

House District 17-51

Senate District 9-25

THE TWENTY-EIGHTH LEGISLATURE  
APPLICATION FOR GRANTS  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

"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.

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

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:  
Same As Above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name MICHAEL HANE

Title Director of Planning, Program Development, and Communications

Phone # 808-521-4531

Fax # 808-521-4538

E-mail michaelh@hcapweb.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
- FOR PROFIT CORPORATION INCORPORATED IN HAWAII
- LIMITED LIABILITY COMPANY
- OTHER
- SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

HA INITIATIVE: CREATIVE STEM AFTER-SCHOOL PROGRAM

4. FEDERAL TAX ID #:

5. STATE TAX ID #:

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2016: \$ 336,893

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 \$0  
 FEDERAL \$100,000  
 COUNTY \$0  
 PRIVATE/OTHER \$0

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

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

JANUARY 29, 2015  
DATE SIGNED



**RECEIVED**  
1/29/15

1745  
VS

## Application for Grant

### I. Background and Summary

#### A. Background

Honolulu Community Action Program, Inc. (HCAP) is a 501(c)3 non-profit community action agency with 50 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 of *POI: Providing Opportunities and Inspiration to enable low-income individuals or families to achieve self-reliance* permeates throughout our human service programs.

HCAP has contributed significantly to economically disadvantaged communities on Oahu through a variety of programs and services designed to alleviate the social, emotional and economic stress so often associated with poverty. The programs and services are focused in the areas of Early Childhood, Employment, Education, Economic Development, Emergency & Transitional Programs, and Community Development and Advocacy.

HCAP served over 20,000 individuals and families in the last program year. Recognizing that positively and proactively addressing the needs of at-risk youth is a key to ending intergenerational poverty and negative behavior, HCAP considers its youth-oriented programs among its most necessary and vital as it seeks to end the cycle of poverty.

The HCAP Board of Directors is the governing body of the organization, responsible for oversight of all affairs of HCAP. The composition of HCAP's Board of Directors consists of a tripartite membership – one-third of the members represent the public sector, one-third of the members represent the private sector, and one-third of the members represent the resident sector. This unique Board structure allows all voices in the community to be represented, in order to help HCAP deliver the best programs and services possible to the communities we serve.

#### B. Goals and Objectives

##### 1. Program Goals

The Hā Initiative supports working families by providing high quality, free after-school programming for at-risk youth. Our goals support providing access to science, technology, engineering, and math (STEM) materials and experiences, a safe and healthy environment, caring and responsive staff, increased supervision and promotion of positive social behaviors in low-income communities on Oahu. HCAP provides high quality after-school STEM programs to low-income students in 2-8 grades. We anticipate at least 150 participants from low-income

areas on Oahu will be served each month in the 2015-2016 program year. Participants will show improvement in academic performance and increased interest in STEM topics as measured by surveys and journals. Finally, parents and community members participate in family nights, field trips and volunteer opportunities.

## **2. Program Measurable Objectives**

The Hā Initiative: Creative STEM After-School Program will address the priorities of the GIA by directly serving a minimum of 150 at-risk children each month from five low-income communities on Oahu in the 2015-2016 program year. Now in its fourth year, the Hā Initiative provides free, educational, STEM activities to at-risk elementary and middle school students in low-income neighborhoods every day after school. The program currently has four Exploration Centers in Kalihi, Aiea, Kaneohe and Waianae and plan to open a fifth site in Palolo in 2015. With the assistance and support of the Grant-in-Aid and other community partners, the Hā Initiative seeks to improve academic performance and increase family engagement for a minimum of 150 children in the 2015-2016 program year.

The program's objectives are to improve participants' academic performance, increase interest in STEM topics and careers, and increase family and community involvement. HCAP believes that culture and community involvement are key to this program's innovative design. Local experts in STEM fields share their expertise as guest speakers, and parents, grandparents and siblings participate in the program's quarterly Family Nights.

The Hā Initiative anticipates the following measurable objectives for youth participants, family members and the communities of Kalihi, Aiea, Kaneohe, Palolo, and Waianae in the 2015-2016 program year.

- 1. Locations:** We will operate five STEM Exploration Centers in low-income areas on Oahu including Kalihi, Aiea, Kaneohe, Waianae, and Palolo.
- 2. Program Participants:** At least 150 at-risk youth will participate in our STEM after-school programs each month during the program year.
- 3. Academic Growth:** Participants will show improvement in academic performance as measured by pre and post testing, STEM journals, formative and summative assessments, worksheets, quizzes and/or staff and volunteer observations. Student academic evaluations will be conducted two times in the 12 month grant period.
- 4. Family Nights** will be offered at each Center four times in the 12 month grant period.

5. Four community service projects will occur at each Center in the 12 month grant period.

Though difficult to measure, HCAP also anticipates that participants will develop an increased interest in science, technology, engineering and math through high interest, educational STEM activities. When measured by interest surveys, participant journals, staff and volunteer observations, and/or participation in program activities, this feedback informs STEM teachers about students' interests and abilities. In addition, parents and community members will be actively involved in the success of students in their home communities, as measured by participation and engagement in family nights, field trips and volunteer opportunities.

Through all of these activities, participants find a deeper level of involvement with their families and communities while discovering career paths they may have never considered possible.

### **C. Purpose and Need**

Many children on Oahu face an uncertain future. Despite their beautiful surroundings, their communities are saddled with staggering poverty and high rates of crime, unemployment, teen pregnancy, illegal drug use, and gang involvement. HCAP seeks your support to give these children a better future through the provision and expansion of the Hā Initiative: Creative STEM After-School program.

The 2014 America After 3pm study reported that only 26% of K-12 students in Hawaii participate in after-school programs, yet an additional 38% would be enrolled in a program if one were available to them. With 89% of Hawaii's parents satisfied with their child's after-school program and 68% agreeing that after-school programs give working parents peace of mind, more work needs to be done to ensure that all children in Hawaii are able to take part in an after-school program that keeps them safe, inspires learning and supports working parents. This study also reports that 17% of children in Hawaii 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. 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.

### **D. Target Population**

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. Children throughout Hawaii have also demonstrated historically low academic performance. In its 2007 report, the Editorial Projects in Education Research Center ranked Hawaii 47th among the 50 states for student achievement in grades K through 12. The report, which utilized student scores from the National Assessment of Education Progress, also known as “the nation’s report card,” showed that Hawaii students perform below the national average in every category, and well below average in elementary reading and middle school math.

The low income levels of these at-risk students’ families may also negatively affect school performance. In 2009, 8th grade students in Hawaii who were eligible for free or reduced lunch through the National School Lunch (NSL) Program had average scores 20 points and 18 points lower in science and math, respectively, than those who were not eligible for NSL. HCAP’s Hā Initiative currently operates in Kalihi, Aiea, Kaneohe, and Waianae, all of which have particularly high concentrations of at-risk youth. These communities are challenged by high unemployment and poverty levels, and subsequent low academic achievement. In Kalihi, 64% of youth surveyed say their neighborhood is unsafe, 53% report poor parental supervision, and only 39% report feeling safe at school.

Additionally, poverty and unemployment rates in Waianae are among the state’s highest, with 18% of families living below the Federal Poverty Level and 51% relying on food stamp benefits. The Hā Initiative recognizes that education and personal development for youth is an important element to any program addressing the long-term causes of poverty and reversing the negative trends that many of Hawaii’s youth and families face.

Because we know that children who are unsupervised after-school are at risk for many social, health, academic and behavioral problems, free educational after-school programs fill a huge need in low-income neighborhoods where day-care and other appropriate and adequate supervision may not be an affordable option for struggling families. The Hā Initiative is working in the best interest of Hawaii's long term economic development, sustainability, and competitiveness.

#### **E. Geographic Coverage**

The Hā Initiative: Creative STEM After-School Program supports working families on Oahu by providing a high quality, free educational program for at-risk youth. The Honolulu Community Action Program, Inc. 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.

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. The Hā Initiative's target population is elementary and middle school students living in public housing and low-income communities in Kalihi, Aiea, Waianae, Kaneohe, and Palolo. 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 Hā Initiative in these communities HCAP is directly counteracting the negative cycle of poverty by creating a safe, caring environment that enables children to explore STEM opportunities available to them and improve math and science skills that are critically important for success in the 21st century. The program is currently available to children in Kalihi, Aiea, Kaneohe, and Waianae.

HCAP is requesting the support of this Grant-In-Aid to support the existing sites and a fifth site, located at the Palolo Valley District Park. This site, located next to the Palolo Valley Homes public housing complex, will provide an easily accessible location for children in East Oahu to benefit from the program's quality after-school, supervised, and expertly lead STEM activities.

## **II. Service Summary and Outcomes**

### **A. Scope of Work**

The benefits to providing the Hā Initiative during out-of-school hours include positive social interactions, healthy relationships with adults from children's home community, improved academic achievement, and values development. In addition, out-of-school programs provide an alternative to substance use, sexual activity, violence and/or gang involvement, and other negative activity. Children without a structured out-of-school environment are more at-risk to start these behaviors at an earlier age.

Each of the four existing sites of the Hā Initiative has the capacity to serve 35-40 children. The program curriculum was selected by the program manager and HCAP's Executive Management Team with the goal of helping children succeed in science, technology, engineering, and math (STEM). The program schedule is structured to complement the Hawaii Department of Education school schedule by remaining open twelve months a year, Monday, Tuesday, Thursday and Friday from 2:30 p.m. to 5:30 p.m., and Wednesday from 1:30 – 5:30 p.m. to accommodate the early release schedule from school. We operate the Hā Initiative during all four breaks during the school year.

