

House District 17-51

Senate District 9-25

THE TWENTY-SEVENTH LEGISLATURE
APPLICATION FOR GRANTS AND 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):

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Honolulu Community Action Program, Inc.

Dba:

Street Address: 33 South King Street, Suite 300 Honolulu, HI 96813

Mailing Address: 33 South King Street, Suite 300 Honolulu, HI 96813

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name MICHAEL HANE

Title Director of Planning, Program Development, & Communications

Phone # 808-521-4531

Fax # 808-521-4538

e-mail michaelh@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:

YOUTH SERVICES PROGRAM-

PROVIDE EDUCATIONAL AND EMPLOYMENT SERVICES TO LOW-INCOME, AT-RISK YOUTH, AGES 16 TO 21, WHO SEEK EMPLOYMENT AND/OR REQUIRE A HAWAII ADULT COMMUNITY SCHOOL DIPLOMA.

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2015: \$126,620

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

SERVICES ARE OFFERED TO LOW-INCOME, AT-RISK YOUTH OAHU-WIDE. THE PROGRAM IS CURRENTLY OPERATING IN KAKA'AKO. GIA FUNDS WILL ALLOW HCAP TO OPEN A NEW PROGRAM SITE IN LEEWARD OAHU AND PROVIDE ADDITIONAL SERVICES AT THE CURRENT SITE.

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

STATE \$ _____

FEDERAL \$ _____

COUNTY \$289,625

PRIVATE/OTHER \$ _____

REPRESENTATIVE:

ROBERT N.E. PIPER, ESQ., EXECUTIVE DIRECTOR
NAME & TITLE

JANUARY 29, 2014
DATE SIGNED

I. Background and Summary

A. Applicant Background

Honolulu Community Action Program, Inc. (HCAP) has dedicated its efforts to increasing education, employment, and economic self-sufficiency for low-income Oahu residents. 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 private, non-profit 501(c)(3) organization and a member of the national Community Action network, HCAP's work is deeply rooted in its responsiveness to the community and its needs.

HCAP offers a wide variety of programs to optimize the services provided to each of our clients. Our programs emphasize volunteerism and organizational development to facilitate community action among low-income neighborhood groups. In its last program year, through its various programs, HCAP served over 18,000 low-income individuals and families across Oahu.

HCAP Head Start runs the largest preschool program in the state, serving over 1,659 children and their families each year. HCAP also runs the Hā Initiative: A Creative STEM After-School Program, which provides free tutoring and after-school activities to children in Grades 2 to 8. Recognizing that a positive and proactive approach is key to ending inter-generational poverty, HCAP Youth Services (HYS) provides services for at-risk youth and young adults. Since 2000, with Workforce Investment Act funding through the City & County of Honolulu, HYS has helped over 500 youth earn their high school diploma, gain life skills, and receive job training and work experience. HCAP considers its youth-oriented programs among its most necessary and vital.

B. Goals and Objectives

HYS currently provides educational and employment services to low-income, at-risk youth, ages 16 to 21, who seek employment and/or require a Hawaii Adult Community School Diploma. It is HYS' objective to enable low-income youth, who are highly at-risk, to obtain their diploma and have a better chance of achieving job stability. It is also in the public's interest to enhance the employability of Hawaii's young people who are at-risk and could potentially become public dependents if they are not prepared for the job market.

The objective of this request is to provide services to a greater number of at-risk, low-income youth by enrolling 45 additional youth in one or more of the services offered by HYS. HYS is requesting Grant-In-Aid funds (GIA) to enroll additional youth at its current location, expand the HYS Competency-Based Community School Diploma Program (C-Base) to the Leeward Coast, and to add a project-based cultural program to existing services.

C. Purpose and Need

On Oahu's Leeward coast, there is a dense population of low-income, unemployed, and Native Hawaiian persons. According to the "Kamehameha Schools, Snapshot of Hawaiians in the Department of Education: Policy Analysis & System Evaluation Report 04-05:10," when compared with other ethnicities, Native Hawaiian students have the state's highest percentage

of below-average scores in math and reading standards. Deficiencies in math and reading are major factors contributing to the high school dropout rate.

