

House District 40

Senate District 19

THE TWENTY-SEVENTH LEGISLATURE
APPLICATION FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): **DOH/ALCOHOL AND DRUG ABUSE DIVISION**
STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Coalition for a Drug-Free Hawaii

Dbas:

Street Address:
1130 N. Nimitz Hwy. Ste A259 Honolulu, HI 96817
Mailing Address:
Same as above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name ALAN SHINN

Title Executive Director

Phone # 808-545-3228 ext. 29

Fax # 808-545-2686

e-mail ashinn@drugfreehawaii.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
- FOR PROFIT CORPORATION
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

TEENLINK HAWAII PROJECT EXPRESS YOURSELF

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2015: \$ 130,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$0 _____

FEDERAL \$0 _____

COUNTY \$0 _____

PRIVATE/OTHER \$0 _____

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[Redacted Signature]

ALAN SHINN, EXECUTIVE DIRECTOR
NAME & TITLE

4/27/14
DATE SIGNED

Application for Grants and Subsidies

If any item is not applicable to the request, the applicant should enter "not applicable".

I. **Background and Summary**

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Include the following:

1. A brief description of the applicant's background.

The Coalition for a Drug-Free Hawaii (CDFH) is a private non-profit 501(c)(3) organization established in 1987 with the mission *to reduce and prevent drug abuse in Hawaii through awareness, education, and action*. A highly regarded leader in the substance abuse prevention field in Hawaii, CDFH has established a wide range of strategies and programs that serve to meet the needs and vision of communities throughout the State. CDFH provides innovative programs and services with expertise in designing and implementing effective prevention programs for youth; strengthening families; advancing gender specific programming for girls in Hawaii; building grassroots partnerships to create healthy, drug- and violence-free communities; providing excellence in training and technical assistance; and establishing collaborative relationships with public and private agencies. CDFH has an excellent history of accomplishments in providing evidence-based substance abuse prevention programs and services for youth, families, and communities in Hawaii.

2. The goals and objectives related to the request.

CDFH is proposing this project to implement the TeenLink Hawaii (TLH) Project Express Yourself to meet the need for effective, relevant, and innovative awareness and education strategies to reduce and prevent substance abuse and related problems among youth.

Goals: 1) To increase the number of youth-driven prevention messages by providing a dynamic venue for youth to express themselves on key topics; 2) To reinforce the social norm of youth getting involved in positive actions that promote health, wellness, and safety among their peers; and 3) To promote awareness about meeting life's challenges with actions that build personal resilience.

Objective 1: Convene six TLH Youth Team meetings for 8-12 youth to guide and direct the project.

Objective 2: Implement four Voice Box (portable video/recording booth) Events at Campbell and Farrington and in the community serving 200 youth.

Objective 3: Produce three PSAs incorporating Voice Box recordings about critical health and social issues identified by youth as most pressing for teens in their schools.

Objective 4: Promote the PSAs by posting on the TeenLink Hawaii website, two school venues, and one community venue.

Objective 5: Disseminate awareness and education materials to at least 2,000 youth who will also share the resources with their peers.

Outcomes include: 1) increased number of youth-driven prevention messages; 2) increased youth participation in peer outreach to call attention to critical health and social issues and helpful resources; and 3) increased youth connection to information and resources to support adolescent health, wellness, and safety. These assets to be gained among youth during this project will become part of the collective effort to prevent and reduce substance abuse and other problems affecting teens in Hawaii.

This project will develop the capacity and opportunity for youth to share their voices and participate in a movement to express themselves and create awareness in areas concerning their health and wellness. The Voice Box project activity will provide a dynamic venue for engaging youth in creating relevant youth-driven prevention messages for their peers. Achievement of the objectives and outcomes of the proposed project will result in a model for engaging the positive energy and creative expression of youth to disseminate prevention messages and information about resources to their peers through the technology that they use every day. This model can then be replicated and expanded to other schools and/or communities.

3. The public purpose and need to be served.

This project is proposed to address the pressing need for effective interventions that work to reduce and prevent substance abuse and related problems which continue to have increasing impact on the health, safety, and well being of youth in Hawaii. Quantitative and qualitative data on youth substance use from State and County level surveys identify the need for substance abuse awareness, education and action.

The most current quantitative data on youth substance abuse is available at the State and County level through the Hawaii Youth Risk Behavior Survey (YRBS) conducted in 2011. These results indicate that the two top substances of concern in Honolulu County are alcohol and marijuana across all grade levels. The percentage of youth reporting alcohol use during the past 30 days ranged from 7.5% in 6th grade to 35.9% in 12th grade. The percentage reporting marijuana use during the past 30 days ranged from 4.1% in 6th grade to 21.3% in 12th grade. These percentages for alcohol and marijuana use were higher than tobacco, prescription drugs, and other drugs for all grades.

The latest Hawaii Student ATOD Use Study: 2007-2008 Comprehensive Report (DOH, 2009) offers state-level data indicating that continued prevention education efforts for

youth with respect to underage drinking, tobacco, marijuana, and other drugs and strategies that address risk and protective factors are needed for youth throughout the State. Results of the study identify alcohol as having the highest lifetime substance use rate among all grades and alcohol as having the highest reported percentages as a substance that students used when they tried a substance for the first time. The highest prevalence rates of substance use were reported for both lifetime and 30-day use of alcohol, followed by cigarettes and marijuana.

Data on the consequences of youth substance use such as school suspensions is valuable in understanding current local conditions that reflect need. Specific to Campbell High School, 167 students were responsible for 251 suspensions of which 54 (22%) were serious offenses Class A: Burglary, robbery, sale of dangerous drugs; and at Farrington High School, 174 students were responsible for 234 suspensions of which 132 (56%) were serious offenses Class A (DOE School Status and Improvement Report, 2012).

Finally, with respect to risk and protective factors, although national studies have shown that a majority of youth perceive alcohol use to be risky and harmful, the percentage of youth using alcohol continues to be a problem. This suggests that while youth are aware of the risks and consequences of alcohol use, they still choose to participate in underage drinking. Many factors may influence this choice including perceived social norms and social pressures to use alcohol. Faced with pressure to use, youth may think that even though it's risky and harmful to drink alcohol, it is still acceptable because they have friends who use alcohol. Two underlying risk factors that may contribute to youth's decision to use alcohol despite their knowledge of the risks are favorable attitudes toward ATOD (defined as perceptions that it is not wrong for young people to engage in ATOD use; acceptance of these behaviors) and friends' ATOD use (defined as having several close friends who engage in ATOD use.)

Regarding other health and social issues, the Hawaii YRBS 2011 reported 29.5% of youth felt sad or hopeless almost every day for 2 or more weeks in a row so that they stopped doing some usual activities during the 12 months before the survey; 20.3% of youth reported being bullied on school property during the prior 12 months; 31.7% reported having been offered, sold, or given an illegal drug by someone on school property during the prior 12 months; 31.9% describe themselves as slightly or very overweight; and 36.6% used computers 3 or more hours per day (played video or computer games or used a computer for something that was not school work on an average school day).

Considering the data and findings presented above, there is a critical need to push forward with strong prevention initiatives that are effective and relevant for youth, that engage and involve youth, and that incorporate their culture of technology, self-expression, and social network. This project aims to address these identified needs and conditions through youth involvement and fresh, innovative ideas.

4. Describe the target population to be served.

The proposed project will serve youth attending Campbell High School (CHS) with student enrollment of 2,768 and Farrington High (FHS) with 2,483 students.

