

**THE THIRTIETH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Db:

Honolulu Community Action Program, Inc.

Amount of State Funds Requested: \$ 343,000

Brief Description of Request (Please attach word document to back of page if extra space is needed):

The Hā Initiative supports working families by providing high quality, free after-school programming for at-risk youth grades 2 to 8. We provide access to science, technology, engineering, and math (STEM) materials and experiences, a safe and healthy environment, caring and responsive staff, increased supervision and promotion of positive social behaviors in low- income communities on Oahu.

Amount of Other Funds Available:

State: \$ _____

Federal: \$ _____

County: \$ _____

Private/Other: \$ 100,000

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ 200,676

Unrestricted Assets:

\$ 2,485,837

New Service (Presently Does Not Exist): Existing Service (Presently in Operation):

Type of Business Entity:

- 501(C)(3) Non Profit Corporation
 Other Non Profit
 Other

Mailing Address:

1132 Bishop Street, Suite #100

City: Honolulu State: HI Zip: 96813

Contact Person for Matters Involving this Application

Name: Michael Hane	Title: Director of Planning
Email: michaelh@hcapweb.org	Phone: 447-5403

Federal Tax ID#: [REDACTED]	State Tax ID# [REDACTED]
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Authorized Signature

Robert N.E. Piper, Esq., MBA, Executive Director

Name and Title

1/17/2020

Date Signed

received
01/16/2020

Application Submittal Checklist

The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - a) Budget request by source of funds ([Link](#))
 - b) Personnel salaries and wages ([Link](#))
 - c) Equipment and motor vehicles ([Link](#))
 - d) Capital project details ([Link](#))
 - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



AUTHORIZED SIGNATURE

ROBERT N.E. PIPER, ESQ., MBA
EXECUTIVE DIRECTOR

PRINT NAME AND TITLE

1/17/2020

DATE

Application for Grants

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

I. Certification

1. Certificate of Good Standing

See attached Certificate of Good Standing.

2. Declaration Statement

See attached Declaration Statement of Applicants for Grants Pursuant to Chapter 42F, Hawai'i Revised Statutes.

3. Public Purpose

Pursuant to Section 42F-102, Hawai'i Revised Statutes, the grant will be used for a public purpose. The funds will be used towards the Hā Initiative: Creative STEM After-School Program, which supports working families by providing high quality, free after-school programming for at-risk youth grades 2 to 8 throughout Oahu.

II. 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.

Started in 2011 by the Honolulu Community Action Program (HCAP), the Hā Initiative: Creative STEM After-School Program provides a safe, nurturing, and healthy after-school environment to Oahu's most disadvantaged and marginalized communities.

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. Goals and Objectives

The Hā Initiative: Creative STEM After-School Program will address the priorities of the State GIA by directly serving 100 at-risk children each month from five low-income communities on Oahu in the 2020-2021 program year. The program provides free, educational after-school STEM activities to at-risk students in low-income neighborhoods year-round, including school breaks.

Open to students in elementary and middle schools, this innovative program seeks to improve academic performance in science, technology, engineering, and math (STEM), increase family and community engagement, and develop the next generation of science and technology leaders. The program currently has five sites in Aiea, Kalihi, Makiki, Hau'ula, and Waianae.

3. Purpose and Need

As part of the agency's 2019 Community Needs Assessment, HCAP conducted a series of community focus groups throughout Oahu. According to HCAP staff, parents, clients, community members, and partners, youth problems were regularly mentioned as one of the most pressing gaps that stand in the way of wellness and quality of life in the community. Concerns include the lack of extracurricular activities and programs for school-aged children after school, limited parent or guardian supervision and involvement due to dual-earner households, and unemployment among youths and young adults.

Limited parent supervision and out-of-school extracurricular opportunities contribute to low levels of educational achievement, both of which are risk factors for poverty. Hawaii's elementary public school students have regularly underperformed in math and reading. In Hawaii, 37% of public school fourth graders do not meet DOE standards in math and 29% of public school fourth graders do not meet DOE standards in reading. Likewise, 41% of public school eighth graders do not meet DOE standards in math and 28% of public school eighth graders do not meet DOE standards in reading.

Between 2016 and 2026, STEM occupations in Hawaii are projected to grow 3.7 percent to 31,965 jobs, but the state currently ranks 47th among the states in the number of STEM-related degrees awarded per 100,000 residents. Given the growing need to fill these occupations and their earning potential, the Hā Initiative: Creative STEM After-School Program is working in the best interest of Hawaii's long term economic development, sustainability, and competitiveness. By continuing to run the Hā Initiative: Creative STEM After-School Program, HCAP hopes to work to help working families, keep kids out of trouble, and improve academic achievement among Hawaii's elementary and middle school students.

