

House District 17-51

Senate District 9-25

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

Log No:

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

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

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):

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

1. APPLICANT INFORMATION:

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

Dba:

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

Mailing Address:
Same As Above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name MICHAEL HANE

Title Director of Planning, Program Development, and Communications

Phone # 808-521-4531

Fax # 808-521-4538

E-mail michaelh@hcapweb.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

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

4. FEDERAL TAX ID #

5. STATE TAX ID #

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2016: \$ 191,722

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 \$ _____
 FEDERAL \$ _____
 COUNTY \$372,500 (MAXIMUM FEE FOR SERVICE)
 PRIVATE/OTHER \$ _____

SERVICES ARE OFFERED TO LOW-INCOME, AT-RISK YOUTH OAHU-WIDE. GIA FUNDS WILL ALLOW HCAP TO OPEN A NEW PROGRAM SITE IN LEEWARD OAHU AND PROVIDE ADDITIONAL SERVICES AT THE CURRENT SITE IN DOWNTOWN HONOLULU

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



RECEIVED

1-30-15

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V7

Application for Grants

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

I. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

A. A brief description of the applicant's 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's mission statement is as follows:** *"POI: Providing Opportunities and Inspiration to enable low-income individuals or families to achieve self-reliance."*

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 have been impacted by HCAP's work.

Recognizing that a positive and proactive approach is fundamental to ending inter-generational poverty, HCAP Youth Services (HYS) provides services for at-risk youth and young adults. Since 2000, with Workforce Investment Act funding through the City & County of Honolulu, HYS has helped over 700 youth earn their high school diploma, gain life skills, receive job training, and work experience. HCAP considers its youth-oriented programs among its most necessary and vital.

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

B. The goals and objectives related to the request:

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

The objective of this request is to provide services to a greater number of at-risk, low-income youth by enrolling 50 additional youth in one or more of the services offered by HYS. HYS is requesting Grant-In-Aid funds (GIA) to enroll additional youth at its current location in Downtown Honolulu and expand the HYS Competency-Based Community School Diploma Program (C-Base) to the Leeward Coast of Oahu at HCAP's Leeward District Service Center.

C. The public purpose and need to be served:

While researchers have concluded that there is no single path to delinquency, there are several risk factors that often increase a youth's chance of offending. Exposure to multiple risk factors has been noted to have a cumulative effect. Risk factors include but are not limited to, substance abuse, aggression, hyperactivity, low IQ, academic failure, low socio-economic status, poor parent-child relationship, abuse, and gang membership. Studies have also shown how certain protective factors may work to offset those risk factors. These protective factors include but are not limited to, positive social orientation, warm and supportive relationships with parents or other adults, commitment to school, other peers who engage in conventional behavior, and attainments in school.

According to the Juvenile Delinquency Trends in the Hawaii Data Book for 2003-2012, published by the Attorney General Crime and Justice Assistance Division, 161,901 total juvenile arrests were reported from 2003 – 2012. Of the 161,901 total arrests, 69,324 were juveniles between the ages of 16-19, which makes up 43% of total arrests.

Since low-school attainment is a risk factor of juvenile delinquency, a high school education is critical to the success of young adults seeking to break the inter-generational cycle of poverty and maintain a living in Hawaii. However, according to the Alliance for Excellent Education (2011), an estimated 5,700 (36%) of all Hawaii students who enrolled in high school for four years did not graduate with their class. Thirteen of Hawaii's forty high schools are considered among the nation's lowest-performing high schools (i.e. fewer than 60% of freshmen progress to their senior year on time). On Oahu's Leeward coast, there is a dense population of low-income, unemployed, and Native Hawaiian persons. According to the "Kamehameha Schools, Snapshot of Hawaiians in the Department of Education: Policy Analysis & System Evaluation Report 04-05:10," when compared with other ethnicities, Native Hawaiian students have the state's highest percentage of below-average scores in math and reading standards. Deficiencies in math and reading are major factors contributing to the high school dropout rate.

