

ASSURANCES FORM SPF SIG Project Expectations

At the county level, the NC SPF SIG will be a collaborative among the LME, the entity that conducts the county-level needs assessment, organization(s) that implements the initiative in the county, and other community stakeholders. Below is a list of roles, responsibilities, and expectations of each collaborator.

Roles, Responsibilities, and Expectations of the LME

- Acts as a fiduciary agent for county funds
- Establishes County Advisory Panel (CAP)
- Works with CAP to identify a capable entity (public or private) to conduct the countywide needs assessment
- After completion of the needs assessment, works with CAP to identify a capable organization(s) to implement the SPF SIG in the county
- Executes contracts with needs assessment entity and implementation organization(s)
- Provides fiscal and programmatic monitoring of contractors in accordance with guidelines from the Division
- Oversees required reporting by the contractors
- Serves as liaison between Division and county partners throughout the course of the project
- Completes non-competitive continuation applications for Years 2 and 3
- Designates a lead project representative
- Attends all NC SPF SIG required trainings

Role, Responsibilities, and Expectations of the Needs Assessment Contractor

- Conducts the countywide needs assessment for the prevention of alcohol-related traffic crashes/deaths, including an assessment of county capacity, and submits summary of findings
- Develops the county strategic plan (in collaboration with CAP and LME)
- Attends required NC SPF SIG trainings
- Must be an approved private not-for-profit entity or an approved public entity
- Must NOT be performed by an LME, by any administrative, operations, or service delivery staff, or by any LME directly-provided service delivery entity.

Role, Responsibilities, and Expectations of the Implementation Organization(s)

- Implements the county strategic plan, including the development of county capacity and collaborating with the state evaluator to monitor process and outcomes
- Completes regular reporting requirements of CSAP and the Division
- Allocates at least 50% FTE for a project coordinator and least 50% FTE for a additional project staff (including someone with some data expertise)
- Attends required NC SPF SIG trainings
- Must be a non-profit or public entity
- Must NOT be performed by an LME, by any administrative, operations, or service delivery staff, or by any LME directly-provided service delivery entity.

In addition to the restrictions listed above, grant funds **may not be used for the following:**

- Any LME expenses or any LME directly-provided services
- Capital expenditures over \$2,000
- Payment of any person for influencing or attempting to influence an employee of any agency, a Member of Legislature in connection with the awarding of a Federal or State contract, continuation, renewal, amendment, or modification of any Federal or State contract, loan or cooperative agreement
- Services that duplicate activities already supported by the Drug Free Community Support Program, the Safe and Drug Free Schools and Communities Program, or the Substance Abuse Prevention and Treatment Block Grant.
- Media development (TV, radio, print) and airing that duplicates the efforts of the state and federal governments
- Purchase of land, buildings, vehicles, or major equipment or furnishings
- Construction or renovation of property
- Any activities or expenditures prohibited in the Substance Abuse Prevention and Treatment Block Grant (SAPTBG)