



**THE TWENTY-EIGHTH
LEGISLATURE**

APPLICATION FOR GRANTS

**Senate Committee on Ways and Means
State Capitol, Rm. 207
Honolulu, HI 96813
Attn: GIA**

COPY

House District 42

Senate District 20

THE TWENTY-EIGHTH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: _____

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

"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.

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

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

Db/a: Coalition for a Drug-Free Hawaii

Street Address: 1130 N. Nimitz Highway, Suite A259

Mailing Address: 1130. N. Nimitz Highway, Suite A259
Honolulu, HI 96817

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 INCORPORATED IN HAWAII
- FOR PROFIT CORPORATION INCORPORATED IN HAWAII
- LIMITED LIABILITY COMPANY
- OTHER
- SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

E OLA PONO MA KAPOLEI (EOPMK) YOUTH LEADERSHIP PROGRAM

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2016: \$ 125,000.00

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:

AUTHORIZED SIGNATURE

Alan Shinn, Executive Director

NAME & TITLE

1/30/2015

DATE SIGNED



RECEIVED
1-30-15

15

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.

Goal: To reduce and prevent substance abuse and related problems among youth through youth leadership development and peer-to-peer strategies that equip youth to make healthy choices; reinforce positive choices; and educate, raise awareness, and mobilize efforts to address youth substance abuse with emphasis on preventing underage drinking and marijuana use.

Objective 1: Convene monthly meetings of the IM SO HI Above the Influence Youth Team at Kapolei High School to facilitate youth development activities and action planning to coordinate, and implement activities of the project.

Objective 2: Organize and implement six awareness activities for youth at Kapolei Middle and High Schools to increase awareness of the harm and consequences of underage drinking and marijuana use, increased awareness that most youth choose to be drug-free, and increased attitude that substance abuse is unacceptable.

Objective 3: Plan and conduct four educational activities for youth at Kapolei Middle and High Schools to increase students' knowledge about underage drinking, marijuana use, the harm and consequences of youth substance abuse, and prevention strategies.

Objective 4: Plan and implement two community awareness activities in Kapolei to increase awareness of youth substance abuse, its harm and consequences, and prevention resources.

Objective 5: Work with Kapolei High School and EOPMK community coalition to organize one school-community event (KHS Hurricane Eatz) with an interactive resource fair that provides substance abuse prevention resources, activities for youth, and information about youth and family resources in the community.

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 data indicates that the **two most prevalent substances used by youth are alcohol and marijuana**. The 2013 Hawaii Youth Risk Behavior Survey (YRBS) is the most current quantitative data on youth substance abuse is available at the State and County levels. These results indicate that the two top substances of concern in the State and County are alcohol and marijuana across all grade levels. The percentage of youth reporting alcohol use during the past 30 days ranged from 6.7% in 6th grade to 12.7% in 8th grade to 38.4% in 12th grade. The percentage reporting marijuana use during the past 30 days ranged from 3.9% in 6th grade to 9.4% in 8th grade to 22.9% in 12th grade. These percentages for alcohol and marijuana use were higher than tobacco, prescription drugs, and other drugs for all grades.

The current youth substance use problems in the Kapolei community are underage drinking, marijuana, and tobacco use. Community level data provided by the 2007-2008 Hawaii Student ATOD Study (DOH, 2009) identified and documented this problem which has been reconfirmed by school personnel and results of the Kapolei Speak Out Survey (KSOS). The KSOS is a brief measure of perceptions and beliefs about drug issues and solutions for preventing and reducing youth substance use in Kapolei. Qualitative data was obtained through the KSOS conducted in 2013 and 2014 with questions about the top two drugs of concern regarding youth. A total of 138 individuals (82 youth, 41 school personnel, and 15 coalition members) participated in the Spring 2013 KSOS. Results indicated that across participant groups (N=138), the top two drugs of concern by a large margin were marijuana (89.1%) and alcohol (78.1%). To date, a total of 66 individuals (57 youth and 9 adults) participated in the Spring 2014 KSOS with more surveys being conducted this month. Results indicate that again, across participant groups (N=66), the top two drugs of concern by a large margin were marijuana (87.9%)

and alcohol (62.1%). For both years, tobacco use was the third highest concern behind marijuana identified by about 50% of respondents and other drugs (synthetic drugs, prescription drugs, ecstasy, meth, cocaine) were reported by 20% or less with most being identified by fewer than 10% of respondents.

Other qualitative data obtained from key informants included school administrators indicating concerns about marijuana use among students in addition to alcohol. The Honolulu Police Department District 8 presentation on juvenile crime indicated that the most commonly encountered drugs were alcohol and marijuana. In 2012, District 8 juvenile arrest reports showed 30 arrests for promoting detrimental drugs to the third degree (possession of marijuana). The February 2013 juvenile arrest report showed five arrests for petty misdemeanor of possession of marijuana making up 24% of the total arrests in that category on the island of Oahu for the month. Ongoing assessment of the Kapolei community is conducted using quantitative and qualitative data on youth substance use and its consequences to track progress, youth substance use trends, and other issues that may impact the community and coalition efforts.

