

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/a

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 michaeth@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:

RESIDENTIAL ENERGY SOLUTIONS INITIATIVE TRUST PROGRAM  
REDUCE ENERGY CONSUMPTION AND COSTS OF LOW-INCOME HOUSEHOLDS  
THROUGH ENERGY EDUCATION AND INSTALLATION OF ENERGY EFFICIENT DEVICES  
AND APPLIANCES

4. FEDERAL TAX ID #

5. STATE TAX ID #



7. AMOUNT OF STATE FUNDS REQUESTED

FISCAL YEAR 2016 \$ 222,974.00

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 \$105,833  
COUNTY \$0  
PRIVATE/OTHER \$0

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE



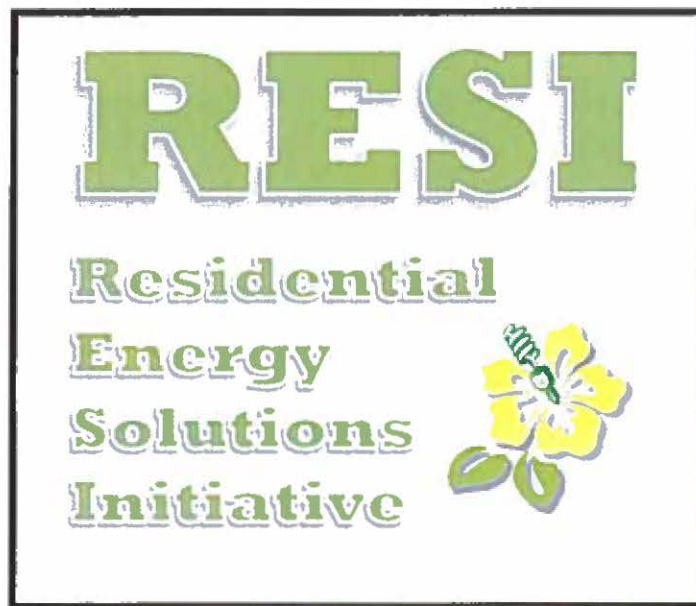
ROBERT N.E. PIPEL, ESO, MBA, EXECUTIVE DIRECTOR

JANUARY 30, 2015  
(DATE SIGNED)



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## I. Background and Summary

### 1. Applicant Background & Program Overview

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.

With 50 years of experience in human services and over 30 years assisting local households by promoting home energy-efficiency and reducing energy consumption and costs through *weatherization* services, HCAP can effectively and immediately provide the proposed services to low-income clients O`ahu-wide. As the sole provider of the Weatherization Assistance Program (WAP) on O`ahu and previously, the Weatherization Assistance Program – American Recovery and Reinvestment Act (WAP-ARRA), and the Supplemental State Energy Program for the Weatherization Program Services for Low-Income Persons (SEP) on O`ahu, HCAP is fully equipped and prepared to immediately provide energy assistance services upon contract execution. Start-up time will be minimal, as the agency already has the technical training, management capacity, program infrastructure, capabilities, and outreach network in place and fully operational.

Additionally, as reported in its latest Community Services Block Grant Information Survey, HCAP served more than 20,000 low-income individuals and families in Program Year 2012 – 2013 through its community services, weatherization, education, youth services, housing, employment, emergency assistance, and community advocacy programs. Over 600 Oahu households have received some form of weatherization assistance from HCAP since 2009.

## 2. Goals and Objectives

The goal of the project is to reduce energy consumption and costs in low-income households through energy education and installation of energy-efficient devices and appliances in low-to-moderate income households through its proposed *Residential Energy Solutions Initiative (RESI)* program. By taking a ‘whole-house energy management’ approach to service delivery, HCAP will assess 50 homes for program eligibility, with a projected 35 homes qualifying for ‘in-home’ energy conservation education and installation of energy efficient measures. HCAP staff and its selected vendors and contractors will then install the maximum number of devices and appliances that conditions dictate and funding allows in each home.

HCAP takes a client-focused approach to addressing the high energy burden facing low-income households. Program participants will receive a range of energy solutions and services provided by qualified, trained staff, including personalized outreach and intake services; comprehensive home energy audits with site-specific energy education; health & safety assessment; installation of appropriate energy-saving devices; post-installation inspection services; formal device training; product warranties; and follow-up quality assurance and outcome evaluation.

## 3. Public Purpose and Need to Be Served

***“Low-income households typically spend 25% of their total annual income on energy, compared with 7% for other households.”***

- *Weatherization Fact Sheet, U.S. Department of Energy,  
Office of Energy Efficiency and Renewable Energy*

Meeting monthly payments for household energy use is increasingly difficult for families with incomes at or near the poverty level. While the system of extraction, generation, and distribution of energy in usable form has many other economic and environmental impacts on most sectors of society, for the poor, the monthly bill is this system's most direct consequence. Living in the State with the highest energy costs in the country, the typical disadvantaged household faces energy costs of up to 25% of its total income. This household has but two options: reduce consumption and/or look for aid in meeting unmanageable energy costs. Federal

funding for both of these options, however, has been dwindling since the mid-80s; more and more responsibility for controlling these costs to the poor falls on local governments and groups.

In a recently published study, "Utility-Financed Low-Income Energy Conservation: Winning for Everyone," one of the Energy Policy and the Poor series, the National Consumer Law Center, Inc. (NCLC) studied the relationship between energy use and failure to pay among low-income families relative to the nation as a whole. The study showed that the inability of a family to pay its energy bill is not, as many have thought, strictly the result of high energy bills, or of energy "wastage." In fact, low-income households generally use about 20% less energy than the non-poor; this conclusion is valid for the various fuels (electricity, fuel oil, and natural gas) used for different household tasks. The study found that the higher the portion of income needed for energy bills, the higher the rate of failure to pay. Payments for this fuel, though, can equal 25% of the total income of a poor family, as opposed to around 7% for the non-poor.

It will be difficult for the typical poor family acting alone to make further cuts in energy use. One reason for this is that low-income dwellings generally use more energy per unit area; this fact is largely a reflection of the low quality of low-income people's housing. A 1986 study by the Economic Opportunity Research Institute showed that the average poor family spends up to 94% of its income on housing, food, and home energy. Very little remains for other items which can also be considered as basic needs: health care, clothing, transportation, etc. In short, the poor are under immense economic pressures to conserve energy, and need to make a large daily effort toward that end.

In recent State Energy Rankings, the U.S. Energy Information Administration data showed Hawai'i leading the nation in "Average Retail Price of Electricity to Ultimate Customers" [November 2013]. Electricity prices for the state were cited as more than twice those of second-ranked Connecticut. [Source: U.S. Energy Information Administration]. Residents of Honolulu City & County continue to experience extremely high average per unit energy costs. As of October 2013, the per unit electricity rate for residential customers on O`ahu was 34.6 cents per kilowatt-hour, according to the Hawaiian Electric Company (HECO). [Honolulu Star Advertiser, "Isles Continue to Pay Steep Price," October 18, 2013]. The average annual cost of electricity per household is also high. Hawai'i Energy (Leidos Engineering, LLC) reported that the average annual residential use for electric utilities on O`ahu in 2014 was 7,380 kWh. Using the current cost of electricity at \$0.346/kWh (plus the monthly standard HECO residential service charge), the typical O`ahu household can expect to pay over \$2,700 for electric utilities annually. Low-income households in Hawaii expend a disproportionately high amount of their total annual income on utilities due to the high energy costs in the State.

Participation in the field of low-income energy-efficiency and conservation services offers great opportunities for local governments and groups to help their communities by reducing the negative impacts of energy costs on low-income residents.

