

COMMUNITY PARTNERSHIP



Parents Association for Drug Rehabilitation & Educational Services

1706 A. S.P.I.D. • CORPUS CHRISTI, TEXAS 78416 • 512/857-6673

**EXECUTIVE DIRECTOR**  
Rodolfo Cantu

**BOARD PRESIDENT**  
Elbert Ocanas

April 23, 1990

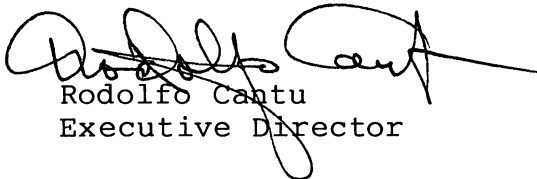
Dr. Hector P. Garcia  
American G I Forum  
1315 Bright  
Corpus Christi, TX 78405

Dear Dr. Garcia:

Thanks for responding to our call.

Enclosed is information regards the proposed Community Partnership Project/Coalition we hope to establish in Corpus Christi/Nueces County. The next meeting is scheduled for Thursday, April 26, 1990. Please join us.

Sincerely,

  
Rodolfo Cantu  
Executive Director

RC/mcr



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**EXECUTIVE DIRECTOR**  
Rodolfo Cantu

**BOARD PRESIDENT**  
Elbert Ocanas

April 10, 1990

Dr. Hector P. Garcia  
AMERICAN G I FORUM  
1315 Bright  
Corpus Christi, TX 78405

Dear Dr. Garcia:

The purpose of this letter is to inform you that P.A.D.R.E.S. has submitted a Letter of Intent to The Office for Substance Abuse Prevention for submission of a grant application under The Community Partnership Program.

This Community Partnership Demonstration Grant aims to promote the development of long-range, comprehensive, multi-disciplinary, community-wide drug use and alcohol abuse prevention planning and programs through the formation and support of coalitions or partnerships of both public and private organizations, agencies and institutions within local communities.

The partnership will consist of a minimum of seven organizations that are committed to preventing drug use and alcohol abuse, with the organization that writes the grant to be designated as the lead agency.

The partnership would be designed and structured primarily as a planning and coordinating body, to enhance, promote and improve effective prevention programs implemented at the local level. Sub-task groups comprised of representatives from different disciplines or organizations are also encouraged to be included as a part of the partnership.


THE GRANT FUNDS ARE NOT INTENDED TO BE USED FOR PROVISION OF ONGOING, DIRECT PREVENTION AND EARLY INTERVENTION SERVICES, TO SUPPLANT EXISTING POSITIONS, PROGRAMS OR SERVICES, OR TO SUPPORT GENERAL OPERATING COSTS OF ORGANIZATIONS. Instead, funds are to be used to identify the needs and services gaps for the community, establish priorities, coordinate new and established prevention programs throughout the community and assist public and private organizations to promote and support drug abuse prevention programs.

P.A.D.R.E.S. wishes to extend to you an invitations to join this community partnership and to enhance the building of coalitions of multiple agencies and organizations dedicated to preventing drug use and alcohol abuse.

There will be a meeting at the P.A.D.R.E.S. Office on 1706-A South Padre Island Drive on Tuesday, April 17, 1990 at 6:00 PM. At that time we will provide you with any further information you may need, and solicit your consent to enter into this coalition or partnership which has the potential to shape the future and the destiny of Corpus Christi.

We anticipate talking to you in the next few days. If there are any questions, please contact us at 857-NOPE.

Sincerely,



Elbert Ocanas  
Board President  
P.A.D.R.E.S.

EO/mas

**SAMPLE LETTER  
OF SUPPORT**

**COMMUNITY PARTNERSHIP PROGRAM**

(use of agency letterhead is important).

This letter should be given to **PADRES** in **Corpus Christi** for inclusion in the grant. **PADRES** will then mail it together with the grant.

Corpus Christi agency  
Name  
Address, zip code  
Date

OSAP Programs  
Division of Research Grants, **NIH**  
Room 240 Westbard Avenue  
Bethesda, Maryland 20892

To Whom It May Concern:

The purpose of this letter is to state our intention to enter into a partnership or coalition with other agencies, institutions, and organizations in the **Corpus Christi** area that are committed to preventing drug use and alcohol abuse.

