



State of California  
 Health and Human Services Agency  
 Department of Alcohol and Drug Programs  
 Safe and Drug Free Schools and Communities State Grants  
**GRANT AGREEMENT**

SDF 07-15  
 GRANT NUMBER

**PAGE 1 OF 2 (Department of Alcohol and Drug Programs Use Only)**

The Department of Alcohol and Drug Programs, hereinafter called Grantor, hereby makes a grant award of funds for the Safe & Drug Free Schools & Communities Grant Program to El Dorado County Public Health Department, Alcohol & Drug Programs hereinafter called the Grantee, in the amount and for the purpose and duration set forth in this Grant Agreement including attached Terms and Conditions and applicable laws and regulations.

1. **PROJECT TITLE:** Las Decisiones Seguras or "Safer Choices"

2. **NAME OF APPLICANT AGENCY:** El Dorado County Public Health Department, Alcohol & Drug Programs Division

3. **PROJECT PERIOD:**  
 From: 10/1/2007  
 To: 9/30/2012

Taxpayer I.D. 94-6000511

4. **PROJECT DESCRIPTION:** (In approximately 100 words, summarize the proposed project plan covering the objectives, method of procedure, evaluation and end product.)  
 The main goal/objective of the Las Decisiones Seguras program is to identify Latino youth between the ages 12-18 years in the South Lake Tahoe region of El Dorado County at-risk of binge drinking and provide them early intervention and education. The program targets high risk adolescents who would not typically receive similar prevention programs, in this case Hispanic/Latino youth. The culturally sensitive intervention, Sembrando Salud curriculum, is designed to provide children with the information and skills to make healthy decisions regarding alcohol use. A community wide social marketing campaign and training in early signs and symptom recognition of binge drinking will generate referrals to the program. As a result, binge drinking among this population will decrease from one of the highest rates among youth to one of the lowest.

5. **FEDERAL FUNDS ALLOCATED UNDER THIS AGREEMENT SHALL NOT EXCEED \$ 1,098,566**  
 ACTUAL FUNDING AVAILABLE FOR CURRENT PROJECT YEAR IS SHOWN ON PAGE 2.

**6. GRANTEE APPROVAL SIGNATURES**

**A. PROJECT DIRECTOR**

NAME	PHONE
Hector Reyes	530.573.4315

ADDRESS  
 981 Silver Dollar  
 South Lake Tahoe, CA 96150

SIGNATURE: *[Signature]* DATE: 1/15/09

Title: Health Education Coordinator

**C. FISCAL OR ACCOUNTING OFFICIAL**

NAME	PHONE
Gretchen Bailey	530-621-6174

ADDRESS  
 941 Spring Street, Suite 3  
 Placerville, CA 95667

SIGNATURE: *[Signature]* DATE: 01/16/09

Title: Finance Manager

**B. AUTHORIZING OFFICIAL OF APPLICANT AGENCY**

NAME	PHONE
Ron Briggs	530.621.5390

ADDRESS  
 El Dorado County Board of Supervisors  
 330 Fair Lane  
 Placerville, CA 95667

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Title: Chairperson, El Dorado County Board of Supervisors

**D. OFFICE AUTHORIZED TO RECEIVE PAYMENTS**

NAME	PHONE
C.L. Raffety	530.621.5800

ADDRESS  
 360 Fair Lane  
 Placerville, CA 95667

**7. GRANTOR AGREEMENT AND FUNDING AUTHORIZATION**

Susan Lussier, Deputy Director, Division of Administration  
 Department of Alcohol and Drug Programs  
 1700 K Street, Sacramento, CA 95811

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

8. **EFFECTIVE DATE OF AGREEMENT:** 10/1/2007

9. **GRANTEE** El Dorado County Public Health  
 Department, Alcohol & Drug Programs

**GRANT NUMBER** SDF 07-15

10. **ACTION NO.** 2 **Date:** 12/17/2008

11. **TYPE OF AGREEMENT**  
 Initial  Revision  Continue

**REVISION NO.** 1 **Date:** 10/1/2008

**SDFSC FUND** **County PROGRAM** 50820/2610/702.62  
 PCA, INDEX, OBJECT

**12. ACTION TAKEN**

**Fiscal:**  
 1. Encumbrance of \$214,926 SDFSC funding for project year 2.  
 2. Revision to budget document for project year 2.  
 3. Revision to budget narrative document for project year 2.