#### **4. Target Population**

The HCAP RESI program will help income-eligible individuals and households, manage their energy consumption and reduce their utility costs. For the purposes of this initiative, 'income-eligible' will be defined at or below 200% of Federal Poverty Guidelines for Hawai'i (FPGH). Priority for RESI services will be given to the elderly; persons with disabilities; families with young children; residential high energy users; and households with high energy burdens.

Participation in the RESI program will enable HCAP to also provide services for clients who expressed interest in other energy-efficiency programs, but did not qualify for services due to household size or were unable to be served due to lack of resources.

#### **5. Geographic Coverage**

HCAP proposes to serve all neighborhoods on the island of O`ahu with particular emphasis on designated Hawaiian Homelands parcels and rural communities. There are five HCAP District Service Centers strategically located throughout the island and are easily accessible to communities where high concentrations of low-income populations reside. The HCAP staff is able to leverage long-standing relationships with key community stakeholders and other collaborators to conduct outreach and recruit a maximum number of eligible applicants for the RESI program.

HCAP's RESI service locations are as follows:

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

### 1. Scope of Work, Tasks, and Responsibilities

The RESI program will collect requisite documentation, screen applications for eligibility and appropriate provision of service, accurately assess homes for energy usage, craft individualized action plans that meet each client's specific energy-efficiency needs, and arrange for installation of a range of energy-efficiency and health and safety measures. HCAP will apply its existing knowledge, skills, and technical processes gained from its vast experiences operating other energy-based initiatives.

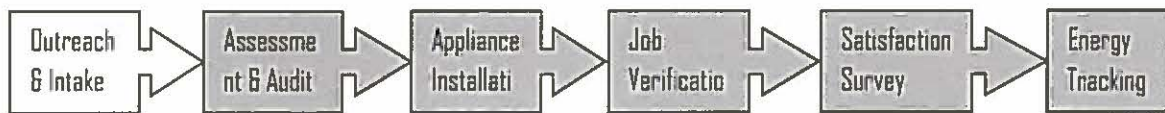
Services provided by other programs often times rely on simply supplying energy efficient devices as the solution to reducing energy consumption. However, HCAP has learned through experience that families will not experience marked reduction in energy consumption unless there is a distinct change in the behavior and habits of all energy users in the household. To effect such a change, HCAP first addresses the challenge through education. HCAP energy auditors will provide *in-home* energy conservation education during the on-site visit for each home energy audit. The HCAP energy auditor will survey and assess the home to address energy consumption and will make "whole house energy management" recommendations, based on the analysis. The HCAP energy auditor will be able to point out any energy concerns to the household and advise its members on the energy-saving remedies and solutions. The prescribed strategies will be *easy-to implement and low-cost or no-cost*. This approach is unique in that it provides each individual household *site-specific* education and information rather than generic energy tips provided to mass audiences.

In addition to the home energy audit and site specific energy education, HCAP will also perform home health & safety assessments and install eligible households with energy-saving devices and/or appliances. Installation of energy-savings measures may include high-efficiency faucet aerators; high-efficiency showerheads; compact fluorescent light bulbs (CFLs); energy-efficient refrigerators, hybrid electric water heaters or solar water heater systems; in order of cost-effectiveness, as conditions dictate and funding allows. The federally-approved *Priority List for Single-Family Homes, Hawaii* will serve as the guideline for energy-efficient device/appliance replacement.

Subcontractors/vendors will be selected per HCAP procurement requirements to ensure fair competition, cost-effectiveness, expertise in energy-efficiency-based installation, accountability and transparency, as well as meticulous record-keeping.

The key performance measure for the program will be reduced energy consumption (measured in kilowatt hours per month) in low-to-moderate income households. HCAP considers energy consumption to be the clearest indicator of project success. If a household can reduce its use through more prudent energy usage habits, sustainable behavior, and the installation of energy efficient devices and appliances, they will see a marked reduction in kWh per month. Any savings in electric utility expenditures must account for any inflation in utility rates. As the cost of electricity continues to rise on O'ahu, households may not see a marked reduction in monthly costs; however, the program will be successful in reducing energy consumption in its target communities. Following installation of appropriate energy-efficiency measures and individualized training in energy conservation and proper use of devices, households will be inspected and monitored to ensure the highest quality of workmanship and maximum possible savings. HCAP will track and monitor energy usage and cost savings for at least six months after installation.

### Outreach and Intake



HCAP will conduct outreach through its various social service programs, including CSBG and Head Start, its network of 300 community partners, at presentations at community gatherings, with targeted, and door-to-door outreach to residents on Oahu. The HCAP District Service Centers are easily accessible to clients throughout the island and are located in proximity to areas where high concentrations of low-income residents live.

Interested participants will be able to call any of the HCAP district centers or main office to schedule an intake appointment. Staff also has the ability to mobilize and perform remote intake for special needs applicants and for off-site recruiting & intake opportunities at partner agency sites or community events.

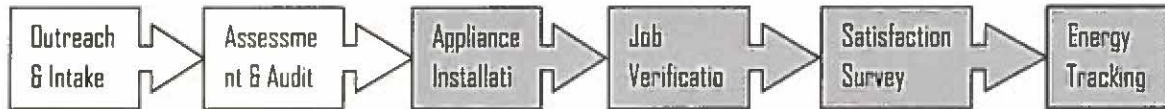
Originally developed to accommodate the HCAP elderly clientele and persons with disabilities, the mobile intake and application units are comprised of laptop computers, loaded with writable program application forms, and all-in-one portable scanner printer/fax machines that can be brought directly to a potential applicant's home or convenient location.

All required documentation must be in place and all conditions for eligibility met before the applicant is deemed program-eligible. The Technical Projects Coordinator and his aides will screen all applications for eligibility and applicants will be notified in writing of their eligibility for the program. Those applicants who are deemed ineligible based on their written application are given written notice of their rights to appeal.



Outreach and intake will begin immediately on the project start date and continue through Month 12.

### Dwelling Unit Assessment and Energy Audit

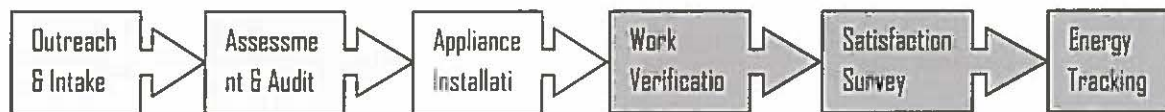


Once an applicant is deemed program-eligible, the staff and client will work together to develop an action plan for the household, which includes a comprehensive home energy audit and health and safety review. The Technical Projects Coordinator or trained Community Worker will then visit the approved home to conduct the home energy audit to determine energy usage and habits of residents and inspect and measure the condition and efficiency of appliances. The staff auditor will estimate savings of energy efficiency measures based on savings-to-investment ratios (SIR) and calculations of energy savings. To calculate SIR, the Technical Projects Coordinator will use the methodology and procedures set forth in the Code of Federal Regulations for Federal Energy Management and Planning Programs.

After the audit, the staff member will use the audit data, usage data listed on the client's electricity bill and savings valuations to determine the scope of energy efficiency measures for the household. He/she will then make recommendations, based on his/her assessment, on potential energy efficiency measures that could be made available to the home. Clients will be notified in writing of their eligibility for particular measures prior to installation.

Assessment and energy audits will be performed from Month 1 through Month 12.