To differentiate for the vast developmental and educational levels of participants, they are divided into the follow age groups: second through third grade, fourth through fifth grade, and sixth through eighth grade. The STEM program format includes four components implemented across three blocks. Students rotate through the various components with their assigned age group.

Every day after school, Hā Initiative students participate in three learning “blocks”: 1) Homework, 2) Science Lab and 3) an Independent Technology Based Activity. In addition to these blocks, we have in the past been able to provide the students opportunities to participate in field trips to local institutions, businesses, and attractions as an extension of their learning and a way to connect STEM to their cultural heritage, academics and the world. These real world activities enrich and enhance our quality curriculum, however they are largely dependent on available funding.

**Block 1: Snack and Homework.** The program provides healthy, nutritious snacks each day. After snack, students do their homework as independent study or with the aid of volunteers. If they are not assigned homework for that day, participants are encouraged to read or complete math workbooks for their grade level. This block provides a positive setting where students are encouraged to ask for help, have their work checked by a volunteer, help peers with their assignments (thereby reinforcing their knowledge of the subject) and gain literacy skills by reading to caring adults. During this time they can bring in their report cards and set goals with a volunteer or the program manager to aim for the higher grade and/or work through incorrect answers on their tests or quizzes. Students receive incentives for positive behaviors like regular attendance and special interest projects, and staff and volunteers document and track their topics of study, progress and challenges.

**Block 2: Lab.** Participants will have the opportunity to engage in fun, educational STEM projects tailored to age groups with instruction and demonstrations from the teacher and junior leaders. The STEM curricula used for the lab block are research-based, field-tested, and were recommended to the program by users in school districts across the United States. These curricula include:

- ***Full Option Science System (FOSS)*** is a science program for grades K-8 developed by the Lawrence Hall of Science, University of California at Berkeley, with the support of the National Science Foundation. It was created to engage students in the processes of actively constructing ideas through their own inquiries, investigations, and analyses as they explore the world.
- ***AfterSchool KidzScience*** is a series of kits designed for grades 3-5 and developed by The Lawrence Hall of Science in close collaboration with Developmental

Studies Center. It was designed specifically for out-of-school settings and will be used in conjunction with FOSS.

- *Afterschool Explorations in Science (AXIS)* was developed by the Intercultural Center for Research in Education with a grant from the National Science Foundation. It is an engaging science discovery program targeting youth in grades 4-8 in after-school programs.

**Block 3: Independent Activity.** Participants have the opportunity to choose from educational computer games, visual and digital arts, music and recording studio, video production, board games, reading, or spending time with volunteers and peers. This block offers youth a level of freedom and encourages self-efficacy and exploration of individual interests with the availability of guidance from community mentors as needed.

Hā Initiative participants are also encouraged and trained to compete in the FIRST LEGO Robotics Tournaments held each year in the fall. Throughout the year, participants research the proposed lifestyle challenge (e.g. food safety) and create a solution to solve the issue. They create a presentation, as well as design and program a robot that will successfully navigate a series of missions related to the challenge. Work with the team begins months before the tournament and is interspersed throughout the week.

## **B. Annual Timeline**

The Hā Initiative: Creative STEM After-School Program's 2015- 2016 PROGRAM TIMELINE will ensure the program meets all desired outcomes.

### **July 2015**

Field Trip (Location TBD)  
Staff Meeting/ Professional Development  
Distribute Parent and Participant Satisfaction Surveys (For Quarter 2)

### **August 2015**

DOE School year begins  
Family Night for all five STEM Exploration Centers (Back to School Theme)  
Staff Meeting/ Professional Development

### **September 2015**

Evaluate Student Performance  
Staff Meeting/ Professional Development

### **October 2015**

Hawaii FIRST LEGO League (HFLL) Registration for 10 FLL and JrFLL teams



**Field Trip (Locations TBD)**

DOE Fall Break: All five centers remain open during the break  
Fall Community Service Project  
Distribute Parent and Participant Satisfaction Surveys (For Quarter 3)  
Staff Meeting/ Professional Development

**November 2015**

Family Night for all five STEM Exploration Centers  
HFLL Season Begins: HFLL tournaments for all five Exploration Center teams  
Staff Meeting/ Professional Development

**December 2015**

Junior FIRST LEGO League (JrFLL) Tournaments  
Holiday Celebration and Open House at all five Exploration Centers  
DOE Winter Break: All five centers remain open during the break  
Winter Community Service Project  
Staff Meeting/ Professional Development

**January 2016**

Field Trip (Location TBD)  
Distribute Parent and Participant Satisfaction Surveys (For Quarter 4)  
Staff Meeting/ Professional Development

**February 2016**

Family Night for all five STEM Exploration Centers  
Valentine's Day Celebration  
Staff Meeting/ Professional Development

**March 2016**

DOE Spring Break: All five centers remain open during the break  
Spring Community Service Project  
Staff Meeting/ Professional Development

**April 2016**

Distribute Parent and Participant Satisfaction Surveys (For Quarter 1)  
Field Trip (Location TBD)  
Evaluate Student Performance  
Staff Meeting/ Professional Development

**May 2016**

Family Night for all five STEM Exploration Centers  
DOE Report Cards Sent Home: Review with participants  
DOE End of School Year  
Staff Meeting/ Professional Development

**June 2016**

Volunteer Appreciation Lunch

DOE Summer Break: All five centers remain open during the break

Summer Community Service Project

Staff Meeting/ Professional Development

**C. Quality Assurance and Evaluation Plans**

**1. Quality Assurance**

For measuring Hā Initiative specific outcomes and processes, HCAP staff has the requisite education, training, and expertise to devise, lead, and conduct its own evaluation processes. Hā Initiative Program Manager Michelle Stevens has a Master’s degree in Education and is experienced in curriculum development, instruction, educational team management and training, with particular expertise in working with disadvantaged youth in Hawaii. HCAP seeks to continually improve its internal assessment and evaluation capacity through trainings and education opportunities available from local experts and organizations.

Additionally, the Director of Community Services meets weekly with the Program Manager to review evaluation results and to assess progress; the Program Manager will be responsible for sharing results with staff. Through community groups and meetings, including but not limited to the HCAP Board of Directors, HCAP District Councils, Kalihi Interagency Council and Neighborhood Boards, the Director of Community Services and Program Manager will inform community partners of project status.

Following the Quality Assurance Plan for the Hā Initiative ensures quality service delivery in all STEM Exploration Centers.

Area	Quality Assurance Plan Approach	Tools & Methodology
	<p>To ensure that HCAP’s mission of <i>“P.O.I. – Providing Opportunities and Inspiration to Enable Low-Income Individuals or Families to Achieve Self Reliance”</i> is fulfilled through quality, community needs driven services and programming.</p>	

<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>SERVICES TO CLIENT</b></p>	<p style="text-align: center;"><b><u>End-user-level (client-based):</u></b></p> <ol style="list-style-type: none"> <li>1. Monitor intake and application process to determine <i>ease</i> and <i>clarity</i> for youth participants and their parents/guardians.</li> <li>2. Monitor youth response to STEM-related curriculum for age-appropriateness, comprehensibility, and interest.</li> <li>3. Determine if support service needs of family have been properly addressed through referrals to in-house and external programs/resources.</li> <li>4. Monitor Creative STEM staff and volunteers for appropriate, caring, patient, and trustworthy interaction and supervision w/ youth participants.</li> <li>5. Take corrective action or implement improvements in policy, procedure or practice, as deemed necessary by above.</li> </ol>	<ul style="list-style-type: none"> <li>▪ Ongoing solicitation of participant and family feedback to HCAP Creative STEM staff and/or Program Manager.</li> <li>▪ Participant surveys on curriculum and delivery; Solicitation of input from staff and volunteers.</li> <li>▪ Review of participant case files re: follow-up on referrals for family support services/resources.</li> </ul>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>PROGRAM PROCESSES</b></p>	<p style="text-align: center;"><b><u>Project-level (process-based):</u></b></p> <ol style="list-style-type: none"> <li>1. Ensure required participant data, supporting documentation, and applicable release and consent forms are properly collected;</li> <li>2. Ensure accurate attendance records taken and kept.</li> <li>3. Ensure program requirements consistently implemented and followed.</li> <li>4. Ensure participants are trained and properly supervised when operating computers and technical equipment.</li> <li>5. Take corrective action or implement improvements in policy, procedure or practice, as deemed necessary by above.</li> </ol>	<ul style="list-style-type: none"> <li>▪ Semi-automated, computerized intake and application process with pre-populated fields;</li> <li>▪ Program Manager review of all applications and other documentation for completeness and accuracy, w/oversight by Dir. of Community Services;</li> <li>▪ Ongoing staff training on Creative STEM processes and procedures.</li> <li>▪ Monthly staff meetings w/Creative STEM Staff and Director of Community Services.</li> </ul>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>ADMINISTRATIVE/ FISCAL OPERATIONS</b></p>	<p style="text-align: center;"><b><u>Organization-level:</u></b></p> <ol style="list-style-type: none"> <li>1. Collect all required client, outcome, and financial data and submit program and fiscal reports in formats and frequencies as stipulated;</li> <li>2. Ensure that, where applicable, program expenditures compliant with state cost principle requirements;</li> <li>3. Abide by applicable health, safety, and civil rights-related laws and regulations; <ol style="list-style-type: none"> <li>4. Continuously evaluate and review ongoing processes and incorporate findings into program improvement/refinement.</li> </ol> </li> </ol>	<ul style="list-style-type: none"> <li>▪ Checklist of program and fiscal requirements</li> <li>▪ Periodic written qualitative and quantitative reports</li> <li>▪ Fiscal accounting software program with capacity to account for program-specific requirements</li> <li>▪ 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.</li> </ul>

## 2. Evaluation Plan

The Hā Initiative: Creative STEM Evaluation Plan is designed to assess program implementation, fidelity to program model, youth participation and success in the program. HCAP conducts the program evaluation processes, but we also seek input from and confer with

program partners, including community members of the respective HCAP District Advisory Councils and other organizations directly involved in the program.

