

House District 1,4,5,7

Senate District 1, 2, 3

THE TWENTY-SIXTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: 29-0

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):

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
Hawaii County Economic Opportunity Council (HCEOC)

Dbas: Same as above.

Street Address: 47 Rainbow Drive, Hilo, HI 96720

Mailing Address: 47 Rainbow Drive, Hilo, HI 96720

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name GEORGE YOKOYAMA

Title Resource Mobilizer

Phone # 808-961-2681 ext: 107

Fax # 808-935-9213

e-mail hceocgy@hawaii.rr.com

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

OFFER SCHOOL REFERRED THIRD AND FOURTH GRADE UNDERACHIEVING STUDENTS ACCESS TO A QUALITY AFTERSCHOOL PROGRAM WHICH PROVIDES ACADEMIC ASSISTANCE, SOCIAL INTERACTION, MULTICULTURAL KNOWLEDGE, AND TRANSPORTATION SERVICES.

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2012-2013: \$611,189

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

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

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

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

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

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]  
AUTHORIZED SIGNATURE

LESTER SETO, INTERIM EXECUTIVE DIRECTOR  
NAME & TITLE

01/30/12  
DATE SIGNED

# **Application for Grants and Subsidies**

## **LANGUAGE ARTS MULTICULTURAL PROGRAM**

### **I. Background and Summary**

#### **1. A brief description of the applicant's background:**

Hawaii County Economic Opportunity Council (HCEOC) is a private non-profit community action agency established in 1965 under section 501 C and 170 (b) (1) (a) (vi) of the Internal Revenue Code. Applicant is governed by a twenty-seven (27) member Board of Directors composed of nine (9) public, nine (9) private, and nine (9) low-income representatives.

The mission of HCEOC is the alleviation, elimination, and prevention of poverty in the County of Hawaii by:

- Mobilizing and channeling private and public resources into antipoverty action;
- Stimulating new and effective approaches to the alleviation of poverty;
- Strengthening communication, mutual understanding;
- Planning the coordination and implementation and antipoverty programs in the community;
- Educating children and youth to become responsible contributing adults in society;
- Assisting the poor to attain economic self-sufficiency.

Over the last four decades, HCEOC has remained steadfast in its commitment to community action by offering vital services and innovative programs to improve the lives of disadvantage individuals, families, and communities throughout Hawaii County.

HCEOC services and programs include vital transportation for the elderly and disabled residing in remote and underserved areas, culturally appropriate children and youth programs to promote independent life-long learners and prevent high-school dropouts, employment training for the unemployed and underemployed, food assistance for the hungry, installation of energy efficient devices for low-income households to help reduce their energy bills, assist low-income households with home energy bills, and economic development projects.

**2. The goals and objectives related to the request:**

Funding request for the Language Arts Multicultural Program (LAMP) is to offer school referred third and fourth grade underachieving students access to a quality afterschool program which provides academic assistance, social interaction, multicultural knowledge, and transportation services. Through improvement in their reading, writing, speaking, and socialization skills and better knowledge of their own cultures and others, the students will develop self-confidence and a positive attitude about themselves and learning. Our ultimate goal is to have our underachieving third and fourth grade students become **independent life-long thinkers and learners** who make positive contributions to our society.

The objectives of the LAMP program are as follows:

COMPONENT	OBJECTIVE
<p style="text-align: center;"><b>Reading Comprehension</b></p>	<p>70% of the program’s students will gain a minimum of 2 percentile per year as measured by the Stanford Diagnostic Reading Test (SDRT), comprehension subtest.</p>
<p style="text-align: center;"><b>SAT WRITING ASSESSMENT</b></p>	<p>80% of the program’s students will attain a 4.5 on the SAT Writing Assessment or gain one point in writing skills as measured by the Stanford Achievement Test Writing Assessment on a seven point scale, one being low.</p>
<p style="text-align: center;"><b>Keukaha Oral Language Test (KOLT) Listening/Speaking</b></p>	<p>70% of LAMP students will attain 4.5 on the KOLT or gain one point in listening/speaking skills as measured by the KOLT on a seven point scale, with one being low.</p>
<p style="text-align: center;"><b>Multicultural Awareness/Attitude</b></p>	<p>80% of the program’s students will achieve 80% on the teacher made LAMP Teacher’s Attitudinal Observation Worksheet or make an increase of 10% between the pre and post scores.</p>
<p style="text-align: center;"><b>Socialization</b></p>	<p>90% of LAMP students will improve in their socialization skills by 10%.</p>
<p style="text-align: center;"><b>Parent Contact</b></p>	<p>100% of the parents of the project students will be contacted by the LAMP staff at a minimum of four (4) times during the year.</p>

The Language Arts Multicultural Program (LAMP) is based on a field-tested curriculum developed by HCEOC with contributions by James Vasquez, Ph. D and Elaine Kono, Ph.D., Hawaii Department of Education. HCEOC has over 35 years of experience operating the LAMP program and extensive improvements have been made to the curriculum such as incorporating STEM (science, technology, engineering, math) education initiatives.

**3. State the public purpose and need to be served:**

High quality afterschool programs have a proven track record of improving student achievement in school. Regular participation in high quality afterschool programs is linked to significant gains in standardized test scores and work habits, improvement in school attendance as well as reductions in behavior problems among disadvantage students. These programs have a particularly strong learning impact on low-income and low-performing students.

**4. Describe the target population to be served:**

The target population is school referred third and fourth grade underachieving students from seven (7) elementary schools in Hawaii County: Naalehu Elementary, Mountain View Elementary, Keonepoko Elementary, Pahala Elementary and Ka`u High, Keaau Elementary, Kalanianaole Elementary and Intermediate, and Kealekehe Elementary.