This coalition is to be formed under the auspices of the **OSAP Community Partnership Demonstration Grant**.

We designate the **PADRES** non-profit agency of **Corpus Christi** to act on our behalf in their capacity of lead agency.

(anything else may be added that you want to say. The above portions are the only required sections in the "Letter of Support and Agreement".)

Sincerely yours.

Name and Title  
Authorized Official of the Agency

## COALITION OF COASTAL BEND ORGANIZATIONS

April 17, 1990

### COMMUNITY PARTNERSHIP PROGRAM

### DRUG PREVENTION/ALCOHOL ABUSE

## PROJECT SUMMARY

The aim of the Community Partnership Demonstration grant is to promote the development of long-range, comprehensive, multi-disciplinary community-wide drug use and alcohol abuse prevention planning and programs through the formation and support of coalitions or partnerships of both public and private organizations, agencies, and institutions within local communities.

The partnership requires a minimum of seven organizations that are committed to preventing drug use and alcohol abuse, with the agency that writes the grant to be designated as the lead agency.

The partnership would be designed and structured primarily as a planning and coordinating body and to enhance, promote and improve effective prevention program implementation at the local level.

The grant funds are not intended to be used for the provision of ongoing, direct prevention and early intervention services, to supplant existing positions, programs or services, or to support general operating costs of organizations.

### FUNCTION OF THE LEAD AGENCY:

The function of the lead agency is to assemble a minimum of seven (7) community organizations. These agencies then decide to form a democratic coalition or partnership, with each agency voting equally in this structure that they have formed.

Upon a successful grant award, the lead agency receives the federal funding to support the projects the coalition has endorsed.

The applicant organization must be designated by the coalition membership as the lead agency that receives the award under this program activity on its behalf. This agreement must be documented through a letter from each member of the coalition designating the applicant to act on their behalf.

## **FUNDS MAY BE USED TO:**

1. Identify the needs and service gaps of the community
2. Establish community priorities
3. Coordinate new and established programs
4. Promote and support new and existing programs
5. Assist public/private organizations to promote and support drug abuse prevention programs
6. public awareness activities
7. develop a self-sustaining approach to multi-faceted prevention

NO MORE THAN 10% OF THE GRANT FUNDS MAY BE USED FOR DIRECT SERVICES.

## **CONCEPT OF "TOTAL COMMUNITY PARTICIPATION":**

Although only 7 agencies are required, as the minimum, to begin the coalition and its activities, this represents only a very small portion of the agencies, organizations and institutions in the Corpus Christi area whose aim is drug prevention and alcohol abuse programs and intervention.

It has been suggested that one goal of the coalition may be to increase the membership of the coalition to include, with time, ALL drug prevention and alcohol abuse programs in the Corpus Christi or Coastal Bend area.

Simple goals can be written for this objective, such as:

"The coalition will, with member assistance, increase its membership roster by five members every six months."

However, it is important to remember that even as lofty an objective as this must be voted on and approved by every member of the coalition. No one individual or organization is able to determine coalition policy.

## **ALLOWABLE GRANT EXPENDITURES**

A preliminary estimate for this grant ranges from \$200,000 to \$250,000.

It is crucial to remember that the purpose of this grant is

to fund **PLANNING AND COORDINATING** activities, and that no more than 10% of the total budget may be spent on direct services.

It has been suggested that the grant dollars be used to fund a centrally located "office", separate from all coalition members. This "office" could be staffed by paid professional workers, whose salaries, fringe benefits, etc. would be paid by the grant.

These paid professionals could include:

Project Director (strong public relations background)  
person with a background in Planning  
person with a background in Evaluation  
(or combine planning/evaluation functions)  
person with experience and/or degree in Criminal  
Justice  
"Administrative Assistant"  
Secretary

Other grant dollars may be used for rent, utilities, computer(s), copy machine, telephone, supplies.

The coalition needs to vote on this project, or any other **LINKING AND COORDINATING** project that they may choose.

The coalition must also vote to decide on which person and/or organizations performs the accompanying personnel functions (hiring, supervising, payroll). This can be the lead agency, which is receiving the federal dollars; however, the coalition must vote on this procedure.

