

House District: 17-51
Senate District: 9-25

THE TWENTY-NINTH 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, Hawaii 96813

Mailing Address:

33 South King Street, Suite 300
Honolulu, Hawaii 96813

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
 SOLE PROPRIETORSHIP/INDIVIDUAL
 OTHER

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

**CAPITAL REQUEST FOR ROOFING IMPROVEMENTS
AT THE KUMUHONUA TRANSITIONAL LIVING
CENTER, A STATE-OWNED TRANSITIONAL
HOMELESS SHELTER LOCATED IN KALAELOA ON
OAHU**

4. FEDERAL TAX ID #:

5. STATE TAX ID #:

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2018: **\$ 250,000**

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

STATE \$0
FEDERAL \$0
COUNTY \$0
PRIVATE/OTHER \$0

TYPE NAME: _____ TITLE: _____

AUTHORIZED SIGNATURE

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

JANUARY 20, 2017
DATE SIGNED



RECEIVED

1/20/17 *lwa*

Application for Grants

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

I. Background and Summary

1. Applicant Background

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

HCAP provides transitional housing and support services to single adults and adult-families at Kumuhonua Transitional Living Center, the State-owned transitional homeless shelter located in Kalaeloa.

2. Goals and Objectives related to the request

HCAP has been able to successfully transition hundreds of homeless adults from Kumuhonua Transitional Living Center to sustainable long-term housing since assuming management of the facility in 2009. In order to continue this successful program at Kumuhonua, HCAP was recently awarded Homeless Shelter Funds by the State Homeless Programs office for an initial term of 18 months with the possibility of three, 12 month extensions thereafter. The contract term will be from February 1, 2017 to July 31, 2021.

An issue HCAP has been dealing with is the condition of the roof, which is in need of repair and improvements. However, the annual maintenance budget in our Homeless Shelter Funds contract does not cover a major expenditure such as the roof work. We have taken short-term measures to alleviate the problem, but realize that a long-term solution is needed.

One of the primary program objectives is to ensure that the facility is, at all times, maintained as a clean, safe, and secure environment for program participants. Therefore, we are requesting State CIP funding to make recommended roof repair and improvements to ensure the facility remains in excellent operating condition throughout the contract term and beyond.

3. Public Purpose and Need to be Served

The Program will assist homeless individuals in obtaining permanent housing by providing a low-barrier, temporary housing option, services that promote readiness for permanent housing, planning and implementation of Kumuhonua's community activities that include health education, job readiness, financial literacy, employment services in addition to rapid access to opportunities for permanent housing.

The Program will also help homeless individuals to retain permanent housing by providing them with social and educational services that will help them to understand and comply with residential leases, promote financial literacy, and prevent returns to homelessness.

4. Target Population to be served

Kumuhonua's target population are singles, couples and families 18 years of age or older who are homeless or at risk of homelessness, has stable income, can live independently and have the mindset to secure permanent housing.

5. Geographic Coverage

HCAP clients come from all geographic areas of Oahu, which are readily served by HCAP's five District Service Centers, located strategically throughout the island to provide 100% service coverage. HCAP is unique from other human service providers through this interconnected network of District Service Centers that provide the full array of agency services at each site, while at the same time adapting and responding to the particular character, needs, and desires of their respective areas. The Leeward District Service Center is located in Waianae; the Central District Service Center is located in Makalapa; the Kalihi-Palama District Service Center is located in Kalihi; the Leahi District Service Center is located in Palolo Valley; and the Windward District Service Center is located in Kaneohe.

II. Service Summary and Outcomes

1. Scope of Work

The existing roof appears to have a positive slope and shows signs of shrinkage and deterioration. The work entails removing and disposing the existing roofing materials and all existing roof A/C ducting down to existing concrete decking at upper roof only.

- a. Contractor will install ½" secure shield board
- b. Contractor will install new TPO single ply 60 Mil white roofing membrane
- c. Contractor will install new 24 gauge pre painted white drip edge flashing along perimeter on roof of the building.

Based on cost estimates provided by various contractors, HCAP is requesting \$250,000 for this project.

2. Tasks and Responsibilities

Upon receipt of State CIP funds, HCAP will take the following actions:

1. Prepare and issue Request for Proposal for project.
2. Meet with Executive Management Team to review proposals and make selection of Contractor.
3. Meet and discuss with selected Contractor.
4. Develop and enter into Memorandum of Agreement (MOA) between HCAP and selected Contractor.
5. Meet with Contractor to discuss and review health and safety guidelines and procedures.
6. Once plans are finalized, begin repairs in conjunction with the contracted timeline and schedule.

