The budget requested cannot exceed $30,000. The funds must be spent in the timeframe given; unexpended funds cannot be carried from one fiscal year to the next.

Applicants must provide budgets that (1) are complete, allowable, and cost effective in relation to the proposed activities; (2) show the cost calculations that demonstrate how the applicant arrived at the total amount requested for each fiscal year; and (3) provide brief supporting narratives to link costs with program activities.

The following information provides an overview of allowable and non-allowable costs.

Allowable Costs

Funds may only be used to support the formation or enhancement of a community coalition and its intensive strategic planning and capacity building activities. These funds can cover:

- Salary support and fringe benefits for project staff
- Meeting costs (meals, materials, space) associated with the coalition’s planning process
- Travel and lodging associated with attendance for at least 3 people (i.e., coordinator plus 2 coalition members) to attend the 2 week-long CADCA training sessions (5 nights each) and the 2 ½ day sustainability training (3 nights) (REQUIRED)
- Implementation costs
- Annual membership in CADCA (strongly encouraged)
- Website development
- Telephone and postage
- Indirect costs of up to 10% of direct costs (total indirects requested cannot exceed $2,727)
- Purchase of durable equipment (e.g., office furniture, computer equipment) - for designated staff identified in the budget only. Purchases are not to exceed a total of $5,000. Equipment purchases must be in accordance with state budget guidelines. (Refer to the State of North Carolina Auditor’s website for more information.)
- Travel and lodging costs associated with attendance at the CADCA National Forum (to be held in February 2011; see www.cadca.org for more details)

Non-allowable Costs

Funds may **NOT** be used for the following:

- Activities or events that are primarily for social, recreational or entertainment purposes
- Activities that are not included in the coalition’s approval strategic plan that is developed for this project (or have not been approved by the NCCI Coordinating Center prior to implementation), or that do not fall within the scope of the environmental model
- Costs incurred to complete this application
- Out of state speakers and presenters, their fees or expenses
- Registration fees for conferences, meetings or training other than that which is provided by the NCCI or specifically mentioned in the Allowable Costs section above, without prior approval
- Any fundraising purposes
- Direct lobbying (payment to any party for lobbying purposes)
- Purchase of land, buildings or any major construction projects, vehicles or other types of transportation

If you have any questions about whether a particular budget request is allowed or not, contact the NCCI Coordinating Center.

**Budget Worksheet**

The Budget Worksheet must list the cost of each budget item and show how the cost was calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee to be paid through grant funds. The budget worksheet should present a complete and detailed itemization of all proposed costs. Refer to Appendix A. III. on page 21 for the Budget Worksheet.

In the first column provide amounts for each budget line item requested. In the second column, provide sub-totals for each section (e.g., Personnel, Supplies & Materials, etc.). Confirm that the sum of the section totals add up to the Total Expenditures amount, which is provided in the last row of the budget worksheet.

Note that you may request indirect costs of up to 10% of direct costs. Consequently, for a budget of $30,000, the indirect costs cannot exceed $2,727 (i.e., $27,273 direct costs + $2,727 indirect costs = $30,000 maximum budget that can be requested).

**Budget Narrative**

The budget narrative should closely follow the content of the budget worksheet and provide justification for all proposed costs. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated, how indirect costs were calculated, and why particular supplies must be purchased. The budget narrative should justify the specific items listed in the budget worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable. Refer to Appendix A. III., Budget Narrative on page 21.
IV. Assurances Statement Instructions

Applicants are required to review and accept the Assurances and Certifications. Please verify that the name, address, phone number, fax number, and e-mail address of the authorizing official are correct. The person signing this document is agreeing to the guidelines and obligations. The applicant must comply with Assurances in order to receive State funds under this program. It is the responsibility of the recipient to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.

V. Letters of Support Instructions

The applicant must be a newly formed or existing coalition that consists of individuals from various sectors of the community. As described in the Background section, a coalition is a voluntary, strategic alliance that enhances the ability of its partners to achieve a common purpose by sharing risks, responsibilities, resources and rewards (www.cadca.org).

The following list provides an overview of important community partners that have a stake in addressing substance abuse. Each of these entities can provide valuable and unique input and perspectives. We do not require that you have all of these stakeholders represented on your coalition. However, this list does suggest important sectors to involve in the coalition.

