

House District _____

Senate District _____

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

Log No: 112-C

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 DEPT. OF LABOR & INDUSTRIAL RELATIONS, OFFICE OF COMMUNITY SERVICES
AND PROGRAM I.D. NO. _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Honolulu Community Action Program (HCAP)

Dbn:

Street Address: 33 S. King Street, Suite, 300, Honolulu, HI 96813

Mailing Address: SAME

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JOY BARUA

Title Director of Finance

Phone # (808) 447-5416

Fax # (808) 521-4538

e-mail joyb@hcapweb.org

3. TYPE OF BUSINESS ENTITY:

NON PROFIT CORPORATION

FOR PROFIT CORPORATION

LIMITED LIABILITY COMPANY

SOLE PROPRIETORSHIP/INDIVIDUAL

4. FEDERAL TAX ID #: 99-0140622

5. STATE TAX ID #: 10014751

6. SSN (IF AN INDIVIDUAL): _____

7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

OAHU HEAD START WAIANAE SITE - REHAB

(Maximum 300 Characters)

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2008-2009 \$ 750,000.00

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 \$ 0

FEDERAL \$ 0

COUNTY \$ 0

PRIVATE/OTHER \$ 0

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:


AUTHORIZED SIGNATURE

JOAN P. WHITE / EXECUTIVE DIRECTOR

NAME & TITLE

1/31/08

DATE SIGNED

ORIGINAL

I. BACKGROUND AND SUMMARY

1. Description of the applicant's background

There has been over 40 years of dedicated Honolulu Community Action Program service to end the cycle of poverty for the Oahu Ohana through community action.

Honolulu Community Action Program, Inc. (HCAP) is a private, non-profit 501(c)(3) community action agency. Our mission is POI: to Provide Opportunities and Inspiration to enable low-income families and communities to achieve self-reliance. We believe in Community Action that provides the opportunities for volunteering to end the cycle of poverty. For example, Oahu Head Start has over 1,000 volunteers every month dedicated to promoting education in preschoolers.

With our staff of 450 employees and over 8,000 volunteers, HCAP operates with a budget of approximately twenty million dollars consisting of federal, state, county and private funds. Annually, more than 200,000 clients receive services on Oahu. Over 30,000 requests for assistance come through the Waianae District Office.

HCAP has five district centers; Central District in Aiea, Kalihi-Palama District in Honolulu, Leahi District in Honolulu, Leeward District in Waianae, and the Windward District in Kaneohe. HCAP services are designed to alleviate the social, emotional and economic stress so often associated with poverty. The six main HCAP programs encompass;

- Community Development and Advocacy
- Early Childhood
- Employment
- Education
- Economic Development
- Emergency and Transitional Programs

2. Goals and objectives related to the request

Goal: To expand provision for early childhood education programs in the Leeward area through the renovation of the existing Oahu Head Start Waianae site. Relevant objectives are provided as follows.

1. To develop a modern ADA compliant facility
2. To accommodate additional programs and services relating to early childhood education

3. State the public purpose and need to be served

The public purpose to be served will be to meet the growing need for critical each childhood education programs/services by the low-income in the Leeward area. The proposed rehabilitation will involve making better use of existing space, which currently can not be fully utilized due to severe deterioration of physical infrastructure. The rehabilitation will not only allow the expansion of existing programs and services, but also allow new

supporting programs to be implemented to directly benefit the low-income in the Leeward area.

The needs of the Leeward area are compounding with also the increasing number of homeless settlements there. The following statistical highlights are to be noted:

- As of 2006 there were approximately 6,000 homeless in Oahu. 1,500 homeless are believed to be from the Leeward area.
- Around 70% of the 1,500 homeless on the Leeward Coast beaches are Native Hawaiian
- 25% of Oahu's foster children are from Waianae
- 80% of foster children in Waianae have a history of homelessness

Having catered to the needs of the Leeward area for over 40 years, HCAP is fully aware of the needs of the community. HCAP has found upon reviewing the community needs assessments the following statistics for the Leeward Coast. The following are highlights of findings:

- 16.35% unemployment rate
- 25.05% of adults over 25 years old do not have a high school diploma
- 38.65% of families live at or below the poverty level
- 12.83% projected increase in the growing need for preschool capacity over the next 5 years

A recent community awareness conference showed that there were several root causes of homelessness. These include: lack of supportive housing/housing assistance programs; insufficient income to meet the high cost of living in Hawaii; and lack of health and supportive services.