The Alliance estimates that dropouts from the Class of 2010 will cost Hawaii over \$1.4 billion in lost wages over their lifetimes. Cutting the number of dropouts in half could result in tremendous economic benefits to the state and improve the quality of life for Hawaii's neediest youth. Since education attainment and employment opportunities go hand in hand, youth who don't graduate from traditional high schools also lack the leverage for employment resources and opportunities.

Many youth who drop out of the school later recognize the significance and value of earning a high school diploma. At that point, however, the problems for this group are not just academic deficiencies, but also a lack of self-confidence and difficulties with interpersonal relationships. These factors are significant obstacles to their future success. HYS believes the answer to these barriers transcends the boundaries of traditional education. To be successful, efforts to re-integrate these young people into mainstream society must include culturally based opportunities for them to succeed in non-traditional settings that are both supportive and effective.

D. Describe the target population to be served:

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

E. Describe the geographic coverage:

HYS offers services and C-Base classes in Downtown Honolulu and would like to expand classes to the Leeward Coast at HCAP's Leeward District Service Center. Students will have the opportunity to utilize a classroom near their geographic location, which will allow participants easy access to and from school.

II. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

A. Describe the scope of work, tasks and responsibilities:

During the upcoming year, HYS will enroll 50 additional youth ages 16 to 21 in one or more of the following services: **Tutoring, C-Base, Work Readiness Training, and/or Work Experience.**

Each component of the program is geared toward improving youth participants' education, employability, competitiveness in the job market, success in leadership, civic awareness, and responsible community involvement. As participants enter the program, staff will meet individually with each new participant to develop a rapport, set goals for their Individual Service Plan (ISP), and develop action steps to be completed by the participant. Weekly and/or bi-weekly meetings between staff and participant will ensure positive progression throughout the program.

Tutoring

HYS will offer two options for tutoring to accommodate diverse learning methods in order to ensure each participants success. Participants that test under 7th grade math and reading levels will be required to complete tutoring before they can enter the C-Base program. The curriculum and related activities will focus on improving math, reading, and writing skills.

Option A is an Individualized Tutoring (IT). The IT component will offer a custom learning experience with low staff to student ratio tailored to meet participants' academic goals and needs. IT enables underachieving participants to establish foundational learning competencies necessary to take the next steps in achieving academic goals and refocusing social behaviors. IT's instructional strategies employ adaptive techniques that consider individual differences in ability, knowledge levels, interests, goals, and learning styles.

Option B is NovaNet. NovaNet is a comprehensive, on-line, individualized, self-paced courseware system for math and reading. The system offers flexibility in curriculum presentation with both prescriptive and non-prescriptive formats. Each format allows for self-pacing, dynamic questioning and intelligent feedback.

NovaNet and IT will operate three sessions, Monday through Thursday from 8:30 a.m. to 10:30 a.m., 10:30 a.m. to 12:30 p.m. and 12:30 p.m. to 2:30 p.m. HYS will offer ongoing recruitment and registration for NovaNet and IT services.

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

Through a partnership with the State of Hawaii Department of Education (DOE) and the Waipahu Community School for Adults, HYS offers the C-Base program to help participants earn a Hawaii Adult Community School Diploma. The program is fully accredited by the Western Association of School and Colleges. The Waipahu Community School for Adults will oversee and monitor HYS' C-Base program, which will be taught by HYS staff formally certified in C-Base instruction. HYS will offer C-Base classes at HCAP's Leeward District Service Center, located in Waianae from Monday through Thursday. The session shall run from 9:00 a.m. to 12:00 p.m. C-Base classes will also be offered at the Downtown location, Monday to Thursday three hours per day, class hours are determined by enrollment. C-Base units are not required to be taken in a specific order or sequence, which allows a participant to enter the program at the start of any unit. HYS is able to accommodate participants who have successfully completed C-Base units at other service providers as well.