3. Projected Timeline

Week 1-2

1. Prepare and issue Request for Proposal for project.

Week 3

1. Executive Management Team reviews proposals and makes selection of Contractor.

Week 4

1. Meet with selected Contractor and finalize MOA.

Week 5

1. Meet with Contractor to discuss health and safety guidelines and logistics to ensure safety at all times during performance of work.
2. Begin roof repairs

Week 6-7

1. Discuss and monitor progress of roof repairs
2. Follow up on health and safety issues as needed
3. Continue roof repairs

Week 8-9

1. Monitor progress of roof repairs
2. Finalize roof repairs
3. Ensure all contractual obligations have been met
4. Discuss follow-up inspection and review warranty terms and conditions

3. Quality Assurance and Evaluation Plans

Quality assurance will be evaluated against the Contractor work plan approved by HCAP. HCAP will ensure all work is performed according to the terms of the MOA, and that the work complies with all State requirements. All documents relating to the roof repairs will be maintained by HCAP and retained for review by the State. Regularly scheduled meetings will be held between HCAP program staff, HCAP management, and Contractor to review the Kumuhonua roof project timeline, costs, and health and safety measures to ensure established objectives are on track. If any variances or delays occur due to weather or other unforeseen circumstances, it will be factored into the overall evaluation as appropriate.

4. Measures of Effectiveness

Measures of effectiveness include timeliness of work performed, keeping project costs on-budget, and ensuring high quality of work performed. Another measure of effectiveness is to minimize the inconvenience and disruption for residents of the Kumuhonua facility while work is in progress.

III. Financial

Budget

1. HCAP respectfully requests \$250,000 from the State Grant-In-Aid to support the repair of the Kumuhonua Transitional Living Center building roof.

2. Quarterly Funding Request

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$250,000	\$0	\$0	\$0	\$250,000

3. Funding Sources Seeking For FY 2018

HCAP is seeking assistance from Home Aid Hawaii to lower the cost of the roofing project.

4. State and Federal Tax Credits

Not Applicable.

5. Government Contracts and Grants

Refer to Government Contracts and/or Grants Attachment.

6. Balance of Unrestricted Current Assets as of December 31, 2016

\$461,107 (agency wide).

IV. Experience and Capability

A. Necessary Skills and Experience

As an organization, HCAP has over fifty years of experience assisting homeless and low-income individuals and families on Oahu become more self-sufficient through outreach, case management, support services, referrals, and transitional housing programs. HCAP's qualifications are clearly demonstrated by its extensive experience in providing outreach and services to homeless adults on Oahu, the training and knowledge of its staff, and the resources that are available to HCAP as a large organization and long-time partner in the fight against homelessness. HCAP's recent experience in working with the homeless community includes participation in the establishment of the Windward Coast Homeless Coalition, the provision of outreach and services to the homeless individuals encamped at beach parks on the Leeward coast of Oahu, ongoing outreach efforts with over 100 homeless individuals encamped in and around the Waianae Boat Harbor area, and the operation of the State of Hawaii's Kumuhonua facility at Kalaeloa from 2009 to present.

HCAP's ability to provide safe and appropriate transitional housing and services to the target population is shown by its experience and track-record as the initial and current service provider at Kumuhonua Transitional Living Center (KTLC). HCAP's KTLC staff are highly skilled and specialize in providing transitional housing and services to homeless adults and couples. They have an extensive knowledge regarding market rent, rent subsidies, residential lease compliance, placement in affordable housing, and identification of community resources. In addition, HCAP's KTLC Program Manager, Case Managers, Program Specialists, and Program Aides are experienced in implementing Housing First and Rapid Rehousing initiatives and maintain formal training in the areas of Cultural Competence, Case Management, General Benefits & Eligibility Requirements, Client Literacy Screening, Motivational Interviewing, Identification of Resident Issues & Appropriate Referrals to Services, Mediation, Earned Income Tax Credits, Tax Return Preparation, Domestic Violence, and Ex-Offender and Limited English Proficiency Populations.

