

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.

Db:

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:

NA LIMA HANA- EMPLOYMENT CORE SERVICES

The Na Lima Hana- Employment Core Services (ECS) program is specifically designed to address the multiple needs of unemployed and underemployed individuals. ECS currently provides employment preparation training, personalized case management services, and job placement to unemployed and underemployed individuals throughout the island of Oahu.

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2016: \$ 249,272

4. FEDERAL TAX ID #:

5. STATE TAX ID #:

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 \$0  
COUNTY \$0  
PRIVATE/OTHER \$0

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[Redacted Signature]

AUTHORIZED SIGNATURE

ROBERT N.E. PIPER, ESQ., MBA, EXECUTIVE DIRECTOR

NAME & TITLE

JANUARY 29, 2015

DATE SIGNED



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## Application for Grants

*If any item is not applicable to the request, the applicant should enter "not applicable".*

### I. Background and Summary

#### A. Applicant Background

Honolulu Community Action Program, Inc. (HCAP) is a private, non-profit 501(c)(3) organization, delivering need-based human services to the economically challenged on the island of Oahu since 1965. Recognized as a Community Action Agency, HCAP's mission is deeply rooted in its responsiveness to the community and its needs. It is our belief and philosophy that no individual should be denied the opportunity to share and contribute fully to the best of his/her capabilities in the social and economic well-being and prosperity of our society. Hence, HCAP is committed to alleviating the conditions of poverty on Oahu by promoting opportunities for the economically disadvantaged to attain greater social and economic mobility.

HCAP has contributed significantly to economically disadvantaged communities 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. In the past program year, more than 20,000 individuals and families were impacted by HCAP's work. HCAP uses a client-centered approach to assist individuals gain self-sufficiency. The process starts with an assessment of each client's needs followed by the setting of goals and identifying means and methods to achieve them. The goals reflect the desired self-sufficiency benchmarks set by each client. Referrals to relevant programs and services are then made to guide each client along his/her chosen path towards attaining self-sufficiency.

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.

To learn more about the programs and services HCAP offers, we invite you to visit us at [www.hcapweb.org](http://www.hcapweb.org) or like us on Facebook: <https://www.facebook.com/HCAPhi> and follow us on Twitter: <https://twitter.com/HCAPhi>

#### B. Goals and Objectives

The Na Lima Hana- Employment Core Services (ECS) program is specifically designed to address the multiple needs of unemployed and underemployed individuals. ECS currently provides employment preparation training, personalized case management services, and job placement to unemployed and underemployed individuals throughout the island of Oahu.

The goal of Employment Core Services is to provide services to 300 unemployed and underemployed individuals in the Grant-In-Aid 2016 Fiscal Year.

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

Many residents in the communities HCAP serves work hard to make ends meet, but have felt the effects of a struggling economy. Furthermore, recent federal budget cuts have affected job search assistance and training programs. According to the White House, Hawaii will lose around \$111,000 of funds to support job searches, referrals, and placement services. This leaves approximately 4,130 people without the help they need to find employment.

According to the UH Center on the Family's guide for Managing Job Loss and Financial Stress, "Unemployment and a decline in income affect all family members, not just the person with lost wages. Thus knowing how family members can help each other through the crisis is important. The issues associated with losing one's job or having hours cut are often much more than financial. For some people, these challenges can mean losing identity, the routine in daily life, and relationships with coworkers. The future might seem uncertain."

The number of Oahu residents falling at or below the poverty line is 98,870 or roughly 10.4% of the island's population of 946,558 (U.S. Census Bureau's Small Area Income and Poverty Estimates for 2012). For the entire state, the number of people in poverty is 159,988, which means that Oahu comprises 62% of Hawaii's overall poverty population. With the economic downturn and the corresponding increase in job losses over the past four years, it is reasonable to conclude that the low-income population, almost 10% of Oahu's population, makes up a disproportionate portion of the ranks of the unemployed and underemployed given the entry-level nature of many of the jobs they fill.

First Hawaiian Bank's 2013-2014 Economic Forecast stated that "the Hawaii state economy has built some internal momentum so that output, jobs and income are expected to expand overall next year with continued strength in most sectors." In September 2014, the State of Hawaii Department of Labor and Industrial Relations reported that their seasonally adjusted unemployment rate stood at 4.2%, still significantly above the 2.6% pre-recession level recorded as recently as 2007 by the University of Hawaii Economic Research Organization (UHERO); in Oahu, the September 2014 non-seasonally adjusted unemployment rate was 4%.

In a 2014 State Forecast Update, UHERO stated that a 1.4% in payroll rise is expected to push the unemployment rate below 4% by 2016. Thus, with recovery in sight, the next two years will be a crucial period to prepare and assist currently unemployed and underemployed low-income persons for new job opportunities in the near and intermediate future.

Although jobs may become available, unemployed low-income individuals may lack the motivation, skills, connections, and support to obtain and maintain employment. Services must be available to assist this segment of the population to enable them to participate in the workforce and move toward self-sufficiency. The Employment Core Services (ECS) program proposed by Honolulu Community Action Program, Inc., is an Oahu-wide employment preparation, development and support program for unemployed and underemployed low-income individuals.

#### **D. Target Population**

Although ECS aims to provide services to all eligible individuals throughout the island, several populations in particular could benefit from the program offerings. HCAP prides itself on its history and ability to work with hard-to-serve populations, including Native Hawaiians, U.S. Veterans, ex-offenders, the homeless, the chronically unemployed, high school dropouts, at-risk teens and young adults, newly-arrived Micronesian migrants, and those battling mental illness, addiction and other substance abuse disorders.

According to the Government Accounting Office (GAO), most inmates need assistance with building job skills, vocational training, and education if they are to successfully re-enter the community. Leeward and Windward Oahu are areas with high concentrations of persons of Native Hawaiian ancestry and where per capita income, unemployment, and higher educational achievement levels generally fall significantly below average Honolulu county levels. The Kalihi-Palama area, particularly in the public housing complexes, is home to many of the newly arriving Micronesian migrants from the Freely Associated States. The percentage of adults having graduated from high schools in the Kalihi-Palama district is the lowest in the state. HCAP's Kumuhonua Transitional Living Center provides transitional housing and support services for single adults and couples.

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

ECS will offer services island-wide to unemployed and underemployed individuals. Individuals will have the opportunity to enroll in the ECS program at one of HCAP's five District Service Centers or several other program locations, which are conveniently located throughout the island.

One of HCAP's assets is its geographic coverage and ability to offer ECS services directly in participants' home communities. Participants are much more likely to attend training sessions and job coaching appointments if they are located close to their homes, workplaces, and their children's schools. Because transportation can often be a barrier to finding employment, HCAP will offer bus passes to participants through program activity funds. These funds will also provide work clothing, shoes, uniforms, books, and other material items to enhance participants' success in finding and maintaining employment.