### **COALITION DECISIONS:**

There is a separate hand-out that lists many of the decisions on which the coalition must vote.

Some of these include: designation of governing body, proposed operating process, purpose, goals and objectives of the coalition, activities, timelines, level of effort and evaluation plan.

IT IS VERY IMPORTANT TO UNDERSTAND THAT ONLY THE PROCESS OF MEETING TO DETERMINE METHODS, TIMELINES, AND GENERAL GUIDELINES IS NECESSARY PRIOR TO WRITING THE GRANT.

To directly quote an OSAP grant employee in Rockville, Maryland:  
"A COALITION THAT IS TO BE FORMED (as opposed to one that is already formed). MUST AT LEAST KNOW WHO ALL THE PARTNERS ARE.



THEY MUST AT LEAST MEET TO DECIDE THE 'entire goal of the coalition' (global purpose, objective). TIMELINES NEED TO BE DISCUSSED AT THIS MEETING: THE WORK NEED NOT ALL BE DONE.


Therefore, proposed timelines written into the narrative section of the grant are allowable, and should begin in September, 1990 when proposed funding would begin.

**NOTES:**

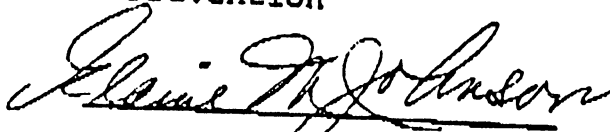
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
PUBLIC HEALTH SERVICE  
ALCOHOL, DRUG ABUSE AND MENTAL HEALTH ADMINISTRATION  
OFFICE FOR SUBSTANCE ABUSE PREVENTION  
DRUG USE AND ALCOHOL ABUSE PREVENTION DEMONSTRATION GRANTS  
IN  
THE COMMUNITY PARTNERSHIP PROGRAM

Request for Applications SP90-01  
Catalog For Domestic Assistance No. 13.194

Under the authority of Section 508(b)(10)(A) of the Public Health Service Act, the Office for Substance Abuse Prevention will accept applications in response to this announcement under an initial receipt date of May 4, 1990 and one subsequent date of November 15, 1990.



Gale A. Held  
Director  
Division of Prevention  
Implementation  
Office for Substance Abuse  
Prevention



Elaine M. Johnson, Ph.D.  
Director  
Office for Substance Abuse  
Prevention  
Alcohol, Drug Abuse and  
Mental Health Administration

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
PUBLIC HEALTH SERVICE

ALCOHOL, DRUG ABUSE, AND MENTAL HEALTH ADMINISTRATION

DRUG USE AND ALCOHOL ABUSE PREVENTION DEMONSTRATION GRANTS

IN

THE COMMUNITY PARTNERSHIP PROGRAM

The purpose of this program announcement is to provide funding to reduce drug use and alcohol misuse in communities through the building of coalitions of multiple agencies and organizations at the local level. This approach represents a priority program item in the President's Drug Strategy.

INTRODUCTION

The Anti-Drug Abuse Act of 1988, Section 2051, amended Section 508(b)(10) of the Public Health Service Act (42 U.S.C. 290aa-6(b)(10), as amended) authorizes the Office for Substance Abuse Prevention (OSAP) to provide assistance to communities to develop comprehensive long-term strategies for the prevention of substance abuse and to evaluate the success of different community approaches for the prevention of substance abuse.

The Office for Substance Abuse Prevention considers it essential that multiple/key segments of the community affected by drug use and alcohol abuse be involved in the development and implementation of programs to prevent drug use and alcohol abuse within communities, especially among its youth. This effort recognizes the need for involvement of families and coordination among public agencies, health, law enforcement, education, housing, voluntary, the business community and other relevant community-based organizations using a system-wide approach.