The proposed request for \$750,000 in CIP funding would therefore not only be an investment in improving physical infrastructure, but would also be an investment in early childhood education.

4. Describe the target population

The intended beneficiaries will be low-income children and their families who will directly benefit from the increase in early childhood education programs and services.

5. Describe the geographic coverage

HCAP's Waianae District Office serves the Leeward Coast, including the communities of Nanakuli-Lualualei, Maili, Niulii Reservoir, Waianae Kai, Lualualei Homesteads, Makaha, and Makaha Valley-Makua.

II. SERVICE SUMMARY AND OUTCOMES

1. Describe the scope of work, tasks and responsibilities

Specific scope of work, tasks, and responsibilities will be determined and shaped by the results of the planning and engineering phase.

Anticipated rehabilitation will include: demolition, removal, relocation, offsite improvements, onsite improvements (electricity and water), landscaping, rehabilitation, building construction, inspection.

In 1965, Oahu Head Start had two preschool classrooms in the Waianae District Office. Today, there are still two Head Start classrooms serving 40 children each daily. The proposed renovation would allow for additional space to be used for Oahu Head Start allowing for more children to be enrolled in more classrooms. Following the renovation, additional slots will be available for infants, toddlers and preschoolers to attend early childhood.

2. Timeline

Timeline is to be found under Attachments.

3. Quality Assurance and Evaluation

1. Audit and Financial Management

For more than 40 years HCAP has effectively and efficiently managed grants, funds and donated contributions to meet the growing needs of local recipients and their families. HCAP's "leadership" management design provides dual internal and external oversight of grant funds to ensure program objectives are met within the grant award framework. The result is an achievement of excellence to implement and maintain "best business practices".

Internally, HCAP's governance role is through promoting "leadership" at all levels. HCAP's "leadership" program provides oversight and accountability beginning with the Board of Directors, Executive Director, Chief Financial Officer, managers and staff personnel for fund program performance objectives.

HCAP "leadership" management provides:

- Governance for policy and procedures to maintain program objectives
- Strategic direction
- Fund Development
- Technology to support program objectives
- Staff training
- Communication
- Staff empowerment to "do the right thing"

Governance for policy and procedures to maintain program objectives is achieved through implementing and reviewing accounting practices in accordance with generally accepted accounting principles.

The internal accounting control processes have been established to safeguard the assets and to ensure reliability of the financial records. HCAP's internal controls for fund transactions provide:

- Authorization and approval
- Documentation and accurate recording
- Computer security

- Budget development for each grant to establish expense guidelines
- Segregation of staff duties
- Arm's length business arrangements are mandated
- Cash receipt and deposit separation
- Bank statement review and reconciliation completed and audited timely
- Accounting policies and processes are in writing and reviewed annually
- Bond coverage for staff

These processes include:

- * Financial and accounting policies and procedures which are:
 - in compliance with A-122, A-133 and grantor regulations; applicable to the following:
 - property control
 - payroll (personnel cost reports)
 - financial reporting
 - budgeting
 - cash receipt and disbursement
- * Funds management policies and processes are as follows:
 - Establish and maintain separate accounting and related records for each contract with a budget in accordance with generally accepted accounting principles
 - Periodic preparation of financial statements
 - Cash flow process is initiated following the registration of the contract
 - Program expenditure report is generated for budget cost analysis on a periodic basis and for reporting purposes
 - Senior accountant(s), under the direction of the CFO, are assigned to each fund contract to ensure compliance in all areas.
 - Fiscal, program, and other staff as required comprise fund management teams that meet on a regular basis to review program objectives, discuss and implement program improvements.
 - Expenses are obligated and expensed under the terms of the fund contract
 - Cash payments are authorized by fiscal and program management to ensure program compliance and payment integrity.
 - Budget submission by fund including any amendments or revisions must be signed by the requesting program manager and approved with signature required by the Executive Director.
- * HCAP's Board of Directors provides the governance, strategic direction and fund development to ensure program compliance for each fund with continued assessment of recipient's needs for program changes.
- * Technology provides the tools to accurately track the detail of expenditures and revenues for cost benefit analysis and for reporting purposes.
 - A fund accounting computer system was purchased and implemented in April 2005 to ensure compliance and accurate reports of each fund.
- * HCAP provides education and training to staff on related fund topics. Educational funds are available to staff for educational purposes for career development.
- * Communication is encouraged and welcomed in HCAP at all levels. Regular department meetings as well as cross sectional meetings are held to discuss

current and future topics. Fund issues, objectives, and program criteria are discussed with time line resolutions for action.