Target group size is 2,000 youth (1,000 youth from each of the two high schools) with the potential to impact many more through youth action to share information with their peers. Attributes of this group include: the largest ethnic representation by Filipino at 44.8% followed by Native Hawaiian at 16% and Caucasian at 9%. A large percentage of students receive free or reduced-cost lunch: CHS 44.9% and FHS 64.6% (DOE 2012). General attributes of the youth are reflective of the Millennial generation as they “embrace multiple modes of self-expression” and they are exceptional at integrating technology with their social lives (Pew Research Center 2010). Of teens, 95% are online, 75% have cell phones with almost half having smartphones, 74% have accessed the internet through a mobile device, 81% use some type of social media, and 91% post a photo of themselves (Pew 2012 & 2013 data).

5. Describe the geographic coverage.

The proposed project will be implemented in the geographic areas of Ewa Beach and Kalihi which include low to moderate income communities.

II. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant’s approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

1. Describe the scope of work, tasks and responsibilities.

Reflecting our mission, CDFH’s approach to youth programs incorporates awareness, education, and action to provide youth with resources, meaningful experiences, and role models to strengthen life skills and build future potential.

Scope of Work and Approach

The TLH Project Express Yourself will develop the capacity and opportunity for youth to share their voices and participate in creating youth-driven prevention messages for their peers through the Voice Box, a portable video/recording booth that will be designed and built for this project. Voice Box Events will be conducted at two public high schools to engage youth in expressing their message to create awareness in areas concerning their own health and wellness (e.g. preventing underage drinking, promoting youth resilience, etc). Youth will be able to record their messages in the booth and download a copy for themselves to share. Three PSAs featuring selected youth recordings will be produced and promoted on the TLH website, in schools and in the community. Awareness and education materials will be developed to supplement PSAs and distributed for youth to share with their peers. The TLH Youth Team will provide ongoing leadership in project planning and implementation.

This approach was chosen as an innovative and dynamic way to address the problem of youth substance abuse by increasing youth exposure to prevention messages, disseminating factual information, and involving youth action. CDFH conducted focus groups with youth to find out how they seek and acquire information. We found that youth use technology and social media but need to be motivated to visit a specific website or share information through social media. Youth identified that “cool information, something flashy, popularity, credibility, and palm card advertising” would drive them to visit, revisit, and share a website. These elements, combined with the trending photo booths, youth interest in self-expression, and desire to share online and in social media, led to this approach of generating positive and constructive energy around the TLH Project Express Yourself and its Voice Box.

The approach is also grounded in prevention best practices because it is designed to impact major risk factors (favorable attitudes toward alcohol, tobacco and other drugs and friends’ alcohol and drug use) and protective factors (opportunities and rewards for prosocial involvement) among youth. Peer-driven prevention messages reinforce the social norm that the large majority of youth have negative attitudes toward substance abuse and factual information provides credibility. Youth involvement to help create these PSA messages and distribute informational palm cards among their friends strengthens drug-free peer groups and youth commitment to promoting their personal health and the health of their peers. The proposed activities incorporate the energy and power of the youth voice to send the prevention message and catch the attention and interest of youth to view PSA messages and palm cards on the TLH website and bookmark the site as an information resource they can access and share with friends.

This grant will benefit 2,000 children ages 14-17 in the communities of Ewa Beach and Kalihi through the following activities:

1. TLH Youth Team Meetings – CDFH staff will convene and facilitate TLH youth meetings every other month for 8-12 youth recruited from high schools on Oahu. The team will work in partnership with staff to plan, coordinate, and implement activities of the project.

Benefit: Youth will be part of a movement to create awareness about health and social issues among their peers.

2. Voice Box Events – The project’s traveling Voice Box (portable video/recording booth) will be taken to school (Campbell and Farrington High Schools) and community sites for prevention awareness events conducted during lunchtime, designated class periods, and after school. Youth will enter the booth and express themselves through spoken and/or written messages.

Benefit: Youth will be able to express themselves, take positive action by conveying a prevention message, and be part of a movement to create awareness about health and social issues among their peers.

3. PSA Production – PSAs will be created using selected youth messages from two schools on topics of underage drinking, resilience among youth, etc.

Benefit: Youth will have peer-driven prevention messages that are relevant, interesting, and memorable to them.

4. PSA Promotion – PSAs will be posted on the TLH website and broadcasted through school venues and community media to send the prevention message out to youth.

Benefit: Youth will see themselves and/or their friends promoting a positive message, visit the TLH website and become aware of the information and resources available to them and be exposed to messages that reinforce health, wellness and safety.

5. Awareness & Education – A series of information “palm” cards specific to each school will be designed with messages from youth at the school, TLH website promotion, and educational text about the three topics to supplement the PSAs.

Benefit: Youth will have easy access to the facts about health and social issues related to substance abuse, be motivated to visit the TLH website, and have the opportunity to take positive action by sharing information cards with peers.

Project activities will be coordinated with two high schools (Campbell and Farrington). Each school will host two Voice Box Events to be conducted by CDFH staff and the TLH Youth Team. The schools' role is to provide a site on campus for the Voice Box to be set-up and operated; identify a time period for the Event (lunchtime, class period, advisory, other); and arrange for the produced PSAs to be viewed by students along with distribution of awareness/education materials (palm cards). CDFH's role is to organize and conduct Voice Box Events; facilitate student participation; work with the school to organize venues for PSA showings; and provide awareness/education materials.

Two consultants will be contracted, a Design Consultant and a PSA Production Consultant. The role of the Design Consultant is to create the Voice Box design and blueprints, acquire materials, build structure, and ensure quality of its operation. This includes determining incorporation of audio visual equipment necessary for Voice Box recordings, identifying space and building materials needed for construction of the Voice Box, building the portable Voice Box, pilot testing, final adjustments, and staff

training in set-up and operation. The role of the PSA Production Consultant is to produce the three final PSAs. This includes working with CDFH staff to conceptualize message content, visuals, sound elements, and other factors/resources that will enhance message delivery and quality of the final products. The Production Consultant will review Voice Box recordings, make recommendations for PSA options, work with CDFH staff to develop PSA messages, and produce final PSAs. CDFH's role with the consultants is one of collaboration and supervision to ensure that all components of the project are completed with attention to quality, relevance for youth, and the project's goals, objectives, and outcomes.

The attached **Program Logic Model** is the framework for program development based on the target population's needs in terms of risk and protective factors and the relationship between needs, proposed activities, project objectives, immediate outcomes, and the desired long term outcomes.

Tasks and Responsibilities

Please see attached **Timeline/Implementation Plan** for tasks and responsibilities.

2. Provide a projected annual timeline for accomplishing the results or outcomes of the service.

Please see attached **Timeline/Implementation Plan**.

3. Describe its quality assurance and evaluation plans for the request. Specify how The applicant plans to monitor, evaluate, and improve their results.

Quality Assurance Plan

CDFH has an existing Quality Assurance (QA) plan for its programs which covers the mission, the specific services and their delivery, staff qualifications, consumer eligibility, standards, and evaluation. The agency's core values include excellence and integrity which calls for quality staffing, programming, and service provision. The QA plan serves as a guide for managers, supervisors, and staff to monitor and improve the quality and excellence of CDFH services. This plan is composed of an agency overview, a quality assurance process for staff, a quality assurance process for program implementation; and a framework for quality assurance that includes QA components, key processes, and responsible staff.