Furthermore, the overall program is monitored weekly and internally by the Director of Community Services, as well as the Executive Director, with findings and evaluations reviewed by the Board of Directors' Committee on Program Planning and Evaluation, and the HCAP Board of Directors itself at bi-monthly Committee and full Board meetings.

Formative as well as summative assessments inform our STEM teacher's instruction and help volunteers and Senior Community Service Employment Program participants assist students with their homework and learning.

The Hā Initiative: Creative STEM After School Program's Outcomes Evaluation Plan details the measures and methods we used to achieve outcomes at the preliminary immediate, intermediate, and long-range levels. It also includes the baselines and methods by which we collect baseline data and how we measure progress and outcomes.

Program effectiveness is not only reflected in the achievement of outcomes, but through an increase in student attendance, number of students who participate as they advance through each grade, an increase in the number of students who enroll in the program, and positive community response through the development of partnerships, collaboration, and community member involvement. Tools to measure and identify these successes include attendance tracking, participant and volunteer rosters, and parent, student and volunteer feedback and satisfaction surveys.

Results from these assessments combined with regular collaboration with partners and other prevention experts help inform HCAP staff not only of successes in the program, but also of improvements and adjustments that are necessary in the successful implementation of the program for continued success. Together these components allow HCAP staff to promote the improvement and sustainability of effective policies, programs and practices. Based upon the findings from the evaluation process, staff reviews, analyzes, and discusses current policies and practices, and as necessary, make pertinent adjustments and improvements in the program model.

The Hā Initiative Evaluation Plan ensures proper, timely evaluation is driven by ongoing assessment by all STEM team members.

<b>Evaluative Measure</b>	<b>Evaluation Plan Activity/Method</b>
Program	<ul style="list-style-type: none"><li>• Adherence to implementation timelines, including hiring and participant</li></ul>

Implementation	recruitment <ul style="list-style-type: none"> <li>• Adoption of policies, procedures and required forms</li> <li>• Program adaptations for socio-cultural relevancy; culturally competent staff</li> </ul>
Fidelity to Program Model	<ul style="list-style-type: none"> <li>• Checklist of operational, staff, and equipment requirements</li> <li>• Adherence to ideal staff to participant ratios</li> <li>• Staff and volunteer trainings conducted on program theory and operations</li> </ul>
Youth Participation and Success	<ul style="list-style-type: none"> <li>• Frequency and duration of individual participation</li> <li>• Demonstrated parental or family interest or involvement</li> <li>• Supportive relationships formed with program staff and peers</li> <li>• Culturally relevant and sensitive activities and cultural competency of staff</li> </ul>

**D. Measures of Effectiveness**

**1. What we Measure**

HCAP anticipates the following benefits for youth participants, family members and the communities of Kalihi, Aiea, Kaneohe, Palolo, and Waianae.

1. Improved math and science skills of participants. Participants will show improvement in academic performance, measured by STEM journals, formative assessments, worksheets, and/or staff and volunteer observations during homework block.
2. Increased interest in STEM-related activities. Participants will demonstrate an increased interest in science, technology, engineering and math, measured by interest surveys, participant STEM journals, staff and volunteer observations, and/or participation in program activities.
3. Increased family and community involvement. Parents and community members will be actively involved in the success of students in their home communities, as measured by participation and engagement in family nights, field trips and volunteer opportunities.

Additional benefits that HCAP expects to see in the long-term include participants returning as volunteers in their home communities, participants graduating from high school and pursuing higher education, and families of participants taking an active role in supporting and encouraging their children’s education. HCAP is also able to support families by providing a full network of support services from job training and placement, to financial assistance and child care. By addressing the range of issues facing low-income families, HCAP is helping to build a support system that encourages youth to succeed in school and empowers families to achieve a greater degree of self-sufficiency.

Parent and participants surveys will be collected on a quarterly basis. Participants will set individual goals with staff and volunteers regarding their achievements and interests. Tools to measure and identify outcomes will include attendance sheets, report cards, quizzes, pre- and post-tests, participant science journals, participant and parent surveys, interviews with participants and parents, and volunteer and staff observations documented in a written log.

HCAP believes that culture and community involvement are key to this program's innovative design. Local experts in STEM fields share their expertise as guest speakers, and parents, grandparents and siblings participate in the program's quarterly Family Nights. Through all of these activities, program participants find a deeper level of involvement with their families and communities while they discover new types of STEM accomplishments, education paths, and careers they may have otherwise seen as unachievable.

## **2. How We Ensure Excellence: The Hā Initiative Action Plan**

The Hā Initiative's action plan to achieve the measurable objectives and measure effectiveness for the 2015-2016 program year and provide a quality after-school STEM program follows:

1. **Maintain and expand the number of sites open:** We will continue to operate our existing four STEM Exploration Centers in Kalihi, Aiea, Kaneohe, and Waianae. In addition, we plan to open a fifth site in Palolo by June 2015.
2. **Maintain and expand the number of participants:** To encourage the participation of new and existing program participants, we will continue to collaborate with Waiahole Elementary School, St. Elizabeth's Episcopal Church, our District Service Centers in Aiea and Waianae, and the elementary and intermediate schools in the low-income areas of Kalihi, Aiea, Kaneohe, Waianae, and Palolo. We will attend open house and back to school nights, send home flyers, and visit schools in areas we are not at capacity until we have reached our student participation objective.
3. **Increase the number of personnel to assist students:** In addition to a full-time program manager, four part-time STEM teachers, several community volunteers, and 3 to 5 SCSEP participants staffing our Exploration Centers, we plan to hire one more part time teacher for the Palolo center. With the 2016 GIA funding, we also plan hire five part-time program assistants to aid the STEM teachers and keep the adult-to-child ratios low, ensuring a high quality after-school program.
4. **Assist students with academic improvement:** At least 100 participants will demonstrate improvement in academic performance by improving scores on quizzes, tests, online assessments

and or improving productivity and project quality on projects, activities and homework. To ensure this growth occurs in at least 100 participants, program staff and volunteers will work with whole group, small groups, and one-on-one as needed with students during the homework block daily. Program staff will also track online math and reading assessment scores monthly. In addition, educational technology like Smart Boards, computer labs and top notch educational software like Scoot Pad, IXL, Kid BIZ, and DimensionU are implemented weekly to improve math and literacy skills, and sharpen critical thinking practices.

5. Create opportunities for families to support students: Family Nights will be offered at each Center four times in the 12 month grant period. Bringing families and communities together to share in the achievements of these at-risk youth strengthens family ties and provides a sense of place, accomplishment, and belonging.

6. Creatively serve our communities: Five Exploration Centers will do four student lead community service projects each in the 12 month grant period during the DOE breaks. From recycling drives to trash clean up, book collections for a nearby Senior Center, or painting over graffiti, students will decide what is important in their neighborhood and are supported by program staff in implementing positive change to improve their community.

### **III. Financial**

#### **A. Budget**

Please see the attached budget form for a detailed budget. The City GIA will fund 100% of the Hā Initiative Program Manager position, which is the lead position for this program. The manager will be responsible for all day-to-day operations, program coordination, and development. A total of 5 part-time positions are budgeted for 5 STEM teachers, who will provide direct services to students and are responsible for planning and leading the Exploration Center activities. In addition, 5 part-time positions are budgeted as program assistants to ensure low adult to student ratios in our STEM Exploration Centers.

The administrative staff salaries and fringe benefits only comprise 6% of the program budget, leaving most of the funding used for direct program support. These essential positions provide fiscal support, staff support, reporting, budgeting, supervision, and program evaluation to ensure a well monitored program.

Office Maintenance, repair, and security funding is requested to support the Alert alarms we have protecting each STEM Exploration Center location. In addition, we are requesting air conditioning repairs and regular maintenance for our computer labs to ensure the functionality and longevity of the technology we have purchased.

Mileage is requested for the program manager as this position requires a lot of driving to the Hā Initiative's five STEM Exploration Centers across Oahu on a weekly basis to ensure the program runs smoothly.

Program supplies will be used to provide program participants with supplies for creative STEM activities, science experiments, educational software, homework supports, classroom supplies, and healthy snacks.

Funding for Program Activities will enable us to host Family Nights where families can share in student achievements and support academic endeavors, Field Trips to local cultural and educational locations across Oahu. In addition, the Hā Initiative intends to enroll ten teams, formed from our five Exploration Centers to participate in the FIRST LEGO League robotics competition during the 2015 season.

Volunteer support helps HCAP ensure a safe environment for our STEM Exploration Centers by providing background checks, training, supplies, and a volunteer luncheon to celebrate our wonderful community volunteers who are such an important part of our organization's community action.

