

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:**

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

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

**7. AMOUNT OF STATE FUNDS REQUESTED:**

FISCAL YEAR 2018: **\$ 190,000**

**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 **\$56,400**  
 COUNTY \$0  
 PRIVATE/OTHER \$0

TYPE: [REDACTED] NATURE: [REDACTED]

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

**JANUARY 20, 2017**  
DATE SIGNED



**RECEIVED**  
*1/20/17 ma*

## 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

On January 8, 1964, in his message to Congress, President Lyndon Baines Johnson declared an unconditional War on Poverty in America. In August 1964, Congress passed the Economic Opportunity Act, creating a federal Office of Economic Opportunity. Community Action Agencies (CAAs) were created at the local level to help fight the War on Poverty. In 1965, Honolulu Community Action Program, Inc. (HCAP) came into existence as a CAA. HCAP was subsequently designated by local elected officials as the CAA for Oahu.

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 very 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 to 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.

In January 2014, HCAP created the Na Lima Hana Employment Core Services (ECS) program as a stand-alone program to meet specific employment needs of individuals. The ECS program provides employment preparation training, case management, and job placement to unemployed and underemployed individuals. HCAP also operates employment assistance programs for special populations, such as the Senior Community Service Employment Program (SCSEP) and the Youth Services Work Experience program, both funded through the federal Workforce Investment Act and administered by the State of Hawaii Department of Labor and Industrial Relations and the City & County of Honolulu Department of Community Services, respectively. Through its many years in the field, HCAP staff has developed expertise not only in job preparation, placement and maintenance support services, but also in dealing effectively and respectfully with its low-income target populations.

Since January 2014, the ECS program has enrolled 1326 participants. 666 participants completed pre-employment training. A total of 528 participants obtained employment (171 part-time and 357 full-time), 248 participants achieved 30 days of employment, 285 achieved 60 days of employment, and 235 achieved 90 days of employment. In addition to helping participants receive the needed materials, confidence, and training to gain rewarding employment, ECS has worked to nurture strong relationships with employers throughout the island. (see attached **HCAP Weekly Newsletter**)

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

## **2. Goals and Objectives**

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

The goal of the ECS program is to provide services to 300 unemployed and underemployed individuals during the Grant-In-Aid 2018 Fiscal Year.

- Milestone 1: Outreach, Intake, Assessment & Individual Service Plan (ISP)
  - 300 participants achieve outcome
- Milestone 2: Employment Preparation/Job Development
  - 240 participants achieve outcome
- Milestone 3: Job Placement
  - 175 participants achieve outcome
- Milestone 4: Job Support
  - 150 participants achieve outcome
- Milestone 5: Job Maintenance and Job Retention
  - 90 participants achieve outcome

## **3. Purpose and Need**

With the high cost of living and high poverty rates on Oahu, the only way for low-income individuals to escape the cycle of poverty is to obtain and maintain employment, and to learn to manage their money wisely.

According to the U.S. Census Bureau's Small Area Income and Poverty Estimates for 2013 (SAIPE), 153,375 people in the State of Hawaii are living in poverty. Honolulu County is home to 60% of the state's impoverished population, with 91,757 people or 9.6% of Oahu's residents living at or below the poverty line. Poverty is determined by comparing annual income to a set of thresholds that vary by family size, number of related children, and age of householder.

The Honolulu CPI (inflation) advanced 1.3% in the second half of 2014. Over the last 12 months, the Consumer Price Index rose 1.8%. In the 3rd quarter of 2014, Honolulu was ranked the second highest in cost of living among 264 urban areas in the United States.

Participants of the 2015 HCAP Community Survey agreed that employment is a problem in their community for several reasons. About 46% settled on the fact that many lack the skills to obtain a job. Another 44% said that a lack of childcare during working hours presents large barriers for families. The majority of participants also agreed that factors such as a lack of education (42%), an inability to find a job (39%), or even a deficit of good paying jobs (34%) create employment challenges for the community. When asked how individuals could better their current employment status, about 68% selected increased pay. Flexible working hours (34%), increased benefits (31%) and job stability (26%) were among other elements many felt would improve their employment status. Approximately 59% said that additional employment services such as career goals planning, resume building, basic computer classes, and budgeting classes would alleviate issues with employment.

The U.S. Department of Labor reported that Hawaii's unemployment rate as of May 2015 was 4.1%. In Honolulu County, the April 2015 non-seasonally adjusted unemployment rate was 4.1%. According to the Economic Research Organization at the University of Hawaii (UHERO), "Despite weak growth, the number of jobs statewide has now finally surpassed prerecession levels to set a new all-time high. The household survey paints a more encouraging picture. In response to better job prospects, individuals are now returning to the labor force, which expanded by 2.3% last year. The number of people employed increased by 2.8%, the strongest growth in more than 20 years. As a result, the unemployment rate edged down to 4% by the end of 2014."

Despite a current unemployment rate that is relatively low, unemployed low-income individuals may lack the motivation, skills, connections, and support to obtain and maintain employment. Because employment opportunities are and will be available in the community, now is the time to encourage and prepare vulnerable populations to enter the workforce.

Many residents in the communities assisted by HCAP work hard to make ends meet, but have felt the effects of a struggling economy. Disadvantaged individuals often live "paycheck to paycheck" and do not have sufficient resources or saved funding for support when needed. Employment opportunities are often viewed as unobtainable or beyond skill ability levels; therefore, many of these low-income individuals remain unemployed or underemployed.

HCAP's wide range of programs are designed to provide support services to low-income individuals from vulnerable populations. For example, HCAP Youth Services assists at-risk youth ages 16-24 with academic instruction, youth development training, and work readiness/work experience training. HCAP District Service Centers partner with the Oahu Community Correctional Center to provide employment training and assistance to previously or currently incarcerated individuals in work furlough programs. The Senior Community Service Employment Program provides part-time subsidized "hands-on" training to low-income seniors. HCAP's Kumuhonua Transitional Living Center provides housing, case management services

and workshops for single adults and couples who are homeless or at-risk for homelessness. Many of the participants in these programs and other HCAP programs are representative of the vulnerable populations that need the most assistance. Many are unemployed or underemployed and would directly benefit from the increased level of employment services HCAP would provide through this grant-in-aid. These individuals can get their lives back on track with the proper support and guidance.

