

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.

Dbas:

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

Mailing Address:
Same As Above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name MICHAEL HANE

Title Director of Planning, Program Development, and Communications

Phone # 808-521-4531

Fax # 808-521-4538

E-mail michaelh@hcapweb.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

YOUTH SERVICES PROGRAM

PROVIDE EDUCATIONAL AND EMPLOYMENT SERVICES TO LOW-INCOME, AT-RISK YOUTH, AGES 16 TO 24, WHO SEEK EMPLOYMENT AND/OR REQUIRE A HAWAII ADULT COMMUNITY SCHOOL DIPLOMA

4. FEDERAL TAX ID

5. STATE TAX ID #:



7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2018: \$ 204,561

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

STATE \$ _____
 FEDERAL \$ _____
 COUNTY \$ 174,582 (PROJECTION)
 PRIVATE/OTHER \$ _____

TYPE



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

1-20-17
DATE SIGNED



Application for Grants

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

I. Background and Summary

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

1. A brief description of the applicant's background:

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

HCAP has contributed significantly to economically disadvantaged communities through a variety of programs and services designed to alleviate the social, emotional and economic stress so often associated with poverty. The programs and services are focused in the areas of Early Childhood; Employment; Education; Economic Development; Emergency & Transitional Programs; and Community Development and Advocacy. In the past program year, more than 20,000 individuals and families have been impacted by HCAP's work.

Recognizing that a positive and proactive approach is fundamental to ending inter-generational poverty, HCAP Youth Services (HYS) provides services for at-risk youth and young adults. Since 2000, with Workforce Investment Act (WIA) funding through the City & County of Honolulu, HYS has helped over 850 youth earn their high school diploma, gain life skills, receive job training, and work experience. HCAP considers its youth-oriented programs among its most necessary and vital.

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

2. The goals and objectives related to the request:

HYS currently provides educational and employment services to low-income, at-risk youth, ages 16 to 24, who seek employment and/or require a Hawaii Adult Community School Diploma. It is HYS' objective to enable low-income youth, who are highly at-risk, to obtain their diploma and have a better chance of achieving job stability. It is also in the public's interest to enhance the employability of Hawaii's young people who are at-risk and could potentially become public dependents if they are not prepared for the job market.

As previously mentioned, HYS has been receiving WIA funding through the City and County for the past 17 years as a fee-for-service contract. Over the past few years, the number of referrals from the City and County has been steadily decreasing thus decreasing program revenues. While HYS's contract with the City and County will be ending on June 30, 2017, there is a strong possibility that the City and County will not be renewing funding commitments. Therefore, HYS wants to ensure that the program can retain core funding to continue services for these at-risk youth. In the event that the City and County WIA funding is not available, the State Grant-In-Aid-funds (GIA) will be used to sustain core program services. However, if City and County WIA funding is renewed, the objective of this request is to provide services to a greater number of at-risk, low-income youth by enrolling 50 additional youth in one or more of the services offered by HYS. HYS is requesting GIA funds to enroll additional youth at its current location in Downtown Honolulu and expand the HYS Competency-Based Community School Diploma Program (C-Base) to the Leeward Coast of Oahu at HCAP's Leeward District Service Center.

3. The public purpose and need to be served:

Every three years, HCAP conducts a Community Needs Assessment (CNA) which is then updated on a yearly basis. HCAP's CNA captures data on the characteristics and needs of low-income individuals and their families on the island Oahu. According to HCAP's 2016-2018 CNA, participants surveyed agreed that employment is a problem in their community for several reasons. About 46% agreed on the fact that many individuals lack the skills to obtain necessary employment. The majority 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.

HCAP's CNA also found through the participants surveyed that education or a lack thereof was another problem in their community. Close to 48% of participants surveyed felt materials and resources (computers, software, textbooks, writing materials, etc.) should be available, and 43% agreed that classes to improve reading skills are necessary. Improving math skills (37%) were also stated as a need in their community, along with opportunities to obtain a high school diploma (32%).