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 target population to be served consists of youth at Kapolei High School (KHS) and Kapolei Middle School (KMS). KHS enrolls 2,045 students with ethnicities including primarily: 29.9% Native Hawaiian; 24.0% Filipino; 14.3% Caucasian; 6.7% Japanese; 4.9% Samoan; 4.7% African American; 4.1% Hispanic and a mix of others. Of students at KHS, 32.1% receive free/reduced lunch. During the 2012-2013 school year, 156 students (8% of the student population) were responsible for 207 suspensions. These suspensions included serious offenses of 83 (40%) Class A: Burglary, robbery, sale of dangerous drugs; 84 (41%) Class B: disorderly conduct, trespassing; 33 (16%) Class C: Class cutting, insubordination, smoking; and 7 (3%) Class D: Contraband (e.g. possession of tobacco.) The Middle School enrolls 1,466 students with ethnicities including primarily: 32.5% Native Hawaiian; 23.0% Filipino; 11.1% Caucasian; 5.9% Japanese; 5.7% Samoan; 5.7% African American; 4.5% Hispanic; and a mix of others. Of students at the KMS, 41.7% receive free/reduced lunch. (State of Hawaii DOE, 2014)

5. Describe the geographic coverage.

The proposed project will be implemented in the Kapolei community at Kapolei High School and Kapolei Middle School.

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 proposed grant activities have been developed in response to the expressed need for effective interventions that reduce and prevent underage drinking and youth marijuana use in Kapolei. Youth substance abuse is a major health issue that affects not only individuals, but families and communities. Youth, aged 12-17 years, are the most vulnerable population to the harmful effects of substance abuse and addiction. No one can predict who will be affected by substance abuse so prevention is the key. The earlier the age of initiation for substance use, the more likely substance abuse related problems will develop as an adult. The adolescent brain continues to develop until at least 25 years and can be impaired by early and chronic alcohol and marijuana use e.g. drop in IQ points, mental health problems, and addiction. Youth with such problems will be ill prepared to enter the workforce and contribute to society.

A program logic model was used to document the problem statement, goal, and risk/protective factors and identify appropriate solutions. Please see the attached Program Logic Model.

The proposed Youth Leadership Program is based on the foundation built by youth leaders at Kapolei High School (KHS) who developed the social norms program message "IM SO HI Above the Influence" in Fall 2011. The IM SO HI Above the Influence Youth Team was established to create an awareness and education campaign on campus with this message using strategies from the evidence-based program Challenging College Alcohol Abuse.

The IM SO HI Above the Influence (ATI) campaign provides positive messaging and focuses on the healthy and drug-free choices most youth choose to make. Through this campaign, KHS students address the misperceptions about alcohol, educate students on less-understood facts, implemented numerous activities to increase awareness about the harmful effects of alcohol and work to change the "public conversation" on alcohol use among students, staff and local community. Since 2011, Youth Team members have seen significant changes and the positive impact made on their peers at Kapolei Middle and High Schools. A majority of the student body at KHS are familiar with the campaign logo and message. They have been acknowledged by state legislators for their

outstanding work on underage drinking. With these accomplishments and experience with campaigns to change social norms perceptions among peers, this grant would allow the Youth Team to continue their work on underage drinking and take on permissive marijuana use by youth. The Youth Team would also expand leadership to middle school students to mentor future members.

Long-term program outcomes include decreased youth substance abuse and decreased impact by substance abuse on youth, families, and communities. More immediate program outcomes include increased positive youth action to prevent and reduce substance abuse and increased positive social norms among youth. Program activities will empower youth to plan and implement effective substance abuse prevention activities and help influence their peers to make healthy, drug-free choices. Students participating in the program activities will become aware that the behavioral norm among youth is to be alcohol and drug-free and will get the facts about underage drinking and chronic marijuana use while participating in fun, interactive activities. The Kapolei schools and community will benefit from having effective youth substance abuse prevention programs, and better informed and mobilized youth and adults to take action.

This grant will benefit an estimated 2,000 youth, parents and other community members through specific school and community activities and events planned and implemented by the Youth Team in partnership with the school and community. Overall, large school events will impact the Kapolei High School (2,045 students) and Kapolei Middle School (1,466 students) student bodies. Project activities include:

1. IM SO HI Above the Influence Youth Team Meetings – CDFH staff will convene and facilitate monthly Youth Team meetings for 8-12 youth recruited from Kapolei high School. The Youth Team will work in partnership with staff to plan, coordinate, and implement activities of the project.
2. School Awareness Activities – The Youth Team will organize and implement six (6) awareness activities for youth at Kapolei Middle and High Schools to increase awareness of the harm and consequences of underage drinking and marijuana use, increased awareness that most youth choose to be drug-free, and increased attitude that substance abuse is unacceptable.
3. School Education Activities – The Youth Team will plan and conduct four (4) activities to increase knowledge about underage drinking, marijuana use, the harm and consequences of youth substance abuse, and prevention strategies.
4. Community Awareness Activities – The Youth Team will plan and implement two (2) activities in the community to increase awareness of youth substance abuse, its harm and consequences, and prevention resources.

