

House District 47&48

Senate District 22&23

**THE TWENTY- FOURTH LEGISLATURE  
HAWAI'I STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAI'I REVISED STATUTES**

Log No: 35-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

SUBSIDY REQUEST

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

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

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

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):

DEPARTMENT OF HEALTH/ALCOHOL & DRUG ABUSE DIVISION

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): \_\_\_\_\_

**1. APPLICANT INFORMATION:**

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

Street Address: 1130 N. Nimitz Hwy, Suite A259  
Honolulu, HI 96817

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

**2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**

Name ALAN H. SHINN

Title Executive Director

Phone # (808) 545-3228 ext29

Fax # (808) 545-2686

e-mail ashinn@drugfreehawaii.org

**3. TYPE OF BUSINESS ENTITY:**

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

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

6. SSN (IF AN INDIVIDUAL): \_\_\_\_\_

**7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:**

EWALUTION COALITION FOR DRUG FREE COMMUNITIES

*(Maximum 300 Characters)*

**8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:**

FY 2008-2009 \$ 175,000

**9. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:**

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

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

STATE \$ \_\_\_\_\_

FEDERAL \$ \_\_\_\_\_

COUNTY \$ \_\_\_\_\_

PRIVATE/OTHER \$ \_\_\_\_\_

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[Redacted Signature]

AUTHORIZED SIGNATURE

ALAN SHINN, EXECUTIVE DIRECTOR

NAME & TITLE

1/31/08

DATE SIGNED

## Application for Grants and Subsidies

### I. BACKGROUND AND SUMMARY

#### A. Agency Description

The Coalition for a Drug Free Hawaii (CDFH) is a private, non-profit organization that provides innovative programs and services that help keep Hawai'i children and families healthy, strong, and resilient against drug and alcohol abuse. Since 1987, CDFH's mission is to "*reduce and prevent drug abuse in Hawai'i through awareness, education, and action.*" The agency's expertise is designing and implementing effective prevention programs for youth; strengthening families; advancing gender-specific programming for girls; building grassroots partnerships to create healthy, drug-free communities; and establishing collaborative relationships with public and private agencies. In addition to conducting effective alcohol, tobacco, and other drug prevention programs, CDFH is well known for building successful collaborations and enduring partnerships.

#### B. Goals and Objectives

CDFH is requesting support for the EWA'lution coalition. Established in 1999 by the 'Ewa Beach community, EWA'lution maintains its vision that: "'Ewa Beach is a place where community members, adults and youth alike can and will create positive social change that will aid in stabilizing the community as a whole.'" This request is to sustain the EWA'lution coalition and continue its successful work to reduce and prevent substance abuse among youth in 'Ewa Beach through collaboration among schools, service providers, youth, businesses, health organizations, faith organizations, and other community members. In addition, this request is to support EWA'lution in extending its expertise, resources, and partnership to establish and build capacity for an anti-drug coalition in the Kapolei community. The specific goals and objectives of this request are:

***Goal 1: Support, strengthen, and sustain collaboration among all sectors of the community to prevent and reduce substance abuse to create a safe, healthy, and drug-free community***

Objective 1. Maintain and strengthen involvement of partners in EWA'lution by convening bi-monthly meetings and 6 planning meetings to coordinate efforts and outreach to 'Ewa Beach businesses, youth groups, and churches.

Objective 2. Decrease community disorganization through collaborative efforts among EWA'lution members to coordinate and implement at least 4 events/activities including community pride and drug-free community activities during the year.

Objective 3. Increase sustainability of EWA'lution efforts and visibility of EWA'lution by developing and EWA'lution Website and publishing an EWA'lution Newsletter for Ewa residents.

***Goal 2: Prevent and reduce substance abuse among youth in 'Ewa Beach***

Objective 4. Increase opportunities for girls at risk to decrease antisocial behavior by increasing positive connections, personal strengths and competence through coordinating and providing Girls Circle for 10 girls from 'Ilima Intermediate School.

***Goal 3: Support anti-drug coalition capacity building and community mobilization efforts throughout the State.***

Objective 5. Initiate anti-drug capacity building in the Kapolei community by increasing connectedness and strengthening relationships through outreach between EWA'lution partners and key partners in Kapolei to share expertise and resources.

Objective 6. Increase community mobilization by identifying and supporting collaborative efforts to raise awareness and implement specific drug-free community events/activities.

**C. Public Purpose and Need**

Ewa Beach Community Data

From 2003-2007, staff gathered information and feedback on service gaps and needs in the 'Ewa area from community members, residents and service providers through participation in community meetings, surveys and informal discussions. Major gaps in services were identified as the lack of activities after-school and during school intersession for youth in upper elementary, middle, and high school; substance abuse prevention programs/education; activities for the whole family in the 'Ewa community and the neighboring community of Kapolei; and visibility of available resources, activities and events in the community. Other community concerns include basic survival needs such as food and shelter; the perceived lack of strong family values and morals among youth; and the need for multigenerational family programs.

Results from the 2003 Hawaii Student Alcohol, Tobacco, and Other Drug (ATOD) Use Study (Pearson for DOH, ADAD 2004) show that ATOD abuse continues to be a significant problem affecting youth in 'Ewa Beach. Lifetime prevalence and 30-day use reports indicate alcohol and tobacco use among students in virtually all grades at Ilima Intermediate and Campbell High School is higher than statewide percentages. Furthermore, the percentage of students reporting having used any drug including inhalants at least once in their lifetime is higher than statewide for all grades. By the 7<sup>th</sup> grade almost 30% of students surveyed have tried alcohol and by 8<sup>th</sup> grade the percentage rises to more than half of the students compared to 23.2% and 36.8% respectively statewide.

The major policy factor deterring substance use and abuse in the community is the designation of the 'Ewa Community as a Weed and Seed site. EWA'lution and Weed and Seed's partnership has impacted substance abuse by reducing drug-related crime and providing support for residents to take action against the sale and use of illegal drugs. Neighborhood watches, community clean-ups, National Night Out, and other efforts have been initiated to curb illegal activity including substance abuse related crimes. As the seeding arm of Weed and Seed, EWA'lution would like to continue to "seed" the community with prevention programs and activities focused on youth, families, and the community.

Kapolei Community Data

Expansion of EWA'lution's anti-drug coalition building efforts to its neighboring Kapolei community is being requested to address the impending ATOD problem among youth in the community. Results from the 2003 Hawaii Student Alcohol, Tobacco, and Other Drug (ATOD) Use Study (Pearson for DOH, ADAD 2004) show that ATOD abuse is also a problem affecting

youth in Kapolei. Thirty-day use reports indicate alcohol use among students in 7<sup>th</sup> through 12<sup>th</sup> grade at Kapolei Middle and Kapolei High School as higher than statewide percentages. Lifetime prevalence reports show most grades reporting alcohol use and inhalant use at higher percentages than statewide.

The latest report on alcohol, drug paraphernalia, illicit substance, and marijuana for the school year 2004 – 2005 from the Department of Education (Act 213 Task Force, 2005) identifies Kapolei High School as having the highest number of incidents on Oahu including the highest number of marijuana incidents on Oahu. Being the “Second City” Kapolei’s business and entertainment attracts youth from Ewa Beach and has become a place to hang out as opposed to traveling into Honolulu. ATOD use and associated risk factors affecting youth in Kapolei will no doubt have impact and influence on youth from Ewa Beach and other surrounding communities. Although the Honolulu Police Department’s statistics systems do not track individual drugs seized during arrests, officers state that crystal methamphetamine followed by marijuana are the most visible drugs sold. Cocaine was not found during arrests in the site, but has become more frequent in the Kapolei area, an area neighboring the site. Officers think there will be a possible rise in cocaine related arrests in the target area in the future due to the re-emerging of this drug nearby. The US Attorney’s findings concur with the officers’ predictions. Federal informants and wire taps have provided information that drug dealers are decreasing sales of crystal methamphetamine to avoid mandatory minimum sentences, encouraging use of heroin and cocaine instead.

#### Risk Factors

The major problems in both ‘Ewa Beach and Kapolei are in the 1) community domain primarily due to the shifting demographics and rapid growth brought on by new housing developments, rising crime and drugs, and the need to establish a sense of community identity and pride; 2) individual domain with the impact of antisocial behavior among youth; and 3) school domain with students experiencing academic problems.

Major risk factors shared by ‘Ewa Beach and Kapolei communities as identified by the 2003 Hawaii Student ATOD Use Study (Pearson for DOH, ADAD 2004) include: *Community Disorganization, Transition and Mobility, Exposure to Community ATOD use, Exposure to Family ATOD use, Low School Commitment, Poor Academic Performance, Favorable Attitudes toward Antisocial Behavior, and Interaction with Antisocial Peers*. Protective factors needing enhancement include *Community Opportunities for Positive Involvement, School Rewards for Positive Involvement and Educational Aspirations*. Strong protective factors to build upon are *Peer Disapproval of ATOD Use, Family Attachment, and Family Rewards for Positive Involvement*.