**Program:**  
 No change to work plan in project year 2.

**Catalog of Federal Domestic Assistance Number:**  
 84.186

**13. FUNDING DISPOSITION & STATUS**

ITEM	CHAPTER	STATUTE	PROJECT YEAR	SFY	BUDGET AMOUNT
#4200-101-0890-15-D	171	2007	1	07-08	\$ 223,640.00
#4200-101-0890-15-D	268	2008	2	08-09	\$ 214,926.00
#4200-101-0890-15-D					
#4200-101-0890-15-D					
#4200-101-0890-15-D					
#4200-101-0890-15-D					
#4200-101-0890-15-D					
#4200-101-0890-15-D					
#4200-101-0890-15-D					
#4200-101-0890-15-D					
#4200-101-0890-15-D					
<b>TOTAL</b>					\$ 438,566.00

Amount Encumbered by This Document \$ 214,926.00  
 Total Amount Encumbered \$ 438,566.00  
 Total Amount Available Project Year  \$ 214,926.00

**14. CERTIFICATION OF ENCUMBERED FUNDS  
 ADP ACCOUNTING OFFICER AUTHORIZATION**

**Name:** Laurel Harper  
**Title:** Accounting Administrator I

\_\_\_\_\_  
 SIGNATURE DATE

**15. PROJECT APPROVAL**

**Name:** dave neilsen  
**Title:** Deputy Director, Program Services Division  
 \_\_\_\_\_  
 SIGNATURE DATE

County: El Dorado County Public Health,  
Alcohol & Drug Programs Division

COST CATEGORY	BUDGET YEAR ESTIMATES					TOTAL COST TO PROJECT
	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	
<b>A. PERSONNEL COSTS</b>						
<u>Health Education Coordinator (.95 FTE)</u>						-
HEC Step 5 includes benefits	92,749	87,787	91,253	93,435	93,435	458,659
Year 1 starts at step 2 and increases to step 5						-
<u>Health Education Coordinator (approx. 0.60 FTE)</u>						-
HPS Step 2 includes benefits	65,924	58,524	60,838	62,290	62,290	309,866
						-
<u>Health Education Coordinator Supervisor (approx. 0.15FTE)</u>		15,658	15,658	15,658	15,658	62,632
						-
<b>Total Personnel Costs</b>	<b>158,673</b>	<b>161,969</b>	<b>167,749</b>	<b>171,383</b>	<b>171,383</b>	<b>831,157</b>
<b>B. TRAVEL EXPENSES</b>						
Travel to remote areas of So. Lake Tahoe to targeted group population on a monthly basis	500	500	500	500	500	2,500
Training conference, 2 people @ \$500/ea	1,000	1,000	1,000	1,000	1,000	5,000
Additional Training for 2 additional people for CARS training and various	750	750	750	750	750	3,750
<b>Total Travel Expenses</b>	<b>2,250</b>	<b>2,250</b>	<b>2,250</b>	<b>2,250</b>	<b>2,250</b>	<b>11,250</b>
<b>C. OTHER DIRECT COSTS</b>						
1 PC with accessories @ \$1,500 includes shipping & handling	1,500	-	-	-	-	1,500
Consumable Curriculum Costs	1,750	1,750	1,750	1,750	1,750	8,750
Software for the Screening Tool	9,000	-	-	-	-	9,000
Prevention Education & Awareness - Pamphlets, T-Shirts, etc	1,000	1,000	1,000	1,000	1,000	5,000
Participation Support Costs-Food for Meetings	3,600	7,600	6,135	3,373	3,373	24,081
Participation Support Costs-Childcare	6,000	-	-	-	-	6,000
Participation Support Costs-bus passes	2,400	4,400	4,090	2,782	2,782	16,454
						-
<b>Total Other Direct Costs</b>	<b>25,250</b>	<b>14,750</b>	<b>12,975</b>	<b>8,905</b>	<b>8,905</b>	<b>70,785</b>
<b>E. INDIRECT COSTS</b>						
<b>Total Indirect Costs @ 8%</b>	<b>14,894</b>	<b>14,318</b>	<b>14,638</b>	<b>14,603</b>	<b>14,603</b>	<b>73,056</b>
<b>F. CONTRACTUAL SERVICES</b>						
Evaluation Services	22,573	21,639	22,388	22,859	22,859	112,318
<b>Total Contractual Services</b>	<b>22,573</b>	<b>21,639</b>	<b>22,388</b>	<b>22,859</b>	<b>22,859</b>	<b>112,318</b>
<b>TOTAL BUDGET ESTIMATE ALL CATEGORIES</b>	<b>223,640</b>	<b>214,926</b>	<b>220,000</b>	<b>220,000</b>	<b>220,000</b>	<b>1,098,566</b>