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

HYS provides the Work Readiness Training and Work Experience components, as an optimum follow-up to the education components. The curriculum is updated annually to incorporate new labor market trends and offers competency-based job readiness skills prior to employment. The

WRT curriculum is divided into four modules that include Workforce Preparation, Interpersonal Skills, Customer Service, and Decision-Making to develop and strengthen skills pertinent to employment acquisition and retention. Upon successful completion of WRT, participants begin regular appointments with HYS staff to develop a job search plan based on the participant's skills, aptitudes, and abilities. The counselors evaluate the suitability of prospective employers, available positions, and focus on finding a match that will maximize job satisfaction and job retention probability.

B. Provide a projected annual timeline for accomplishing the results or outcomes of the service:

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

Key Program Features	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
<i>Recruitment-Posting recruitment advertisements, HYS Facebook and Twitter, mass mail outs to high schools and youth organizations, and send flyers home with current students.</i>	X	X	X	X
<i>Individual Service Plan (ISP) – After registration, participant sets goals and plan action steps to successfully complete the program.</i>	X	X	X	X
<i>Comprehensive Guidance and Counseling – Monthly check-ins with participants on unit test day, and bi-weekly group sessions to assess student academic difficulties and/or personal barriers.</i>	X	X	X	X
<i>Tutoring – provided to participants who test under the 7th grade reading and/or math level as well as for C-Base participants requiring assistance.</i>	X	X	X	X
<i>C-Base Classes – five units and a mastery test. HYS accepts new participants into the C-Base class at the beginning of each month.</i>	X	X	X	X
<i>Paid and Unpaid Work Experience – Work Readiness Training will provide the tools to allow participants to transition into volunteer or paid work site. Participants need to complete three months and 100 hours to complete Phase II of C-Base.</i>	X	X	X	X

C. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results:

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

The Program Coordinator will be responsible for the development, implementation, monitoring and direct supervision of line staff and all services and activities of the program including approving actions of line staff. Program management, including review of eligibility determinations, verification, intake procedures, provider selection, case documentation, support services, training activities, updating of operating policies and procedures, service agreements and memorandum of agreements, is primarily the responsibility of the Program Coordinator. HCAP's Administrative Policies and Procedures Manual ensure program quality and consistency throughout the agency.

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

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

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

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

D. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency:

- HYS will enroll 50 additional at-risk youth to receive one or more of the following services by June 30, 2016: Tutoring, C-Base, Work Readiness Training, and/or Work Experience.
- All eligible students will complete an Individual Service Plan (ISP) which includes education and employment assessments, addressing and limiting of potential barriers, and development of goal service plans.
- Of the participants who enroll in the Competency-Based Community School Diploma Program (C-Base), a minimum of 85% will complete the C-Base curriculum during the grant year.
- Of the participants who enroll in C-Base, a minimum of 75% will obtain their Hawaii Adult Community School Diploma.
- Of the participants who enroll in the Work Readiness Training Program, a minimum of 85% will complete the program.
- Of the participants who enroll in the Work Experience Program, a minimum of 75% will obtain employment or work experience.

III. Financial

Budget

A. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request:

Total GIA funds requested is \$191,722.

The State GIA will fund 30% of the HYS Program Coordinator position, which is the lead position for this program. She will be responsible for all day-to-day operations, program coordination and development. The State GIA will fund 30% of the Training Coordinator position, which will provide direct services to clients. She will be instrumental in outreach, recruitment, case management, and work readiness training for the HYS program. The State GIA will also fund 100% of the Youth Trainer position, which will provide C-Base instruction and tutoring services. Administrative/Supervisory salary and fringe benefits comprise 13.5 % of the total State funds requested. These positions will provide fiscal support, staff support, reporting, budgeting, supervision, and program evaluation.

Professional and Contractual fees will be paid to the Waipahu Community School for Adults to monitor and administer the C-Base program.

Program Activities Supplies will be used to provide program participants with items such as bus passes, admission and transportation costs for educational field trips that supplement C-Base units, workbooks, multimedia tools, classroom materials, as well as necessities for graduation award ceremony. Other program supplies include required work attire/uniforms, birth certificate, state ID, and driver's license. These items will assist program participants to obtain items that will allow them to get started with their new employment.

