

House District 30, 31, 29, 28, 44

Senate District 16, 14, 13, 21

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

Log No:

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):

Office of Community Services

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Honolulu Community Action Program, Inc.

Db:

Street Address:

33 South King Street, Suite 300 Honolulu, Hawaii 96813

Mailing Address:

33 South King Street, Suite 300

Honolulu, Hawaii 96813

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name Karl Espaldon

Title Director of Planning, Program Development, and Communications

Phone # (808) 521-4531

Fax # (808) 521-4538

e-mail karle@hcapweb.org

3. TYPE OF BUSINESS ENTITY:

NON PROFIT CORPORATION

FOR PROFIT CORPORATION

LIMITED LIABILITY COMPANY

SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

Hā Initiative: Creative Science, Technology, Engineering and Math (STEM) Program

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2014: \$ 150,000.00

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

NEW SERVICE (PRESENTLY DOES NOT EXIST)

EXISTING SERVICE (PRESENTLY IN OPERATION)

Services are presently in operation in Kalihi and Waianae. GIA funds will support existing sites and expansion to Aiea.

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

STATE \$ 0.00

FEDERAL \$ 56,389.00

COUNTY \$ 0.00

PRIVATE/OTHER \$ 22,638.00

TYPE

REPRESENTATIVE:

Robert N.E. Piper, Esq., Executive Director

NAME & TITLE

1/31/13
DATE SIGNED

I. Background and Summary

A. Applicant Background

Honolulu Community Action Program, Inc. (HCAP) is a 501(c)3 non-profit community action agency with 48 years of experience mobilizing the community and increasing economic self-sufficiency for Oahu's most vulnerable children and families. Founded in 1965, HCAP's mission is "POI: Providing Opportunities and Inspiration to enable low-income individuals or families to achieve self-reliance." As a whole, HCAP reaches over 17,000 people annually through its employment, education and community development programs.

B. Goals and Objectives

HCAP considers its youth-oriented programs among its most necessary and vital as it seeks to end the multi-generational cycle of poverty. HCAP runs the largest Head Start preschool program in the state, offering quality early childhood education and support services to 1,659 children and their families each year. For ten years, HCAP has offered a Competency-Based High School Diploma (C-Base) program, work experience program, and youth development to high school dropouts through Youth Services. In 2011, HCAP launched the Hā Initiative: Creative STEM After-School program, which has already served over 100 youth participants on Oahu.

Now in its second year, the Hā Initiative provides free, educational, interactive science, technology, engineering and math (STEM) activities to at-risk elementary and middle school students every day after school. The program currently has two sites in Kalihi and Waianae and will be opening a third site in Aiea in 2013. With the assistance and support of the State Legislature and other community partners, the Hā Initiative seeks to improve academic performance and increase family engagement for up to 175 children in the upcoming year.

The program's goals are to:

- (1) **Improve Academic Performance** -- Participants will show improvement in math and science grades as a result of:
 - Tutoring and mentorship from local community members.
 - Quality and fun lab lessons and experiences that integrate technology and evidence-based curricula.

- (2) **Increase Family and Community Involvement** – Parents, siblings and community members will become involved in the education and personal development of at-risk youth by:
 - Participating in open houses, family events, field trips and volunteer opportunities.

C. Purpose and Need

The Hā Initiative: Creative STEM After-School Program supports working families by providing a high quality, free educational program for at-risk youth. HCAP launched the Hā Initiative to provide easy access to educational materials and experiences, a safe and healthy environment, caring and responsive staff, and low child-to-adult ratios.

The 2009 America After 3pm study reported that only 28% of K-12 students in Hawaii participate in after school programs, while 33% were without any adult supervision. Unsupervised time, particularly during the hours immediately following school, are linked with elevated risks for violence, sex, alcohol and drug abuse, and academic problems.¹

Hawaii also struggles with a lagging public education system and low academic achievement, as compared to other states. Public school students in Hawaii consistently rank very low on the National Assessment of Educational Programs nationwide assessments in mathematics, reading, science, and writing. In 2009, Hawaii was one of only 10 states to score lower than the national average in 4th grade science, and one of 15 to score below average in 8th grade science.

The program recognizes that education and personal development for youth is key to addressing the long-term causes of poverty and reversing the negative trends that face many of Hawaii's youth and families. Positive learning opportunities outside of school are shown to help improve school attendance and performance, increase youth's feelings of self-confidence and self-esteem, and promote positive social behaviors.

D. Target Population

The Hā Initiative's target population are elementary and middle school students living in public housing and low-income communities in Kalihi, Aiea and Waianae. These children face multiple risk factors, including English as a second language, learning disabilities, lack of family support, and high rates of poverty, substance abuse, gang involvement, and teen pregnancy. By offering the Ha Initiative in these communities HCAP is directly counteracting the negative cycle of poverty by creating opportunities for students to pursue STEM opportunities available to them and improve math and science skills that are critically important for the 21st century.

E. Geographic Coverage

The program is currently available to children in Kalihi and Waianae. HCAP is requesting the support of this Grant-In-Aid to support the existing sites and to open a third site, located at the Makalapa Community Center in Aiea. This site, located next to the Puuwai Momi public housing complex, will provide an easily accessible location for children in Central Oahu to benefit from the program's after-school activities.