Other costs such as rent, utilities, Payroll Services, office supplies, printing, and telephone has been budgeted using historical expenses as the basis. These costs are typical costs needed to run the program.

1. Anticipated Quarterly Funding Requests for the fiscal year 2016

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$84,223.25	\$84,223.25	\$84,223.25	\$84,223.25	\$336,893.00

2. HCAP is seeking the following additional funding sources for the 2016 fiscal year for the Hā Initiative: Creative STEM After School Program.

1. City Grant-In-Aid FY 2016
2. The Cooke Foundation
3. Time Warner Cable
3. Atherton Family Foundation
4. Other grants as they come available

4. State and Federal Tax Credits



Not Applicable

**5. Government Contracts and Grants**

Refer to the Budget Request by Source of Funds and Government Contracts and/or Grants worksheets attached.

6. The balance of HCAP's unrestricted current assets as of December 31, 2014 is \$476,100.

**IV. Experience and Capability**

**A. Necessary Skills and Experience**

Honolulu Community Action Program, Inc. (HCAP) is a 501(c)3 non-profit community action agency with five decades of experience mobilizing the community and increasing economic self-sufficiency for Oahu's most vulnerable, low-income and at-risk children and families. HCAP reaches over 20,000 people annually through its programs, which include employment, education, and community development and services.

HCAP considers its youth oriented programs among its most necessary and most vital efforts in ending the cycle of poverty. HCAP has run the largest Head Start preschool program in the state since our humble beginning as a summer project in 1965. HCAP offers quality early childhood education and support services to over 1,659 children and their families each year. Since 2004, 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. Seeing a need to bridge the gap in services between our preschool and teen programs, in 2011 HCAP launched the Hā Initiative, currently serving at-risk children from four low-income communities on Oahu.

The Hā Initiative: Creative Science, Technology, Engineering, and Math (STEM) After-School Program was created to address the long-term causes of poverty. Launched in 2011, the Hā Initiative began with its pilot site in Kalihi, and quickly expanded the program to include three new sites within the following two years. The program currently reaches at-risk youth in Kalihi, Aiea, Kaneohe, and Waianae and supports working families by providing high quality, free, educational after-school programming for at-risk youth.

Seeing a need in the eastern part of Oahu, HCAP plans to open an additional location in Palolo in 2015. The Hā Initiative has successfully fulfilled a 2014 City Grant in Aid contract, serving well over the contracted 120 students per month by remaining open in four low-income areas, and employing one full time program manager and four part time teachers. With the

expansion to Palolo in 2015, HCAP plans to hire another part time teacher and program aid, and to serve an additional 35 at-risk students and their families per month.

The Hā Initiative: Creative Science, Technology, Engineering, and Math (STEM) After-School Program relies on HCAP's strong organizational bank of knowledge, wrap around services, and experience to provide a quality extended day educational program that achieve the proposed outcomes. The staffing pattern for the Hā Initiative is supported by HCAP's extensive organizational structure, which allows the agency to provide a high level of supervision and administrative support to the Hā Initiative.

HCAP has the personnel and accounting systems in place to assure proper and sound fiscal administration of funding. HCAP's Executive Management team provides ongoing support and supervision and a staff of expert fiscal personnel who are familiar with State and Federal funding issues for complete, accurate and timely reporting.

The funding requested in this proposal will provide a total of 1 FT staffing position, and 10 PT positions to provide direct support and services to youth participants and their families. This includes a full-time Program Manager, five part-time STEM Teachers, and five part-time Program Assistants. These staff members will be responsible for conducting day-to-day administration and implementation of the program.

HCAP currently collaborates with over 225 governmental and non-governmental agencies to leverage shared resources, the Hā Initiative specifically partners with St. Elizabeth's Episcopal Church., Kalihi-Palama Public Housing Tenants' Associations, Waiahole Elementary School, and Parents and Children Together (PACT).

## **B. Facilities**

The Hā Initiative offers its free after-school program in low income communities on Oahu to reach the program's target population of at-risk youth in Grades 2 to 8. Each of the 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. Three of the Exploration Centers currently include fully-equipped music recording studios and multi-media rooms, with the remaining center pending space and logistical issues.

Each Hā Initiative: Creative STEM Exploration Center is an inviting, safe place for children to go after school and is not only a fun place for youth to spend their time, but also encourages personal and academic growth with a positive learning environment and mentoring

from our caring staff and volunteers from the surrounding communities. Each site has study areas, science lab workstations, and are equipped with computer labs.

A brief description of each of our STEM Exploration Centers follows:

**1. 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. 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, and Moanalua).

**2. 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. The center is primarily available for Leeward area residents (Waianae, Maili, Nanakuli, Makaha, and Makakilo).

**3. Aiea Exploration Center (99-102 Kalalua 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. Located in close proximity to the Puuwai Momi public housing complex, the center is primarily available for Central Oahu residents (Aliamanu, Halawa, Aiea, Pearl City, Waialua, Waipahu, Ewa, Wahiawa, Kapolei, Mililani, Waipio, and Waimalu).

**4. Windward Exploration Center (Waiahole Elementary School. 48-215 Waiahole Valley Road, Kaneohe).** HCAP has full use of a classroom at Waiahole Elementary School. The center is available for Windward Oahu residents (Waimea to Waimanalo).

**5.** HCAP is exploring a fifth location in the Palolo area near our Leahi District Service Center.

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

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

## **1. Proposed Staffing**

The Staff Position Chart attached lists and describes the qualifications of the staff who provide services and supervision for the Hā Initiative. The Organization Chart illustrates the Hā Initiative's staffing pattern, within the overall organizational structure.

The staffing pattern for the Hā Initiative is supported by HCAP's extensive organizational structure, which allows the agency to provide a high level of supervision and administrative support to the Hā Initiative. HCAP is funded by, among other sources, the federal Community Services Block Grant (CSBG). The funding requested in this proposal will provide a total of 6.0 FTE staffing positions to provide direct services to youth participants and their families. This includes a full-time Program Manager, five part-time STEM Teachers, and five part-time Program Aides. These staff members will be responsible for conducting day-to-day administration and implementation of the program.

HCAP Executive Director, Robert N.E. Piper, and HCAP Director of Community Services, Robert Naniole, will provide oversight and monitoring of the Hā Initiative. HCAP Director of Finance, Corinne Murashige, and her fiscal staff team coordinate and manage all fiscal operations, including accounting and financial reporting. HCAP Director of Planning, Program Development and Communications, Michael Hane, oversees our program development and evaluation. HCAP Information Technology Manager provides on-going repair and maintenance for all technical equipment, and trains staff and volunteers in use and security of the equipment.

Hā Initiative Program Manager, Michelle Stevens, is responsible for program administration, curriculum development, developing and maintaining community partnerships; recruiting and supervising volunteers and SCSEP program aids, assessment and evaluation, and overall administration of the program. Mr. Naniole provides supervision for Ms. Stevens. Part-time STEM Teachers help develop and teach lessons, assist the Program Manager with curriculum development and evaluation, and engage volunteers, community members and participant's families in the children's learning. The addition of part-time program aides will provide administrative and logistical onsite support to the Teachers and Program Manager.

The Hā Initiative's Part-time STEM Teachers adapt and implement STEM curriculum, develop fun and effective STEM lessons, coach the FIRST LEGO League robotics teams, monitor participants' progress, assist the Program manager with curriculum development and evaluation, and teach the after-school STEM program. The STEM Teacher works closely with the program manager, program aids, and volunteers (Community Mentors and Junior Leaders) to implement the overall goals of the program and to ensure a productive learning environment for children grades 2 – 8.

Volunteers are also essential to the successful operation of the program. Two groups of community members will serve as volunteers at each of the program sites. Adults from the communities where the sites are located volunteer as Community Mentors. High school and college students with an interest in STEM volunteer as Junior Leaders. These volunteers are given responsibilities that match their skills and interests, including tutoring and homework support, giving presentations on various STEM topics, chaperoning field trips, serving as role models and mentors, and supporting the teacher in implementing projects and activities.

With this staffing pattern, and an average daily attendance of 30 students per site, the program usually has a 12:1 client/staff ratio. When taking into account an average of 6 volunteers per site per day, the actual ratio is less than 2:1. This allows for a high level of personalized attention and targeted services for each participant.

HCAP's broad organizational structure and stable funding base also allows the agency to offer a range of complementary services to participants and their families. The staff of HCAP's five District Centers, particularly the Kalihi-Palama and Leeward centers, will offer case management and a network of support services to Hā Initiative participants and their families. HCAP's wide network of over 100 employers and 150 community partners can provide training, job placement, health care, and additional wraparound services. This support will significantly increase protective factors for the youth and their families, contributing directly to the program's objectives.

HCAP's largest program is the Head Start early childhood education program, which reaches over 1,659 low-income families on Oahu every year. Head Start Director, Lynn Cabato, and her management team provide valuable consultation services to the Hā program in regards to child development and best practices in youth interventions. HCAP Head Start also employs a staff of over 250 employees, who are available to assist the Hā Initiative staff with outreach to low-income families with young children.

Finally, the HCAP Board of Directors, Kalihi-Palama District Council and Leeward District Councils provide guidance and support to the program. As a community action agency, HCAP has a tripartite Board, with equal representation from three key sections: Public (government), Private (business leaders), and Resident (community members). The District Councils are comprised of residents of the program's target communities. Each member of the Board and District Councils provide resources and expertise to enhance the services offered by the Hā Initiative and offer input directly from residents in the communities the program serves.