CDFH provides supervision and support for staff seeking credentialing as Certified Prevention Specialist (CPS). Currently CDFH staff include seven CPSs (Program Director, all three Program Managers, and two Project Coordinators). Certified staff will provide supervision and serve as preceptors for staff seeking to apply for certification.

With respect to fiscal and administrative QA, CDFH administrative and fiscal staff have the knowledge, experience and ability to provide administrative support to staff and manage government contracts having successfully received and administered numerous federal and state grants since 1988. These grants included those funded by ADAD,

Office of Youth Services, DOE, State Judiciary, City and County of Honolulu, SAMHSA CSAP, CMHS, OJJDP, and USDOE.

Quality Assurance and Evaluation Plan.

The Program Director and Program Manager will provide oversight of the implementation process and quality assurance during delivery of the program. The evaluation plan includes process and outcome assessments. The assessments will: (a) monitor and measure progress toward achieving program objectives and outcomes and (b) provide the project with regular feedback necessary to guide informed decision-making, effective implementation, and ongoing modification and improvement of the program. Project staff will monitor implementation of all activities and provide recommendations for on-going program improvement. Written and verbal reports through observation and feedback from TLH Youth Team, student participants, school personnel, partners, and community members will also be solicited to ensure programs are relevant and appropriate as well as contribute to program improvement.

Process Evaluation. The purpose of the process evaluation is to monitor and assess program fidelity, evaluate service process, and obtain information that will guide effective program implementation. The process evaluation will document (1) the project activities that were implemented and if these activities correspond to the prescribed timeline and procedures; (2) who provided (e.g., program staff) what prevention activities; (3) how many individuals participated in the intervention and how participants perceived and evaluated the program; (4) what factors may have hindered as well as facilitated effectiveness of project implementation and how barriers were overcome. To answer these questions, data will be collected using the following proposed process evaluation measures.

- (1) Activity Log and Attendance Forms. To monitor project activities, timeline, and number of participants. The log will be completed by project staff.
- (2) TLH Youth Team Survey. Program participants will be asked to evaluate program elements and implementation including suggestions for program improvement and other comments.
- (3) Project Reports. The staff will report their perceptions and evaluation of the project's progress, program elements, program implementation barriers and supports, and program accomplishment.

Outcome Evaluation. The purpose of the outcome evaluation is to determine the effectiveness of the program in meeting the projected immediate outcomes as specified in the Program Logic Model. We anticipate that the program will be effective for the TLH Youth Team in increasing their 1) understanding about the negative consequences of substance abuse and related problems among youth; 2) awareness of prevention strategies; and 3) involvement in increasing awareness and resilience among their peers. The program will be effective for the student population of the identified schools by engaging youth in taking positive action to express their prevention message and share resource information with their peers. The program will also be effective for

the general youth population by motivating youth to visit the TLH website and initiate a connection to the information and resources available for future reference.

- (1) TLH Youth Team Survey. Program participants will be asked to rate their understanding, awareness and involvement as related to the identified outcomes.
- (2) Participant Lists. A list of participating students along with consent and assent forms will be compiled and collected for Voice Box recording events.
- (3) Website Utilization Records. The number of hits on the TLH website will be monitored before and after PSAs are posted.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

Measures of Effectiveness

The project's effectiveness will be measured by progress toward fulfilling objectives and achievement of the proposed immediate outcomes. These immediate outcomes will also provide the results that demonstrate this intervention as a model that can be replicated in other schools and/or communities. School-community partnerships are the key to maximizing resources to reinforce prevention messages promoting health, wellness and safety among youth. This model offers a framework for engaging youth as well as builds on the existing infrastructure of the schools and assets of its students. The project's measurable outcomes are detailed below:

Outcome 1: 80% of TLH Youth Team members will indicate increased understanding about the negative consequences of underage drinking and marijuana use among youth, awareness of prevention strategies, and involvement in increasing awareness and resilience among their peers.

Method: TLH Youth Team Survey, Activity Logs, Attendance Forms

Outcome 2: A total of 300 youth will participate in four (4) Voice Box events by recording their prevention messages.

Method: Activity Logs, Participant Lists

Outcome 3: Three (3) PSAs featuring youth messages are produced.

Method: Final Products

Outcome 4: The number of hits on the TLH website will increase by 25% after PSAs are featured on the website. At least 2 school venues & 1 community venue feature the PSAs.

Method: TLH Website Utilization Records, Activity Logs

Outcome 5: 2,000 youth receive awareness and education materials for themselves and to share with their peers.

Method: Activity Logs

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

Please see attached budget forms.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2015.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$30,000	\$35,000	\$35,000	\$30,000	\$130,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2015.

- Atherton Foundation
- City and County of Honolulu Grant-In-Aid

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

Not applicable.

5. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2013.

The balance is \$397,446

IV. Experience and Capability

A. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

Since 1987, Coalition for a Drug-Free Hawaii (CDFH) has been providing innovative programs and services with expertise in designing and implementing effective prevention programs for youth, collaborating with schools and communities, and creating awareness and education campaigns.

Youth development and youth leadership has been a cornerstone of CDFH programs since its inception. The agency's first program in 1988 established a statewide Youth Advisory Board that planned, organized, and implemented an annual Youth-Helping-Youth Conference for over 150 youth from across the State. In 2000, CDFH recruited and facilitated a statewide Girls Advisory Board that focused on promoting gender-specific programs for girls through the Hawaii Girls Project. In 2004, CDFH created the Youth Team for the "Know Better" Campaign at Kalaheo High School and in 2010 CDFH established the Kapolei High School Youth Team which created the "IM SO HI Above the Influence" campaign. CDFH continues to integrate youth driven projects into its school and community-based programs.

In 2006, CDFH established a partnership with Hawaii Youth Services Network (HYSN) to adopt the TeenLine Hawaii (TLH) program from Kapiolani Children's Center to provide the 24-hour automated telephone information and referral service for teens in Hawaii. Since then, CDFH has been able to reinvent the program to be more accessible and relevant for youth today. Changes to the program include replacing the telephone line with the TLH website. The original peer listeners component was reenergized as an active Youth Team composed of student volunteers from public and private high schools on Oahu who help maintain the TLH website, conduct presentations and outreach to youth, engage in community service, and initiate advocacy efforts on the behalf of Hawaii's youth. CDFH recently revised the TeenLine Hawaii name to TeenLink Hawaii to more effectively reflect the purpose of the project to actively link and connect youth to information, resources, and each other through its website rather than a telephone line.

TLH youth also developed activities and resources to support existing awareness campaigns, and even created its very own "Safe Love" campaign to prevent STDs. In 2010, CDFH worked with TLH youth leaders to officially launched their zine called "Through Our Eyes." This edition focused on Drug-Free Hawaii Awareness Month and provided information about drug-free events teens could attend, resources for drug prevention and treatment services, as well articles discussing drug-free lifestyles. Over 1,500 copies were distributed over a 3-month period. Thereafter, three other editions were created, published and distributed throughout the year featuring May's Teen Pregnancy Prevention Month, Back To School, and Drug-Free Hawaii Awareness Month 2011. Over 11,000 zines have been disseminated to teens through health fairs, service providers, community events, mail and to schools through youth leaders.