Incentives will be used to encourage program participants to continue case management and follow-up with HYS program staff regarding their education and employment status. These small incentives, in the form of gift cards, also provide some positive reinforcement and congratulations on a job well done. It is the follow-up contacts that are crucial in being able to help program participants with any obstacles or setbacks they might be experiencing at work, and determining if additional support is needed.

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 Equipment Rental will be allocated to the grant per fiscal policies and procedures.

See attachment for budget forms.

B. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2016:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$38,344	\$57,517	57,517	\$38,344	\$191,722

C. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2016:

In addition to this Grant-In-Aid, HYS will be seeking funds from the Clarence T.C. Ching Foundation, City and County Grant-In-Aid, Office of Hawaiian Affairs, and Workforce Investment Act to support the HYS program.

D. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable:

Not Applicable

E. The applicant shall provide a listing of all government contracts and grants it has been and will be receiving for program funding.

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

F. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2014:

\$476,100 (agency wide).

IV. Experience and Capability

A. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request:

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

PROGRAM YEAR & DATES	PY 1 – PY 5 10/2000-12/2005 (cumulative total)	PY 6 – PY 10 10/2005-06/2010 (cumulative total)	PY 11 07/2010- 06/2011	PY 12 07/2011- 06/2012	PY 13 07/2012- 06/2013	PY 14 07/2013- 06/2014
SERVED IN WRT AND/OR WEX	470	367	25	36	15	4
OBTAINED DIPLOMA	173	296	70	76	49	51
Note: * PY 5 and PY 6 include overlapping dates. * As of PY 11 to present, clients served, are based on service referrals received from WIA during the program year.						

B. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

The HYS program Honolulu offices and academic facilities are located at 33 S. King Street. The C-Base classroom can fit 30 participants. The Leeward C-Base class will be located at the agency's Leeward District Service Center at 85-555 Farrington Highway. The Leeward HYS classroom can fit up to 15 participants. At both locations there are private offices for one-on-one mentoring as well as a computer lab for participants and office space for staff. Both locations are near bus lines, comply with the Americans with Disabilities Act, and meet all applicable building, zoning, health, and fire standards. Each facility is equipped with the latest technology and infrastructure to support the program.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

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

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

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

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

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

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

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

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

B. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request:

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

HCAP Youth Services Program Chart

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

Honolulu Community Action Program (HCAP) Organizational Chart

This chart highlights placement of all HCAP programs, administration and governance. The chart also reflects the strong oversight and direction provided by HCAP's Executive Director, and the input provided by the Head Start Policy Council, District Advisory Councils, and Board of Directors to ensure program success.

C. Compensation

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.

Robert N.E. Piper, Esq., 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

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

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

B. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

Not Applicable.

C. Federal and County Grants

The applicant shall separately specify the amount of federal and county grants awarded since July 1, 2014.

Refer to attached Government Contracts and/or Grants.

D. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see Article X, Section 1, of the State Constitution for the relevance of this question.

Not Applicable.

E. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2015-16 the activity funded by the grant if the grant of this application is:

(1) Received by the applicant for fiscal year 2015-16, but

(2) Not received by the applicant thereafter.

HCAP's 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 HYS is to run 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.