## **2. Staff Qualifications**

Job descriptions and resumes for the positions and individuals described in this section are available upon request.

Robert N. E. Piper, Esq., MBA, Executive Director: The original idea for the Hā Initiative came from HCAP's Executive Director Robert N.E. Piper. Mr. Piper brings a wealth of executive, professional, and personal experience to his leadership role overseeing HCAP and the agency's \$22 million annual budget and as the guiding force of the Hā Initiative.

Robert Naniole, M.A., Director of Community Services: Mr. Robert Naniole oversees HCAP's job development and training programs, community services and youth education programs. He has been directly involved in all aspects of development for the Hā Initiative, including facilities construction and renovation, hiring, volunteer/participant recruitment and program implementation.

Michael Hane, Director of Planning, Program Development & Communications: Mr. Hane oversees the development of new programs, manages public relations and fund development, and supervises program evaluation.

Corinne Murashige, MBA, Director of Finance: Mrs. Murashige and the HCAP fiscal staff are experienced in coordinating and managing all fiscal operations for large Federal, State and local grants, including accounting and financial reporting. Mrs. Murashige and her staff team are experienced and knowledgeable about fiscal controls, procurement procedures, grants management, program reporting and state and federal cost principles.

Michelle Stevens, M.Ed., Sec+, Program Manager: Ms. Stevens is a resourceful, enthusiastic manager, who has previous technology and teaching experience in evidence-based interventions and strategies. Ms. Stevens directly oversees all aspects of the Hā Initiative: Creative STEM After-School Program. Ms. Stevens has twelve years of experience developing curricula and teaching children and adults, with particular expertise in working with technology literacy in disadvantaged communities on Oahu. Ms. Stevens has a Master's degree in Education, is a Security + professional, and an experienced computer instructor.

Christian Miller, Kalihi STEM Teacher: Mr. Miller leads our Kalihi STEM team and is the Senior member having been part of the initial STEM Exploration Center team in Kalihi at it's opening in 2011. With three years in this lead position, Christian has demonstrated a high level of creativity and the ability to engage youth and support their development as students and community members. Mr. Miller has a Bachelor of Arts degree in Computer Science and has taught, tutored and coached youth in a variety of STEM topics, including robotics, math and computer science.

Charles Peraro, Leeward STEM Teacher: Mr. Peraro leads our Leeward STEM team at the Waianae Exploration Center. Mr. Peraro holds a Master's Degree in Management of

Information Technology and Bachelor of Arts degree in Sociology. He is a 30-year veteran of the United States Coast Guard and has flown and maintained Coast Guard aircraft worldwide. Mr. Charles enjoys working with people of all ages and types and especially enjoys nurturing children's learning.

Ryan Santos, Central STEM Teacher: Mr. Santos leads our Central STEM team at the Central District Service Center. Ryan Santos, Creative STEM teacher in Central (Aiea) holds a Bachelor of Science in Biology. He has experience working with students with autism, cerebral palsy, and Down syndrome. His background in sports such as soccer, rugby, paddling, surfing, and swimming helps translate the STEM topics into real world applications through hands on inquiry based explorations. Ryan's philosophy on the Creative STEM Exploration Center is having fun while learning about the world around us in ways students will remember.

Heather Heffner, Windward STEM Teacher: Ms. Heffner leads our Kaneohe STEM Exploration Center at Waiahole Elementary School. She taught English Second Language learners in Korea and computer skills to lower socio-economic groups and adults with disabilities on Oahu. Heather has a Master's degree in International Relations from the University of Hawai'i at Mānoa. Her TESOL and technology-oriented background is useful to make STEM accessible to English Second Language learners and younger students.

SCSEP Program Participants: The Hā Initiative implements a seamless coordination of programs by utilizing Senior Mentors from our Senior Community Service Employment Program (SCSEP) in our STEM Exploration Centers. HCAP's SCSEP program is a federally funded program whereby income qualifying seniors 55 or older work part-time in a training position at a minimum wage. HCAP beautifully implements both programs to benefit all of our participants. The Hā Initiative has program participants from HCAP's SCSEP program in our STEM Exploration Centers to provide the opportunity for our seniors to share their knowledge, and to interact with Teachers, volunteers and students, and for our children to spend some fun, educational, quality time with their elders five days each week.

Volunteers: Our community volunteers and mentors 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 from the surrounding communities, who support the teacher in discipline, guidance and mentoring of the youth. "Junior Leaders" are high school 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. For the past two years, we have been the fortunate recipients of Americorps VISTA volunteer grants for both the 2013-2014 and 2014-2015 program years, enabling us to have one full time volunteer to develop our volunteer recruitment and

onboarding processes, familiarize them with STEM, and train our new volunteers in quality tutoring techniques.

**Program Aides:** HCAP plans to hire five part-time Program Aides who are responsible and organized, with a high level of integrity and strong communication skills. The aides will be responsible for keeping detailed records of participant attendance, progress, and academic achievement. They will assist the Teachers and Program Manager with all administrative functions of the program.

### **3. Supervision and Training**

Executive Director Robert Piper and the HCAP staff will provide all necessary administrative and programmatic support to facilitate successful operation of the program, and most importantly, ensure positive outcomes for participants. The Director of Community Services and Director of Human Resources will be responsible for ensuring that program staff is trained and equipped with the skills, knowledge and resources to provide quality services to program participants.

Executive Director Robert Piper and the HCAP staff provide all necessary administrative and programmatic support to facilitate successful operation of the program, and most importantly, ensure positive outcomes for participants. The Director of Community Services and Director of Human Resources will be responsible for ensuring that program staff is trained and equipped with the skills, knowledge and resources to provide quality services to program participants. The program manager directly supervises the teachers and all aspects of the program. Teachers supervise SCSEP program aides, and volunteers at the STEM Exploration Center level.

Upon becoming hired, all Hā Initiative staff is trained in HCAP policies and procedures, standards of conduct, safety and crisis management, prevention methods and strategies, ethical and legal issues related to working with youth, the value of after-school programs, community resources and services, and cultural competencies specific to children in Hawaii. A criminal history record check and FBI fingerprinting check is conducted for all staff and volunteers. A copy of the results are placed in secured personnel files.

The Hā Initiative's program manager leads monthly team training in utilizing STEM resources, lesson in current educational best practices for program delivery. HCAP's extensive network of partner organizations also assists with staff and volunteer training. Organizations like the Coalition for a Drug-Free Hawaii and PREL provide varied perspectives on challenges and opportunities for at-risk youth participants in Hawaii. Organizations like Engineering is Elementary, STEM WORKS Hawaii, and STEM Hawaii provide relevant materials for in house



professional development. Program staff will also participate in HCAP's agency-wide training schedule that includes formal trainings on topics such as administrative and fiscal policies and procedures, case management, time management, client information software, community resources and development, HCAP programs and services, and working with economically challenged populations.

HCAP's extensive network of partner organizations also assists with staff and volunteer training. Organizations including, but not limited to, Hawaii Literacy and the Coalition for a Drug-Free Hawaii, will provide various perspectives on challenges and opportunities for youth participants. Program staff will also participate in HCAP's agency-wide training schedule that includes formal trainings on topics such as administrative and fiscal policies and procedures, case management, time management, client information software, community resources and development, HCAP programs and services, and working with challenged populations.

## **B. Organization Chart**

The Honolulu Community Action Program, Inc. (HCAP) Organizational Chart attached highlights placement of all HCAP programs. It shows clearly the strong support functions HCAP would offer to the Hā program through its six functional departments. It shows the extent and scope of programs HCAP offers to youth participants and their families. The chart also reflects the strong oversight and direction provided by HCAP's Executive Director and Board of Directors to ensure program success.

The Hā Initiative Program Position Chart attached highlights the positions involved with management, service delivery, technical support and facility maintenance. The staffing pattern provides dedicated program staff to deliver direct services to youth, as well as utilizing the program organization already in place. The strengths of HCAP's staffing pattern and program organization are: (1) geographic reach and proximity to large numbers of at-risk youth; (2) resources and educational expertise available through other funding sources; and (3) the ability of HCAP's staff to provide supplementary social services to participants and their families.

## **C. Compensation**

The annual salaries paid by HCAP, Inc. to the three highest paid officers, directors, and employees of the organization by position are to Mr. Robert N.E. Piper, Esq., MBA – Executive Director \$110,736, Ms. Lynn Cabato – Head Start Director \$86,688, and Mr. Michael Hane – Director of Planning, Program Development & Communications \$79,260.

## **VI. Other**

**A. Litigation**

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

**B. Licensure or Accreditation**

Not Applicable

**C. Federal and County Grants**

Please refer to Government Contracts and/or Grants worksheet.

**D. Private Educational Institutions**

This grant will not be used to benefit any specific educational institutions. Instead, it will be used to support and benefit all children on Oahu, and specifically targeting low economically challenged families with students in 2-8 grade living in public housing and nearby low-income communities.

**E. Future Sustainability Plan**

Our plan to sustain and/or expand activities beyond the applicable grant period is to deliver a program that is relevant, effective, and truly benefits the community. Non-profit agencies such as ours, which rely on government grants, corporate grants and private donations to run our programs, must provide value and clearly demonstrate the benefits of the programs. In short, we believe the best way to sustain and grow a program is to have a successful program, which will in turn retain and attract more support.