- Naalehu Elementary School has the second highest number of English Language Learner (ELL) students and over 22% of the entire student population is Marshallese.
- Mountain View Elementary School has a high percentage of students receiving free or reduced lunch. 64.7% of the students are Native Hawaiian or part-Hawaiian.
- Keonepoko Elementary School has a high percentage of students receiving free or reduced lunch. Over half of the student population is of Native Hawaiian or part-Hawaiian descent.
- Ka`u High and Pahala Elementary School serves grades K-12 with enrollment of approximately 498 students for the entire year. 79.9% of the student population is of Filipino, Native Hawaiian, and Micronesian ethnicity. The majority of families work in resorts in Kona or Waikoloa.
- Keaau Elementary School has the highest number of ELL students on the island of Hawaii. The majority of ELL students are of Filipino ancestry. Collectively, this group represent nearly 17% of the entire student body. Keaau Elementary School is the second largest elementary school on the island of Hawaii, the first being Kealakehe Elementary.

- Kalaniana'ole Elementary School has the highest number of ELL students in the Hilo-Waiakea-Laupahoehoe complex. The majority of the ELL students are Chuukese and Marshallese. Approximately one-third of the third and fourth grade students are not proficient in reading as measured by the Hawaii Content and Performance Standards (HCPS) scores as tabled below.
- Kealakehe Elementary School is the largest elementary school in terms of student enrollment with a total of 896 for the 2010-2011 school year. Kealakehe. Student population is diverse, consisting of the following major ethnicity groups: 45% Native Hawaiian; 14.2% White, 12.2% Filipino, 6.1% Micronesian, and 5.4% Hispanic.

**Proposed Elementary Schools Profile**

Scale: Naalehu – NAAL

Pahala – PAH

Kealakehe - KEALA

Mountain View – MTV

Keaau – KEEAU

Keonepoko – KEONE

Kalaniana'ole – KAL

CRITERIA	NAAL	MTV	KEONE	PAH	KEEAU	KAL	KEALA
Number and percent of students receiving free or reduced-cost lunch	91.4%	90.9%	89.5%	77.1%	76.2%	76.8%	64.1%
Percent of students with limited English proficiency	31.3%	3.9%	9.1%	17.7%	16.9%	22.8%	24.8%
<b>3RD GRADE</b>	NAAL	MTV	KEONE	PAH	KEEAU	KAL	KEALA
Percent of students – HSCPS Reading Proficient (State Proficient Rate 65%)	37.0%	34.0%	64.0%	56.0%	63.0%	62.0%	64.0%
Percent of students – HSCPS Mathematics Proficient (State Proficient Rate 63%)	32.0%	20.0%	74.0%	50.0%	67.0%	38.0%	72.0%

<b>4TH GRADE</b>	<b>NAAL</b>	<b>MTV</b>	<b>KEONE</b>	<b>PAH</b>	<b>KEEAU</b>	<b>KAL</b>	<b>KEALA</b>
Percent of students – HSCPS Reading Proficient (State Proficient Rate 67%)	48.0%	58.0%	48.0%	52.0%	57.0%	64.0%	55.0%
Percent of students – HSCPS Mathematics Proficient (State Proficient Rate 61%)	42.0%	39.0%	37.0%	48.0%	59.0%	68.0%	43.0%

Source: Department of Education, School Status and Improvement Report for school year 2010-2011

### **5. Describe the geographic coverage.**

The LAMP program will be available in the following elementary schools in Hawaii County:

- Naalehu Elementary school is located in the southernmost community on the island of Hawaii. The school is located 63 miles from Hilo on the east side and about the same distance from Kona on the west.
- Mountain View Elementary school is located on the slopes of Kilauea Volcano on the Big Island of Hawaii. Driving only 14 miles south from Hilo on Highway 11, Mountain View Elementary School stands with a beautiful view to the west of Mauna Kea and Mauna Loa mountains, which both reach heights of over 13,800 feet.
- Keonepoko Elementary school is located in the Puna district, in the community of Pahoa, on the eastern side of Hawaii County.
- Ka'u High and Pahala Elementary school is a small rural K-12 school located in the southern district of Ka'u, in the town of Pahala. Ka'u is the largest district on the island, and in the state of Hawaii, with an area of over 600,000 acres.
- Keaau Elementary is located in the rural community of Keaau on the east side of Hawaii Island with student enrollment increasing every year.
- Kalaniana'ole Elementary school is located in small rural community of Papaikou, six miles from downtown Hilo. The school serves the neighboring communities of Honoli'i, Pauka'a, Papaikou, Pepeeeko, Honomu, and Hakalau.
- Kealakehe Elementary school is located on the slopes Hualalai, overlooking Kailua Bay on the Kona Coast.

## II. Service Summary and Outcomes

### 1. Scope of work, tasks and responsibilities:

A LAMP Teacher and a LAMP Aide provide tutoring in the 3<sup>rd</sup> and 4<sup>th</sup> grade Department of Education (DOE) classroom during the day, according to schedule. LAMP staff spends an average of 20 hours per week in the DOE classroom during the tutoring component of the program.

The presence of being in the DOE classroom allows the LAMP staff to apply the same concepts and skills that is being taught in the DOE classroom to the LAMP afterschool homework period.

#### Scope of Work

***Development of Language/Social Skills:*** The LAMP Program is designed to offer in-school tutorial services to 3<sup>rd</sup> and 4<sup>th</sup> students in targeted Department of Education schools in Hawaii County. During the after school hours the LAMP staff provides homework guidance, basic language instruction, social skills enhancement activities, civic education, and multicultural activities to reinforce language skills. By providing classroom projects that involve students to read, write and speak Standard English, we will offer opportunities to the students to improve their language skills.

***Development of Multicultural Awareness and Appreciation:*** Multicultural activities will be planned in order to promote acceptance of other cultures and the understanding and appreciation of the participants' own cultures. Strategies used will be: bibliotherapy, use of parents, relatives, siblings, community resources and field trips. Other strategies will include using holidays from the different cultures in preparing lessons, and preparing cooking demonstrations of foods from different cultures to provide interest, awareness and appreciation.