In summary, the presence of these risk factors and concerns in the Ewa Beach and Kapolei communities calls attention to the need for continued efforts to prevent and reduce ATOD use among youth and adults. These efforts require cross-sector partnerships to provide services, programs, and activities including ATOD prevention programs for youth, non-school hour activities for youth, community education, and actions by law enforcement, social service agencies, and others. With its experience over the past six years and commitment to its vision, EWAolution is positioned to address specific drug use problems and strengthen prevention efforts

through establishing and strengthening community-based anti-drug coalition efforts in Ewa Beach and Kapolei.

#### Impact of EWAlution and Benefit to the Community

When comparing data from the most current 2003 Hawaii Student ATOD Use Study (Pearson for DOH, ADAD, 2004) with the 2001 survey, lifetime prevalence and 30-day use of alcohol, tobacco, and marijuana declined in virtually all grades surveyed. The 2003 data indicates positive gains in reducing and preventing alcohol, tobacco, and marijuana use among youth in the community since EWAlution has been in existence. These results reinforce, support, and encourage EWAlution in its efforts to effectively address the problem of youth ATOD abuse in Ewa Beach community. We are requesting funding for the purpose of continuing this successful trend in Ewa Beach as well as to extend effective ATOD prevention strategies to the Kapolei community before problems escalate among its growing population of at risk youth.

The package of services to be provided by EWAlution for 'Ewa Beach and Kapolei will serve to fill several of the identified needs and gaps in service related to information, skills, and resources for youth, families, and communities. These services will provide communities with opportunities to expand their capacity to address the substance abuse problem through awareness, education, and action by parents, community members, and agencies. The project will also strengthen the network of service providers with readiness to incorporate the State's Strategic Prevention Framework into their programs by building the capacity of each agency to address the needs at hand. In addition, project activities will result in increased visibility and mobilization of community action to promote drug-free activities

#### **D. Target Population and Geographic Coverage**

The project will serve youth, parents, families, service providers, and community members in the 'Ewa Beach and Kapolei communities. The 'Ewa Beach community includes the Campbell Complex Schools and the neighborhoods of 'Ewa Villages, 'Ewa, 'Ewa Beach, 'Ewa Gentry, Honouliuli, Ocean Pointe, West Loch, East Kapolei, and parts of Iroquois Point and Waipahu. The Kapolei community includes the New City of Kapolei, Kalaeloa, Ko Olina, Makakilo, and Palehua. Community demographics and characteristics are best described within the context of its people, place, and time.

*The people* - The 'Ewa Beach population of 43,637 is ethnically diverse and includes Filipino (35.1%), Native Hawaiian and Part-Hawaiian (20.9%), Caucasian (16.5%), Japanese (7.8%), African American (2.2%), Chinese (2.0%), Korean (0.9%), Pacific Islanders (2.7%), and other groups (11.9%). In recent years, there has been a significant shift in the characteristics of the residents of 'Ewa Beach with a core group of well rooted families; a declining group of military dependent families that are predominantly Caucasian, African American and Hispanic; families who have migrated to Hawaii from the Philippines and Samoa; and most recently, an influx of middle to upper income housing developments into the community. The average family size is four with 57.9% of families having children under age 18. This is a relatively young community, the median age being 31.8, with the percentage of children under five years higher than statewide (9.1% vs. 6.5%) and seniors over 65 lower than statewide (7.8% vs. 13.3%). The per capita income is \$17,645 compared to \$21,525 statewide which places this community in the bottom third of the State. Although the majority of families in 'Ewa and 'Ewa Beach are in the middle-

income range, the wealthiest communities are in its new suburbs while large areas of low-income, multi-unit rentals and families in multi-generational and multi-family homes exist in the area.

The Kapolei population of 25,180 is also ethnically diverse and includes Filipino (22.5%), Native Hawaiian and Part-Hawaiian (27.3%), Caucasian (21.9%), Japanese (7.6%), African American (2.5%), Chinese (2.8%), Korean (1.5%), Pacific Islanders (2.5%), and other groups (%). The average family size is 3.8 with 58.9% of families having children under age 18. This is a relatively young community with the median age being 32, the percentage of population aged 5–19 at 25.7% versus 20.6% statewide, and the percentage of population age 65+ at 5.1% versus 13.3% statewide. The per capita income is \$20,605 compared to \$21,525 statewide. Families with children living in poverty are below statewide at 5.8% compared to 11.2% and the percent of households with public assistance income is 5.8% compared to 7.6% statewide.

Campbell High School enrolls 2283 students of which 34.9% qualifies for free or reduced cost lunch and Ilima Intermediate School enrolls 1,201 students of which 45.3% qualifies for free or reduced cost lunch. Kapolei High School enrolls 2,333 students of which 21.3% qualifies for free or reduced cost lunch. Kapolei Middle School enrolls 1,580 students of which 23.7% qualifies for free or reduced cost lunch.

*The place* - Today, 'Ewa Beach is in transition from a rural town to a suburban community. 'Ewa Beach was a bustling sugar cane plantation just two generations ago and the closing of the sugar mill and subsequent loss of the sugar industry forced a whole new way of life for the plantation workers and their families. More recently, new housing developments combined with the closing of Barber's Point military base have brought the challenge of establishing a new identity. The sense of place in 'Ewa Beach is also marked by its geographic isolation - there is only one primary way into 'Ewa Beach and one way out along a straight and long thoroughfare called Fort Weaver Road. The Kapolei community is also seeking out its identity as the "Second City" with major government offices, industries, large shopping malls, movie theaters, educational institutions, businesses, hotel/condominiums timeshares, and growing residential areas.

*The time* - The past and present together shape the futures for 'Ewa Beach, a community caught between old and new pushing to preserve the past while adopting the ways and resources of urban life. The urban wave of commuter lifestyle of new subdivisions, golf courses, and fast food restaurants and the challenges of a modern city including drugs, crime, traffic, environmental pollution, and youth at risk are superimposed on 'Ewa Beach community. The result is a town in transition needing to take charge of its future. Kapolei, a new community connecting old residential communities with new housing developments and the New City face similar challenges of balancing the past, present, and future.

## **II. SERVICE SUMMARY AND OUTCOMES**

The purpose of this project are 1) to support, strengthen, and sustain collaboration among all sectors of the community to prevent and reduce substance abuse to create a safe, healthy, and drug-free community; 2) to prevent and reduce substance abuse among youth in 'Ewa Beach;

and 3) to support anti-drug coalition capacity building and community mobilization efforts throughout the State.

The program approach and strategy is presented in the attached “**Outcomes-Based Framework: Program Logic Model**” chart which lists the services/activities and rationale for each service through documentation of identified risk and protective factors that need to be addressed; corresponding services and activities; the objectives; intended outcomes, evaluation tools; and outcome measures.

## **A. Scope of Work, Tasks, and Responsibilities**

### Scope of Work.

This project is proposed to support, strengthen, and sustain collaboration among all sectors of the community to reduce and prevent substance abuse among youth through the EWAAlution coalition. In addition, this project will provide expertise, resources, and partnership to establish and build capacity for an anti-drug coalition in the Kapolei community. Each service/activity is detailed below to present a brief description of services, eligibility criteria, recruitment and retention strategies, and implementation issues including acquiring materials, staff training, and special requirements.

***EWAAlution Background:*** The Ewa Beach Community Coalition (a partnership of agencies who provide programs and services to youth, adults and families in ‘Ewa/Ewa Beach) formed in 2001 to address the problem and impact of substance abuse on youth, families, and community members in Ewa Beach. On July 28, 2003, the Ewa Beach Community Coalition membership officially combined its efforts with the newly established Ewa Beach Weed & Seed’s prevention initiative to work towards a healthy, drug free community. The result of this powerful, community-based partnership was literally an EWAAlution. EWAAlution members adopted the original coalition’s vision that “*Ewa will be a place where community members, young and old alike, can and will create positive social change for themselves.*” This vision is incorporated into the strategic plan that set the course for EWAAlution activities and programs. Activities include implementation of youth, family, and community wide pride events.

### ***1) EWAAlution Coalition Meetings***

EWAAlution co-chairs will plan and organize 6 EWAAlution meetings bi-monthly and 6 Event/Activity Planning meetings. The purpose of these meetings is to coordinate efforts and work collaboratively with EWAAlution members to conduct community assessment, capacity building, strategic planning, implementation of EWAAlution initiatives including community events/activities, and evaluation of progress and outcomes. EWAAlution members will be notified of meetings through phone calls, the EWAAlution Website, EWAAlution Newsletter, and by email.

