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COMMUNITY OVERVIEW



The City of Mattawa and the Wahluke Community is in central Washington State in the Columbia River Basin; a region recognized for its world-famous apples, aromatic hops, and award-winning wines. While much of the nation is familiar with the area; its communities remain

culturally, economically, and geographically isolated from the state and nation. Conservative and traditional in overall mindset, Wahluke is a rural community that includes the towns of Mattawa, Beverly, and Desert Aire and an unincorporated area that stretches 225 square miles. The towns of Mattawa and Desert Aire have 9,907 people combined (ACS, 2017) and the greater Wahluke [unincorporated] area is estimated to have an additional 15,000 to 20,000 people. The City of Mattawa was established to accommodate the hydropower workers who built the Wanapum and Priest Rapids Dams in the 1950's.

Cheap power, fertile soil, and a long growing season contributed to the predominant agricultural industry in Wahluke. Migrant farmworker families weary of seasonal relocations were attracted to Wahluke's ability to offer 10-month earning opportunities and a low cost of living. The past 30 years saw an increase in farmworker families as labor-intensive crops like apples and grapes replaced "row-crop farming." Today, Wahluke's local economy is largely dependent on the long agricultural season running from February through November. In fact, **50% of local income is derived from agriculture.**

The most recent estimate for the target area reveals a young population with 42% under 18 years of age and roughly 33% between the ages of 25-44 years. The racial makeup of the target area is 45% White, 1% African American, 1% Native American, and 50% from "other races"—**96% of the entire population identify ethnically as Hispanic or Latino.**

The area is very remote—60 miles from any urban area—and has very few services for families and youth that need them most. There is no civic center, no theatre, and no recreational facilities. The school is the "hub" of the community. There are some unique challenges and problems for civic leaders, school administrators and health professionals. 75% of the teachers and 45% of the administrators at Wahluke School District, the Chief of Police, and most health professionals that work in the two clinics commute an hour or more to Mattawa daily.

The median income is just \$29,000 (US: \$53,657) —half of the households in Wahluke are **33% below the average income.** Three in five families require some form of public assistance such as food stamps. The school district has a student population of 2,400; **100% of the students receive free or reduced-price meals; 82% of whom qualify due to extreme poverty. 26% of Wahluke students are seasonal (transitional) migrant farmworkers predominantly from Mexico.** While generations of Mexican American families have settled in and around Wahluke, a language barrier persists. **33% of the students of Wahluke schools are transitional English speaking.** This coupled with major drug distribution routes following Interstate 90 and vast sparsely populated land surrounding Wahluke has proven **ideal for a vigorous illicit drug trade.**

Options are limited for adults and even more so for the children and youth in the community. Alcohol, drug use, and the illicit drugs trade have emerged as options not only for self-expression but also as an answer to the economic hardships experienced by more than half of the residents. It's not hard to see that Wahluke has a vulnerable population that needs to be reached on a grassroots level specifically targeting youth substance abuse.

PROJECT NARRATIVE

1. What is the history of the coalition and how does it currently operate to prevent youth substance use in the community?

A. Wahluke Community Coalition (WCC) began in 2015 in response to the statewide **Community Prevention and Wellness Initiative** (CPWI). The **Initiative** provided our community with a framework for assessing local conditions contributing to youth and adult substance abuse—the **Strategic Prevention Framework** (SPF). As a function of the SPF, Wahluke’s stakeholders merged to reinforce WCC. Key leaders including the Mayor of Mattawa, Chamber of Commerce, and Wahluke School District (WSD) partnered to provide support to WCC. CPWI led to significant advancements in infrastructure essential to collaborative, multi-sector prevention activities. In 2016, WCC was awarded a CPWI implementation grant from the Washington State’s Division of Behavioral Health & Recovery. That same year WSD was selected by WCC to serve as lead agency. WCC executed an MOU with WSD to provide organizational and fiscal support. WSD support includes Superintendent, Robert Eckert, who provides project-level supervision to the WCC Coordinator. WSD also provides WCC with a Finance Manager and Fiscal Specialist [grant manager]. WCC staff consists solely of the WCC Coordinator, Gigi Calaway. Serving the dual function of **Project Director and Coalition Coordinator**, Gigi is responsible for managing the implementation of the 12-Month Action Plan, relationships with members and is the single point of contact with the granting agency.

The start-up period for WCC was not without its challenges. A very large proportion of the professional workforce commute 60 minutes or more into the community. This created logistical and commitment problems. Additionally, much of the community members targeted by this grant worked long hours in physically demanding conditions. Community meetings in the evening cut into much needed family and restorative time. Finally, our activities are required in both Spanish and English. With no workarounds, we must accommodate members with variable meeting dates/time, Spanish translations (print and verbal), and strict agenda adherence.

WCC leadership exists on three levels—administrative, operations, and implementation. The administrative level includes the Coalition Coordinator, President, Vice-President, Secretary, and Treasurer. The operational level includes the Operations Chair, New Member Coordinator, Public Relations Coordinator, and Community Outreach and Recruitment Coordinator. The implementation level is made up of the following workgroups: student involvement, community outreach and recruitment, needs and resource assessment, and funding and sustainability.

While a significant impact to youth substance use is yet to be realized, the coalition has been successful in achieving key fundamental tasks over the past two years. WCC has completed a community assessment along with action plan. In the first year of implementation **WCC has delivered 25 community trainings to 541 adults and 45 youth**. Topical areas included youth substance abuse and misuse, Adverse Childhood Experiences, and a community drug education targeting marijuana and vaping to name a few. WCC also met with success in implementing substance abuse prevention programming. State dedicated marijuana [tax] funding managed by WCC has led to the implementation of PAX Good Behavior Game, Strengthening Families 10-14, Lion’s Quest Social Emotional Learning, and Youth 2 Youth Leadership training in support of the Student Prevention Club.

B. WCC’s mission: **To promote a healthier, drug- and alcohol-free Wahluke through communitywide education and advocacy aimed at preventing youth substance use**. Our approach to education and advocacy is made up of multiple, complimentary strategies. Under education, WCC continues to increase awareness of our primary substance abuse issues and the

prevention and treatment resources in our community. WCC education also builds leadership and prevention skills among WCC members, positive parenting, and youth refusal and life skills. WCC advocacy increases and sustains a high degree of community involvement in the implementation of our action plan. Finally, our advocacy supports accessing services and ensures Wahluke has the best interest of children, youth, and families in matters of drugs and alcohol.

STATEMENT OF THE PROBLEM

2. What are the current youth substance use problems in your community and the methods of assessment and data collection?

A. Washington state and Wahluke experienced two major setbacks in laws and norms favorable to drug use. In 2011, Washington state approved privatization of liquor sales. In 2012, voters approved legalized recreational marijuana. Both have negatively impacted Wahluke youth, adults, and families by making liquor more easily accessible and marijuana more readily available to youth. ***Unfortunately, Washington State's desire to be at the forefront of social reform (marijuana legalization) has seriously compromised the health and safety of youth. These new laws and accompanying policies favorable to substance use have significantly eroded the perception of harm among Washington's youth.*** A large percentage of adults (29%) in Wahluke believe or are unsure if marijuana is legal for persons under 21 years of age. After the new laws went into effect, local grocery stores began promoting and displaying liquor in places easily accessible by youth. Previously unthought of, "grab and dash" liquor thefts became commonplace. Community Assessment of Neighborhood Stores (CANS) follow-up interviews with local store managers have verified this growing problem. Store managers have instructed staff not to chase thieves but to record losses as "normal" shrinkage. Shrinkage is industry terminology for anticipated theft and is considered "a cost of doing business."

Wahluke Junior High administrators observed a rise in youth marijuana use the year after the initiative passed. When 6th, 7th, and 8th grade students were questioned about the increase their response was ***"It's okay, it's legal now."*** Marijuana is not legal those under 21; however, youth equate legality with safe to use. Furthermore, youth believe their peers are using alcohol and marijuana more than data indicates. This is clear with marijuana where the overall perceived rate of use among 8th graders is 37.3% when just 13.9% of students reported past use and 8.8% in the past 30 days. Social workers are observing alarming numbers of ***parents smoking marijuana in full view of their infant and toddler children.*** The same rationale is given: "it's legal" [and thereby socially acceptable] to use drugs in the presence of their children.

The problems around youth alcohol and marijuana use are driven by perceptions of availability. ***41% of 10th graders believe marijuana is easier to get than alcohol and 1 in 4 of the same students believe alcohol is very easy to get.*** This is perhaps the reason why our youth use alcohol and marijuana at twice the rate of other drugs. Local rates of prescription drug among 12th graders is nearly three times the state rate. (See Table 2) Wahluke is not blind to this. The most recent community survey with 264 respondents recognized alcohol (73%) and marijuana (75%) as moderate to serious problems.

Wahluke has experienced two periods of dramatic employment loss in all industries in the last 10 years. The region suffers from a lack of opportunity compared to other areas in the state; unemployment peaked in 2010 at 19% but has dropped to 6% and oscillates between 6 and 9% depending on the season. To make matters worse, focus groups conducted with the Hispanic/Latino migrant community (many of whom are undocumented) revealed a reluctance toward reporting drug violations and in seeking help due to their ***fear of deportation.*** Additionally,

higher than average rates of unemployment, poverty and substance abuse are blamed for the area's high rates of *domestic violence* (15.7%).

Wahluke struggles to develop policies, programs, and practices that enhance health and wellbeing of residents. This condition is exacerbated by our geographic isolation. Policies that contribute to the youth substance abuse include the deemphasized importance of drug education as public safety capacity is stretched thin by the large (225 sq. mile) target area. Enforcement efforts targeting driving under the influence and minor in possession are inconsistent as resources are maxed out. Knowing this the government is less likely to respond with countywide legislation and when they do it lacks consideration for prevention as a viable strategy.

B. After the legalization of recreational marijuana, the Washington state Poison Control Center

Table 1: Juvenile Arrest Data

Rate per 1,000		Grant	WA
Alcohol Violations	2015	3	2
	2016	3	1
	2017	2	1
Alcohol & Drug Arrests	2015	1	2
	2016	1	1
	2017	5	1
Total Arrests	2015	32	24
	2016	26	20
	2017	24	19

Source: Uniform Crime Rep, 2018.

alcohol violations consistently outpace the state. (Table 1) Crime reports indicate an *increase in juvenile alcohol and drug arrests* from 1/1,000 in 2015 to 5/1,000 in 2017.

C. WCC employs two data collection mechanisms in our community assessment. The first is the Washington State Healthy Youth Survey (HYS) administered biennially in the fall of even numbered years. 6th, 8th, 10th and 12th grade students participate in the HYS. The State of Washington Epidemiological Workgroup produces a Data Workbook for the Wahluke Community that includes both HYS data and local archival indicators such as juvenile and adult arrest rates, school performance, and public health trends. The second is a community survey. The survey, conducted annually in the fall, probes

saw a dramatic increase in the number of adolescents (ages 13-19) poisonings related to marijuana edibles. 39 youth were hospitalized in the first 8 months of 2013 due to consumption of marijuana edibles. In 2014 this increased to 272 calls. Most poisonings happen in the home. 86 calls were related to edibles, 32 were concentrate and 97 were due to marijuana in plant form. ER visits to local hospitals have reported an increase in marijuana poisonings as well. School-based marijuana referrals have increased from 11.6 (2017) to 14.5 (2018) per 1,000. Wahluke is in Grant county where juvenile

Table 2: 2018 Core Indicator Data

30-Day Use								
Grade/Drug	6th	WA	8th	WA	10th	WA	12th	WA
Tobacco	1.4	1.0	2.9	2.7	1.6	5.0	11.6	8.0
Alcohol	6.2	2.4	15.2	8.4	19.7	18.5	18.1	27.9
Marijuana	3.6	1.3	8.8	7.2	18.1	17.9	20.2	26.2
Rx Drugs	ND	ND	5.0	5.5	4.8	6.8	16.7	6.6
Perceived Risk of Harm – No Risk/Slight Risk								
Grade/Drug	6th	WA	8th	WA	10th	WA	12th	WA
Tobacco	33.4	22.9	31.2	12.6	17.0	11.5	20.0	11.8
Alcohol	45.1	44.2	33.7	31.0	36.0	27.5	32.7	28.5
Marijuana	43.2	31.8	42.7	29.3	33.9	38.8	42.3	47.6
Rx Drugs	ND	ND	34.4	17.3	28.2	16.3	22.3	14.2
Parental Disapproval – Not Wrong/Little Bit Wrong								
Grade/Drug	6th	WA	8th	WA	10th	WA	12th	WA
Tobacco	ND	ND	1.4	1.8	1.5	2.5	4.4	4.6
Alcohol	ND	ND	1.4	6.1	6.1	11.2	6.7	22.0
Marijuana	ND	ND	1.4	5.1	1.5	10.5	2.2	16.0
Rx Drugs	ND	ND	2.8	4.7	4.6	4.7	20.0	4.7
Peer Disapproval – Not Wrong/Little Bit Wrong								
Grade/Drug	6th	WA	8th	WA	10th	WA	12th	WA
Tobacco	ND	ND	11.0	11.4	9.3	18.8	7.5	26.7
Alcohol	ND	ND	20.4	15.4	27.3	26.3	10.0	32.2
Marijuana	ND	ND	20.0	17.6	22.7	38.7	30.0	50.8
Rx Drugs	ND	ND	20.4	9.9	17.0	15.1	17.5	16.1

Source: Washington State Healthy Youth Survey (HYS), Wahluke, 2018.

community attitudes and behaviors relative to alcohol and drug use. The data from both sources is used to identify the substance use problems through a process involving focus groups with Hispanic/Latino parent groups, key informant interviews, and information from CANS. Data is synthesized by WCC and strategies are selected with input from community representatives via the focus groups. Table 2 provides the data from the 2018 HYS data for WSD and shows an increasing trend of among the younger cohorts. In fall of 2018, 229 parents were asked about their attitudes towards teen drug use. An overwhelming percentage (85.6%) of parents report that it is not okay for teens to drink. When asked if other parents are offering alcohol to teens—34.5% said yes. Focus group parents indicated that the lack of engagement in school and community activities are not due to a lack of willingness but rather to variable work schedules and challenging family dynamics (i.e., young children, single parenthood). Many stated a desire for more parental support, specifically in the areas of knowledge and behavior management. WCC has further discovered through *interviews and focus groups* with high school students that many teens drink at rite of passage events such as *Quinceañeras* (where alcohol is not effectively monitored). Youth focus groups confirm that the primary source of alcohol and marijuana are friends (36%, 44%) and parties (38%). 13% report *stealing* alcohol and marijuana from stores and 10% from home.

D. The 2018 HYS indicates that 6th, 8th, and 10th grade students use alcohol and marijuana at higher rates than statewide counterparts. Wahluke 10th grade students are only slightly higher than their counterparts in current alcohol (19.7% v. 18.5%) and marijuana (18.1% v. 17.9%); however, *current marijuana use jumped 29% in just 2 years* (14%, 2016; 18%, 2018) *and 46% schoolwide* (11%, 2016; 17%, 2018). *15.2% of 8th grade students reported using alcohol in the past 30 days*; almost double that of their state agemates (8.4%). *8.8% of 8th grade students reported using marijuana in the past 30 days* as compared to only 7.2% of their 8th grade statewide counterparts. Over 43.2% of 6th grade students believe there is little to no harm in using marijuana. *6th grade students report drinking in the past 30 days at a rate 3 times that of their counterparts* (6.2% v. 2.4%). For these reasons WCC has selected *Alcohol and Marijuana as our target substances*.

12 – MONTH COALITION ACTION PLAN

3. What is the coalition’s 12-Month Action Plan for addressing youth substance use in the community?

DFC Goal One: Increase community collaboration

Objective 1: *Improve Wahluke Community Coalition member functionality by 5% by October 30, 2020 as measured by Diagnosing the Health of Your Coalition Assessment Instrument.*

Strategy 1: Increase Coalition Leadership Skills. [Enhance Skills]

Activity	Who is Responsible?	By When?
Participate in required DFC Grantee Webinars	Project Director, WCC Coordinator	Dec 31, 2019
Attend National Coalition Academy (NCA) certification training.	WCC Coordinator, Coalition Chair	Mar 31, 2020, Jun 30, 2020, Oct 30, 2020
Conduct NCA knowledge transfer sessions with Coalition members.	WCC Coordinator, All Sectors	Mar 31, 2020, Jun 30, 2020, Oct 30, 2020

Strategy 2: Increase awareness of the Coalition and its Mission. [Provide Information]

Activity	Who is Responsible?	By When?
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Plan and conduct Community/Youth Outreach strategy	WCC Coordinator, Media, Youth	Marketing Plan Dec 31, 2019, Implementation Jan 1, 2020 and ongoing.
Update Member & Partner Orientation materials.	WCC Coordinator	Dec 31, 2019
Update Coalition communication plan and website schedule.	WCC Coordinator, Media	Nov 31, 2019
Outreach to Spanish Language community to develop strategies and disseminate information.	WCC Coordinator, Media, Parent, Business, Faith	Oct 30, 2020
Conduct Annual Community Survey	WCC Coordinator, All Sectors	May 30, 2020
Conduct <i>Community Talks</i> Town Hall Meeting.	WCC Coordinator, Youth	Aug 31, 2020
Host WCC Key Leader Luncheon.	WCC Coordinator, All Sectors	Mar 31, 2020

Strategy 3: Engage coalition members in the implementation of environmental strategies to reduce youth Alcohol and Marijuana use. [Provide Support]

Activity	Who is Responsible?	By When?
Update Coalition Involvement Agreements demonstrating purpose and contribution.	WCC Coordinator, All Sectors	Nov 31, 2019; quarterly until all sectors updated.
Conduct sector-specific volunteer recruitment to support Action Plan.	WCC Coordinator, All Sectors	Feb 28, 2020
Monitor volunteer engagement and implementation.	WCC Coordinator	Mar 1, 2020 and ongoing.
Update 12-Month Action Plan	WCC Coordinator	Jan 30, 2020

Strategy 4: Conduct Local Evaluation. [Provide Information]

Activity	Who is Responsible?	By When?
Conduct Coalition Functionality assessment; complete report	Local Evaluator	Assessment: Nov 31, 2019, Report: Dec 31, 2019
Conduct Coalition Operations assessment (meetings & activities)	Local Evaluator	Monthly Data Collection; Report: Oct 30, 2020
Collect volunteer and event feedback	WCC Coordinator	Feb 15, 2020 & Aug 15, 2020
Conduct individual member meetings to assess level of engagement.	WCC Coordinator, All Sectors	Nov 31, 2019; quarterly
Conduct coalition/activity satisfaction surveys and analyze feedback.	WCC Coordinator	Feb 15, 2020 & Aug 15, 2020
Prepare DFCme Reports	WCC Coordinator	Feb 15 & Aug 15, 2020

Objective 2: Increase Wahluke Community Coalition member competency by 5% by October 30, 2020 as measured by the **CADCA Coalition Self-Assessment Tool**.