***Parental Participation:*** Parent involvement and education will be accomplished through one on one contact with parents, group meetings, parent workshops and using parents as resources, demonstrators, tutors and general aides. Our LAMP teachers drive students home in marked vans/bus and therefore are continually in touch with the students' parents. The four annual parents meetings are used to provide parents with suggestions on how to support their children in becoming independent thinkers and learners. To help parents, we plan to include computer training to make parents feel comfortable about using the computer. The LAMP Teachers on occasion have been the persons responsible for bringing parents and the DOE teachers together for conferences.

***Coordination of Services:*** LAMP staff works closely with DOE administrators and regular classroom teachers in order to identify student needs, provide appropriate lessons and activities, as well as to monitor growth.

LAMP staff also assists parents by serving as the intermediary between the family and DOE teachers. Parent involvement is an important element of the LAMP Program. On many occasions, LAMP parents and other family members are used as resources to improve the students' self-concept and demonstrate that parents are indeed the primary teachers of their children.

Through our partnership with the Department of Education, LAMP students will have access to the school's computer laboratory to learn fundamentals of word processing and engage in self directed computer-based learning activities. LAMP Staff will orient interested parents on the fundamentals of computer usage using both the desktop computer and laptops during the quarterly parent meetings.

#### Tasks and Responsibilities

***LAMP Teacher:*** The responsibilities of the LAMP Teacher will be to plan and implement daily lessons that are in consonant with identified LAMP goals and objectives, fulfill all expectations of the LAMP Program Design, provide training to the LAMP Aide and community/parent volunteers, coordinate LAMP activities with DOE administrators and teachers, drive and maintain a 20 passenger marked van/bus, perform other duties as requested by the LAMP Program Coordinator.

***LAMP Aide:*** The responsibilities of the LAMP Aide will be to assist in the planning, coordination and implementation of the daily LAMP activities; assist in the preparation of reports and perform general clerical duties in the classroom; assist the LAMP Teacher in evaluating program effectiveness; assist with and attend program related parent meetings; may need to drive and maintain a 20 passenger marked van/bus.

***Program Coordinator:*** The responsibilities of the Program Coordinator will be to administer, coordinate and implement the LAMP Program; assist in carrying out objectives of the program; evaluate effectiveness and adequacy of the program standards; develop and maintain cooperative working relationship with the Department of Education school administration and staff; develop effective plans for LAMP, organize, train and provide support to the LAMP staff, provide for staff development and supervision of personnel.

***Responsibilities of Volunteers:*** The responsibilities of the volunteers will be to work under the supervision of the LAMP Teacher. Volunteers can serve as chaperones, tutors, resource speakers, snack contributors and storytellers or readers.



2. **Projected annual timeline for accomplishing the results or outcomes of the service:**

LAMP Program activities are scheduled in accordance to the Hawaii Department of Education's school calendar.

<b>IN-SCHOOL ACTIVITIES</b>	<b>Start Date</b>	<b>End Date</b>
Assist regular classroom teachers with in classroom activities.	August 2012	May 2013
<b>AFTER SCHOOL LAMP ACTIVITIES</b>	<b>Start Date</b>	<b>End Date</b>
Staff each center with one LAMP teacher and one LAMP aide; enrollment of 26 students.	July 1	June 30
Complete staff orientation and develop annual curriculum outline with staff	July 1	August 30
Receive pretest result from LAMP centers. Prepare and submit 1 <sup>st</sup> quarter report (July – Sept)	September 15	October 30
Complete informal mid-year assessment on LAMP students and the effectiveness of the program staff	January 1	January 30
Prepare and submit 2 <sup>nd</sup> quarter report (Oct – Dec)	January 1	January 30
Prepare and submit 3 <sup>rd</sup> quarter report (Jan – Mar)	April 1	April 30
Receive post-test results from LAMP centers	May 15	May 30
Receive final statistics from LAMP centers	May 15	June 1
Receive final narratives from LAMP centers	June 1	June 15
Compile statistics and submit final report to the funding body	June 1	July 1

The following is a typical LAMP program after-school curriculum which is generally adopted by LAMP teachers with some modifications.

<b>Time</b>	<b>Activity</b>
8:00 a.m. – 12:00 p.m.	Assist regular classroom teacher with
2:00 p.m. – 2:15 p.m.	Snack Time
2:15 p.m. – 3:00 p.m.	Assist students with homework, complete worksheets, computer laboratory, solve problem of the day
3:00 p.m. – 3:10 p.m.	Snack and Story Time
3:10 p.m. – 4:00 p.m.	LAMP activity period, cultural activity, 5-W questions, clean-up
4:00 p.m. – 6:00 p.m.	Transport students home, meet and talk with parents on child's progress

3. **Quality assurance and evaluation plans:**

The academic objectives, which include those relative to reading comprehension, writing, speaking and listening improvement will be evaluated using pre and post measures, namely the Stanford Diagnostic Reading Test (SDRT), Stanford Writing Assessment, and the Keaukaha Oral Language Test (KOLT). Improvement in social skills and in attitude will be determined using teacher prepared checklists. Substance abuse and negative peer pressure resistance education will also enhance our students' knowledge base and will be tested via role-playing activities, written and oral tests.

During the monthly meetings, the LAMP staff will regularly assess the effectiveness of LAMP Program, review test administration procedures, refine teaching skills, introduce new teaching material and strategies, and improve skills to assess student growth.

Other informal evaluative measures to determine the effectiveness of LAMP Program are:

- Classroom observation of LAMP staffs' instructions with follow up.
- Evaluative comments by the Program Coordinator on staffs' monthly reports.
- Analyze past lessons as a group and offer suggestions.