A high school education is critical to the success of young adults seeking to break the inter-generational cycle of poverty and maintain a living in Hawaii. However, according to the Alliance for Excellent Education (2011), an estimated 5,700 (36%) of all Hawaii students who enrolled in high school for four years did not graduate with their class. 13 of Hawaii's 40 high schools have fewer than 60% of freshmen progressing to their senior year on time. The Alliance estimates that dropouts from the Class of 2010 will cost Hawaii over \$1.4 billion in lost wages over their lifetimes; cutting the number of dropouts in half could result in tremendous economic benefits to the state and improve the quality of life for Hawaii's neediest youth. The cost of Hawaii's dropouts is not just to the individual students, but also to their families and the communities in which they live. The earnings gap between a high school graduate and dropouts is nearly \$10,000 annually, which continues to have a significant effect on Hawaii's depressed economy.

Many youth who drop out of the school later recognize the significance and value of earning a high school diploma. At that point, however, the problems for this group are not just academic deficiencies, but also a lack of self-confidence and difficulties with interpersonal relationships. These factors are significant obstacles to their future success. HYS believes the answer to these barriers transcends the boundaries of traditional education. To be successful, efforts to re-integrate these young people into mainstream society must include culturally based opportunities for them to succeed in non-traditional settings that are both supportive and effective. The premise for a project-based cultural program is the belief that according to the Native Hawaiian Education Council (2011), culture is considered a protective factor that helps to promote positive health and an increased sense of self and identity. Utilizing a project-based cultural education as a foundation for nurturing culturally healthy and responsive youth to contribute to their communities can affect positive outcomes for youth and ensure their educational competencies and social responsibility.

D. Target Population

HYS is committed to breaking the cycle of poverty by motivating Hawaii's youth through innovative education and leadership development initiatives. The program's target groups are at-risk youth aged 16 to 21 on Oahu, who are from low-income households; challenged families (single parent, incarcerated parent, domestic violence issues, homelessness); at-risk for substance abuse and/or criminal involvement; or deficient in basic life skills. Some youth are teen parents, have past criminal involvement, learning disabilities and/or behavioral problems. These youth want to get an education and provide for themselves and their families, but have been unable to succeed in the mainstream school system.

E. Geographic Coverage

HYS will continue to offer services island-wide to participants who are 16 to 21 years old, with an emphasis on the Leeward C-Base classroom pilot program. Students will have the opportunity to utilize a classroom closest to their geographic location that will allow low-income participants easy access to and from school. In order to empower students to make positive

choices that will reverse the perception of failure in their lives, HYS has recognized the need to provide a C-Base program in the Leeward coast on the island of Oahu.

II. Service Summary and Outcomes

A. Scope of Services

During the upcoming year, HYS will enroll 45 additional youth ages 16 to 21 in one or more of the following services at the current location in Kaka'ako or the proposed additional location at the HCAP Leeward District Service Center: **C-Base, Work Readiness Training, Work Experience, and/or a Project-Based Cultural Program.**

Each component of the program is geared toward improving youth participants' education, employability, competitiveness in the job market, success in leadership, civic awareness and responsible community involvement. Staff will meet individually with each new participant to develop a rapport, set goals for their Individual Service Plan (ISP), and determine the extent of services and action steps to be completed by the participant. Weekly and/or bi-weekly meetings ensure positive progression. HCAP staff have an extensive network of private and public sector employers with whom they have placed hundreds of youth participants in work experience opportunities. The program networks with other service providers and resources in a coordinated fashion that maximizes effectiveness. Partners include the Waikiki Health Center, Honolulu Police Department, Mental Health America, Kalihi-Palama Health Center, Domestic Violence Action Center, and KUPU Urban Corps.

Competency-Based Community School Diploma (C-Base) Program

Through a partnership with the State of Hawaii Department of Education (DOE) and the Waipahu Community School for Adults, HYS offers the C-Base program to help participants earn a Hawaii Adult Community School Diploma. The program is fully accredited by the Western Association of School and Colleges. The Waipahu Community School for Adults will oversee and monitor HYS' C-Base program, which will be taught by HYS staff formally certified in C-Base instruction.

The C-Base program consists of two (2) phases that must be completed in order for a participant to qualify for a community school diploma.