¹ Aizer, A. (2002). Home Alone: supervision after school and child behavior. *Journal of Public Economics*. 88 (2004). 1835-1848

II. Service Summary and Outcomes

A. Scope of Work

The Hā Initiative offers project-based activities in an out-of-school setting, structured into three “blocks” each day: Homework, Lab, and Independent Activity. The program is named for the hā, or the “stem,” of the taro which supports the plant’s growth. In the same way, the Hā Initiative helps young people establish a strong foundation in math and science for personal and academic growth. The program is center-based and fully equipped at its two current sites, with a high-technology environment including computer labs, indoor and outdoor learning spaces, and music recording studios. The program is free and offered on a “drop-in” basis for children in Grades 2 to 8. Students can choose to attend any or all of the program’s days of operation: Monday through Friday, year-round, from 2:30 to 5:30 p.m. (Aiea and Kalihi) and 3:00 to 6:00 p.m. (Waianae).

During the Homework Block, high school students (Jr. Leaders) and adults (Community Mentors) volunteer to help participants with their homework, taking the time to ensure each child understands the concepts presented. Participants are also encouraged to read books and practice math, science, and other academic skills using educational workbooks, games, and activities.

During the Lab Block, the Hā Initiative teachers create innovative experiments for the students to delve into STEM subjects through hands-on investigations. The teachers use three research-based, field tested curricula developed by the Lawrence Hall of Science and the National Science Foundation: Full Option Science System (FOSS), AfterSchool KidzScience, and Afterschool Explorations in Science (AXIS). (Examples of topics include Alternative Energy Solutions, the Science of Sound and Music, and the Human Body.)

During the Independent Activity Block, participants choose their own creative projects using the program’s high quality equipment and software. For example, one group of participants used Google Sketch-Up, Adobe Photoshop, Milkshape 3D, and Unreal Ed to create an original video game featuring their friends and neighbors from the Mayor Wright Homes public housing.

Beyond helping participants develop their math and science skills, the Hā Initiative encourages them to think critically about issues affecting their families and communities. Through their participation in the FIRST Lego League robotics tournaments, the kids research a community issue, create a presentation, and design a robot to navigate a series of missions. In 2012, the Hā program entered four teams, two from Kalihi and two from Waianae, in the FIRST Lego League and Junior FIRST Lego League competitions. Participants explored the topic of “Senior Solutions” by creating a project that improves the quality of life for seniors and helps them to live independent, engaged, and connected lives in their communities.

Family relationships are strengthened as parents actively support and encourage their children's education by participating in Family Nights and field trips, and volunteering as tutors. The program also welcomes guest speakers from local colleges and businesses to give presentations on careers in STEM. These activities allow the children to have fun while connecting to their communities and developing skills in research, critical thinking, problem solving, and teamwork, which are essential to success in STEM fields. Through the guidance of qualified teaching staff and volunteers, participants discover new types of accomplishments, education paths, and careers they may have otherwise seen as unachievable or would never have considered for their futures.

B. Timeline

HCAP will conduct the following activities on an on-going basis throughout the program period:

- Recruitment and Outreach
 - Meet with current and potential partners to recruit participants and volunteers
 - Schedule and attend Service Learning Fairs
- Weekly Management and Staff Meetings
- Reporting and Tracking
 - Generate monthly participant attendance and volunteer hour reports
 - Monitor budgeted items and expenses and submit quarterly funding requests

Specific activities are detailed on the timeline on the following page.

TABLE 1: PROGRAM TIMELINE

July 2013	<ul style="list-style-type: none"> • 2 Field Trips (Locations TBD) • Hire Teacher for Aiea STEM Center
August 2013	<ul style="list-style-type: none"> • Family Nights for Kalihi and Waianae STEM Centers • FIRST Lego League Registration Opens and Season Begins • Family Orientation for Aiea STEM Center • Open Aiea STEM Center
September 2013	<ul style="list-style-type: none"> • FIRST Lego League Tournament Preparations • Open House at Aiea Center
October 2013	<ul style="list-style-type: none"> • FIRST Lego League Tournaments Begins • Halloween Celebration • DOE Fall Break
November 2013	<ul style="list-style-type: none"> • Family Nights for Kalihi, Aiea, and Waianae STEM Centers • FIRST Lego League Tournaments Continue
December 2013	<ul style="list-style-type: none"> • Jr. FIRST Lego League Expo - Tentative end to FLL Season TBD by success at Regional Tournaments • Holiday Celebration • Field Trip (Location TBD) • DOE Winter Break • Distribute Parent and Participant Satisfaction Surveys
January 2014	<ul style="list-style-type: none"> • DOE Report Cards Sent Home: Review with participants
February 2014	<ul style="list-style-type: none"> • Family Nights for Kalihi, Aiea, and Waianae STEM Centers • Valentine's Day Celebration
March 2014	<ul style="list-style-type: none"> • Field Trip (Location TBD) • DOE Spring Break
April 2014	<ul style="list-style-type: none"> • DOE Report Cards Sent Home: Review with participants
May 2014	<ul style="list-style-type: none"> • Family Nights for Kalihi, Aiea, and Waianae STEM Centers • DOE End of School Year • Distribute Parent and Participant Satisfaction Surveys
June 2014	<ul style="list-style-type: none"> • Volunteer Appreciation Lunch • Field Trip (Location TBD) • DOE Summer Break

C. Quality Assurance and Evaluation

HCAP’s Quality Assurance & Evaluation Plan will assure consistent and high quality of program administration and services at the client, program, and organization levels.