Strategy 1: Increase Coalition Knowledge, Skills and Abilities. [Enhance Skills]

Activity	Who is Responsible?	By When?
Participate in the National Coalition Academy (NCA) certification training.	WCC Coordinator, Civic/Volunteer	Oct 30, 2020

Conduct NCA knowledge transfer sessions with Coalition members.	WCC Coordinator, All Sectors	Mar 31, 2020, quarterly
Provide coalition training and technical assistance based on the results of the coalition assessment.	WCC Coordinator	TBD

Strategy 2: Conduct Local Evaluation. [Provide Information]

Activity	Who is Responsible?	By When?
Conduct Coalition Competencies assessment	Local Evaluator	Nov 31, 2019
Conduct coalition/activity satisfaction surveys and analyze participant feedback.	WCC Coordinator Local Evaluator	Feb 15, 2020 & Aug 15, 2020
Conduct Youth Focus Groups to align coalition efforts with behaviors and attitudes.	WCC Coordinator, Youth, YSO, Local Evaluator	May 31, 2020
Conduct Community Focus Groups to align coalition efforts with community priorities.	WCC Cord, Other Org, Youth, Evaluator	Aug 31, 2020
Collect and Analyze Youth Survey Data and National Outcome Measures.	WCC Coordinator, Local Evaluator	Oct 30, 2020
Prepare DFCme Reports	WCC Coordinator	Feb 15, 2020 & Aug 15, 2020

DFC Goal Two: Reduce youth substance use

Objective 1: *Reduce 30-day Alcohol Use among 10th grade students from the current 2018 baseline of 19.7% to 16.2% (-3.5) by 2022 as measured by the Washington HYS – Wahluke School District. (2024 goal: 7% net decrease. Target: 13% or less.)*

Strategy 1: Alcohol Awareness Education. [Provide Information]

Activity	Who is Responsible?	By When?
Integrate <i>Above the Influence</i> campaign into social media outreach strategies.	WCC Coordinator, School, Youth, Media	Nov 19, 2019; quarterly
Conduct youth alcohol awareness education incorporating <i>Above the Influence</i> campaign.	Youth, YSO, Schools	May 30, 2020
Plan and conduct <i>Communities Talk</i> (Town Hall) event targeting youth/adults.	WCC Coordinator, All Sectors	Aug 31, 2020
Plan and implement <i>Parents Who Host Lose the Most</i> alcohol awareness targeting parents.	Business, Media, Parents	Feb 28, 2020
Disseminate Alcohol Awareness information at cultural events and outlets (dual language).	Media, Youth, Faith- Based, Health, Other	Dec 30, 2019; May 30, Sep 30, 2020

Strategy 2: Annual Prevention Media Campaign – *Above the Influence*. [Provide Information]

Activity	Who is Responsible?	By When?
Circulate 4 Underage Drinking PSA on Spanish language radio, social media and LCD signs.	Media, Business	Dec 1, 2019; quarterly
Plan and implement <i>Above the Influence</i> campaign targeting high/middle school students.	Media, Schools, Youth	Oct 30, 2020

Strategy 3: Youth Engagement Initiative. [Provide Support, Enhance Access/Reduce Barriers]

Activity	Who is Responsible?	By When?
Facilitate Student Prevention Club meetings.	Schools, Youth, YSO	Nov 31, 2019; weekly
Conduct Youth 2 Youth Leadership Training	WCC Coordinator, Youth, YSO, and Schools	Jun 30, 2020; weekly.

Publish web-based and downloadable youth engagement activity calendar for 2019/2020.	WCC Coordinator, Education and Youth	Nov 31, 2019; quarterly
Conduct Youth presentations on alcohol incorporating assessment and HYS data.	WCC Coordinator, Youth, Schools.	Apr 30, 2020

Strategy 4: Alcohol Awareness and Refusal Skills Training. [Enhance Skills]

Activity	Who is Responsible?	By When?
Attend the Washington State Prevention Summit	Youth, Parents, YSO, WCC Coordinator	Nov 31, 2019
<i>Lion's Quest</i> Alcohol Prevention training targeting 7 th and 9 th grade students.	WCC Coordinator, Schools	Nov 31, 2019 and ongoing.
<i>Parents Who Host Lose the Most</i> parent awareness campaign.	WCC Coordinator, Parents, Law Enforcement	May 31, 2020
Facilitate Strengthening Families for Parent and Youth 10-14 Training Series.	WCC Coordinator, Parents, Other Organizations	Nov 31, 2019; Feb 4, 2020

Objective 2: Reduce 30-day Marijuana Use among 12th grade students from the current 2018 baseline of 20.2% to 16.7% (-3.6) by 2020 as measured by the Washington HYS – Wahluke School District. (2024 goal: 7% net decrease. Target 13% or less.)

Strategy 1: Marijuana Awareness Education. [Provide Information]

Activity	Who is Responsible?	By When?
Implement quarterly youth marijuana awareness incorporating <i>You Can</i> social media campaign	WCC Coord, School, Youth, Media	Nov 30, 2019; quarterly
Plan and conduct <i>Communities Talk</i> (Town Hall) marijuana track targeting youth & adults.	WCC Coordinator, All Sectors	Aug 31, 2020
Plan and conduct <i>Talk, They Hear You</i> , SAMHSA Media Program targeting parents.	Business, Media, Parents	Feb 28, 2020
Conduct marijuana information dissemination targeting cultural events/outlets (dual language)	Media, Youth, Faith-Based, Health, Other	Dec 30, 2019; May 30, Sep 30, 2020

Strategy 2: Annual Prevention Media Campaign – *You Can WA DOH*. [Provide Information]

Activity	Who is Responsible?	By When?
Circulate 4 marijuana PSA on Spanish language radio, social media and community LCD signs.	Media, Business	Dec 1, 2019; quarterly
Plan and conduct <i>You Can</i> campaign using materials targeting high/middle school students.	Media, Schools, Youth	Nov 31, 2019

Strategy 3: Youth Engagement Initiative. [Provide Support]

Activity	Who is Responsible?	By When?
Facilitate Student Prevention Club meetings.	Schools, Youth, YSO	Nov 31, 2019; weekly
Conduct Youth 2 Youth Leadership Training	WCC Coordinator, Youth, YSO, and Schools	Jun 30, 2020; weekly.
Publish web-based and downloadable youth engagement activity calendar for 2019/2020.	WCC Coordinator, Education and Youth	Nov 31, 2019; quarterly
Conduct Youth presentations on marijuana incorporating assessment and HYS data.	WCC Coordinator, Youth, Schools.	Apr 30, 2020

Strategy 5: Marijuana Awareness and Refusal Skills Training. [Enhance Skills]

Activity	Who is Responsible?	By When?
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Attend the Washington State Prevention Summit	Youth, Parents, YSO, WCC Coordinator	Nov 31, 2019
<i>SPORT</i> Marijuana Prevention training targeting 7 th and 9 th grade students.	WCC Coordinator, Schools	Nov 31, 2019 and ongoing.
<i>Parents Who Host Lose the Most</i> parent awareness and skill building workshop.	WCC Coordinator, Parents, Law Enforcement	May 31, 2020
Facilitate Strengthening Families for Parent and Youth 10-14 Training Series	WCC Coordinator, Parents, Other Organizations	Nov 31, 2019; Feb 4, 2020

EVALUATING THE EFFECTIVENESS OF THE 12 – MONTH ACTION PLAN

4. How will the coalition monitor and evaluate the effectiveness of the 12–Month Action Plan?

A. The WCC has secured the services of a Local Evaluator to develop and implement a monitoring mechanism to measure effectiveness. **Goal 1:** Two measures are tracked to determine WCC’s capacity for change—***Functionality and Competency***. ***Functionality*** is measured using *Diagnosing the Health of Your Coalition Assessment Instrument* (Gillian Kaye, Community Development Consultants, Brooklyn, NY) which tracks 10 individual indicators: *Vision, Mission and Goals, Coalition Structure, Outreach & Communications, Effectiveness of Coalition Meetings, Member Responsibility, Project Management, Research and External Resources, Sense of Community, Needs and Benefits, and Relationships and Power Players*. Functionality results include the mean, median, and range. Lower scores indicate weakness and higher scores indicate strength. Functional Potential = $(\sum x)/5$ where x is the scaled score for each item. ***Competency*** is measured using the *CADCA Coalition Self-Assessment Tool* developed in partnership with SAMHSA which tracks 15 individual indicators: *Coalition Partnerships, Community Assessment, Analyzing Problems and Goals, Logic Model, Increasing Membership, Building Leadership, Enhancing Cultural Competency, Organizational Management, Strategic Planning, Interventions, Advocacy, Influencing Policy, Development, Evaluation, and Sustainability*. Competency results are graphed representing two data points for each indicator (satisfaction and importance). Scores range from 1 (Low) to 3 (High). **Goal 2:** The following indicators are collected to measure the impact of the strategies and activities of the 12-Month Action Plan: *Juvenile Arrest Rates for Substance Abuse and other associated crimes, Juvenile Detention Rates, Juvenile Substance Abuse Treatment Rates, DUI Arrest Rates, Adult Substance Abuse Related Crimes, and Hospitalization & Treatment Rates for Substance Related Injuries*. Additionally, the WCC partners with the WSD to administer the HYS to grades 6, 8, 10 and 12. The HYS together with the community survey and focus group data is used to identify the root causes of problems. (i.e., favorable attitudes, ready availability of alcohol and marijuana.) WCC will monitor indicators on each level (Local Conditions and Root Causes) and compare them to increase or decrease in problem behaviors (e.g., Alcohol Use) to determine impact.

WCC also measures effectiveness of operations. For example, coalition meetings are evaluated using a post-meeting questionnaire conducted after each meeting. Responses are analyzed and corrective action measures are instituted prior to the next meeting but no less frequent than quarterly. Both the level of satisfaction and degree of participation are the focus of the analysis. Evaluation tools include: *Attendance Records, Meeting Feedback Questionnaire, Event Satisfaction Survey, Focus Groups (Youth & Adults), Coalition Planning Documents, Activity Reports, Individual Membership Records, and Meeting Minutes*. Quantitative data sets are augmented by focus groups and key informant interviews.

WCC receives analysis support from *CPWI*. A data workbook is produced annually by the Epidemiological Outcomes Workgroup at the Department of Social and Health Services' Division of Research and Data Analysis. Data associated with the implementation of the Action Plan are collected by the Coordinator, reviewed and discussed with the Administrative team to address anomalies and collection issues. Sector members also participate in individual interviews and focus groups. Sector members review findings and recommended improvement objectives. WCC members work with the evaluator through the analysis and interpretation process. Results are compared against baselines and WCC's objectives to discern impact and contribution. WCC updates the 12-month Action Plan annually using data generated from each of the sources described above. However, minor adjustments, improvements, or corrective action measures are applied as needed with reviews occurring quarterly. WCC, with facilitation from the evaluator, analyze and interpret data. The focus is on the data in support of the priority drugs targeted by WCC, the effectiveness of the previous year's efforts, and the continuation or sustainability of the resources required to achieve full capacity. All adjustments to the Action Plan are agreed to by WCC with a minimum of two general meetings prior to the authorization of the adjustment.

B. WCC disseminates data outcomes to the community through the *community town hall meeting*. Beyond dissemination of information, WCC also uses this opportunity to gather ideas and feedback on strategies for meaningful reduction of substance abuse among youth. The format for the town hall includes separate youth and adult tracks allowing each to receive information and provide input without undue influence from the other groups. The sessions culminate in a general meeting where views and perceptions can be shared across age groups with the intent of fostering greater communication and assisting the respective groups in understanding the views and life experiences that inform perception of drug abuse.

Following the analysis, the data is translated into community-friendly formats such as culturally competent pictorials used to aid communication. WCC members guided by the evaluator with support from the Coordinator, create easy-to-read charts and graphs to be distributed throughout the community. The primary communication mechanism remains social media outlets. Additional mechanisms include traditional media outlets (i.e., newspapers, radio, billboards) developed and managed by the media sector representative and student prevention club. Spanish language translations are completed for targeted populations.

WCC engage youth in disseminating information through several vehicles that enhance leadership skills of the involved youth as well as provide opportunities for youth to speak directly with their peers. The student prevention clubs act as a forum for youth to talk about the issues including substance abuse. This allows youth to directly engage their peers and provide information that can be helpful in addressing their concerns. In addition to the club, youth representatives are directly engaged in the planning of the annual Town Hall Meeting. Youth assume a pivotal role in not only planning the Town Hall, but also ensuring that selected workshop topics are consistent with youth needs. As part of the evaluation process following the town hall, youth provide direct input into an analysis of activities, which is then utilized by WCC in the planning and execution of future events. Finally, peer representatives from Wahluke High and Junior Schools are tasked with communicating with their respective schools regarding the progress and outcomes associated with the DFC grant. As representatives of their school, they serve as a conduit for information and engagement with other students and/or other school districts with influence on their schools. The youth's primary communication mechanism are peer-to-peer social media apps (Twitter, Facebook, Instagram).

YOUTH ENGAGEMENT IN THE DFC GRANT

5. How will the coalition engage youth in its efforts to prevent youth substance use?

A. Youth are recruited through school-based leadership development activities including the Youth 2 Youth Leadership Training (Y2YLT) and the Student Prevention Club. Specific to the youth recruitment and retention efforts, leadership development training is offered through a leadership curriculum patterned after the SPF (Y2YLT). In conjunction with the *Above the Influence* national youth media campaign and the Washington State *You Can* marijuana awareness campaign, the WCC provides Wahluke youth with opportunities to share their insights about the positive and negative influences they see around them and their approach to "staying above it." In addition, WCC supports site-specific (community park, churches, schools) programming led by youth in the school-based prevention clubs (high and junior high). The WCC recruit youth with consideration to ethnically, racially, culturally, and linguistically underrepresented groups within the community including Native American, Recent Immigrant, and LGBTQ communities. Messaging materials are made available in two primary languages—Spanish and English. Youth are also provided training in leadership, prevention strategies, cultural competency and outreach through the Washington State Prevention Summit and CPWI.

WCC's primary youth engagement and retention mechanism is the student-led prevention club at the high school. The club's expansion to the middle schools is planned in year 2. The club provides youth with training in prevention science, strategic planning under the Strategic Prevention Framework, and group facilitation. Club members take the lead in presenting HYS data at the town hall, Key Leader Event, and other public events. This serves to connect youth members with youth in the community and provides for input and leadership into the implementation of the youth outreach strategies. Prevention Club members are also involved in the WCC planning and development meetings to ensure a youth perspective in the formation of objectives, selection of strategies, and implementation of activities. Two high school club members are selected by their peers to serve as the youth sector representatives to the coalition.

The Prevention Club has approximately 20 active members. All 20 members attend the Washington Prevention Summit in the fall where they receive training on coalition leadership, programming, and implementation. Additionally, several local trainings are offered through the Prevention Club including leadership, substance abuse refusal, and life skills. Members also attend the Washington State Spring Youth Forum to present their club projects. Local trainings are selected and developed with the input from the prevention club members.

B. Student attendance is tracked at the Prevention Club meetings, trainings, and events hosted by either the Prevention Club or WCC. An important component of the youth evaluation is a two-question meeting satisfaction survey completed at each meeting. The club also spends time reflecting on their events to identifying what went well, what challenges were encountered, and what could be improved. Both the quantitative and qualitative measures are packaged by the prevention club members and presented to the coalition along with recommendations on how the coalition can support improvements and further club development.

A second component of the youth engagement evaluation involves administration of the *Youth Involvement and Engagement Assessment Tool* developed by Youth.gov. The tool is completed by our youth development professionals and adult facilitators/advisors. It examines youth engagement in the areas of Youth Involvement (10 items), Youth Engagement with the Community (13 items), and Youth Retention (18 items). Mean scores are examined to determine high or low levels of youth involvement, engagement and retention. The coalition will work with the youth prevention club members to determine improvement objectives when necessary.

**Wahluke Community Coalition Budget Narrative
Year 1 of 1 through 5**

A. Personnel: Provide employee(s) (including names for each identified position) of the applicant/recipient organization, including in-kind costs for those positions whose work is tied to the grant project.

Table 4: FEDERAL REQUEST

Position	Name	Annual Salary/Rate	Level of Effort	Cost
(1) Program Director/ Community Coordinator	Gigi Calaway	\$64,000	100%	\$64,000
			TOTAL	\$64,000

NARRATIVE JUSTIFICATION:

(1) The Community Coordinator is responsible for the daily project operation, coalition facilitation, and high level coordination of events and activities. The Community Coordinator will also serve as the DFC Project Director and official point of contact for the grant. This position will provide grant contract management. The Coordinator position is a full time salaried position with a minimum of 2080 hours per annum of which 100% will be charged to the Federal Share.

Key staff positions require prior approval by SAMHSA after review of credentials of resume and job description.

Table 5: NON-FEDERAL MATCH

Position	Name	Annual Salary/Rate	Level of Effort	Cost
(1) Superintendent	Robert Eckert	\$153,000	10%	\$15,300
(2) Executive Director of Finance & Operations/Business Manager	Tracy Plouse	\$120,000	5%	\$6,000
(3) Fiscal Specialist	Valentin Valdez	\$60,000	5%	\$3,000
			TOTAL	\$24,300

NARRATIVE JUSTIFICATION:

(1) The Superintendent oversees the administration within the school district serving as lead agency to the DFC grant. His supervisory and management is estimated to be 10% of his time credited as Non-Federal Match.

(2) The Executive Director of Finance & Operations/Business Manager will serve as the DFC Project Director and official point of contact for the grant. This position will provide grant contract management including financial reporting and oversee grant implementation activities. The Executive Director position is a full time salaried position with a minimum of 2080 hours per annum of which 5% will be Non-Federal Match.

(3) The Fiscal Specialist provides budget and finance support relative to grant management functions. The Fiscal Specialist position is a full time salaried position with a minimum of 20890 hours per annum of which 5% will be non-federal match.

SOURCE OF MATCH FUNDS: Wahluke School District

FEDERAL REQUEST (enter in Section B column 1 line 6a of form SF-424A): \$64,000

NON-FEDERAL MATCH (enter in Section B column 2 line 6a of form SF-424A): \$24,300

B. Fringe Benefits: Fringe benefits may include contributions for items such as social security, employee insurance, and pension plans. Only those benefits not included in an organization's indirect cost pool may be shown as direct costs. List all components of the fringe benefits rate.

Table 6: FEDERAL REQUEST

Component	Rate	Wage	Cost*
(1) FICA	7.65%	\$64,000	\$4,896
(2) FUTA	0.6%	\$39,800	\$239
(3) Medical/Dental/Vision	27%	\$64,000	\$17,280
(4) State Unemployment	0.80%	\$19,900	\$159
(5) Workers Compensation	1.7%	\$19,900	\$338
(6) Retirement	6%	\$64,000	\$3,840
		TOTAL	\$26,752

NARRATIVE JUSTIFICATION:

(1) FICA and (2) FUTA are payroll taxes required by the federal government. FUTA is taxed up to a maximum of \$39,800 per employee.

(3) The Coordinator is a full-time employee of the Wahluke School District and will receive the standard health and life benefits package at 27% of the employee's salary.

(4) State Unemployment and (5) Worker's Compensation are state required payroll tax limited to a maximum of \$19,900 per full time employee.

(6) Full time school district employees are required to participate in the state sponsored retirement system of which 6% of annual earnings are matched by the district.

*Amounts are rounded to the nearest whole dollar.

Table 7: NON-FEDERAL MATCH

Component	Rate	Wage	Cost*
(1) FICA	7.65%	\$24,300	\$1,859
(2) FUTA	0.6%	\$39,800 x .20	\$48
(3) Medical/Dental/Vision	27%	\$24,300	\$6,561
(4) State Unemployment	0.80%	\$19,900 x .20	\$32
(5) Workers Compensation	1.7%	\$19,900 x .20	\$68
(6) Retirement	6%	\$24,300	\$1,458
		TOTAL	\$10,026

NARRATIVE JUSTIFICATION:

(1) FICA and (2) FUTA are payroll taxes required by the federal government. FUTA is taxed up to a maximum of \$39,800 per employee.

(3) School District employees receive the standard health and life benefits package estimate at 27% of the employee's salary.

(4) State Unemployment and (5) Worker's Compensation is a state required payroll tax limited to a maximum of \$19,900 per full time employee.

(6) School District employees are required to participate in the state sponsored retirement system of which 6% of annual earnings are matched by the district.

*Amounts are rounded to the nearest whole dollar.