### Installation of Energy Efficiency Measures



After a client has reviewed and accepted or denied each of the recommended measures, staff will coordinate installation of the devices and appliances indicated for that home. Installation of energy devices in approved households will begin immediately following selection of respective vendors. Services will include installation of energy efficiency measures including low-flow showerheads (fixed position and handheld), low-flow faucet aerators, compact fluorescent light bulbs (CFLs), solar water heaters, hybrid electric water heaters, smart power strips, and/or energy-efficient refrigerators, as conditions dictate and funding allows.

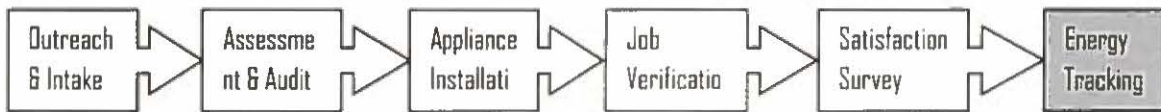
These devices and appliances have been identified as the most efficient and effective measures available to HCAP to reduce household usage and costs. The basic devices (CFL bulbs,

power strips, showerheads, and faucet aerators) will be installed by the HCAP Technical Programs Coordinator or trained Community Worker. Larger appliances (refrigerators and water heater replacements) will be purchased and installed by vendors selected on the basis of cost, quality, and past performance.

Before, during, and after the installation process, household members will receive training and instruction about proper maintenance and use of energy-saving devices. Included with the energy education are free copies of the informative publications: 1) *Power to Save: An Energy Conservation Guide for Your Home*; 2) *101 Ways to Save*; 3) *Energy Tips & Choices*; 4) *Guide to Emergency Preparedness*; and 5) *EPA Renovate Right* (specifically for older homes with potential lead paint issues). In addition to the aforementioned materials, participants will also receive dwelling-specific tips and advice from the Technical Projects Coordinator, Technical Aide and/or Community Worker.

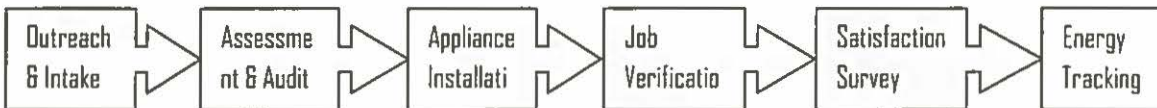
Installation will begin at Month 2 and continue through Month 12, as needed.

### Verification of Work and Client Satisfaction



After energy efficiency measures are installed, the Technical Projects Coordinator will verify that the devices were satisfactorily installed in accordance with applicable guidelines and expectations. A building report form will detail exactly what services were provided, dates of service, and the amount of time HCAP spent providing said services. In addition, HCAP will assess client satisfaction with energy management services received through a written survey, which will be mailed to every household.

### Tracking Energy Usage and Savings



Post-installation monitoring will be conducted as part of the HCAP quality assurance and evaluation procedures. Client households will be monitored to assess realized energy and cost savings. Savings will be calculated using energy assessment metrics and efficiency-monitoring systems. To track energy usage and savings at will, HCAP will submit a client-signed utility release form to HECO so as to obtain copies of the client's HECO billing statements post-installation.

## Outputs & Outcomes

The HCAP proposed program output and outcomes are as follows:

### *Dwelling Units*

<i>Number of dwelling units and households assessed for program eligibility.</i>	50
Number of dwelling units and households qualifying for services.	35
Number of dwelling units reducing energy costs.	35
Number of units receiving energy conservation education	35

### *Proposed Measures for Installation\**

<ul style="list-style-type: none"> <li>• High-efficiency faucet aerators</li> </ul>
<ul style="list-style-type: none"> <li>• High-efficiency showerheads</li> </ul>
<ul style="list-style-type: none"> <li>• Compact Fluorescent Light (CFL) bulbs</li> </ul>
<ul style="list-style-type: none"> <li>• Smart Power Strips</li> </ul>
<ul style="list-style-type: none"> <li>• Energy-efficient Refrigerators</li> </ul>
<ul style="list-style-type: none"> <li>• Hybrid Electric Water Heaters or Solar Water Heater systems</li> </ul>

\* NOTE:

Actual devices/appliances installed to be determined upon results of home energy audits.

## 2. Timeline

HCAP has developed a project schedule with duration of 18 months, allowing for at least one year of program services, and an additional 6 months to track program outcomes outside the contract period. By Month 1, HCAP will have procured and selected vendors for the installation of solar water heating systems. By Month 11, HCAP will have recruited and screened for program eligibility, a minimum of 50 applicants. From the contract start date through Month 18, HCAP will conduct home energy audits, coordinate installation of energy-saving measures, conduct quality assurance and safety inspections, administer Client Satisfaction Surveys, and collect data on energy usage and cost savings.

Timeline:

End of month 1, HCAP will have procured and selected vendors for the installation of the energy saving devices e.g. solar water heating systems.

Month 2 through 12, HCAP will recruit and screen for program eligibility, a minimum of 50 dwellings.

Month 2 through 12, HCAP will provide energy education and install energy saving devices in 35 eligible dwellings.

Month 13 through 18, HCAP will continue track program outcomes outside the contract period.

### 3. Quality Assurance and Evaluation Plan

The following Quality Assurance Plan is tailored specifically to ensure quality services and outcomes at the client, program process, and organizational levels. The quality assurance approaches described below are already operational and have been used in the implementation of energy-efficient programs.

#### QUALITY ASSURANCE PLAN

<u>End-User Level (client-based):</u>		
Area	Approach	Tools & Methodology
Services to Client	Will monitor intake and application process to determine <i>ease of process</i> and <i>clarity of benefits</i> ;	Ongoing solicitation of qualitative participant feedback by HCAP field staff, input used to enhance service delivery;
	Will monitor energy conservation curriculum material and delivery for <i>timeliness, relevance, helpfulness, and comprehensibility</i> ;	
	Will monitor audit and installation procedures for <i>scheduling, convenience, customer satisfaction, and comprehensiveness</i> ;	Notification of service delivery in writing to verify number and type of energy-saving measures being installed;
	Will monitor installation procedure for <i>scheduling convenience, and customer satisfaction</i> with vendor work and instruction on device operation, maintenance, and warranties;	Client verification of satisfactory receipt and completed installation of whole-house weatherization measures in line with client notification;
	Will monitor HCAP field staff for <i>efficiency, competency, courtesy, and respectfulness</i> , in service delivery.	Administer and collect Client Satisfaction Surveys.

## QUALITY ASSURANCE PLAN

<u>Project Level (process-based):</u>		
Area	Approach	Tools & Methodology
Program Process	Will ensure that all required client data, supporting documentation, and applicable release forms are properly collected during intake and application process;	Computerized database intake and application process with pre-populated fields;
	Will ensure that intake an application process is conducted <i>consistently</i> at all District Service Centers;	RESI Program Coordinator reviews applications for completeness and accuracy with oversight by the Director of Community Services;
	Will establish and follow internal timelines for timely review of applications, notifications of eligibility, scheduling of home energy audits, administering of energy conservation education, notification of device allocation, installation of devices, and post-installation inspections to verify quality of installations and client receipt of energy-saving measures;	Ongoing staff training on energy-efficient processes and procedures;
	Will ensure <i>timely</i> performance of pre-installation inspection and installation services;	Periodic computer-generated reports on individual and collective status of pending and active applications;
	Will ensure quality installation and verification of all energy-saving measures. Will monitor HCAP program staff to ensure <i>timely</i> provision of client information to federal and state funders and approved program partners.	Post-installation inspection and verification of installed energy-efficiency measures by qualified technician.