Phase I consists of C-Base classes that will develop participants' communication skills (reading, writing, listening and speaking), computation skills, problem-solving skills, and interpersonal skills, through successful completion of the following five units: (1) Health; (2) Government and Law; (3) Consumer Economics; (4) Community Resources, and (5) Occupational Knowledge. The activities and assignments in each unit are designed to help participants become "functionally competent" within each unit area, meaning they will be able to apply the requisite set of skills to meet societal demands and/or requirements. Classroom activities are interactive and hands-on, as participants apply their knowledge by giving individual and group presentations, attending field trips, and participating in community projects. The teacher integrates technology to engage students through PowerPoint presentations and internet research. The teacher also encourages participants to work in groups, express their knowledge in multiple ways, solve problems, and revise their own work. These skills are essential for youth to succeed in today's technologically-driven work environment.

Phase II requires participants to demonstrate their improved life skills, readiness to accept responsibility, and ability to move forward as “functionally competent” members of their communities through at least one of the following outcomes: (1) acceptance for post-secondary educational training; (2) employment; (3) obtaining or possessing a marketable skill; or (4) demonstration of home or life management skills.

HYS will offer C-Base classes at HCAP’s Leeward District Service Center from Monday through Thursday. The session shall run from 9:00 a.m. to 12:00 p.m. C-Base classes will also be offered at our Kaka’ako location. C-Base units are not required to be taken in a specific order or sequence, which allows a participant to enter the program at the start of any unit. HYS will conduct registration for C-Base classes on a continuous basis. This method also allows HYS to accommodate participants who may have successfully completed C-Base units at other locations.

Work Readiness Training (WRT) and Work Experience (WEX)

In order to fulfill C-Base Phase II requirements HYS provides the Work Readiness Training and Work Experience components, as an optimum follow-up to the education components. HYS has 12 years of experience providing these services specifically for youth in Hawaii seeking to enter the workforce. The curriculum is updated annually to incorporate new labor market trends and offers competency-based job readiness skills prior to employment. The WRT curriculum is divided into four modules that include Workforce Preparation; Interpersonal Skills; Customer Service and Decision-Making to develop and strengthen skills pertinent to employment acquisition and retention. Participants are re-evaluated through a post-test to assess their competency in WRT concepts and practices. Upon successful completion of WRT, participants obtain a “Certificate of Completion.” They then begin regular appointments with counselors who develop a job search plan based on the participant’s skills, aptitudes, and abilities. The counselors evaluate the suitability of prospective employers, available positions, and focus on finding a match that will maximize job satisfaction and job retention probability.

Training will be provided in both small group and/or one-on-one settings. Hands-on activities will be incorporated into the training. When learning through hands-on activities, youth will often respond positively because these activities reinforce their learning processes.

Project-Based Cultural Program

HYS believes that deep connections and relationships create the foundation for community. At-risk youth usually lack meaningful connections and healthy relationships and therefore need to be nourished and connected to their community in a healthy, significant way. HYS proposes to establish those relationships through a project-based Cultural Program. The proposed cultural component will first involve exploring Hawaiian culture. Whether Hawaiian or not, understanding the history of Hawaii is essential because it is the host culture in the islands. Participants will also become acquainted with other cultures; each participant will showcase a chosen culture, conduct research, and create a storyboard. HYS will host a Cultural Awareness Day that will allow participants to come together and present food dishes from their chosen culture. Through HYS’s experiential learning model, the activities will be designed to promote personal growth and development to strengthen cultural identity, academic knowledge and skills, decision-making, and the ability to contribute to one’s self and family, and their communities. Services will incorporate effective cultural values, practices and traditions designed to help youth avoid disorderly behaviors and maintain safe, healthy lifestyles. Activities include, but are not limited to: cultivating the lo’i fields (taro patches), hand-pounding paiai (taro), restoration of cultural sites (land and water), and ocean-based activities.

B. Timeline

The timeline will represent anticipated participant activity from entry to exit as needed (depending on individual needs and assessments) is outlined below for an annual program year.

