

Purpose

This proposal is in response to a request from Champions for a Drug Free Gallatin County (CDFGC) to assist them with a technical assistance and coaching process for new DFC Staff. Specifically, ECS will work closely with CDFGC to ensure that the new staff is trained in the concept areas needed for the work of a community coalition the following areas are examples of what could/may be included as part of the coaching and technical assistance:

1. Identification of strengths and competencies
2. Prevention Theory and Practice
3. Strategic Prevention Framework
4. Community Assessment
5. Capacity Building
6. Strategic Planning
7. Understanding, Developing and Implementation of Environmental Strategies
8. Evaluation
9. Cultural Competence
10. Sustainability
11. Organizational Structure

Indication of Availability during Project Period

Project staff will be available during and throughout the 12-month project. Based on the stated scope of work, it is anticipated that the work will be combination of on-site and off-site work. On-site work will consist of 8-12 days for face to face conversations/meetings. Off-site work will be no less than monthly and will be completed via phone, 6 week web-based meetings and email. It is expected and anticipated that the frequency and expectations of work will change upon final approval and agreement of the proposal.

Statement of Work

Technical Assistance and Coaching Plan

ECS will assist Champions for a Drug Free Gallatin County in training and coaching of new Drug Free Communities Project Coordinator. This process will be based off of the Strategic Prevention Framework and the CTB Core Competencies. Completion of the Core Competencies Survey will help determine the key areas for training and coaching emphasis. ECS will be responsible for reviewing survey results and recommending best fit training modules for the 12-month project.

The Coaching/Technical Assistance plan for this project is:

1. Initial Survey Administration
2. Training Sessions with Staff (and possible board/coalition members)
 - a. Web-based training sessions as appropriate with ECS Staff
 - i. Topics to be decided based on completed competency survey
 - b. Sessions may include “homework”/Tasks to be completed between training sessions depending on content and material covered. Homework will be reviewed during Meetings
3. Check-in Meetings- Every 4-6 Weeks (in person or via web based meeting system)
 - a. Answer questions/Concerns or address roadblocks
 - b. Follow-up on homework assignments

- c. Provide additional guidance on training
- d. Discuss additional resources
- e. Determine modifications to plan need to be made

Cost Proposal

The proposed scope of work will consist of onsite, offsite and web-based support and training. It is estimated that total of 5 onsite support sessions, Web based trainings and no less than 8 dedicated TA/Support calls will be conducted (beyond the regular evaluation check ins).

Cost for support will be \$6,000.00 plus related travel expenses.