Several social learning theories suggest the efficacy of long-range comprehensive community prevention systems. Studies of the effects of comprehensive community-based prevention programs indicate a promising reduction in gateway alcohol and other drug use among adolescents. The combination of community organization, parent education, media, peer resistance and multidimensional school programming increases the success of each individual program component. Reinforcement of drug-free behavior is essential to help people shift from "knowing it is harmful" to "discontinuing use." There is support for the

assumption that the mobilization of peer influences can be powerful tools in preventing experimentation with drugs and that adult role models also serve to augment prevention methods aimed at young people. Conversely, uncoordinated, short-term programs aimed exclusively at young people have been of limited success and have not produced any significant effects as preventative interventions. The Community Partnership Demonstration Program will permit applicant communities to build upon and extend those findings by providing the opportunity to develop and implement long-range, comprehensive and self-sustaining prevention programs.

### PURPOSE AND PROGRAM GOALS

The purpose of the Community Partnership Demonstration Grant program is to promote the development of long-range, comprehensive, multi-disciplinary community-wide drug use and alcohol abuse prevention planning and programs through the formation and support of coalitions or partnerships of both public and private organizations, agencies and institutions, consortia and partnerships within local communities. The partnership should be designed and structured primarily as a planning and coordinating body and to enhance, promote and improve effective prevention program implementation at the local level. Sub-task groups comprised of representatives from different disciplines, community sub-sets (ethnic or geographic) or organizations are encouraged to be included as a part of the partnership.

Funds are to be used to identify the needs and service gaps for the target community, establish priorities, coordinate new and established prevention programs throughout the community and assist public and private organizations to promote and support drug abuse prevention programs. The grants funds are not intended to be used for provision of ongoing, direct prevention and early intervention services, to supplant existing positions, programs or services, or to support general operating costs of organizations. By reducing the risk factors in the environment and increasing individual resiliency factors, the partnership can reduce drug use and alcohol abuse in the target community.

The goals of the Community Partnership Demonstration Grant Program are to achieve measurable and sustained reductions in drug and alcohol abuse among children and adolescents; reductions in drug related consequences (e.g. drug related deaths and injuries); a reduction in drug related crime; and a reduction in workplace related drug abuse through:

1. Encouraging community leaders, diverse organizations and/or interest groups in local communities to more effectively coordinate prevention programs and to develop drug prevention initiatives.
2. Demonstrating that development of broad based support within the community and close coordination with appropriate State agencies can substantially contribute to the elimination of drug use and alcohol abuse.
3. Encouraging and stimulate in the target community self-sustaining multifaceted prevention and early intervention programs targeted toward affecting youth.

The Community Partnership may undertake the following activities or projects in the development and implementation of its comprehensive program. Each community would determine which activities are most appropriate for its own needs. The following are designed as examples of specific program activities:

--Program development activities that stimulate the initiation of enhanced or expanded drug and alcohol abuse prevention or early intervention services among institutions and organizations. Examples of such activities may be: youth/peer leadership, job training, or parent and family education projects/programs. Should a community choose this activity, the funds requested shall not exceed 10% of the direct costs of the grant award. Direct services are not allowable except as provided in this subsection. Since program development activities are designed only to initiate enhanced or expanded services, on-going financial support for these services has to be obtained from other funding sources outside of this grant program.

Other activities, which are not direct services, may include:

- recruitment and training of both parents and other adults and youth/peers for grassroots leadership roles for substance abuse prevention.
- community development and empowerment of local citizens to enable them to respond more effectively to drug use and alcohol abuse related problems in their communities through intensive consultation, addiction education, and strategic planning.
- through the staff of the coalition provide support to community activities or citizen-sponsored advocacy and action planning for substance abuse prevention, including team-building and training workshops on maintenance and support between agencies and the community;
- organizational development to improve systems aimed at substance abuse prevention (i.e., a means for achieving systems change within a community);
- mechanisms to plan, assess and coordinate planned and/or existing activities related to substance abuse prevention within the community.

## ELIGIBILITY

Grant applications may be submitted by local governments or local private (non-profit) organizations/agencies designated to act on behalf of a larger community coalition. A community is defined as one whose boundaries are congruous with those of an incorporated governmental entity, e.g. city, county, or a multi-jurisdictional area (such as grouping of towns or a council of governments), or a subset of a larger community as defined below.