## QUALITY ASSURANCE PLAN

<u>Organization-level:</u>		
Area	Approach	Tools & Methodology
Administrative & Fiscal Operations	<p>Will collect all required client, outcome, and financial data and submit program and fiscal reports in formats and frequencies stipulated by OCS and/or U.S. DOE;</p> <p>Will ensure that program expenditures are compliant with federal and state cost principle requirements;</p> <p>Will track collective projected annual outcomes in monthly, quarterly, and annual frequencies or as otherwise specified by funding agency(s).</p> <p>Will abide by applicable health, safety, and civil rights-related laws and regulations;</p> <p>Will continuously evaluate and review ongoing processes and incorporate findings into program improvement/refinement.</p>	<p>Checklist of program and fiscal requirements reviewed and approved by OCS;</p> <p>Provide monthly and quarterly written reports to OCS;</p> <p>Fiscal accounting software program with capacity to account for program-specific requirements (MIP-Sage Software);</p> <p>Program software capable of collecting and running individualized reports based on client characteristics or services/energy-efficiency measures provided;</p> <p>HCAP policies and procedures assuring safe and healthy workplace, and non-discrimination policies.</p>

The following Evaluation Plan will effectively measure, monitor, and evaluate program performance. The plan utilizes various quantitative and qualitative measures, including the administration of a Client Satisfaction Survey. The Evaluation Plan is tailored specifically to track and evaluate program performance and to timely detect and resolve program problems.

### EVALUATION PLAN

Service Activity	Evaluative Methodology	Frequency	Staff Responsibility
Outreach, Screening, Intake, and Individualized Action Plan	<p>Compare number of installations actually completed versus projected (by week, month, and cumulative to date). If under projected amount, assess field staff feedback for possible reasons: inadequate outreach; lack of requisite documentation; failure to meet income guidelines; difficulty of application forms and/or process, etc.</p> <p>Assess breakdown by District Services Center locations to determine whether/where targeted outreach may be warranted.</p>	Weekly	RESI Program Coordinator, with oversight by Director of Community Services
Effectiveness of energy conservation education by individual and/group instruction	Obtain count of number of education sessions by individual and group settings. Assess effectiveness of curriculum via perceived savings on Client Satisfaction Survey. If savings are not evident, consult with clients about habits and HECO or other energy education organizations for input on possible improvements.	Ongoing	RESI Program Coordinator, with oversight by Director of Community Services
Home Energy Audit Process, SIR, Estimated Savings, Client Notification of Services, and of Installation	Compare actual to projected installations (by week, month, and cumulative to date). Determine number of applications approved for installation of energy-efficiency measures (in pipeline) relative to installations begun, but not completed and installations completed. Determine average time between completion of installations and post-installation inspections. Assess qualitative client feedback on process.	Monthly	RESI Program Coordinator, with oversight by Director of Community Services

**EVALUATION PLAN**  
 (continued)

Service Activity	Evaluative Methodology	Frequency	Staff Responsibility
<p>Installations by energy-efficiency measure:</p> <ul style="list-style-type: none"> <li>➤ High-efficiency Showerheads (fixed position and handheld)</li> <li>➤ High-efficiency Faucet Aerators</li> <li>➤ Compact Fluorescent Light Bulbs (CFLs)</li> <li>➤ Solar Water Heaters or Hybrid Heat Pump Water Heaters</li> <li>➤ Refrigerator Replacements</li> </ul>	<p>Compare actual to projected number of applications approved, relative to installations begun but not completed, and installations completed (by week, month, and cumulative to date).</p> <p>Track average time from authorization to install, and completed installation. Track actual installation time.</p> <p>Track average time between completion of installation and post-installation inspection.</p> <p>Assess client satisfaction of installation process.</p>	<p>Monthly</p>	<p>RESI Program Coordinator, with oversight by Director of Community Services</p>
<p>Verification of Installation Services</p>	<p>Determine whether or not client received all expected energy-efficiency measures.</p> <p>Collect signed statement from client verifying satisfactory receipt and completed installation of energy-efficiency measures; and amount of time spent on audit and installation services.</p> <p>Visually verify quality installation of energy-efficiency measures.</p>	<p>Upon completion of installation of all energy-efficiency measures</p>	<p>RESI Program Coordinator, with oversight by Director of Community Services</p>
<p>Evaluate program performance from client perspective</p>	<p>Administer Client Satisfaction Survey, review qualitative client feedback on efficiency, quality, and ease of process.</p>	<p>Upon completion of installation of all energy-efficiency measures</p>	<p>Client and RESI Program Coordinator with oversight by Director of Community Services</p>



#### **4. Measures of Effectiveness**

The key performance measure for the program will be reduced energy consumption (measured in kilowatt-hours per month) in low-to-moderate income households. HCAP considers energy consumption to be the clearest indicator of project success. If a household can reduce its use through better energy usage habits and the installation of energy efficient devices and appliances, they will see a marked reduction in kWh per month. Cost savings has to account for inflation in utility rates. As the cost of electricity continues to rise on O`ahu, households may not see a marked reduction in monthly costs; however, the program will be successful in reducing energy consumption in its target communities.

Post-installation monitoring will be conducted as part of the HCAP quality assurance and evaluation procedures. Client households will be monitored to assess realized energy and cost savings. Savings will be calculated using energy assessment metrics and efficiency-monitoring systems. To track energy usage and savings at will, HCAP will submit a client-signed utility release form to HECO so as to obtain copies of the client's HECO billing statements post-installation.

Following installation of appropriate energy-efficiency measures and individualized training in energy conservation and proper use of devices, households will be inspected and monitored to ensure the highest quality of workmanship and maximum possible savings. HCAP will track and monitor energy usage and cost savings for at least six months after installation.

Based upon the Department of Energy's programmatic and technical requirements as administered by the State of Hawai'i Office of Community Services (OCS), HCAP has developed a comprehensive, computer-based intake and application system that collects and tracks client data from intake to post-installation monitoring. This system enables HCAP to gather, collate, and report all necessary client information and metrics required by federal and state funding agencies in a timely and accurate manner. It also allows for up-to-date internal monitoring and evaluation of program accomplishments.

Documentation will include client application forms, written notification of service delivery to verify number and type of energy-saving measures being installed, client verification of satisfactory receipt and completed installation of whole-house energy management measures. HCAP also administers a written Client Satisfaction Survey to every program participant. Program staff will review the completed surveys and respond to client feedback on efficiency, quality, and ease of process, as well as savings on energy costs.

Program accomplishments will be monitored internally by the RESI Program Coordinator, Director of Community Services, Director of Planning, Program Development, and Communication, Director of Finance, and Executive Director. Findings will be reviewed by the Board of Directors' Program, Planning, and Evaluation Committee, the Finance Committee, and the HCAP Board of Directors. External monitoring will be conducted by OCS and through the annual independent agency audit.

### III. Financial

#### Budget

**1. The total GIA funds requested for FY 2016 is \$222,974.00**

The State GIA will fund .65 FTE of the Project Coordinator position. He will be responsible for the day-to-day operations, program coordination, and development of the program. A total of .2 FTE will be budgeted to four (4) District Service Center staff, which will provide the direct services to the clients. District Staff will perform the outreach, intake, application process, and case management services to the clients and will be providing full geographic coverage on the island of Oahu. In addition District Staff will be assisting the Project Coordinator with the energy audits and certain installations of energy saving devices. See appendix: *Budget Justification – Personal Salaries and Wages sheet* for the exact FTE ratio for each District Service Center staff. The administrative staff salaries and fringe benefits comprise approximately 11% of the program budget. These positions will provide fiscal support, staff support, reporting, budgeting, supervision, and program evaluation.