In addition to internal governance, external compliance is performed by external examiners. The external audits are performed by both independent auditors and grantor monitors. An organization-wide audit is conducted annually by a certified public accounting firm in accordance with applicable auditing standards which meets the A-133 Standards for Audit of Governmental Organizations, Program, Activities, and Functions.

Audits include but are not limited to an examination of the internal control system affecting the expenditure of grant funds, statements, reports and schedules. The most recent audit was conducted for the fiscal year ending March 31, 2007. Grantor monitoring is performed on a scheduled (e.g. Head Start every three years for a week with a team of 10 monitors) and unscheduled basis. All grantor monitor recommendations and findings are followed through with a corrective action plan with timeline, accountability and reporting.

HCAP's financial management has developed into a simple and effective structure that ensures compliance with both state and federal regulations with demonstrated flexibility to redirect operational programs on short term notice for the benefit of grant recipients.

4. Monitoring for Quality Control

a. Grant Management

All grants are managed in accordance with HCAP's mission statement, which is to provide opportunities and inspiration to enable low income families and communities to achieve self-reliance. Grant management, including but not limited to program operations, review of systems, contract management, reports, compliance with equal employment opportunity and grievance procedures, is the responsibility of the Coordinator. The Executive Director and the Chief Financial Officer are responsible for ensuring compliance with all contract requirements.

b. Program Operations

The Chief Financial Officer is responsible for updating financial management policies and procedures. The Executive Director and Director of Community Services review program management policies and procedures. HCAP's Administrative Policies and Procedures Manual ensure program quality and consistency throughout the agency.

III. FINANCIAL

1. Budget Forms (see attached).
2. Anticipated quarterly funding requirements for the Fiscal Year 2008-2009

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$250,000	\$250,000	\$150,000	\$100,000	\$750,000

IV. EXPERIENCE AND CAPABILITY

A. Necessary Skills and Experience

HCAP has been serving Oahu's communities since 1965. During this time, HCAP has developed different skills, programs and experiences to assist the most underprivileged families. Currently, HCAP offers a wide-range of programs designed to help low-income people on Oahu overcome the impact and cycle of poverty.

The following highlights HCAP's experience in programs relevant to self-sufficiency:

Program: Out-of-School Youth Program
 Contracting Agency: Department of Community Services
 Address: 715 South King Street, Suite 311, Honolulu, HI 96813
 Telephone: 527-5311
 Dates: 2000 - present
 Description: The program provides out-of-school youth, ages 14-21, with pre-employment preparation, education, skills training, counseling and job placement.
 Contact: Deborah Morikawa, Director

Program: In-School Youth Program
 Contracting Agency: Department of Community Services
 Address: 715 South King Street, Suite 311, Honolulu, HI 96813
 Telephone: 527-5311
 Dates: 2003 - present
 Description: The program provides in-school youth, ages 14-21, with pre-employment preparation, education, skills training, counseling and job placement.
 Contact: Deborah Morikawa, Director

Program: Employment Core Services for Low-Income Persons/
 Employment Related Services for Low-Income
 Persons (Families Are Working)
 Contracting Agency: Department of Labor and Industrial Relations, Office
 of Community Services
 Address: 830 Punchbowl Street, Room 420, Honolulu, HI 96813
 Telephone: 586-8675
 Dates: 1997 - present
 Description: The program provided employment services to low-income residents of including intake, assessment, service planning, employment preparation, job acquisition and maintenance.
 Contact: Keith Yabusaki, Program Administrator

Program: Senior Community Services Employment Program
 Contracting Agency: Department of Labor and Industrial Relations,
 Workforce Development Division
 Address: 830 Punchbowl Street, Room 329, Honolulu, HI 96813
 Telephone: 586-9262
 Dates: 1974 - present
 Description: The program provides low-income, older workers,

aged 55 and over with subsidized work experience in nonprofit organizations and with unsubsidized job placement.

Contact: Yvonne Chong, Program Specialist

Program: WorkLinks One-Stop Center at Makalapa Community Center

Contracting Agency: Department of Community Services

Address: 715 South King Street, Suite 311, Honolulu, HI 96813

Telephone: 527-5311

Dates: 2000 - present

Description: As part of a consortium of agencies, the program operates a one-stop employment center at Makalapa Community Center to provide a variety of employment and training resources at a single location.