CDFH has an excellent history of accomplishments in providing substance abuse prevention programs and services in collaboration with schools and communities. CDFH

has been successful in achieving outstanding outcomes through its program and services as evidenced through formal independent evaluation as well as its internal evaluation process. Independent evaluations conducted by the University of Hawaii, Social Science Research Institute found successful outcomes for the Lifelines Hawaii Alcohol and Suicide Prevention Project 2010 (Kapolei High) and Hawaii Girls Street Smart SA/HIV Prevention Project 2008 funded by SAMHSA, CSAP (Honolulu and Kauai Counties) ; the Second Step Hawaii Program 2005 funded by SAMHSA, CMHS (Kalihi Elementary and Middle Schools); Social Norms Media Project – Ecstasy and Other Club Drugs 2004 funded by SAMHSA, CSAP (Kalaheo High); and the Strengthening Hawai'i Families Program (SHF) 1989 funded by SAMHSA, CSAP (Elementary schools in Kalihi, Ko'olaupia, Ewa Beach, Waimanalo, Makaha).

CDFH possesses the skills and resources to provide quality awareness and education campaigns to increase knowledge about substance abuse prevention as evidenced through its Drug-Free Hawaii Awareness Month campaign and school-based youth-driven social norms campaigns. CDFH houses the state-designated Prevention Resource Center (PRC) which provides a walk-in library, online resources, telephone information line, and clearinghouse of the latest information and resources for educators, students, service providers, and the general public. The PRC's awareness campaigns include statewide library displays that feature timely topics with eye-catching graphics and educational information, ways to take action, and resources.

CDFH is qualified to implement the proposed grant activities because of its strengths in youth leadership development; ability to engage and collaborate with youth, schools, and community partners; experience in creating and promoting prevention awareness and education campaigns; knowledge of effective prevention strategies; and attention to excellence in program planning, implementation, and evaluation. CDFH has the capacity and resources to achieve the outcomes because of the excellence of its staff who have over 23 years of experience in the field; talented TLH Youth Team members; staff experience in developing and implementing realistic and detailed plan of action and timeline; ability to coordinate project logistics with each school; and its existing strong, positive working relationships with Campbell and Farrington High Schools that will help to make this project a success.

CDFH has over 24 years of experience developing and implementing services related to the proposed program as well as partnering with collaborating agencies and key stakeholders to effectively manage and implement services for youth in communities throughout the State. A listing of verifiable experience pertinent to the proposed project includes:

1. **Social Norms Youth Leadership Project** at Kapolei High School. (DOH ADAD, 2013 – 2014)
2. **Social Norms Media Project "So HI Above the Influence"** Campaign at Kapolei High School and Castle High School. (City and County of Honolulu 2010 – 2012)

3. **Lifelines Hawaii Suicide & Alcohol Prevention Project** at Kapolei High School and Farrington High School. (SAMHSA, CSAP 2010 – 2012)
4. **TeenLink Hawaii** – Statewide Youth Leadership and Information/Resource Services. (DHS, Office of Youth Services 2007 – 2013)

B. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities. The applicant shall also describe how the facilities meet ADA requirements, as applicable.

CDFH's main office is located at 1130 N. Nimitz Highway, Suite A259 which houses the central management, administrative, and fiscal functions of the agency as well as the Prevention Resource Center. CDFH employs a smoke and drug-free workplace policy with all staff, volunteers, and visitors. This office site has adequate facilities that meet all administrative, program, and staff needs including necessary space (staff office areas and program areas), furniture (desks, chairs, filing cabinets, and tables), computer system including email and internet access, equipment (phone fax, copier, scanner printer), and storage area.

The project will be implemented out of the main office and at designated classroom and other campus venues (courtyard, cafeteria, auditorium) which meets all the requirements as applicable to program participant's safety and well-being. This includes being equipped to meet specific needs of program participants and able to provide a safe, accessible environment for participants.

ADA Requirements and Special Assistance

CDFH is in full compliance with all laws and regulations relating to the Americans with Disabilities Act (ADA) and has space that is handicapped accessible. CDFH and its partner organizations will also work to provide specific accommodations for program participants as needed and appropriate. CDFH has developed a plan for making services accessible to those with speech, hearing, psychological, and other conditions which may be handicapping. This plan incorporates accessing resources through the Hawaii Speech, Language, Hearing Association; Bilingual Access Line; Mental Health America of Hawaii, and CDFH's Family Intervention and Training Services which provides counseling, training, technical assistance, consultation, and referral.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

Proposed Staffing

The proposed staffing pattern constitutes the most effective utilization of the service delivery team in implementing the program’s scope of services. It is based on agency organizational structure and designating staff with the best pool of knowledge, experience with the program, and skills to provide excellence in program administration, management, and implementation. Staff have worked in partnership with youth and the identified schools for many years and have positive, healthy, caring, and lasting relationships with the youth and school personnel. The staffing needed to coordinate and implement the project consists of:

- ♦ **Program Director (Cheryl Kameoka)**, responsible for contract and fiscal management, quality assurance, overall program and budgetary oversight, staff supervision, program effectiveness, and accountability.
- ♦ **Program Manager (Renee Peiler)**, responsible for project management; supervision of the Project Coordinator; training in the social norms program model; implementation of project goals; program evaluation and reporting; direction and support for direct services.
- ♦ **Project Coordinator (To be hired)**, responsible for coordination of services and daily operation of the program; oversight and implementation of direct services and program activities; establishing and maintaining collaborative relationships with partners, supervision of the Prevention Specialist, and progress reporting and evaluation.
- ♦ **Prevention Specialist (To be hired)**, responsible for implementation of direct services and program activities with the Project Coordinator.

The service capacity for the proposed project is presented in the chart below.

Service Activity	# of staff	FTE	Participant/Staff Ratio	Capacity
Youth Team Meetings	2	1.5	10 youth/2 staff	6 meetings
Voice Box Events	2	1.5	2,000 youth/2 staff	4 recording events 3 audio/visual PSAs

				2 school media venues 1 community media venue 1 TLH venue
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Staff Qualifications

Please see attached **job descriptions** and **resumes** for specific responsibilities, qualifications, and experience of the proposed personnel.

Supervision and Training

Supervision and training of project staff will be provided by the Program Director, Program Manager, and Project Coordinator.

██████████, CPS will serve as the Program Director and supervise the Program Manager. She has over 23 years of experience in the substance abuse prevention field directing prevention programs. Her expertise is in all aspects of prevention program development, implementation, and administration for numerous federal, state, and local grants. Ms. Kameoka has served as key personnel in initiating CDFH’s work to adapt evidence-based programs for youth, families, and communities in Hawaii. She has been the Program Director at CDFH for over 20 years and oversees the administrative, fiscal, and program management of all CDFH programs.

██████████ CPS will serve as the Program Manager and supervise the Project Coordinator. She has over 13 years of experience in managing, developing, and implementing prevention programs for youth, families, schools, and communities in Hawaii. She is CDFH’s senior program manager and has served as key personnel in CDFH’s work to adapt evidence-based programs including the *Strengthening Hawai’i Families* program, the “*Know Better*” Campaign, the “*So HI Above the Influence*” campaign, and *Second Step Hawaii* program. Ms. Peiler currently oversees TeenLink Hawaii, a teen information website and service that increases awareness, conducts education, and provides information and referral regarding critical health and social issues impacting youth in Hawaii. Her expertise is in strengthening families, youth leadership, gender-specific programs, and working with youth-school-community partners to implement evidence-based programs.

CDFH is committed to providing quality services and recognizes that staff development and relevant training is essential in maintaining high standards of service provision. An initial orientation is conducted within 30 days of employment for all new employees for the purpose of acquainting staff with such information as its policies and procedures, expected codes of conduct, expected practices for prevention staff including use of current prevention concepts and program strategies, theory, research, and best practices findings upon which prevention services and programs of the agency are based. In

addition all CDFH staff receive orientation on the services provided through the Prevention Resource Center and all available resources on-site, through community partners, and online. CDFH has been providing training for its staff for over 25 years resulting in excellent services throughout the State.