Since low school attainment is a risk factor of juvenile delinquency, a high school education is critical to the success of young adults seeking to break the inter-generational cycle of poverty and maintain a living in Hawaii. However, according to the Alliance for Excellent Education (2011), an estimated 5,700 (36%) of all Hawaii students who enrolled in high school for four years did not graduate. 13 of Hawaii's 40 high schools are considered among the nation's lowest-performing

high schools (i.e. fewer than 60% of freshmen progress to their senior year on time). The Alliance estimates that dropouts from the Class of 2010 will cost Hawaii over \$1.4 billion in lost wages over their lifetimes; cutting the number of dropouts in half could result in tremendous economic benefits to the state and improve the quality of life for Hawaii's neediest youth. Since education attainment and employment opportunities go hand in hand, these youth who don't graduate from traditional high schools also lack the skills needed to succeed in post-secondary education and in the workforce.

An alarming statistic found in the Juvenile Delinquency Trends Hawaii Data Book for 2003-2012 published by the Attorney General Crime and Justice Assistance Division, reported 161,901 total juvenile arrests from 2003 – 2012. Of the 161,901 total arrests 69,324 were between the ages of 16-19.

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

Many of the youth lack parental supervision. Unsupervised youth are threatened with crime and juvenile delinquency and are three times more likely to engage in violent crime, drug use, alcohol, and sexual activity according to the Juvenile Justice State Advisory Council.

The cost of Hawaii's dropouts and/or juvenile offenders is not just to the individual, but also to their families and the communities in which they live. The earnings gap between a high school graduate and dropouts is nearly \$10,000 annually, which has a significant effect on Hawaii's economy. Furthermore, youth who lack basic employability skills needed to be competitive in the workforce may never break free from the cycle of poverty.

Many youth who drop out of school later recognize the significance and value of earning a high school diploma. At that point, however, the problems for this group are not just academic; these youth lack self-confidence and struggle with interpersonal relationships. These factors could become significant obstacles to their future success and job stability. These youth want to get an education and receive assistance with employment to provide for themselves and their families, but have been unable to succeed in the mainstream school system and lack the resources to obtain meaningful employment. They need a supportive and caring environment that will enable them to gain confidence and succeed in earning their Adult Community School Diploma. These youth also need the opportunity to gain life skills that will enable them to gain meaningful employment.

4. Describe the target population to be served:

HYS is committed to breaking the cycle of poverty by motivating Hawaii's youth through innovative education and leadership development initiatives. The program's target groups are at-risk youth aged 16 to 24 on Oahu, who are from low-income households; challenged families (single parent, incarcerated parent, domestic violence issues, homelessness); at-risk for substance abuse and/or criminal involvement; or deficient in basic life skills. Some youth are teen parents, or have past criminal involvement, learning disabilities and/or behavioral problems. The majority of the youth served are at-risk of becoming homeless. This program aims to meet the needs of the aforementioned youth who have been unable to learn and thrive in a traditional school system.

5. Describe the geographic coverage:

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

II. Service Summary and Outcomes

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

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

During the upcoming year, HYS will enroll 50 additional youth ages 16 to 24 in one or more of the following services: **Tutoring, C-Base, Work Readiness Training, and/or Work Experience.** Each component of the program is geared toward improving youth participants' education, employability, competitiveness in the job market, success in leadership, civic awareness, and responsible community involvement. As participants enter the program, staff will meet individually with each new participant to develop a rapport, set goals for their Individual Service Plan (ISP), and develop action steps to be completed by the participant. Weekly and/or bi-weekly meetings between staff and participant will ensure positive progression throughout the program.

Tutoring

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

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

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

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

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

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

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

HYS provides the Work Readiness Training and Work Experience components, as an optimum follow-up to the education components. The curriculum is updated annually to incorporate new labor market trends and offers competency-based job readiness skills prior to employment. The WRT curriculum is divided into four modules; these modules include lessons on Workforce Preparation, Interpersonal Skills, Customer Service, and Decision-Making to develop and strengthen skills pertinent to employment readiness and retention. Upon successful completion of WRT, participants begin regular appointments with HYS staff to develop a job search plan based on the participant's skills, aptitudes, and abilities. The counselors evaluate the suitability of prospective employers, available positions, and focus on finding a match that will maximize job satisfaction and job retention probability.