SOURCE OF MATCH FUNDS: Wahluke School District

FEDERAL REQUEST (enter in Section B column 1 line 6b of form SF-424A): \$26,752

NON-FEDERAL MATCH (enter in Section B column 2 line 6b of form SF-424A): \$10,026

C. Travel: Explain need for all travel other than that required by this application. Applicants must use their own documented travel policies. If an organization does not have documented travel policies, the federal GSA rates must be used. GSA rates can be found at <http://www.gsa.gov>.

Table 8: FEDERAL REQUEST

Purpose of Travel	Location	Item	Rate	Cost*
(1) National Coalition Academy (NCA) Training – Week 1, 2, 3	Seattle, WA	Mileage	380 miles round trip x \$0.58 per mile x 3 events	\$660
(1) National Coalition Academy (NCA) Training – Week 1, 2, 3	Seattle, WA	Hotel	\$200/night x 2 persons x 5 nights x 3 events	\$6,000
(1) National Coalition Academy (NCA) Training – Week 1, 2, 3	Seattle, WA	Per Diem (meals and incidentals)	\$76/day x 2 persons x 5 days x 3 events	\$2,280
			TOTAL	\$8,940

NARRATIVE JUSTIFICATION:

(1) The National Coalition Academy (NCA) events and associated travel costs are a requirement of the grant. The NCA consists of 3 5-day training events throughout the year. An academy is located in Seattle which is within driving distance. Mileage reimbursement for use of personal vehicle is estimated at 380 miles round trip and vicinity. Hotel is based on historical price trends. Per Diem is the federally approved OMB rate for the location.

*Amounts are rounded to the nearest whole dollar.

Table 9: NON-FEDERAL MATCH

Purpose of Travel	Location	Item	Rate	Cost
			TOTAL	\$0

NARRATIVE JUSTIFICATION:

Not Applicable

SOURCE OF MATCH FUNDS: Not Applicable

FEDERAL REQUEST (enter in Section B column 1 line 6c of form SF-424A): \$8,940
NON-FEDERAL MATCH (enter in Section B column 2 line 6c of form SF-424A): \$ -0-

D. Equipment: Permanent equipment may be charged to the project only if the applicant can demonstrate that purchase will be less expensive than rental. Permanent equipment is defined as an article of tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit (federal definition).

Table 10: FEDERAL REQUEST

Purpose of Travel	Location	Item	Rate	Cost
None				\$0
			TOTAL	\$0

NARRATIVE JUSTIFICATION:

Not Applicable

Table 11: NON-FEDERAL REQUEST

Purpose of Travel	Location	Item	Rate	Cost
None				\$0
			TOTAL	\$0

NARRATIVE JUSTIFICATION:

Not Applicable

SOURCE OF MATCH FUNDS: Not Applicable

FEDERAL REQUEST – (enter in Section B column 1 line 6e of form SF-424A): \$-0-

NON-FEDERAL MATCH – (enter in Section B column 2 line 6e of form SF-424A): \$-0-

E. Supplies: Materials costing less than \$5,000 per unit (federal definition) and often having one-time use

Table 12: FEDERAL REQUEST

Item(s)	Rate	Cost
(1) General Office Supplies	\$100 month x 12 months	\$1,200
(2) Coalition Meeting & Activity Supplies	\$25/month x 12 months	\$300
(3) Student Prevention Club Meeting & Activity Supplies	\$50 month x 12 months	\$600
(4) Laptop	\$1,200 including tax	\$1,200
(5) MS Office Subscription	\$99 per year	\$99
	TOTAL	\$3,399

NARRATIVE JUSTIFICATION:

(1) General office supplies include consumable materials such as paper, pens, copy, and printer ink necessary for the routine performance of staff duties.

(2) Coalition meeting supplies include copy, printing, chart paper and similar meeting facilitation materials.

(3) Student Prevention Club Supplies include copy, printing, chart paper and similar meeting facilitation materials.

(4) The coalition will purchase a laptop to support the coalition coordinator's highly mobile position.

(5) MS Office is required for the laptop's functionality and is estimated at the school district discounted rate.

Table 13: NON-FEDERAL REQUEST

Item(s)	Rate	Cost
	TOTAL	\$ 0

NARRATIVE JUSTIFICATION:

Not Applicable

SOURCE OF MATCH: Not Applicable

FEDERAL REQUEST (enter in Section B column 1 line 6e of form SF-424A): \$3,399

NON-FEDERAL MATCH (enter in Section B column 2 line 6e of form SF-424A): \$-0-

F. Contract: A contractual arrangement cost to carry out a portion of the programmatic effort by a third-party contractor or for the acquisition of goods or services under the grant. Such arrangements may be in the form of consortium agreements or contracts. If there is more than one contractor, each must be budgeted separately. A consultant is a non-employee retained to provide advice and expertise in a specific program area for a fee. The grant award recipient must establish written procurement policies and procedures that are consistently applied. SAMHSA staff may request a copy of procurement policies and all contracted agreements. All procurement transactions are required to be conducted in a manner to provide, to the maximum extent practical, open and free competition. The grant award recipient will be required to be alert to organizational conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. It is the grant award recipient's responsibility to conduct the day-to-day operations of the grant program. Grant award recipients may not serve as a conduit for the funds by passing them on to another agency. Therefore, the awarded grant award recipient **must** have oversight of the day-to-day operations.

COSTS FOR CONTRACTS MUST BE BROKEN DOWN IN DETAIL AND A NARRATIVE JUSTIFICATION PROVIDED. IF APPLICABLE, NUMBERS OF CLIENTS SHOULD BE INCLUDED IN THE COSTS.

Table 14: FEDERAL REQUEST

Name	Service	Rate	Other	Cost
(1) Magallan Consultancy, LLC	Data gathering, performance measurement and quality improvement including functionality and competency assessments, focus groups and reporting.	\$125/hour	100 hours	\$12,500
			TOTAL	\$12,500

NARRATIVE JUSTIFICATION:

(1) Magallan Consultancy, LLC has been secured to provide data gathering, performance measurement, and quality improvement services at \$125 an hour for up to 100 hours annually for a total of \$12,500.

Table 15: NON-FEDERAL MATCH

Name	Service	Rate	Other	Cost
(1) Wahluke School District	Office Space	Coalition Coordinator office space; 211 sqft at \$11.41/sqft.	Covered under the MOU between Coalition and Lead Agency	\$2,408
(2) TBD	Marijuana Awareness Training Series	\$550 per day	4 days delivery; 4 days prep	\$4,400
(3) TBD	Alcohol Awareness Training Series	\$550 per day	4 days delivery; 4 days prep	\$4,400
			TOTAL	\$11,208

NARRATIVE JUSTIFICATION:

(1) The Wahluke School District provides over 211 square feet of office space as local match. The Wahluke School District will provide insurance, janitorial services, maintenance, repairs, pest control, sewer, water and garbage service, gas, electric, and any other cost reasonably necessary to the use of the Premises.

(2) & (3) The coalition will host a series of marijuana and alcohol awareness trainings at a rate of 1 per quarter for each. The estimated cost is \$550 per day with 1 day deliver and 1 day preparation for each series.

SOURCE OF MATCH FUNDS: Wahluke School District, Washington State Dedicated Marijuana Account.

FEDERAL REQUEST (enter in Section B column 1 line 6f of form SF-424A): \$12,500

NON-FEDERAL MATCH (enter in Section B column 2 line 6f of form SF-424A): \$11,208

G. Construction: NOT ALLOWED – Leave Section B columns 1& 2 line 6g on SF-424A blank.

H. Other: Expenses not covered in any of the previous budget categories. If anyone related to the project owns the building which is less-than-arm's length arrangement, provide cost of ownership/use allowance calculations. Additionally, the lease is required and must be submitted for all projects allocating rent costs.

Table 16: FEDERAL REQUEST

Item	Rate	Cost
(1) Parents Who Host Lose the Most Training	\$50 registration fee; \$1,500 for implementation supplies	\$1,550

Item	Rate	Cost
(2) Community Talks town hall meetings	150 participants at \$4.50 each for participation materials and lite snacks (\$2.50 each for snacks or \$375)	\$675
(3) Facebook Advertisements	\$20 per month x 12 months	\$240
(4) Community/ Youth Outreach	Program “giveaways” (window clings, wristbands, key chains, etc.) estimated at \$1.39 per unit per year x 4,994 units.	\$6,944
	TOTAL	\$9,409

NARRATIVE JUSTIFICATION:

(1) Parents Who Host Lose the Most is a key component to our parent training strategy. The budgeted funds will pay for a registration and materials.

(2) Two town hall meetings titled Community Talks will be hosted with a capacity of 75 participants each. Budgeted funds will pay for participant materials and lite snacks. No more than \$2.50 will be spent on food items per participant.

(3) The coalition will purchase Facebook advertisements at a rate of \$20 per month.

(4) Community outreach materials are essential to the overall youth and community engagement strategy. The coalition will purchase a variety of “give-away” items such as static clings, key changes, and wristbands with prevention messaging targeting youth and their parents. Because the coalition wishes to involve the youth in the selection process an estimate is used for budgeting purposes. Current enrollment is 2,497; 2 items per student.

***If rent is requested (direct or indirect), provide the name of the owner(s) of the space/facility. If anyone related to the project owns the building which is less than an arm’s length arrangement, provide cost of ownership/use allowance calculations. Additionally, the lease and floor plan (including common areas) is required for all projects allocating rent costs.**

Table 17: NON-FEDERAL REQUEST

Item	Rate	Cost
(1) Volunteer Contributions	768 total volunteer hours at \$29 per hour (federal standard rate)	\$22,277
(2) Radio PSA’s	Monthly topical PSA at \$165.20 per month x 3 radio stations. 5 Radio Talk Show at \$250 each.	\$7,100
(3) Strengthening Families	6 facilitators trained at \$4,000 each.	\$24,000
(4) Lion’s Quest	\$2,125 training costs per facilitator; 4 facilitators trained.	\$8,500
(5) Youth 2 Youth Leadership Training	2-week summer training; 1 day per week during the school year. 40 youth at \$125 per youth.	\$5,000
(6) Student Prevention Club	Youth prevention activities at a rate of 1 per month; average cost of \$760.60 each	\$6,846
(7) Community Connection	LCD Sign Rental	\$5,000
(8) Community Survey	150 surveys minimum at \$4.95 each; includes data entry and analysis.	\$743

Item	Rate	Cost
	TOTAL	\$79,466

NARRATIVE JUSTIFICATION:

- (1) The coalition is supported by volunteer labor for many of its activities including participation in coalition meetings and planning activities. The hourly rate for Washington state as determined by www.independentsector.org was used to calculate the total matching contribution.
- (2) Radio PSA's are a large component of our outreach strategy and is budgeted at \$165.20 per month for 3 radio stations. 5 1-hour talk shows will also be conducted at a cost of \$250 per talk show. Both items are provided as local in-kind contributions.
- (3) The project will train 6 new SF facilitators and equip them with manuals and support materials to effectively deliver the material and preserve fidelity.
- (4) Lion's Quest social/emotional learning and early intervention training is a key component to changing attitudes favorable to substance use.
- (5) The Student Prevention Club will participate in the Youth 2 Youth 2-week summer training session and 1 day per week during the school year. 40 youth at \$125 per youth.
- (6) The student prevention club will plan and implement a series of prevention/awareness activities at the rate of 1 per month over 9 months. The average cost is \$760.60 per activity based on historical trends.
- (7) The community outreach includes an LCD sign campaign which uses local business signs to promote substance abuse awareness. The sign usage is valued at \$5,000 annually for over 10 signs in the target area. \$500 per sign.
- (8) The coalition conducts an annual community survey to gauge local attitudes and perceptions toward youth and adult substance use.

SOURCE OF MATCH FUNDS: Volunteer Time, Radio Media Outlets, Washington State Dedicated Marijuana Account.

FEDERAL REQUEST (enter in Section B column 1 line 6h of form SF-424A): \$9,409

NON-FEDERAL MATCH (enter in Section B column 2 line 6h of form SF-424A): \$79,466

Indirect Cost Rate: Indirect costs can be claimed if your organization has a negotiated indirect cost rate agreement. It is applied only to direct costs to the agency as allowed in the agreement. For information on applying for the indirect rate go to: <https://rates.psc.gov/fms/dca/map1.html>. Effective with 45 CFR 75.414(f), any non-federal entity that has never received a negotiated indirect cost rate, except for those non-federal entities described in Appendix VII to part 75 (D)(1)(b), may elect to charge a de minimis rate of 10 percent of Modified Total Direct Costs (MTDC) which may be used indefinitely.

FEDERAL REQUEST (enter in Section B column 1 line 6j of form SF-424A): \$-0-

Indirect Cost Rate: Indirect costs can be claimed if your organization has a negotiated indirect cost rate agreement. It is applied only to direct costs to the agency as allowed in the agreement. For information on applying for the indirect rate go to: <https://rates.psc.gov/fms/dca/map1.html>. **Effective with 45 CFR 75.414(f), any non-federal entity that has never received a negotiated indirect cost rate, except for those non-federal entities described in Appendix VII part 75 (D)(1)(b), may elect to charge a de minimis rate of 10 percent of modified total direct costs (MTDC) which may be used indefinitely. If an organization has a federally approved rate**

of 10 percent, the approved rate would prevail.

TOTAL DIRECT CHARGES:

FEDERAL REQUEST – (enter in Section B column 1 line 6i of form SF-424A): \$125,000

NON-FEDERAL MATCH – (enter in Section B column 2 line 6i of form SF-424A): \$125,000

INDIRECT CHARGES:

FEDERAL REQUEST – (enter in Section B column 1 line 6j of form SF-424A): \$-0-

TOTAL: (sum of 6i and 6j)

FEDERAL REQUEST – (enter in Section B column 1 line 6k of form SF-424A) \$125,000

NON-FEDERAL MATCH - (enter in Section B column 2 line 6k of form SF-424A) \$125,000

Provide the total proposed project period and federal funding as follows:

Proposed Project Period

a. Start Date: 09/30/2019

b. End Date: 09/29/2024

Table 18: BUDGET SUMMARY

Category	Federal Request	Non-Federal Request	Total
Personnel	\$64,000	\$24,300	\$88,300
Fringe	\$26,752	\$10,026	\$36,778
Travel	\$8,940	\$0	\$8,940
Equipment	\$0	\$0	\$ 0
Supplies	\$3,399	\$0	\$3,399
Contractual	\$12,500	\$11,208	\$23,708
Other	\$9,409	\$79,466	\$88,875
Total Direct Costs	\$125,000	\$125,000	\$250,000
Indirect Costs	\$0	\$0	\$ 0
Total Project Costs	\$125,000	\$125,000	\$250,000

Table 19: FUTURE YEARS BUDGET SUMMARY

Projected Future Years	Federal Request	Non-Federal Match
Year 2	\$125,000	\$125,000
Year 3	\$125,000	\$125,000
Year 4	\$125,000	\$125,000
Year 5	\$125,000	\$125,000
TOTAL (2-5)	\$500,000	\$500,000

The federal dollars requested for all object class categories for the first 12-month period are entered on Form 424A, Section B, Column 1, line 6a-6i.

Table 20: FUTURE YEARS AND PROJECTED TOTAL*

Category	2nd Project Year Federal	2nd Project Year Match	3rd Project Year Federal	3rd Project Year Match	4th Project Year Federal	4th Project Year Match	5th Project Year Federal	5th Project Year Match
Personnel								
Coalition Coordinator	\$64,000	\$ 0	\$64,000	\$ 0	\$64,000	\$ 0	\$64,000	\$ 0
Superinten dent	\$ 0	\$13,500	\$ 0	\$13,500	\$ 0	\$13,500	\$ 0	\$13,500
Executive Director	\$ 0	\$10,000	\$ 0	\$10,000	\$ 0	\$10,000	\$ 0	\$10,000
Fiscal Specialist	\$ 0	\$3,000	\$ 0	\$3,000	\$ 0	\$3,000	\$ 0	\$3,000
Fringe Benefits	\$26,752	\$10,026	\$26,752	\$10,026	\$26,752	\$10,026	\$26,752	\$10,026
Travel	\$8,940	\$ 0	\$8,940	\$ 0	\$8,940	\$ 0	\$8,940	\$ 0
Equipment	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Supplies	\$3,300	\$ 0	\$3,300	\$ 0	\$3,300	\$ 0	\$3,300	\$ 0
Contract								
Evaluation	\$12,500	\$ 0	\$12,500	\$ 0	\$12,500	\$ 0	\$12,500	\$ 0
Office	\$ 0	\$2,408	\$ 0	\$2,408	\$ 0	\$2,408	\$ 0	\$2,408
Marijuana Training	\$ 0	\$4,400	\$ 0	\$4,400	\$ 0	\$4,400	\$ 0	\$4,400
Alcohol Training	\$ 0	\$4,400	\$ 0	\$4,400	\$ 0	\$4,400	\$ 0	\$4,400
Other	\$9,409	\$79,466	\$9,409	\$79,466	\$9,409	\$79,466	\$9,409	\$79,466
Total Direct Costs	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000
Total Indirect Costs	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

Total Costs	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000
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TOTAL PROJECT COSTS: Sum of Total Direct Costs and Indirect Costs

FEDERAL REQUEST (enter in Section B column 1 line 6k of form SF-424A): \$625,000

***FOR REQUESTED FUTURE YEARS:**

(1) Please justify and explain any changes to the budget that differ from the reflected amounts reported in the 01 Year Budget Summary.

No anticipated changes.

(2) If a cost of living adjustment (COLA) is included in future years, provide your organization's personnel policy and procedures that state all employees within the organization will receive a COLA.

No planned COLA adjustments.

NOTE: The total federal dollars (direct + indirect costs) requested for the second through the fifth 12-month budget periods are entered on SF-424A, Section E: Column (b) = Year 2; Column (c) = Year 3; Column (d) = Year 4; Column (e) = Year 5. The amounts entered onto SF-424A, Section E of the SF-424A, is used to determine the maximum federal funds a grant award recipient may request in each of the project years. **Failure to complete this chart will mean that a funded application cannot receive funding in the remaining years of the 5-year funding cycle.**

Reference Table 5 of this FOA for a breakdown of the required matching funds for each year.

ATTACHMENT 1: Coalition Involvement Agreements

Youth – Karen Arellano

Parent – Adrian Erazo

Business – Daneen Christensen

Media – Tammara Green

School – Cody Marlow

Youth-Serving Organization – Maribel Aguilar

Law Enforcement – Chief Joe Harris

Religious/Fraternal Organization – Tim Jenne

Civic/Volunteer – Barbara Davis

Healthcare Professional – Dana Fox

State/Local/Tribal Government – Cassandra Kelly

Other Organization – Laina Mitchell

Coalition Involvement Agreement (CIA)

Table 21: CIA Information Table

Sector	Member Name	Organization Name	Rationale for Selection
<i>Youth</i>	Karen Arellano	Prevention Club Leader	<i>Karen is a 16 year old natural leader among the students at the High School. She has been a leader in the Prevention Club and has presented to parents and state wide peers on prevention topics.</i>
Youth: An individual 18 years of age or younger (must provide age of youth).			

This agreement between Wahluke Community Coalition and the Youth Representative, Karen Arellano shall be from 6/5/2019 until terminated by a mutual accord. This agreement will be reevaluated by both parties on a yearly basis.

NOTE: Any items listed below should be unique to the sector representatives and/or the affiliated organization.

Wahluke Community Coalition will be responsible for:

1. Creating and following by-laws and policies.
2. Formulating coalition goals and objectives.
3. Overseeing operations of activities, programs, and paid staff.
4. Increasing new membership of the coalition.
5. Creating and following a strategic 12-Month Action Plan.
6. Creating a credible and relevant sustainability plan which includes volunteer membership and resources, both financial and material.
7. Respecting the rights of Wahluke Community Coalition members to hold their own opinions and beliefs.

The Youth Representative, Karen Arellano will be responsible for:

1. Being a community leader amongst the represented sector.
2. Ensuring clear communication between the sector represented and the coalition.
3. Acting as a positive role model for youth, families, and peers.
4. Supporting the coalition's mission.