### ***2) EWAAlution Coalition Communication Products***

***EWAAlution Website and Newsletter*** – CDFH will develop, produce and maintain a EWAAlution website and newsletter. The purpose of this communication piece is to increase visibility of the EWAAlution coalition in hopes that the community will recognize it as a resource and coalition that takes positive action and are more aware of its mission and goals. In addition to this, EWAAlution will use these venues to increase its youth participation in the coalition. Both the website and newsletter will include a calendar of events to increase the community’s awareness.

of involvement opportunities. They will also feature a section for Ewa's youth that will feature articles and pictures by the youth as well as highlight youth who are actively involved in giving back to the Ewa community. EWA'lution members will promote the website through the newsletter and through web cards. The newsletter will also work to increase EWA'lution's visibility in the community as well as reach those who do not have regular access to a computer. The newsletter will be mailed to residents, distributed at fairs, emailed to EWA'lution networks, and will be available at school offices, libraries and the community library.

### ***3) EWA'lution Drug-Free Events and Activities for families/community***

*Movie on the Wall* – The EWA'lution coalition initiated Movie On The Wall (MOTW) event in 2003 which has since become a staple event in the Ewa Beach community. A 2003 Survey asked the community what kinds of activities were needed in Ewa/Ewa Beach. Family response requested to offer drug-free family events where families can attend along with their children. Thus EWA'lution fundraised for a movie license and the first MOTW event took place winter 2003. Thereafter the coalition members agreed to hold quarterly MOTW events. This is a drug-free family activity to promote pro-social family bonding as an alternative to negative family and community disorganization. It's an opportunity to assist parents in having greater influence on youth recreational activities. The MOTW also includes a resource fair and in 2005 the Boys and Girls Club added a Food Distribution to families in need prior to MOTW. Because of it's success in providing a drug-free activities for youth and fostering positive relationships among families in the larger community, EWA'lution is hoping to continue the quarterly MOTW planned by EWA'lution members. The MOTW will be coordinated with the 'Ohana Food Distribution event and focus on promoting the drug-free message. EWA'lution members will focus on increasing awareness about substance abuse and prevention by providing families and community members with resources through information tables. This event will also include different themes to promote the EWA'lution mission and vision such as: Drug-Free Hawaii Awareness Month in February, National Night Out in partnership with Weed and Seed and Kick Butts Day in partnership with REAL. Participants for this event will be recruited though promotion and outreach to families and community members through flyer distribution, the EWA'lution Website and Newsletter, banners and the community newspaper. CDFH staff and EWA'lution members have many years of experience organizing and conducting well-received community-based activities and events for families.

*Community Christmas Parade*-EWA'lution members will co-sponsor the yearly 'Ewa Beach Community Christmas parade in partnership with the 'Ewa Beach Community Association. The purpose of this event will be to promote community pride and connectedness. It will also increase visibility of the EWA'lution coalition as one that not only takes action but as a coalition that supports the initiatives of others. EWA'lution members will provide staff time to line-up and lead out participants as well as partake in the parade and providing financial support. This event is open to the entire community and participants for this event will be recruited though promotion and outreach to families and community members through flyer distribution, the EWA'lution Website and Newsletter, banners and the community newspaper.

*'Ewa Mixed Plate*-EWA'lution members will plan, organize, and conduct a cultural and ethnically diverse event called the 'Ewa Mixed Plate. The purpose of this event is to highlight and show respect for the diversity of the cultures and neighborhoods in the 'Ewa Community as



well as the neighboring community. This event will focus on promoting the drug-free message, increasing awareness about substance abuse and prevention by providing families and community members with resources. It will also allow EWA'lution to support other organization in the community such as: businesses, which can feature their products, school complexes that can feature their clubs and partner organization who can feature their resources at the event. Participants for each event/activity will be recruited through promotion and outreach to families and community members through existing networks, media, and flyer distribution. Resources will be disseminated to participants at the event/activity to provide information and tools for families and individuals to take action against substance abuse.

#### ***4. EWA'lution Drug-Free Events and Activities for youth***

Health2Ocean Hukilau-EWA'lution will sponsor and help plan and organize two Health2Ocean Hukilau events per year. The purposes of this event will be to bridge the gap between 'Ewa and 'Ewa beach and encourage youth of EWA'lution member to interact. EWA'lution members have found that many of their youth do not know how to swim or do many water sports. Through this activity, youth can also keep active, healthy and away from negative alcohol, tobacco, and other drugs through learning various water activities such as surfing, body boarding, fishing, swimming and canoeing. This event will be open to youth in the 'Ewa community, ages 11-18 years old. EWA'lution members will recruit youth from their programs to participate during school intersession. Youths from EWA'lution members will be divided and will rotate throughout the different activities.

#### ***5) EWA'lution Programs for youth***

Girls Circle-EWA'lution will coordinate and implement the Girls Circle program with girls from 'Ilima Intermediated School. The purpose of this class is to create opportunities for girls at risk to decrease antisocial behavior. Girls Circle is a structures support group for girls which integrates resiliency practices and skills training while also increasing positive connections, personal and collective strengths and competence in girls. Its goal is to create a safe and welcoming atmosphere where girls can develop caring relationships and voices. EWA'lution will recruit girls from 'Ilima intermediate through fliers and announcements at school. Retention of the girls will be a combined effort of instructors and EWA'lution members by providing a program that empowers girls and encourages them to share their experiences that are helpful to others. Girls participating in the program will "give back" to the community by sharing their voices with other girls' in EWA'lution members' programs and volunteering their time to further prevention efforts in 'Ewa Beach.

#### ***6) Drug-Free Events/Activities in Kapolei***

EWA'lution will support anti-drug coalition capacity building by providing support and outreach to the neighboring community of Kapolei. The purpose is to assist Kapolei partners in their efforts to prevent and reduce ATOD use among youth through extension of EWA'lution's resources, experiences, and expertise to their community mobilization efforts. EWA'lution members will identify key partners in the Kapolei community to offer support and collaboration in planning and implementing community awareness and education activities and events. Kapolei partners and residents will also be invited to attend EWA'lution sponsored events and activities to foster mutual relationships and common goals toward drug-free communities.

### Tasks and Responsibilities

Specific tasks and responsibilities are presented in the attached Work Plan/Timeline.

### **B. Timeline and Work Plan**

See attached Work Plan/Timeline.

### **C. Quality Assurance and Evaluation**

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

#### Program Evaluation

The evaluation plan and process used to evaluate program services is based on measuring outcome and process objectives for each program. Specification and monitoring of critical milestones are the mechanisms to monitor each program's progress toward meeting its objectives and continued appropriateness and improvement of the proposed activities for the target population. Instruments to measure outcome objectives will include surveys of the target population and service activity documents. Process objectives will be measured through satisfaction surveys, service activity documents, and program reports. The evaluation will be managed by the Program Manager and Community Coordinator who will be responsible for data collection, review, and analysis of data, and presentation of findings in internal reports, annual reports, and other updates. The attached "Outcomes-Based Framework: Program Logic Model" identifies the outcome measures for each service based on risk and protective factors and the Work Plan details the evaluation timeline.

#### ***Measures of Effectiveness:***

1. 75% of EWAAlution coalition members will participate and attend at least 1 meeting and 1 event per year
2. EWAAlution Website and Newsletter Products are developed
3. 75% of youth participating in Girls Circle will demonstrate positive connections and personal growth by "giving back" to the community through volunteerism and/or planning, organizing, and hosting an event/activity
4. At least 5 EWAAlution members will assist in planning and sponsoring 2 activities per year in Kapolei
5. At least 10 EWAAlution and Kapolei partners will plan and implement 1 community- wide (Kapolei & 'Ewa Beach) event
6. Ewa and Kapolei community members attend EWAAlution events.

**Evaluation Measures:** The following instruments will be used to measure process and outcomes:

1. Attendance Records – will document attendance at each service activity. Attendance at community events will be estimated by program staff and partner agencies.
2. Rosters- will document membership and will be updated after each meeting.
3. Activity Logs-will document and summarize each activity.
4. Dissemination Logs-will document dissemination of materials to community. Dissemination of materials at events will be estimated by program staff and partners. Website hits will also be tracked.
5. Meeting Minutes-will document attendance and notes from the coalition meetings.
6. Youth surveys to measure changes related to risk/protective factors and satisfaction with the programs/activities.

### **III. FINANCIAL**

#### **A. Budget**

See attached budget forms.

### **IV. EXPERIENCE AND CAPABILITY**

#### **A. Necessary Skills and Experience**

Since 1987, the Coalition for a Drug Free Hawaii (CDFH) has been providing innovative programs and services that address the State's concern about the continuing prevalence of illicit drugs and alcohol abuse and its combined impact on Hawai'i youth, families, and communities.