HCAP's ECS service locations are as follows:  
Downtown Honolulu: HCAP Main Office

Honolulu: Youth Services Office  
Kalaeloa: Kumuhonua Transitional Living Center  
Waianae: Leeward District Service Center  
Kaneohe: Windward District Service Center  
Palolo: Leahi District Service Center  
Aiea: Central District Service Center  
Kalihi: Kalihi-Palama District Service Center

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

### **A. Scope of Services**

HCAP's Na Lima Hana- Employment Core Services (ECS) program is specifically designed to address the multiple needs of unemployed and underemployed individuals on Oahu. The ECS program aims to assist clients in finding employment and increasing their pay rates and/or work hours.

HCAP's Community Workers, who are housed at HCAP's five District Service Centers across Oahu will provide the initial services when an individual first enters the ECS program. This includes intake and assessment, development of individual career plans, job training and development, client support and follow-up. Throughout the participants' time in the program, the Community Workers, in conjunction with the Program Coordinator, will provide on-going, individualized case management to ensure successful completion of educational and career goals.

Each client will have the opportunity to participate in a training curriculum to gain essential job readiness and retention skills. In all its trainings, HCAP staff work to empower the individual to seek help and access additional resources that will support them and their families. At the pre-employment training, participants will learn and participate in: career goals planning, resume building, understanding job applications, how to prepare and dress for an interview, what to expect at an interview, mock interview sessions, budgeting, and introductory basic computer skills (Microsoft Word, Excel, PC computer).

HCAP staff will also be available for one-on-one sessions should participants need individualized assistance. Key to the success of the ECS program is for participants to develop trusting and productive relationships with staff. While participants may approach the program because they seek a specific service or resource, such as a bus pass or job referral, HCAP's staff is able to develop trust and leverage those initial contacts into long-term supportive relationships.

In addition to these formal elements of the ECS program, HCAP participants can access a wide range of programs and wrap-around services to increase self-sufficiency. For example, ECS participants who need assistance with filing tax returns are referred to HCAP's EITC program. In partnership with the IRS and as part of the Hawaii Volunteer Income Tax Assistance (VITA) & Financial Empowerment Coalition, HCAP's Earned Income Tax Credit (EITC) income tax services program helps working families and individuals get the federal tax credits they have earned. Participants may also benefit from additional HCAP program offerings, such as Ohana

Produce Food Distribution, the Low-Income Home Energy Assistance Program (LIHEAP), educational programs for children and youth, and more. HCAP is unique from other human service providers because of its array of agency services offered at each site, while at the same time adapting and responding to the particular character and needs of the program participants.

Participants in the Employment Core Services program will enter the program at Milestone 1 and progress through each milestone on an individual basis.

**Milestone 1- Outreach, Intake, Assessment & Individual Service Plan-** During the intake process, participants will fill out a Centralized Intake Application, provide a copy of their drivers' license or other identification, provide copies of income documentation for all household members, complete a Self-Certification of Income Eligibility/Documentation form, and sign a release form. If the participant has no income, they will indicate as such and provide self-certification.

**Milestone 2- Employment Preparation/Job Development-** ECS clients will participate in training workshops through HCAP's employment preparation and job development curriculum, which includes a series of nine training courses such as career goals, pre-employment training, introduction to computers, basic Microsoft word/excel, creating a resume, budgeting and financial management, mock interviewing, and completing job applications. Upon completion of the training program, participants will have the essential knowledge and skills necessary to seek, obtain, and maintain employment.

**Milestone 3- Job Placement-** During Milestones 1 and 2, the Program Coordinator will have been actively networking with employers to advocate for ECS clients and help to prepare employers in advance for any needs or challenges a particular client may have. The goal of this Milestone is for each client to find employment of a minimum of 20 hours per week or to secure an increase in hourly wage without a decrease in hours worked.

**Milestone 4- Job Support (Client retains employment for 60 days) -** The Job Support Milestone is key to the program, as participants may face challenges during the first several months of employment. HCAP staff maintains flexible work schedules and are able to travel throughout the island to make themselves available to employers and clients, as needed.

**Milestone 5- Job Maintenance (Client retains employment for 90 days) -** HCAP uses a risk management approach with participants. From the start of the ECS program, participants will be continually assessed by staff and assisted with self-assessments whereby they identify their protective factors and risk factors. Protective factors may include skills and competencies, previous employment history, education, family support, transportation, personal attitudes, and communication skills, etc. Risk factors may include substance abuse, incarceration history, gaps in employment, low educational achievement, family dysfunction, lack of skills, etc. This approach is empowering, as the participant learns to take responsibility for maintaining their job and actively seeking help when needed.

## **B. Timeline**

During month 1, clients will be accepted into the program and begin the process of obtaining employment. Clients may join the program at any time during the twelve month grant period. The timeline below demonstrates the Milestones taking place each month, assuming the client joined the program during month 1. In the event that a client joins the program during month 10, they would likely participate in milestones 1-3 during the grant period. HCAP would continue to follow-up with the client for milestones 4-5 after the grant period.

The following timeline will allow program participants to move through the program on an individual basis, with the goal of obtaining and maintaining employment.

Month 0:  
Notification of Award

Month 1-6:  
Milestone 1: Outreach, Intake, Assessment

Month 1-12:  
Milestone 2: Employment Preparation/ Job Development

Month 2-12:  
Milestone 3: Job Placement

Month 4-12:  
Milestone 4: Job Support  
Milestone 5: Job Maintenance and Job Retention

Month 12:  
Grant End

### **C. Quality Assurance and Evaluation**

Activities from all Na Lima Hana- Employment Core Services (ECS) program elements will be evaluated. ECS will use feedback from field staff, partners (community and employers), the Milestone Achievement Summary Sheet, evaluations after Pre-Employment trainings, and SHAH Database System software to evaluate each client's progression toward increasing their income and maintaining self-reliance. Participant evaluations and feedback from employers will also be used to measure the effectiveness and satisfaction level of all trainings

Assessing staff progress is conducted through each weekly staff meetings and quarterly progress reports to the HCAP Board of Directors. HCAP uses formative evaluations to address changes that need to be made in order to increase recruiting rates, improve trainings, increase partnerships for work placements, and improve the job placement process. ECS asks for feedback from referring employers to help improve the training curriculum. 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**

The following outputs and outcomes are in direct alignment with the GIA intent because they provide services to economically and/or socially disadvantaged populations throughout the island of Oahu.

##### **OUTPUTS**

Number of individuals assessed for services	400
Number of individuals completed Individual Service Plans	300
Number of individuals entered Employment Preparation Training	250
Number of individuals completed Employment Preparation Program	240

##### **OUTCOMES**

Number of individuals who obtain employment	175
Number of individuals employed for 60 days	150
Number of individuals employed for 90 days	90

As participants enter and move through the ECS program, they will gain the necessary knowledge and skills to successfully obtain and maintain employment. Program support does not end with a participant obtaining employment; HCAP staff are available to participants at all times, to provide additional support and training as needed on an individual basis. While employed, participants will learn to save and improve their credit scores, which will move them along the path to gaining economic self-sufficiency.