5. Attending coalition meetings which are held on a *monthly* basis.
6. Participating on at least one subcommittee.
7. Attending coalition sponsored trainings, town hall meetings, and other community events.
8. Contributing to the strategic action planning process.
9. Participating in sustaining the coalition's capacity, involvement, and goals.
10. Preventing youth substance use through environmental strategies.
11. Using his/her activities as match, if applicable.
12. Updating the coalition on Prevention Club activities.
13. Helping the coalition understand the perspective of youth in prevention strategies.

Erigi Calaway
Official Coalition Representative's Name

Karen Arellano
Sector Representative's Name

[Signature]
Official Coalition Representative's Signature

Karen Arellano
Sector Representative's Signature

Community Coalition Coordinator 6/5/19
Title Date

Youth Sector 6/5/19
Title Date

NOTE: All forms must be dated between January 2019 and the deadline for submission of this application. All forms require handwritten signatures and dates or they will be screened out and not move forward to peer review.

Coalition Involvement Agreement (CIA)

Table 21: CIA Information Table

Sector	Member Name	Organization Name	Rationale for Selection
<i>Parent</i>	Adrian Erazo		Adrian is very familiar with many of the families in the district, is bi-lingual and works at the school so he has great connections to other parents.
Parent: An individual legally responsible for a child, grandchild, or foster child.			

This agreement between Wahluke Community Coalition and the Parent Representative, Adrian Erazo shall be from 6/5/2019 until terminated by a mutual accord. This agreement will be reevaluated by both parties on a yearly basis.

NOTE: Any items listed below should be unique to the sector representatives and/or the affiliated organization.

Wahluke Community Coalition will be responsible for:

1. Creating and following by-laws and policies.
2. Formulating coalition goals and objectives.
3. Overseeing operations of activities, programs, and paid staff.
4. Increasing new membership of the coalition.
5. Creating and following a strategic 12-Month Action Plan.
6. Creating a credible and relevant sustainability plan which includes volunteer membership and resources, both financial and material.
7. Respecting the rights of Wahluke Community Coalition members to hold their own opinions and beliefs.
8. Provide information to parent who want prevention help or specific drug education.
9. Provide programs to support families in prevention efforts or family bonding and school or community connectedness.

The Parent Representative, Adrian Erazo, will be responsible for:

1. Being a community leader amongst the represented sector.
2. Ensuring clear communication between the sector represented and the coalition.
3. Acting as a positive role model for youth, families, and peers.

4. Supporting the coalition's mission.
5. Attending coalition meetings which are held on a *monthly* basis.
6. Participating on at least one subcommittee.
7. Attending coalition sponsored trainings, town hall meetings, and other community events.
8. Contributing to the strategic action planning process.
9. Participating in sustaining the coalition's capacity, involvement, and goals.
10. Preventing youth substance use through environmental strategies.
11. Using his/her activities as match, if applicable.
12. Helping the coalition with connections to families and parents who are needing resources, referral help or drug education.
13. Helping the coalition connect to families who need family support within the community.

Eigi Calaway
Official Coalition Representative's Name

[Signature]
Official Coalition Representative's Signature

Community Coalition Coordinator 6/5/19
Title Date

Adrian Erazo
Sector Representative's Name

[Signature]
Sector Representative's Signature

Parent 6/5/19
Title Date

NOTE: All forms must be dated between January 2019 and the deadline for submission of this application. All forms require handwritten signatures and dates or they will be screened out and not move forward to peer review.

Coalition Involvement Agreement (CIA)

Table 21: CIA Information Table

Sector	Member Name	Organization Name	Rationale for Selection
<i>Business</i>	Daneen Christensen	Wahluke Produce	Daneen is a prominent business owner who has raised her family in the area and understands the unique challenges we face as a community.
Business: A representative of a business-related organization.			

This agreement between Wahluke Community Coalition and the Business Representative, Daneen Christensen shall be from 6/5/2019 until terminated by a mutual accord. This agreement will be reevaluated by both parties on a yearly basis.

NOTE: Any items listed below should be unique to the sector representatives and/or the affiliated organization.

Wahluke Community Coalition will be responsible for:

1. Creating and following by-laws and policies.
2. Formulating coalition goals and objectives.
3. Overseeing operations of activities, programs, and paid staff.
4. Increasing new membership of the coalition.
5. Creating and following a strategic 12-Month Action Plan.
6. Creating a credible and relevant sustainability plan which includes volunteer membership and resources, both financial and material.
7. Respecting the rights of Wahluke Community Coalition members to hold their own opinions and beliefs.
8. Help businesses in the area participate in coalition work and connect to the community through Community Day activities.
9. Offer assistance to the business for employees who need prevention information or family support.
10. Keep the business informed of opportunities to support coalition work.

The Business Representative, Daneen Christensen, will be responsible for:

1. Being a community leader amongst the represented sector.
2. Ensuring clear communication between the sector represented and the coalition.

3. Acting as a positive role model for youth, families, and peers.
4. Supporting the coalition's mission.
5. Attending coalition meetings which are held on a monthly basis.
6. Participating on at least one subcommittee.
7. Attending coalition sponsored trainings, town hall meetings, and other community events.
8. Contributing to the strategic action planning process.
9. Participating in sustaining the coalition's capacity, involvement, and goals.
10. Preventing youth substance use through environmental strategies.
11. Using his/her activities as match, if applicable.
12. Assisting the coalition with potato donations if possible for events.

Gigi Calaway

Official Coalition Representative's Name

T. LINDEN CHRISTENSEN

Sector Representative's Name

[Signature]

Official Coalition Representative's Signature

[Signature]

Sector Representative's Signature

Community Coalition Coordinator 6/15/19

Title

Date

POSSUMSOWNER 6/15/19

Title

Date

NOTE: All forms must be dated between January 2019 and the deadline for submission of this application. All forms require handwritten signatures and dates or they will be screened out and not move forward to peer review.

Coalition Involvement Agreement (CIA)

Table 21: CIA Information Table

Sector	Member Name	Organization Name	Rationale for Selection
<i>Media</i>	Tammara Green	Mattawa Area News	Tammara is the owner of the only area newspaper and has worked closely with the coalition over the last two years to advertise, and support coalition events and announcements.
Media: A representative of a communication outlet that provides information to the community.			

This agreement between Wahluke Community Coalition and the Media Representative, Tammara Green shall be from 6/5/2019 until terminated by a mutual accord. This agreement will be reevaluated by both parties on a yearly basis.

NOTE: Any items listed below should be unique to the sector representatives and/or the affiliated organization.

Wahluke Community Coalition will be responsible for:

1. Creating and following by-laws and policies.
2. Formulating coalition goals and objectives.
3. Overseeing operations of activities, programs, and paid staff.
4. Increasing new membership of the coalition.
5. Creating and following a strategic 12-Month Action Plan.
6. Creating a credible and relevant sustainability plan which includes volunteer membership and resources, both financial and material.
7. Respecting the rights of Wahluke Community Coalition members to hold their own opinions and beliefs.
8. Inform the newspaper of any events, special awards, programs or changes in local policies for publication.
9. Translation of any content that is given for publication from the coalition.

The Media Representative, Tammara Green, will be responsible for:

1. Being a community leader amongst the represented sector.

2. Ensuring clear communication between the sector represented and the coalition.
3. Acting as a positive role model for youth, families, and peers.
4. Supporting the coalition's mission.
5. Attending coalition meetings which are held on a monthly basis.
6. Participating on at least one subcommittee.
7. Attending coalition sponsored trainings, town hall meetings, and other community events.
8. Contributing to the strategic action planning process.
9. Participating in sustaining the coalition's capacity, involvement, and goals.
10. Preventing youth substance use through environmental strategies.
11. Using his/her activities as match, if applicable.
12. Publishing the events, awards, programs and policy changes in the local newspaper as possible.
13. Publish monthly meeting in the community section of the paper.

Gigi Calaway
Official Coalition Representative's Name

Tammara E. Green
Sector Representative's Name

[Signature]
Official Coalition Representative's Signature

[Signature]
Sector Representative's Signature

Community Coalition Coord. 6/6/19
Title Date

Media Sector
Mattawa Green 6/6/2019
Title Date

NOTE: All forms must be dated between January 2019 and the deadline for submission of this application. All forms require handwritten signatures and dates or they will be screened out and not move forward to peer review.

Coalition Involvement Agreement (CIA)

Table 21: CIA Information Table

Sector	Member Name	Organization Name	Rationale for Selection
<i>School</i>	Cody Marlow	Wahlake High School	Cody is a well liked community member who has been a teacher, coach, athletic director and now Principal of the High School. He is passionate about the health and wellness of the youth.
School: A representative of the school system with influence in school policies and procedures.			

This agreement between Wahlake Community Coalition and the School Representative, Cody Marlow shall be from 6/5/2019 until terminated by a mutual accord. This agreement will be reevaluated by both parties on a yearly basis.

NOTE: Any items listed below should be unique to the sector representatives and/or the affiliated organization.

Wahlake Community Coalition will be responsible for:

1. Creating and following by-laws and policies.
2. Formulating coalition goals and objectives.
3. Overseeing operations of activities, programs, and paid staff.
4. Increasing new membership of the coalition.
5. Creating and following a strategic 12-Month Action Plan.
6. Creating a credible and relevant sustainability plan which includes volunteer membership and resources, both financial and material.
7. Respecting the rights of Wahlake Community Coalition members to hold their own opinions and beliefs.
8. Updating the school administration and leadership on prevention activities occurring in the school.
9. Implementing Healthy Youth Survey and forming work groups to be data informed.
10. Sharing relevant community survey results and other assessments that impact school policies and procedures.

The School Representative, Cody Marlow, will be responsible for:

1. Being a community leader amongst the represented sector.

2. Ensuring clear communication between the sector represented and the coalition.
3. Acting as a positive role model for youth, families, and peers.
4. Supporting the coalition's mission.
5. Attending coalition meetings which are held on a monthly basis.
6. Participating on at least one subcommittee.
7. Attending coalition sponsored trainings, town hall meetings, and other community events.
8. Contributing to the strategic action planning process.
9. Participating in sustaining the coalition's capacity, involvement, and goals.
10. Preventing youth substance use through environmental strategies.
11. Using his/her activities as match, if applicable.
12. Sharing aggregate information regarding substance abuse related truancies, or other discipline regarding youth substance abuse.
13. Working with coordinator to address specific student substance abuse policies in the High School.

Greg Calaway
Official Coalition Representative's Name

Cody Marlow
Sector Representative's Name

[Signature]
Official Coalition Representative's Signature

[Signature]
Sector Representative's Signature

Community Coalition Coordinator 6/5/19
Title Date

School 6/5/19
Title Date

NOTE: All forms must be dated between January 2019 and the deadline for submission of this application. All forms require handwritten signatures and dates or they will be screened out and not move forward to peer review.

Coalition Involvement Agreement (CIA)

Table 21: CIA Information Table

Sector	Member Name	Organization Name	Rationale for Selection
<i>Youth Serving Organization</i>	Maribel Aguilar	Inspire Development Center	Maribel Aguilar is a respected community member who manages the Inspire Development Center in Mattawa. She is responsible for engaging the families in the care of youth.
Youth Serving Organization: A representative of an organization that provides services to youth.			

This agreement between Wahluke Community Coalition and the Youth Serving Organization Representative, Maribel Aguilar shall be from 6/15/2019 until terminated by a mutual accord. This agreement will be reevaluated by both parties on a yearly basis.

NOTE: Any items listed below should be unique to the sector representatives and/or the affiliated organization.

Wahluke Community Coalition will be responsible for:

1. Creating and following by-laws and policies.
2. Formulating coalition goals and objectives.
3. Overseeing operations of activities, programs, and paid staff.
4. Increasing new membership of the coalition.
5. Creating and following a strategic 12-Month Action Plan.
6. Creating a credible and relevant sustainability plan which includes volunteer membership and resources, both financial and material.
7. Respecting the rights of Wahluke Community Coalition members to hold their own opinions and beliefs.
8. Inform the youth serving organization leaders of any changes in policy that pertains to the youth he serves.
9. Offer leadership training as available through the grants and opportunities with the coalition.
10. Invite youth leadership to the prevention table to increase their opportunities to advocate for their peers and positive choices as youth.

The Youth Serving Organization Representative, Maribel Aguilar, will be responsible for:

1. Being a community leader amongst the represented sector.
2. Ensuring clear communication between the sector represented and the coalition.
3. Acting as a positive role model for youth, families, and peers.
4. Supporting the coalition's mission.
5. Attending coalition meetings which are held on a monthly basis.
6. Participating on at least one subcommittee.
7. Attending coalition sponsored trainings, town hall meetings, and other community events.
8. Contributing to the strategic action planning process.
9. Participating in sustaining the coalition's capacity, involvement, and goals.
10. Preventing youth substance use through environmental strategies.
11. Using his/her activities as match, if applicable.
12. Inform coalition of opportunities for volunteerism and community engagement.
13. Share information about upcoming events that community members might enjoy participating in.

Gigi Calaway
Official Coalition Representative's Name

Maribel Aguilar
Sector Representative's Name

Gigi Calaway
Official Coalition Representative's Signature

Maribel Aguilar
Sector Representative's Signature

Community Coalition Coordinator / 6 / 25 / 19
Title Date

Center Manager / 6 / 25 / 19
Title Date

NOTE: All forms must be dated between January 2019 and the deadline for submission of this application. All forms require handwritten signatures and dates or they will be screened out and not move forward to peer review.

Coalition Involvement Agreement (CIA)

Table 21: CIA Information Table

Sector	Member Name	Organization Name	Rationale for Selection
<i>Law Enforcement</i>	Chief Joe Harris	Mattawa Police Department	Joe Harris, the Chief of Police in Mattawa, is a well respected man in the community. He has made great in-roads with the community members and has fostered some important relationships.
Law Enforcement: A representative of a law enforcement agency. The representative must be an active sworn law enforcement officer, not retired.			

This agreement between Wahluke Community Coalition and the Law Enforcement Representative, Chief Joe Harris shall be from 6/6/2019 until terminated by a mutual accord. This agreement will be reevaluated by both parties on a yearly basis.

NOTE: Any items listed below should be unique to the sector representatives and/or the affiliated organization.

Wahluke Community Coalition will be responsible for:

1. Creating and following by-laws and policies.
2. Formulating coalition goals and objectives.
3. Overseeing operations of activities, programs, and paid staff.
4. Increasing new membership of the coalition.
5. Creating and following a strategic 12-Month Action Plan.
6. Creating a credible and relevant sustainability plan which includes volunteer membership and resources, both financial and material.
7. Respecting the rights of Wahluke Community Coalition members to hold their own opinions and beliefs.
8. Informing the Police Department of important events that are hosted or sponsored by the coalition.
9. Sharing data from community surveys and youth surveys that will help the police understand the community norms and perceptions better.
10. Collaboration for town hall style events and meetings.

The Law Enforcement Representative, Chief Joe Harris, will be responsible for:

1. Being a community leader amongst the represented sector.
2. Ensuring clear communication between the sector represented and the coalition.
3. Acting as a positive role model for youth, families, and peers.
4. Supporting the coalition's mission.
5. Attending coalition meetings which are held on a monthly basis.
6. Participating on at least one subcommittee.
7. Attending coalition sponsored trainings, town hall meetings, and other community events.
8. Contributing to the strategic action planning process.
9. Participating in sustaining the coalition's capacity, involvement, and goals.
10. Preventing youth substance use through environmental strategies.
11. Using his/her activities as match, if applicable.
12. Informing the coalition of important events that members can be involved in.
13. Informing the coalition of the weight of the drug take back box when emptied.
14. Partnering with the coalition to create awareness about the drug take back box events.

Gigi Calaway
Official Coalition Representative's Name

[Signature]
Official Coalition Representative's Signature

Community Coalition Coordinator 6/11/19
Title Date

Joseph A. Harris
Sector Representative's Name

[Signature]
Sector Representative's Signature

Police Chief 6/7/2019
Title Date

NOTE: All forms must be dated between January 2019 and the deadline for submission of this application. All forms require handwritten signatures and dates or they will be screened out and not move forward to peer review.

Coalition Involvement Agreement (CIA)

Table 21: CIA Information Table

Sector	Member Name	Organization Name	Rationale for Selection
<i>Religious/Fraternal Organization</i>	Tim Jenne	[REDACTED]	Bishop Tim Jenne is a long time community member who is incredibly engaged in many aspects of the community. He leads by example and has demonstrated a love for all members of the community regardless of denomination. He sincerely cares for people and their families and shows this by serving tirelessly.
Religious/Fraternal Organization: A representative of a faith-based organization or representative from a fraternal organization that is based on a common tie or pursuit of a common goal. The organization must have a substantial program of fraternal activities.			

This agreement between Wahluke Community Coalition and the Religious/Fraternal Organization Representative, Tim Jenne shall be from 6/6/2019 until terminated by a mutual accord. This agreement will be reevaluated by both parties on a yearly basis.

NOTE: Any items listed below should be unique to the sector representatives and/or the affiliated organization.

Wahluke Community Coalition will be responsible for:

1. Creating and following by-laws and policies.
2. Formulating coalition goals and objectives.
3. Overseeing operations of activities, programs, and paid staff.
4. Increasing new membership of the coalition.
5. Creating and following a strategic 12-Month Action Plan.
6. Creating a credible and relevant sustainability plan which includes volunteer membership and resources, both financial and material.
7. Respecting the rights of Wahluke Community Coalition members to hold their own opinions and beliefs.
8. Informing the Bishop of events in the community that his members can assist with.

9. Collaborate with Bishop to serve in the community as partners.

The Religious/Fraternal Organization Representative, Tim Jenne, will be responsible for:

1. Being a community leader amongst the represented sector.
2. Ensuring clear communication between the sector represented and the coalition.
3. Acting as a positive role model for youth, families, and peers.
4. Supporting the coalition's mission.
5. Attending coalition meetings which are held on a monthly basis.
6. Participating on at least one subcommittee.
7. Attending coalition sponsored trainings, town hall meetings, and other community events.
8. Contributing to the strategic action planning process.
9. Participating in sustaining the coalition's capacity, involvement, and goals.
10. Preventing youth substance use through environmental strategies.
11. Using his/her activities as match, if applicable.

Erni Catalaury
Official Coalition Representative's Name

[Signature]
Official Coalition Representative's Signature

Community Coalition Coordinator 6/6/19
Title Date

Tim Jenne
Sector Representative's Name

[Signature]
Sector Representative's Signature

Bishop [Redacted] 6/9/19
Title Date

NOTE: All forms must be dated between January 2019 and the deadline for submission of this application. All forms require handwritten signatures and dates or they will be screened out and not move forward to peer review.

Coalition Involvement Agreement (CIA)

Table 21: CIA Information Table

Sector	Member Name	Organization Name	Rationale for Selection
<i>Civic/Volunteer Organization</i>	Barbara Davis	Grant County Fire District 8	Barbara Davis is a well known caring individual who has served the area for many years as a volunteer, leader and emergency responder. She is well liked by other community sector leaders and has a great group of men and women who serve with her.
Civic/Volunteer Group: A representative of an organization that provides civic or volunteer activities that serves the community (not a coalition member). Examples include Lions Clubs, Rotary Clubs, etc.			

This agreement between Wahluke Community Coalition and the Civic/Volunteer Organization, Barbara Davis shall be from 6/6/2019 until terminated by a mutual accord. This agreement will be reevaluated by both parties on a yearly basis.

NOTE: Any items listed below should be unique to the sector representatives and/or the affiliated organization.