Supervisors work with staff to identify training needs, develop a training plan and access ongoing training opportunities. Training plans directly relate to each staff's job description and job responsibilities and reflect the needs of specific programs and the agency as well as training to keep current in the field. All staff receive training on specific information about the types of drugs; their chemical makeup, physical harmfulness, psychological effects, and sociological impacts on families and communities; CSAP prevention strategies; Code of Ethical Conduct for Prevention; SAPST; and other topics relevant to their position. In addition they are trained in Client Confidentiality, HIV/AIDS, risk factors associated with TB, and CPR/First Aid. Each staff monitors the progress of staff development/ training plans with their supervisor.

In-service training, educational presentations, briefings, and information dissemination is provided each month at staff meetings. Other relevant training and educational opportunities throughout the year are approved through immediate supervisors, Program Director, and/or the Executive Director. CDFH staff regularly attend trainings conducted through CDFH's Hawaii Pacific Center for Excellence (HPCE) which was established in 2010 to provide training and technical assistance for prevention and treatment practitioners throughout the State and the Pacific. HPCE works to ensure that practitioners in Hawaii are able to access quality training to support excellence in their programs and services.

Administrative support and direction is provided to all CDFH staff through the agency management team (Executive Director, Program Director, and Managers) and human resources functions of the agency including personnel policies and procedures, employee benefits, information/referral as needed, and other support services.

B. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organizational chart that illustrates the placement of this request.

The attached **Organization-wide Chart** and **Program Chart** illustrate the structure, lines of responsibility, supervision, and functions for key services and staff positions. The Program Chart also diagrams CDFH's relationship to partners in the community. These organizational charts are maintained and annually updated.

C. Compensation

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position. Executive Director \$75,190; Program Director \$66,150; Clinical Director \$88,400

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.
CDFH has no pending litigation to which it is a party and no outstanding judgment.

B. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.
CDFH's Program Director and Program Managers are Certified Prevention Specialists in the State of Hawaii. CDFH staff who are not CPSs or are working toward their CPS are supervised and mentored by CDFH CPS credentialed staff.

ATTACHMENTS

- A. Program Logic Model
- B. Timeline/Implementation Plan
- C. Budget Forms
 - i. Budget Request by Source of Funds
 - ii. Budget Justification: Personnel – Salaries and Wages
 - iii. Budget Justification: Equipment and Motor Vehicles
 - iv. Budget Justification: Capital Project Details
- D. Declaration Statement – Chapter 42F, Hawaii Revised Statutes
- E. Job Descriptions
- F. Resumes
- G. Program Organization Chart
- H. Organization-wide Chart

Program Logic Model: TeenLink Hawaii Project Express Yourself 2014-2015

Problem statement: Substance abuse and related health and social issues increasingly impact youth and their peers.

Goals: 1) To increase the number of youth-driven prevention messages by providing a dynamic venue for youth to express themselves on key topics; 2) To reinforce the social norm of youth getting involved in positive actions that promote health, wellness, and safety among their peers; and 3) To promote awareness about meeting life's challenges with actions that build personal resilience.

Risk and Protective Factors	Activities	Objectives	Measurable Outcomes	Intermediate Outcomes	Long-Term Outcomes
<p>Risk: Favorable attitudes toward alcohol, tobacco, and other drugs</p> <p>Friends' alcohol and drug use</p> <p>Protective: Opportunities and rewards for prosocial involvement</p>	Voice Box Events	Conduct a total of four (4) Voice Box events for youth at Campbell and Farrington High Schools, TLH, and community.	200 youth participate in Voice Box events by completing recordings.	Increased number of youth-driven prevention messages.	Decreased youth substance abuse.
	PSA Production	Produce three (3) PSAs (one in each topic area: Substance Abuse, Health/Mental Health, Youth Resilience)	Three (3) PSAs featuring youth messages are produced.	Increased youth participation in peer outreach to call attention to critical health and social issues and helpful resources.	Increased health, wellness and safety among youth.
	PSA Promotion	Feature and promote the three (3) PSAs on TLH website, school venues, and community media.	The number of hits on the TLH website will increase by 25% after PSAs are featured on the website. At least two (2) school venues (one at each school) & one (1) community venue feature the PSAs.		Youth involvement in a movement to express themselves and create awareness in areas concerning their own health and wellness.
	Awareness and Education Materials	Develop and distribute awareness and education information "palm" cards to supplement PSA messages and promote the TLH website.	2,000 youth receive awareness and education materials to share with their peers.	Increased youth connection to information and resources to support adolescent health, wellness and safety.	
	TeenLink Hawaii Youth Team Meetings	Convene and facilitate six (6) TeenLink Hawaii Youth Team meetings consisting of 8-12 youth.	80% of TLH Youth Team members will indicate increased understanding about the negative consequences of substance abuse and related problems among youth, awareness of prevention strategies, and involvement in increasing awareness and resilience among their peers.		

**TeenLink Hawaii Project Express Yourself
Timeline/Implementation Plan
2014-2015**

Action Steps/Activities	Responsible Staff	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
START UP		2014						2015					
Staffing													
Hire project staff; establish consultant MOAs	PD/PM	x											
Orient staff and consultants to the project	PD/PM	x											
Staff training	PC/PS	x	x	x									
TLH Youth Team Meetings													
Convene TLH Youth Team meetings to engage youth in planning and participating in project development, implementation, and evaluation. This includes review of project goals, objectives, and timeline; team-building activities; solicitation of ideas for Voice Box design and PSA messages; planning of Voice Box events; and feedback for project improvement.	PM/PC/PS	x		x		x		x		x		x	
Voice Box Design & PSA Production													
Work with design consultant to create Voice Box blueprints, acquire materials, and build structure. This includes identifying the audio visual equipment for Voice Box recordings, securing space and building materials for construction of the Voice Box, and building the portable Voice Box.	PD/PM/PC/PS Design and Production Consultants	x	x	x	x	x							
Work with PSA production consultant to conceptualize message content, visuals, sound elements, and other factors/resources that will enhance message delivery and quality of the final products.	PD/PM/PC/PS Design and Production Consultants		x	x	x	x							
Work with PSA production consultant to review Voice Box recordings and develop PSAs.	PD/PM/PC/PS Production Consultant						x	x	x	x	x	x	
Post and Promote PSAs in school and community venues and on TLH website.	PC/PS								x	x	x	x	x

Action Steps/Activities	Responsible Staff	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Traveling Voice Box Events													
Work with Campbell and Farrington High Schools to host the Voice Box, brief key school personnel about project goals/objectives, and coordinate student participation in the event.	PC/PS	x	x	x	x	x							
Secure date, time, and logistics for 4 Voice Box recording events. This includes identifying youth participants and planning TLH promotional activities.	PC/PS			x	x	x	x	x	x				
Prepare and organize promotional and educational materials including palm cards, incentives, refreshments, and supplies.	PC/PS				x	x	x	x	x				
Implement Voice Box events. This includes transporting, set-up, operation, and monitoring of the Voice Box; distribution of awareness and educational materials; coordination of youth participants; and conducting TLH promotional activities.	PC/PS					x	x	x	x				
Evaluation, Reporting, and Sustainability													
Administer surveys to TLH Youth, schools, and sampling of Voice Box youth participants and students at-large to measure outcomes.	PC/PS							x	x	x	x		
Share overall survey results and findings with TLH Youth Team and Consultants to identify recommendations for improvement.	PC/PS											x	x
Submit required monthly, quarterly and/or year end reports.	PM/PC	x	x	x	x	x	x	x	x	x	x	x	x
Implement plan for sustainability – Partnerships and grant applications	PD/PM									x	x	x	x