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

Upon confirmation of funding commitment, HYS will begin recruitment efforts in June of 2017. This will include but not limited to, reaching out to all Oahu High Schools, posting fliers in low-income housing areas, and networking with our partners. During July 2017 – January 2018, HYS will screen for eligibility requirements and develop an Individual Service Plan for (ISP) qualified participants. Comprehensive Guidance and Counseling will be provided on an ongoing basis from July 2017 – June 2018. The following is a tentative C-Base schedule. Fieldtrips and/or guest speakers are incorporated into each unit.

UNIT	MONTH
Occupational Knowledge	July & December 2017, May 2018
Health	August 2017 & January 2018, June 2018
Government & Law	September 2017 & February 2018
Consumer Economics	October 2017 & March 2018
Community Resources	November 2017 & April 2018

The first series of Work Readiness Training (WRT) classes will start on first Monday of October 2017; thereafter, new WRT series will start the first Monday of every month. Work Experience (WEX) placement will begin as soon as the participant has successfully completed WRT; however some participants with previous work experience may start WEX without completing WRT. Graduation Awards Ceremony is held every June for participants who are eligible to graduate. The activities and services will remain the same regardless of the actual contract period.

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

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

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

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

Any time there are specific issues or problems to be addressed, the staff person will examine the issues with the parties involved (other staff and/or clients). Should there be a need for

further discussion to resolve the issue; the issue will be brought to the next staff up the chain of command for resolution.

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

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

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

- HYS will enroll 50 additional at-risk youth to receive one or more of the following services by June 30, 2018: Tutoring, C-Base, Work Readiness Training, and/or Work Experience.
- All eligible students will complete an Individual Service Plan (ISP) which includes education and employment assessments, identification of potential barriers, and development of goal service plans.
- Of the participants who enroll in the Competency-Based Community School Diploma Program (C-Base), a minimum of 85% will complete the C-Base curriculum during the grant year.
- Of the participants who enroll in C-Base, a minimum of 75% will obtain their Hawaii Adult Community School Diploma.
- Of the participants who enroll in the Work Readiness Training Program, a minimum of 85% will complete the program.
- Of the participants who enroll in the Work Experience Program, a minimum of 75% will obtain employment or work experience.

III. Financial

Budget

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

Total GIA funds requested is \$204,561.

The State GIA will fund 30% of the HYS Program Coordinator position, which is the lead position for this program. She will be responsible for all day-to-day operations, program coordination and development. The State GIA will fund 30% of the Youth Transition Specialist position, which will provide direct services to clients. She will be instrumental in outreach, recruitment, case management, and work readiness training for the HYS program. The State GIA will also fund 1.5 FTE of the Youth Teacher positions, which will provide C-Base instruction and tutoring services. Administrative/Supervisory salary and fringe benefits comprise 16.25 % of the total State funds requested. These positions will provide fiscal support, staff support, reporting, budgeting, supervision, and program evaluation.

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

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

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

Other costs such as Office Supplies, Mileage and Parking, Postage, Printing, and Telephone have been budgeted using historical expenses as the basis. These costs are typical costs needed to run the program. Costs such as Rent and Equipment Rental will be allocated to the grant per fiscal policies and procedures.

See attachment for budget forms.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2018:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$40,913	\$61,368	\$61,368	\$40,912	\$204,561

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2018:

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

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

Not Applicable

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

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

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2016:

\$461,107 (agency wide).

