

**NC SPF SIG  
GUIDANCE ON STRATEGIC PLAN PHASE, DOCUMENT II  
5-09-08**

**Needs Assessments**

Needs assessment reports were put into three categories: No revisions needed, minor revisions needed (but it's ok to continue with strategic planning), and major revisions needed before strategic planning can continue. Communities in the "major revisions" category must submit completely revised needs assessment reports. Communities in the "minor revisions" category can submit revised versions of their original needs assessment reports, with the revisions highlighted.

**Use of Funds**

The Division supports the use of NC SPF SIG funds for a set of comprehensive, community-based strategies to prevent and reduce alcohol-related traffic fatalities. In doing so, the Division will work within the parameters of the prevention portion of the Substance Abuse Prevention and Treatment Block Grant (SAPTBG), which supports the six CSAP prevention strategies (including environmental strategies). Funds from the Block Grant, and therefore the NC SPF SIG, may not directly or indirectly be used to purchase law enforcement personnel, equipment, or operations. It does allow technical assistance and other supports to help law enforcement increase its visibility and viability in the community. Examples of such TA include working alongside law enforcement officials to train and educate merchants about selling to minors and not serving patrons who appear drunk; educating the community about social host laws and liability; and publicizing sobriety check points that are conducted by law enforcement officials with law enforcement funds. In addition, all strategies selected must have some evidence of their effectiveness.

In sum, when choosing strategies, consider whether they would be allowable under the current Block Grant and whether they are evidence-based. If you have questions about whether a set of strategies is allowable under the Block Grant, please consult with your LME, CPR, or the Division. If you have questions about whether a set of strategies is evidence-based, please consult with PIRE or RTI.

**Submission and Review of Strategic Plans**

All communities, except those in the major revisions category, must submit a draft of their strategic plan by May 15. Just turn in what you have by then. This will give the Internal Management Team and the CPRs a chance to provide you with timely feedback before a final product is due. Your plan will not be "graded" at this point and the review will be fairly informal. But we think it will be very useful for us (and hopefully for you) to get a sense of what you are thinking at this point. If there are areas in the plan that you know or suspect will dramatically change as a result of subsequent meetings with your CAPs, just indicate so in the draft.

**Allocations**

- Dr. Petersen is working on preliminary continuation allocation letters to go out mid-June, so LMEs would be able to execute contracts for July. She is waiting for approval from the budget office.
- If necessary, communities can continue to fund your contracted strategic planners at the beginning of the next fiscal year to ensure a smooth transition to the Implementation Organization. (Although timelines and deadlines are in place, the Division understands and supports flexibility in the communities.)

### **Next Learning Community**

The date for the next Learning Community, which will likely focus on evaluation but may include other topics (e.g., media advocacy and sustainability), is undecided. We are considering July, but will wait to make a decision until we know when most communities will have their IOs in place. We will let communities know as soon as possible.

### **Sustainability**

Sustainability discussions should begin now and continue throughout the course of the project. Communities should be thinking about how you will mobilize community stakeholders around the issue of alcohol-related traffic crashes and deaths, and how you will persuade communities to support relevant prevention efforts after the NC SPF SIG ends.