Contact: Deborah Morikawa, Director

Program: Employment/Job Readiness Services

Contracting Agency: Department of Labor and Industrial Relations, Office of Community Services

Address: 830 Punchbowl Street, Room 420, Honolulu, HI 96813

Telephone: 586-8675

Dates: 1995 - present

Description: The program provides pre-employment services to low-income residents of including intake, assessment, service planning, assistance with removal of employment barriers, building motivation and self-esteem and job coaching.

Contact: Len Oyama, Program Specialist

Program: Business Development

Contracting Agency: Department of Labor and Industrial Relations, Office of Community Services

Address: 830 Punchbowl Street, Room 420, Honolulu, HI 96813

Telephone: 586-8675

Dates: 2000 - present

Description: The program provided training and technical assistance in entrepreneurship to low-income residents of including intake, assessment, service planning, micro-enterprise classes and assistance with starting up a small business.

Contact: Len Oyama, Program Specialist

B. Facilities

The proposed Waianae Multipurpose Community Center will be ADA accessible. Additional facility details are provided as follows:

Location of Project Site: Waianae
Census Tract: 97.01
Tax Map Key Number: (1) 8-5-002:012

Street Address: 85-555 Farrington Highway
Waianae, Hawaii 96792-2354

V. PERSONNEL: PROJECT ORGANIZATION AND STAFFING

1. Proposed Staffing, Staff Qualifications, Supervision and Training

Proposed staff will include the Executive Director and the Director of the Oahu Head Start Program.

Executive Director Joan P. White will provide direction and oversight of unrestricted operating funds. Prior to joining HCAP, she served in variety of administrative positions over the last 25 years, including: Executive Director of Hawaii Uninsured Project; Hawaii Institute for Public Affairs; Board Executive of Temporary Board of Trustees; Long Term Care Financing Act 245; U.H. College of Social Science; Vice President of Healthcare Association of Hawaii; Executive Director of YWCA of Oahu; and Administrator for Planning and Development at Straub Clinic and Hospital. She has an MBA from Chaminade University.

Lynn Cabato is the current Director of Oahu Head Start Program. Lynn's relationship with HCAP O'ahu Head Start program spans 30 years. In 1976, she was first hired as a Social Service Aide I (now known as Family Advocates). Thereafter, Lynn's growing experience and accomplishments coupled with the many opportunities provided by the program, allowed for professional development and upward mobility. With the encouragement and mentoring offered by a senior manager, Lynn sought the most challenging positions in the organization which further honed her skills, knowledge, and abilities in the area of early childhood development, program development, program management, fiscal management, collaboration and networking. She has held several positions including Teacher, Program Manager, and Assistant Director. Lynn is passionate about and committed to the mission and philosophy of Head Start. Her dedication and efforts are based upon Professor Dennis Ogawa's "Kodomo No Tame Ni" which translates to "For the Sake of the Children".

2. Organization Chart

HCAP Organizational Chart and the Oahu Head Start Program Organizational Charts are to be found under Attachments.

VI. OTHER

A. Litigation

None.

B. Licensure or Accreditation

Not applicable




ATTACHMENTS

BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2008 to June 30, 2009)

Applicant: Honolulu Community Action Program, Inc.
Oahu Head Start Waianae Rehabilitation

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Space				
4. Lease/Rental of Equipment				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Construction Cost	750,000			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	750,000			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	750,000	0	0	0
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	750,000	Lorma Viernes 521-4531		
(b)		Name (Please type or print) Phone		
(c)				
(d)		Signature of Authorized Official Date		
		Joan P. White, Executive Director		
		Name and Title (Please type or print)		
TOTAL REVENUE	750,000	For State Agency Use Only		
		Signature of Reviewer Date		

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant/Provider: Honolulu Community Action Program Inc.

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				750,000		
EQUIPMENT						
TOTAL:				750,000		
JUSTIFICATION/COMMENTS:						

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant/Provider: Honolulu Community Action Program Inc.