#### Skills, Abilities, Knowledge:

CDFH has proven ability in developing and implementing effective science-based prevention programs resulting in positive outcomes for youth and families in Hawai'i. Over the past fifteen years, CDFH has participated in national and local efforts to design, implement, and evaluate the effectiveness of prevention practices in Hawai'i through programs like *Strengthening Hawai'i Families (SHF)*, a best practice cultural values and skills-based program developed by CDFH based on the national Strengthening Families Program (Kumpfer, 1988). Following the same best practice programming, CDFH introduced the national model Second Step Program to Hawai'i for cultural adaptation, implementation, and evaluation. CDFH successfully implemented in partnership with schools in the Kālihi area. CDFH also has the administrative ability to manage government contracts having received over \$15 million in Federal and \$4 million in state grants since 1988.

Another national model program brought to Hawai'i by CDFH is the ATLAS Program for male youth to prevent steroid and other drug use. This program was adapted and implemented for local youth through CDFH's DOH-ADAD State Incentive Grant at Kahuku High School with

positive results. CDFH is also a leader in developing and implementing gender-specific programs for girls to address substance abuse and HIV prevention. Through the Hawaii Girls Project, funded by the State Office of Youth Services, CDFH developed a Wellness Curriculum for girls designed as a ½ credit course. The curriculum was piloted in summer 2004 with positive results and indications for continued application for girls in at risk communities. In addition to conducting effective ATOD and violence prevention programs, CDFH is well known for building anti-drug coalitions with community partnerships established on Kauai, Maui, Waipahu, Ko'olauloa, and Ewa Beach.

Experience.

The CDFH has been designated as the lead organization of the EWAlution coalition and brings with them over 20 years experience in the prevention field. Through on-going statewide educational campaigns, developing and promoting community involvement, and implementing programs that empower youth, CDFH has become a leader in community organizing and prevention programming.

CDFH programs utilize the assets approach, building on an individual's strengths and assets to increase resilience to and support recovery from substance abuse. Its programs aim to educate and empower individuals of all ages to take responsibility for making drug-free, healthy lifestyle choices in an environment of mutual respect and cultural sensitivity. Primary emphasis is on empowering youth, strengthening families, and building grass roots partnerships to create healthier communities.

In addition to implementing effective prevention programs, CDFH is well known for building anti-drug coalitions with community partnerships established on the islands of Kauai, Maui, Hawai'i and especially on O'ahu. Following that example of a successful community coalition is the Kalihi Valley Collaborative (KVC). CDFH has been an active member of KVC and has helped to kick-off events and facilitate team building activities to strengthen its community collaboration. CDFH continues to be an active partner in the planning and implementation of community events.

CDFH has been the lead organization for the EWAlution coalition for over 6 years. CDFH has guided the coalition to work with key stakeholders at the community level by maintaining opportunities for involvement and establishing relationships based on trust. With over 18 organizations and a coalition of 54 members and growing, EWAlution continues to work toward a safe and drug-free community for its youth and families. This trust among key stakeholders has been established over the years by working together to plan activities such as Movie on the Wall, National Night Out, service projects, beach clean-ups, the annual SpringFest with the schools, Pride 4 Ewa, and other events. Service providers in the community are committed members of EWAlution and pool resources to increase effectiveness and the scope of prevention efforts. Opportunities to join together and share resources while supporting each members' identity and goals has strengthened the prevention capacity in the community and invites continued growth as a coalition working to reduce and prevent substance abuse in Ewa Beach. EWAlution has been very effective in continually building capacity within the community through its quarterly meetings during which partners share about their programs/services, network to foster collaborative efforts, learn new information from the field, exchange ideas, and

access the resources available through each other. The EWA lution partnership continues to expand their efforts which include instilling a sense of stewardship among youth for the Ewa Beach community while building the foundation for mobilizing them to work toward positive changes and community vision.

Contract References and Contact Information

**Project:** Girls Circle, Office of Youth Services - Non-School Hour Programs

**Contact:** Caroline Wong, Principal, Moanalua Middle School

**Address:** 1289 Mahiolo Street, Honolulu, HI 96819

**Phone number/e-mail:** 831-7850 / [caroline\\_wong@notes.k12.hi.us](mailto:caroline_wong@notes.k12.hi.us)

**Project:** Lei `Ilima Program, ADAD

**Contact:** Naomi Aimoto, Vice Principal, Ilima Intermediate School

**Address:** 91-884 Ft. Weaver Road Ewa Beach, HI 96706

**Phone number/e-mail:** 689-1250 / [naomi\\_aimoto@notes.k12.hi.us](mailto:naomi_aimoto@notes.k12.hi.us)

**Project:** TeenLine Hawaii, Hawaii Youth Services Network (HYSN) - Website

**Contact:** Judy Clark, Executive Director, HYSN

**Address:** 677 Ala Moana Blvd. Suite 702, Honolulu, HI 96813

**Phone number/e-mail:** 531-2198 / [jclark@hysn.org](mailto:jclark@hysn.org)

**Project:** RADAR Center – Website page and Newsletter, DOH, ADAD

**Contact:** Virginia Jackson, ADAD

**Address:** Kakuhihewa Building, 601 Kamokila Blvd. Room 360, Kapolei, Hawaii 96707

**Phone number/e-mail:** 692-7501 / [virginialee.jackson@doh.hawaii.gov](mailto:virginialee.jackson@doh.hawaii.gov)

### **C. Facilities**

CDFH's administrative offices and Prevention Resource Center (PRC) are centrally located at 1130 N. Nimitz Highway, Suite A259. The CDFH employs a smoke and drug free workplace policy and is in full compliance with all laws and regulations relating to the Americans with Disabilities Act. CDFH is adequately equipped to meet all administrative, program, staff, and program participant needs. Our PRC, while open to the public, is readily available to staff for their informational and training needs. CDFH staff coordinates and implements the EWA lution coalition programs, and events/activities from a satellite office which is located inside of the Hale Pono Boys and Girls Club in Ewa Beach, which meets all the requirements as applicable to project participants. Project activities and services will be conducted at sites identified as most convenient and appropriate to the target audience including school facilities, on-site at service provider agencies, and at locations within the community designated for drug-free events/activities with easy access by families and community members. CDFH will ensure that each site/facility is equipped and able to meet the needs of program participants.

## **V. PERSONNEL: PROJECT ORGANIZATION AND STAFFING**

### **A. Proposed Staffing, Staff Qualifications, Supervision and Training**

#### Proposed Staffing

The staffing needed to coordinate and implement this project are the: **Program Director**, responsible for overall program and budgetary oversight of the project and accountability;

**Program Manager**, responsible for the implementation of the goals, objectives, and evaluation of this project; quality assurance; and program effectiveness;; **Community Coordinator**, responsible for on-site coordination of services, daily operations of the coalition and program budget management, facilitating needs assessments, establishing and maintaining collaborative relationships with partners, providing leadership support for EWA lution, development of the EWA lution Website, production of EWA lution Newsletter, coordination of youth programs, program reporting, and staff supervision; **Community Educator**, responsible for coordination of anti-drug coalition capacity building and supporting community mobilization efforts, establishing and maintaining collaborative relationships with partners, assist with planning and coordination of Kapolei community events and activities and providing support to EWA lution events and activities, and assist with program evaluation and reports; **Prevention Specialist** responsible for assisting with coordination of and implementation of direct services and program activities, coordinating dissemination of informational materials, providing support for EWA lution and Kapolei community events and activities and coordination of youth activities, and establishing and maintaining collaborative relationships with partners.

The rationale for this staffing pattern is based on agency organizational structure and designating staff with the best pool of knowledge, experience, skills, and existing community relationships to provide excellence in program administration, management, and implementation. This team of staff will be able to put services in place as soon as the contract begins and fulfill requirements of the grant and project Work Plan.

The project's services, client/staff ratio, and anticipated caseload capacity are as follows:

Service/Strategy	Client/Staff Ratio	Capacity
EWA lution Meetings	10-20 individuals (multiple agencies / 4 CDFH staff	6 EWA lution meeting / 6 planning meetings per year
Communication Products: EWA lution Website and Newsletter	Community Distribution / 1 CDFH staff to develop website and publish newsletters / partner organizations to distribute products	EWA lution Website and 3 Newsletters per year
Drug-Free Events/Activities for families: Movie on the Wall	250 individuals / 5 CDFH staff / 6 partner org.	4 events per year
Drug-Free Events / Activities for community: 'Ewa Mixed Plate	Community-wide event / 5 CDFH staff / 10+ partner org.	1 event
Drug-Free Events / Activities for community: Community Christmas Parade	Community-wide event / 4 CDFH staff / 4 partner org.	1 events per year
Drug-Free Events / Activities for youth: Health2Ocean Hukilau Event	40-50 individuals/5 CDFH staff/ 4 partner org.	2 events per year
Programs for girls: Girls Circle	10 individuals/2 CDFH staff	1 summer cohort per year
Drug-Free Events/Activities for Kapolei	Community-wide event/4 CDFH staff/4 partner org.	2 activities per year

Staff Qualifications

The minimum qualifications and experience for project staff are described in the attached job descriptions for the Program Director, Program Manager, Community Coordinator, Community Educator and Prevention Specialist. See attached job descriptions and resumes of identified staff that will be managing, coordinating and implementing EWA'lution's programs, events and activities.