The LAMP Teacher and Aide will:

- Maintain daily homework logs of work completed by target students in the after-school segment of Program.
- Maintain tutoring logs of students tutored during the morning hours in the DOE classrooms.
- Keep attendance records.
- Keep anecdotal records.
- Maintain logs of LAMP parents contacted by staff.
- Maintain individual student folders for each child that will include test results, anecdotal records, attendance, etc.
- Complete and submit monthly reports using appropriate format.
- Complete and submit required reports and final report as required by funding agency and Program Coordinator.

The Program Manager will:

- Prepare written comments on each monthly report.
- Conduct monthly meetings for the LAMP personnel.
- Make quarterly visits to each LAMP center and follow up with a written evaluation.
- Submit quarterly reports and a final report to the funding agency to document results of the pre/post testing and to report level of achievement by students in meeting project goals.
- Prepare requests for proposals as necessary.
- Prepare the LAMP budget and monitor program expenditures.

Agency Quality Assurance Plan is attached.

4. **Measure(s) of Effectiveness:**

COMPONENT	OBJECTIVE	METHODOLOY
<p style="text-align: center;"><b>Reading Comprehension</b></p>	<p>70% of the program’s students will gain a minimum of 2 percentile per year as measured by the Stanford Diagnostic Reading Test (SDRT), comprehension subtest.</p>	<p>Pre and post test will be administered to measure student progress in reading comprehension.</p>
<p style="text-align: center;"><b>SAT Writing Assessment</b></p>	<p>80% of the program’s students will attain a 4.5 on the SAT Writing Assessment or gain one point in writing skills as measured by the Stanford Achievement Test Writing Assessment on a seven point scale, one being low.</p>	<p>Pre and post test will be administered to measure student progress in writing.</p>

COMPONENT	OBJECTIVE	METHODOLOY
<b>Keaukaha Oral Language Test (KOLT) Listening/Speaking</b>	70% of LAMP students will attain 4.5 on the KOLT or gain one point in listening/speaking skills as measured by the KOLT on a seven point scale, with one being low.	Pre and post test will be administered to measure student progress in listening/speaking.
<b>Multicultural Awareness/Attitude</b>	80% of the program's students will achieve 80% on the teacher made LAMP Teacher's Attitudinal Observation Worksheet or make an increase of 10% between the pre and post scores.	LAMP teacher's observations on student's multicultural awareness and attitude
<b>Socialization</b>	90% of LAMP students will improve in their socialization skills by 10%.	Administration of LAMP teacher's assessment on the Student Socialization Evaluation.
<b>Parent Contact</b>	100% of the parents of the project students will be contacted by the LAMP staff at a minimum of four (4) times during the year.	Contacts with parents are conducted in person, telephone, email, or by other means shall be documented and tallied for the parent contacts report.

### III. Financial

#### Budget

1. See attached budget forms for detail of the request.
2. Anticipated quarterly funding requests for the fiscal year 2012-2013:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$183,357	\$122,237	\$183,357	\$122,238	\$611,189

**3. Listing of all other sources of funding that they are trying to obtain for fiscal year 2012-2013:**

HCEOC actively seeks and competes for federal, state, county, and foundation grants for the continuation of the Language Arts Multicultural Program. Presently, one LAMP center (Naalehu) is being funded by the County of Hawaii and State of Hawaii federal pass-through Community Services Block Grant funds. Aside from this funding request, HCEOC shall submit grant application to the County of Hawaii for the continuation of the LAMP programs for program year July 1, 2012 – June 30, 2013.

**4. Listing of all state and federal tax credits that have been granted within the prior three years and listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project.**

Not applicable

**IV. Experience and Capability**

**A. Necessary Skills and Experience**

Since 1974, HCEOC's LAMP Program has provided services in assisting the Department of Education in transforming underachieving third and fourth grade students to improve their language skills, develop a positive attitude about themselves and learning which would enable them to become life-long independent thinkers and learners.

In the January 2012 Afterschool Alliance publication "Principles of Effective Expanded Learning Programs: A Vision Built on the Afterschool Approach" decades of research documenting the outcomes of afterschool and summer programs reveal the core set of key principles that are essential to yielding the best results:

- School-Community Partnerships – characterized by alignment of goals and services, effective line of communication, and data and resource sharing. *For over 35 years, the Hawaii's Department of Education has welcomed the LAMP program in their schools and classrooms.*
- Engaged Learning makes learning meaningful and relevant. Maintaining engagement through positive relationships with adults and peers and hands-on learning experiences that may involve science, math, physical activity, music, or arts. This wide body of services complements, rather than replicates lessons taught during the school day. *The LAMP afterschool program provides engaged learning activities such as taking students on field trips, multicultural activities, science experiments, afterschool program presentations, and performing community services.*

- Family Engagement and involvement in their child's education is a key factor in student success and community-based organizations partnering with schools can often help facilitate communication between parents, schools, and most of all students. *Besides providing in-school and after school activities, the LAMP program transport students home which often allows the LAMP staff to meet and speak with the parent(s) on their child(ren)'s progress. Additionally, one of the objective of the LAMP program is to make a minimum of four (4) parent contacts during the program year.*
- Intentional Programming that have explicit goals and intentionally designed activities that align with the goals are critical to the success of expanded learning programs. In addition, successful programs must also engage participants in meaningful ways and meet their developmental and academic needs. *The LAMP program is designed to improve underachieving third and fourth grade students' academic performance as well as provide them with meaningful activities to improve their social interaction, multicultural awareness and attitude as measured in the multicultural awareness/attitude and socialization objectives.*
- Diverse, Prepared Staff involves a combination of both in-school staff and community partners who can help meet both the academic and developmental needs while serving as mentors for participants. Staffing ratios, staff qualifications/expertise and professional development needs must all be taken into consideration. *The LAMP staff assists the regular DOE teachers in the classrooms during the morning hours. The presence of being in the DOE classroom allows the LAMP staff to apply the same concept and skills that are being taught in the DOE classroom to the LAMP afterschool homework period. Professional development needs for the LAMP staff are addressed in LAMP and DOE staff meetings as well as community/DOE sponsored workshops.*

LAMP teachers are selected on qualifications that include academic proficiency and experience in working with children. Further, LAMP teachers and aides are provided training during monthly workshop/training sessions. These sessions offer opportunities to practice planning appropriate lesson plans, write meaningful objectives, and learn practical skills in carrying out lesson plans. They are provided training to administer standardized tests and strategies in positive teaching.