5. School-Community Event (KHS Hurricane Eatz) – The Youth Team in partnership with EOPMK Community Coalition will organize an interactive resource fair to be featured at the KHS Hurricane Eatz event with information, community resources, and activities for youth and families to increased awareness about substance abuse prevention and resources to prevent and reduce underage drinking and marijuana use.

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 five CPSs (Program Director, two 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 Youth Team members, 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) Youth Team Survey. Youth leaders 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 youth in Kapolei in 1) increasing their awareness and knowledge of the harm and consequences of underage drinking and marijuana use; 2) increasing awareness that most youth choose to be drug-free; 3) increasing their attitude that substance abuse is unacceptable; 4) increasing awareness of prevention strategies and resources; and 5) increasing involvement in peer-to-peer strategies to promote healthy drug-free schools and community.

- (1) Youth Team Survey. Youth leaders will be asked to rate their understanding, awareness, and involvement as related to the identified outcomes.

(2) Participant Survey. Participants will be asked to rate their understanding, awareness, and attitude as related to the identified outcomes.

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 YT members will indicate increased awareness and knowledge of substance abuse and prevention strategies and increased involvement to promote healthy drug-free schools and community.

Method: Youth Team Survey, Activity Logs, Attendance Forms

Outcome 2: 75% of students surveyed will indicate increase awareness of the harm and consequences of underage drinking and marijuana use, increased awareness that most youth choose to be drug-free, and increased attitude that substance abuse is unacceptable.

Method: Activity Logs, Participant Survey

Outcome 3: 75% of students surveyed will indicate increase knowledge about underage drinking, marijuana use, the harm and consequences of youth substance abuse, and prevention strategies.

Method: Activity Logs, Participant Survey

Outcome 4: 75% of community members surveyed will indicate increase awareness of youth substance abuse, its harm and consequences, and prevention resources.

Method: Activity Logs, Participant Survey

Outcome 5: 75% of students surveyed will indicate increased awareness about substance abuse and resources to prevent and reduce underage drinking and youth marijuana use.

Method: Activity Logs, Participant Survey

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 2016.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$31,000	\$31,500	\$31,500	\$31,000	\$125,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2016.

City and County of Honolulu Grant-In-Aid for fiscal year 2016-2017.

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 a listing of all government contracts and grants it has been and will be receiving for program funding.

Please see attached form.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2014.

The balance is \$72,349.

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.

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'olauloa, Ewa Beach, Waimanalo, Makaha).

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 25 years of experience in the field; talented IM SO HI Above the Influence 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 Kapolei Middle and High Schools that will help to make this project a success.

CDFH has over 27 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. **E Ola Pono Ma Kapolei Coalition** to prevent youth substance abuse in the Kapolei community. (City and County of Honolulu 2014)
3. **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)
4. **Lifelines Hawaii Suicide & Alcohol Prevention Project** at Kapolei High School and Farrington High School. (SAMHSA, CSAP 2010 – 2012)

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.

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 administered and managed out of the main office and implemented at Kapolei High School in a designated classroom and other campus venues (courtyard, cafeteria, auditorium) and Kapolei Middle School classrooms which meet 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 (Michelle Park)**, responsible for project management; supervision of the Project Coordinator; training in prevention strategies and program models; 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
IM SO HI ATI Youth Team Meetings	2	1.25	12 youth/2 staff	12 meetings

School Awareness Activities	2	1.25	1,200	6 activities
School Education Activities	2	1.25	200	4 activities
Community Awareness Activities	3	2.0	300	2 activities
School Event	4	2.0	300	1 event

Staff Qualifications

Please see attached **job descriptions** for specific responsibilities and qualifications 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 (to be hired).

Cheryl Kameoka, CPS will serve as the Program Director and supervise the Program Manager. She has over 27 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 24 years and oversees the administrative, fiscal, and program management of CDFH programs.

Michelle Park, CPS will serve as the Program Manager and supervise the Project Coordinator. She has over 10 years of experience in managing, developing, and implementing prevention programs for youth and communities in Hawaii. She is a certified trainer in the Substance Abuse Prevention Specialist Training (SAPST) and has served as key personnel in CDFH’s Prevention Resource Center. She also serves as CDFH’s primary trainer and works to promote prevention and treatment training opportunities for the field in Hawaii. Ms. Park currently oversees Kapolei’s community coalition, E Ola Pono Ma Kapolei, federal Drug-Free Communities program.

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 through national, state, and community partners.

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 Organization Chart* illustrate the structure, lines of responsibility, supervision, and functions for key services and staff positions. The shaded positions on the Organization-wide Chart indicated placement of this request. The Program Organization Chart also diagrams CDFH partners.

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; Program Manager \$50,000

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. 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 the 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.