The program supplies will be used to provide the energy saving measures that will be installed in 35 approved households.

Materials & Labor, a total of \$135,285 - energy efficiency/reduction related materials

70 high-efficiency kitchen faucet aerators @ \$3 each

70 high-efficiency bath faucet aerators @ \$2 each

70 fixed high-efficiency showerheads @ \$5 each

70 hand-held high-efficiency showerheads @ \$15 each

280 CFL @ \$3 each

70 smart power strips @ \$40 each

12 energy efficient refrigerators @ \$1000 each

12 solar thermal water heater systems + labor @ \$6000 each

23 hybrid electric water heater systems + labor @ \$2000 each

The material costs at the outset are high but the effective savings over time significantly outweigh the initial costs.

The program will require the Project Coordinator and the assisting District Staff to drive to and from the energy audits. The calculated cost of the mileage and parking is \$3,600.00 for the grant period.

The program will require District Service Center staff to attend several trainings as the field of energy efficiency is highly technical and always evolving. The Staff will be required to have a home energy audit certifications, as well as, OSHA 10 certifications. The cost of which will be \$4,080.00.

The remainder of the budget - Office supplies and postage are based on what programs of this size historically expend in these areas.

See attached budget

**2. Anticipated Quarterly Funding Request for fiscal year 2016 is as follows:**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$55,743.50	\$55,743.50	\$55,743.50	\$55,743.50	\$222,974.00

**3. Funding Sources Seeking for FY 2016**

City and County of Honolulu Grant-In-Aid FY 2016

**4. State & Federal Tax Credits Granted**

Not Applicable

**5. Government Contracts & Grants**

Refer to attached Budget Request by source of Funds and Government Contracts and/or Grants

**6. Unrestricted Current Assets**

\$476,100 (Agency-wide)

## **IV. Experience and Capability**

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

The HCAP District Service Centers are equipped with the necessary technical infrastructure to facilitate the agency's specially designed, computerized energy assistance application process. HCAP staff also has the necessary equipment and skills to conduct intakes in the field, and can accommodate those who require remote assistance. Through years of experience working in the field, the staff has developed expertise not only in the provision of weatherization services, but also in dealing effectively and respectfully with low-income target populations. HCAP staff have been formally trained in effective case management and counseling skills, and can offer RESI applicants access to a full range of human services aligned with an 'energy management' approach to service delivery. HCAP operates a wide range of other community-based programs, including the largest Head Start preschool program in the state, which will expand the scope of services available for RESI clients.

HCAP possesses the technical expertise necessary to fulfill the programmatic and fiscal requirements of the RESI program. Specifically, HCAP has on staff individuals familiar with and knowledgeable about the United States Department of Energy (DOE) guidelines for weatherization and energy-efficiency, as well as strong working knowledge of data collection and reporting systems. During the past two program years, HCAP staff from the District Service Centers, Fiscal Department, Weatherization Team, and Executive Management Team underwent extensive training in relation to weatherization, program administration, and program eligibility requirements. Staff is knowledgeable about the most current energy-efficiency guidelines and has developed a timely screening process that expedites services to qualified applicants. The HCAP Fiscal Department is experienced and well-versed with accounting and fiscal reporting requirements for federal, state, county, and private funders of energy-efficiency programs varying in size and complexity, from the \$49,000 WAP funds to the \$1.28 million WAP-ARRA funds.

### **B. Facilities**

HCAP will use its Main Office, located at 33 S. King Street, Suite 300, Honolulu, Hawai'i for RESI administrative functions. The Main Office is roughly 4,000 square feet in size, on The Bus line, and is compliant with the Americans with Disabilities Act (ADA) requirements and all applicable building, zone and fire health standards. There is on-site parking with additional parking on the street and in nearby municipal and private parking garages.

HCAP will also use its five District Service Centers for client intakes and application processing. The District Service Centers provide coverage to all geographic areas on O`ahu. The following is a list of addresses and respective regions included in their geographic services area:

- Leeward District Service Center, 85-555 Farrington Highway, Waianae  
(Covers Waianae, Maili, Nanakuli, Makaha, and Makakilo)
- Windward District Service Center, 47-232 Waihee Road., Kaneohe  
(Covers Sunset, Kaneohe, Waimanalo, Makapuu, Kailua, Kahalu`u, Hauula, Kahuku)
- Leahi District Service Center, 1915 Palolo Avenue, Honolulu  
(Covers Manoa, Leahi, Kaimuki, Hawai'i Kai, Aina Haina, Diamond Head, Waikiki, Makiki, McCully, Kakaako, Punchbowl, Palolo)
- Central District Service Center, 99-102 Kalaloa Street, Aiea  
(Aliamanu, Halawa, Aiea, Pearl City, Waialua, Ewa, Wahiawa, Kapolei, Mililani, Waipahu, Waimalu)
- Kalihi-Palama District Service Center, 1555 Haka Drive, Honolulu  
(Salt Lake, Moanalua, Kalihi, Downtown, Iwilei, Nuuanu, Kalihi-Palama, Liliha)

All of the HCAP facilities described above are adequately equipped with the latest technology and physical infrastructure to support all RESI program activities. These include office-space, broadband Internet access, advanced office technology such as desktops and laptop computers, multi-line phone-systems, digital scanners, copiers, printers, and telecommunications systems.

Finally, when necessary and appropriate, the RESI staff will have access to the HCAP mobile intake and application unit. Originally developed to accommodate the HCAP elderly clientele and persons with disabilities, the mobile intake and application units are comprised of laptop computers, loaded with writable program application forms, and all-in-one portable scanner printer/fax machines that can be brought directly to a potential applicant's home. For RESI purposes, mobile units can also be utilized for off-site recruiting and intake opportunities at partner agency sites or community events.

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

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

#### **Staffing**

The HCAP proposed staffing pattern and client/staff ratio have been designed to ensure the highest level of service quality for program participants and to meet performance requirements in accordance with quality assurance and evaluation standards. HCAP will utilize its existing fiscal, management, and program staff to provide direct services and administrative support to the Residential Energy Solutions Initiative.

The Residential Energy Solutions Initiative at HCAP will be managed by Keith Nakano, RESI Program Coordinator, with oversight by the Director of Community Services and the Executive Director. In addition, the agency will utilize its full staffing in the field at its five District Service Centers.

The RESI Program Coordinator, with assistance from specially trained Community Workers, and oversight by the Director of Community Services, will be responsible for conducting comprehensive home energy audits; interpreting audit data and savings calculations to determine the scope of energy-efficiency measures to be installed; overseeing installation of energy saving measures; educating clients on energy conservation methods; evaluating home energy audit data; developing job order reports; gathering compliance data in line with program requirements and performing monitoring of completed units to ensure high quality of work. The RESI Program Coordinator will also be responsible for coordinating staff and third-party vendor efforts to ensure that a maximum number of clients are served within the allowable program timeframe and budget. He will be responsible for conducting outreach and generating partnerships; monitoring outcomes to ensure compliance with program standards; maintaining client case files and program records; and collecting and analyzing program metrics to provide accurate reports on program progress and to communicate specific outcomes.

## Staff Qualifications

HCAP staff is composed of highly qualified individuals with varied backgrounds and experiences, who share an understanding of the unique challenges facing Hawai'i's low-income population. Through the previous energy-efficiency initiatives, the HCAP fiscal, management and program staff has developed the programmatic knowledge and technical expertise to ensure that quality services and products are timely and professionally delivered. All program staff assigned to RESI has received training in energy-efficient program requirements, objectives, and procedures. Additional specialized trainings, such as programmatic, technical, fiscal, were administered to staff according to their particular area of focus. HCAP regularly assesses performance of its staff in order to improve program quality and effectiveness of services delivered.