IV. Experience and Capability

A. Necessary Skills and Experience

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

HYS has been fortunate to be a provider of Workforce Investment Act (WIA) Youth Services since 2000. Specifically, HYS has offered academic training to at-risk youth through the DOE's Competency-Based Community School Diploma Program for the past sixteen years. WIA referrals have substantially decreased due to the decrease in Oahu's overall allotment of WIA federal funds which has a direct impact of the number of participants to be served. The following chart shows HYS' past performance statistics throughout this period:

PROGRAM YEAR & DATES	PY 1 – PY 5 10/2000-12/2005 (cumulative total)	PY 6 – PY 10 10/2005-06/2010 (cumulative total)	PY 11 07/2010- 06/2011	PY 12 07/2011- 06/2012	PY 13 07/2012- 06/2013	PY 14 07/2013- 06/2014	PY 15-16 07/2014- 06/2016
SERVED IN WRT AND/OR WEX	470	367	25	36	15	4	14
OBTAINED DIPLOMA	173	296	70	76	49	51	47

Note:
 * PY 5 and PY 6 include overlapping dates.
 * As of PY 08 to present, clients served are based on service referrals received from WIA during the program year.

B. Facilities

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

The HYS program will be moving April of 2017 to 1132 Bishop Street equipped with classroom facilities, offices, and meeting rooms. New laptops, desktop computers, and printer will be available for student use. The Leeward C-Base class will be located at the agency's Leeward District Service Center at 85-555 Farrington Highway. The Leeward HYS classroom can fit up to 15 participants. At both locations there are private offices for one-on-one mentoring as well as a computer lab for participants and office space for staff. Both locations are near bus lines, comply with the Americans with Disabilities Act, and meet all applicable building, zoning, health, and fire standards.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

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

The 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. The 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 reach maximum numbers of the target population and assist them in meeting their employment goals. It also allows the agency to meet performance requirements in accordance with quality assurance and evaluation standards. The minimum qualifications in the job descriptions are intended to ensure the staff is able to perform each essential position responsibility effectively. 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.

The following is a list of the qualifications and expertise of the various individuals responsible for implementing the HYS program.

Youth Services Coordinator, Krystal Ikeda is responsible for the implementation, day-to-day operations, and evaluation of the Youth Services program. Ms. Ikeda has administered the HCAP Youth Services program since 2003. She is a Licensed Social Work, is a certified Department of Education Competency-Based Teacher and former Adult Basic Education Instructor at Windward

School for Adults. **Youth Transition Specialist**, Megan Jorgensen is responsible for the counseling and case-management services. Ms. Jorgensen has a Bachelors in Social Work from the University of Hawaii Manoa and has been working with youth in various capacities for over 4 years. **Youth Services Teacher**, Mhoana Bello is responsible for engaging and teaching youth learners for the C-Base Program. She has a Bachelor's of Arts in English from the University of Hawaii Manoa and taught at Waipahu High School for several years. Ms. Bello is certified by the State of Hawaii Department of Education to teach the Competency-Based Community School Diploma Program (C-Base).

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.

Executive Director, Robert N.E. Piper, Esq., MBA, had served on HCAP's Board of Directors for many years as the representative from Bank of Hawaii, as well as the Native Hawaiian Chamber of Commerce. He was most recently the Deputy Director of the Department of Budget and Finance for the State of Hawaii; prior to that, he served as Chief of Staff in the Office of the Lieutenant Governor. **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.

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.

Director of Finance, Corinne Murashige, has a Masters in Business Administration and Bachelors in Accounting from the University of Hawaii. She is a Certified Public Accountant with more than 20 years of experience in budgeting, internal controls implementation documentation, financial analysis, and supervision. She oversees a fiscal staff of six.

B. Organization Chart

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

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

HCAP Youth Services Program Chart

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

Honolulu Community Action Program (HCAP) Organizational Chart

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

C. Compensation

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

Robert N.E. Piper, Esq., Executive Director	\$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

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

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

B. Licensure or Accreditation

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

Not Applicable.

C. Private Educational Institutions

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

Not Applicable.

D. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2017-18 the activity funded by the grant if the grant of this application is:

- (1) Received by the applicant for fiscal year 2017-18, but**
- (2) Not received by the applicant thereafter.**

HCAP's plan to sustain and/or expand activities beyond the applicable grant period is to deliver a program that is relevant, effective, and truly benefits the community. Non-profit agencies such as ours, which rely on government grants, corporate grants and private donations to run our programs, must provide value and clearly demonstrate the benefits of the programs. In short, we believe the best way to sustain and grow HYS is to run a successful program, which will in turn retain and attract more support. Therefore, we are committed to running a quality program. HCAP has a strong track record of meeting and exceeding our contracted goals. Program Managers have

regular meetings with their supervisors and Executive Management to provide updates to ensure the programs are effective and relevant, and that the program participants are receiving quality services. All programs are evaluated throughout the year to determine effectiveness and success.

HCAP's emphasis on quality programs and meeting program goals, as well as timely responses to funder requests, allows us to seek new or repeat funding in order to sustain the program.

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

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2016

Please see attached Certificate of Good Standing.



BUDGET REQUEST BY SOURCE OF FUNDS
&
SUPPORTING DOCUMENTS

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2017 to June 30, 2018

Applicant: Honolulu Community Action Program, Inc. - Youth Services Program

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	103,128		82,004	
2. Payroll Taxes & Assessments	16,593		13,194	
3. Fringe Benefits	16,480		13,104	
TOTAL PERSONNEL COST	136,201		108,302	
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	0			
3. Lease/Rental of Equipment	0		2,280	
4. Lease/Rental of Space	20,000		10,000	
5. Staff Training			1,000	
6. Supplies	3,000		2,500	
7. Telecommunication	1,000		1,800	
8. Utilities				
9. Contractual Services	5,000		7,500	
10. Printing & Publication	3,750		5,500	
11. Program Activities/Participant Support	31,800		32,000	
12. Office Repairs & Maintenance	450		900	
13. Mileage/Parking	2,160		1,600	
14. Postage	1,200		1,200	
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	68,360		66,280	
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	204,561		174,582	
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	204,561	Corinne Murashige 447-5406		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested	174,582	11/18/17		
(d) Total Private/Other Funds Requested		Authorized Official Date		
TOTAL BUDGET	379,143	Corinne Murashige 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. - Youth Services Program

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Coordinator	1	\$59,172.00	30.00%	\$ 17,752.00
Youth Transition Specialist	1	\$34,200.00	30.00%	\$ 10,260.00
Youth Trainer	1	\$33,288.00	100.00%	\$ 33,288.00
Youth Trainer	0.5	\$33,288.00	50.00%	\$ 16,644.00
Executive Director	1	\$111,408.00	3.00%	\$ 3,342.00
Executive Assistant	1	\$47,694.00	2.00%	\$ 954.00
Director of Community Services	1	\$62,500.00	8.00%	\$ 5,000.00
Director of Planning, Program Development & Communications	1	\$88,000.00	3.00%	\$ 2,640.00
Director of Finance	1	\$92,500.00	3.00%	\$ 2,775.00
Director of Human Resources	1	\$55,751.00	2.00%	\$ 1,115.00
Planning and Development Specialist	1	\$42,500.00	3.00%	\$ 1,275.00
Human Resources Generalist	1	\$40,188.00	2.00%	\$ 804.00
Human Resources Assistant	1	\$31,759.00	2.00%	\$ 635.00
Accounting Secretary	1	\$50,340.00	2.00%	\$ 1,007.00
TOTAL:				97,491.00
JUSTIFICATION/COMMENTS:				

Provider: Honolulu Community Action Program, Inc.
 Youth Services Program

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
PAYROLL TAXES & ASSESSMENTS:			
Social Security	103,128.00	7.65%	7,889.00
Unemployment Insurance (Federal)		As required by law	
Unemployment Insurance (State)	103,128.00	3.50%	3,609.00
Worker's Compensation	103,128.00	4.00%	4,125.00
Temporary Disability Insurance	103,128.00	0.94%	970.00
SUBTOTAL:		16.09%	16,593.00
FRINGE BENEFITS:			
Health Insurance	103,128.00	12.98%	13,386.00
Retirement	103,128.00	3.00%	3,094.00
SUBTOTAL:		15.98%	16,480.00
TOTAL:			33,073.00
JUSTIFICATION/COMMENTS:			