TABLE 2: QUALITY ASSURANCE & EVALUATION PLAN

Area	Approach	Tools & Methodology
SERVICES TO CLIENT	<p style="text-align: center;"><u>End-user-level (client-based):</u></p> <ol style="list-style-type: none"> 1. Monitor intake and application process to determine <i>ease</i> and <i>clarity</i> for youth participants and their parents/guardians. 2. Monitor youth response to STEM-related curriculum for age-appropriateness, comprehensibility, interest. 3. Monitor teachers for effectiveness in curriculum implementation 4. Monitor youth academic progress 5. Determine if families are aware of community support services offered 6. Monitor Hā Initiative staff and volunteers for appropriate, caring, patient, and trustworthy interaction and supervision w/ youth participants. 	<ul style="list-style-type: none"> ▪ Bi-yearly Satisfaction Surveys from Parents and Program Participants ▪ Review of participant report cards ▪ Review of curriculum assessments completed by participants ▪ Staff and Volunteer Observation Log Books ▪ Program Manager Observation Log Books ▪ District Service Center staff participation in all program events (i.e. Family Nights, field trips, etc.)
PROGRAM PROCESSES	<p style="text-align: center;"><u>Project-level (process-based):</u></p> <ol style="list-style-type: none"> 1. Ensure required participant and volunteer data, supporting documentation, and applicable release and consent forms are properly collected. 2. Ensure required adult volunteer background checks are completed and recorded 3. Ensure accurate attendance records taken and kept. 4. Ensure program requirements consistently implemented and followed. 5. Ensure participants are trained and properly supervised when operating computers and technical equipment. 	<ul style="list-style-type: none"> ▪ Computerized participant and volunteer data and attendance recording process ▪ Program Manager review of all applications and other documentation for completeness and accuracy, w/oversight by Dir. of Community Services ▪ Weekly staff meetings w/ Hā Initiative Staff and Director of Community Services.
ADMINISTRATIVE/ FISCAL OPERATIONS	<p style="text-align: center;"><u>Organization-level:</u></p> <ol style="list-style-type: none"> 1. Collect all required client, outcome, and financial data and submit program and fiscal reports; 2. Ensure that, where applicable, program expenditures compliant with state cost principle requirements; 3. Abide by applicable health, safety, and civil rights-related laws and regulations; 4. Continuously evaluate and review ongoing processes and incorporate findings into program improvement/refinement. 	<ul style="list-style-type: none"> ▪ Checklist of program and fiscal requirements reviewed and approved by state funding agency ▪ Periodic written qualitative and quantitative reports as required ▪ Fiscal accounting software program with capacity to account for program-specific requirements ▪ HCAP policies and procedures assuring safe and healthy workplace, and non-discrimination policies. Formal background checks for all staff and volunteers working directly with youth.

D. Measures of Effectiveness

HCAP’s Evaluation Measures Plan will provide a standard way to effectively measure, monitor, and evaluate program performance. Results will be reported to the state funding agency. The plan is tailored specifically to evaluate the Hā Initiative Creative STEM After-School Program.

TABLE 3: EVALUATION MEASURES

Measure	Activity	Frequency	Staff Responsibility
Participant Satisfaction Survey	<ul style="list-style-type: none"> • Assess areas in youth's experience with and reasons why they participate in the program • Explore school experience and attitudes • Assess program impact on student success 	Bi-annually	Program Manager w/ oversight by Director of Community Services
Parent Satisfaction Survey	<ul style="list-style-type: none"> • Assess parent satisfaction of the program • Reflect on the impact it has on their child(ren) • Describe why their child(ren) participate in the program 	Bi-annually	Program Manager w/ oversight by Director of Community Services
Attendance	<ul style="list-style-type: none"> • Assess interest in program 	Monthly	Program Manager w/ oversight by Director of Community Services
Report Cards	<ul style="list-style-type: none"> • Assesses program impact on academic success 	As provided by DOE	Program Manager w/ oversight by Director of Community Services

III. Financial

A. Budget

HCAP, through other State, Private and Federal funding sources, has already secured the facilities, equipment and the majority of furnishings for the three program sites. Also, given its federal Community Services Block Grant (CSBG) funding, HCAP is able and willing to provide in-house administrative, technical, fiscal and management support to the program, including a full-time Program Manager. HCAP's request for GIA funds is primarily geared towards programmatic operational support of the Hā Initiative to provide actual direct services to the target population.

B. Quarterly Funding Requests

Quarter 1	\$ 37,500
Quarter 2	\$ 37,500
Quarter 3	\$ 37,500
Quarter 4	\$ 37,500
Total Grant	\$ 150,000

C. Funding Sources

In addition to this Grant-In-Aid, the Hā Initiative will be seeking funds from the Time Warner Cable "Connect a Million Minds" initiative and the American Honda Foundation to support the Hā Initiative: Creative STEM After-School Program.