Key Program Features	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Recruitment – Posting recruitment advertisements on HYS Facebook and Twitter, mass mail outs to high schools and youth organizations, and send flyers home with current students	X	X	X	X
Individual Service Plan (ISP) – After registration, students set goals and plan action steps to successfully complete the program	X	X	X	X
Comprehensive Guidance and Counseling – Monthly check-ins with students on unit test day, and bi-weekly group sessions to assess student academic difficulties and/or personal barriers	X	X	X	X
C-Base – Five units and a mastery test. HYS accepts new students into the C-Base classroom at the beginning of each month	X	X	X	X
Paid and Unpaid Work Experience – Work Readiness Training will provide the tools to allow students to make a smoother transition into a volunteer or paid work site for three months to complete 100 hours as a DOE requirement for the community school diploma	X	X	X	X
Project-Based Cultural Program – Enhance students cultural awareness and identity to promote and strengthen community relations and cultural values	X	X	X	X
Follow-Up Services – Face-to-face contact, phone calls, social media, and/or mail to check on progress and assist with challenges	X	X	X	X

C. Quality Assurance and Evaluation

All grants are managed in accordance with HCAP’s mission statement, which is to provide opportunities and inspiration to enable low-income individuals or families to achieve self-reliance. Grant management, including but not limited to program operations, review of systems, contract management, and reports, is the responsibility of the Program Coordinator. The Director of Community Services and the Executive Director are responsible for ensuring contract compliance. Operational responsibility for human resources and fiscal services are assigned to the appropriate departments.

The Program Coordinator will be responsible for the development, implementation, monitoring and direct supervision of line staff and all services and activities of the program including approving actions of line staff.

Program management, including review of eligibility determinations, verification, intake procedures, provider selection, case documentation, support services, training activities, updating of operating policies and procedures, service agreements and memorandum of agreements, is primarily the responsibility of the Program Coordinator. HCAP's Administrative Policies and Procedures Manual ensure program quality and consistency throughout the agency.

Monthly program meetings are held, and monthly progress reports are made to the Director of Community Services. The meetings with the Director of Community Services are held to discuss any problems, make modifications, resolve any programmatic issues, and discuss future plans. The Program Coordinator meets weekly with the staff to plan the week's activities, set goals and discuss client cases. The Program Coordinator will conduct desk reviews and monitor the program's activities according to contract requirements by reviewing the following: data collection system, scheduling of activities, participant records (eligibility, services, training, placement, and progress), staff reports, and other program records.

At any one time when there are specific issues or problems to be addressed, the staff person will examine the issues with the parties involved (other staff and/or clients). Should there be a need for further discussion to resolve the issue; the issue will be brought to the next staff up the chain of the command for resolution.

Activities from all program elements will be evaluated. HYS will use test logs, attendance sheets and progress reports to track participants' progress in the C-Base program as well as attainment of C-Base objectives. The Department of Education's Waipahu Community School for Adults also will monitor class records and issue the Hawaii Adult Community School Diploma. Attainment of Work Readiness Training (WRT) skills will be measured through a pre-test administered to participants upon entry into the program, and a post-test administered upon their completion of the program. Attainment of Work Experience (WEX) skills will be measured through participant surveys, employer evaluations, and/or paystubs or timesheets. HYS will use the number of training hours completed as benchmarks to measure progress throughout the project-based Cultural Training. Pre-test will measure skills upon entry and a post-test will measure acquired competencies.

HYS utilizes a dual information management system, comprised of HYS' Access Database System (electronic) and Matrix (hard copy), to track program and participant progress. Participant evaluations and surveys will be used to measure the effectiveness and satisfaction level of all trainings.

Assessing staff progress is conducted through weekly staff meetings and quarterly progress reports to HCAP Board of Directors. HYS uses formative evaluation to address what changes need to be made in order to increase graduation rates, improve trainings, and increase partnerships for work placements. HYS explores various avenues to enhance academic delivery and meet the changing needs of the participants. Such information is also brought to the attention of the Executive Management Team (EMT) for follow-up and coordination of staff development and support.