Supervision and Training

The proposed project staffing pattern constitutes the most effective utilization of the service delivery team. Staffs are familiar with communities on each island and have strong relationships with the schools, existing agencies and service providers that serve youth and families in communities throughout the State. Staff supervision, training, and administrative direction will be provided by the Program Director, Program Manager, and Community Coordinator.

Cheryl Kameoka will serve as the Program Director and supervise the Program Manager. She has over 18 years of experience in the substance abuse prevention field as director of prevention programs in Hawai'i and on the mainland for Asian/Pacific Islander agencies. Her expertise is in directing all aspects of prevention program administration and delivery, designing and developing effective research-based prevention programs, community-based prevention planning, outcomes-based program planning, gender-specific programming for girls, and multicultural issues.

Melissa-Kim Tom will serve as the Program Manager and supervise the Community Coordinator. She has 5 years of experience working in projects involving youth, families and communities, 4 of which were focused on the 'Ewa Beach community. Her expertise lies within coordination and collaboration of community coalitions and implementations of programs. She was the 'Ewa Beach community coordinator and took the lead in establishing, building and sustaining the EWA'lution coalition, and its events and activities. In addition, she has established collaborative working relationships with key stakeholders in communities throughout the state and has served as a representative of EWA'lution, providing presentations about the coalition. She will provide administrative direction for direct service implementation.

Cheryl Labuguen, the Community Coordinator, will supervise the Community Educator and the Prevention Specialist. She has been working at CDFH since 2005, primarily in the 'Ewa Beach community. Her expertise lies within implementing girl-specific programming. She has proven to be an effective leader, and shown great skill in planning community initiatives as well as supporting and maintaining strong working relationships with partners. Her supervisory experience includes supervision of volunteers and project interns and she possesses the skills and leadership to provide coordination and direct service implementation for this project.

CDFH is committed to providing quality services and recognizes that staff development and relevant training is essential in maintaining high standards of service provision. Staff development training plans are developed as a part of the new staff and volunteer orientation process. An initial orientation is conducted within 30 days of employment for all new employees for the purpose of acquainting staff with such information as its policies and procedures.

Training plans are directly relate to each staff's job description and job responsibilities and reflect the needs of specific programs and the agency as well as training to keep current in the field. Staffs receive training on specific information about the types of drugs; their chemical makeup, physical harmfulness, psychological effects, and sociological impacts on families and communities; CSAP prevention strategies; Code of Ethical Conduct for Prevention Professionals; Substance Abuse Prevention Specialist Training; and other topics relevant to their position. In addition they are trained in Client Confidentiality, HIV/AIDS, and risk factors associated with TB.

**B. Organization Chart**

The attached "Program" organization charts illustrates the structure, lines of responsibility, supervision, and functions for key services and staff positions.

**VI. OTHER**

**A. Litigation**

CDFH has no pending litigation to which we are a party and no outstanding judgment.

**B. Licensure or Accreditation**

Not Applicable.



**Outcomes-Based Framework: Program Logic Model**  
**EWAAlution Coalition**

Purpose: 1) to support, strengthen, and sustain collaboration among all sectors of the community to prevent and reduce substance abuse to create a safe, healthy, and drug-free community; 2) to prevent and reduce substance abuse among youth in 'Ewa Beach; and 3) to support anti-drug coalition capacity building and community mobilization efforts throughout the State.

Risk/Protective Factors	Services and Activities	Objectives	Outcomes	Evaluation Tools
<p><i>Risk:</i> Community Disorganization</p>	<p>EWAAlution Coalition  EWAAlution Website and Newsletter  EWAAlution Community events</p>	<p>Maintain and strengthen involvement of partners in 'EWAAlution by convening bi-monthly meetings and 6 planning meetings to coordinate efforts and outreach to all sectors of the community.  Strengthen the communication network among members and the community.  EWAAlution community events (at least 4) to promote visibility and collaboration</p>	<p>75% of EWAAlution coalition members will participate and attend at least 1 meeting and 1 event per year  EWAAlution Website and Newsletter Products  Community members participate in EWAAlution events</p>	<p>Meeting Minutes and EWAAlution Roster  Website hits and Dissemination Logs  Activity Logs</p>
<p><i>Risk:</i> Antisocial Behavior</p>	<p>Girls Circle</p>	<p>Increase opportunities for girls at risk to decrease antisocial behavior by increasing positive connections, personal strengths, and competence through coordinating and providing Girls Circle for 10 girls at Ilima Intermediate School</p>	<p>75% of youth will demonstrate positive connections and personal growth by "giving back" to the community through volunteerism and/or planning, organizing, and hosting an event/activity</p>	<p>Attendance Records  Activity Log</p>
<p><i>Risk:</i> Transition and Mobility  Community Disorganization</p>	<p>Outreach to key partners in Kapolei  Drug-Free Community events/activities in Kapolei</p>	<p>Initiate anti-drug capacity building in the Kapolei community by increasing connectedness and strengthening relationships through outreach between 'EWAAlution partners and key partners in Kapolei to share expertise and resources  Increase community mobilization by identifying and supporting collaborative efforts to raise awareness and implement specific drug-free community events</p>	<p>At least 5 EWAAlution members will assist in planning and sponsoring 2 activities per year in Kapolei  At least 10 EWAAlution and Kapolei partners will plan and implement 1 community wide (Kapolei &amp; 'Ewa Beach) event</p>	<p>Kapolei Partner Roster  Planning Meeting Minutes  Activity and Dissemination Log</p>

**WORKPLAN/TIMELINE**

Coalition for Drug Free Hawaii  
 EWAAlution Coalition  
 2008-2009 and 2009 - 2010\*\*

Applicant: Coalition for a Drug-Free Hawaii

SERVICE ACTIVITIES	TIMELINE	KEY MILESTONES AND ACTION STEPS	RESPONSIBLE PERSON
Maintain, and strengthen involvement of partners in EWAAlution to oversee the project, convene bi-monthly meetings/six planning meetings and spearhead at least 4 community-wide events and activities.	7/08-8/08 7/08-8/08	<ul style="list-style-type: none"> <li>-Determine Community Educator and Hire Prevention Specialist</li> <li>-Establish the co-chairs core group, the planning group, and committees to structure the coalition and convene to review program and timeline</li> <li>-Convene EWAAlution to review program and timeline</li> <li>-Schedule and convene bi-monthly meetings, prepare/distribute minutes during the year</li> <li>*75% of the EWAAlution Coalition will participate and attend at 1 meeting and 1 event per year.</li> <li>-Complete Attendance records and update roster</li> <li>-Staff the EWAAlution to implement community activities</li> <li>-Evaluate coalition building and activities</li> <li>-Complete reports</li> </ul>	<ul style="list-style-type: none"> <li>PD, PM, CC</li> <li>PM, CC</li> <li>PM, CC, CE, PS, EC</li> <li>PM, CC</li> <li>CC, PS</li> <li>PM, CC, PS</li> <li>PD, PM, CC</li> <li>PD, PM, CC</li> </ul>
Coordinate and implement at least four events/activities to decrease community disorganization through collaborative efforts	8/08-6/09 Ongoing  7/08-6/09	<ul style="list-style-type: none"> <li>-Convene planning committee meeting to determine events/activities for the year.</li> <li>-Coordinate, organize, and implement the first event.</li> <li>-Complete Attendance records</li> <li>-Coordinate, organize, and implement the second event</li> <li>-Complete Attendance records</li> <li>-Coordinate, organize, and implement the third event</li> <li>-Complete Attendance records</li> <li>-Coordinate, organize, and implement the fourth event</li> <li>-Complete Attendance records</li> <li>*75% of the EWAAlution Coalition will participate and attend at 1 meeting and 1 event per year.</li> <li>-Complete reports</li> </ul>	<ul style="list-style-type: none"> <li>PM, CC</li> <li>PM, CC, CE, PS, EC</li> <li>CC, PS</li> <li>PM, CC, CE, PS, EC</li> <li>CC, PS</li> <li>PM, CC, CE, PS, EC</li> <li>CC, PS</li> <li>PM, CC, CE, PS, EC</li> <li>CC, PS</li> <li>PM, CC, CE, PS, EC</li> <li>PM, CC, CE, PS, EC</li> <li>PD, PM, CC</li> </ul>

PD=Program Director; PM=Program Manager; CC=Community Coordinator;  
 CE=Community Educator; PS=Prevention Specialist; EC=EWAAlution Coalition