D. State and Federal Tax Credits

Not Applicable.

IV. Experience and Capability

A. Necessary Skills and Experience

Honolulu Community Action Program, Inc. has the necessary skills, abilities, knowledge, and experience to provide a high quality after-school STEM program for at-risk elementary to middle school-aged youth in Kalihi, Aiea and Waianae.

HCAP has had a physical presence for close to 30 years in Kalihi and over 40 years in Aiea and Waianae. HCAP's long established ties and positive working relationships with residents, providers, businesses, churches and other stakeholders in these areas will be sources of mutual referrals and support for youth participants and their families. HCAP has specially designed and fully equipped facilities available for the program, secured through other funding

sources. Also, HCAP was successful in leveraging federal funding to obtain state-of-the-art technology, equipment, and furnishings for each site.

HCAP staff are experienced and trained in working with low-income populations, including at-risk youth. HCAP has an experienced and well-qualified management team [see Section III.A] that will provide professional supervision and oversight to the program. HCAP also has in-house information technology expertise able to support the program's technical needs, including computer hardware and software installation, operation, and maintenance; and audiovisual learning technologies, including distance learning and smart board technology.

Finally, HCAP has in-house capacity to provide wrap-around services and resources to the youth participants, and their parents, caregivers, and families, including, but not limited to: quality pre-school education and family development services, case management, emergency food and/or utility bill assistance, literacy training, competency-based high school diploma courses, and transitional housing assistance.

The following is a list of HCAP's recent contracts related to community-based education programming for at-risk children and youth:

Contract/Program Title:	WIA Youth Programs – Academic Instruction, Work Experience and Work Readiness Training, and Youth Development
Contracting Agency:	City & County of Honolulu, Dept. of Community Services
Contact Person:	Pamela Witty-Oakland, Director
Address:	715 South King Street, Suite 311 Honolulu, HI 96813
Telephone:	(808) 527-5311
Contract Period:	July 1, 2012 – June 30, 2013 <i>[HCAP has operated these programs since 2000.]</i>
Funding Amount:	Fee for Service contracts
Description:	HCAP offers a Competency Based Community School Diploma (C-Base) program to out-of-school youth, ages 14 to 21, as well as work experience, job readiness training, leadership development, financial literacy, life skills, computer skills and driver's education.
Performance Outcomes:	Over the past decade, over 900 youth have participated, with close to 500 receiving their high school diplomas. In the most recently completed program year, 76 youth earned their high school diplomas.
Contract/Program Title:	Head Start
Contracting Agency:	U.S. Department of Health and Human Services
Contact Person:	Jan Len, Regional Program Manager
Address:	90 7 th Street, 9 th Floor
Telephone/Email:	(415) 437-8447 / jan.len@acf.hhs.gov
Contract Period:	April 1, 2012 – March 31, 2013 <i>[HCAP has operated this program since 1965.]</i>

Funding Amount:	\$ 12,416,411
Description:	Provides comprehensive preschool education, child development services, and family engagement to 1,659 economically disadvantaged children (age 3-5) and their families at over 85 classroom sites on Oahu.
Performance Outcomes:	In the most recent program year, Head Start served 1,798 children and assisted 1,685 parents with parenting skills.
Contract/Program Title:	Community Services Block Grant (CSBG)
Contracting Agency:	State of Hawaii Dept. of Labor and Industrial Relations, Office of Community Services
Contact Person:	En Young, Program Specialist
Address:	830 Punchbowl Street, Room 420, Honolulu, HI 96813
Telephone/Email:	(808) 586-8675 / En.H.Young@hawaii.gov
Contract Period:	October 1, 2012 – September 30, 2013 <i>[HCAP has operated a CSBG program for the past 3 decades.]</i>
Funding Amount:	\$ 2,820,290
Description:	This federal block grant is provided to community action agencies to alleviate the causes and conditions of poverty. Performance Outcomes: In 2012, HCAP helped 124 at-risk youth and adults receive their high school diplomas, provided food assistance for 5,688 people, assisted 5,320 households with utilities payments, and placed 381 low-income individuals in employment and job training.

B. Facilities

The Hā Initiative will offer its after-school program in three locations, strategically located to reach the program’s target population of at-risk youth in Grades 2 to 8. Each of the three sites is located directly in low-income communities in close proximity to HCAP’s District Service Centers in the area. Each “exploration center” has tables, chairs and a teacher’s lab workstation for classroom instruction, as well as state-of-the art technology including PC and Apple computers, a Smart board and Power Point projector and screen system, and fully-equipped music recording studios and multi-media rooms.