## BUDGET ESTIMATE AND JUSTIFICATION NARRATIVE

### Budget Justification Narrative

The SDFSC grant will fund a full time Health Education Coordinator (HEC) position (approximately at .95 FTE), one part-time HEC position ( approximately 0.60 FTE) and one part-time Health Education Coordinator Supervisor position (.15FTE). FTE totals include employer paid PERS, Employer paid Medicare, Employer paid health at the current employee selected rate, Employer paid Unemployment Insurance, Employer paid Disability Insurance, and bilingual certification. Travel, computer, and prevention education and awareness materials will also make up part of the total direct costs. Indirect costs include administrative costs such as fiscal oversight, document processing, overhead, and rent.

**Personnel:** 2 Health Education Coordinators (\$92,749-\$95,068/yr and \$58,524-\$62,290/yr). Variance is due to proposed Cost of Living Adjustment in year three of grant term for county employees. The HECs are responsible for coordinating the Las Decisiones Seguras program. The coordinators will be bilingual and their duties will include program design, implementation, and evaluation data gathering. The majority of the delivery of program services to participants will be carried out by these positions.

**Personnel:** 1 Health Education Coordinator Supervisor (\$15,658/year). The Supervising HEC is the Project Director for Safe Choices. The Supervising HEC is responsible for quarterly and annual reports, project quality control, annual budget, work plan and logic model re-writes, staff supervision and coordination of evaluation.

**Travel:** (\$2,250/yr). Travel will be necessary for personnel to visit partnering community agencies, schools, and other county departments in support of the program. In addition, South Lake Tahoe is isolated from the hub of El Dorado County, Placerville, by the Sierra Mountains. As a result, some travel will be necessary for meetings with the Alcohol and Drug Programs Division in Placerville. Travel also includes costs for the grantor requirement of

attending biannual training at the State Alcohol and Drug Program in Sacramento. Additionally, local travel is requested for two additional employees for mileage only to attend additional relevant training by the State ADP and CARS.

**Direct:** (\$25,250/yr1 and \$8,905 - \$14,750/yr thereafter). These direct costs are to cover one time cost in year 1 for a personal computer (PC) (\$1,500) and the purchase of a software program (\$9,000) for a screening tool that is specifically targeting high-risk use of Latino youth between the ages of 12-18. Additionally, the cost of the consumable curriculum is approximately \$35/student with servicing 50 youths per year in the program for a total cost of \$1,750/yr. \$1,000/yr for the costs of reproducing and/or purchasing prevention education pamphlets and T-shirts in English and Spanish that specifically targets the population group being served for the program. Participation support cost which includes \$7,600 for food costs and \$4,400 for bus passes in year 2. Childcare costs were eliminated in year 2 due to relocation of implementation site. The program was originally implemented at a community center with associated childcare costs and shifted to school sites where costs for childcare are not necessary. Participation support costs will help support the participants and their families during the 8 weeks Sembrando Salud (SS) course program and during special events and activities.