*Italics = Key Milestones*

*\*Outcome Objectives*

**WORKPLAN/TIMELINE**  
 Coalition for Drug Free Hawaii  
 EWAAlution Coalition  
 2008-2009 and 2009 – 2010\*\*

Applicant: Coalition for a Drug-Free Hawaii

<p>Produce EWAAlution Website and Newsletter to increase visibility of EWAAlution efforts, mission and goals and to recruit new members</p>	<p>7/08  7/08-8/08  Ongoing (3 times a year) Ongoing</p>	<p>-Determine format, content, and message for website and newsletter                  -Create a distribution plan for the newsletter publication and webcards (email, mailing, pick-up sites, etc.)  <i>-Draft, edit, publish EWAAlution Website and Newsletter</i>                  -Distribute Newsletter and Webcards to EWAAlution members and community members                  * <i>The number of EWAAlution members will increase each year</i>                  * <i>Community members are aware of EWAAlution as an anti-drug coalition and participates in EWAAlution events</i>                  -Complete dissemination log</p>	<p>PM, CC, PS                  PM, CC, PS                  PM, CC, PS                  PM, CC, CE, PS, EC                  PM, CC, CE, PS, EC                  PM, CC, CE, PS, EC                  CC, CE, PS</p>
<p>Coordinate and support implementation of the Girls Circle Program with Ilima Intermediate girls for 10 youth</p>	<p>7/08-5/09</p>	<p>-Work with key partners to plan and organize programs                  -Train staff and partners                  -Recruit &amp; enroll students                  -Implement class and program activities                  -Complete attendance records and daily dosage logs                  *75% of youth will attend all classes                  *75% of youth will demonstrate positive connections and personal growth by "giving back" to the community through volunteerism and/or planning, organizing, and hosting an event/activity                  -Complete reports</p>	<p>PM, CC, PS, EC                  PM, CC, PS, EC                  CC, PS, EC                  CC, PS, EC                  CC, PS                  PM, CC, PS, EC</p>

PD=Program Director; PM=Program Manager; CC=Community Coordinator;  
 CE=Community Educator; PS=Prevention Specialist; EC=EWAAlution Coalition  
*Italics = Key Milestones*  
 \*Outcome Objectives

**WORKPLAN/TIMELINE**

Coalition for Drug Free Hawaii

EWAlution Coalition

2008-2009 and 2009 – 2010\*\*

Applicant: Coalition for a Drug-Free Hawaii

<p>Outreach to key partners in Kapolei to initiate anti-drug capacity building, share resources and support and implement drug-free events/activities</p>	<p>7/08 Ongoing</p>	<p>-Identify community events/activities to support, coordinate and implement by contacting and meeting with community groups, service providers, key community leaders, schools, etc -<i>Create Kapolei Partner Roster</i> -Invite Kapolei community members to EWAlution activities and events *<i>Kapolei Partners will attend 2 EWAlution family/community and youth events</i> -Assist with planning and implementation of Kapolei events/activities -Prepare and Distribute planning meeting minutes * <i>EWAlution members will assist in planning and sponsoring at least 2 activities per year in Kapolei</i> -Plan and coordinate one community-wide (Kapolei and 'Ewa Beach) drug-free event. -Prepare/distribute planning meeting minutes -<i>Implement one community-wide event</i> *<i>EWAlution and Kapolei partners will plan and implement 1 community-wide event</i> -Complete reports</p>	<p>PD, PM, CC  PM, CC, CE  CC, CE PM, CC, PS, EC PM, CC, PS, EC  PM, CC, PS, EC CE, PS  PM, CC, PS, EC  PM, CC, PS, EC CE, PS PM, CC, CE, PS, EC PM, CC, CE, PS, EC  PD, PM, CC</p>
---	-------------------------	--	---

\*\*The 2009 – 2010 WorkPlan/Timeline follows the same annual Service Activities, Timeline, Key Milestones and Action Steps, and Responsible Person as the 2008 – 2009 WorkPlan/Timeline.

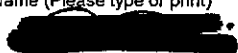
PD=Program Director; PM=Program Manager; CC=Community Coordinator;  
CE=Community Educator; PS=Prevention Specialist; EC=EWAlution Coalition

*Italics = Key Milestones*

*\*Outcome Objectives*

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2008 to June 30, 2009)

Applicant: Coalition for a Drug-Free Hawaii

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	97,050			
2. Payroll Taxes & Assessments	15,528			
3. Fringe Benefits	11,752			
<b>TOTAL PERSONNEL COST</b>	<b>124,330</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance	100			
3. Lease/Rental of Equipment	500			
4. Lease/Rental of Space	7,480			
5. Staff Training	400			
6. Office Supplies	1,000			
7. Telecommunication	500			
8. Utilities	452			
9. Local Mileage	1,000			
10. Program Supplies	1,500			
11. Postage	300			
12. Repair and Maintenance	300			
13. Program Activities & Special Events	12,000			
14. Audit	1,000			
15. Administration	24,138			
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>50,670</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>175,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	175,000	Lawrence Hewett	545-3228 x30	
(b)		Name (Please type or print)	Phone	
(c)			1/31/08	
(d)		Signature of Authorized Official	Date	
<b>TOTAL REVENUE</b>	<b>175,000</b>	Alan Shinn, Executive Director		
		Name and Title (Please type or print)		

**BUDGET JUSTIFICATION  
PERSONNEL - SALARIES AND WAGES**

Applicant: Coalition for a Drug-Free Hawaii

Period: July 1, 2008 to June 30, 2009

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
Program Director	1.00	\$60,000.00	3.00%	\$ 1,800.00
Program Manager	1.00	\$45,000.00	5.00%	\$ 2,250.00
Project Coordinator	1.00	\$35,000.00	100.00%	\$ 35,000.00
Prevention Educator	1.00	\$30,000.00	100.00%	\$ 30,000.00
Prevention Specialist	1.00	\$28,000.00	100.00%	\$ 28,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				\$ 97,050.00
<b>JUSTIFICATION/COMMENTS:</b>				

# BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Coalition for a Drug-Free Hawaii

Period: July 1, 2008 to June 30, 2009

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

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	
JUSTIFICATION/COMMENTS: NOT APPLICABLE				

**BUDGET JUSTIFICATION  
CAPITAL PROJECT DETAILS**

Applicant: Coalition for a Drug-Free Hawaii

Period: July 1, 2008 to June 30, 2009

FUNDING AMOUNT REQUESTED							
TOTAL PROJECT COST	ANY OTHER SOURCE OF FUNDS RECEIVED IN PRIOR YEARS	STATE FUNDS REQUESTED			FUNDING REQUIRED IN SUCCEEDING YEARS		
		FY: 2005-2006	FY: 2006-2007	FY: 2007-2008	FY: 2008-2009	FY: 2009-2010	FY: 2010-2011
PLANS							
LAND ACQUISITION							
DESIGN							
CONSTRUCTION							
EQUIPMENT							
TOTAL:							
JUSTIFICATION/COMMENTS:						NOT APPLICABLE	



Coalition for a Drug-Free Hawaii  
Application for Grants and Subsidies 2008  
Financial – Budget Section

Anticipated Quarterly Funding Requirements for Fiscal Year 2008-2009

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$27,000	\$45,000	\$50,500	\$52,500	\$175,000

COALITION FOR A DRUG-FREE HAWAII

JOB DESCRIPTION

JOB TITLE: Program Director

SUPERVISOR: Executive Director

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

TASKS AND RESPONSIBILITIES:

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

COALITION FOR A DRUG-FREE HAWAII

JOB DESCRIPTION

JOB TITLE: Program Manager

SUPERVISOR: Program Director

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

TASKS AND RESPONSIBILITIES:

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

COALITION FOR A DRUG-FREE HAWAII

JOB DESCRIPTION

JOB TITLE: Community Coordinator – Ewa Beach

SUPERVISOR: Program Manager

QUALIFICATIONS: Bachelor's degree or equivalent experience in human services or related field. Three years experience working with communities, adults, adolescents, or a combination of all. Experience in staff supervision and ability to provide leadership for project implementation. Demonstrated ability to establish and maintain effective working relationships with diverse ethnic and socio-economic groups in Ewa Beach, Hawai'i. Effective written and oral communication skills. Weekend and evening hours required. Ability to lift and carry 25-30 lbs. Valid Hawai'i driver's license and access to insured vehicle required.

DESIRABLE QUALIFICATIONS: Familiarity and experience in working with youth, families, and community organizations in Ewa Beach and Kapolei. Awareness of federal, state and local funding sources. Experience organizing and coordinating community meetings and/or events. Demonstrated community building experience. Proficient in word processing and spreadsheets.

TASKS AND RESPONSIBILITIES:

1. Develop, implement, and evaluate programs and activities of EWA'lution.
2. Supervise project staff and volunteers.
3. Build upon and maintain the EWA'lution coalition composed of community partners including: parents; youth; and representatives from schools, business, government, faith organizations, media, and health and human service agencies. This includes coordinating EWA'lution meetings, facilitating communication among members, and providing leadership as needed.
4. Work collaboratively with EWA'lution members to conduct community assessment, capacity building, strategic planning, implementation of EWA'lution initiatives including community events/activities, and evaluation of progress and outcomes.
5. Prepare program and statistical reports to the appropriate State, Federal, and private funding sources as required.
6. Assist with the fiscal and administrative operations of the project with monthly monitoring of budgets and preparation of necessary reports.
7. Coordinate data collection and implement evaluation activities of the program and as required by funding sources.
8. Prepare oral presentations, press releases, and other informational materials to increase awareness about EWA'lution, its activities, and other CDFH programs in Ewa Beach and state-wide.
9. Serve as a representative of the Coalition for a Drug-Free Hawaii at community meetings, school/community activities, events, and other collaborative community efforts.
10. Perform other related duties as assigned by the Program Manager.