GOVERNMENT CONTRACTS
AND/OR GRANTS

GOVERNMENT CONTRACTS AND / OR GRANTS

Applicant: Honolulu Community Action Program, Inc. - Youth Services Program

Contracts Total: 16,684,338

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	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
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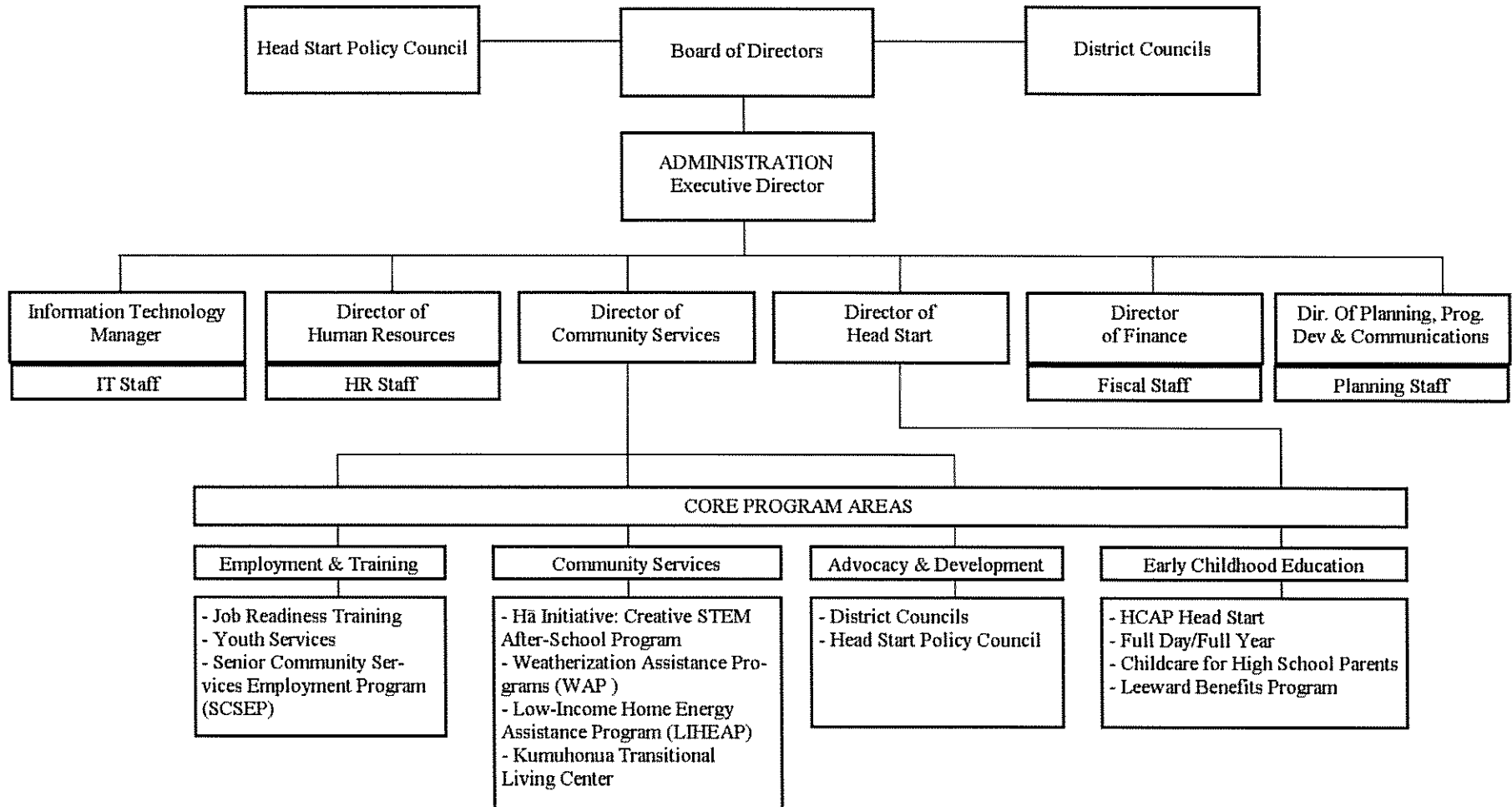


