



## **FUNDING REQUEST**

### **2007 City of Lawrence Alcohol Tax**

#### **Program Description:**

DCCCA, Inc. seeks to continue coordination efforts funded by Lawrence alcohol tax. The agency has provided substance abuse treatment, intervention and prevention services in Lawrence since 1974. DCCCA will provide coordination to assist funded programs in documenting measurable outcomes for their projects and increasing communication of their efforts to the Advisory Board.

DCCCA proposes to assist the Lawrence City Alcohol Tax Advisory Board by providing the following services:

- Scheduling, meeting notification, agenda development, and distribution of materials for the City of Lawrence and Advisory Board meetings.
- DCCCA will provide assistance to the Advisory Board Chairperson as needed.
- DCCCA will assist in the grant distribution process. We will collaborate with Advisory Board members to develop a Request For Proposals. Once proposals are turned in, DCCCA will duplicate and distribute copies to all Advisory Board members.
- DCCCA will collect mid-year and year-end reports from funded programs and distribute them to every Advisory Board member.
- DCCCA will organize and facilitate meetings of the Alcohol Tax Funded Programs. Special trainings/workshops will be held according to the needs of the group.
- DCCCA will provide technical assistance to funded programs to help identify community outcomes for substance abuse and offer guidance to measure the impact of their programs.
- DCCCA will collect pertinent local data to assist programs in developing measurable outcomes as well as assist funded programs in acquiring and manipulating that data. DCCCA will continue to encourage the usage of the Communities That Care (CTC) risk and protective factor model. USD 497 participates in the CTC youth behavior survey and the data from this survey is a valuable tool in measuring community outcomes.

#### **Needs Assessment:**

While the Advisory Board and funded programs have much information available to track the use of drugs and alcohol among individuals in Lawrence, this proposal seeks to provide other outcomes important in addressing the problem. This project has helped establish targeted community outcomes in conjunction with other funded programs. Without this coordination project, funded programs would not have the assistance they need to review and update measurable outcomes and track results on an annual basis. This program also gives the funded programs the opportunity to coordinate their efforts with programs with other programs in the community.

**Outcomes:**

1. DCCCA will provide 100% of all Advisory Board Members with a meeting announcement and agenda (if required) prior to each scheduled meeting.
2. DCCCA will take minutes at both Advisory Board (if required) and funded project meetings, as well as give a report on the status of funded projects to the Advisory Board.
3. DCCCA will provide correspondence, as requested, on behalf of the Advisory board and its' Chairperson.
4. DCCCA will collect 100% of grant reports and grant proposals, duplicate and submit them to all Advisory Board members as requested by the City Manager's office.
5. DCCCA will facilitate meetings with alcohol tax funded programs. These will provide the agencies to share how they are using their funds and assist with cross-collaboration/coordination between agencies.
6. DCCCA will provide 100% of the funded projects with semi and annual reporting forms.
7. DCCCA will maintain a database of all Advisory Board Members and will provide a packet of information; including a list of members and a copy of the City Alcohol Tax Ordinance, to all new members within one month of their nomination and acceptance to the committee.

**Evaluation:**

The success of DCCCA's coordination efforts will be documented through program records (meeting attendance lists, meeting and training agendas, correspondence, program summaries, etc.) and lists of outcomes and measurement instruments for funded agencies.

**Coordination:**

Throughout the years of involvement in this project, DCCCA has demonstrated the ability to work with diverse programs, bringing them together to discuss relevant issues regarding alcohol and other drug abuse in the community. DCCCA has worked with nearly every social service provider in our community. These include; the city, schools and universities, community corrections, juvenile court services, SRS, Kansas State Research & Extension, Douglas County Juvenile detention center, as well as a wide range of parent and community groups.

**Organizational Capacity:**

DCCCA began operations in Lawrence, KS in the summer of 1974 as the Douglas County Citizens Committee on Alcoholism. Our name was officially changed to DCCCA, Inc. in 1989. After being incorporated as a 501(c) (3) corporation, the first employees began to deal with the acute shortage of services available for the treatment and prevention of alcohol and other drug problems. DCCCA now has approximately 500 employees at locations throughout Kansas and in Colorado.

DCCCA, Inc. provides a variety of human services—including, but not limited to, the coordination, prevention and treatment of alcoholism and drug dependency—to improve the

safety, health and well being of adults, children and youth. Agency goals include the following:

- To reduce and prevent alcohol and drug abuse by providing information, education, prevention, treatment, rehabilitation, training and research activities to appropriate target populations and individuals.
- To provide counseling, therapy and case management services to ameliorate other conditions that contribute to unsafe and unhealthy lifestyles.
- To collect and disseminate practical information, education and training to prevent conditions that contribute to unsafe and unhealthy lifestyles.
- To advance the leadership, coordination and research into the efficient use of systems to promote safe and healthy lifestyles.

**Budget:**

DCCCA in-kind support includes the use of fax machine, computer, and administrative and accounting services for the project. We anticipate requesting coordination funds annually.

<b>Personnel:</b> Jen Brinkerhoff, Program Coordinator @ .35 FTE	\$13,377
<b>Fringe Benefits:</b> calculated at 22% of salary	2,943
<b>Office Space:</b> \$87.50 per month	1,050
<b>Office supplies:</b> routine office supplies	500
<b>Other supplies:</b> copying, meeting/training expenses, postage	1,510
<b>Total Request for Coordination</b>	<b>\$19,380</b>