Wahluke Community Coalition will be responsible for:

1. Creating and following by-laws and policies.
2. Formulating coalition goals and objectives.
3. Overseeing operations of activities, programs, and paid staff.
4. Increasing new membership of the coalition.
5. Creating and following a strategic 12-Month Action Plan.
6. Creating a credible and relevant sustainability plan which includes volunteer membership and resources, both financial and material.
7. Respecting the rights of Wahluke Community Coalition members to hold their own opinions and beliefs.
8. Informing the volunteers of opportunities to share substance abuse prevention information.
9. Invitation to drug education and town hall style events.
10. Education and training opportunities for volunteers and staff in department.

The Civic/Volunteer Organization Representative, Barbara Davis, will be responsible for:

1. Being a community leader amongst the represented sector.
2. Ensuring clear communication between the sector represented and the coalition.
3. Acting as a positive role model for youth, families, and peers.
4. Supporting the coalition's mission.
5. Attending coalition meetings which are held on a monthly basis.
6. Participating on at least one subcommittee.
7. Attending coalition sponsored trainings, town hall meetings, and other community events.
8. Contributing to the strategic action planning process.
9. Participating in sustaining the coalition's capacity, involvement, and goals.
10. Preventing youth substance use through environmental strategies.
11. Using his/her activities as match, if applicable.
12. Informing the coalition of events that they can partner in.

Gigi Calaway
Official Coalition Representative's Name

[Signature]
Official Coalition Representative's Signature

Community Coalition Coordinator 6/25/19
Title Date

Barbara Davis
Sector Representative's Name

[Signature]
Sector Representative's Signature

Business Mgr 6/25/19
Title Date

NOTE: All forms must be dated between January 2019 and the deadline for submission of this application. All forms require handwritten signatures and dates or they will be screened out and not move forward to peer review.

Coalition Involvement Agreement (CIA)

Table 21: CIA Information Table

Sector	Member Name	Organization Name	Rationale for Selection
<i>Healthcare Professional</i>	Dana Fox	Mattawa Community Medical Clinic	Dana is a hard working woman with a great heart for this community. She has lived here for 17 years. She is the CEO for MCMC and is very engaged in community health, mental health and will make a great sector leader.
Healthcare Professional: An individual and/or organization licensed to provide physical, mental, or behavioral healthcare services.			

This agreement between Wahluke Community Coalition and the Healthcare Professional Representative, Dana Fox shall be from June 11, 2019 til terminated by a mutual accord. This agreement will be reevaluated by both parties on a yearly basis.

NOTE: Any items listed below should be unique to the sector representatives and/or the affiliated organization.

Wahluke Community Coalition will be responsible for:

1. Creating and following by-laws and policies.
2. Formulating coalition goals and objectives.
3. Overseeing operations of activities, programs, and paid staff.
4. Increasing new membership of the coalition.
5. Creating and following a strategic 12-Month Action Plan.
6. Creating a credible and relevant sustainability plan which includes volunteer membership and resources, both financial and material.
7. Respecting the rights of Wahluke Community Coalition members to hold their own opinions and beliefs.
8. Supplying MCMC with relevant information regarding the coalition activities and events in the community.
9. Partnering in substance abuse prevention and mental health activities.
10. Coordinator currently sits on the MCMC board and works closely with MCMC administration for the benefit of the community.

The Healthcare Professional Representative, Dana Fox, will be responsible for:

1. Being a community leader amongst the represented sector.
2. Ensuring clear communication between the sector represented and the coalition.
3. Acting as a positive role model for youth, families, and peers.
4. Supporting the coalition's mission.
5. Attending coalition meetings which are held on a monthly basis.
6. Participating on at least one subcommittee.
7. Attending coalition sponsored trainings, town hall meetings, and other community events.
8. Contributing to the strategic action planning process.
9. Participating in sustaining the coalition's capacity, involvement, and goals.
10. Preventing youth substance use through environmental strategies.
11. Using her activities as match, if applicable.
12. Partnering with the coalition to address prevention needs in Mattawa.
13. Updating information about mental health counselors and services offered in this community.

Gigi Calaway
Official Coalition Representative's Name

Dana S. Fox
Sector Representative's Name


Official Coalition Representative's Signature


Sector Representative's Signature

Community Coalition Coordinator / 6/11/19
Title Date

CEO Healthcare Professionals / 6-11-19
Title Date

NOTE: All forms must be dated between January 2019 and the deadline for submission of this application. All forms require handwritten signatures and dates or they will be screened out and not move forward to peer review.

Coalition Involvement Agreement (CIA)

Table 21: CIA Information Table

Sector	Member Name	Organization Name	Rationale for Selection
<i>State/Local/Tribal Government</i>	Cassandra Kelly	Grant County Health Department	Cassandra has been a great partner in prevention because of her position at the Health Department as a lead on Tobacco and Marijauna prevention. She is very organized and makes tremendous effort to attend meetings. She has helped the community in presentations and prevention strategies and made retail assessments.
State/Local/Tribal Government: A representative of a government-funded agency with a focus on substance abuse.			

This agreement between Wahluke Community Coalition and the State/Local/Tribal Government, Cassandra Kelly shall be from 6/6/2019 until terminated by a mutual accord. This agreement will be reevaluated by both parties on a yearly basis.

NOTE: Any items listed below should be unique to the sector representatives and/or the affiliated organization.

Wahluke Community Coalition will be responsible for:

1. Creating and following by-laws and policies.
2. Formulating coalition goals and objectives.
3. Overseeing operations of activities, programs, and paid staff.
4. Increasing new membership of the coalition.
5. Creating and following a strategic 12-Month Action Plan.
6. Creating a credible and relevant sustainability plan which includes volunteer membership and resources, both financial and material.
7. Respecting the rights of Wahluke Community Coalition members to hold their own opinions and beliefs.
8. Informing Cassandra of events and opportunities to share tobacco or marijuana prevention

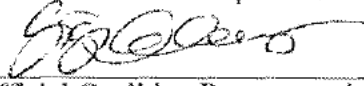
information.

9. Assisting in retail assessments.
10. Sharing data information from community surveys that will help in county assessments.
11. Collaboration in youth marijuana prevention efforts, including being part of the YMPEP strategic planning process.

The State/Local/Tribal Government Representative, Cassandra Kelly, *will* be responsible for:

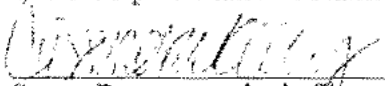
1. Being a community leader amongst the represented sector.
2. Ensuring clear communication between the sector represented and the coalition.
3. Acting as a positive role model for youth, families, and peers.
4. Supporting the coalition's mission.
5. Attending coalition meetings which are held on a monthly basis.
6. Participating on at least one subcommittee.
7. Attending coalition sponsored trainings, town hall meetings, and other community events.
8. Contributing to the strategic action planning process.
9. Participating in sustaining the coalition's capacity, involvement, and goals.
10. Preventing youth substance use through environmental strategies.
11. Using his/her activities as match, if applicable.
12. Informing the coalition of relevant county assessments, trends and norms.
13. Collaborating on community events that offer specific drug education and support.

Gigi Calaway
Official Coalition Representative's Name


Official Coalition Representative's Signature

Community Coalition Coordinator 6/12/19
Title Date

Cassandra Kelly
Sector Representative's Name


Sector Representative's Signature

HB 2019-0175 01/14/17
Title Date

NOTE: All forms must be dated between January 2019 and the deadline for submission of this application. All forms require handwritten signatures and dates or they will be screened out and not move forward to peer review.

Coalition Involvement Agreement (CIA)

Table 21: CIA Information Table

Sector	Member Name	Organization Name	Rationale for Selection
<i>Other Organization Involved in Reducing Substance Abuse</i>	Laina Mitchell	Grant County Health Assessment Coordinator	Grant County Health is partnering with Grant Integrated Services to support youth and families who need substance abuse prevention and treatment services.
Other Organization Involved in Reducing Substance Abuse: A representative of a community organization that addresses substance abuse.			

This agreement between Wahluke Community Coalition and the Other Organization Involved in Reducing Substance Abuse, Laina Mitchell shall be from 6/6/2019 until terminated by a mutual accord. This agreement will be reevaluated by both parties on a yearly basis.

NOTE: Any items listed below should be unique to the sector representatives and/or the affiliated organization.

Wahluke Community Coalition will be responsible for:

1. Creating and following by-laws and policies.
2. Formulating coalition goals and objectives.
3. Overseeing operations of activities, programs, and paid staff.
4. Increasing new membership of the coalition.
5. Creating and following a strategic 12-Month Action Plan.
6. Creating a credible and relevant sustainability plan which includes volunteer membership and resources, both financial and material.
7. Respecting the rights of Wahluke Community Coalition members to hold their own opinions and beliefs.
8. Supporting Laina in her efforts to reach youth and families at higher risk.
9. Sharing Healthy Youth Survey Data and other community assessments that will assist his work as an organization involved in reducing substance abuse.

The Other Organization Involved in Reducing Substance Abuse Representative, Laina Mitchell, will be responsible for:

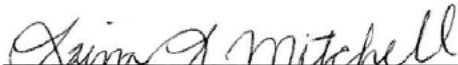
1. Being a community leader amongst the represented sector.
2. Ensuring clear communication between the sector represented and the coalition.

3. Acting as a positive role model for youth, families, and peers.
4. Supporting the coalition's mission.
5. Attending coalition meetings which are held on a monthly basis.
6. Participating on at least one subcommittee.
7. Attending coalition sponsored trainings, town hall meetings, and other community events.
8. Contributing to the strategic action planning process.
9. Participating in sustaining the coalition's capacity, involvement, and goals.
10. Preventing youth substance use through environmental strategies.
11. Using his/her activities as match, if applicable.

Gigi Calaway
Official Coalition Representative's Name

Lana Mitchell
Sector Representative's Name


Official Coalition Representative's Signature


Sector Representative's Signature

Community Coalition Coordinator 6/25/2019
Title Date

Assessment 6/25/2019
Title Date

NOTE: All forms must be dated between January 2019 and the deadline for submission of this application. All forms require handwritten signatures and dates or they will be screened out and not move forward to peer review.

ATTACHMENT 2: Coalition Meeting Minutes

Minutes from May 30, 2019

Agenda

Sign-in Sheet

Meeting notes: 5/30/19 4:00'

Please make sure you sign in!

Introduction of new members, visitors and roll. Pedro, Mason, Michael, Jillian, Karen, Roselyn, Nathan, Librado; SAP, Adrian, Salvador, Chris, Silvia, Dana, Elizabeth, Erika, Ellen, Garde, Honorina, Areceli, Maria, John, Lars, Diane, Armando, Gigi,

April minutes read by Ellen Hopkins; Approval/adoption of April Minutes and agenda moved by Dana, second by John

New Leadership: Maribel Aguilar-Inspire Dev Center and Erika Erazo, [REDACTED] Church, JC Bees

Sector check: Students and Parents well represented. Missing Police but have 10 sectors!

Key Values/Mission Statement

Logic Model review for new members and parents

Drug Free Community Grant application See Agenda for details:

Department of Health and Human Services SAMHSA

a. Due date July 8th 2019; \$125,000 per year /5 years

b. Community Level Change

- i. Provide Information
- ii. Enhance skills
- iii. Provide Support
- iv. Enhance Access/Reduce Barriers
- v. Change Consequences
- vi. Change Physical Design
- vii. Modify/Change Policies

Current program reports: Youth Spring Forum Projects presented by youth who went. Report of trip to Great Wolf Lodge and then presented their slides. Jillians group did theirs in Spanish and Pedros group did his in English. Well done by both groups. Elizabeth, the counselor at SME said she really appreciates the youth for thinking about mental health awareness and substance abuse prevention because it is a real need and not easily talked about. We had a suicide in the community last month which was devastating to many youth.

Lions Quest being implemented by two groups in the elementary bldgs. SME, ME

PAX training for teachers is offered thru ESD 105 in summer in Yakima

Trainings and webinars offered see email for links to registration

Plans for June: Community Day Parade being hosted by Coalition, sign up to be involved in this.

Coalition leadership in car again. Youth on a flatbed or maybe a pickup?

Strategic plan, Action plan and budget revision taking place.

Invitation for parents to work in a group to look closely at Healthy Youth Survey

Assessment- Coalition survey last fall./Healthy Youth Survey every 2 years. Helps identify specific needs in this community.

Wahluke Community Coalition

Trends: 20% HS students vaping.

Strengthening Families motion to implement with Catholic Church as a partner and using the free training in September to grow capacity. Moved by Ellen Hopkins, second by Dana Fox Approved

Wahluke Weekly an example of the PSAs for the Community Connections project. Johns classes can create SAP ATOD messages for community Leprekon, La Popular, City Hall, Tiddally Didally, Goal is 1 › monthly a new thumb drive, possibly bi-weekly

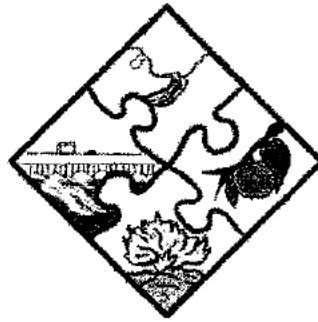
Proposal to move meetings to 5:00 to accommodate more parents and leadership who work until 5. Moved by Maribel second by Dana

Collect volunteer forms

Next meeting June 27th 5-6 library

No new comments or concerns

Adjourn meeting 5:17 Ellen;Dana



Wahluke Community Coalition
1000 1st St. SE, Wahluke, WA 98149
(360) 871-1234

Agenda

May 30, 2019

Wahluke High School Library

4:00 – 5:00 PM

1. **Welcome/Introductions**
 - a. Roll
2. **Approval of Minutes/Agenda**
3. **New Leadership!**
 - a. Maribel Aguilar-Inspire Development Center
 - b. Erika Erazo- [REDACTED] Church Youth Leadership and JCBEES
4. **Key Values/Mission Statement/Vision**
 - a. **Special Thank you!**
John Ellsworth, Librado Barajas, Liliana Ramirez, Erika Erazo, Adrian Erazo
5. **Drug Free Community Grant**
 - a. Department of Health and Human Services SAMHSA
 - b. Due date July 8th 2019; \$125,000 per year /5 years
 - c. Community Level Change
 - i. Provide Information
 - ii. Enhance skills
 - iii. Provide Support
 - iv. Enhance Access/Reduce Barriers
 - v. Change Consequences
 - vi. Change Physical Design
 - vii. Modify/Change Policies
6. **Current Program Reports**
 - a. Prevention Club- Projects at Spring Youth Forum
 - b. Lions Quest Intramurals
 - c. PAX Good Behavior Game-ESD 105 Training for Teachers
 - d. Trainings/Conferences SAP
 - e. Strengthening Families

Wahluke Community Coalition

f. Youth2Youth-Advisor, Summer Camp in August

7. **Plans for June-**

a. Community Day Parade Organization

b. Strategic Plan, Action Plan, Budget 2019-2021 Final Due June 30th

8. **Next Meeting** – June 27, 2019 5:00 – 6:00 PM HS Library (Vote on change time)

9. **Open for Comments, concerns, ideas:**

10. **Adjourn Time:**

The Wahluke Community Coalition's mission is to promote a healthier, drug and alcohol free community for our youth through education, advocacy and prevention strategies.



Wahluke Community Coalition

DATE: May 30, 2019

SIGN IN SHEET

	Name	Email	Sector	Signature
1.	Pelro Castaneda		Youth	Pelro Castaneda
2.	Jillian Aguilar		Youth	Jillian Aguilar
3.	Michael Garcia		Youth	Michael Garcia
4.	Nathan P		Youth	Nathan P
5.	Karen Avellano		Student	Karen Avellano
6.	Librado B.	librado@wahluke.edu	SAP	Librado B.
7.	Adrian Erazo	gerazo@wahluke.net	School	Adrian Erazo
8.	SOLADOR ALARCON	-	Parent	Solador Alarcon
9.	Cris Mendoza	Crissy1844@yahoo.com	Parent	Cris Mendoza
10.	Gaudencio Santiago	-	Church	Gaudencio Santiago
11.	ERICA ERAZO	erika.erazo86@gmail.com	Church	ERICA ERAZO
12.	Elizabeth Tapia	etapia@wahluke.net	Youth Serving	Elizabeth Tapia
13.	Ellen Hopkins	ehopkins@wahluke.net	City	Ellen Hopkins
14.	Silvia Herrera	mcmcipa1@sanvicentes.net	MC MC	Silvia Herrera
15.	Dana Fox	dfox@mattawclinic.net	Medical	Dana Fox



Wahluke Community Coalition

DATE: May 30, 2019 pg 2

SIGN IN SHEET

	Name	Email	Sector	Signature
1.	Helenina Hernandez	509-932-1158	Parent	Helenina Hernandez
2.	Marceli Riano	509-932-7545	Parent	Marceli Riano
3.	Mania I. Klegic	509-840 8447	Parent	Mania I. Klegic
4.	Armando Garcia	509 831-0705	Parent	Armando Garcia
5.	John Ellsworth	jellsworth@wahluke.net	media	John Ellsworth
6.	Dana Hynd	dshynd@qmail.com	volunteer	Dana Hynd
7.	Lars Eland	l.eland@portofmehwa.org	civic	Lars Eland
8.	Mason Calaway	[REDACTED]	student	Mason Calaway
9.	Roselynn Aguilar		Student	Roselynn Aguilar
10.	Cody Marton	cmarton@wahluke.net	School	
11.				
12.				
13.				
14.				
15.				

ATTACHMENT 3: Assurance of Legal Eligibility & MOU Between Grant Award Recipient/Legal Applicant and Coalition.

Appendix H – Assurance of Legal Eligibility

As **Attachment 3**, attach either Appendix H or Appendix I. To determine if you are required to submit Appendix H or Appendix I, use the two questions identified below:

1. Is the coalition serving as its own legal grant award recipient? Yes ☐ No ☒

2. Is the coalition's name listed in Item #8 on the SF-424 of this application? Yes ☐ No ☒

If the answer to **any** of these questions is “no”, then the coalition **must** enter into a relationship with an entity eligible to receive federal funds and submit a **Memorandum of Understanding (MOU)** (see Appendix I) and include as **Attachment 3**.

If the answer to **both** question is ‘yes’, then the coalition is applying for this grant on its own behalf (as the Legal Applicant eligible to receive Federal funding), use Appendix H. The applicant coalition **must** sign and date the Statement of Legal Eligibility below and **include as Attachment 3**.

PLEASE NOTE: Although your coalition may exist within another organization that is eligible to receive Federal funding, a Memorandum of Understanding will be required. If the coalition's name does not appear on Line #8 of the submitted SF-424 with the corresponding Employer/Taxpayer Identification Number (EIN/TIN), then a Memorandum of Understanding **must** be submitted as part of the coalition's application. Not doing so, will deem your application statutorily ineligible and **will not** move forward to peer review.

Statement of Legal Eligibility

I, Gigi Calaway hereby certify that **Wahlake School District** is legally eligible to receive federal funding.

Gigi Calaway

Official Coalition Representative's Name

[Signature]

Official Coalition Representative's Signature

Community Coalition Coordinator 6/10/19

Title

Date

NOTE: All forms must be dated between January 2019 and the deadline for submission of this application. All forms require handwritten signatures and dates or they will be screened out and not move forward to peer review.

Memorandum of Understanding between Grant Award Recipient/Legal Applicant and Coalition

This agreement between *Wahluke School District* and *Wahluke Community Coalition* shall be from 5/23/2019 until terminated by mutual agreement:

RESPONSIBILITIES OF THE COALITION:

- a. Set policy for and oversee its own programs including goals and objectives in alignment with the DFC Support Program's Terms and Conditions.
- b. Participate, advise, and/or direct staff and volunteers, set goals and objectives for contract employees, and negotiate and make recommendations for contracts in collaboration with the grant recipient/legal applicant.
- c. Create, approve, and partner in the management of the DFC budget in compliance with grant requirements.
- d. Provide copies of all required documents to the grant recipient/legal applicant as requested.
- e. Reimburse grant recipient/legal applicant for any indirect or direct expenses incurred by the coalition with prior approval.
- f. Be solely responsible for liabilities arising out of its program and its interaction with program participants.
- g. Other. . .