According to the UH Center on the Family's guide for Managing Job Loss and Financial Stress, "Unemployment and a decline in income affect all family members, not just the person with lost wages. The issues associated with losing one's job or having hours cut are often much more than financial. For some people, these challenges can mean losing identity, the routine in daily life, and relationships with coworkers. The future might seem uncertain." Individuals who find themselves jobless often lose their sense of self-worth. Without assistance, these individuals are more likely to become lifetime users of public benefits. HCAP's Na Lima Hana Employment Core Services program specifically targets these individuals to promote self-confidence, self-importance, and self-reliance.

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

The Na Lima Hana Employment Core Services program targets low-income unemployed and underemployed individuals, including, but not limited to Department of Public Safety (PSD) work furlough residents, homeless individuals, at-risk youth ages 16-24, Native Hawaiians, and seniors.

HCAP's familiarity, experience, and expertise in working with these populations allow the agency to assist participants in meeting their specific employment-related needs, and effectively assist them on the path to self-sufficiency. Staff work together to empower the individual to seek help and access additional resources that will support them and their families. As a result, they are able to address and overcome barriers of employment retention, such as transportation, child care, housing assistance, food, health issues, prior history of incarceration, lack of skills or education, limited work history, etc.

##### **Department of Public Safety (PSD) Work Furlough Residents**

HCAP will provide ECS services to adult individuals on Oahu who are in Department of Public Safety (PSD) custody whose custody levels are classified as "minimum" status, including those enrolled in PSD furlough programs. Because of HCAP's prior and ongoing experience working directly with inmates from Oahu Community Correctional Center (OCCC), including the Laumaka Work Furlough Center, the Waiawa Correctional Facility, OCCC Module 20, and the Women's Community Correctional Center, HCAP anticipates many of its ECS participants to be drawn from and referred by these institutions.

The State of Hawaii Department of Public Safety operates a residential work furlough program for male and female offenders transitioning from prison to the community, such as Laumaka Work Furlough Center, the Waiawa Correctional Facility, OCCC Module 20, and the Women's Community Correctional Center. The work furlough program addresses the

complex and critical needs of offenders, preparing them for re-entry into the community. This preparation includes providing a safe, structured environment, case management, employment counseling, life skills enhancement, and referrals to needed services.

Work Furlough residents come to HCAP for many different services, such as getting a high school diploma through our C-Base and Youth Services programs, filing their taxes through our Free Income Tax Services, housing assistance through our Kumuhonua Transitional Living Center, and employment preparation training and job referrals through our Na Lima Hana Employment Core Services Program.

The Work Furlough residents who participate in ECS will benefit from job readiness training and placement, along with support with reintegration into the community. The State Department of Public Safety will also provide information and training resources to HCAP staff in regard to the specific needs and challenges of the this population.

According to PSD, 95% of all incarcerated individuals are eventually released into the community, which means that, of the approximately 6,000 offenders currently incarcerated by the State, all but 300 will be released. A sobering statistic, however, indicates that more than two-thirds of state prisoners are rearrested for a new offense within three years of release, and about half are reincarcerated.

According to the Government Accounting Office (GAO), most inmates need assistance with building job skills, vocational training, education, substance abuse treatment, and parenting skills if they are to successfully re-enter the community. Roughly 40 percent of former inmates were not able to obtain employment within 7 – 10 months of release. PSD makes employment and job training “a key component” of its Reentry Plan and posits that “maintaining stable employment is a key factor in supporting successful reentry,” referencing studies that show “offenders who have sustained employment are less likely to reoffend.”

### **Homeless Individuals**

HCAP provides employment services to homeless individuals throughout the island, including residents at HCAP’s Kumuhonua Transitional Living Center. HCAP’s District Service Center staff conduct outreach to homeless populations in their Districts. They provide information on HCAP’s services and the ECS program.

The Kumuhonua Transitional Living Center provides safe, secure, temporary shelter and individualized case management services for single adults and couples. Residents may stay at Kumuhonua for a maximum of two years. Kumuhonua residents that are unemployed or underemployed are offered ECS services as part of their overall individualized service plans towards self-sufficiency. All the residents at Kumuhonua who unemployed are referred to ECS. The staff from Leeward District Service Center work closely with the staff at Kumuhonua to schedule intake and employment preparation workshops for the residents. The majority of the employment preparation/ job development training is done on-site at Kumuhonua.

### **At-Risk Youth**

HCAP Youth Services (HYS) students have the opportunity to participate in the ECS program. Interested HYS students work with Community Workers from the Leahi District Service Center to enroll in the ECS program. The Community Workers conduct the training and assist the students in finding and applying for jobs at the HYS classrooms. Since 2000, HCAP Youth Services has been equipping Hawaii's teens and young adults, 60% of whom are Native Hawaiian, to succeed in school and the workforce. HYS provides educational and employment services to low-income, at-risk youth, ages 16 to 24, who seek employment and/or requires a Hawaii Adult Community School Diploma. It is HYS' objective to enable low-income youth, who are highly at-risk, to obtain their diploma (through C-Base classes) and have a better chance of achieving job stability. On Oahu's Leeward coast, there is a dense low-income, unemployed, and Native Hawaiian population, which are major risk factors for a lack of educational attainment and delinquent behavior. 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 a high school dropout rate.

### **Seniors**

ECS receive referrals from HCAP's Senior Community Service Employment Program (SCSEP), which is a federally funded program under Title V of the Older Americans Act. The primary functions of the SCSEP program are two-fold: To provide meaningful part-time subsidized "hands-on" training to low-income seniors aged 55 and older, and to assist program participants in finding regular jobs in the community. SCSEP participants are referred to ECS when they are ready to transition from SCSEP to part or full-time unsubsidized employment. SCSEP participants enroll in the ECS program through the District Service Center nearest them.