D. Measures of Effectiveness

- HYS will enroll 45 at-risk youth to receive one or more of the following services by June 30, 2015: C-Base, Work Readiness Training, Work Experience, and/or project-based Cultural Program.
- All eligible students will complete an Individual Service Plan (ISP) which includes education and employment assessments, addressing and limiting of potential barriers, and development of goal service plans.
- Of the participants who enroll in the Competency-Based Community School Diploma Program (C-Base), a minimum of 85% will complete the C-Base curriculum during the grant year.
- Of the participants who enroll in C-Base, a minimum of 75% will obtain their Hawaii Adult Community School Diploma.
- Of the participants who enroll in the Work Readiness Training Program, a minimum of 85% will complete the program.
- Of the participants who enroll in the Work Experience Program, a minimum of 75% will obtain employment or work experience.
- Of the participants who enroll in the project-based Cultural Program, a minimum of 75% will complete the curriculum.

III. Financial

A. Budget

Total GIA funds requested is \$126,620. Funding will be used primarily for program personnel. Other expenses include operating expenses and program supplies such as workbooks, multimedia tools, classroom materials, and necessities for the graduation award ceremony to be held in June of 2015. The GIA will also provide participant support which will include a monthly bus pass, admission for educational field trips that supplement the C-Base units, and other expenses that will provide students the support needed to successfully enter and stay in the competitive job market through the Work Readiness Training and project-based cultural training.

See attachment of budget forms for detailed cost.

B. Quarterly Funding Requests

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$31,655	\$31,655	\$31,655	\$31,655	\$126,620

C. Funding Sources

In addition to this Grant-In-Aid, HYS will be seeking funds from the Atherton Foundation and Workforce Investment Act to support the HYS program.

D. State and Federal Tax Credits

Not Applicable.

E. Balance of Unrestricted Assets as of December 31, 2013

\$870,149

IV. Experience and Capability

A. Necessary Skills and Experience

HYS has been fortunate to be a provider of the Workforce Investment Act (WIA) Youth Services since 2000. Specifically, HYS has offered academic training to at-risk youth through the Department of Education's (DOE) Competency-Based Community School Diploma Program for the past eleven years. The following chart shows HYS' past performance statistics throughout this period:

PROGRAM YEAR & DATES	PY 1 – PY 5 10/2000- 12/2005 (cumulative total)	PY 6 – PY 10 10/2005- 06/2010 (cumulative total)	PY 11 07/2010- 06/2011	PY 12 07/2011- 06/2012	PY 13 07/2012- 06/2013
Served in Work Readiness Training and/or Work Experience	470	367	25	36	15
Obtained Diploma	173	296	70	76	49
Note: * PY 5 and PY 6 include overlapping dates. * As of PY 11 to present, clients served, are based on service referrals received from WIA during the program year.					

B. Facilities

The HYS program Honolulu offices and academic facilities are located at 729-E Emily Street. HYS occupies 4000 square feet of office and classroom space in the Kaka'ako district. The HYS Honolulu C-Base classroom can fit 40 individuals comfortably. There are five private offices for one-on-one adult mentoring and a separate computer lab and office space for privacy. HYS also has an internet café for the participants to relax between classes and do homework on the computers. The café features two café tables and chairs, a couch, bench seating, five computer stations, a microwave, and a soda machine.

The Leeward C-Base class will be located at HCAP's Leeward District Service Center at 85-555 Farrington Highway. The Leeward District Service Center occupies 10,850 square feet of office and classroom space adjacent to the Waianae Boat Harbor. The Leeward HYS

classroom can fit 10-15 students comfortably, and occupies 315 square feet of facility space. There is one private office that covers an area of 110 square feet available for one-on-one adult mentoring. Both locations are accessible to the disabled; near the bus lines; comply with the Americans with Disabilities Act and meet all applicable building, zoning, health, and fire standards. Each facility is equipped with the latest technology and physical infrastructure to support all academic, mentoring, and administrative needs of the HYS program.

V. Personnel: Project Organization and Staffing

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

The following is a description of the staff responsible for the program operations, supervision, and training for the Youth Services Program.

Robert N.E. Piper, Esq., MBA, Executive Director, had served on HCAP's Board of Directors for many years as the representative from Bank of Hawaii, as well as the Native Hawaiian Chamber of Commerce. He was most recently the Deputy Director of the Department of Budget and Finance for the State of Hawaii; prior to that, he served as Chief of Staff in the Office of the Lieutenant Governor. Mr. Piper has also worked as a Business Attorney specializing in litigation and commercial transactions, and as a Business Banker in Honolulu.