**Listing of the most recent three years of verifiable experience or contracts for the LAMP Program:**

Presently, the LAMP program is being offered to students at Naalehu Elementary School. In recent years, funding for the LAMP program has come from more than one source, mainly a combination of State and County grants.

Program/Funding Source	Language Arts Multicultural Program
Contracting Agency	Hawaii County Council
Contact Person	K. Angel Pilago Chair, Human Services Committee
Contact Information	74-5044 Ane Keohokalole Highway Building A Kailua-Kona, Hawaii 96740 Phone: 808-323-4278
Contract/Grant No.	
Contract Period	July 1, 2011 – June 30, 2012
Funding Amount	\$58,000
Program/Funding Source	Community Services Block Grant
Contracting Agency	Department of Labor & Industrial Relations Office of Community Services
Contact Person	En Young, Program Specialist
Contact Information	830 Punchbowl Street Room 420 Honolulu, Hawaii 96813 Phone: 808-586-3957
Contract/Grant No.	OCS-POS-12-61
Contract Period	October 1, 2011 – September 30, 2012
Funding Amount	\$33,432
Program/Funding Source	Language Arts Multicultural Program
Contracting Agency	Hawaii County Council
Contact Person	Emily Naeole Beason Chair, Human Services Committee
Contact Information	25 Aupuni Street Suite 1402 Hilo, Hawaii 96720 Phone: 808-961-8255
Contract/Grant No.	
Contract Period	July 1, 2010 – June 30, 2011
Funding Amount	\$75,000
Program/Funding Source	Community Services Block Grant American Recovery and Reinvestment Act
Contracting Agency	Department of Labor & Industrial Relations Office of Community Services
Contact Person	En Young, Program Specialist
Contact Information	830 Punchbowl Street Room 420 Honolulu, Hawaii 96813 Phone: 808-586-3957
Contract/Grant No.	OCS-ARRA-09-02
Contract Period	January 4, 2010 – September 30, 2010
Funding Amount	\$284,833

Program/Funding Source	Language Arts Multicultural Program
Contracting Agency	Department of Education
Contact Person	Tammy Keller
Contact Information	Department of Education Procurement & Contracts Branch 94-275 Mokuola Street Room 200 Waipahu, Hawaii 96797 Phone: 808-675-0130
Contract/Grant No.	CO-90044
Contract Period	July 1, 2008 – August 31, 2009
Funding Amount	\$225,000

**B. Facilities**

The LAMP Program is implemented at Department of Education’s school facilities. During the after school LAMP session, the program utilizes vacated classrooms when school ends for the day. If schools can spare a classroom, one is assigned to the LAMP Program.

**V. Personnel: Project Organization and Staffing**

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

Proposed Staffing

The LAMP Program will require one part-time Program Coordinator position and eleven (11) full-time positions which consist of five (5) teachers and six (6) aides for the following schools:

School	Teacher	Aide
Naalehu	1	2
Mountain View	1	1
Keonepoko	1	1
Pahala	1	1
Keaau	1	1
Kalaniana'ole	1	1
Kealakehe	1	1
<b>Total</b>	<b>7</b>	<b>8</b>

Proposed client number is 26 students per center divided by staff of 2 = 13 students per one adult per center. In Naalehu, the program will be expanded to include 39 students and 3 adults since over 50% of the student population are 1<sup>st</sup>



or 2<sup>nd</sup> year U.S. students from Marshall Islands or Mexico who are in the process of learning English.

### Staff Qualifications

The Program Coordinator shall supervise and monitor LAMP Teachers and Aides periodically to provide support and will meet with Teachers on a monthly basis as part of monitoring and evaluation process.

#### Program Manager

- Knowledge of legislative process.
- Knowledge of teaching and instructional methods, processes, and practices.
- Skill in use of general office equipment, computer, and software applications.
- Skill to correct, edit, and proofread instructional materials and documents.
- Ability and skill to plan, organize, and present instructional presentations and demonstrations to staff.
- Ability to work cooperatively as an effective team member of HCEOC and the DOE.
- College graduate in the field of Education or in a related field with two years of progressively responsible experience in a related field.
- Excellent verbal and written skills.
- Detailed oriented. Must be able to maintain records and submit reports, and other information accurately.
- Knowledgeable of community, agencies, and organizations within the area they serve.
- Must have the ability to relate and communicate effectively to minority groups, people, and community.
- Must possess a valid driver's license and have daily access to a vehicle.

#### LAMP Teacher

- College graduate, preferably meeting DOE certification requirements.
- Able to speak Standard English and has knowledge of at least one other community tongue.
- Skill in use of general office equipment, computer, and software applications.
- Knowledge of the cultural and social values of Hawaii's ethnic groups.
- Ability to communicate with target parents and students.
- Skill to correct, edit, and proofread instructional materials and documents.
- Ability and skill to plan and organize events and transportation

- Ability to work cooperatively as an effective team member of HCEOC and the DOE.
- Excellent verbal and written skills.
- Detail oriented. Must be able to maintain records and input data for reports.
- Knowledgeable of community, agencies, and organizations within the area they serve.
- Must have the ability to relate and communicate effectively to minority groups, people, and community.
- Must possess a valid driver's license and have daily access to a vehicle

The LAMP Teacher will supervise and provide guidance and support to the Aide. The Program Coordinator will meet with the Teacher and Aide on a monthly basis.