### **III. Financial**

#### **A. Budget**

The State GIA will fund 100% of the ECS Program Coordinator position, which is the lead position for this program. He will be responsible for all day-to-day operations, program coordination, and development. A total of 2.5 FTE is budgeted for 15 District Service Center staff, who will provide direct services to clients. They will be instrumental in outreach, recruitment, and case management for the ECS program, providing full geographic coverage on the island of Oahu. See Budget Justification-Personnel Salaries and Wages Form (page 15-16) for the exact FTE for each District Service Center staff.

The administrative staff salaries and fringe benefits comprise approximately 16% of the program budget. These positions will provide fiscal support, staff support, reporting, budgeting, supervision, and program evaluation.

Participant Support will be used to provide program participants with items such as bus passes, required work attire/uniforms, birth certificate, state ID, driver's license, and union dues.



Obtaining these items that will allow participants to begin employment. On average, the program will spend \$75 on work attire/ uniforms per person. The price of a bus pass will depend on whether a participant is eligible for a disability bus pass (\$5/2 months) or a regular bus pass (\$60/month). Participants may receive a bus pass for up to 3 months. In specific cases, the program may pay for a birth certificate or a driver's license, when required by the employer. In addition, client incentives will be used to encourage program participants to continue case management and follow-up with HCAP program staff regarding their employment status. These small incentives, in the form of gift cards, also provide positive reinforcement and congratulations on a job well done. The program will provide incentives when participants turn in documentation of employment or pay stubs to verify that they completed each Milestone (Milestone 3 – obtained employment- participants will receive \$10 incentive; Milestone 4 – employed for 60 days- participants will receive \$20 incentive; Milestone 5 – employed for 90 days- participant will receive \$30 incentive).

Other costs such as Office Supplies, Mileage and Parking, Postage, Printing, and Telephone have been budgeted using historical expenses as the basis. These costs are typical costs needed to run the program.

Costs such as Rent and Payroll Services (Ceridian) will be allocated to the grant per fiscal policies and procedures.

See attached budget (page 14)

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$ 72,317.60	\$ 79,942.20	\$ 58,518.40	\$ 38,493.80	\$ 249,272.00

1. Funding Sources Seeking for FY 2016

City Grant-In-Aid FY 2016

Office of Hawaiian Affairs FY 2016

2. State and Federal Tax Credits

Not Applicable.

3. Government Contracts and Grants

Refer to Budget Request By Source Funds (page 14) and Government Contracts and/or Grants (page 19).

4. Balance of Unrestricted Current Assets as of December 31, 2014

\$476,100 (agency wide).

**IV. Experience and Capability**

## **A. Necessary Skills and Experience**

Since 1965, HCAP has assisted low-income individuals and families in Oahu become more self-sufficient through a myriad of programs and services that focus heavily on employment and employment support. HCAP also operates employment assistance programs for special populations, such as the Senior Community Service Employment Program (SCSEP) and the Youth Services Work Experience program, both funded through the federal Workforce Investment Act and administered by the State of Hawaii Department of Labor and Industrial Relations and the City & County of Honolulu Department of Community Services, respectively. Through its many years in the field, HCAP staff has developed particular expertise not only in job preparation, placement and maintenance support services, but also in dealing effectively and respectfully with its low-income target populations. In addition to employment-focused knowledge and skills, HCAP program staff has also been formally trained in the following fields: Case Management; Motivational Interviewing; General Benefits & Eligibility Requirements; Family Development; Client Literacy Screening, Identification & Referral; Mediation; Earned Income Tax Credit - Tax Return Preparation; and Working with Ex-Offender Populations.

HCAP has long recognized the importance and need for employment core services for unemployed and underemployed low-income individuals on Oahu. Therefore, HCAP has historically provided employment assistance at its District Service Centers to program participants. Although jobs may become available, unemployed low-income individuals may lack the motivation, skills, connections, and support to obtain and maintain employment. Services must be available to assist this segment of the population to enable them to participate in the workforce and move toward self-sufficiency. Because of the importance of these services, HCAP has long sought to refine and enhance employment core services by making it a stand-alone program. In January 2014, HCAP was provided this opportunity through City and County of Honolulu Grant-In Aid funding. Naming the program Na Lima Hana (“for the working hand”) Employment Core Services (ECS), HCAP was able to create a new Program Coordinator position to oversee and coordinate the employment core service activities at not only the District Service Centers, but also at HCAP’s various programs and locations. This has brought consistency to program operations and reporting, and has also established stronger relationships with local partners and businesses.

To start off the Na Lima Hana- Employment Core Services program, HCAP District Service Centers and programs utilized long-standing partners and contacts in their respective communities to spread the word to potential clients and partners. Some of these partners included U.S. Vets, Ke Ola Mamo, Next Step Shelter, Action with Aloha, Women’s Way, Vancouver House, and work furlough programs that referred clients to Na Lima Hana. In addition, partners such as Helping Hands Hawaii and Dress for Success provided work clothes for program participants. As the program progressed, we partnered with additional agencies such as Hawaii State Judiciary and Hawaii Paroling Authority.

Thanks in large part to the dedicated Program Coordinator, ECS established relationships with many local businesses, such as The Home Depot, Walmart, Roberts Hawaii, Bath and Body

Works, and Kualoa Ranch, who give ECS participants an interview, and have hired many ECS participants. In addition, many businesses provide the Program Coordinator with updates regarding available positions. HCAP was also fortunate and thankful to receive assistance from Mr. Jay King, Constituent Services Representative from the Office of Congresswoman Tulsi Gabbard. After meeting with HCAP management and learning about its program needs, Mr. King has directly assisted in connecting Na Lima Hana with potential employers, such as The Home Depot and Walmart.

Since January 2014, the ECS program has enrolled 611 participants; 250 participants attended employment preparation training; 220 participants obtained employment. Of the participants obtaining employment, 140 submitted documentation verifying 30 days of employment, 125 submitted documentation verifying 60 days of employment, and 95 submitted documentation verifying 90 days of employment. We expect to meet or exceed all program goals for the City GIA by January 31, 2015, the end of the contract period. Due to the success of this focused approach, we are seeking additional funding to continue the program as a stand-alone program.

Please see HCAP weekly attachment for success stories about Na Lima Hana-Employment Core Services participants.

## **B. Facilities**

The Employment Core Services program will utilize HCAP's facilities throughout the island of Oahu. All facilities are compliant with Americans with Disabilities Act (ADA) requirements and all applicable building, zone and fire and health standards. All HCAP facilities are adequately equipped with the latest technology and physical infrastructure to support the Employment Core Services program. These include office space, private client-interview areas, classrooms, multi-media training environments, secured data-systems (both physical and electronic), networked workstations, broadband Internet access, client access to job search databases and training materials, and advanced office technology such as desktop and laptop computers, multi-line phone-systems, digital scanners, copiers, printers and telecommunications systems.