## **5. Geographic Coverage**

ECS will offer services on the island of Oahu to unemployed and underemployed individuals. Individuals will have the opportunity to enroll in the ECS program at one of HCAP's five District Service Centers and other program locations such as the Kumuhonua Transitional Living Center for its residents and the Youth Services classroom in downtown Honolulu for Youth Services students. HCAP's five District Service Centers are conveniently located in Waianae to service the areas of Makua to Makakilo Kapolei; Aiea to service the areas of Salt Lake to Ewa Beach and out to Waialua; Kalihi to service the areas of Salt Lake to Nuuanu; Palolo to service the areas of Hawaii Kai to Downtown Honolulu; and Kaneohe to service the areas of Waimanalo to Waimea Bay.

ECS also offers services to adult individuals on Oahu who are in Department of Public Safety (PSD) custody whose custody levels are classified as "minimum" or "community" status, and who are enrolled in PSD furlough programs. Additionally, ECS works directly with inmates from Oahu Community Correctional Center (OCCC), including the Laumaka Work Furlough Center, the Waiawa Correctional Facility, Module 20, and the Women's Community Correctional

Center. HCAP staff complete clearance with State of Hawaii Public Safety Department so they can enter any work furlough locations to provide services to this clientele. Intake for the work furlough participants can be done at various locations throughout Oahu including at any of HCAP's five District Service Center and various partner locations such as Work Furlough centers and Action with Aloha.

One of HCAP's assets is its geographic coverage and ability to offer ECS services directly in participants' home communities. Participants are much more likely to attend training sessions and job coaching appointments that are located close to their homes, workplaces, and their children's schools.

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

### **1. Scope of Services**

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

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

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

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

In addition to these formal elements of the ECS program, HCAP participants can access a wide range of programs and wrap-around services to increase self-sufficiency. For example, ECS participants who need assistance with filing tax returns are referred to HCAP's EITC program. In partnership with the IRS and as part of the Hawaii Volunteer Income Tax Assistance (VITA) &



Financial Empowerment Coalition, HCAP's Earned Income Tax Credit (EITC) income tax services program helps working families and individuals get the federal tax credits they have earned. Participants may also benefit from additional HCAP program offerings, such as Ohana Produce Food Distribution, the Low-Income Home Energy Assistance Program (LIHEAP), educational programs for children and youth, and more. HCAP is unique from other human service providers because of its array of agency services offered at each site, while at the same time adapting and responding to the particular character and needs of the program participants.

### **ECS Milestone Process**

Participants in the ECS program will enter the program at Milestone 1 and progress through each milestone on an individual basis. Participants may join the program at any time during the twelve month grant period.

#### **Milestone 1-Outreach, Intake, Assessment & Individual Service Plan**

Participants will complete HCAP's Centralized Intake Application, a Self-Certification of Income Eligibility/Documentation form, and develop an Individual Service Plan (ISP). The ISP helps the participant and staff determine their areas of greatest need and develop a plan to meet the goal of securing employment.

#### **Milestone 2-Employment Preparation/Job Development**

ECS participants will have the option to participate in HCAP's Employment Preparation/Job Development workshops, which includes a series of nine training workshops. Workshops include career goals, pre-employment training, basic computer skills, basic Microsoft Word, basic Microsoft Excel, creating a resume, budgeting and financial management, mock interview, and completing job applications. Upon completion, participants will have the essential knowledge and skills necessary to seek, obtain and maintain employment.

#### **Milestone 3-Job Placement**

The goal of Milestone 3 is for participants to obtain employment with a minimum of 20 hours per week or to secure an increase in hourly wage without a decrease in hours worked. The ECS Program Coordinator and district staff actively network with partners and potential employers to assist participants in finding a job that is a good fit for both parties. The ECS program currently has partnerships with over 50 employers that hire program participants. HCAP utilizes partnerships such as Aerotek, Walmart, Kualoa Ranch, E Noa Tours, and Roberts Hawaii to place participants in employment. In addition, if HCAP has job openings that participants qualify for, staff encourage them to apply. Prior to beginning employment, staff work with participants to address any potential challenges or needs they may have, so they may start their new job on the right foot.

#### **Milestone 4-Job Support**

The goal of Milestone 4 is for participants to maintain employment for 60 days. Participants may face challenges during the first several months of employment. During this time, staff work with participants to determine their current needs. HCAP provides wrap-around services to address needs such as child care, emergency assistance including food, electricity, and housing. As part of HCAP's case management, staff follow up with participants at least once a month to provide

support services. In addition, staff request paystubs to report on the outcome of reaching 60 days of employment.

### **Milestone 5-Job Maintenance**

The goal of Milestone 5 is for participants to maintain employment for 90 days. HCAP uses a risk management approach to making the participant's Individual Service Plan and needs have been met. Starting from Milestone 1, participants are continually assessed by staff and complete self-assessments whereby they identify their protective factors and risk factors. Staff request paystubs to report on the outcome of reaching 90 days of employment.

## **2. Timeline**

HCAP has determined that the most effective way to run the ECS program is through a Milestone system, which allows participants to join the program at any time during the twelve month grant period. Participants complete the Milestones on an individual basis, all the while, receiving case management from HCAP staff. The following twelve month timeline reflects the ECS program's plan to achieve all deliverable activities and outcomes.

### **Month 1-12**

#### **Milestone 1: Outreach, Intake, Assessment & Individual Service Plan (ISP)**

300 participants achieve outcome

HCAP staff meet with participants to enroll them in the program and develop their Individual Service Plan (ISP). Intake can be done at various locations throughout Oahu including at any of HCAP's five District Service Centers, HCAP's Kumuhonua Transitional Living Center, HCAP's Youth Services classroom, and various partner locations, such as Work Furlough centers, Action with Aloha, Vancouver House, Safe Haven, and YWCA.

### **Month 1-12**

#### **Milestone 2: Employment Preparation/Job Development**

240 participants achieve outcome

The ECS Program Coordinator and District Staff teach training workshops at HCAP's five District Service Centers. Workshops are offered on an as needed basis and scheduled at convenient times for participants. The program also utilizes partnerships to conduct mock interviews and assist with participants with resume writing.

### **Month 2-12**

#### **Milestone 3: Job Placement**

175 participants achieve outcome

HCAP assists participants in finding and applying for jobs. In addition, HCAP utilizes partnerships such as Aerotek, Walmart, Kualoa Ranch, E Noa Tours, and Roberts Hawaii to place participants in employment. If HCAP has job openings that participants qualify for, staff will encourage them to apply.