RESPONSIBILITIES OF THE LEGAL APPLICANT/GRANT RECIPIENT:

- a. Provide the coalition staff with office space.
- b. Compile financial reports on a mutually agreed upon schedule and provide to coalition.
- c. Provide accounting services to prepare and distribute payroll, pay invoices, prepare and submit the appropriate forms for employment, wages and payroll taxes on behalf of the coalition.
- d. Negotiate and/or bid and approve contracts in collaboration with the coalition.
- e. Maintain all records pertaining to costs and expenses to reflect costs of labor, materials, equipment, supplies, services, and other costs and expenses when reimbursement is claimed or payment is made and share such information with the coalition.
- f. Obtain Workman's Compensation Insurance and liability coverage for the coalition's employee.
- g. Other. . .

Wahluke School District and *Wahluke Community Coalition* mutually agree to abide by all applicable federal and state anti-discrimination statutes, regulations, policies, and procedures. This agreement shall be subject to all applicable provisions of state and federal law and regulations related to the delivery and funding of grant activities.

Eigi Calaway

Official Coalition Representative's Name

[Signature]

Official Coalition Representative's
Signature

Tracy L. Plouse

Grant Award Recipient/Legal Applicant's Name

[Signature]

Grant Award Recipient/Legal Applicant's
Signature

Community Coalition Coordinator 5/23/19
Title Date

Dir. of Finance + Ops 5, 23, 19
Title Date


NOTE: All forms must be dated between January 2019 and the deadline for submission of this application. All forms require handwritten signatures and dates or they will be screened out and not move forward to peer review.

ATTACHMENT 4: Letter of Mutual Cooperation

Statement of No Overlap

I, **Gigi Calaway**, hereby certify that there is no overlap between the **Wahlake Community Coalition** and other coalitions.

Gigi Calaway 6/20/19
Official Coalition Representative's Name


Official Coalition Representative's Signature

ATTACHMENT 5: Assurance of One DFC Grant at a Time.

Appendix J – Assurance of One DFC Grant at a Time

As **Attachment 5**, the grant recipient/legal applicant should read the statement below and sign and date this document to assure that it will not hold more than one DFC grant at any time during the FY 2019-2024 funding cycle.

NOTE: DFC Mentoring and Sober Truth on Preventing Underage Drinking (STOP ACT) grants are in a separate category and do not apply to this assurance.

Applicant Assurance of One DFC Grant at a Time

I attest that the **Wahluke Community Coalition** will be in receipt of only one DFC grant during the 2019 – 2024 funding cycle.

Tracy L. Plouse
Authorized Official's Name for the
Legal Applicant/Grant Recipient

Tracy L. Plouse
Authorized Official's Signature for
The Legal Applicant/Grant Recipient

Director of Finance & Operations
Title

Wahluke School Districts
Organization/Agency

5/23/19
Date

NOTE: All forms must be dated between January 2019 and the deadline for submission of this application. All forms require handwritten signatures and dates or they will be screened out and not move forward to peer review.

ATTACHMENT 6: Assurance of DFC 10-Year Funding Limit

Appendix K – Assurance of DFC 10-Year Funding Limit

Under the DFC Act, a coalition **may not** receive more than 10 years of DFC funding. A legal applicant/grant recipient may receive DFC funds on behalf of a coalition if that coalition has not received a full 10 years of funding.

Attachment 6 requires the legal applicant/grant recipient and the Official Coalition Representative (i.e. Key Personnel, Executive Board Member) to read, sign, and date this document to assure the coalition has not already received 10-years of DFC funding. Under all situations, a coalition **may not** receive more than 10 years of DFC funding.

Specific restrictions on DFC legal applicant/grant award recipients and coalitions are outlined below.

I. Restrictions on legal applicant/grant award recipient:

1. A legal applicant/grant recipient may be the grant recipient agency for only one DFC coalition at a time.
2. An organization serving as the legal/applicant/grant recipient **may not** receive DFC funds on behalf of a coalition that has had 10 years of DFC funding.
3. A legal applicant/grant recipient that has already received 10 years of DFC funding may apply for DFC funds on behalf of a coalition that has had less than 10 years of funding.
4. A legal applicant/grant recipient that has already received 10 years of DFC grant funding on behalf of a coalition may apply for DFC funds on behalf of any coalition that is considered to be “new” that is unique and distinct from a coalition that has already received 10 years of DFC funding.

II. Restrictions on 501(c)(3) coalitions:

1. A coalition that is its own legal applicant/grant recipient (i.e. 501(c)(3)) may receive no more than 10-years of DFC funding. A coalition that has received 10 years of DFC funding (through one or more legal applicant/grant award recipients) may not receive further DFC funding.
2. In order to apply for DFC funding a coalition must prove that it is a completely different coalition (from the one previously funded with DFC grant funds). It **must** provide evidence within the application, to the satisfaction of the DFC grant review officials, that it is in fact new, unique, and distinct from any previously DFC funded coalition. New coalition factors include:
 - a. The proposed new, unique, and distinct coalition **must** be made up of different leadership and sector representatives from the community.
 - b. The proposed new, unique, and distinct coalition **must** have a different 12-Month Action Plan responding to a newly identified community needs assessment.
 - c. The proposed new, unique, and distinct coalition **must** have a new name and mission statement.
 - d. 12-Month Action Plan from the originally funded coalition **may not** be repurposed, reorganized, and/or renamed in order to receive funds through the DFC Program as a new, unique, and distinct coalition.
3. If additional information is indicated to determine your coalition status as a new, unique, and distinct coalition, the Business Official will be notified that additional information will be required.

All applications will be thoroughly reviewed to ensure compliance with the 10-Year Funding Limit. It is important that all applicants understand that providing false or misleading information is unlawful and subject to criminal penalties, 18 USC1001.

I attest that ***Wahluke Community Coalition*** is in compliance with the 10-Year Funding Limit Policy. I also attest that the information provided on this form is true and correct. I understand that providing false or misleading information is unlawful and subject to criminal penalties, 18 USC1001.

Robert Eckert
Name of Authorized Official of
Legal Applicant/Grant Recipient

Robert Eckert
Signature of Authorized Official

Superintendent
Title

Wahluke School District
Organization/Agency

5/23/2019
Date

Gigi Calaway
Name of Official Coalition Representative

Gigi Calaway
Signature of Official Coalition Representative

Community Coalition Coordinator
Title

Wahluke Community Coalition
Organization/Agency

5/23/2019
Date

NOTE: All forms must be dated between January 2019 and the deadline for submission of this application. All forms require handwritten signatures and dates or they will be screened out and not move forward to peer review.

ATTACHMENT 7: Key Personnel, Resumes, CV's and Position Descriptions

Job Descriptions

Superintendent Contract [Job Description]

Executive Director of Finance & Budget Operations/Business Manager

Wahluke Community Coalition Coordinator

Key Personnel

Robert Eckert, Superintendent, Wahluke School District

Tracy Plouse, Executive Director of Finance & Budget Operations/Business Manager

Gigi Calaway, Wahluke Community Coalition Coordinator

WAHLUKE SCHOOL DISTRICT NO.73

GRANT COUNTY, WASHINGTON

SUPERINTENDENT CONTRACT

THIS AGREEMENT, entered by and between the Board of Directors of the Wahluke School District No. 73, Grant County, Washington, hereinafter called "the District" and Robert Eckert, hereinafter called the "Superintendent"

WHEREAS, the District and the Superintendent desire to enter into a contract whereby the Superintendent will perform services as such for the District for a period of one year, two months on terms and conditions acceptable to both parties; and

WHEARAS, this contract has been approved by the Board of Directors in accordance with its action as found in the minutes of the Board of Directors' meeting of the District held on the 10th day of April 2018

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter contained, the parties agree as follows:

1. The Superintendent agrees that for a term commencing on the 1st day of May 2018 ending on the 30th day of June 2019, he will perform the duties of Superintendent and the District agrees to employ the Superintendent for said period. By executing the Contract, the Superintendent further resigns his contracts as Business Manager and Interim Superintendent effective April 30, 2018. During the term of this contract, the Superintendent will be subject to discharge for sufficient cause provided that the Board shall comply with all conditions of this contract and applicable provisions for notice and hearing under Washington State law. The District and Superintendent may agree to extend this contract for additional year(s) following completion of the Superintendent's evaluation in June of each contract year under Section 15 herein.
2. The District shall pay to the Superintendent an annual base salary of one-hundred thirty-five thousand dollars (\$135,000.00). The Superintendent's base salary shall be paid in equal monthly installments. The Board of Directors will review the Superintendent's base salary prior to June 30 of 2019 and may adjust the base salary upward in accordance with the usual procedures followed in the District for senior administrators.
3. The Superintendent shall be entitled to receive any retirement benefits provided through the Washington State Department of Retirement Systems that are otherwise available to full-time certificated administrators of the District. The District, at the request of the Superintendent and in accordance with applicable state statutes and regulations, shall periodically withhold and transfer an amount of salary, said amount and vendor to be determined by the Superintendent, to permit the Superintendent to participate in tax deferred annuity and/or 403b programs.
4. The Superintendent will be entitled to out-of-District mileage and other expense reimbursement for official business as provided by law and District policy for exempt certificated administrators.

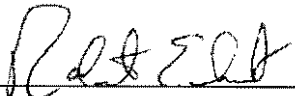
5. The work year of the Superintendent will consist of a minimum of 219 days. The Superintendent shall accrue thirty (30) days of paid vacation annually, exclusive of holidays. The Superintendent shall receive eleven (11) paid holidays annually. Up to fifteen (15) days of unused vacation may be carried forward from one contract year to another and up to fifteen (15) days of unused vacation may be cashed out annually at the per diem rate based upon the annual salary divided by two-hundred seventeen (1/219) hereinafter called the "per diem rate." In the event of termination of the Superintendent's contract, regardless of cause, the District shall pay to the Superintendent accumulated unused vacation days up to a maximum of 30 days, at the per diem rate at the time of separation; provided, however, that upon termination, resignation, or retirement from employment, the number of vacation days payable to the Superintendent shall be reduced as necessary to avoid the District from paying any excess compensation assessment to the Washington State Department of Retirement Systems. The Superintendent shall be entitled to sick leave benefits at the rate of twelve (12) days per annum. Sick leave days are to be cumulative and subject to cash out buy-back rights at the per diem rate of 1/219 annual salary pursuant to Washington State law and the District's attendance incentive program.
6. The Superintendent shall have access to the same dental, medical, life, and vision insurance programs for himself and any qualifying dependents as is available to certificated administrators and the Superintendent shall receive at least the same employer insurance contributions from the District that are provided to certificated administrators. The benefits called for herein are subject to negotiations upward at the discretion of the Board of Directors at the end of each school year.
7. The Superintendent shall attend appropriate professional meetings at the local, regional and state level, and when authorized by the Board of Directors, at the national level. The Superintendent shall be provided the actual, reasonable travel expenses incurred by him when attending meetings, conventions or conferences or other actual expense which occur in the conduct of District business. The District shall provide funds for registrations, commercial travel, and out-of-state travel costs.
8. The District shall pay dues and association fee for: Washington Association of School Administrators (WASA), American Association of School Administrators (AASA), and other Superintendent memberships in professional organizations agreed to between the Board of Directors and Superintendent.
9. In addition to membership in the above professional organizations, to enhance the District's relationships and involvement with community members and businesses, the Superintendent shall join and be active in at least two civic and/or community service organizations that benefit the community and the District, as mutually agreed between the Superintendent and District. The District will pay the Superintendent's membership dues and any actual costs associated with attending meetings of such organizations, not to exceed an amount of one-thousand dollars (\$1,000) per contract year. The Superintendent is expressly authorized to participate in the civic and/or community service organization's meetings during normal District business hours, if that is when such meetings are held.
10. The District agrees, as a further condition of the Superintendent's employment contract, that to the extent permitted by RCW 28A.320.100, it will defend, hold harmless and indemnify the Superintendent from any and all demands, claims suits, actions, damages, claims suits, actions, damages, costs, charges and expenses, including court costs and attorneys' fees; provided, that in the incident out of which such demands, claims, suits, actions, damages, costs, charges and expenses arise have occurred while the Superintendent is acting within the scope of his employment and during the good faith performance of his contract. This provision is not intended to apply and shall not apply to any dispute or legal action of any

kind between the Superintendent and the District. Entitlement to costs damages, and/or fees of any nature, including attorney's fees in all such disputes and actions between the Superintendent and the District which may arise, shall be the responsibility of the District only to the degree required by the laws of the State of Washington. The District shall facilitate the procurement of a Superintendent's bond pursuant to RCW 28A.330.060.

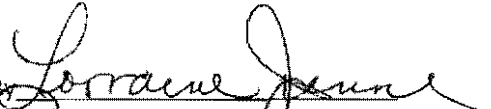
11. The Superintendent shall perform all of the duties normally required of a Superintendent of a public school district in the State of Washington and abide by the policies, rules and regulations of the Board of Directors of the District, the State Superintendent of Public Instruction and the State Board of Education.
12. During the term of his employment, the Superintendent shall devote his entire time, energies and skill to the services of the District and to the promotion of its interest; however, the Superintendent, by agreement with the Board of Directors, may undertake consultative work, speaking engagements, writing, lecturing or other professional duties and obligations; provided, however, that for any such work the Superintendent receives compensation from a source other than the District, the Superintendent shall be required to use vacation or non-duty time.
13. The Superintendent shall have the complete freedom to act as the chief administrative officer of the District and to recommend to the Board of Directors the organization, reorganization and arrangement of the administrative and supervisory staff in such manner as in his judgement best serves the interest of education and the school district. The Superintendent shall handle the administration of instruction and the business affairs of the District with the assistance of the staff. It is the responsibility of the Superintendent to recommend to the Board of Directors the selection, placement and transfer of all personnel with the District in accordance with the state statutes and the policies and regulations adopted by the Board of Directors. Nothing contained in the paragraph shall authorize the Superintendent to perform any act which under the statutes of the State of Washington cannot be delegated by the Board of Directors to the Superintendent.
14. The Superintendent shall fulfill all terms of the contract and all other requirements imposed by law. Failure to fulfill the obligations agreed to or required by law will be viewed by the Board of Directors as a violation of the administrative code of ethics and may be reported by the Board of Directors to the Superintendent of Public Instruction.
15. The Board of Directors shall devote a portion of at least two (2) meetings annually to a discussion of the working relationship between the Superintendent and the Board of Directors. The Board of Directors shall evaluate and assess in writing, using a mutually agreed upon format, the performance of the Superintendent by June 30 of each year during the term of the contract. This evaluation and assessment shall be reasonably related to the position description of the Superintendent, the goals and objectives of the District for the year in question, and the Superintendent's leadership and administrative abilities.
16. The Board of Directors, individually and collectively, will refer promptly to the Superintendent for study and recommendation all criticisms, complaints and suggestions relating to the operation of the schools called to their attention.

IN WITNESS WHEREOF, we have hereunto subscribed our names this 12th Day of June 2018.

SUPERINTENDENT

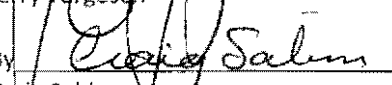

Robert Eckert, Superintendent

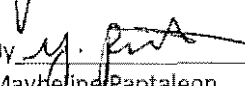
BOARD OF DIRECTORS
WAHLUKE SCHOOL DISTRICT NO. 73

By 
Lorraine Leaper, President

By _____
Seth Weeks, Vice President

By 
Jerry Jorgeson

By 
Craig Sabin

By 
Maybelina Pantaleon

JOB SUMMARY AND DESCRIPTION OF TASKS Position: Executive Director of Finance & Operations/Business Manager

Reports to: Superintendent

Exempt position under FLSA rules.

Position Description: Plan, organize, coordinate, and direct the central business services and financial activities. Responsible for the management of District budgeting and internal control systems for all funds. Provide primary user support for fiscal information within the district.

RESPONSIBILITIES:

- Responsible for accounting, budget and internal control functions of the school district's financial operations. Provide technical expertise within the full range of these functions.
- Develop and implement policies, procedures and standards for an effective fiscal management program, accurate financial statements and systems of internal control for central office, school and departments.
- Ensure legal financial records for budgeting in accordance with state mandate and good business practice.
- Develop, update, recommend, implement and communicate written procedures in accordance with the ongoing review of state and federal applicable budget requirements, state accounting manual, Internal Revenue Service, state auditors and grant requirements.
- Direct cash management and investments for all funds.
- Serve as a resource person to district administrators in matters of business office operations and procedures. Provide a wide variety of fiscal information.
- Prepare internal and external financial reports. Prepare specialized reports for schools and departments.
- Prepare, edit and input data for the budget (F-195), year-end financial report (F-196) and comprehensive annual financial reports. Prepare specialized reports for schools and departments. • Maintain district's fixed assets records for general and capital project funds. Prepare yearly inventory reports for buildings and programs.
- Provide assistance to the state auditor during the performance of the annual audit.
- Coordinate fiscal reports and files that involve personnel, payroll accounting, budgeting data processing systems.
- Provide monthly reports to the Superintendent and board of Directors on the status of budget accounts and general financial condition of the district.
- Coordinate enrollment projections and translate into certificated and classified staffing levels. • Oversee collection and reporting of monthly enrollment.
- Coordinate the day to day operation of the business department.
- Perform other duties as needed or as assigned.
- Assure compliance with all legal financial requirements.
- Prepare, submit and manage all state, federal and other financial reports.
- Contribute to long-range financial management planning.
- Manage and oversee all payroll related functions including benefit plans and related services.

- Submits records, reports and assignments promptly and efficiently.

QUALIFICATIONS:

- BA Degree in Accounting/Business desired. CPA preferred.
- Three years experience in financial management at a Washington State K-12 school district Central Office level, or in Washington State K-12 school district auditing.
- Washington Administrative certificate helpful.
- Experience in budget development, enrollment projection and forecasting.
- Strong background in computer spreadsheet application and construction.
- Demonstrated personal computer skills to include word processing, spreadsheets, query and data base.

Community Coordinator Position Description FTE 1.0

Wahluke Community Coalition Coordinator

BASIC FUNCTION

The Division of Alcohol and Substance Abuse (DASA) is conducting a five-year experimental study to examine the effects of a community-based planning process on youth alcohol use. The project will focus primarily on late elementary and middle school/junior high school student populations and the communities in which they live. The project is one of 27 similar projects being implemented nationwide.

The Community Coordinator is responsible for the day-to-day operations of project activities. The Community Coordinator will help to organize a community coalition to guide development and implementation of a strategic community substance abuse prevention plan. The Community Coordinator will help the coalition mobilize the community into action against youth alcohol use. The Community Coordinator will also be the liaison between the community and evaluators. The position will be based in the community and will be supervised by Wahluke School District administrators.

RESPONSIBILITIES

For the first contract period, the Community Coordinator will, at a minimum:

- Assist in writing grant proposals, reports, concept papers and other materials needed to obtain continued/increased funding.
- Coordinate dissemination of information regarding community mobilization efforts for key leaders, schools and other youth service providers and the public.
- Coordinate efforts to solve local problems and assist in implementing solutions.
- Create a new community prevention board/coalition, if necessary, or activate an existing board to work on the project.
- Develop and implement plans for involving ethnic and other minority and other underserved populations in the development of the project.
- Develop and implement plans for sustaining efforts and initiatives developed through the project.
- Develop a timeline and list of goals and objectives for developing a comprehensive community prevention plan.
- Develop and implement a working budget for the project.
- Establish systems for the community prevention board/coalition to monitor the progress of the Strategic Prevention Framework implementation, budget status, work of the community coordinator, and implementation of selected interventions.
- Work with the community coalition to develop and implement a comprehensive community prevention plan.