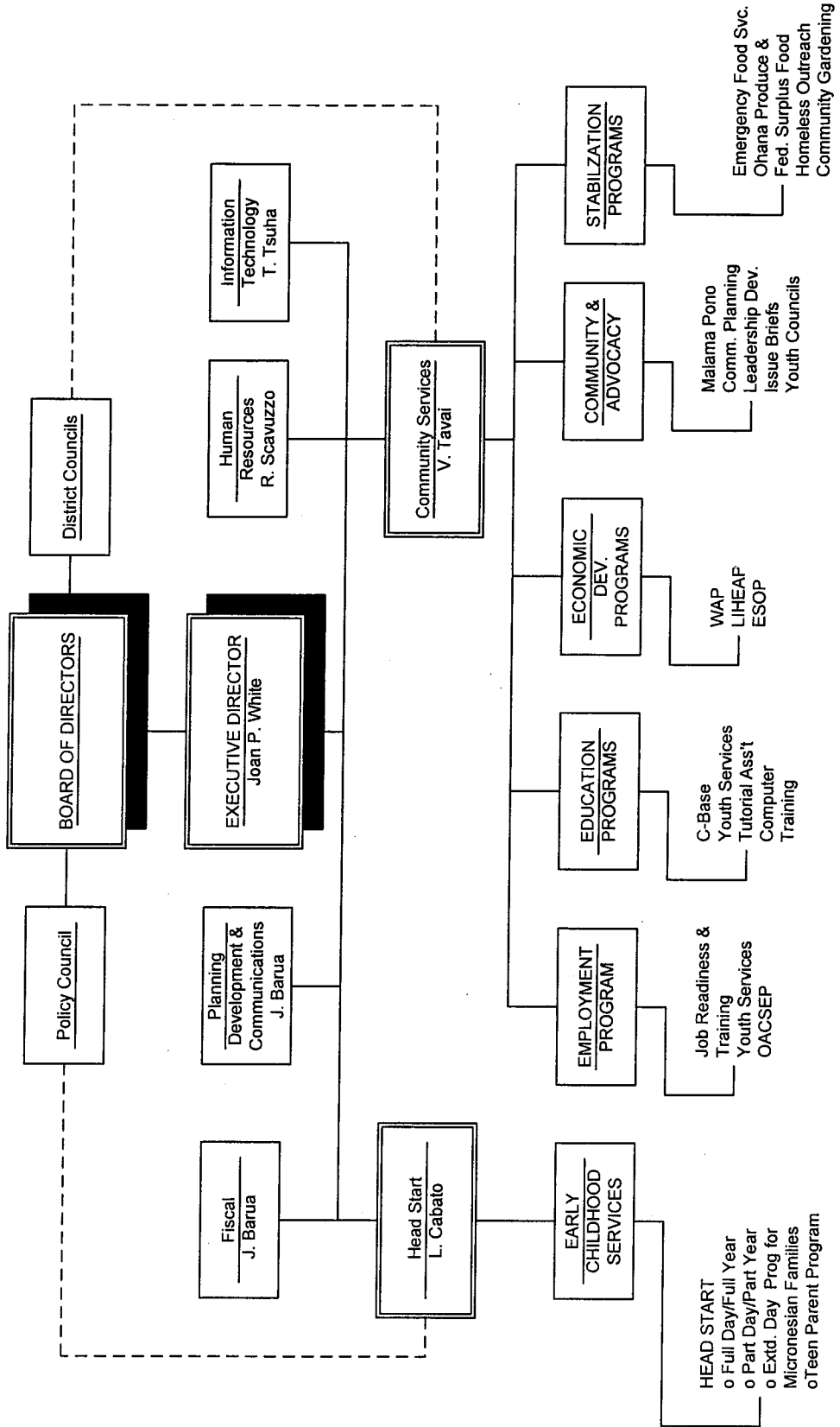
Period: July 1, 2008 to June 30, 2009

DESCRIPTION OF EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not Applicable				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not Applicable				
JUSTIFICATION/COMMENTS:				