Key to abbreviations: CDFH - Coalition for a Drug-Free Hawaii; TLH – TeenLink Hawaii; PD - Program Director; PM - Program Manager; PC – Project Coordinator; PS – Prevention Specialist

BUDGET

(Period 07/01/2015 to 06/30/2016)

Applicant/Provider:

Coalition for a Drug-Free Hawaii

Project Name:

TeenLink Hawaii Project Express Yourself

BUDGET CATEGORIES	Budget Request (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	63,650			
2. Payroll Taxes & Assessments	6,524			
3. Fringe Benefits	8,773			
TOTAL PERSONNEL COST	78,947			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Airfare, Out-of-State				
3. Audit Services	1,200			
4. Contractual Services - Administrative				
5. Contractual Services - Subcontracts	8,000			
6. Insurance				
7. Lease/Rental of Equipment				
8. Lease/Rental of Motor Vehicle				
9. Lease/Rental of Space	6,889			
10. Mileage	660			
11. Postage, Freight & Delivery	200			
12. Publication & Printing	500			
13. Repair & Maintenance	350			
14. Staff Training				
15. Substance/Per Diem				
16. Supplies	400			
17. Telecommunication	1,000			
18. Transportation				
19. Utilities	400			
20. Program Activities	3,047			
21. Administrative Indirect Cost 26.1%	26,907			
22.				
23.				
TOTAL OTHER CURRENT EXPENSES	49,553			
C. EQUIPMENT PURCHASES	1,500			
D. MOTOR VEHICLE PURCHASES				
TOTAL (A+B+C+D)	130,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Budget Request		Mary Navor, Accounting Mgr. 545-3228 ext. 30		
(b)		Name (Please type or print) Phone		
(c)		<div style="background-color: black; width: 100%; height: 20px; margin-bottom: 5px;"></div> Signature of Authorized Official Date		
(d)		Alan Shinn, Executive Director Name and Title (Please type or print)		
TOTAL REVENUE		For State Agency Use Only		
		Signature of Reviewer Date		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant/Provider: Coalition for a Drug-Free Hawaii
 Project Name: TeenLink Hawaii Project Express Yourself

07/01/2015 to 06/30/2016

Date Prepared: 1/27/2014

POSITION NO.	POSITION TITLE	FULL TIME EQUIVALENT TO ORGANIZATION	ANNUAL SALARY INCLUDING BUDGETED SALARY INCREASE A	% OF TIME BUDGETED TO THE CONTRACT B	TOTAL SALARY BUDGETED TO THE CONTRACT A x B
1	Program Manager	1.00	51,000.00	15.00%	7,650
2	Project Coordinator	1.00	42,000.00	100.00%	42,000
3	Prevention Specialist	1.00	28,000.00	50.00%	14,000
TOTAL:					63,650.00
JUSTIFICATION/COMMENTS:					

**BUDGET JUSTIFICATION
PERSONNEL: PAYROLL TAXES, ASSESSMENTS, AND FRINGE BENEFITS**

Applicant/Provider: Coalition for a Drug-Free Hawaii

Project Name: TeenLink Hawaii Project Express Yourself

07/01/2015 to 6/30/2016

Date Prepared: 1/27/2014

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
PAYROLL TAXES & ASSESSMENTS:			
Social Security	As required by law	7.65%	\$4,869.23
Unemployment Insurance (Federal)	As required by law	0.00%	\$0.00
Unemployment Insurance (State)	As required by law	1.30%	\$827.45
Worker's Compensation	As required by law	0.72%	\$458.28
Temporary Disability Insurance	As required by law	0.58%	\$369.17
SUBTOTAL:			\$6,524.13
FRINGE BENEFITS:			
Health Insurance		13.78%	\$8,773.06
Retirement			
SUBTOTAL:			\$8,773.06
TOTAL:			\$15,297.19
JUSTIFICATION/COMMENTS:			

**BUDGET JUSTIFICATION
PROGRAM ACTIVITIES**

Applicant/Provider: Coalition for a Drug-Free Hawaii

Project Name: TeenLink Hawaii Project Express Yourself 07/01/2015 to 6/30/2016 Date Prepared: 1/27/2014

DESCRIPTION	AMOUNT	JUSTIFICATION/COMMENTS
Program materials, supplies, and incentives	\$ 3,046.60	Materials and incentives for TLH youth planning meetings and activities, supplies and incentives for Voice Box activities at the schools, and PSA promotional items.
Total:	\$ 3,046.60	

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS AND SUBSIDIES PURSUANT TO
CHAPTER 42F, HAWAII REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant or subsidy.

- 2) The applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants or subsidies used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant or subsidy used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Coalition for a Drug-Free Hawaii
(Typed Name of Individual or Organization)



(Signature)

1/27/14

(Date)

Alan Shinn
(Typed Name)

Executive Director
(Title)

COALITION FOR A DRUG-FREE HAWAII

JOB DESCRIPTION

JOB TITLE: Program Director

SUPERVISOR: Executive Director

QUALIFICATIONS: Master's degree in human services, health, or related field or equivalent experience. Five years experience in prevention programming, program development, administration, and supervision. Demonstrated successful grant writing skills. Knowledge of substance abuse, related issues, and research-based prevention strategies. Working knowledge of outcome measures, milestones, benchmarks, and program evaluation. Excellent oral and written communication skills. Ability to lift and carry 25-30 lbs. Valid Hawai'i driver's license and access to automobile required.

TASKS AND RESPONSIBILITIES:

- 1) Plan, develop, coordinate, and evaluate new and existing programs and activities of the Coalition for a Drug-Free Hawaii in conjunction with the Executive Director.
- 2) Oversee recruitment, orientation, and supervision of qualified program staff.
- 3) Oversee the administrative, fiscal, and program management of all CDFH programs for quality assurance and contractual compliance.
- 4) Provide direct supervision of program managers and project managers/coordinator(s).
- 5) Serve on the CDFH management team to advance organizational development and research and development of programs and new initiatives.
- 6) Assist the Executive Director in the preparation of grant applications and legislative testimony, fundraising, and investigation of new sources of funding.
- 7) Serve as a representative of the Coalition; attend workshops, meetings, seminars, advisory board meetings, etc., as assigned, to maintain communication and program coordination with other agencies, groups, and individuals.
- 8) Assist the Executive Director in planning, developing, and coordinating public awareness initiatives.
- 9) Perform other related duties as assigned by the Executive Director.

COALITION FOR A DRUG-FREE HAWAII

JOB DESCRIPTION

JOB TITLE: Program Manager

SUPERVISOR: Program Director

QUALIFICATIONS: Master's degree in human services, health, or related field or equivalent experience. Two years experience in contract management and staff supervision. Experience in substance abuse prevention field and delivery of curricula-based knowledge. Program development, planning, and grant writing skills. Knowledge of current substance abuse prevention research-based strategies. Demonstrated ability to establish and maintain effective working relationships with diverse ethnic and socio-economic groups in Hawai'i. Effective oral and written communication skills. Ability to manage multiple priorities and diverse assignments. Ability to lift and carry 25-30 lbs. Valid Hawai'i driver's license and access to automobile required.