Parents
Faith community
Youth
Schools
Social Services
Substance abuse agencies
Public health

Law enforcement
Local policy makers
Adjudication system
Prevention programs
Advocacy organizations
Alternative youth services
Recreation

Therefore, letters of support from a broad cross-section of community partners are strongly encouraged. Letters will be assessed based on the diversity of the individuals and organizations that submit them. The letters should emphasize the individual/group’s willingness to participate directly in the development of the coalition and its strategic plan. The letter should reflect a genuine commitment to the coalition and its activities.

Letters should describe length of involvement with coalition efforts, type of support (e.g., participation in coalition meetings, provision of in-kind assistance, participation in the needs assessment, etc.) that may have been provided up to this point, and the nature of involvement during the proposed grant period. Letters should also demonstrate commitment to ensure the coalition involves parents, youth and the faith community.

VI. Coalition Member List Instructions

Please provide information about the composition of your established or emerging coalition. Refer to the Coalition Member List located in Appendix A. VI. (page 27). Indicate the name of the person and the organization he or she represents. Also, indicate if a letter of support is provided by the coalition member.
VII. Other Program Attachment Instructions

Items requested in this attachment may relate to the management and organizational capability of the Coalition and/or host agency, as well as demonstrating the coalition’s activities within the community.

The following attachments may be submitted:
- Charts, tables and graphs referenced in the Program Narrative section
- Newsletters
- Meeting minutes/notes
- Newspaper articles
- Map showing the geographic area to be targeted

Please do not send the following:
- Photos
- Videos
- Large items such as mugs, T-shirts, etc.

Application Format for Submission

Use a single binder clip on the original application and on each of the 5 photocopies. Please do not use plastic covers, folders or any type of binder for your application. Also, do not staple any sections of your proposal together. Do not send video or audio tapes or photographs.

The Program Narrative (including all five required sections) must be 2 – 5 pages, single-spaced using a standard 12 point font (Arial or Times New Roman) and 1 inch margins. Limit the use of acronyms; if used they must be spelled out when first referenced. The Program Narrative must not exceed 5 pages. Any charts, tables and figures may be included in Appendix D: Other Program Attachments with appropriate reference made in the Program Narrative. Pages should be numbered as follows: 1 of XX, 2 of XX, etc.

Application Assistance

Applicants are strongly encouraged to read this RFA thoroughly and follow all instructions carefully. Applicants are invited to attend the Orientation/Applicant Workshop on February 26, 2010. For more information about this workshop, refer to the NCCI Coordinating Center website at www.nc-coalition.com (see also the Training and Technical Assistance section on page 8). To register for this workshop, contact Maria Parries, Program Coordinator, at (336) 716-6196 or by email at mparries@wfubmc.edu.

If you are not able to attend the Orientation/Applicant Workshop on February 26, 2010 or have additional questions, refer to the NCCI Coordinating Center website at www.nc-coalition.com. You may also direct specific questions via email to Montez Lane, Coalition Program Manager, at ymlane@wfubmc.edu. The NCCI Coordinating Center has created a Frequently Asked Questions (FAQ) document that will be regularly updated on the NCCI website.
Award Period and Amount

The grant award period is a total of 12 months from July 1, 2010 – June 30, 2011. Grantees may receive up to $30,000. Grantees will be eligible to receive a second year of funding to be used for implementing the plans developed during Year 1. These additional funds will be contingent upon the coalition’s successful completion of training products in the first year and the continued availability of state funds for the NCCI program.

The purpose of this funding is to assist coalitions in the development and mobilization of coalitions at the local level. The focus for the first year is on participation in an intensive training program provided by the Community Anti-Drug Coalitions of America (CADCA), aimed at building their capacity to set up an effective coalition focused on implementing environmental strategies to reduce substance abuse. The focus for the second year of funding is on implementing environmental strategies to reduce substance abuse.

Performance Measurement and Evaluation

The NCCI Coordinating Center will conduct an evaluation to determine overall program success. The evaluation will focus on collecting data to assess the primary goals of the program:

1. Build capacity of coalitions to effectively implement evidence-based and promising strategies, with an emphasis on environmental strategies.
2. Implement evidence-based and promising strategies to reduce substance abuse.
3. Build an infrastructure to sustain local coalition efforts.
4. Reduce prevalence of alcohol and drug abuse in local communities.

Program implementation as well as long-term outcomes will be assessed. Multiple data collection instruments will be used, including surveys and web-based systems, to document activities and progress toward short and long-term goals. Trainings on how to use the web-based system, as well as ongoing technical assistance, will be offered. All coalitions will be expected to enter data into the web system in a timely fashion.

Contacts

For further information concerning this application, call Ms. Montez Lane, Coalition Program Manager, at (336) 713-5066 or send an email to ymlane@wfubmc.edu.