A description of HCAP’s two current sites is as follows:

- **Kalihi Exploration Center** (720 N. King St., Honolulu). HCAP, through a formal lease agreement, has a fully renovated and equipped classroom and computer rooms at Shim Hall on the grounds of St. Elizabeth’s Episcopal Church in Kalihi. The 1,991 square-foot area includes two separate computer training rooms and a mixed-use classroom space. The facility has adequate parking, is ADA-compliant and is accessible to The Bus line. It is in close proximity to five public housing projects in the Kalihi-Palama area, including the Mayor Wright Homes located one block from the facility. The center is available

primarily for Kalihi-Palama and surrounding area residents (Downtown, Chinatown, Iwilei, Kalihi-Palama, Liliha, Nuuanu, Salt Lake, Moanalua).

- **Waianae Exploration Center** (85-555 Farrington Highway, Waianae). HCAP recently completed construction on a new, state-of-the-art Leeward District Service Center at the Harry & Jeanette Weinberg Center for Community Action, located near the Waianae Boat Harbor. This 10,600 square-foot, two-wing building has a designated space for the Hā Initiative, which includes a computer lab with 30 workstations, a training room, classroom, community meeting room, conference room, individual client counseling rooms, certified kitchen, and office spaces. The facility has adequate parking, is ADA-compliant, and is accessible to The Bus line. The center will be primarily available for Leeward area residents (Waianae, Maili, Nanakuli, Makaha, Makakilo).

HCAP plans to open a third site, as follows:

- **Aiea Exploration Center** (99-102 Kalaloa Street, Aiea). HCAP has utilized and managed the Makalapa Community Center for the past 40 years through a partnership with the Hawaii Public Housing Authority. The center currently houses all of HCAP's community services programs for the Central Oahu area, including the Community Service Block Grant staff and three Head Start classrooms. The two-story, facility contains a computer lab, classrooms, offices, and large meeting hall. Located in close proximity to the Puuwai Momi public housing complex, the center will be primarily available for Central Oahu residents (Aliamanu, Halawa, Aiea, Pearl City, Waialua, Waipahu, Ewa, Wahiawa, Kapolei, Mililani, Waipio, Waimalu).

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The following is a description of the staff responsible for program operations, supervision and training for the Hā Initiative: Creative STEM After-School Program:

HCAP Executive Director, Robert N.E. Piper. Mr. Piper brings a wealth of executive and professional experience to his leadership role overseeing HCAP and the agency's \$23 million annual budget. Prior to joining HCAP, Mr. Piper served as Chair of the HCAP Board of Directors, Deputy Director of the State Department of Budget and Finance, and Chief of Staff in the Office of the Lieutenant Governor. Mr. Piper's executive, business and financial expertise and years of experience in community service will ensure ongoing oversight and successful implementation of the Hā Initiative.

Director of Community Services, Robert Naniole. Mr. Naniole will provide direct supervision and monitoring of the Hā Initiative: Creative STEM After-School Program. Mr. Naniole holds a Masters degree in Professional Counseling from Argosy University and has worked for HCAP since 1997. He has also overseen multiple community services programs when he served as Program Specialist at the State of Hawaii Office of

Community Services for five years. Mr. Naniole is experienced and knowledgeable about working with low-income populations and has developed and implemented culturally-responsive programs for COFA immigrants and other underserved groups in Hawaii.

Hā Initiative Program Manager, Chadrhyn Pedraza, Ed.M. Ms. Pedraza will supervise the program staff and oversee curriculum development, community partnerships, volunteer recruitment, assessment and evaluation. Ms. Pedraza has a Master's degree in Education from the Harvard Graduate School of Education with a specialization in Prevention Science and Practice. She has ten years of experience developing curricula and teaching children and adults, with particular expertise in working with disadvantaged communities. Ms. Pedraza has also conducted research in prevention strategies and the protective/risk factor framework.

Part-time Teachers Christian Miller (Kalihi) and Charles Peraro (Waianae).
(A third teacher will be hired for the Makalapa site.) The teachers will develop and teach lessons, monitor participants' progress, coach the robotics teams and assist with curriculum development and evaluation. Mr. Miller has a Bachelor of Arts degree in Computer Science and has taught, tutored and coached youth in robotics, math and computer science. Most recently, he helped students improve their STEM skills through self-directed approaches as a teacher for Creative Academies and Hawaii Technology Academy. Mr. Peraro has 30 years of experience as an engineer in the United States Coast Guard, has taught basic and advanced electronics, and is an active volunteer with youth robotics in Hawaii. He has a Master's degree in Information Technology Management and a Bachelor of Science degree in Sociology. Both teachers have a high level of creativity and the ability to engage youth by relating academic topics to real-life situations.

Volunteers. Volunteers are essential to the successful operation and results of the program. HCAP is continually recruiting community members to serve as volunteers at each of the program sites. "Community Mentors" are adults, preferably from the surrounding communities, who support the teacher in discipline, guidance and mentoring of the youth. "Junior Leaders" are high school and college students with an interest in STEM who provide tutoring and homework support, serve as role models and mentors, and support the teacher in carrying out projects and activities. The program also makes a particular effort to recruit parents of Hā Initiative participants as volunteers.

Honolulu Community Action Program Staff. HCAP has a team of over 300 staff members who are experienced and trained in working with low-income populations. In particular, the Head Start staff includes educators and early childhood development specialists and the Youth Services staff includes DOE-certified C-Base instructors who work primarily with at-risk youth. The Hā Initiative staff will be able to draw from this large pool of expertise in implementing the curriculum and evaluation methods for the program. With this large staff team, HCAP also has the capacity to provide wrap-around services and resources to the Hā Initiative's participants and their families. In addition to after-school activities, families can receive assistance with early childhood education, parenting skills, food and utilities assistance, housing, adult education and much more.