COALITION FOR A DRUG-FREE HAWAII

JOB DESCRIPTION

JOB TITLE: Community Educator-EWAlution Grant In Aid

SUPERVISOR: Community Coordinator

QUALIFICATIONS: Bachelor's degree in human service, health, or related field or equivalent experience. One year experience working in partnership with community-based agencies, school, businesses, and others to coordinate and implement community activities and/or events. Ability to facilitate group meetings and conduct presentations. Familiarity with public and private substance abuse prevention and treatment organizations. Demonstrated ability to establish and maintain effective working relationships with diverse ethnic and socio-economic groups in Hawai'i. Effective oral and written communication skills. Some weekend/evening hours required. Ability to lift and carry 25-30 lbs. Valid Hawai'i driver's license and access to insured vehicle required.

TASKS AND RESPONSIBILITIES:

1. Assist with the development, planning, and implementation of all activities of the GIA to ensure excellence in services to youth, parents, individuals, schools, businesses, service providers, government agencies, community groups and the general public.
2. Work with the Community Coordinator and Kapolei community partners to develop a community outreach plan to initiate anti-drug coalition efforts.
3. Provide community awareness and education on substance abuse prevention through presentations, staffing information booths at community fairs, convening technical assistance and focus groups meetings in Kapolei as identified in the outreach plan.
4. Identify, outreach and build partnerships composed of community partners in Kapolei and state-wide who are working towards community mobilization. This includes coordinating of meetings, facilitating communication among members, and providing leadership as needed.
5. Work collaboratively and support neighboring communities to conduct community assessment, capacity building, strategic planning, implementation of EWAlution and Kapolei initiatives including community events/activities, and evaluation of progress and outcomes.
6. Assist with the coordination and planning of family oriented community events/activities in Kapolei in partnership with community groups, service providers, key community leaders, schools, and other interested parties.
7. Assist with the preparation of monthly, bimonthly, and/or quarterly program and statistical reports to the appropriate state and federal funding sources as required.
8. Perform other related duties as assigned by the Community Coordinator.

COALITION FOR A DRUG-FREE HAWAII

JOB DESCRIPTION

JOB TITLE: Prevention Specialist – EWA lution

SUPERVISOR: Community Coordinator

QUALIFICATIONS: Bachelor's degree or equivalent experience in human services or related field. Two years experience working with youth and families. Experience coordinating and implementing educational training/workshops. Ability to establish and maintain effective working relationships with diverse ethnic and socio-economic groups in Hawai'i. Familiarity with the local school system, substance abuse prevention agencies, local businesses and other health and human services providers in Hawaii. Effective written and oral communication skills. Some evening and weekend hours required. Ability to lift and carry 25-30 lbs. Valid Hawai'i driver's license and access to insured vehicle required.

DESIRABLE QUALIFICATIONS: Experience working with youth, families, and community organizations in Ewa Beach. Knowledge of substance abuse and its physical, psychological, and sociological impacts on the individual, families, workplaces, and communities. Knowledge of substance abuse prevention theory and strategies.

TASKS AND RESPONSIBILITIES:

1. Coordinate and implement the Girls Circle Program with youth from Ilima Intermediate including recruitment and retention of students.
2. Assist the Community Coordinator in developing and staffing the EWA lution Coalition.
3. Assist the Community Coordinator and Community Educator in organizing and preparing informational materials to increase awareness about EWA lution and its activities in 'Ewa Beach and statewide.
4. Work collaboratively with partners to coordinate and implement EWA lution activities and events and Kapolei initiatives throughout the year.
5. Provide information and data to the Community Coordinator for preparation of monthly, bimonthly, and/or quarterly statistical and narrative reports.
6. Assist the Community Coordinator with implementation of evaluation activities including data collection and documentation as required by funding sources.
7. Serve as a representative of the Coalition for a Drug-Free Hawaii in providing informational materials and presentations to increase awareness and educate school personnel and community agencies about the programs/activities of EWA lution and CDFH.
8. Perform other related duties as assigned by the Community Coordinator.

**Cheryl Sekiya Kameoka**  
98-903 `Ilie`e Street  
Aiea, Hawaii 96701  
(808) 485-0712

---

## **EDUCATION**

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

---

## **EXPERIENCE**

### **Coalition for a Drug-Free Hawaii, Honolulu, HI**

Program Director September 1990 - Present

Responsible for administering, developing, directing, and evaluating statewide prevention programs of the agency; grant writing for federal, state, and private funds securing over \$11.6 million to develop and implement effective prevention programs in Hawai'i; management staff supervision; and management team functions.

### **Asian American Drug Abuse Program, Los Angeles, CA**

Director of Prevention April 1988 - August 1990

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

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

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

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

### **Asian American Drug Abuse Program, Los Angeles, CA**

Prevention Coordinator July 1986 - April 1988

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

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

Counselor/Art Therapist September 1985 - July 1986

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

---

## **AFFILIATIONS**

Hawai'i Strategic Prevention Framework State Incentive Grant Advisory Committee, 2006 - present

Hawai'i Substance Abuse Prevention Advisory Committee (HSAPAC), 2001 - 2004.

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

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

## Melissa-Kim Tom

94-221 Mahapili Street Mililani, HI 96789  
Phone: (808) 623-9544 E-mail: karamel@hawaii.rr.com

### Education

**University of Hawai'i @ Manoa**  
Bachelor of Science Degree in Family Resources May 2001  
Internship-Child and Family Services Domestic Abuse Shelter.

**Mililani High School**  
Diploma Awarded: June 1997

### Skills

Effective written, oral and computer skills including of Microsoft Word, Excel, Power Point, Photo Shop and Publisher. Technical assistance in creation of fliers and brochures.  
Proven ability to carry out responsibilities and work in a high-pressure environment.  
Demonstrated accomplishments in youth development, family strengthening and community outreach.  
Professional, happy, efficient and ability to establish and maintain effective working relationships with diverse range of people.  
Volunteered at Kapi'olani Hospital in the children's playroom and as a coach for Pop Warner cheerleading.

### Experience

#### **Coalition for a Drug-Free Hawaii**

Facilitator September 99' - June 00'

- Plan and implement the Strengthening Hawai'i Families Program in the Kalihi Community
- Collaborate with team of facilitators

Community Coordinator May 03'-July 06'

- Oversee coordination and implementation of school and community based programming.
- Provide on-site supervision of project staff, subcontractors and volunteers
- Build, maintain and collaborate with community coalition
- Conduct and facilitate meetings as well as plan, organize and implement community events
- Prepare program reports and assist with the monitoring of program budgets

Program Manager July 06'-Present

- Provide day-to-day administration and direct supervision of program staff to ensure contractual compliance and high quality service.
- Plan, develop, coordinate and evaluate programs and activities
- Collaborate with community sectors, funding sources, evaluators and sub-contracts and maintain strong partnerships.

#### **Cinnamon Girl Ward Warehouse**

Sale Associate/Assistant Manager September 00' - May 03'; October 03'-December 06'

- Greeting of customers daily; assisting in a variety of customer needs including in-store assistance and over-the-phone assistance.
- Cashiering- handling of cash, check, and credit card transactions; balancing of cash drawer daily.
- Responsible for supervision of sales girls and cashiers.
- Responsible for scheduling of shifts.
- Responsible for closing duties of store.
- Awarded the first certificate of achievement for "Cashier Excellence."
- Became Shift Leader after 6 months on the job, promoted to assistant manager after a year and a half.

### References

Kalei Kailihiwa	842-8527
Frances Rivero	689-4182
Stacie Shim	753-0433



**Cheryl A. Labuguen**  
94-090 Hulaha Street  
Waipahu, HI 96797  
(H) 677-9324 / (C) 349-7764

- Education**     **University of Hawaii @ Manoa**  
Bachelor of Science Degree in Sociology with a Certificate in Women's Studies: May 2005
- Waianae High School**  
Diploma Awarded: May 2000  
Magna Cum Laude
- Skills**            Effective written and oral communications.  
Knowledge with Microsoft Word, Power Point, Publisher, Minimum Data Set, Retail Pro, PRISM, and 10-key.  
Ilokano and Spanish courses taken, Speech course taken, and also have completed many courses in sociology and women's studies.  
Also, ability to establish and maintain effective working relationships with diverse range of people with positive attitude.
- Experience**     September 2005 – Present  
**Coalition for a Drug Free Hawaii**  
1130 N. Nimitz Hwy  
Suite A259  
Honolulu, HI 96817  
Supervisor: Shalei Aoki  
Title: Prevention Specialist
- Provide an after school club for female adolescents for the Lei 'Ilima Project.
  - Assist with a ½ credit Health course for the Project.
  - Coordinate and implement family and community programs, events and activities.
  - Complete program documentation and reports.
  - Establish and maintain working relationships with school personnel, community groups, and parents.
  - Supervise implementations of Project interns.
- August 2002 –January 2007  
**Cinnamon Girl**  
1050 Ala Moana Boulevard  
Honolulu, HI 96814  
Supervisor: Cicely Mendonca  
Title: Keyholder, Sales Associate
- Greeting of customers; assisting in a variety of customers' needs, including in-store and over-the-phone assistance.