C. Federal and County Grants

The applicant shall separately specify the amount of federal and county grants awarded since July 1, 2014.

City and County of Honolulu grant for \$56,250

Federal Drug-Free Communities Support Program Grant for \$125,000

D. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see Article X, Section 1, of the State Constitution for the relevance of this question.

This grant will not be used to support or benefit a sectarian or non-sectarian private educational institution.

E. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2015-16 the activity funded by the grant if the grant of this application is:

- (1) Received by the applicant for fiscal year 2015-16, but**
- (2) Not received by the applicant thereafter.**

CDFH has several other funding opportunities in the future to sustain youth substance abuse prevention services in Kapolei. James & Abigail Campbell Family Foundation could offer partial funding for small, well-defined service programs on the Leeward Coast through application in Spring 2015.

State Alcohol & Drug Abuse Division/DOH was recently awarded a 5-year SAMHSA grant, called Strategic Prevention Framework - Partnerships for Success, that would

seek to reduce alcohol, marijuana, and prescription drug use among youth 12-17 years through planning, coordination and demonstration of evidenced-based prevention programs in communities across the State. However, competitive service contracts are not planned to be awarded for at least one year due to state procurement protocols.

F. Certificate of Good Standing (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2014.

Please see attached copy of certificate.

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**
 - v. Government Contracts and/or Grants**
- D. Job Descriptions**
- E. Program Organization Chart**
- F. Organization-wide Chart**
- G. Certificate of Good Standing**
- H. Declaration Statement – Chapter 42F, Hawaii Revised Statutes**

**Program Logic Model: E Ola Pono Ma Kapolei (EOPMK) Youth Leadership Program
2015 – 2016**

Problem statement: The EOPMK Youth Leadership Program works to address the pressing need for effective interventions that reduce and prevent underage drinking and marijuana use among youth in Kapolei.

Goal: To reduce and prevent substance abuse and related problems among youth through youth leadership development and peer-to-peer strategies that equip youth to make healthy choices; reinforce positive choices; and educate, raise awareness, and mobilize efforts to address youth substance abuse with emphasis on preventing underage drinking and marijuana use.

Risk/Protective Factors	Activities	Objectives	Measurable Outcomes	Intermediate Outcomes	Long-Term Outcomes
Risk Factors: Favorable attitudes toward alcohol, tobacco, and other drugs Friends' alcohol use Protective Factor: Opportunities & rewards for prosocial involvement	IM SO HI ATI Youth Team Meetings	Convene 12-24 coalition meetings to be held at Kapolei High School to plan, organize, coordinate activities/events, share resources, receive training, and network	80% of YT members will indicate increased awareness and knowledge of substance abuse and prevention strategies and increased involvement to promote healthy drug-free schools and community.	Increased positive youth action to prevent and reduce substance abuse Increased positive social norms among youth	Decreased youth substance abuse (underage drinking and marijuana use) Decreased impact of substance abuse on youth, families and the community
	School Awareness Activities	Conduct 6 school awareness activities at Kapolei High and Middle Schools	75% of students surveyed will indicate increase awareness of the harm and consequences of underage drinking and marijuana use, increased awareness that most youth choose to be drug-free, and increased attitude that substance abuse is unacceptable.		
	School Education Activities	Conduct 4 school education activities at Kapolei High and Middle Schools	75% of students surveyed will indicate increase knowledge about underage drinking, marijuana use, the harm and consequences of youth substance abuse, and prevention strategies.		
	Community Awareness Activities	Conduct 2 community awareness activities in Kapolei	75% of community members surveyed will indicate increase awareness of youth substance abuse, its harm and consequences, and prevention resources.		
	School Event	Conduct 1 school event in Kapolei (Hurricane Eatz event)	75% of students surveyed will indicate increased awareness about substance abuse and resources to prevent and reduce underage drinking and youth marijuana use.		

**E Ola Pono Ma Kapolei Youth Leadership Program
Timeline/Implementation Plan
2015-2016**

Action Steps/Activities	Responsible Staff	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
START UP		2015			2016								
Project staff confirmed and complete project orientation	PD/PM	x											
E Ola Pono Ma Kapolei (EOPMK) IM SO HI Above The Influence Youth Team (YT) Meetings													
EOPMK key leaders, project staff and YT representatives meet to review project, discuss project timeline and implementation activities/events, and solicit ideas and feedback for the Youth Leadership Program <i>*EOPMK is a project partner whose role is to provide opportunities for youth to be part of coalition activities and to provide guidance, support and resources to support their efforts.</i>	PD/PM/PC	x											
Youth enroll, complete training, attend monthly YT meetings and participate in planned activities	PM/PC	x	x	x	x	x	x	x	x	x	x	x	x
Project staff and YT representatives attend EOPMK coalition meetings to provide updates and plan for upcoming project activities/events	PM/PC/PS	x	x	x	x	x	x	x	x	x	x	x	x
Measurable Outcome: 80% of YT members will indicate increased awareness and knowledge of substance abuse and prevention strategies and increased involvement to promote healthy drug-free schools and community.	PM/PC												x
Community Awareness Activities													
YT and project staff identify and select community-based events for Community Awareness Activities - community resource fairs, business events, sporting events, family events, sign waving, etc.	PC	x	x				x	x					
YT and project staff secure logistics	PC/PS	x	x						x	x			
YT members organize, prepare awareness materials, interactive educational activities, incentives and supplies; and implement activities	PM/PC/PS			x	x						x	x	
Measurable Outcome: 75% of community members surveyed will indicate increase awareness of youth substance abuse, its harm and consequences, and prevention resources.	PM/PC				x							x	