B. Organization Charts

HCAP is supported by a stable base of funding through the federal Community Services Block Grant (CSBG) that will fund the majority of the administrative staff for the program, including a full-time Program Manager. The funding requested through this Grant-In-Aid will provide three part-time Teachers (total of 1.5FTE), as indicated in green on the Program Chart, below. A cadre of community volunteers and four part-time Program Aide Trainees will assist the Program Manager and Teachers. The trainees are funded through the Senior Community Service Employment Program (SCSEP).

Included on the following pages are two charts which detail the staffing structure and program organization:

HCAP Hā Initiative: Creative STEM After-School Program Chart

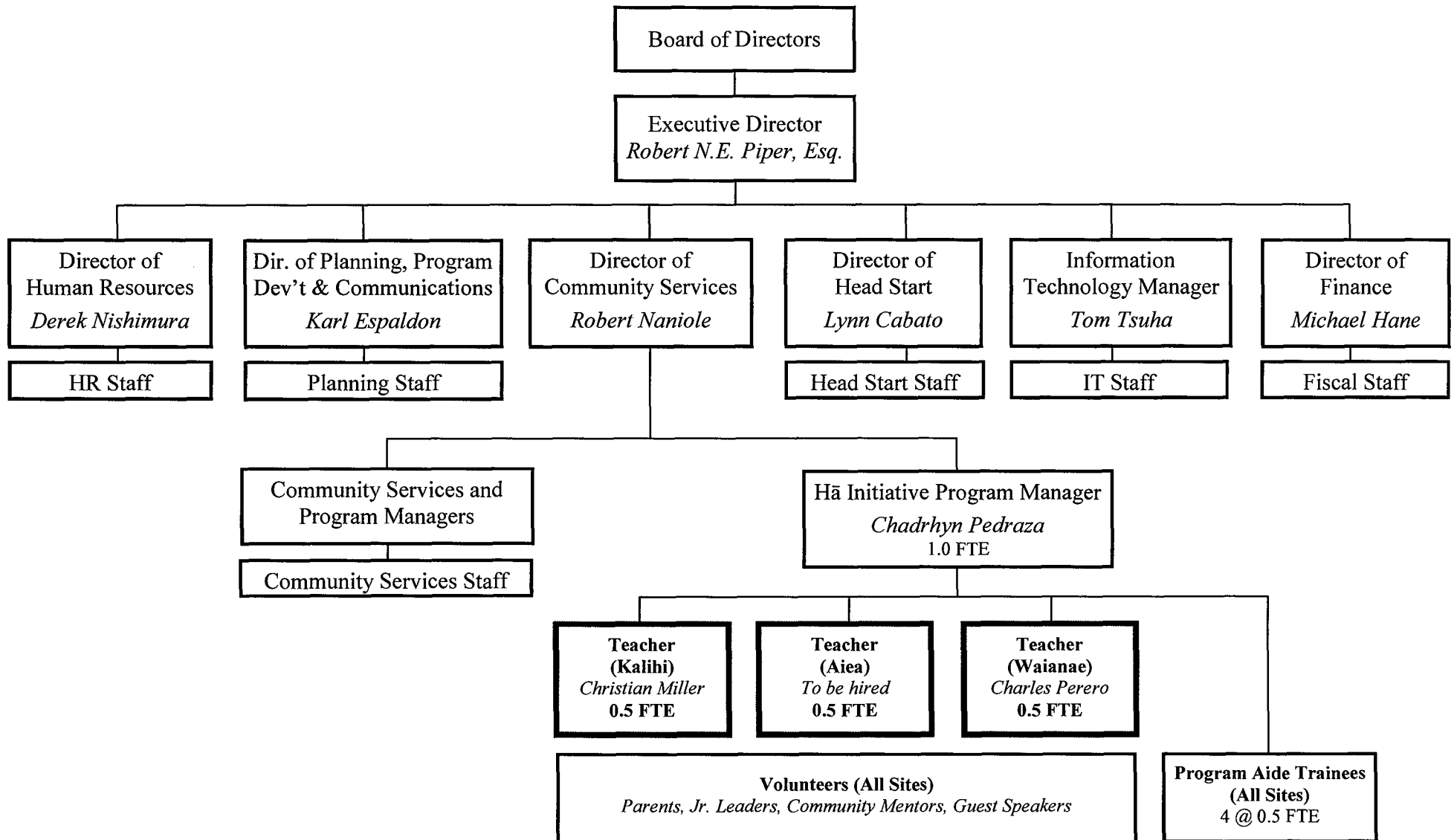
This chart highlights the positions involved with program administration and service delivery. The chart shows the program staff supervised by the Director of Community Services with oversight by the Executive Director and Board of Directors. HCAP's staffing pattern uses the program organization already in place to ensure the effective administration, management, supervision, and provision of services.