**Indirect:** (\$14,894-\$14,318). Variance is due to proposed Cost of Living Adjustment in year three of grant term for county employees. Indirect costs include administrative costs such as fiscal oversight, document processing, overhead, and rent.

**Contractual Services:** (\$22,573 -\$21,639). Contractual services required for the evaluator position. The scope of work will include developing tools, data collection, data analysis, and making recommendations for program improvement. The evaluator selection will be based upon the competitive process and in accordance to the El Dorado County Purchase Ordinance.

**Attachment B: Logic Model**

County: El Dorado  
 Project Name: Las Decisiones Seguras (Safe Choices)

GOAL	RESOURCES	STRATEGIES	EXPECTED OUTCOMES			MEASUREMENT INDICATORS
			Short Term	Intermediate	Long Term	
<p>Decrease binge drinking among 230 12 to 18 year-old Latino youth in the South Lake Tahoe region of El Dorado County.</p>	<p>1.3 full time ethnically appropriate and trained staff.</p> <p>2. Public Health facility that will provide adequate training and educational space. Food, transportation and childcare for program participants.</p> <p>3. Funds for evaluation.</p>	<p>1. Creation and facilitation of a 12 member Planning Board capable of identifying and recruiting 230 Latino parent/child pairs exhibiting binge drinking risk factors.</p> <p>2. Creation and implementation of a media task force that will create 6 PSA spots (Year 1), 12 PSA spots (years 2-5) on and within local Latino television, radio and newspapers in South Lake Tahoe.</p> <p>3. Staff implementation of 5 8-week Sembrando Salud (SS) programs per year, 3 programs in the 1<sup>st</sup>, (23 total over 5 years) to 10 Latino parent /child pairs screened as exhibiting binge drinking risk factors.</p> <p>4. Program Evaluation</p>	<p>1. Community and agency commitment to attend Planning Board meetings (75% attendance of 75% of 12 member board).</p> <p>2. Media task force has been identified and met (75% attendance of 75%original members.)</p> <p>3. A minimum of 10 parent/child pairs will attend 50% (increasing 10% per year) of each SS program (50 families per year).</p> <p>4. Creation an evaluation plan and of a baseline pre-test report covering both initial levels of binge drinking behaviors, knowledge &amp; awareness and parent/child communication skills.</p>	<p>1. Refinement of SS screening tool and signed agency specific, MOU's that agencies will use to recruit 230 Latino parent/child pairs.</p> <p>2. Development of 54 media spots focusing on binge drinking in local Latino radio, television and newspapers in South Lake Tahoe.</p> <p>3. Increased knowledge and awareness of Latino youth binge-drinking risk and protective factors and increased parent/child communication skills and behaviors.</p> <p>4. Creation of a quarterly program evaluation report indicating levels in change of knowledge and awareness of binge drinking and parent/child communication and behaviors. Evaluator will contribute to quarterly and annual ADP reports.</p>	<p>1. Sustained use of strategies, MOU's and SS screening tools and processes beyond project.</p> <p>2. Media spots and articles have been printed or have aired.</p> <p>3. Decreased binge drinking, changes in individual and family behaviors regarding alcohol use and binge drinking and a decrease in negative parent/child communication and behaviors.</p> <p>4. Measure decreases in Latino youth binge drinking and measure changes in Latino youth and family binge drinking attitudes, behaviors and communication.</p>	<p>1. Implementation and use of SS screening tools and MOU's at a minimum of 10 agency and community sites.</p> <p>2. Specific community and school questionnaires about Latino binge drinking knowledge and awareness. Pre and post testing format and within discussion groups.</p> <p>3. 30% reduction in target population binge drinking. A 30% decrease in positive binge drinking attitudes among target population families.</p> <p>4. Pre and post reports (utilizing youth and family SS assessment instruments) establishing target population baseline data for binge drinking rates in youth as well as behavioral and attitudinal changes among 230 targeted Latino parent/child pairs.</p>