TASKS AND RESPONSIBILITIES:

- 1) Work with the Program Director to plan, develop, coordinate, and evaluate new and existing programs and activities of the Coalition for a Drug-Free Hawaii.
- 2) Provide day-to-day administration and direct supervision of program staff to ensure contractual compliance and high quality service provision.
- 3) Manage the fiscal and administrative operations of programs including budget preparation and monitoring; program documentation and reporting.
- 4) Work with the CDFH management team in the areas of: organizational development, research and development of programs and new initiatives, preparation of grant applications and legislative testimony, fundraising, and investigation of new sources of funding.
- 5) Serve as a representative of the Coalition; attend workshops, meetings, seminars, advisory board meetings, etc., as assigned, to maintain communication and program coordination with other agencies, groups, and individuals.
- 6) Assist in development of local and statewide public awareness initiatives.
- 7) Perform other related duties as assigned by the Program Director.

COALITION FOR A DRUG-FREE HAWAII

JOB DESCRIPTION

JOB TITLE: Project Coordinator - TeenLink Hawaii Project Express Yourself

SUPERVISOR: Program Manager

QUALIFICATION: Bachelor's degree or equivalent experience in human services, health or related field. Two years experience coordinating projects and serving in a supervisory capacity. Excellent skills in youth relations, communication, program planning and computer/technical skills. Experience working in the school setting and/or implementing school-based programs. Knowledge and interest in website development and new modes of media in reaching youth. Demonstrated ability to establish and maintain effective working relationships with diverse ethnic and socio-economic groups. Occasional weekend/evening hours. Ability to lift and carry 25-30 lbs. Valid Hawaii'i Driver's License and access to insured vehicle required.

TASKS AND RESPONSIBILITIES:

1. Develop, implement, coordinate and evaluate all programs and activities of TeenLink Hawaii Project Express Yourself.
2. Work collaboratively with subcontractors, school personnel, students, staff of community agencies, media consultants and other interested parties to effectively implement services of the project and promote awareness of the program.
3. Responsible for on-and off-site supervision of project staff and TeenLink Hawaii Youth Team participants.
4. Coordinate and oversee daily operations of the project including Voice Box design and PSA production; logistics, operations and implementation of Voice Box events at school/community sites; updating and maintaining the TLH website to feature Voice Box activities and PSAs; planning and facilitating TLH Youth Team meetings; working with youth at all Project Express Yourself school/community events; and featuring and promoting the PSAs, Project Express Yourself and TLH website via school venues and community media.
5. Develop and distribute awareness and education materials about underage drinking prevention, marijuana use prevention, and youth resilience to supplement PSA messages.
6. Monitor implementation of all activities and provide recommendations for on-going program improvement. Provide written and verbal reports through observation and feedback from TLH Youth Team, student participants, school personnel, partners, and community members.

Project Coordinator – TeenLink Hawaii Project Express Yourself
Page 2

7. Assist with the coordination and implementation of evaluation activities including data collection, surveys and documentation.
8. Assist the Program Manager with fiscal and administrative operations of the project (i.e. budget monitoring, program documentation, policies and procedures).
9. Assist with preparation of monthly, quarterly, and annual reports, and other statistical reports as required.
10. Serve as a representative of the Coalition for a Drug-Free Hawaii in providing informational materials and presentations to increase awareness and educate school personnel and community agencies about the programs and activities of CDFH.
11. Perform other related duties as assigned by the Program Manager.

COALITION FOR A DRUG-FREE HAWAII

JOB DESCRIPTION

JOB TITLE: Prevention Specialist - TeenLink Hawaii Project Express Yourself

SUPERVISOR: Project Coordinator

QUALIFICATION: Bachelor's degree or equivalent experience in human services, health or related field. Two years experience working with youth. Excellent skills in youth relations and communication. Knowledge and interest in new modes of media in reaching youth. Proficient in computer and technical skills. Ability to establish and maintain effective working relationships with diverse ethnic and socio-economic groups in Hawaii. Effective written and oral communication skills. Some weekend and evening hours required. Ability to lift and carry 25-30 lbs. Valid Hawaii driver's license and access to insured vehicle required.

TASKS AND RESPONSIBILITIES:

1. Assist with development, implementation, and evaluation of all activities of TeenLink Hawaii Project Express Yourself.
2. Work collaboratively with subcontractors, school personnel, TLH Youth Team, students, staff of community agencies, media consultants and other interested parties to effectively implement services of the project and promote awareness of the program.
3. Assist with daily operations of the program which include Voice Box design and PSA production; logistics, operations and implementation of Voice Box events at school/community sites; updating and maintaining the TLH website to feature Voice Box activities and PSAs; planning and facilitating TLH Youth Team meetings; working with youth at all Project Express Yourself school/community events; and featuring and promoting the PSAs, Project Express Yourself and TLH website via school venues and community media.
4. Work with Project Coordinator and TLH Youth Team to develop and distribute awareness and education materials about underage drinking prevention, marijuana use prevention, and youth resilience to supplement PSA messages.
5. Provide written and verbal reports through observation and feedback from TLH Youth Team, student participants, school personnel, partners, and community members.
6. Assist with the coordination and implementation of evaluation activities including data collection, surveys and documentation.

Prevention Specialist – TeenLink Hawaii Project Express Yourself
Page 2

7. Assist with preparation of monthly, quarterly, and annual reports, and other statistical reports as required.
8. Serve as a representative of the Coalition for a Drug-Free Hawaii in providing informational materials and presentations to increase awareness and educate school personnel and community agencies about the programs and activities of CDFH.
9. Perform other related duties as assigned by the Project Coordinator.

Cheryl Kameoka, CPS, ICPS



EDUCATION

Master of Arts in Clinical Art Therapy, 1985. Loyola Marymount University, Los Angeles, California.
Bachelor of Fine Arts, 1980. University of Hawaii at Manoa, Honolulu, Hawaii.
University of San Francisco, 1982. San Francisco, California.
Academy of Art University, 1982. San Francisco, California.

CERTIFICATION

Certified Prevention Specialist (CPS), State of Hawaii, 9/2011-2014.
International Certification & Reciprocity Consortium (ICRC) Prevention Specialist Credential 9/2011-2014.

EXPERIENCE

Coalition for a Drug-Free Hawaii, Honolulu, HI

Program Director September 1990 - Present

Responsible for administering, developing, directing, and evaluating statewide prevention programs of The agency; grant writing for federal, state, county, and private funds securing over \$20 million to develop and implement effective prevention programs in Hawaii; management staff supervision; and management team functions.

Asian American Drug Abuse Program, Los Angeles, CA

Director of Prevention April 1988 - August 1990

Responsible for developing, directing, and evaluating prevention and early intervention programs of the agency. Directed efforts to establish prevention initiatives in Asian and Pacific Islander communities in Los Angeles County.

Coastal Asian Pacific Mental Health Center, Los Angeles County Mental Health Department, CA

Marriage, Family and Child Counselor Intern June 1989 - August 1990

Provided individual and family therapy; conducted assessment, diagnosis, and referral.

Asian American Drug Abuse Program, Los Angeles, CA

Prevention Coordinator July 1986 - April 1988

Responsible for coordinating and supervising staff and daily activities of the prevention unit.

West Los Angeles Treatment Program, Health Care Delivery Services, Los Angeles, CA

Counselor/Art Therapist September 1985 - July 1986

Provided substance abuse counseling with primary focus on heroin addiction and methadone treatment.