Honolulu Community Action Program (HCAP) Organizational Chart

This chart highlights placement of all HCAP programs, administration and governance. The organization chart shows the strong support functions that HCAP offers to the Hā Initiative program through its administration and staff throughout Oahu. It shows the range of quality support services and assistance programs that Hā Initiative families can access within the agency itself. The chart also reflects the strong oversight and direction provided by HCAP's Executive Director, and the input provided by the Policy Council, District Advisory Councils and Board of Directors to ensure program success.

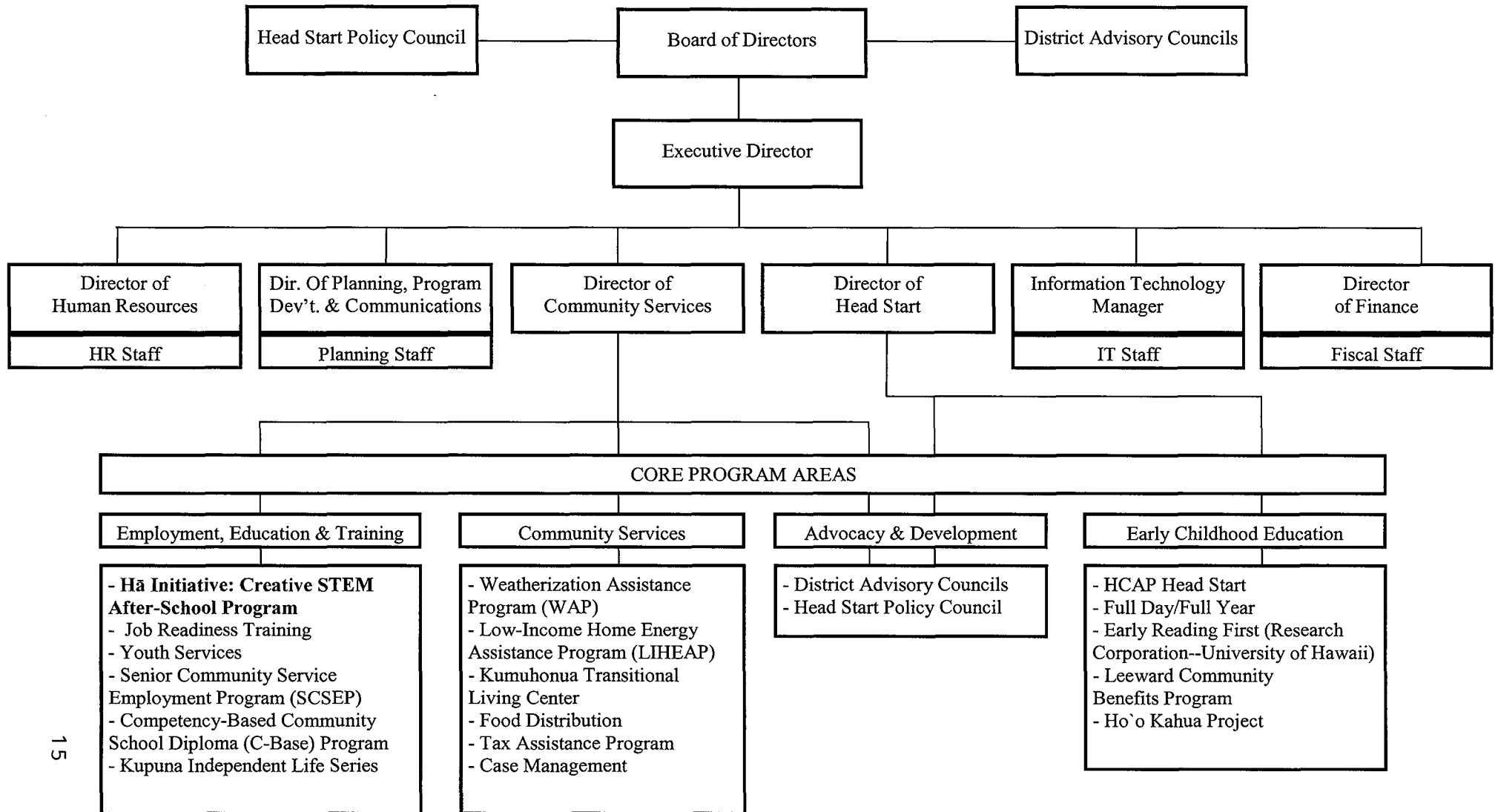
The strengths of HCAP's staffing and project organization are (a) the number of staff and support services available through other funding sources, in addition to program staff; (b) the agency's expertise in providing high quality education programs to at-risk children and youth; and (c) the agency's ability to offer wrap-around services to support participants and their families in achieving economic self-sufficiency.

HCAP Hā Initiative: Creative STEM After-School Program
Program Chart





Honolulu Community Action Program, Inc.
Organizational Chart



VI. Other

A. Litigation

Honolulu Community Action Program, Inc. has no pending litigation or outstanding judgments.

B. Licensure or Accreditation

Not Applicable.

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2013 to June 30, 2014)

Applicant: Honolulu Community Action Program, Inc.