HCAP's service locations are as follows:

Downtown Honolulu: HCAP Main Office

Honolulu: Youth Services Office

Kalihi: Hā Initiative STEM Center

Kalaeloa: Kumuhonua Transitional Living Center

Waianae: Leeward District Service Center

Kaneohe: Windward District Service Center

Palolo: Leahi District Service Center

Aiea: Central District Service Center

Kalihi: Kalihi-Palama District Service Center

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

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

HCAP staffs are comprised of highly-quality individuals, whose diverse backgrounds and experience enable them to understand the needs of low-income unemployed and underemployment individuals and their communities. The following outlines the qualifications and credentials of key personnel:

Executive Director, Robert N.E. Piper, Esq., MBA.- Mr. Piper served as Chair of the HCAP Board of Directors and as an HCAP Board Member for many years. Prior to joining HCAP as Executive Director, Mr. Piper served the State of Hawaii as Deputy Director of the State Department of Budget and Finance and Chief of Staff in the Office of the Lieutenant Governor. Prior to his government service, Mr. Piper worked as a Business Attorney specializing in litigation and commercial transactions, and as a Business Banker in Honolulu.

Director of Community Services, Robert Naniole - Robert has worked for HCAP since 1997 as a Community Worker and Community Services Manager. Prior to HCAP, he worked at the State of Hawaii Office of Community Services for four years. He holds a Master's degree in Professional Counseling from Argosy University.

Director of Finance, Corinne Murashige- Corinne is a CPA with an MBA, and has more than twenty years of experience in the nonprofit industry, with agencies such as Queen Lili'uokalani Children's Center, Foster Family Programs of Hawaii, Voyager Charter School, and ALU LIKE, Inc. She currently supervises eight fiscal staff.

Program Coordinator, James Upega- James has administered the ECS program since January 2014. James has 5 years of experience at HCAP working as a community worker. He is an effective trainer who has inspired many program participants to meet their goals and move toward self-sufficiency.

### **B. Organizational Chart**

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. (see attached Organizational Chart.)

### **C. Compensation**

Robert N.E. Piper, Esq., MBA – Executive Director \$110,736

Lynn Cabato – Head Start Director \$86,688

Michael Hane – 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.

### **C. Federal and County Grants**

Refer to Government Contracts and/or Grants (page 19).

### **D. Private Educational Institutions**

Not Applicable.

### **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**

See attached Certificate of Good Standing.

# Attachment 1

## Organizational Chart

**Grant-In-Aid**

Fiscal Year 2016

**Grant Activity Name:**

Na Lima Hana-Employment Core Services Program

**Submitted by:**

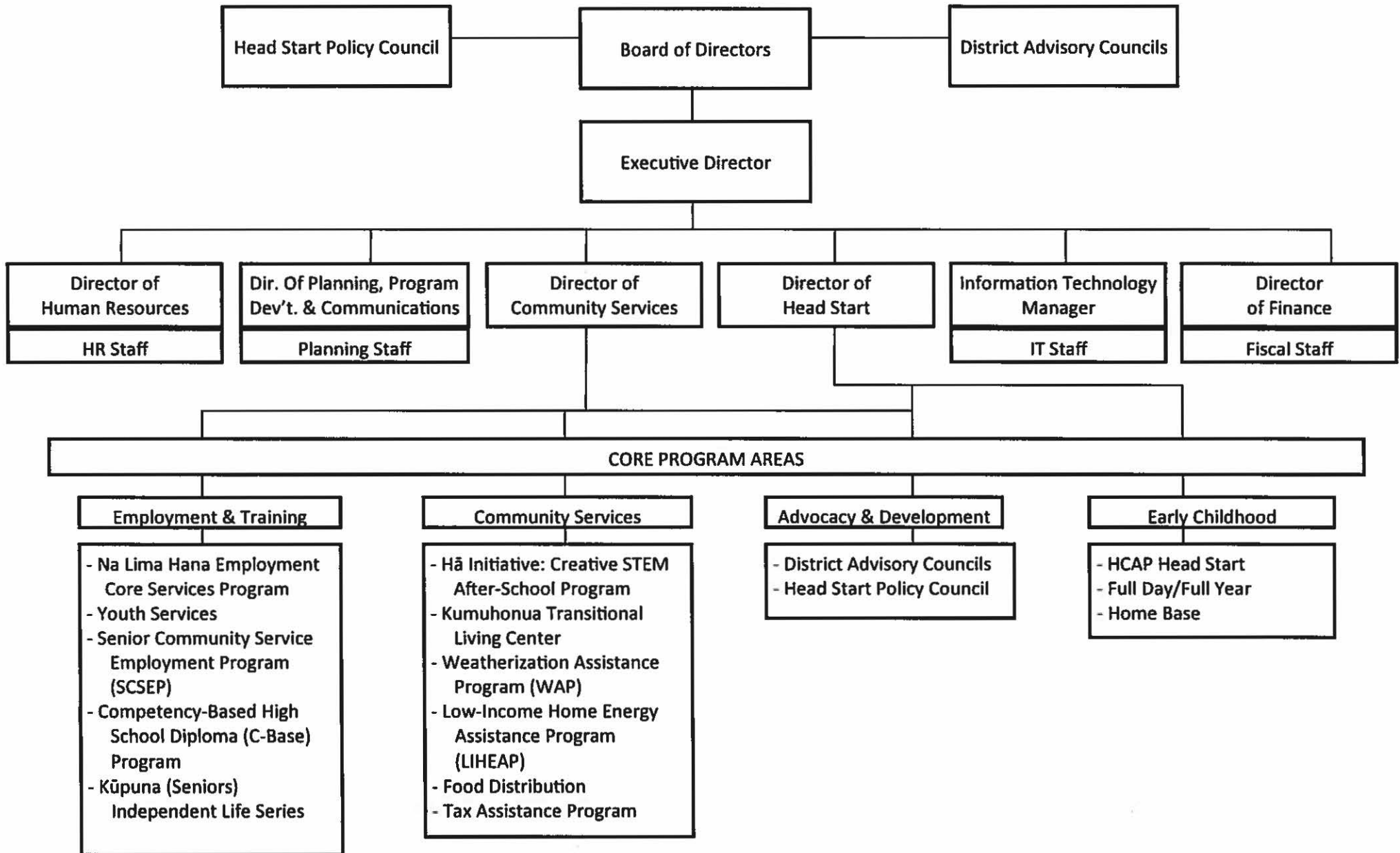


Honolulu Community Action Program, Inc.  
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Honolulu, HI 96813  
Phone: (808) 521-4531  
Fax: (808) 521-4538

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:**

Na Lima Hana-Employment Core Services 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. - Na Lima Hana-Employment Core Services 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	146,693			
2. Payroll Taxes & Assessments	24,891			
3. Fringe Benefits	24,908			
<b>TOTAL PERSONNEL COST</b>	<b>196,492</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance	0			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	3,660			
5. Staff Training	500			
6. Supplies	3,000			
7. Telecommunication	720			
8. Utilities	0			
9. Mileage and Parking	2,280			
10. Postage	120			
11. Printing and Publication	2,500			
12. Participant Support	40,000			
13				
14				
15				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>52,780</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>249,272</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	249,272	Kim Nguyen	808-521-4531	
(b) Total Federal Funds Requested		Name (Please type or print)	Phone	
(c) Total County Funds Requested			01/29/15	
(d) Total Private/Other Funds Requested		Signature of Authorized Official	Date	
<b>TOTAL BUDGET</b>	<b>249,272</b>	Robert N.E. Piper, Esq., MBA - Executive Director		
		Name and Title (Please type or print)		

\* In response to Section III (Financial), item 3 of the grant application, there are currently no other government contracts or grants we have been or will be receiving for this program for the GIA period July 1, 2015 - June 30, 2016.

**BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES**

Period: July 1, 2015 to June 30, 2016

Applicant: Honolulu Community Action Program, Inc. - Na Lima Hana-Employment Core Services 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 Coordinator	100%	\$40,188.00	100.00%	\$ 40,188.00
Community Services Manager - Central District Service Center	100%	\$42,500.00	10.00%	\$ 4,250.00
Assistant Community Services Manager - Central District Service Center	100%	\$42,972.00	20.00%	\$ 8,594.40
Community Worker - Central District Service Center	100%	\$22,932.00	20.00%	\$ 4,586.40
Senior Community Services Manager - Leeward District Service Center	100%	\$72,576.00	10.00%	\$ 7,257.60
Community Worker -Leeward District Service Center 1	100%	\$25,224.00	20.00%	\$ 5,044.80
Community Worker - Leeward District Service Center 2	100%	\$26,784.00	20.00%	\$ 5,356.80
Community Services Manager - Kalihi-Palama District Service Center	100%	\$47,892.00	10.00%	\$ 4,789.20
Community Worker - Kalihi-Palama District Service Center 1	100%	\$22,932.00	20.00%	\$ 4,586.40
Community Worker - Kalihi-Palama District Service Center 2	100%	\$22,932.00	20.00%	\$ 4,586.40
Community Services Manager - Leahi District Service Center	100%	\$43,500.00	10.00%	\$ 4,350.00
Community Worker - Leahi District Service Center 1	100%	\$23,460.00	20.00%	\$ 4,692.00
Community Worker - Leahi District Service Center 2	100%	\$23,928.00	20.00%	\$ 4,785.60
Community Services Manager - Windward District Service Center	100%	\$44,952.00	10.00%	\$ 4,495.20
Community Worker - Windward District Service Center 1	100%	\$22,932.00	20.00%	\$ 4,586.40
Community Worker - Windward District Service Center 2	100%	\$23,928.00	20.00%	\$ 4,785.60
<b>SUB-TOTAL:</b>				116,935

**BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES**

Period: July 1, 2015 to June 30, 2016

Applicant: Honolulu Community Action Program, Inc. - Na Lima Hana Employment Core Services 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	100%	\$110,736.00	5.00%	\$ 5,536.80
Executive Assistant	100%	\$46,500.00	3.00%	\$ 1,395.00
Director of Planning	100%	\$79,260.00	3.00%	\$ 2,377.80
Planing and Development Specialist	100%	\$40,008.00	3.00%	\$ 1,200.24
Director of Community Services	100%	\$70,560.00	5.00%	\$ 3,528.00
Director of Finance	100%	\$77,688.00	3.00%	\$ 2,330.64
Senior Accountant and Grant Manager	100%	\$54,300.00	5.00%	\$ 2,715.00
Senior Accounts Payable	100%	\$28,080.00	5.00%	\$ 1,404.00
Accounting Specialist	100%	\$36,132.00	5.00%	\$ 1,806.60
Payroll Specialist	100%	\$36,132.00	5.00%	\$ 1,806.60
Accounting Secretary	100%	\$47,964.00	3.00%	\$ 1,438.92
Director of Human Resources	100%	\$71,220.00	3.00%	\$ 2,136.60
Human Resources Generalist	100%	\$40,188.00	3.00%	\$ 1,205.64
Human Resources Assistant	100%	\$29,208.00	3.00%	\$ 876.24
<b>Sub-Total:</b>				29,758
<b>TOTAL:</b>				146,693
<b>JUSTIFICATION/COMMENTS:</b>				
<p>The State GIA will fund 100% of the ECS Program Coordinator position, which is the lead position for this program. He will be responsible for all day-to-day operations, program coordination, and development. A total of 2.5 FTE is budgeted for 15 District Service Center staff, who will provide direct services to clients. They will be instrumental in outreach, recruitment, and case management for the ECS program, providing full geographic coverage on the island of Oahu. See appendix G Section III Budget sheet for the exact FTE ration for each District Service Center staff. The administrative staff salaries and fringe benefits comprise approximately 16% 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.-Na Lima Hana-Employment Core Services Program

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

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

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2015 to June 30, 2016

Applicant: Honolulu Community Action Program, Inc.-Na Lima Hana-Employment Core Services 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:**

Na Lima Hana-Employment Core Services 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.

	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:**

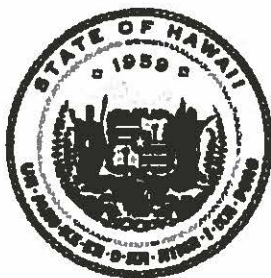
Na Lima Hana-Employment Core Services Program

**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



## 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:**

Na Lima Hana-Employment Core Services 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 February 24, 2014

*"Providing Opportunities and Inspiration since 1965"*

## Mayor Kirk Caldwell Presents Grant In Aid (GIA) Check to HCAP

HCAP was recently awarded City and County of Honolulu Grant In Aids for the Hā Initiative: A Creative STEM After-School Program and Na Lima Hana Employment Core Services. On Friday, February 24th, Mayor Kirk Caldwell presented HCAP Executive Director, Robert N.E. Piper with a check representing the first payment for each of the grants. HCAP has begun providing these exciting programs to the community and is appreciative of all the support we have received.



## Head Start Family Health & Wellness Fair

Head Start Clusters 1 & 6 collaborated to put on a Family Health and Wellness Fair for Head Start families at Kapolei Regional Park. Various vendors set up booths and shared information about their programs and organizations. Families were able to take home valuable information from the vendors. Children had the opportunity to participate in several activities, such as yoga, Zumba, and relay races.



Trisha & Asi preparing healthy snacks at the fair

## Kalihi Staff Help Clients With Taxes

It's tax time again and the Kalihi Palama District Service Center has been busy assisting families during the free Volunteer Income Tax Assistance (VITA) and the Tax Counseling for the Elderly (TCE) programs. Many families have benefited from not

having to pay to complete their taxes at other tax services, while still receiving the same great benefits. HCAP's Free Tax Clinics are provided by appointment only and will be available through April 4, 2014.

Free Tax Clinic locations:  
HCAP Main Office (Honolulu) 521-4531  
Central District Service Center (Aiea) 488-6834  
Leahi District Service Center (Palolo) 732-7755  
Leeward District Service Center (Waianae) 696-4261  
Kalihi-Palama District Service Center (Kalihi) 847-0804  
Windward District Service Center (Kaneohe) 239-5754



## Na Lima Hana Begins Enrolling Clients

Residents of Kumuhonua Transitional Living Center participated in the Na Lima Hana Employment Core Services Program workshop lead by James Upega, Program Coordinator. Residents were provided a brief overview of the services and were assisted by HCAP's Leeward District community workers, Georgette and Tayshea as they completed intakes with those who participated. Residents will journey through 5 milestones over the next 11 months, with the goal of obtaining and retaining employment to help them on their path to achieving self-reliance.