#### **LAMP Teacher Aide**

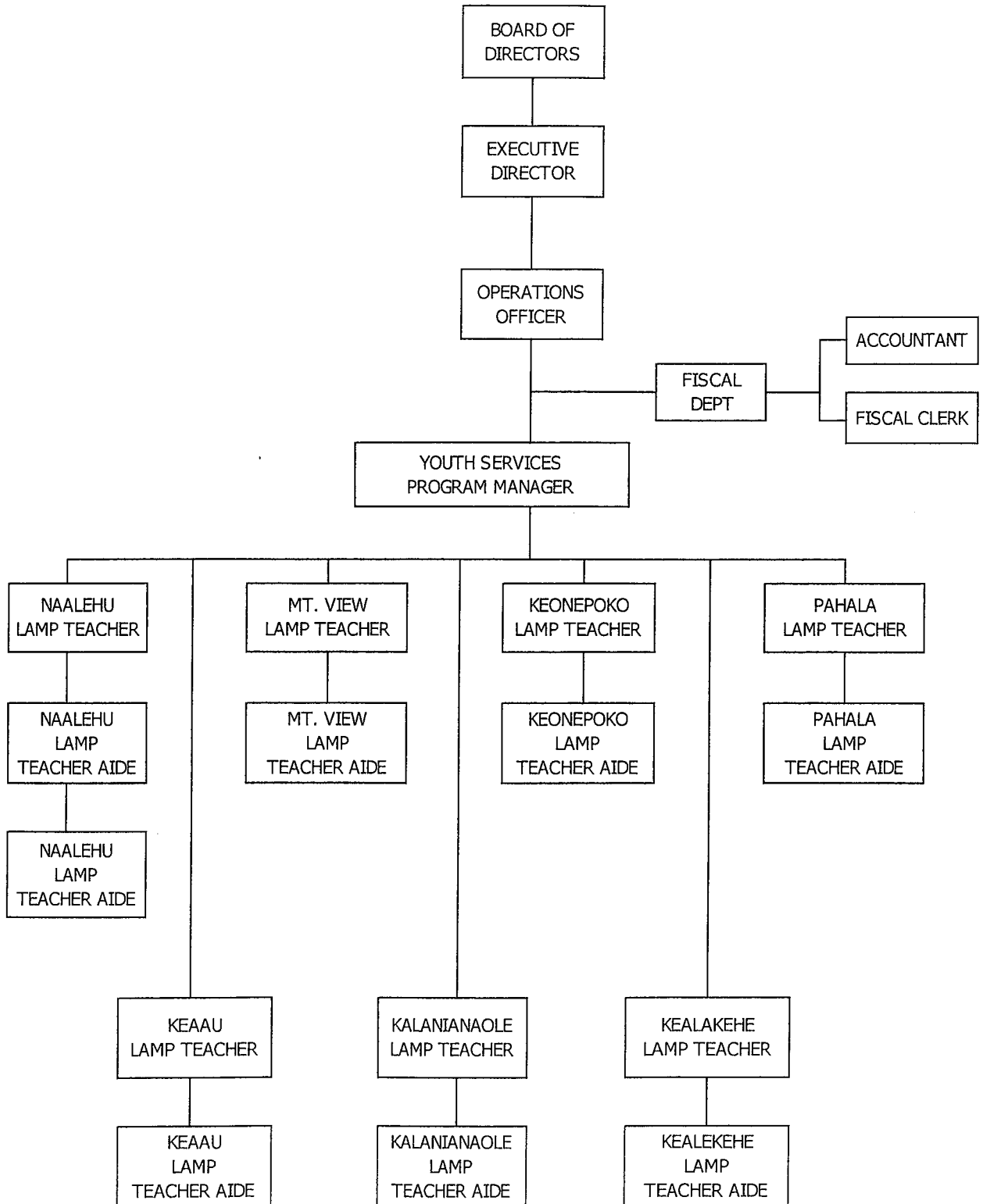
- High School graduate.
- Speaks standard English and has knowledge of at least one other common community tongue.
- Desire to work with children.
- Detail oriented to keep accurate daily, monthly reports.
- Meets health and physical condition requirements.

#### **Supervision and Training**

**Supervision:** The Program Coordinator will conduct on site visits to each center at a minimum of four times a year routinely according to a schedule. Unannounced visits may also be conducted. After each visit, the Program Coordinator will issue a written report to the LAMP personnel to comment on various aspects of the visit, make suggestions to improve on the implementation of lesson and activities observed.

**Training:** Every LAMP Teacher and Aide will be expected to attend monthly workshop/training sessions. During these monthly meetings, an array of topics ranging from instructional strategies to proper administration of tests will be presented. Staff will have opportunities to discuss, prepare plans, practice presenting mini lessons, and evaluate each other's lessons and presentations. Part of the training will include make site visits to possible field trip locations, introducing cultural speakers, and upgrading the teachers' skills in evaluating, writing, and reporting.

**B. Organization Chart**



Agency organizational chart attached.

**VI. Other**

**A. Litigation**

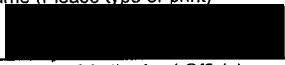
Not applicable.

**B. Licensure or Accreditation**

Not applicable.