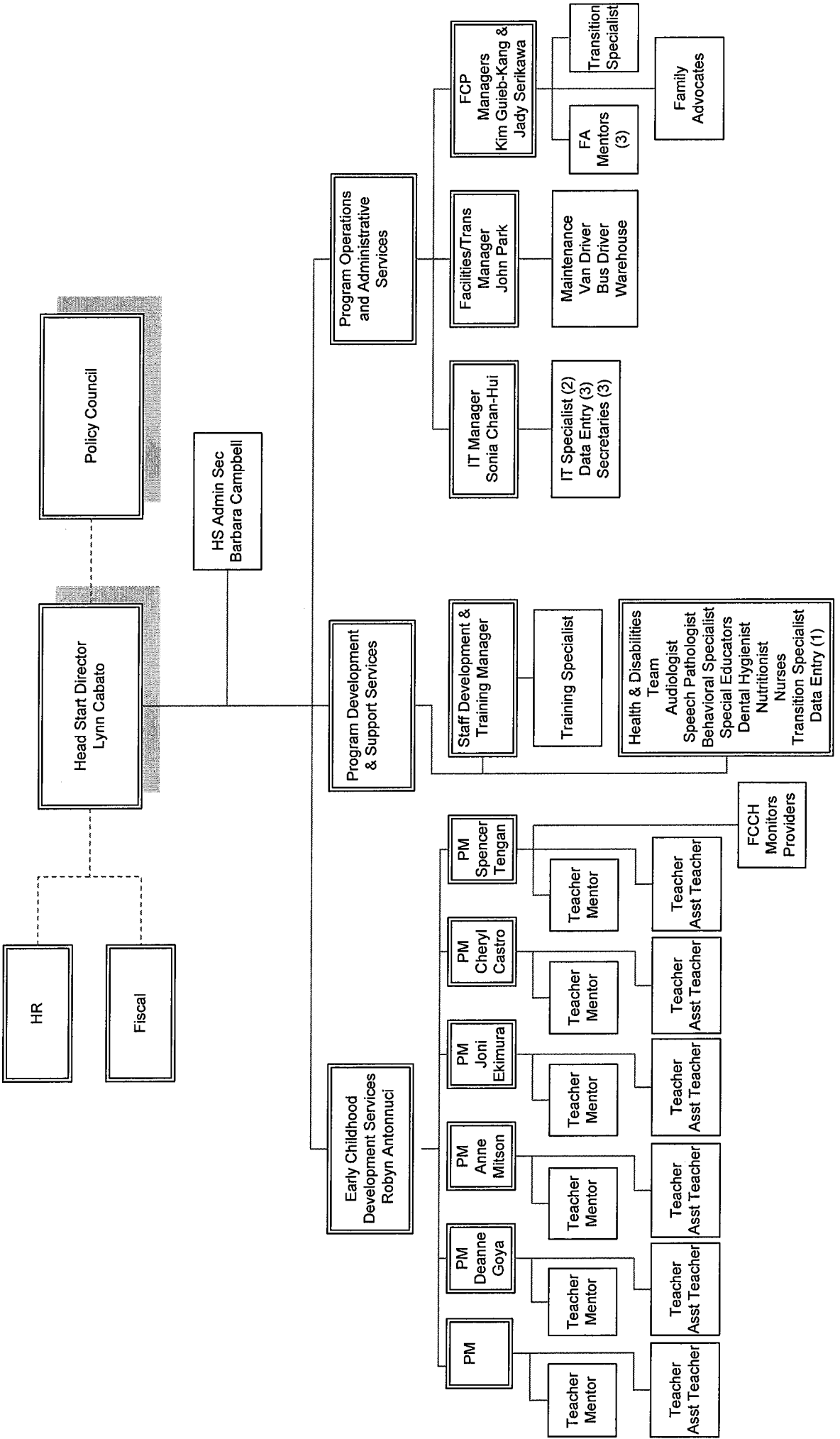
HONOLULU COMMUNITY ACTION PROGRAM, INC.

January 9, 2008



Oahu Head Start Organizational Structure

12/07/2007



Timelin

Organization: Honolulu Community Action Program (HCAP)
 Project: Oahu Head Start Program Waianae Rehab

Objectives and Major Tasks	Performed By (Position)	Month																							
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Development Agreement	State	X																							
Subrecipient Agreement	State		X																						
Bid Solicitations/Selections	ED/HCAP		X																						
Planning & Engineering	ED/HCAP		X																						
Approvals	State/City		X																						
Renovation/Rehabilitation	CM		X										X												
Final Inspections & Approvals	State/City			X								X													
Accept Building from Contractor	ED/HCAP & CM														X										

Legends:
 City: City & County of Honolulu
 ED: Executive Director
 CM: Construction Manager
 State: State of Hawaii

**DECLARATION STATEMENT
APPLICANTS FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAII REVISIED 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.

HONOLULU COMMUNITY ACTION PROGRAM, INC.

(Typed Name of Individual or Organization)


(Signature)

01/31/08
(Date)

Joan P. White
(Typed Name)

Executive Director
(Title)