ORGANIZATIONAL CHARTS

Honolulu Community Action Program



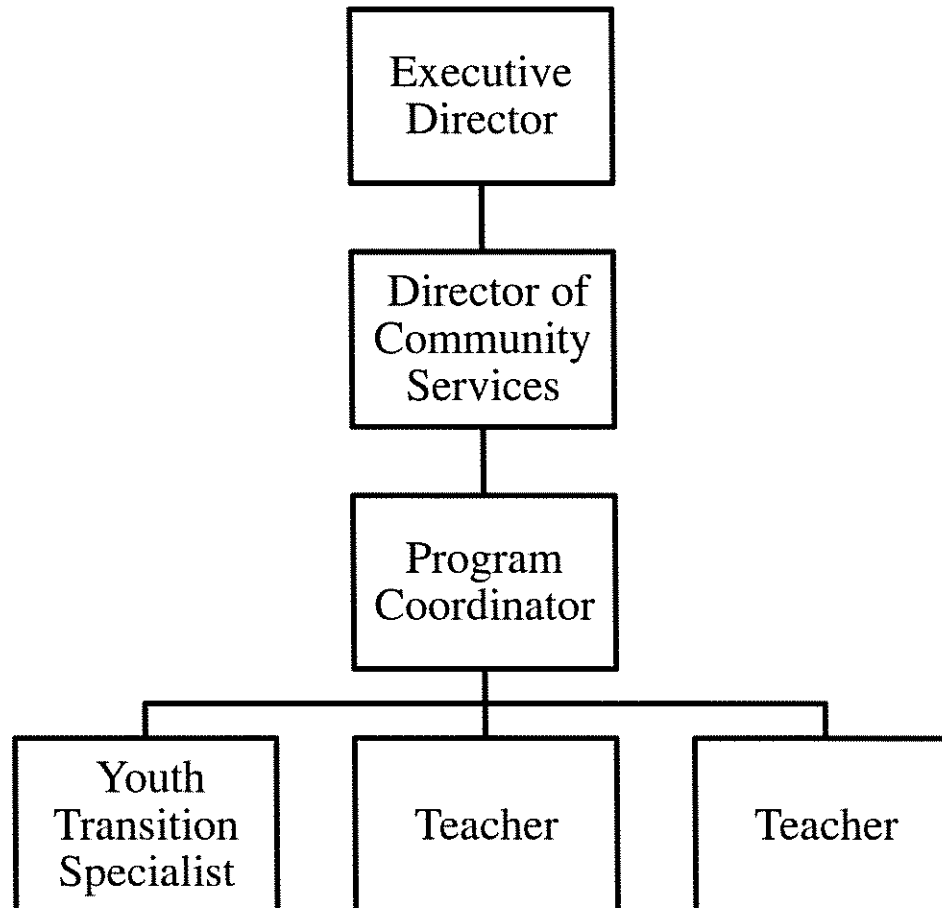
Honolulu Community Action Program, Inc. Organizational Chart



Honolulu Community Action Program



HCAP Youth Services Program Organizational Chart





DECLARATION STATEMENT OF APPLICANTS FOR GRANTS

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

The undersigned authorized representative of the applicant certifies the following:


- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.

- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has by laws 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) 1. 20. 17
(Date)

Robert N.E. Piper, Esq., MBA _____
(Typed Name) Executive Director
(Title)



CERTIFICATE OF GOOD STANDING

Applicant: Honolulu Community Action Program, Inc.
Grant-In-Aid Fiscal Year 2018. HCAP Youth Services
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. Auwal-Coleman

Director of Commerce and Consumer Affairs