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2011 to June 30, 2012)

Applicant: Hawaii County Economic Opportunity Council - LAMP

<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	398,147			
2. Payroll Taxes & Assessments	73,218			
3. Fringe Benefits	59,324			
<b>TOTAL PERSONNEL COST</b>	<b>530,689</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	0			
2. Insurance	8,000			
3. Lease/Rental of Equipment	1,000			
4. Lease/Rental of Space	1,000			
5. Staff Training	3,000			
6. Supplies	10,000			
7. Telecommunication	2,000			
8. Utilities	3,000			
9. Data Processing	2,500			
10. Audit Fees	3,000			
11. Physical Exam/Drug Testing	1,500			
12. Criminal Background Check	300			
13. Mileage - Staff	3,000			
14. Office/Yard Maintenance	1,500			
15. Copies	500			
16. Postage	200			
17. Vehicle Gas & Oil	30,000			
18. Vehicle Maintenance/Licensing	3,000			
19. Excursions	7,000			
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>80,500</b>			
<b>C. EQUIPMENT PURCHASES</b>	<b>0</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>0</b>			
<b>E. CAPITAL</b>	<b>0</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>611,189</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	611,189	George Yokoyama	808-961-2681 ext: 107	
(b)		Name (Please type or print)	Phone	
(c)			01/30/12	
(d)		Signature of Authorized Official	Date	
<b>TOTAL BUDGET</b>	<b>611,189</b>	Lester Seto, Interim Executive Director		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Hawaii County Economic Opportunity Council

Period: July 1, 2011 to June 30, 2012

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	0.80	\$54,000.00	5%	\$ 2,700.00
Senior Accountant	0.80	\$42,120.00	5%	\$ 2,106.00
Accountant	0.80	\$30,030.00	5%	\$ 1,502.00
Operations Officer	0.80	\$36,540.00	5%	\$ 1,827.00
Resource Mobilizer	0.25	\$16,248.00	5%	\$ 812.00
LAMP Manager	1.00	\$32,000.00	87.50%	\$ 28,000.00
LAMP Teacher - Naalehu	1.00	\$36,000.00	87.50%	\$ 31,500.00
LAMP Teacher - Mountain View	1.00	\$30,000.00	87.50%	\$ 26,250.00
LAMP Teacher - Keonepoko	1.00	\$30,000.00	87.50%	\$ 26,250.00
LAMP Teacher - Pahala	1.00	\$30,000.00	87.50%	\$ 26,250.00
LAMP Teacher - Keaau	1.00	\$30,000.00	87.50%	\$ 26,250.00
LAMP Teacher - Kalaniana'ole	1.00	\$30,000.00	87.50%	\$ 26,250.00
LAMP Teacher - Kealahou	1.00	\$30,000.00	87.50%	\$ 26,250.00
<b>TOTAL:</b>			<b>SUBTOTAL</b>	225,947.00
JUSTIFICATION/COMMENTS:			(Page 1 of 2)	

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Hawaii County Economic Opportunity Council

Period: July 1, 2011 to June 30, 2012

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
LAMP Teacher Aide I - Naalehu	1.00	\$26,400.00	87.50%	\$ 23,100.00
LAMP Teacher Aide II - Naalehu	1.00	\$26,400.00	87.50%	\$ 23,100.00
LAMP Teacher Aide - Mountain View	1.00	\$24,000.00	87.50%	\$ 21,000.00
LAMP Teacher Aide - Keonepoko	1.00	\$24,000.00	87.50%	\$ 21,000.00
LAMP Teacher Aide - Pahala	1.00	\$24,000.00	87.50%	\$ 21,000.00
LAMP Teacher Aide - Keaau	1.00	\$24,000.00	87.50%	\$ 21,000.00
LAMP Teacher Aide- Kalaniana'ole	1.00	\$24,000.00	87.50%	\$ 21,000.00
LAMP Teacher Aide - Kealahou	1.00	\$24,000.00	87.50%	\$ 21,000.00
			SUB TOTAL PG 2	\$ 172,200.00
			SUB TOTAL PG 1	\$ 225,947.00
<b>TOTAL:</b>			<b>TOTAL</b>	<b>398,147.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				

# BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Hawaii County Economic Opportunity Council

Period: July 1, 2012 to June 30, 2013

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

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
JUSTIFICATION/COMMENTS:  No equipment and motor vehicle funding requested for the LAMP program.				



## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Hawaii County Economic Opportunity Council

Period: July 1, 2011 to June 30, 2012

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2009-2010	FY: 2010-2011	FY:2011-2012	FY:2011-2012	FY:2012-2013	FY:2013-2014
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>  No capital project funding requested for the LAMP program.						

**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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant or subsidy used for the acquisition of the land.

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

Hawaii County Economic Opportunity Council

\_\_\_\_\_  
(Typed Name of Individual or Organization)



(Signature)

01/30/2012

(Date)

Lester Seto

Interim Executive Director

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Title)

## **Hawaii County Economic Opportunity Council Quality Assurance Plan**

Purpose: To provide guidance for evaluating the effectiveness of the programs conducted by the Hawaii County Economic Opportunity Council. Program evaluation is an important component of HCEOC's effort to assure that a program is operating as intended and achieving results.

A program evaluation is a thorough examination of the program and its effectiveness using statistical and analytical tools. It also uses expertise within and outside the program under review to enhance the analytical properties and to add credence to the evaluation and recommendations.

HCEOC's communication efforts, its impact and effectiveness in the community will be done. The evaluation will review publicity, the agency's activity with the media, the web site and other public communication efforts.

### Objectives:

1. Each program at HCEOC will develop outcomes/goals for each participant. The program will monitor the program at periodic intervals. The information obtained will be used to evaluate the program and to initiate changes when needed.
2. Performance Measurement System (self assessment tool) will be developed for each program. The Performance Measurement System will be used to determine overall effectiveness of the program. Surveys, regarding programs, activities and or projects; customer service, development, finance, shall be an essential component of the Performance Management Tool.

### Verification and Validation of Data

HCEOC's program activities require reliable financial and human resources information to assess agency operation and performance results and to make good management decisions. HCEOC will put maximum effort to ensure the accuracy of program information and any analysis of the information.

HCEOC shall continually review the information it collects in various databases for accuracy by using software tracking programs and program reviews of a sample of records. In addition, management shall conduct analyses regularly to review the information collected in order to identify any anomalies that indicate erroneous entries requiring correction to collection procedures.

HCEOC shall utilize software systems that enable the agency to collect information more rapidly and accurately by eliminating the need to enter information multiple times before it can be reviewed and analyzed. In addition, a series of edit checks shall be used to determine the accuracy of data entered from program staff. HCEOC shall utilize a software system that ensures ease of data entry and incorporates a number of checks to prevent the entry of incorrect data.