Month 4-12

**Milestone 4: Job Support**

150 participants achieve outcome

As part of HCAP’s case management, staff follow-up with participants at least once a month to provide support services. In addition, staff request paystubs to report on the outcome of reaching 60 days of employment.

**Milestone 5: Job Maintenance and Job Retention**

90 participants achieve outcome

HCAP staff continues to provide case management and wrap around services to participants. HCAP wants to ensure that all the needs of participants are met. Staff request paystubs to report on the outcome of reaching 90 days of employment.

**3. Quality Assurance and Evaluation**

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

Staff assessment is conducted through weekly staff meetings, regular meetings with HCAP management, and quarterly progress reports to the HCAP Board of Directors. HCAP uses formative evaluations to address changes that need to be made in order to increase recruiting rates, improve trainings, increase partnerships for work placements, and improve the job placement process. ECS asks for feedback from referring employers to help improve the training curriculum. This information is also brought to the attention of the Executive Management Team (EMT) for program evaluation, development, and improvement.

**4. Measures of Effectiveness**

The following outputs and outcomes are in direct alignment with the State GIA because they provide services to the most vulnerable populations on the island of Oahu.

**OUTPUTS**

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

**OUTCOMES**

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

As participants enter and move through the ECS program, they will gain the necessary knowledge and skills to successfully obtain and maintain employment. Program support does not end with a participant obtaining employment; HCAP staff is available to participants at all times to provide additional individual support as needed. The Individual Service Plan of all participants remains a live document for updating and modification as participant needs evolve.

Along with employment training, ECS outcomes include the incorporation of financial awareness for participants. Learning to budget, manage, and save money is essential to overcoming poverty. Participants may also take advantage of free tax preparation services offered by HCAP. By providing participants with an understanding of how to effectively utilize employment benefits and earnings, the ECS program aims to establish means for the participant to improve his or her overall fiscal situation including savings goals, increased credit ratings, and long-term financial planning.

### **III. Financial**

#### **Budget**

##### **1. See attached budget forms (page 19-21)**

HCAP respectfully requests \$190,000 from the State Grant-In-Aid to support the Na Lima Hana Employment Core Services program, including HCAP's District Service Center staff salaries, administrative staff salaries, rent, postage, supplies, telephone, program activities, and mileage.

While the Program Coordinator (supported primarily by another source of funding) handles supervision of the program, the District Service Center staff are instrumental in the individualized case management of participants. District staff enroll, track, and guide participants through employment training services and support the participants as they search for and obtain employment.

Administrative overhead includes HCAP Management, Human Resources, Fiscal, and Information Technology support. In order for the program to operate efficiently and effectively, administrative personnel are needed to handle administrative tasks so that the Program Coordinator and District staff can focus on meeting the needs of the program participants.

The mileage and parking funds are used for staff when they travel to meet participants, partners, and go to various HCAP locations.

GIA funding will be utilized to provide support to participants in their efforts to obtain employment. Participants in impoverished situations often do not have discretionary funds to purchase work equipment and clothing. Often, a lack of simple necessities such as interview clothing can be the primary barrier for low-income individuals. Participant Support will be used to provide program participants with items such as bus passes, required work attire/uniforms, birth certificate, state ID, driver's license, and union dues. These items will assist program participants to obtain items that will allow them to get started with their new employment. On

average, the program will spend approximately \$50 on work attire/ uniforms per person. The price of a bus pass will depend on whether a participant is eligible for a disability bus pass (\$10/4 months) or a regular bus pass (\$60/ month). Participants may receive a bus pass for up to 3 months. In specific cases, the program may pay for a birth certificate or driver’s license, when required by the employer.

In addition, in the event that a participant is interested in obtaining or required to have a High School Diploma in order to obtain employment, funding from the GIA grant would allow HCAP to provide financial assistance (up to \$200) to the participant. The ultimate goal is for students to obtain their Hawaii Adult Community School Diploma using the Competency-Based Community School Diploma Program (C-Base) developed by the Department of Education. Each student must attend and complete five units which consist of 12 classes each and a unit test. The program is offered through HCAP’s Central District Service Center.

Client incentives will be used to encourage program participants to continue case management and follow-up with HCAP program staff regarding their employment status. These small incentives, in the form of gift cards, also provide positive reinforcement and congratulations on a job well done. The program will provide incentives when participants turn in documentation of employment or pay stubs to verify that they completed each Milestone (Milestone 3 – obtained employment will receive incentive; Milestone 4 – employed for 60 days will receive incentive; Milestone 5 – employed for 90 days will receive incentive).

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

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

**2. Quarterly Funding Request**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$ 47,500	\$ 47,500	\$ 47,500	\$ 47,500	\$ 190,000

**3. Funding Sources Seeking for FY 2018**

Office of Hawaiian Affairs

**4. State and Federal Tax Credits**

Not Applicable.

**5. Government Contracts and Grants**

Refer to Government Contracts and/or Grants (page 22).

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

\$461,107 (agency wide)

### **IV. Experience and Capability**

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

Since 1965, 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. While there are a handful of other employment services, none are able to boast a “one-stop shop” with wrap around services, not only for the program participant, but for the whole family. HCAP has assisted low-income individuals and families in Oahu become more self-sufficient through a myriad of programs and services that focus heavily on employment and employment support. HCAP also operates employment assistance programs for special populations, such as the Senior Community Service Employment Program (SCSEP) and the Youth Services Work Experience program, both funded through the federal Workforce Investment Act and administered by the State of Hawaii Department of Labor and Industrial Relations and the City & County of Honolulu Department of Community Services, respectively.

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

HCAP’s familiarity, experience, and expertise in working with this population (work furlough residents, at-risk youth, seniors, and homeless) allows the agency to assist participants in meeting their specific employment-related needs, and effectively assist them on the path to self-sufficiency. Staff work together to empower the individual to seek help and access additional resources that will support them and their families. As a result, they are able to address and overcome barriers of employment retention, such as transportation, child care, housing assistance, food, health issues, prior history of incarceration, lack of skills or education, limited work history, etc.