### Welcome to the newest members of our staff `ohana!

**Ryan Santos** – STEM Teacher, Central Exploration Center  
**Robin Fakaosi** – Community Worker, Kalihi District Service Center

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# HCAP Weekly

A weekly e-newsletter of Honolulu Community Action Program, Inc.  
For the week of April 28, 2014

*"Providing Opportunities and Inspiration since 1965"*

## Employment Program Assists Individuals in Finding Jobs

Tiffany first came to the Central District Service Center to earn a Hawaii Adult Community School Diploma. She attended and passed several units before deciding to take a break from the program and find full-time employment. Through the assistance of the [Na Lima Hana Employment Core Services Program](#), Tiffany obtained employment at *Action with Aloha* as a receptionist.

She is one of the first program participants to celebrate sixty days of employment. When asked what she liked most about the program, she replied, "Their efficiency, HCAP accommodates their client's needs and always makes sure they are taken care of." Tiffany has not given up hope of earning her diploma and is looking forward to furthering her education. Tiffany's long-term career goal is to obtain the training she will need to become a Nurse and continue helping people. HCAP would like to congratulate Tiffany on her achievements. We also want to thank *Action with Aloha* for working with HCAP to provide employment opportunities for participants of the Na Lima Hana Employment Core Services Program.



## HCAP Partners with Local Company and Schools to Collect Donations

The [Central District Service Center](#) collaborated with Chinen & Arinaga Financial Group and 4 Moanalua Complex schools to collect 434 shoeboxes filled with donated items. The contents of the shoeboxes included a wide variety of hygiene products, clothes for women, men, and children, as well as toys and canned goods. The Central District Service Center along with the Kalihi-Palama District Service Center and the Leeward District Service Center will distribute the shoeboxes to homeless families and individuals in the community. HCAP greatly appreciates the continued support of our community partners.



### HCAP Youth Services Needs Your Support!

[HCAP Youth Services](#) is getting ready for the Class of 2014 Graduation Award Ceremony, which will take place June 18, 2014. We are seeking donations of black or dark blue men's ties, or cash donations to help cover the cost of caps and gowns, and ceremony supplies. For more information, or to make a donation, please call Krystal Ikeda, Program Coordinator at (808) 591-1766.

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# HCAP Weekly

A weekly e-newsletter of Honolulu Community Action Program, Inc.  
For the week of May 19, 2014

*"Providing Opportunities and Inspiration since 1965"*

## C-Base Student and Employment Services Participant Has a Bright Future



Aaron was an at-risk seventeen-year-old youth who dropped out of Waipahu High School for several reasons. High school just didn't work for Aaron, but he really wanted to earn a high school diploma. In March of 2013, Aaron enrolled in the Competency Based Community School Diploma Program offered at the [Central District Service Center](#), which provides classes during the day. By September of 2013 Aaron had completed and passed all five units and was eligible to take the Mastery test- he obtained the highest test score in his class. Aaron then had to comply with the phase two portion of the program, which requires the participant to work or volunteer for one hundred hours. After several months of searching and not being able to secure work, Aaron was enrolled in the [Na Lima Hana Employment Core Services Program](#) and soon after, secured employment with Zippy's as a utility person. By April 2014, Aaron had worked a sufficient amount of hours to finally earn his Hawaii Adult Community School Diploma. Aaron is now looking toward accomplishing his next educational goal, obtaining a degree in Engineering.

## Youth Services Students Learn Importance of Voting

Alex Santiago, advocate and community leader, visited with [Youth Services](#) C-Base students and shared the importance of voting and getting involved with their community. Students enjoyed the interactive presentation with Mr. Santiago and came away inspired and ready to fill out their voter registration applications.



## All Smiles for Head Start Students

Dr. Fujii is a dentist on the Leeward Coast at the Waianae Coast Comprehensive Health Center (WCCHC). He and his staff have been working closely with the community and participate in [Head Start's](#) community events, such as the Health & Wellness Fair in February 2014. Dr. Fujii visited the Pua Heleakala classrooms on the Leeward Coast and held a



workshop to educate parents on dental health. He also provided free dental screenings for the children. The children were all SMILES!

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# HCAP Weekly

A weekly e-newsletter of Honolulu Community Action Program, Inc.  
For the week of July 7, 2014

*"Providing Opportunities and Inspiration since 1965"*

## HCAP's Wrap Around Services Help Clients Gain Self-Sufficiency

Nanette, a resident at the [Kumuhonua Transitional Living Center](#) took advantage of all the services offered through HCAP and registered for the Na Lima Hana- Employment Core Services Program (ECS). When Nanette and her husband first moved into Kumuhonua, they did not have a car, so she needed a job that was located near to Kumuhonua. She applied at Tamura's Market and was hired. Then, Nanette's case manager at Kumuhonua (Steve), advised her to apply for the Kumuhonua Resident Aide position. Nanette is now working for Kumuhonua Transitional Living Center as a Resident Aide. She is on her way to completing Milestones 4 and 5 of the ECS program, which is maintaining employment for 60 and 90 days.



Nanette shared with us, *"We would like to thank HCAP and Kumuhonua Transitional Living Center for the huge impact you have made in our lives. You have got us out of homelessness and into a life flowing with milk and honey. These programs are necessary to help get us out of lives of destruction, to give us a second chance at life. It is hard to express and put into words to express our gratitude. We are forever grateful. The program*

*has given my husband and I so much hope for the future."*

## Farewell to HCAP's AmeriCorps VISTA Volunteer

We would like to give our sincerest mahalos and best wishes to Jennifer Barillaro, AmeriCorps VISTA member. Jennifer joined the HCAP ohana 1 year ago as a VISTA volunteer for the [Hā Initiative: Creative STEM After-School Program](#), with the goal of developing and growing the volunteer base for the program. Jenn has done an amazing job recruiting and working tirelessly with volunteers, who are vital to the success of the Hā Initiative. Jenn has completed her duties and time with the AmeriCorps program and will be leaving HCAP to pursue her dreams. Good luck in everything you do, Jenn!

## Summer FUN and Learning at the Leeward STEM Exploration Center

This summer, students at the [Hā Initiative's](#) Leeward STEM Exploration Center are learning about a variety of topics ranging from music to mechanical engineering to rocketry in an air-conditioned environment and using a professional sound studio.

All topics are geared toward Science, Technology, Engineering & Math (STEM) with an understanding that math is central to the entire framework of STEM.



## Hard Work and Commitment Lead to Independence for Kumuhonua Residents

Rose became homeless in January of 2012 and eventually "got tired of going from house to house." She applied and was accepted into the [Kumuhonua Transitional Living Center](#) in October of 2012. During her stay at Kumuhonua, she completed numerous of classes which included financial literacy workshops through Hawaiian Community Assets (HCA,) nutrition workshops, job readiness workshops, and employment workshops just to name a few. As a result of her commitment and hard work, Rose became a staff member as a Resident Aide at Kumuhonua in July 2013. In addition, Rose was able to reunite with her daughter, Sammilyn who also became a resident of Kumuhonua in October of 2013. In June 2014, Rose and Sammilyn secured permanent housing. As a result of their diligence to saving, being proactive with financial literacy workshops, and working closely with their financial counselor and case manager, they qualified for several renters' assistance programs. This family was an absolute joy to work with, and we could not have been happier to see all the benefits they were able to utilize when securing permanent housing. We wish them all the best!