Therefore, we are committed to running a quality program. HCAP has a strong track record of meeting and exceeding our contracted goals. Program Managers have regular meetings with their supervisors and Executive Management to provide updates to ensure the programs are effective and relevant, and that the program participants are receiving quality services. All programs are evaluated throughout the year to determine effectiveness and success.

HCAP's emphasis on quality programs and meeting program goals, as well as timely responses to funder requests, allows us to seek new or repeat funding in order to sustain the program. In the event funding is not readily available, HCAP has the capacity to continue running successful programs in the interim by using federal Community Services Block Grant funds to fill the gaps. HCAP will evaluate programs and priorities each year, and continue to

support and supplement key programs for as long as possible until other sources of funding become available.

It is our goal to make people aware of how this program is benefitting our communities. In addition to reports to funders, we have developed a website and social media presence to draw attention to our agency and programs, and have been able to bring new donors to our agency. We have solicited and obtained meaningful collaboration and partnerships, and we are consistently searching for grant opportunities. In addition, we have encouraged giving from our staff and board.

**F. Certificate of Good Standing**

Please see the attached Certificate of Good Standing dated December 9, 2014.

# Attachment 1

## Organizational Chart

**Grant-In-Aid**

Fiscal Year 2016

**Grant Activity Name:**

Hā Initiative: Creative STEM After-School Program

**Submitted by:**

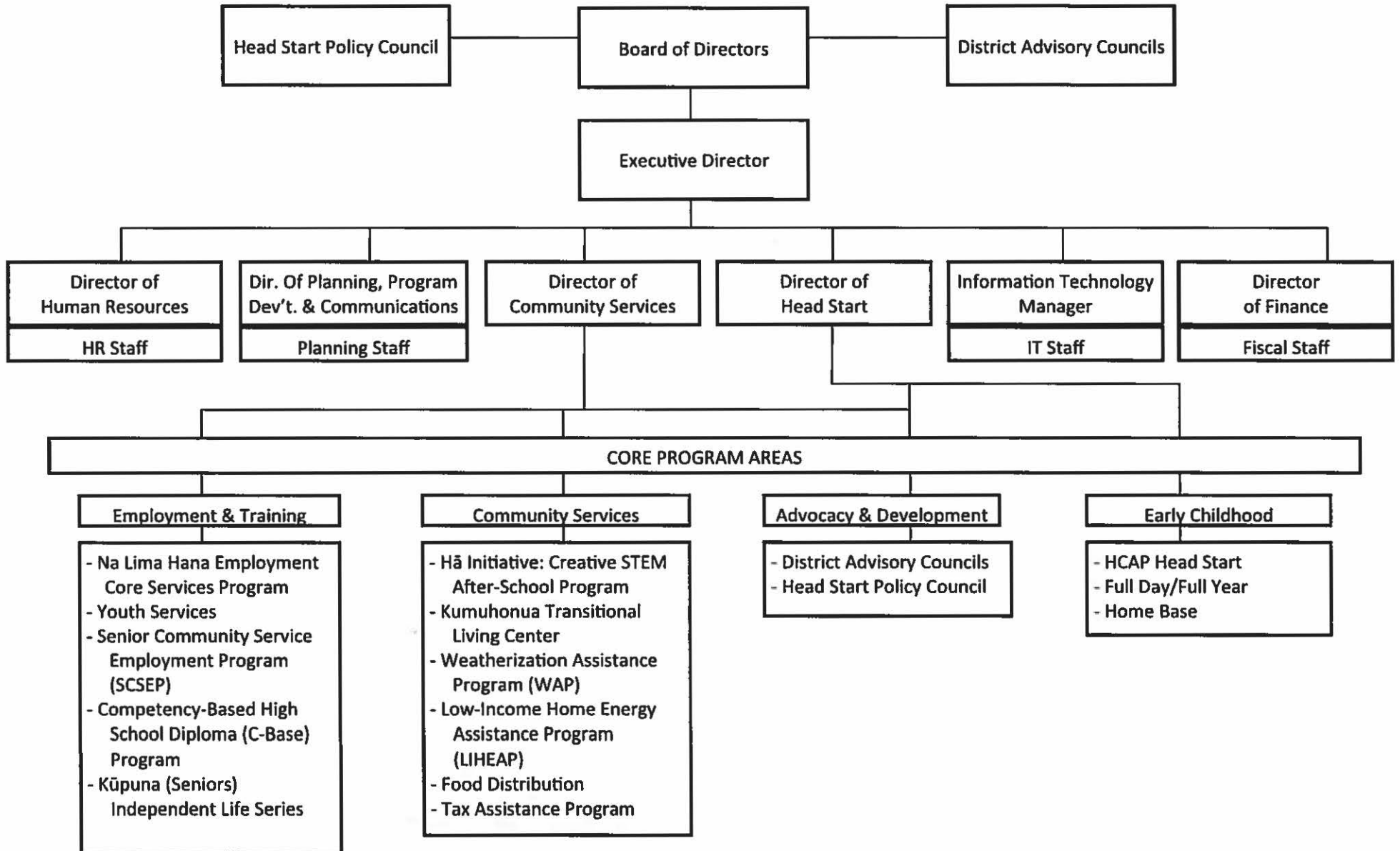


Honolulu Community Action Program, Inc.  
33 South King Street, Suite 300  
Honolulu, HI 96813  
Phone: (808) 521-4531  
Fax: (808) 521-4538

January 29, 2015



Honolulu Community Action Program, Inc.  
**Organizational Chart**



# **BUDGET**

- Budget Request by Source of Funds
- Budget Justification – Personnel Salaries and Wages
- Budget Justification – Equipment and Motor Vehicles
- Budget Justification – Capital Project Details

## **Grant-In-Aid**

Fiscal Year 2016

### **Grant Activity Name:**

Hā Initiative: Creative STEM After-School Program

### **Submitted by:**



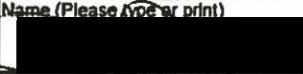
Honolulu Community Action Program, Inc.  
33 South King Street, Suite 300  
Honolulu, HI 96813  
Phone: (808) 521-4531  
Fax: (808) 521-4538

January 29, 2015

## BUDGET REQUEST BY SOURCE OF FUNDS \*

Period: July 1, 2015 to June 30, 2016

Applicant: Honolulu Community Action Program, Inc. - Hā Initiative: Creative STEM After-School Program

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b) **	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	186,267	75,493		
2. Payroll Taxes & Assessments	32,855	12,637		
3. Fringe Benefits	12,791	4,620		
<b>TOTAL PERSONNEL COST</b>	<b>241,913</b>	<b>92,750</b>		
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Airfare, Out-of-State				
3. Audit Services				
4. Contractual Services - Administrative	240			
5. Contractual Services - Subcontracts	2,785			
6. Insurance				
7. Lease/Rental of Equipment				
8. Lease/Rental of Motor Vehicle				
9. Lease/Rental of Space				
10. Mileage	3,240	1,031		
11. Postage, Freight & Delivery	240			
12. Publication & Printing	1,200			
13. Repair & Maintenance	7,100			
14. Staff Training/T&TA	500			
15. Substance/Per Diem				
16. Supplies	3,000			
17. Telecommunication	4,800	2,500		
18. Transportation	1,200			
19. Utilities	4,800	2,700		
20. Program Supplies	22,540	1,019		
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>51,645</b>	<b>7,250</b>		
<b>C. EQUIPMENT PURCHASES</b>	<b>43,335</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>336,893</b>	<b>100,000</b>		
<b>SOURCES OF FUNDING</b>	(a) Total State Funds Requested	336,893	Budget Prepared By:	
	(b) Total Federal Funds Requested	100,000	Kim Nguyen	521-4531
	(c) Total County Funds Requested		Name (Please type or print)	Phone
	(d) Total Private/Other Funds Requested			1/29/2015
<b>TOTAL BUDGET</b>	<b>436,893</b>	Signature of Authorized Official		
		Robert N.E. Piper, Esq., MBA, Executive Director Name and Title (Please type or print)		

\* In addition to the 2016 State GIA request, sources of funding for government contracts or grants we have been or will be receiving for this program for the GIA period 7/1/15 - 6/30/16 are shown in response to section III (financial), item 5 of the grant application.

\*\* The period of funding for the DHS TANF Grant contract is 1/1/2015 - 12/31/2015. We anticipate this grant funding will be exhausted well before the contract end date.

**BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES**

Period: July 1, 2015 to June 30, 2016

Applicant: Honolulu Community Action Program, Inc. - Hā Initiative: Creative STEM After-School Program

POSITION TITLE Direct Services to Clients Positions	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Manager	1	\$42,504.00	100.00%	\$ 42,504.00
Part Time Teacher	1	\$33,288.00	50.00%	\$ 16,644.00
Part Time Teacher	0.5	\$16,644.00	100.00%	\$ 16,644.00
Part Time Teacher	0.5	\$16,644.00	100.00%	\$ 16,644.00
Part Time Teacher	0.5	\$16,644.00	100.00%	\$ 16,644.00
Part Time Teacher	0.5	\$16,644.00	100.00%	\$ 16,644.00
Part Time Program Aid	0.5	\$10,872.00	100.00%	\$ 10,872.00
Part Time Program Aid	0.5	\$10,872.00	100.00%	\$ 10,872.00
Part Time Program Aid	0.5	\$10,872.00	100.00%	\$ 10,872.00
Part Time Program Aid	0.5	\$10,872.00	100.00%	\$ 10,872.00
Part Time Program Aid	0.5	\$10,872.00	100.00%	\$ 10,872.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>SUB-TOTAL:</b>				180,084.00

Applicant for Grants



**BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES**

Period: July 1, 2015 to June 30, 2016

Applicant: Honolulu Community Action Program, Inc. - Hā Initiative: Creative STEM After-School Program

POSITION TITLE Administrative/Supervisory Positions	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1	\$110,736.00	2.00%	\$ 2,215.00
Executive Assistant	1	\$46,500.00	2.00%	\$ 930.00
Director of Planning	1	\$79,260.00	2.00%	\$ 1,585.00
Planing and Development Specialist	1	\$40,008.00	2.00%	\$ 800.00
Director of Community Services	1	\$70,560.00	2.00%	\$ 1,411.00
Director of Finance	1	\$77,688.00	2.00%	\$ 1,554.00
Senior Accountant and Grant Manager	1	\$54,300.00	3.00%	\$ 1,629.00
Senior Accounts Payable	1	\$28,080.00	3.00%	\$ 842.00
Accounting Specialist	1	\$36,132.00	2.00%	\$ 723.00
Payroll Specialist	1	\$36,132.00	2.00%	\$ 723.00
Accounting Secretary	1	\$47,964.00	2.00%	\$ 959.00
Director of Human Resources	1	\$71,220.00	2.00%	\$ 1,424.00
Human Resources Generalist	1	\$40,188.00	2.00%	\$ 804.00
Human Resources Assistant	1	\$29,208.00	2.00%	\$ 584.00
<b>Sub-Total:</b>				16,183.00
<b>TOTAL:</b>				<b>196,267.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				
<p>The State GIA will fund 100% of the Hā Initiative program manager position, which is the lead position for this program. The program manager is be responsible for all day-to-day operations, program coordination, and development. A total of 2.5FTE is budgeted for five part time STEM teachers, who teach in the STEM Exploration Centers. A total of 2.5FTE is budgeted for five part time program aids, who will assist the STEM teachers in supervision and instruction in the STEM Exploration Centers. The administrative staff salaries and fringe benefits comprise approximately 6% of the program budget. These positions will provide fiscal support, staff support, reporting, budgeting, supervision, and program evaluation.</p>				

# BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2015 to June 30, 2016

Applicant: Honolulu Community Action Program, Inc.-Hā Initiative: Creative STEM After-School Program

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Air Conditioning Units	5.00	\$8,667.00	\$ 43,335.00	43,335
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	<b>5</b>		<b>\$ 43,335.00</b>	<b>43,335</b>

**JUSTIFICATION/COMMENT** The Ha Initiative: Creative STEM After-School Program uses computer labs to fulfill it's purpose. The technology in the Exploration Center computer labs require a stable, temperature controlled environment to function properly.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not Applicable.			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

**JUSTIFICATION/COMMENTS:**

# BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2015 to June 30, 2016

Applicant: Honolulu Community Action Program, Inc.- Hā Initiative: Creative STEM After-School Program

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: 2013-2014	FY: 2014-2015	FY:2015-2016	FY:2015-2016	FY:2016-2017	FY:2017-2018
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b> <div style="text-align: center; padding: 10px;">Not Applicable.</div>						

# Government Contract and/or Grants

## **Grant-In-Aid**

Fiscal Year 2016

## **Grant Activity Name:**

Hā Initiative: Creative STEM After-School Program

## **Submitted by:**



Honolulu Community Action Program, Inc.  
33 South King Street, Suite 300  
Honolulu, HI 96813  
Phone: (808) 521-4531  
Fax: (808) 521-4538

January 29, 2015

# GOVERNMENT CONTRACTS AND/OR GRANTS (A)

Applicant: Honolulu Community Action Program, Inc. – Hā Initiative: Creative STEM After-School Program

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY (B)	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau )	CONTRACT VALUE
1.	Community Services Block Grant	10/1/14-9/30/15	Dept. of Labor and Industrial Relations	State	1,857,685
2.	Hā Initiative: Creative STEM After-School Program	1/17/14-1/31/15 (ending soon)	Department of Community Services	Honolulu	150,000
3.	Hā Initiative: Creative STEM After-School Program (TANF)	1/1/15-12/31/15	Dept. of Human Services	State	100,000
4.	Head Start	4/1/14-3/31/15	Dept. of Health & Human Services	U.S.	12,515,192
5.	Kumuhonua Transitional Living Center	8/1/14-7/31/15	Dept. of Human Services	State	360,000
6.	Low-Income Home Energy Assistance Program	5/1/14-4/30/15	Dept. of Human Services	State	122,683
7.	Na Lima Hana Employment Core Services	1/17/14-1/31/15 (ending soon)	Department of Community Services	Honolulu	120,405
8.	Senior Community Services Employment Program	7/1/14-6/30/15	Dept. of Labor and Industrial Relations	State	853,410
9.	Weatherization Assistance Program	10/1/14-9/30/15	Dept. of Labor and Industrial Relations	State	105,833
10.	Youth Services	7/1/14-6/30/15	Department of Community Services	Honolulu	Not specified (C)
				TOTAL	16,185,208

(A) List reflects all government contracts and/or grants in effect as of 1/30/15.

(B) Indicates the agency HCAP has entered into the contract with – the agency (i.e. State agency) may be a pass-through entity for federal funds.

(C) The Youth Services contract is a fee for service contract, and the amount received is dependent on program participants referred to HCAP by the City. HCAP is seeking additional funds for Youth Services so that the program is not fully dependent on City referrals.

# Certificate of Good Standing

**Grant-In-Aid**

Fiscal Year 2016

**Grant Activity Name:**

Hā Initiative: Creative STEM After-School Program

**Submitted by:**



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January 29, 2015



## Department of Commerce and Consumer Affairs

### CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

HONOLULU COMMUNITY ACTION PROGRAM, INC.

was incorporated under the laws of the State of Hawaii on 12/24/1968 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: December 09, 2014

Director of Commerce and Consumer Affairs



# Attachment 2

## HCAP Weekly

### **Grant-In-Aid**

Fiscal Year 2016

### **Grant Activity Name:**

Hā Initiative: Creative STEM After-School Program

### **Submitted by:**



Honolulu Community Action Program, Inc.  
33 South King Street, Suite 300  
Honolulu, HI 96813  
Phone: (808) 521-4531  
Fax: (808) 521-4538

January 29, 2015



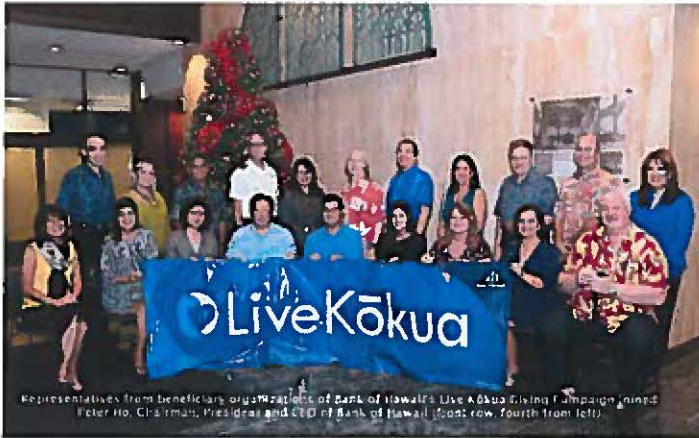


# HCAP Weekly

A weekly e-newsletter of Honolulu Community Action Program, Inc.  
For the week of December 15, 2014

*"Providing Opportunities and Inspiration since 1965"*

## Bank of Hawaii Presents HCAP With Donation from Live Kōkua Campaign



Mahalo to Bank of Hawaii employees who selected Honolulu Community Action Program as one of the 22 beneficiaries in their Live Kōkua Giving Campaign. The Bank of Hawaii ohana, which includes employees and retirees, donated a total of \$12,382.95 to our organization. This is the fifth year of the campaign where employees actively fundraise and donate money to help nonprofits better serve their community. Robert N.E. Piper, Executive Director, was presented with a check on Monday, December 8, 2014 at BOH's tree-lighting celebration.

## Kumuhonua Residents Give Back



[Kumuhonua](#) residents volunteered and participated in a community awareness event on December 5th at Kahe point in Nanakuli, for the Waianae Coast Coalition. They sign waved and represented the City and County "Be A Jerk" Campaign, which is against underage drinking. This was one way for residents to give back to their community and they really enjoyed themselves.

## STEM Students Share Projects at Junior FIRST LEGO League Tournament



On Saturday, December 13, 2014, HCAP's [Hā Initiative: Creative STEM After-School Program](#) students competed in their first Junior FIRST LEGO League Tournament at the Blaisdell Exhibition Hall. This year's Junior LEGO League challenge was to think of a place and build a LEGO model of a tool that could help them learn about that place.

The Windward Jr. FIRST LEGO League team consisted of one first grader, three second graders, and two third graders. In order to prepare for the tournament, they brainstormed and came up with a park as the place they wanted to learn about. They chose a compass as their learning tool, which could help them navigate in a park. The final LEGO model had a pulley belt that the team used to show how to find True North, and a motor that demonstrated Magnetic North.

Although a little bit shy at first, the Windward team soon opened up and eagerly shared their LEGO model with visitors. They also got the chance to see other teams' LEGO models and visit the high school section of the tournament, where the construction of life-size robots was under way.