Creating and maintaining community partnerships is an inherent and vital component in fulfilling HCAP's mission. HCAP has close to five decades of experience of establishing and maintaining working partnerships with government, non-profit, faith-based, and private-sector organizations throughout the state. Coordination of services is also part of HCAP's identity as a community action agency, as described in the Results Oriented Management and Accountability (ROMA) Six National Goals for the federal Community Services Block Grant. ROMA Goal 4 describes the objective of community action agencies that "partnerships among supporters and providers of service to low-income people are achieved." Currently, HCAP collaborates with over 180 organizations to leverage shared resources, expand opportunities for low-income clients, and better serve its target populations.

In addition to helping participants receive the needed materials, confidence, and training to gain rewarding employment, ECS has worked to nurture strong relationships with employers throughout the island. This has allowed for maximized success opportunity for participants. The ECS program has approximately 50 partnerships and continues to network and partner with local companies in order to expand the database of job opportunities for participants. Companies such as Walmart, Home Depot, and Kualoa Ranch are among those businesses who are partnered with ECS to provide opportunity and economic advancement of our disadvantaged population.

Additional partnerships and their roles relating to HCAP and the ECS program are listed below.

Helping Hands Hawaii currently refers clients to HCAP's Na Lima Hana Employment Core Services Program as well as other HCAP programs. Helping Hands Hawaii's mission is to connect individuals, families, and organizations with essential human and material resources, Helping Hands Hawaii (HHH) will provide ECS clients with clothing and financial assistance for rent and other basic needs. HCAP staff can also refer clients to Helping Hands Hawaii numerous programs, including the Bilingual Access Line, Community Clearinghouse (clothing and household items), Ready to Learn (school supplies), Homelessness Prevention & Rapid Rehousing Program, Community Based Case Management, and Access to Recovery. HHH will be able to provide ECS clients with a continuum of services that support their employment and education goals.

Action with Aloha currently refers clients to HCAP's Na Lima Hana Employment Core Services Program as well as other HCAP programs. Action with Aloha provides behavioral health services, such as substance abuse and mental health counseling and support, to the people of Oahu. Their mission is to provide quality behavioral health services that promote health and empowerment for individuals, families and the community. Action with Aloha has office locations in Kailua, Pearl City and Metro Oahu with a staff of licensed clinicians, many of whom are certified substance abuse counselors. HCAP has partnered with Action with Aloha to assist ECS clients to obtain needed resources to address mental health needs.

Ke Ola Mamo currently refers clients to HCAP's Na Lima Hana- Employment Core Services Program as well as other HCAP programs. Ke Ola Mamo has been providing services to Native Hawaiian Community on O'ahu for over ten years. Ke Ola Mamo is committed to improving the

life and health of our people through a system of culturally sensitive services, intervention, advocacy, outreach, education and early detection screenings.

Oahu Work Furlough programs: Na Lima Hana Employment Core Services program will continue working with adult individuals on Oahu who are in Department of Public Safety (PSD) custody whose custody levels are classified as “minimum” or “community” status, and who are enrolled in PSD furlough programs. Because of HCAP’s prior and ongoing experience working directly with inmates from Oahu Community Correctional Center (OCCC), including the Laumaka Work Furlough Center, the Waiawa Correctional Facility, and the Women’s Community Correctional Center, HCAP anticipates many of its ECS participants to be drawn from and referred by these institutions.

## **B. Facilities**

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

HCAP’s service locations are as follows:

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

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

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

In 2015, HCAP celebrated 50 years of serving low-income individuals and families on Oahu. The HCAP administration and field staff are comprised of highly-quality individuals, whose diverse backgrounds and experience enable them to understand the needs of low-income unemployed and underemployment individuals and their communities.

Executive Director, Robert N.E. Piper, Esq., MBA.- Mr. Piper served as Chair of the HCAP Board of Directors and as an HCAP Board Member for many years. Prior to joining HCAP as Executive Director, Mr. Piper served the State of Hawaii as Deputy Director of the State



Department of Budget and Finance and Chief of Staff in the Office of the Lieutenant Governor. Prior to his government service, Mr. Piper worked as a Business Attorney specializing in litigation and commercial transactions, and as a Business Banker in Honolulu.

Director of Community Services, Tehani Diaz, has a Bachelors degree in Business Administration and a Master's degree in Public Administration. Tehani has worked as HCAP's Planning & Development Specialist and has a deep and broad knowledge of all HCAP programs and the communities that HCAP serve.

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

Program Coordinator, James Upega- James has administered the ECS program since January 2014. James has 6 years of experience at HCAP working as a community worker. He is an effective trainer who has inspired many program participants to meet their goals and move toward self-sufficiency. James is responsible for day-to-day operations, coordinating ECS activities with Community Service Managers, and maintaining the budget for the program.

Combined, HCAP's District Service Center staff have decades of experience working with and helping low-income clients overcome barriers to employment. HCAP program staff has also been formally trained in the following fields: Case Management; Motivational Interviewing; General Benefits & Eligibility Requirements; Family Development; Client Literacy Screening, Identification & Referral; Mediation; Earned Income Tax Credit - Tax Return Preparation; and Working with Ex-Offender Populations.

The following are Na Lima Hana Employment Core Services program staff positions that will be partially funded by the State GIA.

**Employment Core Services Program Coordinator:** Responsible for the implementation, day-to-day operations, and evaluation of the Employment Core Services program.

**Community Service Managers and Community Workers:** The Community Service Managers and Community Workers will be the field staff responsible for intake, assessment and case management for ECS participants. The staff will conduct employment preparation training and offer referrals to HCAP services and outside providers to ensure that participants meet their goals. The staff will also be responsible for tracking program activities in each client's file and making sure that appropriate supporting documentation is included.

We anticipate that the Central District Service Center staff will service the most ECS participants and have budgeted accordingly.

The following position will be charged to the State GIA as part of the Administrative Overhead:

**Administrative and Support** (Includes Executive Director; Director of Community Services; Executive Assistant; Director of Planning, Program Development, and Communications; Planning and Development Specialist; Director of Human Resources; Human Resources Assistant; Human Resources Generalist): Responsible for providing program oversight, and supervision. Assists with program staffing, evaluation, media and communications, and reporting.