Action Steps/Activities	Responsible Staff	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
School Awareness Activities		2015			2016								
YT and project staff identify venues and school-wide events to incorporate awareness activities - Winter Ball, Prom, assemblies, school sporting events, Project Graduation, Homecoming	PC	x			x	x	x	x			x		
YT and project staff secure logistics and recruitment of student body participation	PC/PS		x			x	x	x	x			x	
YT members organize, prepare awareness materials, interactive educational activities, incentives and supplies; and implement activities	PM/PC/PS			x			x	x	x	x			x
Measurable Outcome: 75% of students surveyed will indicate increase awareness of the harm and consequences of underage drinking and marijuana use, increased awareness that most youth choose to be drug-free, and increased attitude that substance abuse is unacceptable.	PM/PC			x			x	x	x	x			x
School Education Activities													
YT and project staff identify student body prevention education needs, substance abuse topics, venues, strategies and activities and incorporate into the planning of lunchtime educational activities	PM/PC	x		x					x		x		
YT and project staff secure logistics and recruitment of student body participation	PC/PS	x		x					x		x		
YT members organize, prepare handouts and other educational materials, signage, social norm messaging, incentives, and supplies	PM/PC/PS		x	x	x	x				x	x	x	x
Measurable Outcome: 75% of students surveyed will indicate increase knowledge about underage drinking, marijuana use, the harm and consequences of youth substance abuse, and prevention strategies.	PM/PC			x		x					x		x
School Event													
YT and project staff secure participation, resource booth reservation and logistics for school event	PC							x					
YT members organize, prepare awareness materials, interactive educational activities, signage, social norm messaging, incentives and supplies	PM/PC/PS									x	x		
Measurable Outcome: 75% of students surveyed will indicate increased awareness about substance abuse and resources to prevent and reduce underage drinking and youth marijuana use.	PD/PM/PC											x	

Action Steps/Activities	Responsible Staff	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
EVALUATION, REPORTING, AND SUSTAINABILITY		2015			2016								
Administer all surveys to program participants to measure outcomes	PM/PC			X	X	X	X	X	X	X	X	X	X
Share overall survey results and findings with EOPMK members and key school faculty and staff <i>*Kapolei High School is a project partner whose role is to provide meeting and activity space for the YT, assist with recruitment and access to students, and to collaborate and support all program services</i> <i>*Kapolei Middle School is a project partner whose role is to identify a faculty/staff to serve as a liaison in working with the project to host activities and help sustain the program at the middle school</i>	PC												X
Complete program documentation records and submit required monthly, quarterly and/or year end reports	PD/PM/PC	X	X	X	X	X	X	X	X	X	X	X	X
Develop and implement plan for sustainability	PD/PM/PC					X			X			X	X

Key to abbreviations: CDFH - Coalition for a Drug-Free Hawaii; EOPMK - E Ola Pono Ma Kapolei community coalition; YT - IM SO HI Above The Influence Youth Team; PD - Program Director; PM - Program Manager; PC - Project Coordinator; PS - Prevention Specialist

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2015 to June 30, 2016

Applicant: Coalition for a Drug-Free Hawaii

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	57,725			
2. Payroll Taxes & Assessments	6,471			
3. Fringe Benefits	9,900			
TOTAL PERSONNEL COST	74,096			
B. OTHER CURRENT EXPENSES				
1. Airfare, inter-Island	0			
2. Insurance	850			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	15,480			
5. Staff Training	300			
6. Supplies	400			
7. Telecommunication	900			
8. Utilities	1,472			
9. Audit Services	1,000			
10. Contractual Services - Administrative	120			
11. Mileage	1,008			
12. Publication & Printing	500			
13. Postage, Freight & Delivery	120			
14. Program Activities	4,500			
15. Repair & Maintenance	880			
16. Administration	23,374			
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	50,904			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	125,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	125,000	Bianca Yu, Accounting Manager 545-3228 ext. 30		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		[Redacted Signature] 1/30/15		
(d) Total Private/Other Funds Requested		Signature of Authorized Official Date		
TOTAL BUDGET	125,000	Alan Shinn, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2015 to June 30, 2016

Applicant: Coalition for a Drug-Free Hawaii

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Director - Kameoka, C.	1	\$66,150.00	10.00%	\$ 6,615.00
Program Manager - Park, M.	1	\$41,200.00	30.00%	\$ 12,360.00
Project Coordinator - To be hired	1	\$32,000.00	100.00%	\$ 32,000.00
Prevention Specialist - To be hired	1	\$27,000.00	25.00%	\$ 6,750.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				57,725.00
JUSTIFICATION/COMMENTS:				

Applicant: Coalition for a Drug-Free Hawaii

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2015 to June 30, 2016

Applicant: Coalition for a Drug-Free Hawaii

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				
No equipment or motor vehicle expenses budgeted.				