HCEOC shall maintain quality guidelines and internal procedures which ensure its ability to verify and validate the quality of data before it is released to the public and funding sources. All information received shall be used to improve HCEOC's systems and data.

## GRANT PROPOSAL

1. Prior to any grant application submission, HCEOC will ensure that it has the staff and expertise to accomplish the requirement of the grant.
  - a. The Request for Proposal (RFP) will be distributed to all individual who will be involved in the management of the grant.
  - b. A meeting to discuss HCEOC's participation will be held. Each proposed participant will be assigned an area to research, compile information and write a draft of their area for inclusion in the proposal.
  - c. Each manager will develop questions which should be addressed prior to any submission.
  - d. The program manager for the grant will develop outcomes and indicators (if not provided in the RFP) for tracking the grant program participant's progress.
  - e. Utilizing the outcomes and indicators, the program manager will develop a Performance Management tool (forms, charts, guidelines for reporting findings, recommendations for corrective action when objectives are not met, etc).
  - f. All Federal grants shall utilize an independent third party evaluator.
  - g. All grant proposals shall be approved by the Board of Director prior to submission.
2. The Executive Director will meet with all management and program staff to discuss the individual submissions.

## GRANT AWARD

Upon grant award, all management staff will meet to review the grant and to discuss the grant requirement. This will insure that any staff involved understands the requirement.

## PERFORMANCE MANAGEMENT SYSTEM

1. All staff will receive training on the grant, the monitoring and self assessment tools and procedure for reporting noncompliance with the terms of the grant.
2. All staff involved in the grant will receive a packet of the self assessment tools.

## GRANT PERFORMANCE

1. Participant Eligibility – What are the requirements for inclusion in the grant?
2. Participant Recruitment
  - a. Recruitment – Who will be recruited? How will the participants be recruited? Once accepted, how will they be evaluated? What will be the procedure for dealing with failing or non-performing participants? If the number of participants do not meet the objectives established in the grant, what procedure(s) will be utilized to increase participation?

- b. Monitoring – How many people were contacted? How many of the people contacted were accepted/included in the grant? If monitoring reveal a failure to meet established objectives/goals, what corrective actions should be initiated?

## ADMINISTRATION/MANAGEMENT

### Financial Management Practices

#### 1. Board Participation

- a. HCEOC shall insure that all Board members clearly understand their roles and responsibilities for financial health.
- b. HCEOC shall insure the board receives and reviews complete financial information at every meeting
- c. Board in collaboration with the management staff regularly reviews short-term and long-term plans and goals.

#### 2. Fiscal

- a. The financial management staff are qualified and knowledgeable
- b. There is a process in place to develop a well constructed and realistic budget.
- c. Financial reports are prepared in an accurate and timely manner.
- d. HCEOC has a regular plan for adequate cash balances, including cash flow and monitoring.
- e. HCEOC maintains cash balances or reserves appropriate for the organization.
- f. HCEOC maintains a system for tracking restricted or designated funds.
- g. HCEOC insures payroll tax deposits are timely.
- h. HCEOC insures bills are paid in a timely manner.
- i. There is a written financial policy in place including responsibility and authority for financial decisions.
- j. HCEOC insures that there are adequate and appropriate internal controls in place and maintained.
- k. HCEOC insures the financial system is in compliance with all required legal and funding reporting.
- l. HCEOC insures that the agency has an annual financial audit.
- m. HCEOC's CFO shall ensure that the financial system data are complete and accurate.
- n. HCEOC's CFO shall ensure that documentation is maintained to support the transactions recorded in the general ledger. In addition, HCEOC shall ensure that timely, complete and accurate reconciliations are performed and that differences identified are researched and resolved.
- o. Program Mangers shall have the necessary information for operating the program.
- p. There is evidence of cost containment.

### Human Resources and Staffing

- 1. HCEOC shall ensure that there is a formal human resources program.
- 2. HCEOC shall ensure that all employment practices comply with federal, state and local laws and regulations.
- 3. HCEOC shall provide to each employee a handbook of the personnel policies.

4. HCEOC shall have a formal grievance program.
5. HCEOC shall have a formal staff orientation and an exit interview program.
6. HCEOC Human Resource Office shall review time and attendance reporting to ensure that all employees report accurate and complete information to the audit clerk. HCEOC HR office shall ensure that timesheets with incorrect or incomplete information are returned to employees for correction before certifying time and attendance information. The reporting of time and attendance information shall comply with all funding source requirements.

## PROGRAM MANAGEMENT

### Outcome Evaluation

HCEOC shall have a formalized program self assessment system.

- a. All staff shall receive training concerning funding sources and the need for outcome measurements for client services and program activities.
- b. All staff shall understand the mission of the organization.
- c. Data collection:
  1. All direct service providers staff members shall receive training in the importance of the use of outcome evaluation for ongoing program and client services improvement.
  2. Outcome data shall be routinely collected, analyzed and shared throughout the agency.
  3. Data collection shall be part of the daily and/or weekly routine of the organization, shall be used to conduct program planning, target resources and improve delivery of service.
- d. Program evaluations shall be outcome driven.
  1. Self assessment checklist, to evaluate the quality and effectiveness of the program shall be used for all programs and activities. The focus of the evaluation shall be on the program beneficiaries (clients, participants) and what has been accomplished for them.
  2. All programs shall be evaluated at scheduled intervals.
  3. All program staff shall be trained on the evaluation tool. A copy of the self-assessment tool will be provided each program manager.
  4. The information gathered will be compiled and subjected to statistical analysis. The results of the analysis will be used to determine modifications are needed. If the analysis indicates that problems exists, the Program Manager in collaboration with the Program Director and the management staff will attempt to determine the reasons for the problems, and develop new procedures for program improvement.

# HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL ORGANIZATIONAL CHART