F. Certificate of Good Standing (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2014.

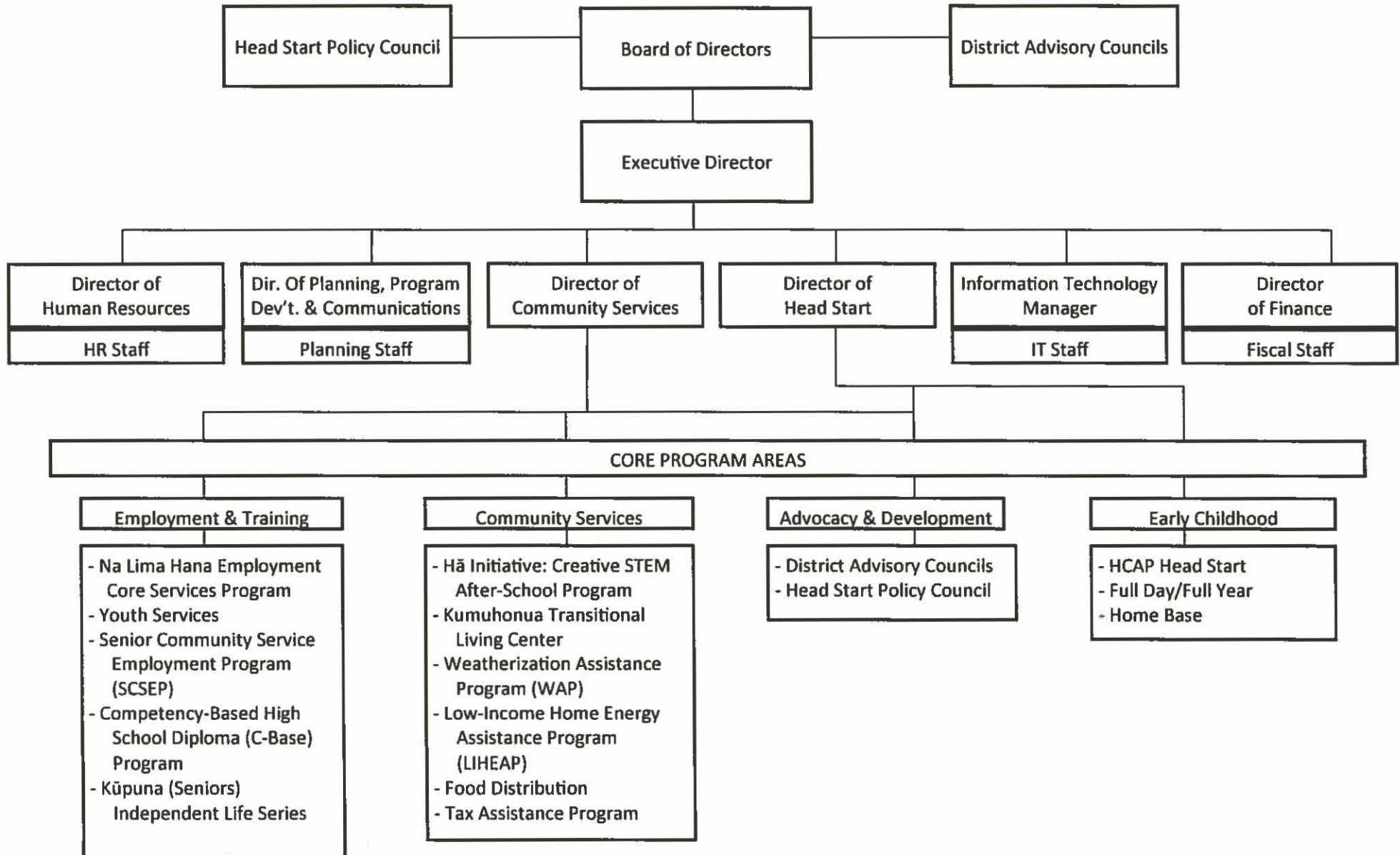
Please see attached for the Certificate of Good Standing.