The HCAP staff has the expertise and experience necessary to address the overall program goal: to enable low-income individuals, families, seniors, and disabled persons to obtain cost savings through energy conservation education and a reduction in home energy consumption. Qualifications of key staff who will contribute services to the Residential Energy Solutions Initiative are as follows:

**Keith Nakano, The RESI Program Coordinator**, currently manages all technical aspects of the HCAP weatherization and energy-efficiency initiatives. He has experience conducting comprehensive home energy audits; interpreting audit data and savings calculations to determine scope of energy-efficiency measures; overseeing installation of energy saving devices; and providing energy conservation education to clients. Mr. Nakano has previously worked at the State Office of Community Services where he administered and led the State of Hawaii Weatherization Assistance Program, as well as, the State of Hawaii ARRA Weatherization program.

**Robert Naniole, Director of Community Services**, will be responsible for supervising the RESI staff and general program operations. Mr. Naniole's experience includes service as a direct provider to low-income O'ahu residents, administration of programs and staff supervision, and work with energy-efficiency initiatives at the State and agency levels. He is extremely knowledgeable about working with low-income populations and has developed culturally-responsive programs to assist particular areas of need for the local community. Mr. Naniole's wide network of grassroots and community contact, including churches and other faith-based organizations, will be utilized in creating outreach and other partnering opportunities for the program. Mr. Naniole will provide oversight and supervision for the program overall.



**Corinne Murashige, Director of Finance, and the HCAP fiscal staff** are responsible for coordinating and managing fiscal operations, accounting, and financial reporting for all of The HCAP energy-efficiency programs. Ms. Murashige and her fiscal team are experienced and knowledgeable about fiscal controls, procurement procedures, and reporting requirements for large state, local, and private grants. Ms. Murashige is a CPA with an active license, and has a Master's degree in Business Administration from the University of Hawai'i at Manoa. She has worked in the non-profit sector for over 20 years.

**Community Workers**, in each of HCAP's five District Service Centers, will assist the RESI Program Coordinator in all phases of the energy-efficiency process, from outreach and intake to audit and installation. Selected staff members have been trained as Home Energy Auditors and have field experience through previous energy-based programs. With their direct ties to priority populations through their case management and support services at the district centers, these staff are well positioned to recruit and assist individuals and households most in need. The HCAP Community Workers will also be instrumental in establishing and fostering key relationships with program partners.

Additional staff members who will provide oversight and technical support to the Residential Energy Solutions Initiative are as follows:

**Brandon Sparks, Information Technology Manager**, has been with the HCAP IT department for close to eight years. He is able to support any and all technical needs of RESI, including computer hardware and software installations and operation, audiovisual learning technologies, including distance learning and smart board technology, and client tracking software systems. He has computer certifications in; CompTIA: Network + (N+), a noted expert in Microsoft Server 2003, proficient in Excel in the area of network management and troubleshooting, computer hardware, software, networked environments and deploying applications. He is experienced in installation and repair of computer and networking hardware. Mr. Sparks has an Associates degree in computer networking technology.

**Michael Hane, Director of Planning, Program Development & Communications**, spent 17 years working at OCS where he served as the agency's Fiscal Officer and Program Administrator. Additionally, Mr. Hane acted as a program supervisor, administering both state and federal human service programs, including the Weatherization Assistance Program. Mr. Hane has a Bachelor's of Business Administration in Accounting and Finance from the University of Hawai'i at Manoa and has public accounting experience with KPMG Peat Marwick.

**Robert N.E. Piper, Esq., MBA, Executive Director**, brings a wealth of executive and professional experience to his leadership role overseeing HCAP and the agency's \$28 million

annual budget. Mr. Piper has served the State of Hawai'i 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. He served as Chair of the HCAP Board of Directors and as an HCAP Board Member for many years. He has also served on boards for the Hawai'i Community Development Authority, the High Technology Development Corporation, and the Native Hawaiian Chamber of Commerce. Currently, Mr. Piper is on the Board of Directors of PHOCUSED, a nonprofit, nonpartisan organization that advocates for responsible and effective health and human service policy statewide. Additionally, Mr. Piper is a graduate of the Harry and Jeanette Weinberg Fellows program. Mr. Piper's executive, legal, business, and financial expertise and his years of experience in community service will be instrumental in ensuring ongoing oversight and successful implementation of this project.

### **Supervision and Training**

HCAP will supervise, train, and provide administrative direction to staff relative to delivery of the proposed services. The HCAP Director of Community Services will be responsible for direct supervision of all RESI staff. The Director of Community Services has open and unfettered access to the HCAP Executive Director, allowing for quick and definitive decision-making on behalf of the program. He also works closely with the Directors of Finance and Human Resources, allowing guidance on those matters to be relayed to program staff in a timely manner. Finally, the Director of Community Services also has the direct supervisory responsibility of HCAP District Service Center staff that is also tasked with RESI-related responsibilities; this shared supervision will foster and facilitate intra-agency program cooperation and coordination of services for the benefit of clients.

As part of any effective grant and contract administration, all staff including Directors, District Managers, Community Workers and other support staff, undergo training and orientation on performance involving both fiscal and program matters. HCAP has further ensured that pertinent training was provided to all RESI support staff regarding such topics as screening; eligibility and verification of clients; service documentation; outreach and program dissemination; performance standards and compliance requirements; reporting systems; timeline; goals; objectives and strategies; and other areas relevant to ensuring the delivery of quality energy-efficiency services to low-income households.

## **Supervisory Protocols**

HCAP RESI staff offices are located at the HCAP Main Office in immediate proximity to the Director of Community Services and other members of the HCAP Executive Management Team. Thus, RESI staff will have immediate and easy access for necessary consultations with their supervisor on program matters. Formal staff meetings between RESI staff and the Director of Community Services will be held weekly to provide updates on program progress and to identify areas of concern that may require executive attention. The Director of Community Services will also perform periodic individual performance evaluations of RESI staff, utilizing established agency protocols and instruments to assess the individual staff member's effectiveness in furthering program goals.

It may be necessary for HCAP to select vendors, when applicable, for the acquisition, delivery, installation, and disposal of energy-efficient appliances available through the RESI program. HCAP has extensive experience in vendor selection and supervision through its previous energy-efficiency programs, as well as its general community services. Close supervision of all vendors will be maintained by the Director of Community Services and RESI Project Coordinator.

## **B. Organization Charts**

*Honolulu Community Action Program (HCAP) Organizational Chart:* This chart highlights placement of all HCAP programs, administration and governance. The organization chart shows clearly the strong support functions that HCAP would offer the RESI program through its six functional departments. It also shows the myriad of programs HCAP offers and how RESI participants can easily avail themselves to a range of quality services and assistance within the agency itself. The chart also reflects the strong oversight and direction provided by the HCAP Executive Director and Board of Directors to ensure program success.

*HCAP Residential Energy Solutions Initiative Staffing Chart:* This chart highlights the positions involved with program administration, management, service delivery, and output/outcome reporting. The chart shows the intended core RESI staff (RESI Program Coordinator, Community Workers, and Fiscal Staff) supervised by the Director of Community Services and Director of Finance with oversight by the Executive Director and Board of Directors. The chart also displays the strong and extensive support and participation of HCAP field staff (Community Services Managers and Community Workers) located in the HCAP five District Centers.