After the judges interviewed the team about their LEGO model and research project, Ms. Heather asked them how the presentation went. "Nailed it!" they said, proudly showing off their medals from the event. The team had a great time, and the two third graders are looking forward to joining the FIRST LEGO League (which is for older students) next year.



# HCAP Weekly

A weekly e-newsletter of Honolulu Community Action Program, Inc.  
For the week of November 10, 2014

*"Providing Opportunities and Inspiration since 1965"*

## Na Lima Hana Helps Participants Pursue Their Interests

Angel went to the Leeward District Service Center to volunteer and he discovered that HCAP offered employment services. Angel was enrolled into the Na Lima Hana program and was informed of the program milestones, incentives and goals. Soon, he was employed part-time as a security guard for a cruise ship at Aloha Tower, and later became interested in finding a more stable, full-time position.

Angel attended and completed Job Readiness Training (JRT) in August. Between doing his volunteer work hours, meeting with a caseworker, attending JRT classes, and job searching, he was able to apply for various jobs within his interest.

Angel applied for a lifeguard position at Wet & Wild Hawaii Water Park and was called in for an interview. Upon completion of his training and a written exam, Angel was hired as a full-time lifeguard in September 2014.

After sharing his love for water with HCAP staff, he expressed his hopes to eventually become a lifeguard with the City or State. Congratulations Angel!



## SCSEP Helps to Form Bonds for the Holidays

The holiday season can be a time of joy or a time of loneliness for seniors. One of the joys about the Senior Community Service Employment Program (SCSEP), in addition to the income seniors are able to earn, is the added sense of "family" developed. Through their SCSEP community service assignments, bonds are formed and friendships are made. Participants who have no family have mentioned that they have spent Thanksgiving Day and/or Christmas Day with another SCSEP participant(s) or other co-worker(s) that they've met at their SCSEP training site. To hear this is very heart-warming and brightens the holiday spirit.

On behalf of the SCSEP staff, we would like to wish everyone a very Happy Holiday season.

## Hā Initiative Students Compete in FIRST LEGO League Robotics Competition



**\*\*Submitted by Ms. Heather, Windward STEM Exploration Center Teacher**

The Hā Initiative's Windward STEM Exploration Center Ko'olaubots competed in their first LEGO robotics competition Saturday, November 8th, at Maunawili Elementary School. Five students in grades 4 to 6 proudly wore their FIRST LEGO League (FLL) team shirts as they awaited the beginning of presentations.

When discussing the topic for this year's FLL Project Presentation, "How can we improve the way someone learns about...?", the team had overwhelmingly chosen video games. However, it was important for the team to identify "who" the someone was in the question. After brainstorming about people who would be interested in improvements to the video game field, the team came to a collective decision to investigate how they could improve video games for the blind community. They opted to go the technological route by creating a Microsoft Powerpoint presentation. Within the presentation, they discussed developing "audio games" that expanded the video gaming world to those who see with their hands, and came up with two creative engineering designs for audio headsets and game controllers. After presenting their ideas to the judges, the Ko'olaubots flashed me a thumbs up.

Next came the event everyone was looking forward to: the Robot Games. The first-year Ko'olaubots had designed their robot to be light, speedy, and focus on doing a few missions well: opening the Door, pushing the Changing Conditions model to a ninety degree angle, and scoring a goal on the Football mission. They also presented their Apprenticeship model to the judges: an audio headset from their presentation. Team members went up in pairs to compete in the tournament. Each team member had a chance to position the robot and set it off into the course of obstacles.

Honolulu Community Action Program, Inc.

33 South King Street, Suite 300 Honolulu, HI 96813-4323

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# HCAP Weekly

A weekly e-newsletter of Honolulu Community Action Program, Inc.  
For the week of July 14, 2014

*"Providing Opportunities and Inspiration since 1965"*

## Making a Difference in the Lives of Employment Core Participants



Last week, three participants from the [Central District Service Center](#) completed Employment Preparation Training. One of the three participants contacted program staff this week to share that he found employment, but needed help with getting a state ID in order to start working. The [Na Lima Hana-Employment Core Services](#) Program will help the participant purchase his state ID.

Many of the program participants are from the work furlough program and have no family support or financial assistance. Each time HCAP staff are able to assist participants, they are forever grateful for the time spent to assist them. The smile on the faces of participants after staff assists them with obtaining work clothes, personal hygiene items, shoes, ID, birth certificate, or completing the Employment Preparation training is priceless.

**Youth Services Recruiting for Academic Programs**  
[Youth Services](#) would like to send a very big "MAHALO" to the Hawaii State Library for allowing us to distribute our brochures in all the libraries on Oahu as we aggressively recruit for our academic programs. Youth Services is offering orientation and tours every-other Friday at 9:00am. Please call 591-1766 for more information and to schedule an appointment.

## Exploring the Fun Field of Science, Technology, Engineering, and Math (STEM)

At the [Hā Initiative: Creative STEM After-School Program](#), Central Exploration Center teacher Mr. Ryan tries to introduce as many of the basics of the STEM (Science, Technology, Engineering, and Math) fields as possible.

In the past few months, the students have covered various topics such as aerodynamics, Newton's Laws, blood pressure, heart rate, form and function of engineering, graphic design, and even some music skills. Some of the activities they do on a regular basis are Scoot Pad, Funtotype.com, and Lego missions. Scoot Pad is a computer quiz based program that tests a student's abilities in reading and math. Funtotype.com is a website with games based around typing. Lego missions are a great way to introduce engineering design as well as computer programming, robotics, and other important technological skills. For example, students explored a possible mission to Mars with space shuttles and various rovers they created with Legos. They looked at the physics of landing on another planet from Mars's position in the solar system.

Other activities they've explored include a look at healthy living, in which they used a stethoscope, scale, blood pressure cuff, and body fat analyzer. This activity was an awesome experience as children role-played being a doctor and



took other students physical statistics. This was really inspiring because it made the students feel like they could become a doctor one day.

HCAPhi



@HCAPhi

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# Attachment 3

## Photographs of STEM Activities

**Grant-In-Aid**

Fiscal Year 2016

**Grant Activity Name:**

Hā Initiative: Creative STEM After-School Program

**Submitted by:**



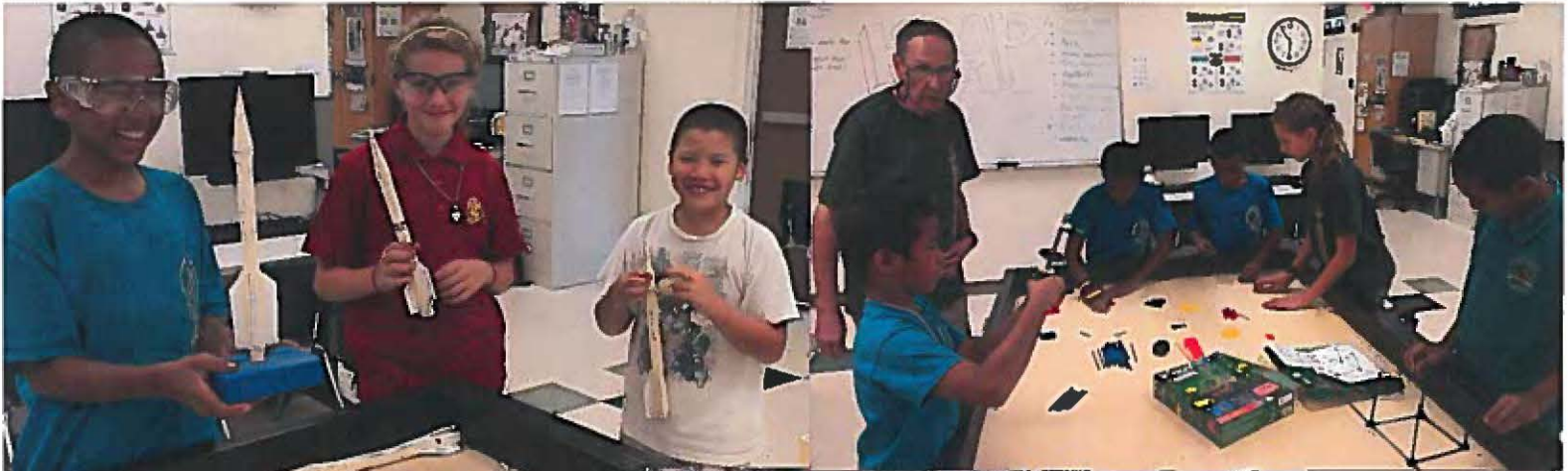
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January 29, 2015



Honolulu Community  
Action Program, Inc.

**Hā Initiative:  
Creative STEM After School Program  
Leeward STEM  
Exploration Center**





Honolulu Community  
Action Program, Inc.

**Hā Initiative:  
Creative STEM After School Program  
Central STEM  
Exploration Center**



# Declaration Statement

**Grant-In-Aid**

Fiscal Year 2016

**Grant Activity Name:**

Hā Initiative: Creative STEM After-School Program

**Submitted by:**



Honolulu Community Action Program, Inc.  
33 South King Street, Suite 300  
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January 29, 2015

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS 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 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 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 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.
  
- 2) If the applicant is an organization, 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 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 used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant 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 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)

  
\_\_\_\_\_  
(Signature)

January 29, 2015  
(Date)

Robert N.E. Piper, ESQ., MBA  
(Typed Name)

Executive Director  
(Title)