ORGANIZATIONAL CHARTS

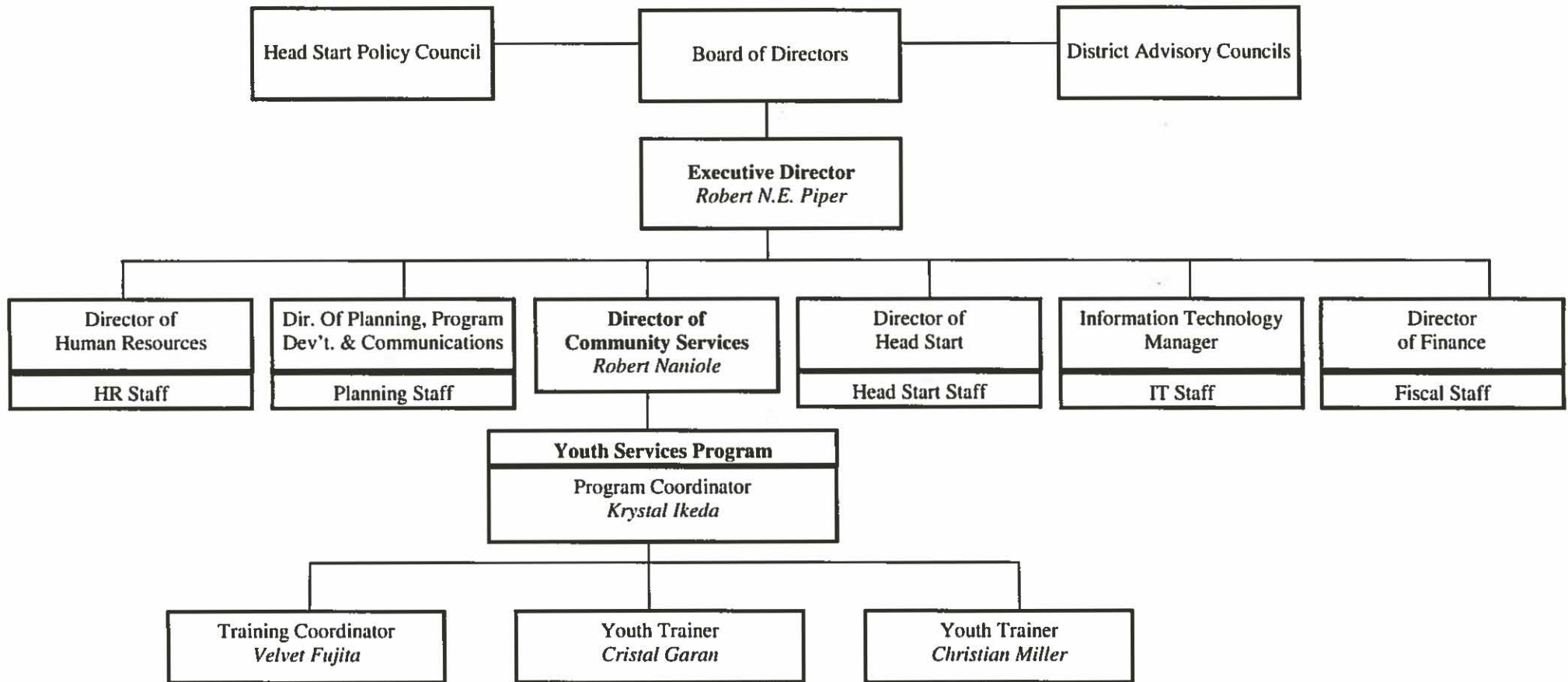


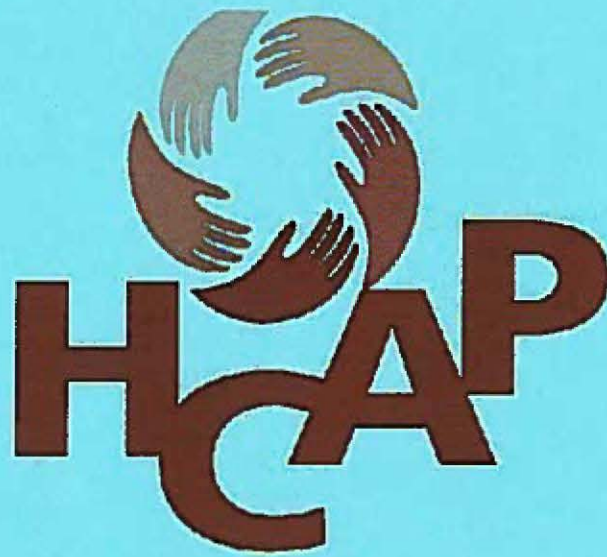
Honolulu Community Action Program, Inc.
Organizational Chart