## **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**

See attachment: *Government Contracts and/or Grants*

### **D. Private Educational Grants**

Not Applicable

### **E. Future Sustainability Plan**

HCAP has proven the ability to deliver and sustain programs, having served Oahu's low-income residents since 1965. Many of HCAP's programs have been providing assistance and support to the low-income community for decades. Over the years, there have been ups and downs in funding for various programs, but HCAP has always been able to continue providing the key services that have been identified as benefitting our clients most. More recent programs that demonstrate tangible impact and success can expect to see the same type of support, so they too can continue to help the community for many years to come.

HCAP's Executive Management has placed a greater emphasis on diversifying revenues and applying for additional sources of funds. Program Managers have been tasked with seeking out and applying for grants, developing partnerships, and utilizing all forms of communication to promote their programs. HCAP's Planning, Program Development and Communications department provides support in all of these efforts. Realizing fiscal realities, HCAP Executive Management also works closely with the fiscal office to

regularly assess our financial position and determine where there may be gaps or shortfalls in funding.

HCAP is also fortunate to have a sufficient program staff to be able to fill in for unexpected turnover, and also to temporarily assign more resources to programs or services as needed.

## **F. Certificate of Good Standing**

See Attachment

# Attachment 1

## Organizational Chart

**Grant-In-Aid**

Fiscal Year 2016

**Grant Activity Name:**

Residential Energy Solutions Initiative (RESI) Program

**Submitted by:**

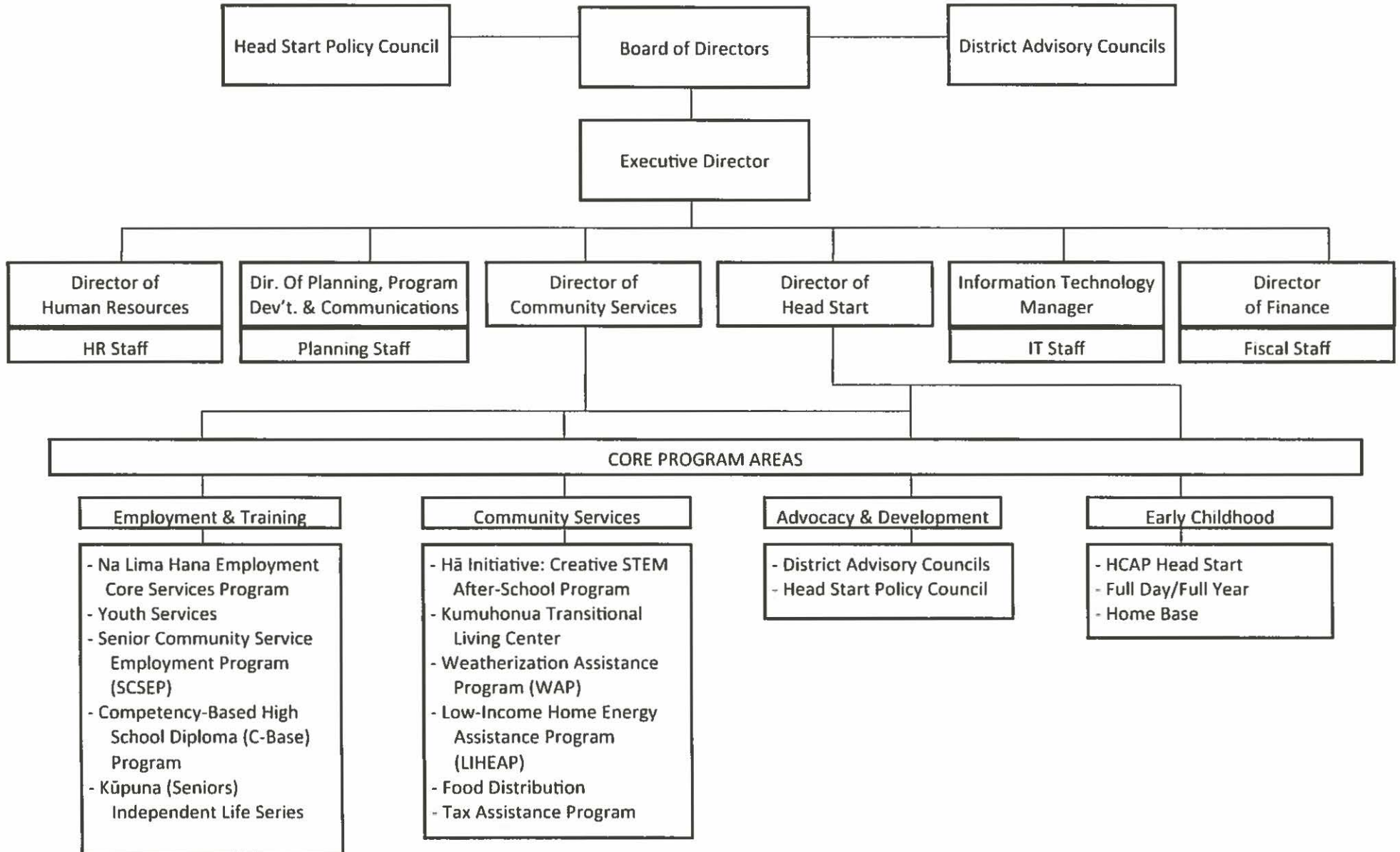


Honolulu Community Action Program, Inc.  
33 South King Street, Suite 300  
Honolulu, HI 96813  
Phone: (808) 521-4531  
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January 29, 2015



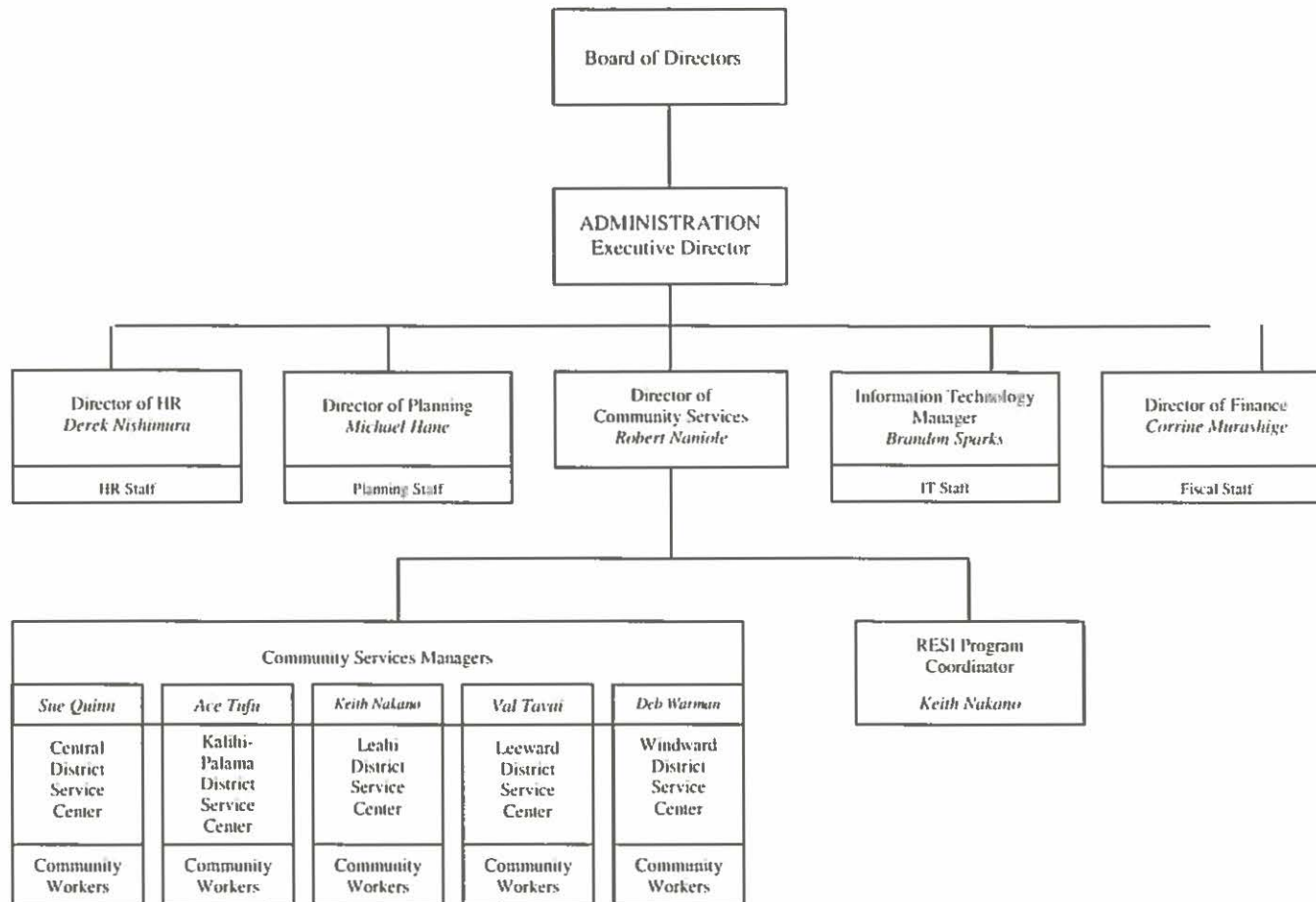
Honolulu Community Action Program, Inc.  
**Organizational Chart**