Robert Naniole, Director of Community Services, has a BA in History from the University of Hawaii and a Master's degree in Professional Counseling from Argosy University. He most recently worked at the State Office of Community Services as a Program Specialist for state programs that impact low-income families and communities throughout the state. Mr. Naniole led the State's Compact of Free Association effort and was the State Department of Labor and Industrial Relations representative to the Leeward Coast Homelessness Initiative. He is a former Chair of the Windward School for Adults, School Community Council, and is a former Commissioner on the Hawaii Commission for National and Community Service.

Corinne Murashige, Director of Finance, has a Bachelor's degree in Accounting and a Master's degree in Business Administration from the University of Hawaii. She is a Certified Public Accountant with more than 20 years of experience in budgeting, internal controls implementation documentation, financial analysis, and supervision.

HYS Program: Krystal Ikeda, Program Coordinator, is a graduate of the University of Hawaii and has an MSW from Hawaii Pacific University. She has worked as a job developer, counselor, and training coordinator. Ms. Ikeda also has Department of Education (DOE) credentials to teach C-Base classes.

Velvet Fujita, Training Coordinator, has an AA in Business and a BA in Human Service Management. She possesses 15 years of experience with various HCAP programs.

Cristal Garan, Youth Trainer, is certified by the DOE to teach C-Base classes, and has five years of HYS combined experience as a Trainer and Trainer's Aide in the C-Base class. She attended Kapiolani Community College's Accounting Program and has worked as a manager in retail for many years and is an active youth sports volunteer.

Christian Miller, Youth Trainer is certified by the DOE to teach C-Base classes and has a BA in Computer Science with an emphasis on multimedia technology. He has four years of experience teaching students from kindergarten to young adults in the areas of math, reading, and science.

B. Organization Charts

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

HCAP Youth Services Program Chart

This chart highlights the positions involved with the program administration and service delivery. The chart shows the program staff supervised by the Director of Community Services with oversight by the Executive Director. 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 chart also reflects the strong oversight and direction provided by HCAP's Executive Director, and the input provided by the Head Start Policy Council, District Advisory Councils, and Board of Directors to Ensure program success.

C. Compensation

[REDACTED], Executive Director	\$110,592
[REDACTED], Head Start Director	\$85,572
[REDACTED], Director of Planning, Program Development & Communications	\$79,260