The partnership must have among its members the local government entity or entities having jurisdiction over the target community, e.g. city, county or regional government. The local government membership shall consist of the chief executive officer(s) or his/her designee(s). Units of local government must be included because a great many of the drug use and alcohol abuse prevention services and programs are public programs administered through the units of local government. In addition, the units of local government will be key actors in the institutionalization and long term support for the systems changes expected to result from this grant program.

Only public or private, non-profit organizations are eligible applicants for this grant program because these are the agencies that have historically been active in developing and implementing prevention programs in communities and their interests are in serving the public. Accordingly, such agencies are likely able to generate community wide support and participation in a coalition which is targeted to this specific issue. While "for profit" organizations may not be grant applicants, they may be encouraged to be members of the partnership.

To be eligible, a partnership or coalition must ordinarily consist of at least seven organizations, agencies and/or (individuals representing organizations) that are committed to preventing drug use and alcohol abuse. Where an applicant develops a coalition of less than seven members, justification must be included in the application narrative section (see below) for how the coalition is expected to meet the requirements of this program with the reduced number. The partnership's membership is to be made up of both public and private sector organizations. Based upon community prevention research findings, it has been determined that in order to achieve a truly comprehensive prevention program in a community, at least the institutions representing the following service areas should be included--health, human services, education, housing, and law enforcement. Private sector agencies may include, but are not limited to education, business, community and neighborhood service organizations, media, religious institutions, civic and fraternal groups, family and parent or youth groups and health providers.

The applicant organization must be designated by the coalition membership to receive an award under this program activity on its behalf. This agreement must be documented through a letter from each member of the coalition designating the applicant to act on their behalf.

OSAP expects to fund grants in three categories, by population and relative rural/urban character.

The categories are:

- **SMALL COMMUNITIES AND/OR RURAL AREAS** (Population approximately 50,000 and below which are incorporated municipal jurisdictions or counties).
- **MEDIUM SIZED COMMUNITIES** (Population approximately 50,000 to 250,000)
- **LARGER COMMUNITIES** (Population approximately 250,000 and up)  
In larger urban areas, exceeding 250,000 in population, applications for funds may also be made on behalf of a subset of the incorporated jurisdiction provided that subset has a population no less than 100,000. In these cases, the applicant must demonstrate (1) that the subset community is recognized as a clearly identifiable community within the larger urban area and (2) that the subset community has a history of decision making and program implementation that evidences its ability to carry out the requirements of this grant program, and (3) that the incorporated unit of local government having jurisdiction over the community, i.e. city or county, has made a commitment to the applicant agency that it will participate in the partnership. Such subsets shall, for review purposes, be treated as medium sized communities.

In the interest of promoting cooperation and coordination among candidate members of a coalition, multiple applications from the same geographic area or target community are strongly discouraged.

### LETTER OF INTENT

Organizations planning to submit an application in response to this grant announcement are requested to submit a letter of intent thirty (30) days prior to the application receipt date. Such notification is used by OSAP for purposes of review and program planning. The letter of intent should be no longer than one type written page and should succinctly indicate:

- the request for applications number (RFA SP90-01)
- the name of the potential applicant organization and names of coalition member organizations.
- the name and telephone number of the program director if known.
- the overall scope of the proposed program.
- the size of the "target community/communities" partnership
  - o Small/rural incorporated jurisdictions (50,000 or under)
  - o Medium jurisdictions (50,000-250,000)  
(includes subsets of larger communities)
  - o Large (250,000 and over)

The letter should be directed to:

Salvatore Cianci, Ph.D.  
Director, Program Coordination and Review Unit  
Office for Substance Abuse Prevention  
5600 Fishers Lane (Rockwall II)  
Rockville, Maryland 20857 (301) 443-4783

The letter of intent is voluntary. This does not obligate the applicant to follow-up with an official grant application, i.e., the letter of intent does not commit the organization to the submission of an application.

### APPLICATION CHARACTERISTICS

The narrative section of the application must address the following topics and be preceded by an Abstract and a Table of Contents identifying sections A-G as follows:

- A. Specific Aims
- B. Background and Significance
- C. Description of Community or Communities to be Served
- D. Project Approach (Management and Implementation Plan)
- E. Evaluation Plan
- F. Resources/Budget
- G. Project Staffing and Organization

Applications must be complete and contain all information needed for review. No material will be accepted later than the receipt date unless specifically requested by the executive

4-7-90

## NOTES

### COALITION/PARTNERSHIP

Partnership designed and structured as a planning and coordinating body.