**Attachment C: Work Plan**

County: El Dorado

Project Name: Las Decisiones Seguras (Safe Choices)

Year 2

**Goal 1: Develop a leadership coalition to target and implement binge drinking prevention strategies within the local Latino community in South Lake Tahoe.**

**Objective 1.1: Continue Collaborative Planning Board meetings with a minimum of 12 identified community partners.**

Activities to meet Objectives	Responsible Party	Start Date	End Date
I. Confirm 12 Planning Board members Year 2 commitment to attend meetings and resign MOU's.	Project Director Program Coordinator	10-1-08	11-31-08
II. Conduct monthly Planning Board meetings and two semi-annual retreats.	Project Director Program Coordinator Program Assistant	10-01-08	09-30-09
IV. Collect, document and produce quarterly reports regarding Planning Board strategies, meeting/retreat results and input.	Evaluator Project Director Program Coordinator	10-1-08	9-30-09

**Goal 2: Continue developing social awareness and knowledge within the Latino community about binge drinking.**

**Objective 2.1: Create 12 culturally specific marketing spots designed to reach local Latino population.**

Activities to meet Objectives	Responsible Party	Start Date	End Date
I. Research new social marketing strategies for binge drinking and alcohol use for Latino groups and design a minimum of 12 media strategies.	Program Coordinator Program assistant	10-1-08	12-31-08
II. Continue facilitation of six local radio, television, middle school, high school media representatives to develop and implement binge drinking awareness/prevention media campaign within South Lake Tahoe, South Tahoe Middle School and South Tahoe High Schools.	Program Coordinator Program assistant	10-1-08	9-30-09
III. Create 12 media spots.	Media Task Force Project Director Program Assistant	10-1-08	9-30-09
IV. Track and document media spot creation dates as well as dates/times/locations published, printed and/or aired.	Media Task Force Program Assistant	10-1-08	9-30-09

**Goal 3: Reduce binge drinking behaviors among 50 South Lake Tahoe Latino youth between the ages of 12-18 years old.**

**Objective 4.1: Provide Sembrando Salud curriculum to 50 Latino youth and families identified as having binge drinking risk factors.**

Activities to meet Objectives	Responsible Party	Start Date	End Date
I. Recruit 50 parent/child pairs as candidates for SS program using screening/assessment tools while offering childcare, transportation and food to participants.	Project Director Program Coordinator	10-1-08 10-1-08	9-30-09 12-31-08
II. Establish target population baseline binge drinking awareness, knowledge and understanding through SS pre-assessment tool.	Program Assistant Evaluator	10-1-08 12-31-08	9-30-09 9-30-09
III. Conduct and document weekly SS classes.			
IV. Document binge drinking changes in awareness, knowledge and understanding through SS post-assessment tool implementation and evaluation.			

**Goal 5: Collect and store evaluation data**

**Objective 5.1 Maintain evaluation plan that defines what data is to be collected, assign collection tasks and establish timelines.**

Activities to meet Objectives	Responsible Party	Start Date	End Date
I. Work with county IT dept. and evaluator to maintain a data base to store data that is compatible for county and evaluator.	Project Director Program Coordinator Evaluator	10-1-08	9-30-09
II. Administer "pre" SS assessment test to all program youth and administer "pre" SS assessment for all program parents. Produce baseline and end of session reports.	Program Coordinator Program Assistant	12-31-08	9-30-09
III. Enter youth and parent data into data base.	Program Coordinator Program Assistant Evaluator	12-31-08	9-30-09
IV. Administer "post" SS assessment tests to all parent /child pairs and analyze data.	Program Coordinator Program assistant Evaluator	12-31-08	9-30-09
V. Produce quarterly reports and annual report, including ADP reports.	Project Director Evaluator	1-31-09	3-31-09 6-30-09 9-30-09