Community Coordinator Position Description FTE 1.0

- Implement training and other capacity-building events for community prevention board members that are appropriate for completion of benchmarks and milestones associated with the step of the Strategic Prevention Framework the community is working on.
- Make presentations and train community board members for community outreach.
- Oversee implementation of the preventive interventions selected by the community prevention board.
- Participate fully in all required training and technical assistance events.
- Prepare and submit required reports according to designated schedule using forms and methods to be specified by the project.
- Provide staff assistance to the community prevention board/coalition, including development of agendas for meetings, proposals for working or ad hoc committees, meeting minutes, and reports assigned by the coalition. As appropriate, facilitate delegation of community prevention board tasks, including but not limited to collecting, organizing, and analyzing data; community outreach and public relations; and board meetings. As necessary, lead discussions related to project planning and maintenance.
- Represent the project to the larger community.
- Work with community prevention board/coalition, other community partners, and the assigned Technical Assistance Consultant to ensure representative participation in, and community support for, continued implementation of the Healthy Youth Survey in 2006 and 2008.
- Other items designed by community prevention board/coalition.

REQUIREMENTS

- Bachelor's degree in Health Education, Social Sciences (e.g., Sociology, Psychology), Education (or related field) and one year of experience in community organizing, or at least three years' related equivalent education and experience.
- Demonstrated ability to form relationships with strategic partners, e.g., government agencies, non-profit agencies, schools, and business and faith-based communities.
- Demonstrated ability to speak effectively and professionally in public to a variety of audiences. Must possess professional demeanor. Must be able to write clear, concise and grammatically correct letters, reports and other forms of communications.
- Demonstrated ability to identify problems, develop solutions and take the lead in solving problems.
- Must possess strong group facilitation skills and experience.
- Must be self-directed, as well as a team player.
- Must have excellent organizational and multi-tasking skills.
- Local and occasional out-of-state travel required.

Community Coordinator Position Description FTE 1.0

- Working knowledge of Word, Excel and ability to work with database programs such as Access.

PREFERRED

- Ability to develop and manage budgets.
- Ability to understand and prepare grant applications and concept papers.
- Ability to work with youth boards and representatives.
- Experience in project management and/or strategic planning such as program development, developing and evaluating outcomes, conducting data analysis and evaluation, developing operations and marketing plans and developing timelines.
- Familiarity with local community; experience with prevention efforts in this community.
- *** Knowledge of, and experience with, Communities That Care community organizing system.*
- Understanding/working knowledge of youth-serving systems and agencies.

HOURS

- Flexible hours.
- Some evenings and weekends required.

ROBERT L. ECKERT

P.O. Box 6877
[REDACTED]
Kennewick, WA 99336-0601

Phone: [REDACTED]
Fax: 509.735.9293
E-mail: [REDACTED]

Objective:

Seeking the position of Superintendent for the Wahluke School District

Professional Experience:

Business Manager for the Wahluke School District
Adjunct Professor for CTE courses, CWU
Career and Technical Education Director Internship Program Facilitator,
OSPI
Business Director (Retire/Rehire), Kennewick School District
Private Consultant in Washington School Districts
Assistant Superintendent for Support and Financial Services, Kennewick School
District
Director of Tri City Area Educational (CTE) Cooperative—Kennewick, Pasco,
Richland, Kiona-Benton, Finley, Burbank and North Franklin School
Districts
Assistant Supt. for Support and Financial Services and CTE Director, Othello
School District
Administrative Assistant—Business Manager, CTE Director, Affirmative
Action/Title IX Officer, Othello School District
Manager/Vocational Director/Special Ed. Director, Othello School District
Vocational Instructor/Football and Track Coach/Publications Advisor, Othello
High School
Vocational Instructor/Principal, Outlook (Montana) School District

Education:

Superintendent's Certificate, Washington State University
Principal's Credentials, Washington State University
Vocational Director's Certificate, Washington State University/OSPI
Masters in Business Education/Administration, Washington State
University
Bachelor of Science in Business & Music Education, Eastern Montana
College

Memberships:

Washington Association of School Business Officials (WASBO)
Washington Association of Career and Technical Administrators (WACTA--
previously WAVA)
Washington Association of Career and Technical Education (WA-ACTE)
National Association of Career and Technical Education (ACTE)
American Association of School Administrators (AASA)
Washington Association of School Administrators (WASA)
American Association of School Business Officials (AASA)
Port of Mattawa Chamber of Commerce Member

City of Mattawa Community Coalition
City of Kennewick Traffic Safety Commission
City of Outlook, Montana City Council

EDUCATION

Master of Professional Accountancy	Central Washington University
Bachelor of Science Accounting	Central Washington University
Master of Science Organization Development	Central Washington University
Bachelor of Science Business Administration	Central Washington University

PROFESSIONAL EXPERIENCE**Director of Finance and Operations**

November 2018-present

Wahluke School District, Mattawa, WA

Provide leadership to business office staff including payroll, accounts payable, accounts receivable and fiscal support. As part of the district's administrative team provide support to superintendent, board of directors, and academic administrators.

- Responsible for development of school district annual budget, submission to and approval by superintendent, board of directors, ESD 105 and OSPI, including F-195 and F-196 reports
- Responsible for monitoring expenditures and revenues for budget compliance
- Responsible for Accounts Payable, Payroll, enrollment reporting, apportionment
- Managed all district grants, ensuring compliance at both the fiscal and program levels
- Supervise office staff of 4-5 personnel
- Develop and implemented fiscal, administrative and program procedures and policies to ensure that all state and federal laws were followed to meet audit standards
- Advise superintendent and board of directors on fiscal matters regarding invested funds, expenditures, revenues and projections
- Direct cash management and investments for all funds working in collaboration with Grant County Treasurer

Director CWU GEAR UP

2011-2018

Central Washington University, Ellensburg, WA

Provide leadership, planning, evaluation, and coordination of academic programs and services for middle and high school students in 11 central Washington school districts under the federally funded GEAR UP grants. Implement and evaluate programs designed to 1) enable students to gain early awareness and readiness for undergraduate programs; 2) sensitize school teachers to the needs of low income populations and, 3) enable students' parents to help their children prepare for postsecondary educational opportunities.

- Administer GEAR UP both fiscally and administratively in compliance with CWU, state and US Department of Education regulations and policies
- Provide leadership, vision, and coordination of academic programs and services. Responsible for all program development in the districts
- Develop, implement and maintain compliant subrecipient awards
- Provide clear and direct communication
- Supervise staff including hiring, establishing job performance standards, evaluating job performance, taking corrective action, training, assigning and scheduling work and acting on leave requests
- Responsible for fiscal management of all GEAR UP resources for the program
- Provide fiscal update reports to the Associate Dean for Student Achievement and Development
- Maintain communication with grants personnel and Associate Dean with regard to program budget and other fiscal responsibilities
- Implement and evaluate programs
- Coordinate survey administration and evaluation, data and cost share
- Conduct annual program review
- Provide Associate Dean with annual program performance report and regularly communicate progress towards achieving program objectives

Easton School District, Easton, WA

- Responsible for development of school district annual budget, submission to and approval by superintendent, board of directors, ESD 105 and OSPI, including F-195 and F-196 reports
- Responsible for monitoring expenditures and revenues for budget compliance
- Responsible for Accounts Payable, Payroll, enrollment reporting, apportionment
- Managed all district grants, ensuring compliance at both the fiscal and program levels
- Supervised office staff of 2-3 personnel
- Developed and implemented fiscal, administrative and program procedures and policies to ensure that all state and federal laws were followed to meet audit standards
- Advised superintendent and board of directors on fiscal matters regarding invested funds, expenditures, revenues and projections
- Responsible for ensuring that all demographic and academic data for students enrolled in the district, including ethnicity, language, socioeconomic data, test scores, credits toward graduation, etc. were entered into database and submitted to OSPI on a timely basis
- Directed cash management and investments for all funds working in collaboration with Kittitas County Treasurer
- Maintained district's fixed assets records and annual inventory records

Research Database Analyst/Assistant Director CWU GEAR UP**2002-2008***Central Washington University Ellensburg, WA*

- Responsible for gathering, analyzing and disseminating large amounts of data for five central Washington school districts
- Designed and implemented site-based online data collection system using Microsoft Access and Excel
- Responsible for preparing and submitting the grant's annual performance review (APR) to the US Department of Education
- Responsible for training site personnel to enter and interpret performance data

Billing and Payroll Supervisor**1991 - 2002***Puget Sound Truck Lines, Inc. Seattle, WA*

- Responsible for training and supervising 15-20 staff members
- Instrumental in the design and implementation of a streamlined billing system, reducing the turnaround time between service and billing from 21 days to 3 days

SKILLS and ABILITIES

- Extremely detail-oriented and organized
- Advanced computer skills, including Microsoft Office - Excel, Word, PowerPoint and Access
- Advanced computer skills with Windows and Apple operating systems
- Completed FERPA training
- Experience with Washington State education funding, apportionment, investment, OSPI reporting
- Knowledge of Generally Accepted Accounting Principles (GAAP)
- Knowledge of US Department of Education EDGAR and CSR2 federal regulations
- Excellent written and oral communication skills
- Elementary conversational Spanish skills - currently studying 2nd year college-level Spanish

Objective

I enjoy using my unique talents and skillset to help families have improved awareness, safety and health.

Experience

Coalition Coordinator, Wahluke School District

2017-Present

Working knowledge of substance abuse prevention and prevention science, community development and mobilization, youth development principles and community organizing approaches. Created the first substance abuse prevention strategic plan for the Wahluke community and successfully implemented it 2017-2019. This included organizing a leadership team, engaging all sectors of the community, leading prevention club activities, conducting community, parent, coalition and student surveys, writing needs assessments, action plans and program implementation and oversight.

Seminary Teacher, ██████████

2013-2017

Responsibilities include implementing, planning and tailoring instruction for high school students aged 14-18. Daily teaching, administering assessments, record keeping, reporting and meeting administrative requirements including attending monthly training meetings.

Human Resource Manager, C&K Agri LLC

2005-2017

Conducted job analyses, orientation and training, personnel needs, evaluated performance, resolved disputes, researched and administered health insurance policies for employees and their families.

Relief Society President, Wahluke 1st Ward

2001-2005

President of the 175 local women associated with the largest women's organization in the world. Administered welfare, compassionate service, community service, organized the production of relief donation kits for international distribution. Other responsibilities included planning and conducting weekly meetings, literacy assistance, food storage and provident living assistance, visiting teaching coordination and home and family enrichment.

Service Project Coordinator and Event Planner

2000-2016

Planned and implemented service project for 600 young men (2016) for Seattle Children's Hospital

Organized community relief effort to assist displaced families after Washington State wild fires. (2015)

Planned and implemented service project assisting area families (2003) Mattawa Food Bank, Kadlec Hospital

Organized, planned and implemented a weeklong encampment for 300 Young women. (3-year position)

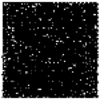
Chairman/ Program Director, Distinguished Young Woman

2000-2006

Owner, Gigi's Candle Collection, Distributor for Gold Canyon Candles

2000-2010

Other leadership roles: Communication Merit Badge Councilor, Activities Director for Othello Washington Stake
Cub Scout Committee Chairman, PTO fundraising chairman



Education

Certified Prevention Professional 2018

Bachelor of Public Health, Emphasis on Health Education Brigham Young University Idaho

NOT, Not on Tobacco Facilitator

FEMA certified community organizer

Paralegal

Skills

Highly motivated, organized, talented and capable in program planning and implementation, administration and leadership positions. I have public speaking and group facilitation skills and feel comfortable organizing large events, town hall style meetings and working with diverse populations.

ATTACHMENT 8: General Applicant Information

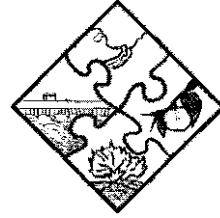
Table 22: General Applicant Information

Information Required	Response
1. Program Director/Principal Investigator (PD/PI) Name (individual who provides daily oversight of the grant, including fiscal and personnel management, community relations, implementation, and evaluation)	Gigi Calaway
2. Program Director/Principal Investigator (PD/PI) Address (No P.O. Boxes)	Gigi Calaway 411 East Saddle Mountain Mattawa, WA 99349
3. Program Director/Principal Investigator (PD/PI) Phone Number	509-932-1377
4. Program Director/Principal Investigator (PD/PI) Fax Number	509-932-4241
5. Program Director/Principal Investigator (PD/PI) E-Mail Address	gcalaway@wahluke.net
6. Project Coordinator Name (individual who coordinates the work of the coalition and DFC activities, including training, coalition communication, data collection, and information dissemination)	Gigi Calaway
7. Project Coordinator Physical Mailing Address (No P.O. Boxes)	Gigi Calaway 411 East Saddle Mountain Mattawa, WA 99349
8. Project Coordinator Phone Number	509-932-1377
9. Project Coordinator Fax Number	509-932-4241
10. Project Coordinator E-mail address	gcalaway@wahluke.net
11. Evaluator Name (Note: An Evaluator is not required under the DFC grant program. If not applicable, please state 'NA'.)	Magallan Consultancy, LLC
12. Evaluator Physical Mailing Address (No P.O. Boxes)	5229 Ridge Dr. NE Tacoma, WA 98422
13. Evaluator Phone Number	253-952-2510
14. Evaluator Fax Number	253-952-2512
15. Evaluator e-mail address	steve@magallan.org
16. Identify Federal Congressional District <u>of</u> the DFC-funded Coalition. Go to http://www.house.gov for more information.	WA-004
17. List Federal Congressional Districts <u>served</u> by coalition. Go to http://www.house.gov for more information. (Item 16 on SF-424)	WA-004

Information Required	Response
18. Geographical boundaries served by the coalition (e.g., city, county, streets, township, pueblo, reservations, villages, etc.)	Wahluke Slope to HWY 240 and Columbia River. Mattawa, Desert Aire, Schwanna, Beverly
19. List all zip codes served by the coalition. Go to: https://tools.usps.com/go/ZipLookupAction!input.action	99349, 99321
20. Approximate total population served by the coalition	9,907
21. Coalition <u>must</u> identify service area as “rural”, “urban”, and/or “suburban”. Applicants <u>must</u> choose only one response.	Rural
22. Is the area the coalition serves “Economically disadvantaged”? Indicate yes or no.	YES
23. Does the coalition serve a federally recognized tribal area? Indicate ‘yes’ or ‘no’. If yes, applicant must provide the name of tribe.	YES, Wanapum
24. Does the coalition serve tribal members? Indicate Yes or No.	YES
25. Does the coalition serve a Historically Black College and University (HBCU)? Indicate Yes or No	NO
26. Does the coalition have representation that includes at least one representative of the Bureau of Indian Affairs, the Indian Health Service, or a tribal government agency with expertise in the field of substance abuse? Indicate yes or no. If yes, applicant must identify the representative’s name and organizational entity.	NO
27. Is the applicant a religious or faith-based organization? Indicate yes or no.	NO
28. Was the coalition included in a DFC Mentoring grant? Indicate yes or no. If yes, provide Mentoring Grant’s Award Number (SP0-xxxxx).	NO
29. Provide the date you registered in the SAM. Note: Failure to have an active registration will make your application ineligible.	Updated on 12/28/18
30. What are the demographics of the area being served by the coalition? (Caucasian, African American, Hispanic, Native American, etc.) Please provide percentages.	Hispanic-84% White/Non Hispanic-11% American Native-2% Black-2% Multi-1%

ATTACHMENT 9: Intergovernmental Review (E.O. 12372) Requirements

Letter to the SSA



June 6, 2019

Chris Imhoff, M.S.W., LICSW
Director Division of Behavioral Health and Recovery
Aging and Disability service Administration
Washington Department of Social and Health Services
P.O. Box 45330
Olympia, WA 98504-5330

Dear Mr. Imhoff,

This letter is to inform you of Wahluke School District's intent to apply for the federal Drug-Free Communities (DFC) Support Program grant on behalf of Wahluke Community Coalition. The Request for Proposal is being issued through the Department of Health and Human Services, Substance Abuse and Mental Health Services Administration. The grant is due July 8th, 2019.

If you wish to comment on our proposal, comments should be sent no later than 60 days after the application deadline to the following address:

Christopher Craft, Director of Grant Review
Office of Financial Resources
Substance Abuse and Mental Health Services Administration
5600 Fishers Lane, 17E06
Rockville, MD 20857
ATTN: SSA – Funding Announcement No. SP-19-005

I've attached a summary of the proposed project along with a copy of Form 424 as instructed by the FOA. If you have any questions or comments regarding our proposal or the work we do in Mattawa, please feel free to contact me at (509) 932-1377.

Thank you,

Gigi Calaway, CPP
Wahluke Community Coalition Coordinator
Wahluke School District
411 E. Saddle Mountain Drive
Mattawa WA, 99349
(509) 932-1377
gcalaway@wahluke.net

ATTACHMENT 10: Disclosure of All Prior DFC Funding

Appendix O – Disclosure of All Prior DFC Funding

As Attachment 10, indicate the status of the grant award recipient/legal applicant coalition or non-coalition entity by completing both the checklist and the table below. At the bottom sign and date the form. Do not include information about STOP ACT or DFC Mentoring grants on this form. Indicate your status with respect to DFC funds by checking the appropriate box below.

Coalition:

- ☒ Coalition has had no prior DFC funding
☐ Coalition applicant formerly funded through DFC

Legal applicant/grant recipient:

- ☒ Legal applicant/grant recipient for a coalition that has had no prior DFC funding
☐ Legal applicant/grant recipient for a coalition(s) funded through DFC for [] years

List in the table below all of the DFC funding ever received. Add as many rows as needed to include all required information.

Table 23: Disclosure of All Prior DFC Funding

Fiscal Year(s) of Funding	DFC Award Numbers(s) (for current and previous years)	Legal Applicant/Grant Award Recipient	Coalition Name	Names of Key Personnel (Program Director/Principal Investigator (PD/PI) and Project Coordinator)
NA	NA	NA	NA	NA

By signing below, I attest that **Wahluke Community Coalition** is applying for Year **2019** of DFC funding. I also attest that the information provided in the above table is true and correct.

NOTE: All forms must be dated between January 2019 and the deadline for submission of this application. All forms require handwritten signatures and dates or they will be screened out and not move forward to peer review.