BUDGET CATEGORIES	Total State Funds Requested (a)	Other fund source Federal (b)	Other fund source Private/Other (c)	(d)
A. PERSONNEL COST				
1. Salaries	55,207	42,864		
2. Payroll Taxes & Assessments	7,482	5,809		
3. Fringe Benefits	9,938	7,716		
TOTAL PERSONNEL COST	72,627	56,389		
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	1,350			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training	1,000			
6. Supplies	11,500		7,440	
7. Telecommunication	5,315			
8. Utilities	16,380			
9. Mileage	2,400			
10. Postage, Freight & Delivery	500		180	
11. Printing & Publication	3,000		1,800	
12. Program Activities	16,786		11,618	
13. Participant Support	2,180		1,600	
14. Security Service	1,872			
15. Furnishings	15,090			
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	77,373	56,389	22,638	
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	150,000	56,389	22,638	
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	150,000	Kim Nguyen 521-4531		
(b) Other funding source-Federal	56,389	[Redacted] Phone		
(c) Other funding source-Private	22,638	[Redacted] 1/30/2013		
(d)		[Redacted] Date		
TOTAL BUDGET	229,027	Robert N.E. Piper, Esq., Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Honolulu Community Action Program, Inc.

Period: July 1, 2013 to June 30, 2014

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Teacher (Part-time)	50%	16,644	100.00%	16,644
Teacher (Part-time)	50%	16,644	100.00%	16,644
Teacher (Part-time)	50%	16,644	100.00%	16,644
Director of Community Services	100%	70,560	2.00%	1,411
Senior Accountant/Grants Manager	100%	51,576	2.00%	1,032
Accounting Secretary	100%	47,592	2.00%	952
Executive Assistant	100%	46,500	1.00%	465
Accounting Specialist	100%	34,140	1.00%	341
Payroll Specialist	100%	35,808	1.00%	358
Sr Accounts Payable	100%	35,808	2.00%	716
TOTAL:				55,207
JUSTIFICATION/COMMENTS:				
Program & Admin personnel salaries				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Honolulu Community Action Program, Inc. Period: July 1, 2013 to June 30, 2014

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

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

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: Honolulu Community Action Program, Inc.

Period: July 1, 2013 to June 30, 2014

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2011-2012	FY: 2012-2013	FY:2013-2014	FY:2013-2014	FY:2014-2015	FY:2015-2016
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

**BUDGET JUSTIFICATION
PERSONNEL: PAYROLL TAXES, ASSESSMENTS, AND FRINGE BENEFITS**

Applicant: Honolulu Community Action Program, Inc.

Period: July 1, 2013 to June 30, 2014

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
PAYROLL TAXES & ASSESSMENTS:			
Social Security	55,207	7.65%	4,224
Unemployment Insurance (Federal)	55,207	As required by law	
Unemployment Insurance (State)	55,207	3.05%	1,684
Worker's Compensation	55,207	1.45%	801
Temporary Disability Insurance	55,207	1.40%	773
SUBTOTAL:			7,482
FRINGE BENEFITS:			
Health Insurance	55,207	10%	5,521
Retirement	55,207	8%	4,417
SUBTOTAL:			9,938
TOTAL:			17,420

JUSTIFICATION/COMMENTS:

Program & Admin Payroll taxes & Fringe Benefits

**BUDGET JUSTIFICATION
PROGRAM ACTIVITIES**

Applicant: Honolulu Community Action Program, Inc.

Period: July 1, 2013 to June 30, 2014

DESCRIPTION	AMOUNT	JUSTIFICATION/COMMENTS
Insurance	1,350	Share of HCAP liability insurance coverage
Staff Training	1,000	Staff training in classroom management and other program related topics.
Supplies	11,500	Cost of supplies for: classroom, evaluation, program and food (daily snacks)
Telecommunication	5,315	Telephone, Fax and Internet service cost (\$147/per month, three (3) sites
Utilities	16,380	Share an annual cost of Electricity, Natural, Gas, Water and Sewage of three (3)
		sites
Mileage	2,400	Cost of local transportation and parking for program manager and
		three (3) teachers between three (3) operational sites and/or the main office.

**BUDGET JUSTIFICATION
PROGRAM ACTIVITIES**

Applicant: Honolulu Community Action Program, Inc.

Period: July 1, 2013 to June 30, 2014

DESCRIPTION	AMOUNT	JUSTIFICATION/COMMENTS
Postage, Freight & Delivery	500	Postage for correspondence to participants as well as for mailing program materials
		and reports to funders.
Printing & Publication	3,000	Cost of printing program brochures and educational materials
Program Activities	16,786	Cost of program activities, including educational field trips, family nights, science lab
		projects and robotics league participation.
Participant Support	2,180	FBI background check and fingerprinting for forty (40) volunteers @ \$54/each
Security Service	1,872	Share of HCAP alarm cost to secure three (3) program sites.
Furnishings	15,090	Start-up furnishings for new program site, including mobile lab demonstration center,
		tables, chairs and storage cabinets.

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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant 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.

- 2) The applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants or subsidies 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.

Honolulu Community Action Program, Inc.

(Signature) or Organization)

1/31/13

(Date)

Robert N.E. Piper, Esq.

(Typed Name)

Executive Director

(Title)