Since assuming oversight of the Kumuhonua facility in 2009, HCAP has made significant improvements to the site. To enhance security, HCAP installed a new locking mechanism and electronic entry system at the front entrance of the building; video surveillance cameras at each of the four exits; and locks on the fire escape cage doors. HCAP also installed an emergency exit ramp at the east exit and had plumbing repair work done on the ground level. HCAP also leveraged American Recovery and Reinvestment Act (ARRA) funding to purchase 30 new refrigerators for units housing at least two individuals, along with outdoor benches, and other needed supplies for the facility. Residents are provided with maintenance services for their residential units as needed.

B. Facilities

Kumuhonua, formerly known as Building 36, is a three-story structure containing seventy-one (71) studio units, three of which are ADA-compliant. Of the seventy-one (71) units, sixty-five (65) will house program participants, with the remaining six allocated for storage and/or office space for case management and other program services. Of the sixty-five residential units, sixty-

one are “small” (216 sq. ft.) units that can accommodate one to two individuals; four are “large” (306 sq. ft.) that can accommodate two to three individuals.

Each residential studio unit at the facility contains a bathroom and is fully furnished with bed(s), dressers, desk hutch, wall locker, and lamps. All are also equipped with a mini-refrigerator and microwave oven. Each floor of the facility has a laundry room, with full kitchens on the first and third floors. Units are equipped with ample space to store food and cookware, and all residents have access to kitchens to enable participants to prepare their own meals. HCAP is able to provide emergency or supplemental food assistance when necessary. The program’s air-conditioned computer laboratory is located on the second floor. Participants will be supplied, as needed, with clean bedding including sheets, blankets, pillows, mattress covers, and a mattress upon entry to the program. In addition, Kumuhonua will also supply participants with one set of clean towels and basic personal hygiene items as needed. Residents will be provided with a personal P.O. Box mailing address upon entry into the program.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

Proposed Staffing

HCAP’s proposed staffing pattern, client/staff ratio, and program capacity are designed to ensure high quality services for participants at Kumuhonua. The staff will consist of a Program Manager, Program Specialist, Lead Case Manager, two Case Managers, two Housing Specialists, a Program Aide, four Resident Aides, a Maintenance Worker and a Janitor. The Case Manager/Resident ratio depends on the size of the resident population; a typical ratio is between 25:1 and 35:1. The Case Management team is staffed with three case managers who assist residents with goal setting, planning, identifying and connecting with available community resources, and applying for and obtaining stable, permanent housing. The Housing Specialists will assist the Case Managers specifically in rapidly rehousing residents, assessing the strengths and barriers to permanent housing, and finding participants permanent shelter tailored to their needs and qualifications. This staffing pattern offers an integrated system of providing services, a clear line of leadership to ensure accountability, and a range of outreach, intake, service delivery and support capabilities to serve maximum numbers of the target population. It provides the staffing and experience necessary to address the overall program goal: to assist and enable homeless people to obtain and retain permanent housing and to live as independently as possible.

In addition to the program staff, HCAP benefits from full staffing at its five District Service Centers, funded by the Community Services Block Grant (CSBG) and additional state contracts. The staff at these five locations provides full coverage of the island of Oahu. The district service center staff will support the Kumuhonua program by providing outreach to potential clients, performing initial assessments of eligibility, and offering complementary services and referrals

to residents after they are accepted into the program. HCAP's depth of services is a key advantage to the agency's ability to provide outreach, referrals and comprehensive support to Kumuhonua residents transitioning from homelessness to permanent housing.

HCAP's Executive Management Team has a wide range of expertise and experience in both the public and private sectors, as well as with grants management and administration. HCAP's fiscal department is experienced and well-versed with accounting and fiscal reporting requirements of federal, state, county, and private funders for programs varying in both size and complexity. HCAP's Information Technology (IT) and Human Resources (HR) departments are available to provide the program with whatever IT and HR assistance and resources necessary.

Staff Qualifications

The HCAP staff employed at Kumuhonua Transitional Living Center are trained and experienced in providing quality case management, administrative and facility maintenance services to residents. The staff ensures the efficient operation of the shelter and provides individualized support services to residents as they pursue their goals. At least one staff member is on-site at the shelter 24 hours a day and all staff are trained to assist in case of emergency. Management and program staff are available on-site from Monday through Friday, 7:45 am to 4:30 pm. On-call staff are available to respond to resident emergencies after hours, on weekends and on holidays.