**Finance** (Includes Director of Finance; Senior Accountants/ Grants Manager; Accountant; Accounting Specialist; Payroll Specialist; Senior Accounts Payable Clerk; Accounting Secretary: Responsible for providing fiscal support, budgeting, grants management, and fiscal reporting.

**IT** (Includes IT Manager; Technical Specialist Coordinator): Responsible for maintaining all data systems and equipment, for staff assigned to the grant.

## **B. Organizational Chart**

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

## **C. Compensation**

Robert N.E. Piper, Esq., MBA – Executive Director - \$111,320.50

Lynn Cabato – Head Start Director - \$89,178.98

Michael Hane – Director of Planning, Program Development & 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 Education Institutions**

Not Applicable.

### **D. Future Sustainability Plan**

By serving Oahu's low-income residents since 1965, HCAP has proven the ability to deliver and sustain valuable programs. Many of HCAP's programs have been providing assistance and support to the low-income since inception. Over the years, funding for various programs has fluctuated, but HCAP continually maintains key services to provide the greatest benefit to clients and communities.

HCAP is fortunate to have staff who are passionate about the work they do and provide excellent services to help clients gain self-sufficiency. The staff also utilizes communication advancements to build partnerships, opportunities, and resources for clients. In the past year, HCAP has built its social media, contact list, and partnerships tremendously. Our website, Facebook, Twitter, Instagram, weekly and quarterly newsletters, press releases, and annual report provide optimal outreach and communication for the organization. Our efforts have garnered increasing press attention and public awareness of our agency.

To this end, thanks in part to the continued success of our program, HCAP was able to obtain funds through the State of Hawaii Department of Education: 21st Century Community Learning Center Providers (CCLC) grant. This funding is a five year commitment to assist with low-income family education and workforce training. The five year CCLC grant funds most of the ECS Program Coordinator position and enables HCAP to run basic components of the program for the next 5 years. However, GIA funds would allow HCAP to serve more participants and provide additional support. As noted earlier, we believe continued success will attract further support for the program.

HCAP also has available federal Community Services Block Grant funds available to fill gaps in funding. HCAP will evaluate programs and priorities each year, and continue to support and supplement key programs for as long as possible until other sources of funding become available.

Additionally, ECS is dedicated to improving our services by means of quality assurance and evaluation. Evaluating the program's outcomes and impact will allow ECS staff to refine and improve the work that they do in order to meet the needs of the community better. Therefore, it is essential that ECS continues to develop a more robust evaluation process to ensure that the program remains a valid resource for unemployed and underemployed individuals. This mindset will allow the ECS program to evolve and strengthen in the long term.

#### **E. Certificate of Good Standing**

See attached Certificate of Good Standing.

# **BUDGET**

- **BUDGET REQUEST BY SOURCE OF FUNDS**
- **BUDGET JUSTIFICATION-PERSONNEL SALARIES AND WAGES**
- **FRINGE BENEFITS AND TAXES**

**Grant-In-Aid**

Fiscal Year 2018

**Grant Activity Name:**

Na Lima Hana Employment Core Services

**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 JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2017 to June 30, 2018

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

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Employment Core Program Coordinator	1	\$48,226.00	90.00%	\$ 43,403.00
Community Services Manager - Central	1	\$54,248.00	20.00%	\$ 10,850.00
Community Worker - Central	1	\$27,600.00	50.00%	\$ 13,800.00
Community Worker - Central	1	\$28,180.00	50.00%	\$ 14,090.00
Community Worker - Central	1	\$27,600.00	50.00%	\$ 13,800.00
Community Services Manager - Kalihi	1	\$47,892.00	10.00%	\$ 4,789.00
Community Worker - Kalihi	1	\$26,372.00	20.00%	\$ 5,274.00
Community Worker- Kalihi	1	\$28,180.00	20.00%	\$ 5,636.00
Executive Director	1	\$111,408.00	5.00%	\$ 5,570.00
Director of Community Services	1	\$62,500.00	5.00%	\$ 3,125.00
Director of Finance	1	\$92,500.00	5.00%	\$ 4,625.00
Grants Manager	1	\$55,822.00	5.00%	\$ 2,791.00
Accounts Payable Specialist	1	\$32,000.00	5.00%	\$ 1,600.00
				\$ -
<b>TOTAL:</b>				<b>129,353.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				
Program: \$111,642 Administrative: \$17,711				

Provider:

Honolulu Community Action Program, Inc.  
Na Lima Hana Employment Core Services

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
<b>PAYROLL TAXES &amp; ASSESSMENTS:</b>			
Social Security	129,353.00	7.65%	9,896.00
Unemployment Insurance (Federal)		As required by law	
Unemployment Insurance (State)	129,353.00	4.00%	5,174.00
Worker's Compensation	129,353.00	4.00%	5,174.00
Temporary Disability Insurance	129,353.00	1.00%	1,295.00
SUBTOTAL:		16.65%	21,539.00
<b>FRINGE BENEFITS:</b>			
Health Insurance	129,353.00	18.00%	23,282.00
Retirement	129,353.00	2.00%	2,587.00
SUBTOTAL:		20.00%	25,869.00
<b>TOTAL:</b>			47,408.00
<b>JUSTIFICATION/COMMENTS:</b>			



# GOVERNMENT CONTRACTS AND/OR GRANTS

**Grant-In-Aid**

Fiscal Year 2018

**Grant Activity Name:**

Na Lima Hana Employment Core Services

**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. - Na Lima Hana Employment Core Program

Contracts Total: 16,684,338

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)</b>	<b>CONTRACT VALUE</b>
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
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# DECLARATION STATEMENT OF APPLICATNS FOR GRANTS PURSUANT TO CHAPTER 42F, HAWAI'I REVISED STATUTES

**Grant-In-Aid**

Fiscal Year 2018

**Grant Activity Name:**

Na Lima Hana Employment Core Services

**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 of Individual or Organization)

(Signature)

(Date)

Robert N.E. Piper, Esq., MBA

(Typed Name)

Executive Director

(Title)