Honolulu Community Action Program, Inc.  
**Residential Energy Solutions Initiative**  
**Staffing 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:**

Residential Energy Solutions Initiative (RESI) 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. - Residential Energy Solutions Initiative (RESI) 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	55,686	39,129		
2. Payroll Taxes & Assessments	9,323	6,550		
3. Fringe Benefits	9,456	6,644		
<b>TOTAL PERSONNEL COST</b>	<b>74,465</b>	<b>52,323</b>		
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	0			
2. Airfare, Out-of-State	0			
3. Audit Services	634			
4. Contractual Services - Administrative	0			
5. Contractual Services - Subcontracts	0			
6. Insurance	0			
7. Lease/Rental of Equipment	0			
8. Lease/Rental of Motor Vehicle	0			
9. Lease/Rental of Space	3,660			
10. Mileage	3,600	3,743		
11. Postage, Freight & Delivery	150			
12. Publication & Printing	0			
13. Repair & Maintenance	0			
14. Staff Training/T&TA	4,080	6,000		
15. Substance/Per Diem	0			
16. Supplies	500			
17. Telecommunication	600			
18. Transportation	0			
19. Utilities	0			
20. RESI Installation Material & Labor	135,285	43,767		
21. Health & Safety				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>148,509</b>	<b>53,510</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>222,974</b>	<b>105,833</b>		
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	222,974	Kim Nguyen	521-4531	
(b) Total Federal Funds Requested	105,833	Name (Please type or print)		Phone
(c) Total County Funds Requested		[REDACTED]		1/30/2015
(d) Total Private/Other Funds Requested				Signature of Authorized Official
<b>TOTAL BUDGET</b>	<b>328,807</b>	Robert N.E. Piper, Esq., MBA, Executive Director		
		Name and Title (Please type or print)		

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

\*\* Period of Funding for DLIR-Weatherization contract is 10/14-9/30/15. We anticipate receiving similar funding for 10/1/15-9/30/16. Seeking to expand services with the State GIA.

**Honolulu Community Action Program Inc**  
**STATE GIA-RESI PROGRAM BUDGET**  
 July 01, 2015-June 30, 2016

**TOTAL MATERIAL & LABOR COST (Item 20. on Budget Source of Fund-P205\_95)** **135,285.00**

**MATERIAL COST**

Solar Water Heater Systems	12	5,000	60,000.00
Hybrid Heat Pump Water Heater Systems	23	1,700	39,100.00
Replacement Unit Refrigerators	12	1,000	12,000.00
Compact Fluorescent Lights	280	3	840.00
Faucet Aerators-Kitchen	35	3	105.00
Faucet Aerators-Bath	70	2	140.00
Showerheads-Fixed	70	5	350.00
Showerheads-Handheld	70	15	1,050.00
Smart Power Strips	70	40	2,800.00
			116,385.00

TOTAL MATERIAL COST

**LABOR COST**

Solar Water Heater Systems	12	1,000	12,000.00
Hybrid Heat Pump Water Heater Systems	23	300	6,900.00
Replacement Unit Refrigerators		145	0.00
			18,900.00

TOTAL LABOR COST

**BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES**

Period: July 1, 2015 to June 30, 2016

Applicant: Honolulu Community Action Program, Inc. - Residential Energy Solutions Initiative (RESI) 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)
RESI Program Coordinator	100%	\$48,000.00	65.00%	\$ 31,200.00
Community Service Manager	100%	\$47,892.00	5.00%	\$ 2,395.00
Assistant Community Service Manager	100%	\$42,972.00	5.00%	\$ 2,149.00
Community Worker	100%	\$23,460.00	5.00%	\$ 1,173.00
Community Worker	100%	\$23,460.00	5.00%	\$ 1,173.00
				\$ -
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<b>SUB-TOTAL:</b>				38,090.00

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2015 to June 30, 2016

Applicant: Honolulu Community Action Program, Inc. - Residential Energy Solutions Initiative (RESI) 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	2.00%	\$ 2,215.00
Executive Assistant	100%	\$46,500.00	3.00%	\$ 1,395.00
Director of Planning	100%	\$79,260.00	2.00%	\$ 1,585.00
Planing and Development Specialist	100%	\$40,008.00	2.00%	\$ 800.00
Director of Community Services	100%	\$70,560.00	3.00%	\$ 2,117.00
Director of Finance	100%	\$77,688.00	2.00%	\$ 1,554.00
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	2.00%	\$ 723.00
Payroll Specialist	100%	\$36,132.00	2.00%	\$ 723.00
Accounting Secretary	100%	\$47,964.00	2.00%	\$ 959.00
Director of Human Resources	100%	\$71,220.00	1.00%	\$ 712.00
Human Resources Generalist	100%	\$40,188.00	1.00%	\$ 402.00
Human Resources Assistant	100%	\$29,208.00	1.00%	\$ 292.00
<b>Sub-Total:</b>				17,596.00
<b>TOTAL:</b>				<b>55,686.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				

# Government Contract and/or Grants

## **Grant-In-Aid**

Fiscal Year 2016

### **Grant Activity Name:**

Residential Energy Solutions Initiative (RESI) 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.



# Declaration Statement

## **Grant-In-Aid**

Fiscal Year 2016

## **Grant Activity Name:**

Residential Energy Solutions Initiative (RESI) Program

## **Submitted by:**



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33 South King Street, Suite 300  
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Phone: (808) 521-4531  
Fax: (808) 521-4538

January 29, 2015

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

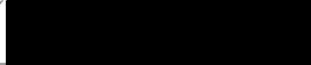
The undersigned authorized representative of the applicant certifies the following:

- 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, ESQ., MBA  
(Typed Name)

Executive Director  
(Title)

# Certificate of Good Standing

**Grant-In-Aid**

Fiscal Year 2016

**Grant Activity Name:**

Residential Energy Solutions Initiative (RESI) 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