HCAP also has in place a full team of executive and administrative support staff who will perform all executive, fiscal, information technology and human resources functions for the program. Direct administrative support and supervision will be provided by the Director of Community Services. Other HCAP departments and staff are also prepared to provide the necessary administrative and programmatic support to facilitate successful operation of the program, and most importantly, ensure positive outcomes for residents.

The minimum qualifications in the job descriptions are intended to ensure the staff is able to perform each essential position responsibility effectively. The qualifications include education, experience, physical demands/working conditions, skills, knowledge and abilities, and certificates, licenses and registrations. Additionally, there may be desired skills, knowledge and abilities unique to a specific position. As far as actual qualifications of existing staff, the staff possesses many years of experience in their fields of expertise, far in excess of the minimum qualifications for their respective positions. These minimum and actual qualifications will assure that each position is filled with an individual with the necessary skill-set to carry out his or her specific role. HCAP recognizes that the positions required by this program require strong administrative, communication and planning skills, as well as knowledge of current employment practices and procedures and an ability to coordinate services with multiple organizations.

Robert N.E. Piper, Esq., MBA, Executive Director. Mr. Piper brings a wealth of executive and professional experience to his leadership role overseeing HCAP and the agency's \$23 million annual budget. Mr. Piper has served the State of Hawaii as Deputy Director of the State Department of Budget and Finance and Chief of Staff in the Office of the Lieutenant Governor. Prior to his government service, Mr. Piper worked as a Business Attorney specializing in litigation and commercial transactions, and as a Business Banker in Honolulu. 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 Hawaii Community Development Authority, the High Technology Development Corporation and the Native Hawaiian Chamber of Commerce. 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.

Tehani Diaz, Director of Community Services. Tehani has a BA in Business Administration from the University of Colorado at Colorado Springs, and a Master of Public Administration from the Monterey Institute of International Studies. Tehani began at HCAP in 2013 as the Planning and Development Specialist, responsible for fund development, reporting, and communications. Most recently, she had been serving as Interim Director of Community Services.

Corinne Murashige, Director of Finance. Ms. Murashige is responsible for coordinating and managing all fiscal operations, accounting, and financial reporting for the agency. Corinne is a CPA with an MBA, and has more than twenty years of experience in the nonprofit industry, with agencies such as Queen Lili'uokalani Children's Center, Foster Family Programs of Hawaii, Voyager Charter School, and ALU LIKE, Inc.

Program Manager, Davilyn Chang. The Program Manager supervises all operations and program services at the KTLC. She has primary responsibility for the implementation and development of HCAP's comprehensive program to provide shelter and support services for homeless adults at Kumuhonua.

Davilyn Chang has 19 years of experience providing counseling and case management to vulnerable individuals in Hawaii. She received a Master of Science degree in Counseling Psychology from Chaminade University and has worked with individuals facing a variety of challenges, including mental health, limited education, substance abuse, personal and/or emotional problems, domestic violence and homelessness. She possesses strong leadership skills and is able to maintain a productive, collaborative working environment for the shelter staff.

Program Specialist, Rado Melchor. The Program Specialist is tasked with providing administrative support to the Program Manager, which includes ensuring accurate implementation and evaluation of program services.

Rado Melchor has a Bachelor's degree in Business Management and an Associate's degree in Computer Application/Accounting and is skilled in administrative and fiscal management, computer applications, data processing and contract reporting. She has a background in office administration as well as case management, which allows her to be highly effective in providing administrative support for the Program Manager and staff at Kumuhonua. Ms.Melchor is proficient in shelter eligibility guidelines and has the knowledge necessary to provide application assistance to prospective residents and to maintain client case files.

Lead Case Manager, Chermene Stringfield. The Lead Case Manager serves as the lead for the case management team. She conducts regular case management meetings, reviews and oversight of the Case Managers, and assists in the hiring and evaluation of case management staff. The Lead Case Manager is responsible for conducting resident intakes and assigning new residents to a Case Manager.

Chermene Stringfield graduated from Hawaii Pacific University with a Bachelor of Arts in Psychology. She began her career with the Waianae Coast Comprehensive Health Center as a Homeless Outreach Case Manager and later as a Women's Health Support Services Case Manager. Chermene will be replacing Kainani Kahunanui in December. Kainani has established proven processes and has built a solid foundation for the program to continue its high level of services without interruption.