# ORGANIZATIONAL CHART

**Grant-In-Aid**

Fiscal Year 2018

**Grant Activity Name:**

Na Lima Hana Employment Core Services

**Submitted by:**

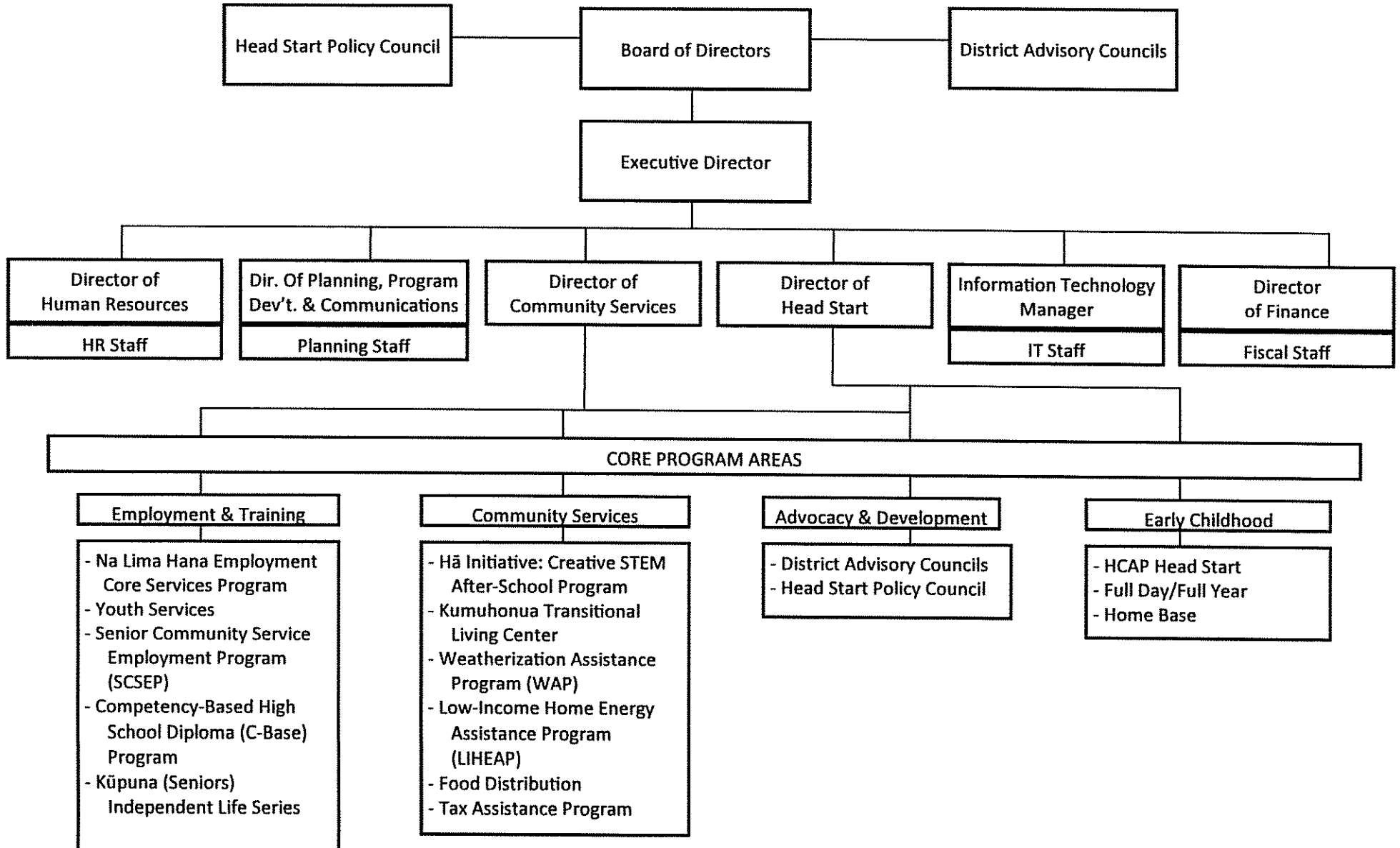


Honolulu Community Action Program, Inc.  
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January 20, 2017



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





# CERTIFICATE OF GOOD STANDING

**Grant-In-Aid**

Fiscal Year 2018

**Grant Activity Name:**

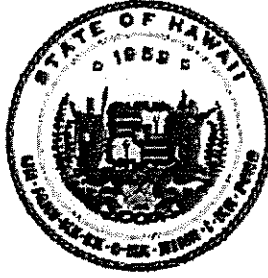
Na Lima Hana Employment Core Services

**Submitted by:**



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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.

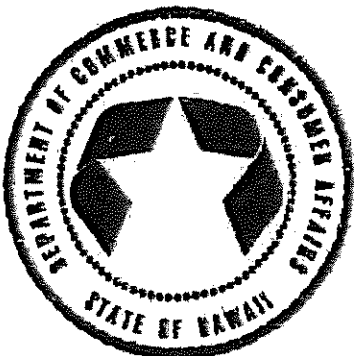
was incorporated under the laws of the State of Hawaii on 12/24/1968 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

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. Auwa-Coleman*

Director of Commerce and Consumer Affairs



# HCAP WEEKLY NEWSLETTER

**Grant-In-Aid**

Fiscal Year 2018

**Grant Activity Name:**

Na Lima Hana Employment Core Services

**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 20, 2017





Honolulu Community Action Program, Inc.

## HONOLULU COMMUNITY ACTION PROGRAM, INC. NA LIMA HANA EMPLOYMENT CORE SERVICES PROGRAM HCAP WEEKLY

### HCAP Client Benefits from Multiple Services



Robert found out about the Na Lima Hana Employment Core Services program while applying for the Low-Income Home Energy Assistance Program (LIHEAP). He was unemployed at the time and decided to enroll in the program. Leahi District Community Worker, Reiko assisted him with pre-employment training, which helped him to obtain a full-time position at Aloha Air Cargo as a Ramp Agent. Robert has reached his 90 day employment milestone and is on the path to becoming financially stable. This month, Robert participated in the holiday Adopt a Family Program, administered by Helping Hands Hawaii. This program helps families in need during the holiday season by linking them to donors in the community who can help fulfill their holiday wish. While trying to get back on his feet, Robert was unsure if he was going to be able to provide presents for his family. Robert and his family were grateful to receive gifts from an anonymous donor in the community. Thank you

to Helping Hands Hawaii for their continued partnership with HCAP and to all of the community members who donated to families this holiday season!