Applicant: Coalition for a Drug-Free Hawaii

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2015 to June 30, 2016

Applicant: Coalition for a Drug-Free Hawaii

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2013-2014	FY: 2014-2015	FY:2015-2016	FY:2015-2016	FY:2016-2017	FY:2017-2018
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS: No capital project expenses budgeted.						

Applicant: Coalition for a Drug-Free Hawaii

GOVERNMENT CONTRACTS AND/OR GRANTS

Applicant: Coalition for a Drug-Free Hawaii

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1.	10-051 Regional Alcohol and Drug Awareness Resources (RADAR) Center	7/1/2014-6/30/2015	Department of Health - Alcohol and Drug Abuses Division	State	\$160,000
2.	13-014 Substance Abuse Prevention Services -Youth Substance Abuse Prevention Initiative-Girls	7/1/2014-6/30/2015	Department of Health - Alcohol and Drug Abuses Division	State	\$150,000
3.	13-015 Substance Abuse Prevention Services -Youth Substance Abuse Prevention Initiative-2nd Step Program	7/1/2014-6/30/2015	Department of Health - Alcohol and Drug Abuses Division	State	\$150,000
4.	14-076 Adolescent School-Based Substance Abuse Treatment Services	7/1/2014-6/30/2015	Department of Health - Alcohol and Drug Abuses Division	State	\$180,000
5.	DHS-15-OYS-503 Truancy Prevention	7/1/2014-6/30/2015	Office of Youth Services	State	\$100,000
6.	J12056 Juvenile Drug Court	7/1/2014-6/30/2015	Judiciary- First Circuit	State	\$176,553
7.	1H79SPO20359-1 ONDCP Drug -Free Community	10/1/2014-9/30/2015	U.S. Department of Health and Human Services	Federal	\$125,000
				TOTAL	\$1,041,553

Applicant: Coalition for a Drug-Free Hawaii

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.
- 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 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 agency; 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 – E Ola Pono Ma Kapolei Youth Leadership Program

SUPERVISOR: Program Manager

QUALIFICATIONS: Bachelor's degree or equivalent experience in human services or related field. Three years experience working with youth and facilitating groups. Two years experience coordinating projects and serving in a supervisory capacity. Experience working in the school setting and/or implementing school-based programs. 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 written and oral communication skills. Able to lift and carry 25-30 lbs. Valid Hawaii driver's license and access to insured vehicle required.

TASKS AND RESPONSIBILITIES:

- 1) Develop, coordinate, implement, and evaluate programs and activities of the E Ola Pono Ma Kapolei (EOPMK) Youth Leadership Program.
- 2) Work collaboratively with EOPMK coalition members including school personnel, staff of community agencies, and other interested parties to effectively implement services of the project and promote awareness of the program.
- 3) Coordinate and oversee daily operations of the project which include all planning and implementation of the project; recruitment, training, and supervision of the Youth Team; and communicating effectively with project partners and school personnel.
- 4) Work closely with the Prevention Resource Center and other community resources for information and updates about current youth issues and trends; assistance with resource development, and community outreach opportunities.
- 5) Assist with the coordination and implementation of evaluation activities including data collection, surveys and all program documentation.
- 6) Assist the Program Manager with fiscal/administrative operations of the project (i.e. budget monitoring, grant requirements, policies, and procedures) and preparation of grant progress reports, and other statistical reports as required and outlined by those funding sources.
- 7) Prepare oral presentations, educational materials, press releases, and other informational materials to increase awareness about the project and the harmful effects of underage drinking, alcohol and marijuana use.
- 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 EOPMK Youth Leadership Program and activities of CDFH.
- 9) Perform other related duties as assigned by the Program Manager.

COALITION FOR A DRUG-FREE HAWAII

JOB DESCRIPTION

JOB TITLE: Prevention Specialist – E Ola Pono Ma Kapolei (EOPMK) Youth Leadership Program
.25 FTE (10 hours/week)