Enhance, promote & improve effective prevention program implementation at the local level

ONE OF THE TOP PRIORITIES: identify significant gaps in community service.

Members of the coalition need to agree to:

1. document an agreement designating PADRES as lead agency (need a letter from each agency)
2. listing of prior experience of each agency in community programs
3. agree on specific timelines for implementation of coalitions' activities. Tasks need to be related to goals and objectives.
4. specifically address an approach for developing policies, procedures, public awareness campaign...how coalition will be culturally sensitive.....strategy for dissemination of informataion.....
5. An approach for continued support for the project after Federal funding has ended
5. brief, clear description of each agency. IDENTIFY THE ROLE EACH PROJECT MEMBER WILL HAVE IN THE COALITION.
6. Justification as to why the approach or the model of the coalition is appropriate for the target community.
7. pg. 9 Resources/Budget.....describe the facilities, equipment, services.....and specify their source(agency, organization, individual). Indicate terms, conditions, and timetables regarding availability of these resources..... DOES THIS MEAN ALL SEVEN AGENCIES, OR JUST PADRES?????
8. All agencies will have to list all currently active support and any applications/proposals pending review or funding that relate to the project. (??????). See pg. 10



of Instructions, sections (1)-(5) for all required information

9. A DESCRIPTION OF ORGANIZATIONAL RELATIONSHIPS...STATE AND LOCAL LEVEL HEALTH AND HUMAN SERVICES AGENCIES as they relate to the proposed project (PADRES) AND THE ORGANIZATIONAL UNITS (coalition) ....(include sub-task force agencies, if any)

4-16-90  
JKWilson  
PADRES

Sufficient meetings to accomplish the following are necessary prior to writing the grant proposal. All other activities commence in Sept. 1990. All activities occurring prior to successful grant awarding are non-reimbursable.

## COALITION DECISIONS

### A. GOVERNING BOARD/ORGANIZATION CHART

type, structure, relationship of each agency to the others. Who has been designated to act in what capacity, with what authority and for which decisions.

### B. PROPOSED OPERATING PROCESS

leadership, policy, and oversight functions, including funding decisions

### C. OVER-ALL PURPOSE OF THE COALITION

project goals and objectives

### D. ACTIVITIES: DESCRIPTIONS OF TASKS

EACH ACTIVITY MUST HAVE A TIMELINE (performance schedule with significant dates), LEVEL OF EFFORT (for each agency involved), and accompanying, consistent EVALUATION PLAN (containing process and outcome).

CONCEPT OF "CLEARINGHOUSE": approve or substitute idea

ACTIVITY	TIMELINE	EFFORT	EVALUATION
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1. Create awareness
2. Needs assessment/resource assessment
3. Values and philosophy
4. (formulate goals and objectives)
5. Identify potential resources  
Review and Reflect
6. (design program)
7. Implement Program  
recruitment  
orientation  
training  
assignment  
retention  
recognition
8. Evaluation

**OFFICE FOR SUBSTANCE ABUSE  
PREVENTION  
COMMUNITY PARTNERSHIP PROGRAM  
COALITION OF COASTAL BEND ORGANIZATIONS**

**ORGANIZATION NAME, ADDRESS, PHONE NUMBER, AUTHORIZED OFFICIAL,  
AND CONTACT PERSON**

**ORGANIZATION'S SERVICES (including specialties, populations  
served).**

**DESCRIPTION OF FACILITY (with emphasis on possible collaborative  
efforts with the coalition.) Include, as applicable, facili-  
ties, equipment, services, other resources, time, in-kind  
contributions. Indicate the terms, conditions, and timetables  
regarding the availability of these resources.**

**ROLE OF ORGANIZATION. Indicate any active/contributory role  
you see your agency assuming. (Example, expertise in plan-  
ning, media, evaluation, etc.)**

**PREFERRED MEETING TIMES FOR COALITION MEETINGS:**

**INPUT, IDEAS, SUGGESTIONS (goals, purposes, aims, objectives,  
functions).**