

**Municipal Alliance Strategic Plan Instructions**

The strategic plan (formerly referred to as the Request for Application or RFA) explains the course of action by which a Municipal Alliance will engage in a community problem solving process. This plan is meant to evolve and change as the community changes. Below are instructions for completing each form. Please contact your County Alliance Coordinator for questions and further technical assistance.

**Form 1A- Strategic Plan for Funding Municipal Alliances**

Must be completed in its entirety and signed by the Mayor. Additional signatures for Council/Committee person are only necessary if required by the municipal government. If the municipality is part of a consortium, the Mayor's signature is required from all participating municipalities entering into the agreement.

**Form 1B- Sample Municipal Resolution**

This is the suggested resolution. A town may submit a different resolution but the resolution must contain the amounts for DEDR, cash match and in-kind as well as the award period. If the municipality is part of a consortium, a resolution is required from all participating municipalities entering into the agreement. If the sample resolution is used as the template for your municipal resolution, it will fulfill the GCADA ordinance requirement.

**Form 1C- Statement of Assurances**

No signatures required but signing off on Form 1A acknowledges abiding by these requirements.

**Form 1D- Fiscal Requirements**

No signatures required but signing off on Form 1A acknowledges abiding by these requirements.

**Form 2- Alliance Vision and Mission**

Vision and mission must be listed. This process should be conducted with the Municipal Alliance Committee.

**Form 3- Municipal Alliance Committee Membership List**

The membership of the Municipal Alliance should include as many individuals from different sectors as possible. Membership list should be utilized as a guide to establish a committee that is representative of the community. Please review the Municipal Alliance Capacity document

for further instructions and guidelines. **Form 3 must be submitted to the County Alliance Coordinator annually.**

**Form 4A-Needs Assessment Worksheet 1**

**Form 4B-Needs Assessment Worksheet 2**

**Form 4B-Needs Assessment Worksheet 2 Expanded**

Form 4A - Worksheet 1 will be completed after each key informant interview &/or focus group that is conducted as part of the needs assessment process. A minimum of two key informant interviews and two Form 4A – Needs Assessment Worksheet 1s are required. One Form 4B - Worksheet 2 will be completed to summarize the local data that was gathered through this needs assessment process. Form 4B - Worksheet 1 Expanded may be used to document additional local data that has been collected through the needs assessment process at the discretion of the County Alliance Coordinator. At a minimum, two Form 4A-Worksheet 1s and one Form 4B – Worksheet 2 (original or expanded) will be submitted to the County Alliance Coordinator as part of the Municipal Strategic Plan.

**Form 4C- Logic Model(s)**

The Alliance will review the four Statewide Logic Models and the Regional Coalition Logic Models to identify the statewide and regional priority problems that have been documented. Through a needs assessment process, the Alliance will conduct key informant interviews and focus groups to determine what local substance use problems are identified within the municipality or consortium region. A minimum of two key informant interviews are required. The Alliance will determine their capacity to address the priority problems and choose interventions from the predetermined list of evidence based strategies that are identified for each priority problem. Each Alliance must choose at least one Statewide or Regional Coalition Logic Model which will guide their interventions. The Alliance can choose to address more than one priority problem based upon their capacity developing interventions for each priority problem logic model addressed.

**The logic model(s) will be prepared by circling the Root Cause and the corresponding Local Condition that the Alliance chooses to address and submitting the logic model(s) to the County as part of the Municipal Strategic Plan.** Based upon the corresponding list of interventions for each Priority Problem Logic Model, the Alliance will choose CADCA strategies and interventions to address the identified local conditions. The list of interventions can be found in the Municipal Alliance Guidelines document.

A Form 7- Alliance Action Plan will be submitted for each intervention/program.

### **Form 5- Municipal Alliance Committee Capacity Assessment Tool**

**The capacity assessment tool must be completed with your Municipal Alliance Committee annually.** The completed form must be submitted to the County Alliance Coordinator as part of the Strategic Plan. Please review the Municipal Alliance Capacity document for further instructions and guidelines.

### **Form 6- Alliance Coordination Plan**

This form is only required to be completed by paid Alliance Coordinators. This includes those receiving a stipend or salary from the line items of personnel/township employee or consultant. A sample Form 6 has been provided for your convenience.

### **Form 7s – Alliance Action Plans**

#### **Form 7- Alliance Action Plan for Interventions that address only one logic model priority problem**

For interventions that address only one logic model priority problem: complete this form by listing the priority problem, problem statement, root cause and local condition that the intervention will address at the top of the form. Example: An Alliance that is addressing only one logic model priority problem through an intervention such as The Truth Campaign to address tobacco.

#### **Form 7- Alliance Action Plan for Interventions that address two or more logic model priority problems**

For interventions that address two or more logic model priority problems: complete this form by **listing the priority problem, problem statement, root cause and local condition for each logic model priority problem** that the intervention will address at the top of the form. Example: An Alliance that is addressing multiple logic model priority problems and is planning an intervention using an evidence based program such as Strengthening Families that addresses multiple priority problems or an intervention like Community Awareness that can address multiple priority problems

The goal of the Alliance Action Plan is to provide comprehensive interventions with multiple strategies, rather than singularly focused programs. Interventions should be developed which incorporate multiple CADCA Strategies when possible. One Form 7 must be completed for each intervention. Please review the Municipal Alliance Planning and Evaluation sections of the Alliance Guidelines document for further instructions for completing Form 7. Sample Form 7s have been provided for your convenience.

Governor's Council on Alcoholism and Drug Abuse  
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**Form 8- Alliance Budget**

Each intervention must be listed on this form. If there is a paid Alliance Coordinator then the top line listed "Alliance Coordination" will need to match the information listed on Form 6 in the "Coordination Budget and Expenses" box. For Alliance Coordinators who are not paid, the "Alliance Coordination" line will be left blank.