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# HCAP Weekly

A weekly e-newsletter of Honolulu Community Action Program, Inc.  
For the week of July 21, 2014

*"Providing Opportunities and Inspiration since 1965"*

## Mahalo to the Central Pacific Bank Foundation!



The [Hā Initiative: Creative STEM After-School Program](#) would like to thank the Central Pacific Bank Foundation for their generous donation to the program. The grant funds HCAP received will allow the program to continue to offer unique, fun, and educational activities to kids at our four STEM Exploration Centers on Oahu.

Shown above, STEM Waianae students Kassidy & Ainakoa build a Bluetooth-capable robot. A Bluetooth robot is great training for concepts of wireless control.

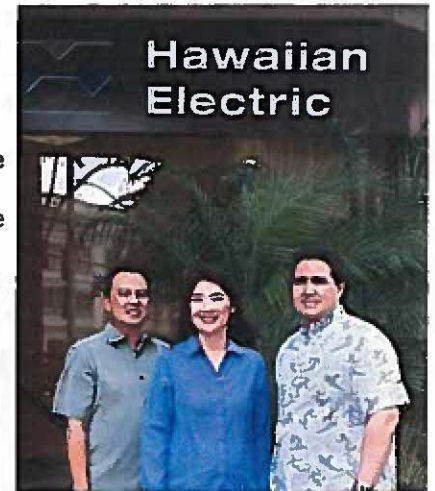
## HCAP Helps Clients Break Barriers and Gain Employment

Tyrone has been a client with HCAP, through the [Windward District Service Center](#) since January 2014. When Tyrone reached out to HCAP, he was unemployed and struggling with the overwhelming job search process. He lacked work experience and had no transportation to go out and hunt for a job. HCAP helped Tyrone to improve his skills through his participation in [Na Lima Hana- Employment Core Services](#) Job Readiness Training. He learned where to look for a job, how to write a resume and fill out an application, and interviewing skills. HCAP provided Tyrone with a bus pass to break his transportation barrier since he couldn't afford to get one himself. With these basic services, along with job leads and 1-on-1 guidance from HCAP's community workers, Tyrone was able to obtain a job. In April 2014, Tyrone attended job orientation and has maintained employment since that time.

## Weatherization Program Partners with Hawaiian Electric

HCAP is pleased to announce its new partnership with Hawaiian Electric. This collaboration is a project that intends to demonstrate significant reduction in energy needs through a variety of energy efficient methods other than photovoltaic (PV) electrical generation. Managed through the HCAP Weatherization Program, eligible applicants will receive home-specific energy-efficiency counseling and specific energy saving appliances and/or devices at no cost. Each household selected for this project will then have their energy expenditures monitored for a select period of time. The data will then be used to analyze trends indicating any decreases in energy use and will be useful in showing members of the community at-large that there are many effective ways of cutting their energy bills.

This project is being made possible through generous sponsorship funding from Hawaiian Electric. Anyone interested in participating in HCAP Weatherization Services may apply at any of the five [HCAP District Service Centers](#).



## Leahi Staff Bids Fond Aloha to SCSEP Participant

This month the [Leahi District Service Center](#) will be saying goodbye one of its most valued SCSEP workers, Trinidad (Trini). Thankfully, Trini will not be leaving the HCAP family. She will be transferring to the [Leeward District Service Center](#), where she will certainly be an asset to their office. Trini has been working in the Leahi office for nearly 2 years and has been a joy to work with. She is contentious, polite, courteous, honest, and reliable. In her capacity at the Leahi District office, Trini has been assigned many duties and has performed each of them in an exemplary manner. Trini has a real empathy for HCAP's clients' needs and she puts the clients at ease when they come into our office. We'd like to wish Trini well at her new position in Waianae.





# HCAP Weekly

A weekly e-newsletter of Honolulu Community Action Program, Inc.  
For the week of September 8, 2014

*"Providing Opportunities and Inspiration since 1965"*

## From the HCAP Mailbox

This week, HCAP's [Na Lima Hana- Employment Core Services](#) program received a thoughtful letter from a current participant.

Dear HCAP,

My name is Angie and I am a current client of yours. I just want to say, "thank you and I truly appreciate all you have done for me". At the beginning of last month, I found myself looking for a job that would fit my life status – I am a single parent with 2 children and 1 adolescent who is currently starting his first semester in college. Where I live, if you aren't an active parent in your children's lives, they can easily be influenced to hang out with the wrong crowd or be easily bullied. My first priority will always be my children. So, instead of looking for a job that's within the degree I received at UHWO, which is in accounting and marketing, I felt that it's more important to be near my children.

Here's where HCAP comes into my story. I needed ideas, so I visited my friend Robin at the Kalihi HCAP office. She encouraged me to sign up to their employment program called Na Lima Hana Employment Core Services – which helps individuals find employment. I met with Tasia a couple of days later who officially signed me up, gave me a bunch of job applications, and a bus pass for the month. I used the bus pass to apply for jobs, including several for the DOE. Shortly thereafter, I landed a part-time job at my youngest son's school – Fern Elementary. I received a bus pass for August and September to help me get to and from work while I wait for the DOE to process my payroll documents. I also recently completed the Substitute Teacher Course Certificate which will enable me to become a Substitute Teacher within Hawaii. With the help of Jojo, Robin and Tasia at HCAP, they enrolled me in a program to help pay for my fees in order obtain this certificate. Within the next month or two, I'll actually be a teacher teaching within the Kalihi area. When I'm not working, I volunteer in my son's class to gain classroom experience. I am truly excited about my future.

Thank you again HCAP for all your help and your continued effort to help my community proper one individual at a time.

Cordially,  
Angie

HCAP would like to congratulate Angie on her achievements and we truly appreciate her kind words.

## HCAP Joins US Vets to Fight Veteran Homelessness



HCAP Executive Director Robert N.E. Piper and Director of Community Services Robert Naniolo joined Kumuhonua Program Manager Davilyn Chang, Program Specialist Rado Melchor, and Lead Case Manager Kainani Kahunanui at the US Vets Appreciation Luncheon. US Vets Chief Operating Officer, Darryl Vincent and Executive Director, Dr. Kim Cook, extended their deepest appreciation to [Kumuhonua Transitional Living Center](#) for their support in joining US Vets in the fight to end Veteran homelessness. Other dignitaries and government officials such as former Lieutenant Governor Duke Aiona, Hawaii State Coordinator on Homelessness Colin Kippen, and State Homeless Programs Office staff Lori Tshako and June Tong attended the luncheon as well.