Robert Eckert
 Authorized Official for
 Legal Applicant/Grant Recipient (Print)

Gigi Calaway
 Official Coalition Representative (Print)

Robert Eckert
 Authorized Official Signature for
 Legal Applicant/Grant Recipient

Gigi Calaway
 Signature for Official Coalition Representative

Superintendent
 Title

Community Coalition Coordinator
 Title

Wahluke School District

Wahluke Community Coalition 87

Organization/Agency

5/31/2019
Date

Organization/Agency

5/23/2019
Date

ATTACHMENT 11: Congressional Notification

Grant Award SPO#: Not Applicable
Coalition Name: Wahluke Community Coalition
Grant Recipient Organization: Wahluke School District #73
Coalition Community: Wahluke, Washington
Grant Recipient Contact Name: Gigi Calaway
Grant Recipient Contact Mailing Address: 411 East Saddle Mountain, Mattawa, WA 99349
Grant Recipient Contact E-Mail Address: gcalaway@wahluke.net
Grant Recipient Contact Phone: 509-932-1377

Coalition Contact Name: Gigi Calaway
Coalition Contact Mailing Address: 411 East Saddle Mountain, Mattawa, WA 99349
Coalition Contact E-Mail Address: gcalaway@wahluke.net
Coalition Contact Phone: 509-932-1377

Washington
Serving Federal Congressional District(s): WA-004
Coalition Located in Federal Congressional District: WA-004

Project Description

The *Wahluke Community Coalition* was awarded a FY 2019 Drug-Free Communities Support Program grant in the amount of \$625,000 by the White House Office of National Drug Control Policy, in cooperation with the Substance Abuse and Mental Health Services Administration. The Coalition serves *Wahluke, WA*, a community of 9,907. The goals of the coalition are to establish and strengthen community collaboration in support of local efforts to prevent youth substance use. The coalition will achieve its goals by implementing these strategies:

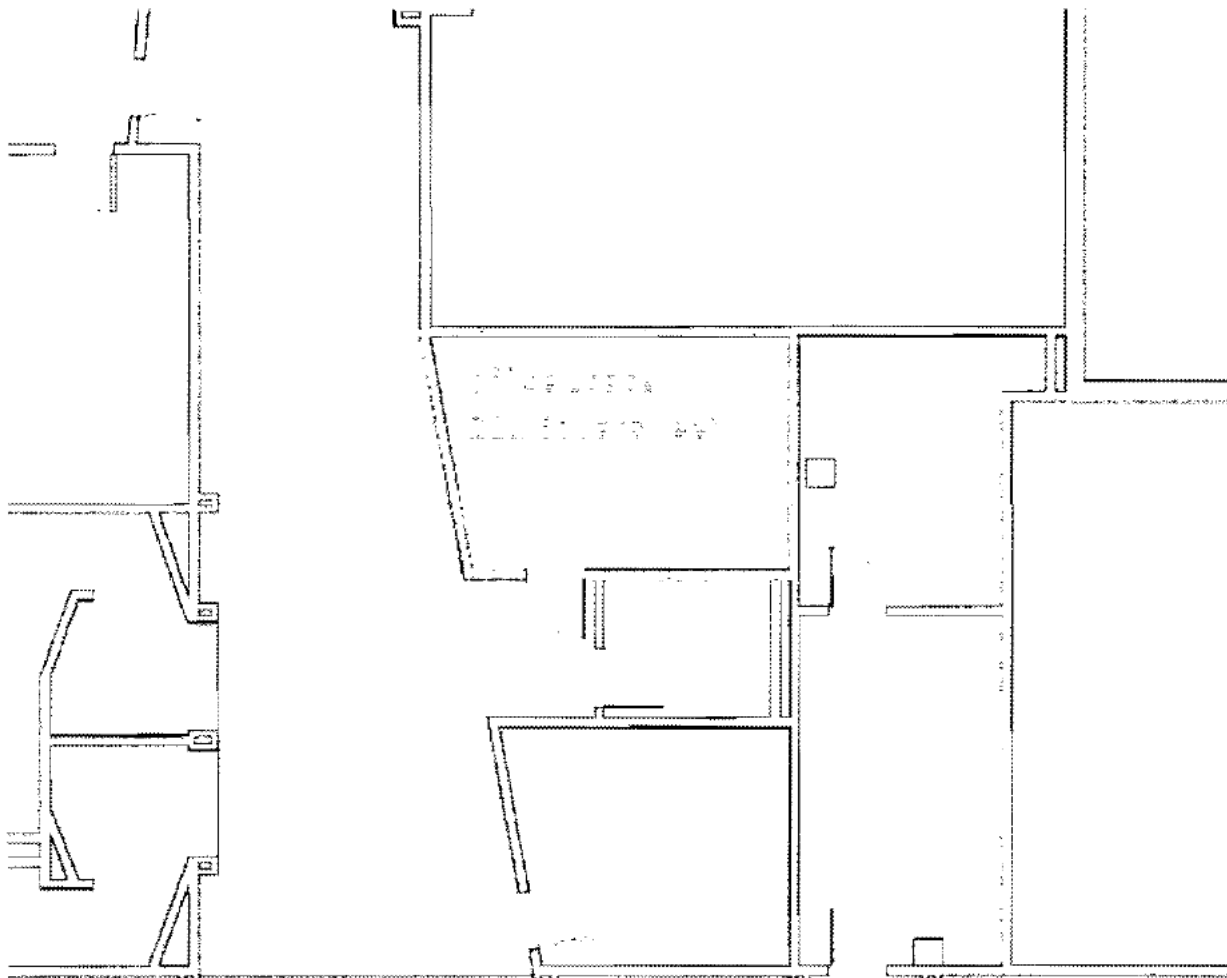
1. *Community development efforts to address substance abuse prevention through coalition trainings and education.*
2. *Alcohol and marijuana prevention and awareness building seminars.*
3. *Enhancing skills for parents through targeted programs.*
4. *Comprehensive prevention media campaign targeting alcohol and marijuana.*
5. *Enhancing school-based student prevention clubs with training and activity support.*
6. *School drug and alcohol response policy review and update.*
7. *Outreach targeting Hispanic/Latino and immigrant communities.*
8. *Providing support to parents and their families.*

OTHER ATTACHMENT: Lease Agreement & Floor Plan

NOTE: In lieu of a lease agreement, the Wahluke School District and Wahluke Community Coalition have entered into a Memorandum of Understanding outlining the office space to be provided to the Coalition Coordinator. The MOU is included in Attachment 3.

Office Space for Community Coalition Coordinator, Gigi Calaway

Based on the current market rate and other office space leased through the Mattawa Port Authority, the space is valued at \$211.00 per month rental, \$2532.00 per year. This space is located in the Wahluke High School building at 505 Boundary Avenue, Mattawa, WA, 99349.





DEPARTMENT OF HEALTH AND HUMAN SERVICES

ASSURANCE OF COMPLIANCE

ASSURANCE OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, SECTION 504 OF THE REHABILITATION ACT OF 1973, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE DISCRIMINATION ACT OF 1975, AND SECTION 1557 OF THE AFFORDABLE CARE ACT

The Applicant provides this assurance in consideration of and for the purpose of obtaining Federal grants, loans, contracts, property, discounts or other Federal financial assistance from the U.S. Department of Health and Human Services.

THE APPLICANT HEREBY AGREES THAT IT WILL COMPLY WITH:

1. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 80), to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.
2. Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 84), to the end that, in accordance with Section 504 of that Act and the Regulation, no otherwise qualified individual with a disability in the United States shall, solely by reason of her or his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.
3. Title IX of the Education Amendments of 1972 (Pub. L. 92-318), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 86), to the end that, in accordance with Title IX and the Regulation, no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program or activity for which the Applicant receives Federal financial assistance from the Department.
4. The Age Discrimination Act of 1975 (Pub. L. 94-135), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 91), to the end that, in accordance with the Act and the Regulation, no person in the United States shall, on the basis of age, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.
5. Section 1557 of the Affordable Care Act (Pub. L. 111-148), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 92), to the end that, in accordance with Section 1557 and the Regulation, no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any health program or activity for which the Applicant receives Federal financial assistance from the Department.

The Applicant agrees that compliance with this assurance constitutes a condition of continued receipt of Federal financial assistance, and that it is binding upon the Applicant, its successors, transferees and assignees for the period during which such assistance is provided. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. The Applicant further recognizes and agrees that the United States shall have the right to seek judicial enforcement of this assurance.

The person whose signature appears below is authorized to sign this assurance and commit the Applicant to the above provisions.

5/23/2018
Date

Please mail form to:

U.S. Department of Health & Human Services
Office for Civil Rights
200 Independence Ave., S.W. Room 509F
Washington, D.C. 20201

Robert Eckert
Signature of Authorized Official
Robert Eckert, Superintendent
Name and Title of Authorized Official (please print or type)
Wahluke School District
Name of Agency Receiving/Requesting Funding
PO Box 907
Street Address
Mattawa, WA 99349
City, State, Zip Code


**ASSURANCE
of Compliance with SAMHSA Charitable Choice
Statutes and Regulations
SMA 170**

**REQUIRED ONLY FOR APPLICANTS APPLYING FOR GRANTS THAT FUND
SUBSTANCE ABUSE TREATMENT OR PREVENTION SERVICES**

SAMHSA's two Charitable Choice provisions [Sections 581-584 and Section 1955 of the Public Health Service (PHS) Act, 42 USC 290k, et seq., and 42 USC 300x-65 et seq., respectively] allow religious organizations to provide SAMHSA-funded substance abuse services without impairing their religious character and without diminishing the religious freedom of those who receive their services. These provisions contain important protections both for religious organizations that receive SAMHSA funding and for the individuals who receive their services, and apply to religious organizations and to State and local governments that provide substance abuse prevention and treatment services under SAMHSA grants.

As the duly authorized representative of the applicant, I certify that the applicant:

Will comply, as applicable, with the Substance Abuse and Mental Health Services Administration (SAMHSA) Charitable Choice statutes codified at sections 581-584 and 1955 of the Public Health Service Act (42 U.S.C. §§290kk, et seq., and 300x-65) and their governing regulations at 42 C.F.R. part 54 and 54a respectively.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE <i>Superintendent</i>
APPLICANT ORGANIZATION <i>Waukegan School District</i>	DATE SUBMITTED <i>5/23/2019</i>

CHECKLIST

NOTE TO APPLICANT: This form must be completed and submitted with the original of your application. Be sure to complete each page of this form. Check the appropriate boxes and provide the information requested. This form should be attached as the last pages of the signed original of the application.

Type of Application: ☒ New ☐ Noncompeting Continuation ☐ Competing Continuation ☐ Supplemental

PART A: The following checklist is provided to assure that proper signatures, assurances, and certifications have been submitted.

	Included	NOT Applicable
1. Proper Signature and Date on the SF 424 (FACE PAGE)	<input checked="" type="radio"/>	
2. If your organization currently has on file with HHS the following assurances, please identify which have been filed by indicating the date of such filing on the line provided. (All four have been consolidated into a single form, HHS 690)		
<input checked="" type="radio"/> Civil Rights Assurance (45 CFR 80)	07/04/2019	
<input checked="" type="radio"/> Assurance Concerning the Handicapped (45 CFR 84)	07/04/2019	
<input checked="" type="radio"/> Assurance Concerning Sex Discrimination (45 CFR 86)	07/04/2019	
<input checked="" type="radio"/> Assurance Concerning Age Discrimination (45 CFR 90 & 45 CFR 91)	07/04/2019	
3. Human Subjects Certification, when applicable (45 CFR 46)	<input type="radio"/>	<input checked="" type="radio"/>

PART B: This part is provided to assure that pertinent information has been addressed and included in the application.

	YES	NOT Applicable
1. Has a Public Health System Impact Statement for the proposed program/project been completed and distributed as required?	<input type="radio"/>	<input checked="" type="radio"/>
2. Has the appropriate box been checked on the SF-424 (FACE PAGE) regarding intergovernmental review under E.O. 12372 ? (45 CFR Part 100)	<input checked="" type="radio"/>	
3. Has the entire proposed project period been identified on the SF-424 (FACE PAGE)?.....	<input checked="" type="radio"/>	
4. Have biographical sketch(es) with job description(s) been provided, when required?.....	<input checked="" type="radio"/>	<input type="radio"/>
5. Has the "Budget Information" page, SF-424A (Non-Construction Programs) or SF-424C (Construction Programs), been completed and included?	<input checked="" type="radio"/>	
6. Has the 12 month narrative budget justification been provided?	<input checked="" type="radio"/>	<input type="radio"/>
7. Has the budget for the entire proposed project period with sufficient detail been provided?	<input checked="" type="radio"/>	<input type="radio"/>
8. For a Supplemental application, does the narrative budget justification address only the additional funds requested?	<input type="radio"/>	<input checked="" type="radio"/>
9. For Competing Continuation and Supplemental applications, has a progress report been included?	<input type="radio"/>	<input checked="" type="radio"/>

PART C: In the spaces provided below, please provide the requested information.

Business Official to be notified if an award is to be made.

Prefix:	First Name: Robert	Middle Name:
Last Name: Eckert		Suffix:
Title: Superintendent		
Organization: Wahluke School District 73		
Street1: 411 East Saddle Mountain		
Street2: PO Box 907		
City: Mattawa		
State: WA: Washington	ZIP/Postal Code: 99349	ZIP/Postal Code4: 0913
E-mail Address: reckert@wahluke.net		
Telephone Number: 5099324565		Fax Number:

Program Director/Project Director/Principal Investigator designated to direct the proposed project or program.

Prefix:	First Name: Gigi	Middle Name:
Last Name: Calaway		Suffix:
Title: Coalition Coordinator		
Organization: Wahluke School District 73		
Street1: 411 East Saddle Mountain		
Street2: PO Box 907		
City: Mattawa		
State: WA: Washington	ZIP/Postal Code: 99349	ZIP/Postal Code4: 0913
E-mail Address: gcalaway@wahluke.net		
Telephone Number: 509-932-1377		Fax Number:

PART D: A private, nonprofit organization must include evidence of its nonprofit status with the application. Any of the following is acceptable evidence. Check the appropriate box or complete the "Previously Filed" section, whichever is applicable.

- ☒ (a) A reference to the organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in section 501(c)(3) of the IRS Code.
- ☐ (b) A copy of a currently valid Internal Revenue Service Tax exemption certificate.
- ☐ (c) A statement from a State taxing body, State Attorney General, or other appropriate State official certifying that the applicant organization has a nonprofit status and that none of the net earnings accrue to any private shareholders or individuals.
- ☐ (d) A certified copy of the organization's certificate of incorporation or similar document if it clearly establishes the nonprofit status of the organization.
- ☐ (e) Any of the above proof for a State or national parent organization, and a statement signed by the parent organization that the applicant organization is a local nonprofit affiliate.

If an applicant has evidence of current nonprofit status on file with an agency of HHS, it will not be necessary to file similar papers again, but the place and date of filing must be indicated.

Previously Filed with: (Agency)

on (Date)

INVENTIONS

If this is an application for continued support, include: (1) the report of inventions conceived or reduced to practice required by the terms and conditions of the grant; or (2) a list of inventions already reported, or (3) a negative certification.

EXECUTIVE ORDER 12372

Effective September 30, 1983, Executive Order 12372 (Intergovernmental Review of Federal Programs) directed OMB to abolish OMB Circular A-95 and establish a new process for consulting with State and local elected officials on proposed Federal financial assistance. The Department of Health and Human Services implemented the Executive Order through regulations at 45 CFR Part 100 (Inter-governmental Review of Department of Health and Human Services Programs and Activities). The objectives of the Executive Order are to (1) increase State flexibility to design a consultation process and select the programs it wishes to review, (2) increase the ability of State and local elected officials to influence Federal decisions and (3) compel Federal officials to be responsive to State concerns, or explain the reasons.

The regulations at 45 CFR Part 100 were published in the Federal Register on June 24, 1983, along with a notice identifying the

Department's programs that are subject to the provisions of Executive Order 12372. Information regarding HHS programs subject to Executive Order 12372 is also available from the appropriate awarding office.

States participating in this program establish State Single Points of Contact (SPOCs) to coordinate and manage the review and comment on proposed Federal financial assistance. Applicants should contact the Governor's office for information regarding the SPOC, programs selected for review, and the consultation (review) process designed by their State.

Applicants are to certify on the face page of the SF-424 (attached) whether the request is for a program covered under Executive Order 12372 and, where appropriate, whether the State has been given an opportunity to comment.

BY SIGNING THE FACE PAGE OF THIS APPLICATION, THE APPLICANT ORGANIZATION CERTIFIES THAT THE STATEMENTS IN THIS APPLICATION ARE TRUE, COMPLETE, AND ACCURATE TO THE BEST OF THE SIGNER'S KNOWLEDGE, AND THE ORGANIZATION ACCEPTS THE OBLIGATION TO COMPLY WITH U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES' TERMS AND CONDITIONS IF AN AWARD IS MADE AS A RESULT OF THE APPLICATION. THE SIGNER IS ALSO AWARE THAT ANY FALSE, FICTITIOUS, OR FRAUDULENT STATEMENTS OR CLAIMS MAY SUBJECT THE SIGNER TO CRIMINAL, CIVIL, OR ADMINISTRATIVE PENALTIES.

THE FOLLOWING ASSURANCES/CERTIFICATIONS ARE MADE AND VERIFIED BY THE SIGNATURE OF THE OFFICIAL SIGNING FOR THE APPLICANT ORGANIZATION ON THE FACE PAGE OF THE APPLICATION:

Civil Rights – Title VI of the Civil Rights Act of 1964 (P.L. 88-352), as amended, and all the requirements imposed by or pursuant to the HHS regulation (45 CFR part 80).

Handicapped Individuals – Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), as amended, and all requirements imposed by or pursuant to the HHS regulation (45 CFR part 84).

Sex Discrimination – Title IX of the Educational Amendments of 1972 (P.L. 92-318), as amended, and all requirements imposed by or pursuant to the HHS regulation (45 CFR part 86).

Age Discrimination – The Age Discrimination Act of 1975 (P.L. 94-135), as amended, and all requirements imposed by or pursuant to the HHS regulation (45 CFR part 91).

Debarment and Suspension – Title 2 CFR part 376.

Certification Regarding Drug-Free Workplace Requirements – Title 45 CFR part 82.

Certification Regarding Lobbying – Title 32, United States Code, Section 1352 and all requirements imposed by or pursuant to the HHS regulation (45 CFR part 93).

Environmental Tobacco Smoke – Public Law 103-227

Program Fraud Civil Remedies Act (PFCRA)

Pre-Submission Verification Checklist

Table 24: Pre-Submission Verification

Items to Complete	“X” if Completed
1. Did you complete and sign the Application for Federal Assistance Form (SF-424)?	X
2. Did you complete Sections B, C, and E of the Non-Construction Budget Worksheet (SF-424A)?	X
3. Did you include a Table of Contents and number it page one?	X
4. Did you include a Community Overview after the Table of Contents (page two)?	X
5. Is your Project Narrative (scored section) no longer than 10 pages?	X
6. Does your Project Narrative address all five FY 2019 FOA questions in Section 5.3?	X
7. Did you include the 12-Month Action Plan per Section 5.3 (Question 3)?	X
8. Is a 12-Month Budget Narrative and future years funding table included?	X
9. Did you include a lease agreement and floor plan for proposed cost for Rent, if applicable?	X
10. Did you include an Indirect Cost Rate Agreement for proposed indirect cost, if applicable?	X
11. Did you demonstrate that your coalition will meet the matching fund requirements (Budget Narrative, SF-424, and SF-424A)?	X
12. Did you meet all Statutory Eligibility Requirements (see Table 1 of this FOA)?	X
13. In Attachment 1, did you include one completed CIA for each of the 12 sector members (see Appendix G; including Table 21 on each CIA)?	X
14. In Attachment 2, did you provide one set of coalition meeting minutes that took place between January 2018 and the deadline for this application?	X
15. In Attachment 3, did you include an Assurance of Legal Eligibility or a Memorandum of Understanding between Grant Award Recipients/Legal Applicant and Coalition (see Appendix H or Appendix I)?	X
16. In Attachment 4, did you include Letter(s) of Mutual Cooperation, with other coalition(s) that are serving a same zip code or partial zip code area as the applicant coalition or a statement that there is no overlap?	X
17. In Attachment 5, did you include the Assurance of One DFC Grant at a Time (see Appendix J)?	X
18. In Attachment 6, did you include Assurance of DFC 10-Year Funding Limit (see Appendix K)?	X

19. In Attachment 7, did you include the required Program Director/Principal Investigator (PD/PI) and Project Coordinator Resumes, CV's and Position Descriptions (see Appendix L)?	X
20. In Attachment 8, did you include the completed General Applicant Information Table 22 (see Appendix M)?	X
21. In Attachment 9, did you include a copy of the letter to the SPOC (see Appendix N)?	X
22. In Attachment 10, did you include the Disclosure of All Prior DFC Funding (see Appendix Q)?	X
23. In Attachment 11 did you include the Congressional Notification (see Appendix P)?	X
24. Did you include the Certifications and other forms, i.e., HHS 690, etc.	X
25. Did you include the Checklist found in the Grant Application Package as the next-to-last page of the application?	X
26. Is this completed Pre-Submission Verification Checklist the last page of the application (see Appendix Q)?	X