VI. Other

A. Litigation

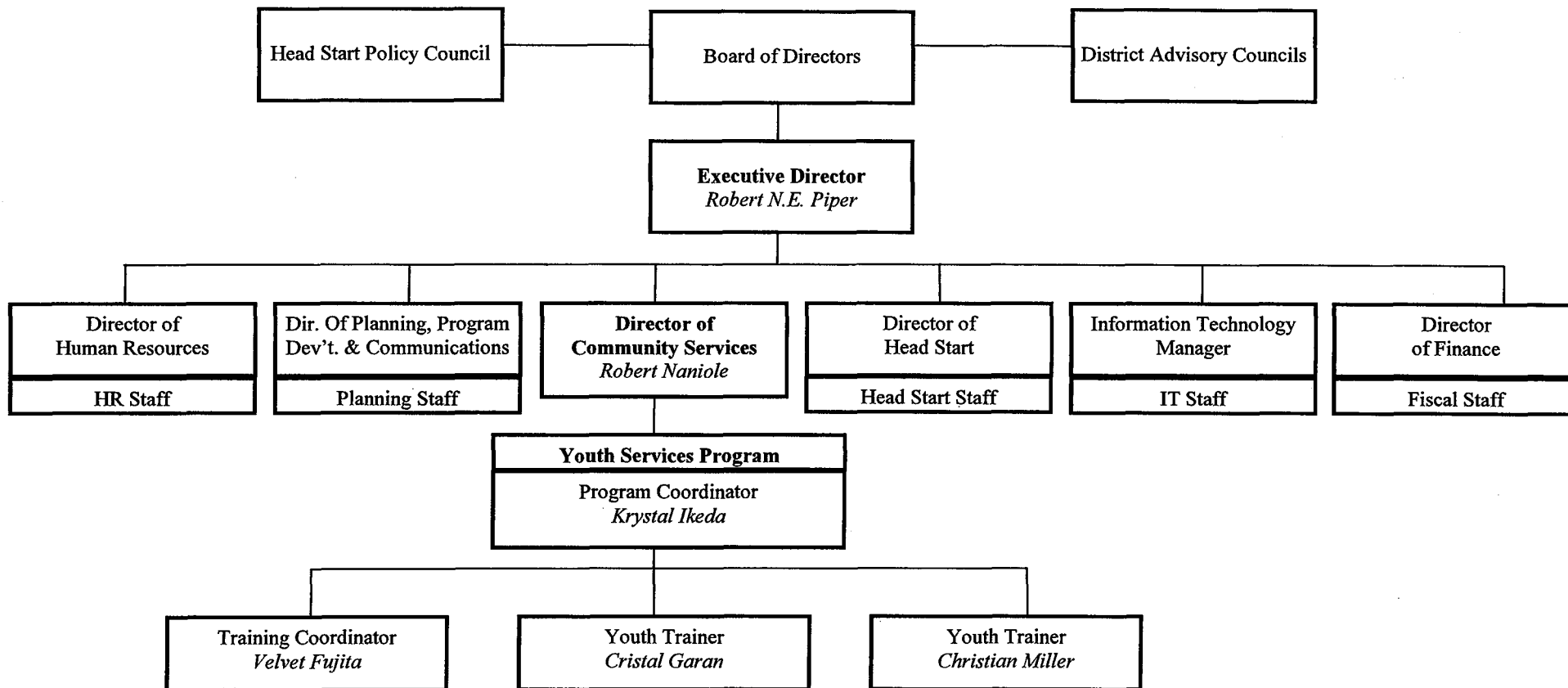
Honolulu Community Action Program, Inc. has no pending litigation or outstanding judgments.