# HCAP Weekly

A weekly e-newsletter of Honolulu Community Action Program, Inc.  
For the week of September 29, 2014

*"Providing Opportunities and Inspiration since 1965"*

## HCAP Staff Builds Relationships Through Community Collaboration

HCAP's [Kalihi-Palama District Service Center](#) staff Robin Fakaosi and Tasia Paleafei recently attended a Community Hall meeting with the Kamehameha Homes Tenant Association (KHTA). Staff were able to share with the residents information about the Na Lima- Employment Core Services program and other services the Service Center provides,

## Recent High School Graduate Gains Employment Through Assistance of the Na Lima Hana- Employment Core Services Program



Lacey is a recent graduate of Waianae High School. She resides with her parents, who are both unemployed and live on fixed incomes. Lacey was determined to help her parents with their monthly expenses, thus she went to the HCAP Leeward District Service Center and enrolled in the [Na Lima Hana- Employment Core Services Program](#). Lacey completed job readiness training and received a certificate of completion. She also volunteered at the Leeward district office to gain work experience. In addition, she utilized the employment center to conduct job searches. Because of Lacey's determination and diligence in participating with the employment services offered through HCAP, she was able to gain part-time employment at Tamura's Supermarket. Lacey loves her new job working in the fish department and is now able to contribute back to her parents and their home. As Lacey puts it, "This whole experience was helpful."

## HCAP Selects New Head Start Family Resources Specialist



HCAP is pleased to announce that Shanna Maikui has been promoted from [Head Start](#) Family Advocate Mentor to Head Start Family Resources Specialist. Shanna replaces Jadyanne Lee, who was recently promoted to Head Start ERSEA (Eligibility, Recruitment, Selection, Enrollment, and Attendance) Manager. As the Head Start Family Resources Specialist, Shanna will report to the Head Start ERSEA Manager and will be responsible for supporting ERSEA components, developing and implementing a training program for parent volunteers, supporting staff in parent engagement, coordinating family services, and establishing and maintaining effective working relationships with community partners and agencies.

Shanna began her career at HCAP in 2007, starting as a Head Start Family Advocate, where she learned about the goals and objectives of the Head Start program, and demonstrated the ability to work with the Head Start families. In 2011, she became a Head Start Family Advocate Mentor, where she continued to gain the knowledge, skills and experience to prepare her for the responsibilities of Head Start Family Resources Specialist. HCAP congratulates Shanna for continuing to build upon her achievements and striving to reach her fullest potential for the benefit of HCAP, Head Start, and the people we serve.



# HCAP Weekly

A weekly e-newsletter of Honolulu Community Action Program, Inc.  
For the week of October 13, 2014

*"Providing Opportunities and Inspiration since 1965"*

## Another Milestone Reached for Na Lima Hana— Employment Core Services Participant

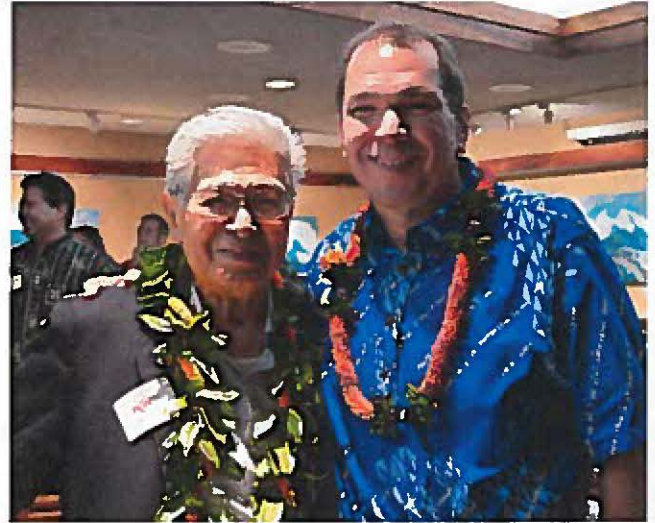
Steven, who is currently in the Laumaka Work Furlough program, visited the [Kalihi-Palama District Service Center](#) looking for help finding employment. Steven had no family support or income. He entered the [Na Lima Hana-Employment Core Services](#) program and soon after, found employment. Steven needed black shorts and a specific type of shoes for his job. HCAP was able to assist Steven by purchasing him a bus pass, shoes, and black shorts for work. Steven has been extremely thankful for all the help and support he received through Na Lima Hana and the Kalihi-Palama District Service Center. He sent HCAP a letter thanking the organization for all the help and support. "They made me feel comfortable so that I wouldn't be shame to ask for help. I truly believe in my heart that it is very, very important to keep programs like HCAP in circulation," Steven stated. Steven will soon be on his own and feels that with the help he received from HCAP, he has the confidence to do good and continue to strive to rebuild his life.

## Head Start Children Tour Hawaiian Airlines Craft



[Head Start](#) children recently went on a tour of the Honolulu International Airport. They saw the agricultural inspection area and check-in counters, then went through the screening stations, and into the terminal itself. Each child was issued an actual boarding pass from Hawaiian Airlines. Once inside the terminal, the children boarded the aircraft, and got a tour of the cockpit, first class cabin, economy cabin, and the galleys. A big Mahalo goes out to our tour guides, Uncle Geoff, and Uncle Billy, and Auntie Sherron for letting us visit Hawaiian Airlines! Hawaiian Airlines invites all schools to experience the "Keiki Tour." You can call Sherron Kono at 835-3149 for more info!

## HCAP Board of Directors Installation Dinner Honors Senator Daniel Akaka



The HCAP Board of Directors Installation Dinner was held on Thursday, October 16, 2014 at Kapiolani Community College's Ka'ikena room. This dinner was to recognize outgoing Board members, and to welcome the 2014-2015 Board of Directors and the officers of the District Advisory Councils and Head Start Policy Council.

It was also a time to reflect on the importance of community action, and remember those who have paved the way to allow HCAP and other community action agencies to serve those in need. As such, HCAP was honored to have Senator Daniel Akaka join us at the installation dinner. HCAP Executive Director Robert Piper reflected on Senator Akaka's long history as a champion of community action, including his work in Hawaii's public school system, as Director of the Hawaii Office of Economic Opportunity, and fighting for community action programs as a member of Congress. Senator Akaka then graciously shared his thoughts on the importance of community action and living with aloha. Victor Geminiani, Executive Director of the Hawaii Appleseed Center for Law and Economic Justice, gave the keynote speech. Mr. Geminiani spoke about the large number of low-income individuals and families in Hawaii, and the difficulties they face due to housing affordability, taxes and income. He also discussed ways in which government can address these issues in order to improve the overall living conditions for the low-income community. HCAP would like to thank all those who attended and we look forward to the year ahead.



# HCAP Weekly

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For the week of November 10, 2014

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## 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.

# Declaration Statement

## **Grant-In-Aid**

Fiscal Year 2016

## **Grant Activity Name:**

Na Lima Hana-Employment Core Services 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

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAII REVISIED STATUTES**

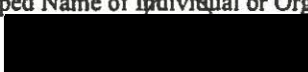
The undersigned authorized representative of the applicant certifies the following:

- 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, ESO., MBA  
(Typed Name)

Executive Director  
(Title)