Honolulu Community Action Program, Inc.
Youth Services Program Chart





**BUDGET REQUEST BY SOURCE OF FUNDS
&
SUPPORTING DOCUMENTS**

BUDGET REQUEST BY SOURCE OF FUNDS *

Period: July 1, 2015 to June 30, 2016

Applicant: Honolulu Community Action Program Inc. Youth Services

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds PROJECTION** (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	83,150		117,283	
2. Payroll Taxes & Assessments	13,946		19,668	
3. Fringe Benefits	14,146		19,938	
TOTAL PERSONNEL COST	111,242		156,889	
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment	2,280		2,280	
4. Lease/Rental of Space	30,240		39,360	
5. Staff Training	500		1,000	
6. Supplies	3,000		2,500	
7. Telecommunication	1,000		1,800	
8. Utilities				
9. Contractual Services	5,000		10,500	
10. Printing & Publication	2,400		5,500	
11. Program Activities/Participant Support	31,800		32,000	
12. Office Maintenance/Repair	900		1,577	
13. Mileage/Parking	2,160		1,600	
14. Postage	1,200		1,500	
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	80,480		99,617	
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	191,722		256,506	
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	191,722	Kim Nguyen	808-447-5410	
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested	256,506	1/29/15		
(d) Total Private/Other Funds Requested		Signature of Authorized Official Date		
TOTAL BUDGET	448,228	Robert N E. Piper, ESQ., MBA, Executive Director		
		Name and Title (Please type or print)		

*In addition to the State GIA request, sources of funding for government contracts or grants HCAP has or will be receiving for the Youth Services program for period 7/1/15 - 6/30/16.

**HYS currently has a contract with the City and County Youth Service Center to be an approved contractor. It is a fee for service contract and HYS provides services based on referrals from the City on an "as needed" basis as stated in the contract. The above is a projection of income based on historical amounts.

BUDGET JUSTIFICATION- PERSONNEL SALARIES AND WAGES

Period: July 1, 2015 to June 30, 2016

Applicant: Honolulu Community Action Program Inc. Youth Services

POSITION TITLE PROGRAM PERSONNEL	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Coordinator	1	\$59,172.00	30.00%	\$ 17,751.60
Training Coordinator	1	\$42,948.00	30.00%	\$ 12,884.40
Youth Trainer	1	\$33,288.00	100.00%	\$ 33,288.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				63,924.00

JUSTIFICATION/COMMENTS:

Staffing will include (1) FTE Youth Trainer to provide C-Base and other services at the proposed Leeward District Service Center and to provide additional services at the Downtown location. The staffing pattern will also include a percentage of time for the Program Coordinator and Training Coordinator to oversee and manage the Waianae location as well as provide Individualized Tutoring, Work Readiness Training, and Work Experience.

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2015 to June 30, 2016

Applicant: Honolulu Community Action Program Inc. Youth Services

POSITION TITLE ADMINISTRATIVE PERSONNEL	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1	\$110,736.00	3.00%	\$ 3,322.08
Director of Community Services	1	\$70,560.00	5.00%	\$ 3,528.00
Director of Finance	1	\$77,688.00	3.00%	\$ 2,330.64
Senior Accountant and Grant Manager	1	\$54,300.00	5.00%	\$ 2,715.00
Senior Accounts Payable	1	\$28,080.00	2.00%	\$ 561.60
Accounting Specialist	1	\$36,132.00	2.00%	\$ 722.64
Payroll Specialist	1	\$36,132.00	2.00%	\$ 722.64
Accounting Secretary	1	\$47,964.00	2.00%	\$ 959.28
Director of Planning, Program Development, & Communications	1	\$79,260.00	2.00%	\$ 1,585.20
Planning and Development Specialist	1	\$40,008.00	2.00%	\$ 800.16
HR Assistant	1	\$29,208.00	2.00%	\$ 584.16
Executive Assistant	1	\$46,500.00	3.00%	\$ 1,395.00
				\$ -
				\$ -
TOTAL:				19,226.40

JUSTIFICATION/COMMENTS:

Administrative/Supervisory salary and fringe benefits comprise 13.5% of the total State funds requested. These positions will provide fiscal support, reporting, budgeting, supervision, and program evaluation.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2015 to June 30, 2016