B. Licensure or Accreditation

Not Applicable

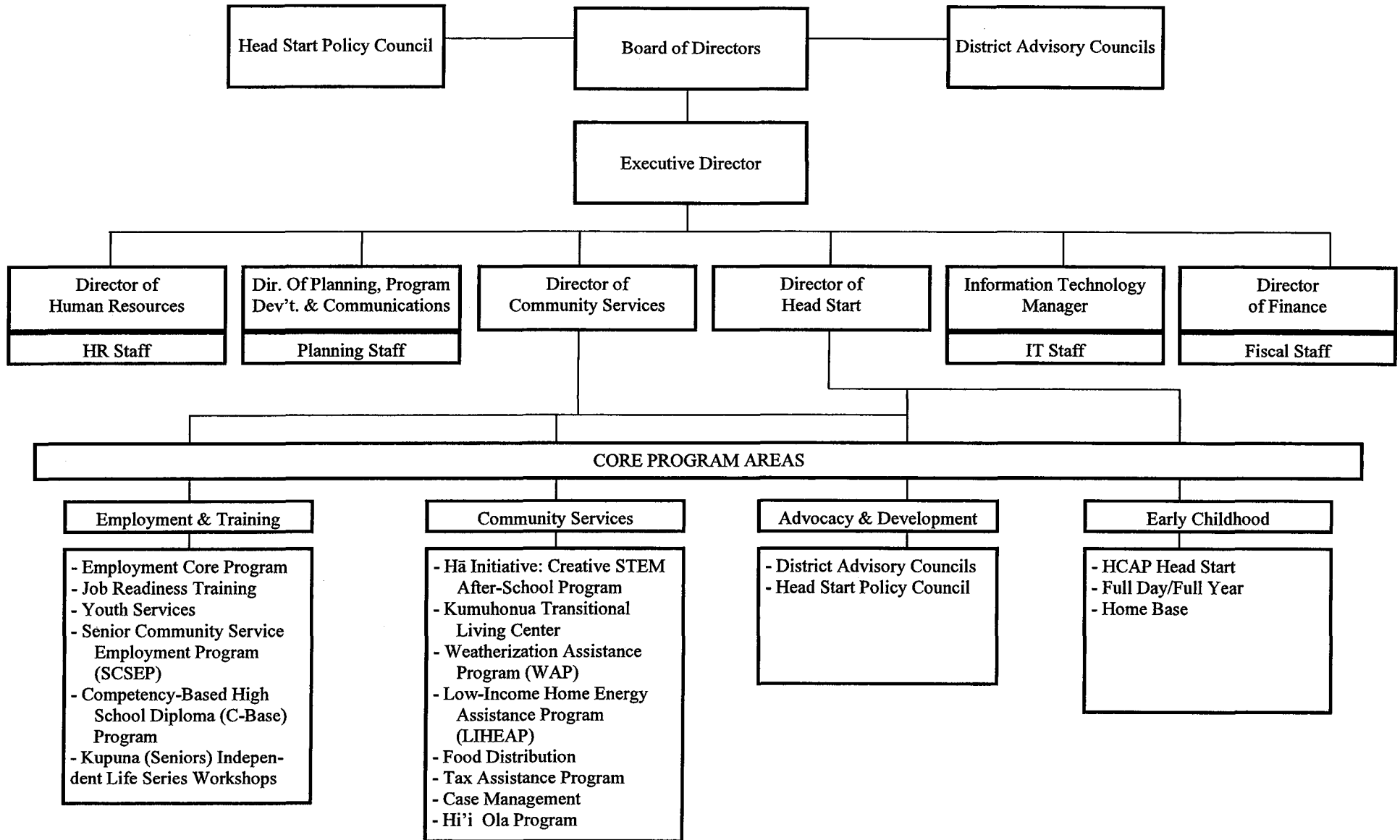


Honolulu Community Action Program, Inc.
Youth Services Program Chart



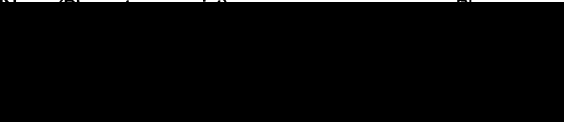


Honolulu Community Action Program, Inc.
Organizational Chart



BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2014 to June 30, 2015)

Applicant: Honolulu Community Action Program, Inc.

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	62,588			
2. Payroll Taxes & Assessments	8,887			
3. Fringe Benefits	14,723			
TOTAL PERSONNEL COST	86,198			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment	1,500			
4. Lease/Rental of Space	6,960			
5. Staff Training	500			
6. Supplies	5,500			
7. Telecommunication	1,200			
8. Utilities	2,400			
9. Contractual Services	3,000			
10. Printing & Publication	1,200			
11. Participant Support	5,500			
12. Administrative Fee	12,662			
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	40,422			
C. EQUIPMENT PURCHASES	0			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	0			
TOTAL (A+B+C+D+E)	126,620			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	126,620	Corinne Murashige 808-521-4531		
(b)				
(c)				
(d)				
TOTAL BUDGET	126,620	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, 2014 to June 30, 2015

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Coordinator	1	\$59,172.00	35.00%	\$ 20,710.20
Training Coordinator	1	\$42,948.00	20.00%	\$ 8,589.60
Youth Trainer	1	\$33,288.00	50.00%	\$ 16,644.00
Youth Trainer	1	\$33,288.00	50.00%	\$ 16,644.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				62,587.80

JUSTIFICATION/COMMENTS:

Staffing will include (2) 50% FTE Youth Trainers to provide C-Base and other services at the proposed Leeward District Service Center and to provide additional services at the current location in Kaka'ako. The Youth Trainers will complete certification for C-Base instructors given by the Department of Education. The staffing pattern will also include a percentage of time for the Program Coordinator and Training Coordinator to oversee and manage the Waianae location as well as provide Work Readiness Training, Work Experience, and Project-Based Cultural training.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: HONOLULU COMMUNITY ACTION PROGRAM, INC Period: July 1, 2014 to June 30, 2015

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, 2014 to June 30, 2015

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2012-2013	FY: 2013-2014	FY:2014-2015	FY:2014-2015	FY:2015-2016	FY:2016-2017
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						
Not Applicable						

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS AND SUBSIDIES PURSUANT TO
CHAPTER 42F, HAWAII REVISIED 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.
(Typed Name of Individual or Organization)

January 29, 2014
(Date)

Robert N.E. Piper, Esq. Executive Director
(Typed Name) (Title)