Case Managers, Tammy Tsuchiyama-Dunson and Heather House. HCAP's two full-time Case Managers provide one-on-one support, guidance and accountability for Kumuhonua residents as they transition from homelessness to independent living in permanent housing.

Heather House has a Bachelor's Degree in Criminal Justice Administration. She has an extensive background working with at-risk populations, children and teens in CPS custody, and also providing direct services. Heather's also has experience monitoring individuals who were released from prison and placed on probation, as a Skills Trainer for kids with developmental disabilities, as a Substance Abuse counselor at Kalani High School, and as a caregiver for the elderly and those with developmental disabilities.

Tammy Tsuchiyama-Dunson has a Bachelor's Degree in Psychology from University of Hawaii at Hilo. She also has an AA in Liberal Arts and AS in Sales and Marketing.

Tammy has over twelve years of Case Management experience in the Mental Health Field. She has worked with clients to stabilize: housing, benefits, legal issues, and medication compliance as a case manager.

Program Aide, Margaret Magno. A full-time Program Aide is responsible for the day-to-day functions and operations of the front office/reception area.

Margaret Magno has five years of experience maintaining client case files and program records; collecting data; developing forms and systems for delivering program requirements; monitoring outcomes to ensure compliance with program standards; and assisting with the development of written materials and curricula.

Supervision and Training

HCAP's staffing pattern offers a clear line of authority to provide supervision, training and administrative direction to program staff. HCAP's Director of Community Services is responsible for direct supervision of Kumuhonua staff, primarily through the Kumuhonua Program Manager. The Program Manager will perform periodic individual performance evaluations of staff to assess effectiveness and to address any training needs. Regular formal meetings between staff and the Director of Community Services will be held to provide updates on program progress and to identify areas of concern that may require executive attention. The Director of Community Services and Program Manager provide training opportunities for staff, through HCAP and through outside providers, to foster greater proficiency in job duties. All staff assigned to the Kumuhonua program receive training in program requirements, objectives, and procedures. Additional specialized trainings, such as case management, substance abuse, mental health, facility maintenance, reporting and data collection, etc., are also provided for staff according to their particular area of focus.

The Director of Community Services has the direct guidance of the HCAP Executive Director and works closely with the Directors of Finance and Human Resources to facilitate prompt and accurate fiscal management, quality assurance and staff effectiveness, according to the guidelines of the RFP. Guidance on these matters is relayed to program staff in a timely manner. The Director of Community Services also has the direct supervisory responsibility of HCAP's five District Centers, located throughout Oahu, which provide referrals, outreach opportunities, employment and education resources, and training opportunities to program residents. The shared supervision and responsibilities foster and facilitate intra-agency cooperation and coordination of services for the benefit of clients.

B. Organization Chart

Two charts are provided following this section that describe the organizational structure of the HCAP agency and Kumuhonua program respectively.

Honolulu Community Action Program, Inc. Organization 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 to the program through its six functional departments. It also shows the myriad of programs HCAP offers and how Kumuhonua participants can easily avail themselves of a range of quality services and assistance within the agency itself. The chart also reflects the strong oversight and direction provided by HCAP's Executive Director and Board of Directors to ensure program success (**See Attachment**).

Kumuhonua Transitional Living Center Program Chart. This chart highlights the positions involved with program administration, management, reporting, service delivery, facility maintenance and security. The program chart shows the Kumuhonua Program Manager and staff supervised by the Director of Community Services with oversight by the Executive Director and Board of Directors. The chart also shows the strong and extensive support and participation of HCAP field staff located in five district centers and various other programs throughout Oahu. This staffing pattern will utilize the program organization already in place to ensure the effective administration, management, supervision, and provision of services as stipulated in the RFP (**See Attachment**).

C. Compensation

Executive Director - \$111,320.50

Head Start Director - \$89,178.98

Director of Planning, Program Development and Communications - \$81,924.93

VI. Other

A. Litigation

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

B. Licensure or Accreditation

Not applicable.

C. Private Educational Institutions

Not applicable.

D. Future Sustainability Plan

If funded, this request for CIP funds will be a one-time request. We fully expect the roof repairs will be sufficient to extend the useful life of the facility well beyond the term of the contract. The annual funding for Repair and Maintenance provided by the current State Homeless Shelter Funds contract is sufficient for normal repairs and standard maintenance needs to keep the facility in good operating condition.