SUPERVISOR: Project Coordinator

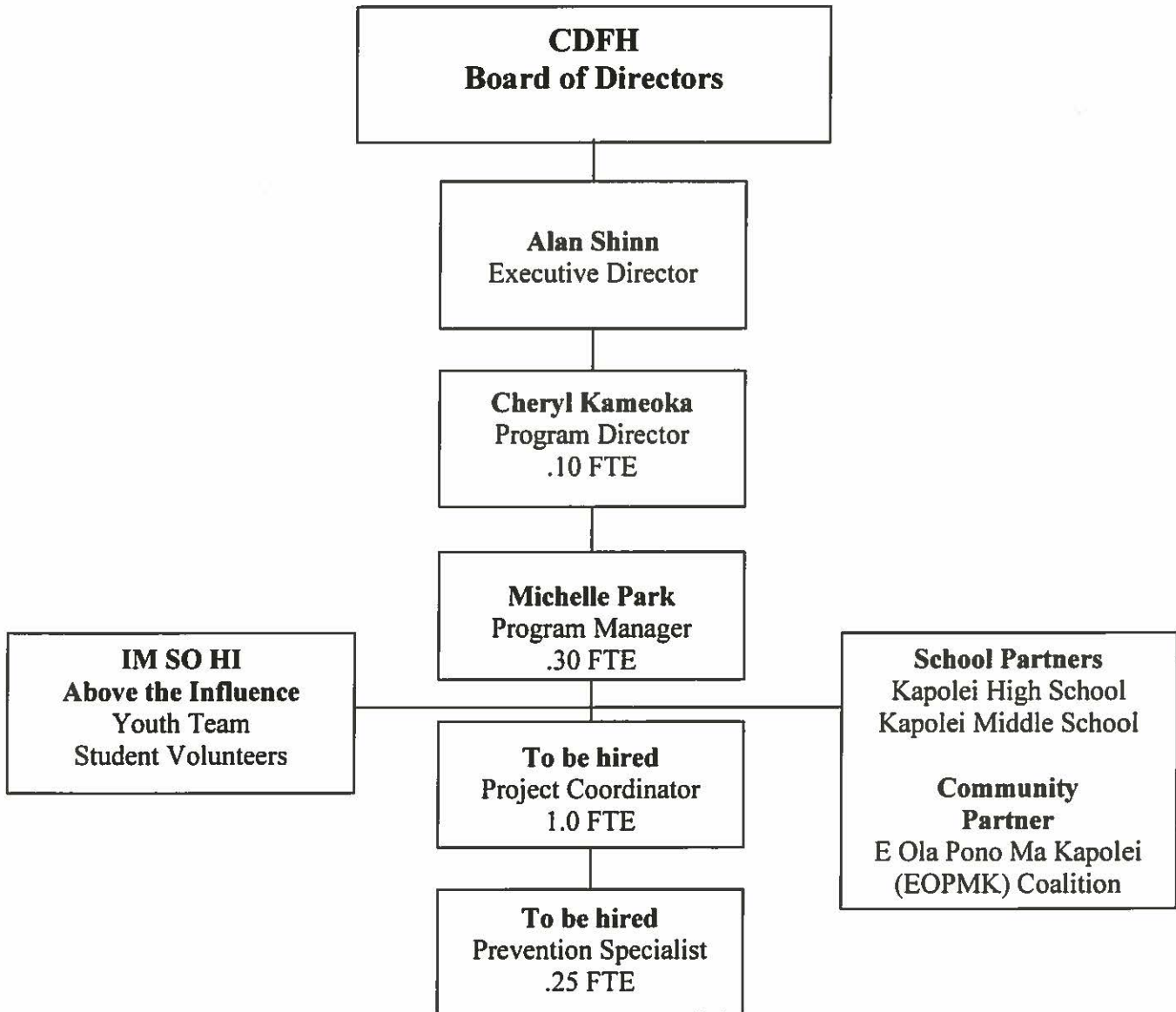
QUALIFICATIONS: Bachelor's degree or equivalent experience in human services or related field. Two years experience working with youth and facilitating groups. Experience working in the school setting and/or implementing school-based programs. Knowledge of current substance abuse prevention research-based strategies. Demonstrated ability to establish and maintain effective working relationships with diverse ethnic and socio-economic groups in Hawaii. Effective written and oral communication skills. Able to lift and carry 25-30 lbs. Valid Hawaii driver's license and access to insured vehicle required. Occasional weekend/evening hours required.

TASKS AND RESPONSIBILITIES:

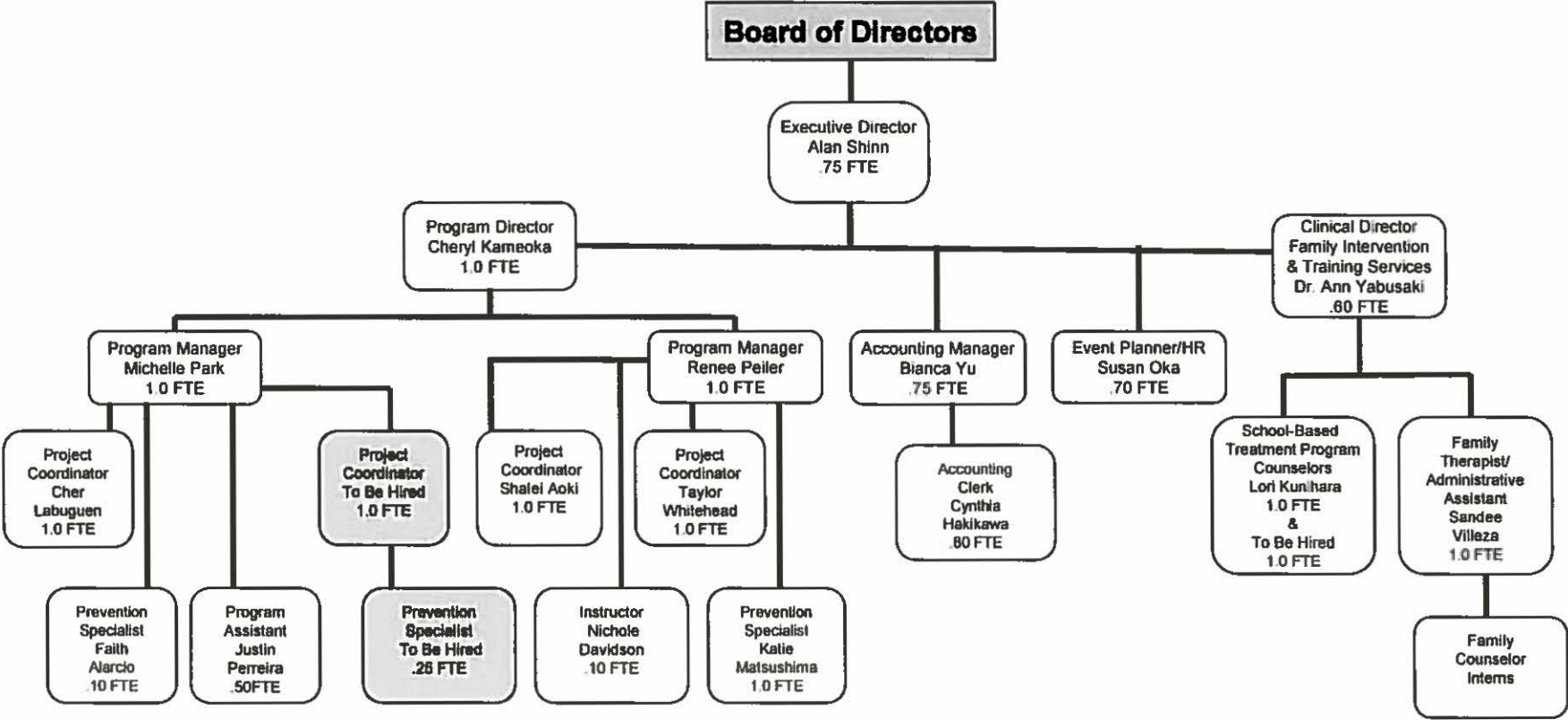
- 1) Work with the Program Manager and Project Coordinator to plan and implement activities of the IM SO HI ATI (Above the Influence) Youth Team at Kapolei High School.
- 2) Responsible for the development, coordination, and facilitation of the Youth Team to implement prevention strategies to reduce alcohol and marijuana use among youth in the Kapolei community. This includes recruitment, training, and supervision of the Youth Team; maintaining ongoing communication with youth team members; and communicating effectively with school personnel and EOPMK members
- 3) Work with the Youth Team to plan and implement activities of the project with respect to project goals, strategies, objectives, and timelines.
- 4) Work collaboratively with the Project Coordinator, school personnel, community members, and others to effectively to promote awareness of EOPMK and its Youth Leadership Program.
- 5) Prepare oral presentations and other informational materials to increase awareness about the project and its activities.
- 6) Assist with preparation of quarterly, annual reports, and other reports as required.
- 7) Serve as a representative of the Coalition for a Drug-Free Hawaii (CDFH) in providing informational materials and presentations to increase awareness and educate school personnel and community agencies about EOPMK and other activities in Kapolei.
- 8) Perform other related duties as assigned by the Project Coordinator.

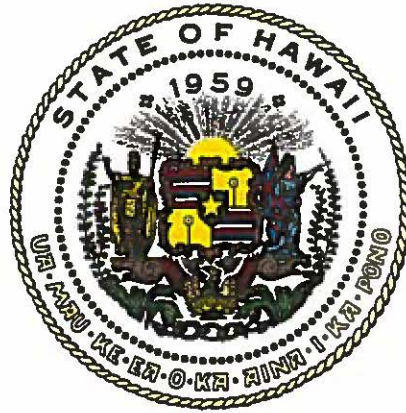
COALITION FOR A DRUG-FREE HAWAII
Program Organization Chart

E Ola Pono Ma Kapolei (EOPMK)
Youth Leadership Development Program



Coalition for a Drug-Free Hawaii





Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

COALITION FOR A DRUG-FREE HAWAII

was incorporated under the laws of Hawaii on 04/24/1987 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: December 08, 2014

Director of Commerce and Consumer Affairs



**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISIED 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 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 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 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.
- 2) If the applicant is an organization, 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 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 used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant 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 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)
Alan Shinn

4/30/15

(Date)
Executive Director

(Typed Name)

(Title)