<http://www.hcapweb.org/hcap-weekly-december-19-2016/#ECS>

**HCAP WEEKLY DECEMBER 19, 2016**

### Employment Core Services Participant Quickly Secures Employment



Koa was in urgent need of employment when a friend referred him to the Leahi District Service Center. HCAP Community Worker, Mae, enrolled Koa in the Na Lima Hana Employment Core Services program. She worked with him to create a resume and brush up on his interview skills. After completing job readiness training, Koa began his job search. He was referred to Town Restaurant in Kaimuki, where he was hired on the spot and started work the very same day! A few days later, Koa needed new work shoes and requested assistance from HCAP. When Koa received his new work shoes, he shared that he had just been hired at Bubba Gump Shrimp Company and would be starting his training the following day. The staff at the Leahi District Service Center would like to congratulate Koa on his success!

<http://www.hcapweb.org/hcap-weekly-december-12-2016/#ECS>

**HCAP WEEKLY DECEMBER 12, 2016**

### HCAP Client Makes Great Strides



Sharline is 32 years old, a cancer survivor, and a woman with a great story. Sharline was unable to work until she fully recuperated. This past spring, she and her family came to HCAP to receive Income Tax preparation services and walked out having learned of the many HCAP programs and services available to her. As months passed, and Sharline recovered, she realized that if she wanted to achieve financial stability and reclaim a sense of independence she needed to find stable employment. After enrolling in the Na Lima Hana Employment Core Services program, submitting many applications and experiencing a few bumps in the road during interviews, Sharline obtained employment with the Kirby Manufacturing Company as an entry-level canvas employee. Although she does not deem it glamorous, Sharline is proud to say that she enjoys her new employment. Sharline has done so well that her employer sent her to Maui to be part of the Success Team to help at the Maui headquarters.

<http://www.hcapweb.org/hcap-weekly-december-5-2016/#ECS>

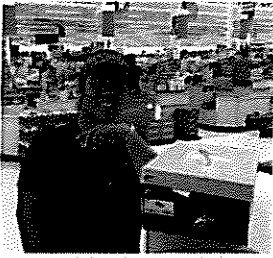
**HCAP WEEKLY DECEMBER 5, 2016**



Honolulu Community Action Program, Inc.

**HONOLULU COMMUNITY ACTION PROGRAM, INC.  
NA LIMA HANA EMPLOYMENT CORE SERVICES PROGRAM  
HCAP WEEKLY**

**Na Lima Hana Employment Core Services Helps a Client Get Job Ready**



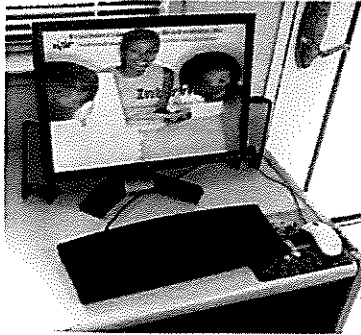
Asteria has achieved many milestones within two months of being referred to Honolulu Community Action Program's Na Lima Hana Employment Core Services (ECS) program. Asteria was referred to HCAP by an outside transitional housing facility where she lives. From the start, Asteria was committed to the employment process and classes. In addition to attending job readiness training (JRT), Asteria created her very first resume and email account. After completing JRT, she continued to come every week and job search, and within weeks she was employed. She found employment near her home doing housekeeping. The ECS program was able to provide Asteria with new work clothes and shoes to get her off to a successful start.

Asteria's commitment to the employment program and the support of HCAP's staff has brightened Asteria's new career path, and she is very grateful!

<http://www.hcapweb.org/hcap-weekly-september-26-2016/#ECS>

**HCAP WEEKLY SEPTEMBER 26, 2016**

**Na Lima Hana Employment Core Services Program Helps New Client Secure a Job**



In August 2016, a client on work furlough came to HCAP for help in finding a job. The Kalihi-Palama District Service Center enrolled him in the Na Lima Hana Employment Core Services Program, a program that prepares individuals for employment and helps them to transition into the community. After enrolling in the program and completing Job Readiness Training with the Kalihi-Palama community workers, the client proceeded with job search, resume building, submitting online applications and interview preparation. The program was also able to provide a personal hygiene kit, bus pass, and interview outfit from the on-site Kalihi-Palama Clothes Closet. After a few weeks of job searching, and with the continued support of the community workers, the client was able to secure a job and is currently employed! He

will continue working with the Na Lima Hana Employment Core Services Program until he feels confident and stable. He is also eligible to receive job support and retention milestone incentives through the program. Our client expressed his gratitude for all of the support the program gave him to secure employment. The Na Lima Hana Employment Core Services Programs offers support through goal setting, resume building, job search, interview preparation, computer skills classes, mock interviews, and other services to help individuals find employment. If you or someone you know is looking for assistance in obtaining employment, call your local HCAP District Service Center to speak with a Community Worker about enrolling in the Na Lima Hana Employment Core Services Program.

<http://www.hcapweb.org/hcap-weekly-september-5-2016/#ECS>

**HCAP WEEKLY SEPTEMBER 5, 2016**

**HCAP Head Start Parent Finds Employment through the Na Lima Hana Employment Core Services Program**



Lana Ulu, a HCAP Head Start Family Advocate, referred Joy to HCAP's Na Lima Hana Employment Core Services Program. Joy's son recently completed his first year at HCAP Head Start and will be entering his second school year this fall. After learning that Joy was unemployed, Lana connected her with the Na Lima Hana Employment Core Services Program at the Leeward District Service Center. From the very beginning it was evident that Joy was determined to find employment and build a better future for her family. Joy had marketable skills and work experience, but was lacking a professional resume. With a little encouragement and a new resume, Joy found employment with Paradise Cove Luau, where she is now training new employees. Joy expressed her gratitude for all the support HCAP has given her. HCAP staff would like to

congratulate Joy on all her accomplishments and future success!

<http://www.hcapweb.org/hcap-weekly-july-18-2016/#ECS>

**HCAP WEEKLY JULY 18, 2016**