Applicant: Honolulu Community Action Program, Inc. Youth Services

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

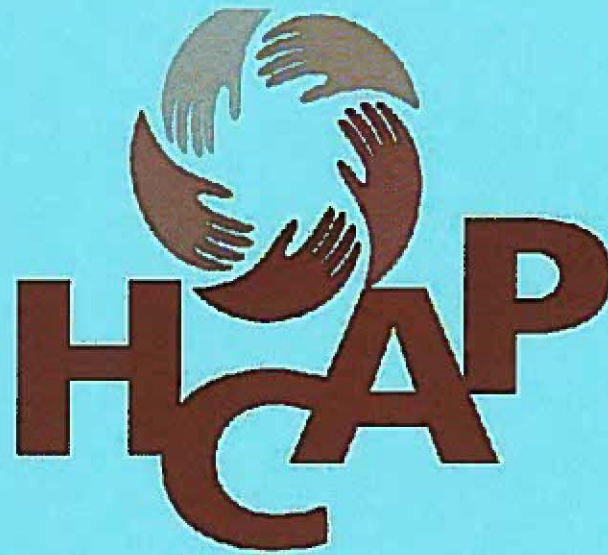
JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2015 to June 30, 2016

Applicant: Honolulu Community Action Program, Inc. Youth Services

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						
TOTAL:						
JUSTIFICATION/COMMENTS:						



**GOVERNMENT CONTRACTS
AND/OR GRANTS**

GOVERNMENT CONTRACTS AND/OR GRANTS (A)

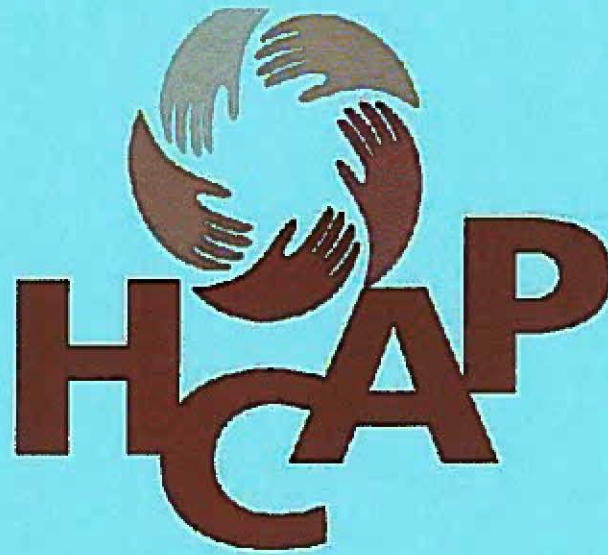
Applicant: Honolulu Community Action Program, Inc.

	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

Applicant: Honolulu Community Action Program, Inc.
Grant-In-Aid Fiscal Year 2016. HCAP Youth Service.
January 30, 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.

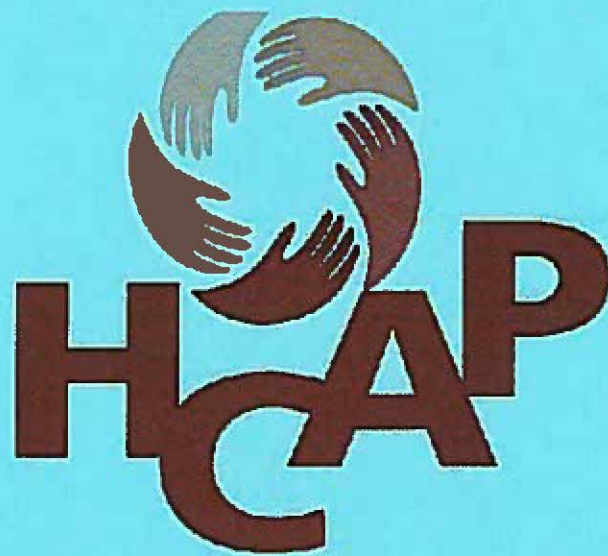
was incorporated under the laws of the State of Hawaii on 12/24/1968 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

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





**DECLARATION STATEMENT
OF APPLICANTS FOR GRANTS**

**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)