E. Certificate of Good Standing

Please see attached Certificate of Good Standing.

BUDGET

Grant-In-Aid

Fiscal Year 2018

Grant Activity Name:

Kumuhonua Transitional Living Center

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 20, 2017

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2017 to June 30, 2018

Applicant: Honolulu Community Action Program, Inc. - Kumuhonua Transitional Living Center

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	250,000			
TOTAL (A+B+C+D+E)	250,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	250,000	Kim Nauyen	521-4531	
(b) Total Federal Funds Requested		[REDACTED]	Phone	
(c) Total County Funds Requested			10.10.17	
(d) Total Private/Other Funds Requested		Signature of Authorized Official	Date	
TOTAL BUDGET	250,000	Robert N.E. Piper, Esq., MBA, Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2017 to June 30, 2018

Applicant: Honolulu Community Action Program, Inc. - Kumuhonua Transitional Living Center

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
N/A				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2017 to June 30, 2018

Applicant: Honolulu Community Action Program, Inc. - Kumuhonua Transitional Living Center

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

JUSTIFICATION/COMMENTS:

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

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2017 to June 30, 2018

Applicant: Honolulu Community Action Program, Inc. - Kumuhonua Transitional Living Center

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: 2015-2016	FY: 2016-2017	FY:2017-2018	FY:2017-2018	FY:2018-2019	FY:2019-2020
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION			250,000	250,000		
EQUIPMENT						
TOTAL:			250,000	250,000		
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS AND/OR GRANTS

Grant-In-Aid

Fiscal Year 2018

Grant Activity Name:

Kumuhonua Transitional Living Center

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 20, 2017

GOVERNMENT CONTRACTS AND / OR GRANTS

Applicant: Honolulu Community Action Program, Inc. - Kumuhonua Transitional Living Center

Contracts Total: 16,684,338

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY	CONTRACT VALUE
1	Community Services Block Grant	10/01/16 - 9/30/17	SOH Off. Of Comm. Svcs	Fed Pass Thru	1,949,871
2	Head Start Grant	04/01/16 - 03/31/17	DHHS ACF	US	12,762,900
3	Senior Comm Svcs Employment Program	07/01/16 - 06/30/17	SOH DLIR	Fed Pass Thru	822,009
4	Weatherization Assistance Program	10/01/16 - 09/30/17	SOH Off. Of Comm. Svcs	Fed Pass Thru	127,055
5	LIHEAP	10/01/16 - 09/30/17	SOH DHS	Fed Pass Thru	218,530
6	TANF	01/01/17 - 12/31/17	SOH BESSD	Fed Pass Thru	100,000
7	21st Century CCLC	07/01/16 - 06/30/17	SOH DOE	Fed Pass Thru	350,000
8	Residential Energy Solutions Initiative	04/14/16 - 10/31/17	SOH DBEDT	State	211,825
9	Youth Services	12/28/16 - 06/30/17	City & County	Honolulu	132,148
10	Mayor's Office	07/01/16 - 06/30/17	City & County	Honolulu	10,000
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

DECLARATION STATEMENT OF APPLICATNS FOR GRANTS PURSUANT TO CHAPTER 42F, HAWAI'I REVISED STATUTES

Grant-In-Aid

Fiscal Year 2018

Grant Activity Name:

Kumuhonua Transitional Living Center

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 20, 2017

**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)

(Signature)

Robert N.E. Piper, Esq., MBA

(Typed Name)

Rev 12/2/16

1. 20. 17

(Date)

Executive Director

(Title)

CERTIFICATE OF GOOD STANDING

Grant-In-Aid

Fiscal Year 2018

Grant Activity Name:

Kumuhonua Transitional Living Center

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 20, 2017



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.

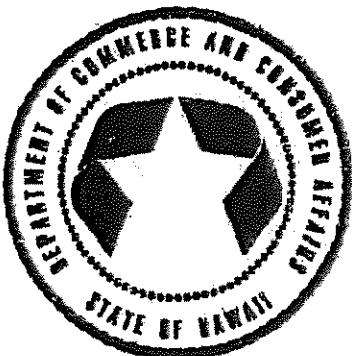
was incorporated under the laws of the State of Hawaii on 12/24/1968 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

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: January 12, 2017

Catherine P. Awa-Coleman

Director of Commerce and Consumer Affairs



ORGANIZATIONAL CHART & PROGRAM CHART

Grant-In-Aid

Fiscal Year 2018

Grant Activity Name:

Kumuhonua Transitional Living Center

Submitted by:

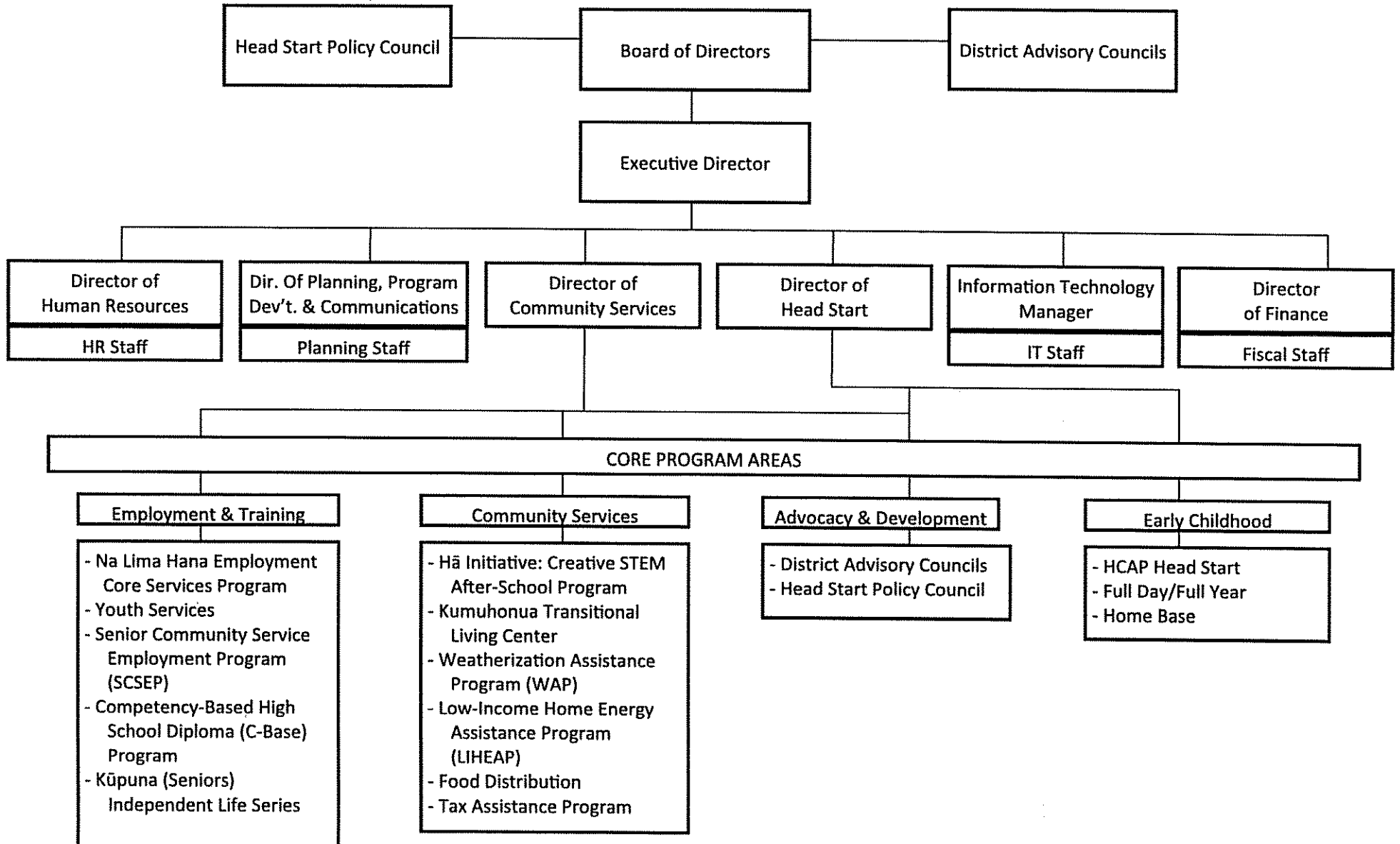


Honolulu Community Action Program, Inc.
33 South King Street, Suite 300
Honolulu, HI 96813
Phone: (808) 521-4531
Fax: (808) 521-4538

January 20, 2017



Honolulu Community Action Program, Inc.
Organizational Chart





Honolulu Community Action Program, Inc.
Kumuhonua Organizational Chart