PUBLICATIONS

Aiu, P., Ono, M., Burgess, P., Takahashi, C., & Kameoka, C. (2001). Treating and Counseling People of Colour Conference: A Native Hawaiian Perspective. Pacific Health Dialog, V8, No. 2, 429-433.

AFFILIATIONS

Hawaii Strategic Prevention Framework State Incentive Grant Advisory Committee, 2006 – 2012.

Hawaii Substance Abuse Prevention Advisory Committee (HSAPAC), 2001 – 2004.

Advisory Committee Member, The Federal Center for Substance Abuse Prevention's Western Center for the Application of Prevention Technologies (CAPT), 1999 – 2003.

Executive Board Member and Secretary, National Asian Pacific American Families Against Substance Abuse (NAPAFASA), 1999 – 2001; Board Member, 1992 – 2001.

Renee Peiler, CPS, ICPS

Work Experience:

Coalition for a Drug-Free Hawaii - Program Manager

2/00-present

- Provide day to day administration and direct supervision of program staff to ensure contractual compliance and high quality service provision
- Plan, develop, coordinate and evaluate programs and activities
- Collaborate with funding sources, schools, facilitators, evaluators, community organizations, businesses, community members and prevention practitioners to maintain communication and program coordination
- Work together as part of the CDFH Management Team to establish agency policies/procedures, plan events, coordinate activities and represent CDFH in the community

Governmental Grant Experience:

- 1998-2001 Program Manager (2/00-6/01), Prevention Specialist (7/98-2/00), *Strengthening Hawai'i Families Ho'omua Project* grant awarded by U.S. Department of Education, Safe and Drug-Free Schools and Communities Program for \$1,249,541.
- 2001-2005 Program Manager (9/01-12/05), Community-Initiated Prevention Intervention Grant, *Strengthening Hawai'i Families Ho'omau Project* grant awarded by U.S. Department of Health and Human Services, SAMHSA, Center for Substance Abuse Prevention for \$1,200,000.

State/City Funded Grant Experience:

2002 – present Program Manager, *RADAR Network Center (2002–2007)*, *Ko'olauloa Community Partnership State Incentive Grant (2002–2005)*, *Ice Awareness and Education (2003–2005)*, *Hawaii Ecstasy Prevention Program (2004–2007)*, *Strengthening Hawai'i Families (2005–2006)*, *Second Step Hawaii (2009–present)*, *Social Norms Youth Leadership Project (2012–present)* awarded by Department of Health – Alcohol and Drug Abuse Division (ADAD); *Underage Drinking Prevention Program (2004–2005)* awarded by Department of Transportation; *Strengthening Hawai'i Families (2006–2008)*, *Girls Circle Program (2007–2008, 2009–2011)*, *Second Step Hawaii (2009–2011)*, *TeenLink Hawaii (2007–present)*, awarded by Department of Human Services – Office of Youth Services, *Social Norms Media Project (2010–2012)*, awarded by C & C of Honolulu SPF SIG.

Coalition for a Drug-Free Hawaii - Prevention Specialist

7/98-2/00

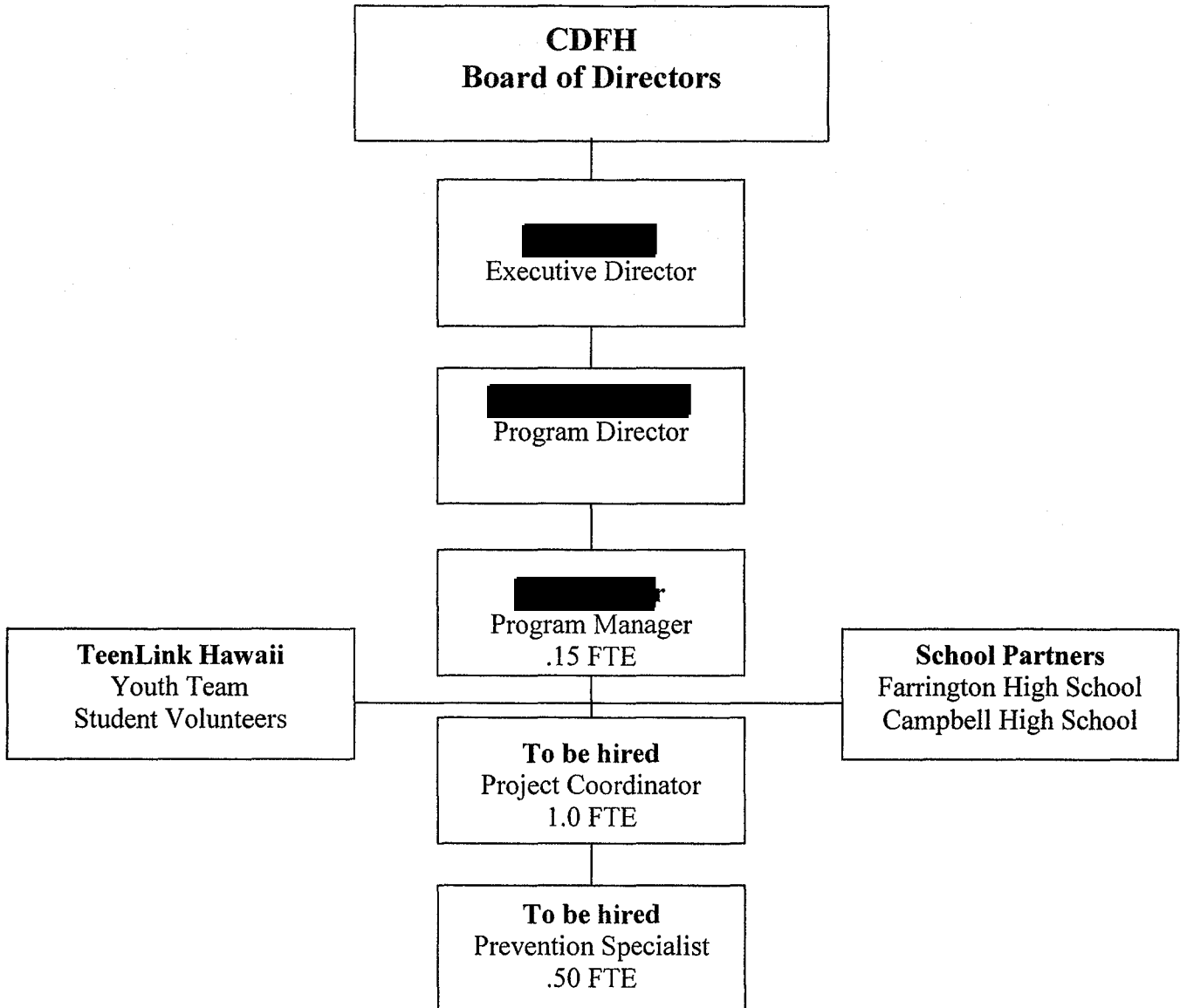
- Responsible for coordination and implementation of the Strengthening Hawai'i Families program within the school and community
- Work collaboratively with school personnel, health and human service agencies and others to establish operational sites of the SHF program
- Conduct outreach and recruitment of facilitators and families
- Oversee SHF facilitators and monitor implementation of curriculum activities

Educational Background:

Bachelor of Science- Family Resources
University of Hawaii- Manoa, May 1992

COALITION FOR A DRUG-FREE HAWAII
Program Organization Chart

TeenLink Hawaii Project Express Yourself



Coalition for a Drug-Free Hawaii