- Cashiering – handling of cash, credit card, check transactions; balancing of cash drawer.
- Responsible for opening and closing the store when manager is off-duty.

September 2000 – October 2002

**University of Hawaii @ Manoa Bookstore**

2465 Campus Road

Honolulu, HI 96822

Supervisor: Mike Ito

Title: Office Assistant, Sales Associate

- Assisting in a variety of customers' needs, including in-store and over-the-phone assistance.
- PRISM – printing of reports and merchandise labels, and completion of purchase orders. Also, following through with purchase orders.
- Responsible for filing and organizing reports.
- Responsible for taking phone calls from customers and vendors.

June 2000 – October 2000

**Ross Store**

Supervisor: Mr. Tsukiyama

Title: Sales Associate

- Assisting in a variety of customers' needs.
- Cashiering – handling of cash, credit card, and check transactions.
- Responsibility including occasional monitoring of dressing room.

**References** Available upon request.

## **Sean D. Spriggs**

---

511 Kauhane Street, Honolulu, HI 96813  
(808) 330-4276  
seanspriggs@gmail.com

### **Objective**

To enhance my experience working in the field of education and prevention, particularly in a community setting that suffers from a lack of educating our youth and adults about underage drinking and substance abuse. I also want to enhance my experience in the fields related to human service.

### **Experience**

#### **Community Educator**

3/06 - Current

##### *Coalition for a Drug Free Hawaii*

- Coordinate all drug education presentation and keynote speeches
- Provide prevention resources for all islands
- Organize community events that help deter underage drinking
- Coordinate events island wide to help kids get educated about drugs

#### **Outreach & Program Activities Coordinator**

9/01 – 2/06

##### *Palama Settlement Agency*

- Coordinate outreach programs and activities for at-risk-youth
- Organized Palama & Kukui Gardens Family Day, acquired sponsorship from Honolulu Police Department, assembled over 200 participants
- Organized first Kukui Gardens basketball team, coached co-ed team in Palama Spring Friendship League
- Provide intervention for families in crisis
- Case management for families in need of help
- Facilitate and coordinate parenting classes
- Coordinate community gang awareness monthly low income communities
- Help organize 1<sup>st</sup> annual Ohana Community Coalition day
- Coordinator of a late night basketball league in summer to keep at-risk kids off the street
- Presently helping coordinate a Mayor Wright Youth Gang Response Team

#### **Motivation & Outreach Speaker**

9/01 – Present

##### *State of Hawai'i*

- Present keynote speeches regarding higher education at high schools statewide

- Arrange campus tours for prospective students
- Provide student counseling regarding degree programs and college services
- Provide services to people who come out of prison and want education

**Wilderness Ocean Counselor**

1/01 – 7/01

***Central Oahu Youth Services***

- Provided crisis intervention and family counseling
- Organized youth camp focused on building relationships, positive reinforcement and self-esteem building
- Monitor juvenile community services and/or youth summer employment
- Case management
- Provided assistance to family courts and worked with probation officers regarding clients

**Program Coordinator**

3/00 - Present

***Waianae Men in Recovery***

- Serve as circuit speaker at island wide high schools speaking on drugs, alcohol and sobriety and making healthier choices
- Coordinate community based events and security for over 50 events in Waianae and the island
- Assisted in the development of the Molokai Community Drug Awareness Event, gathered over 250 participants
- Assisted in the initiation of the Molokai Men and Women in Recovery Group
- Oversee a group of men who are committed to changing their life and others around them
- Assist the Lt. Governor's office in fighting Drugs/Underage drinking

**Hose Manager (Night)/Youth Adolescent Counselor**

05/02 – 4/03

***Bobby Benson Center***

- Primary responsibility of the night house manager is to provide safety, comfort, and welfare of the clients
- Provide one on one counseling and direct services for the chemical abuse adolescent
- Provide behavior management to clients like anger management, relapse prevention, drug education
- Assist in intake and discharge of clients
- Provide DAP for chart documentation
- Supervise staff on weekends when clinical director and staff are not present
- Conducted random U.A on clients

**Big Brother**

**03/2000 – 12/02**

***Men of Big Brothers***

- Organize youth excursions for New Hope Christian Fellowship

**Education**

**Leeward Community College**

**December 2007**

Candidate for Associates Degree in Liberal Arts

Candidate for Certificate of Completion in Substance Abuse Counseling program

**Honors**

- Hawai'i State Federal Credit Union Scholarship
- Presently sit on the Lt. Governors Drug/underage drinking task force
- Presently sit on the State wide Recovery committee
- I have been honored for my work in Waianae regarding helping others stay clean and helping our keiki make the right choices

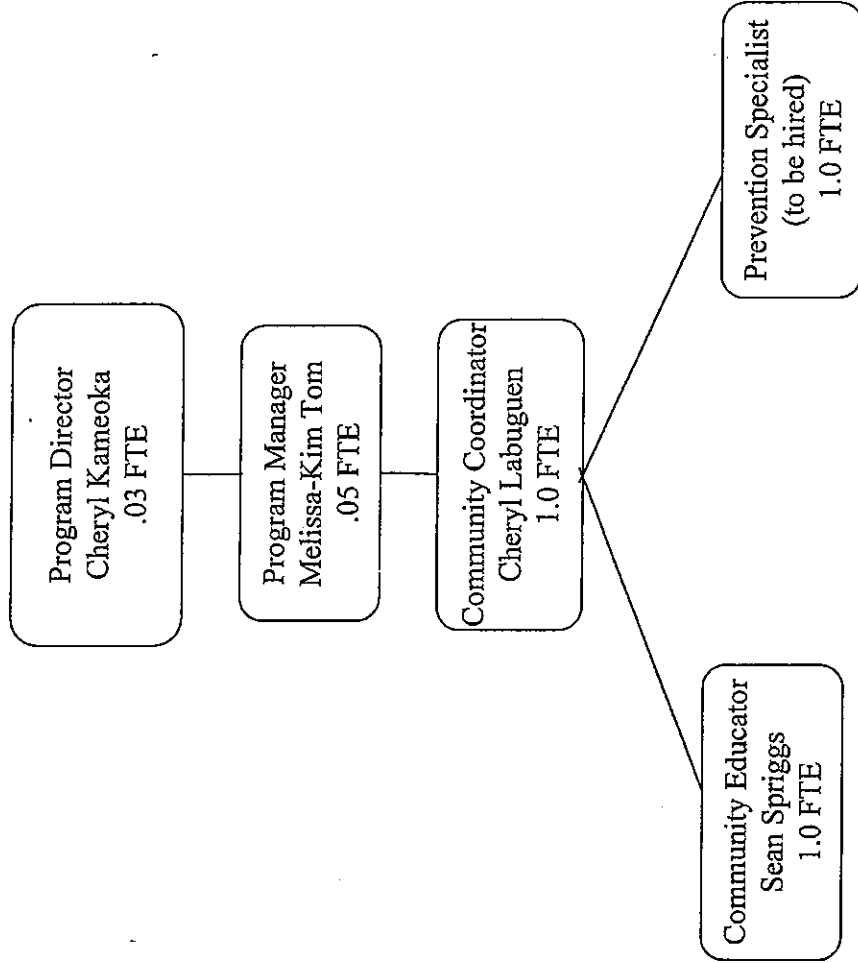
**Special Skills**

- Proficient in Microsoft Word and Excel
- Ability to perform intake assessments
- Excellent communication and interpersonal skills
- Ability to work collectively and autonomously
- Works really well with others
- A peoples person

**References**

Furnished upon request

# Coalition for a Drug-Free Hawaii Evaluation-Program Organization Chart



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

The undersigned authorized representative of the applicant acknowledges that said applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to section 42F-103, Hawaii Revised Statutes:

- (1) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
- (2) Comply with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and assuring the proper expenditure of the grant or subsidy.

In addition, a grant or subsidy may be made to an organization only if the organization:

- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

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

Coalition for a Drug-Free Hawaii

(Typed Name of Individual or Organization)



(Signature)

1/31/08

(Date)

Alan Shinn

(Typed Name)

Executive Director

(Title)