HCAP's Hā Initiative serves children currently enrolled in grades 2-8 from low-income communities in Aiea, Kalihi, Makiki, Hau'ula, and Waianae. From October 2018 to September 2019, the Hā Initiative: Creative STEM After-School Program served 153 students throughout the school year and summer program. HCAP had identified the aforementioned communities as most at-risk and in need of an after-school program.

HCAP operates five STEM Exploration Centers, two of which are located in elementary schools that are Title 1 schools, in low-income communities that have a large number of TANF eligible families. By offering the Hā Initiative in the aforementioned communities, HCAP is directly counteracting the negative cycle of poverty by creating opportunities for students to pursue STEM opportunities available to them and improve math and science skills that are critically important for the 21st century.

4. Target Population

According to the National Center for Children in Poverty, 21 percent of children in the United States live in poverty (15 million children). In Hawaii, as documented by the University of Hawaii at Manoa's Center on the Family report, 37% of young people ages 6 to 11 live below 200% of the Federal Poverty Level. Many low-income families are not able to provide supervision or learning opportunities for their children after school, during working hours. Childcare is costly, especially in Hawaii, and overburdened public schools are suffering budget cuts and the reduction or elimination of many after-school and enrichment programs.

The increasing number of working parents and lack of out-of-school opportunities contribute to low levels of educational achievement, inadequate skill sets, lack of pro-social activities, declines in family and community involvement, all of which are risk factors for children in poverty. Children without positive after-school activities are also at a higher risk for developing alcohol and drug dependence and other destructive, anti-social behaviors.

These communities are challenged by poverty, and low academic achievement. In the 2011 Kalihi Community Survey, 31% of residents reported that they were least likely to have youth centers. According to the 2010 American Community Survey, 11.7% of Waianae residents dropped out of school, between grades 9th to 12th, and have no high school diploma. 29% of households in Waianae are living below the Federal Poverty Level. The American Community Survey, from 2005-2009, reported that 11% of the people residing in the Windward area were not enrolled in school and had not graduated from high school. Based on the 2010 U.S. Census, 8.5% of the Pālolo population does not have a high school diploma.

Through after-school programs like the Hā Initiative, at-risk elementary and middle school students can benefit from social interaction, adult mentoring, academic achievement, values development and pro-social skill building. The primary goal of targeting elementary and middle school students is to address high school dropout rates, enhance student achievement in STEM subjects, encourage enthusiasm in education in order to address chronic absenteeism and to provide enrichment during critical hours of 2:30 – 5:30 pm when juvenile crime is on the rise.

According to the National Afterschool Alliance, 26% of Hawaii's K-12 students participate in after-school programs. Of all the students not currently enrolled in after-school programs, 38% of these students would enroll in an after-school program if they were given an opportunity. After-School All-Stars Hawaii reported that unsupervised children are three times more likely to engage in violent crime, drug use, alcohol and sexual activity. An after-school approach is key to helping low-income children and youth overcome the many barriers they face. It is widely accepted that after-school programs keep kids safe, help working families, and improve academic achievement. We feel confident that the five locations we chose to operate the Hā Initiative are areas of need that benefit from our services to their communities.

By offering the Hā Initiative: Creative STEM After-School Program on a year-round basis, including school breaks and intercessions, HCAP is addressing the need for at risk, low-income youth to be engaged in meaningful activities to promote positive decision making. The services provided by the program are research based, academic enhancement opportunities which support the Hawaii Department of Education (HIDOE) Common Core State Math Standards and the future adoption of the Next Generation Science Standards.

Additionally, the program supports the HIDOE General Learner Outcomes by providing opportunities for at-risk youth to engage in learning practice that promote independent learning skills, ethical usage of technology, and community contributions. The program also utilizes STEM based learning activities and opportunities in order to enhance the participant college and career readiness. STEM careers now represent more than 10% of the total workforce, and the median STEM career salary is double that of all median occupational salaries. By exposing participants to exciting and engaging STEM activities, the Hā Initiative strives to provide participants exposure to career options that would otherwise remain unknown to the low-income target areas.

5. Geographic Coverage

The Hā Initiative: Creative STEM After-School Program supports working families on Oahu by providing a high quality, free educational program for at-risk youth. The Honolulu Community Action Program, Inc. launched the Hā Initiative to provide easy access to educational materials and experiences, a safe and healthy environment, caring and responsive staff, and low child-to-adult ratios.

HCAP's Hā Initiative currently operates in low-income communities in Aiea, Kalihi, Makiki, Hau'ula, and Waianae. HCAP had identified the aforementioned communities as most at-risk and in need of the Hā Initiative: Creative STEM After-School Program. HCAP has had a physical presence in these areas for decades through the five District Service Centers. Through

first-hand experience, HCAP is keenly aware of the needs of the community, including the importance of providing low-income, underprivileged youth with positive afterschool activities and opportunities.

By offering the Hā Initiative in these communities HCAP is directly counteracting the negative cycle of poverty by creating a safe, caring environment that enables children to explore STEM opportunities available to them and improve math and science skills that are critically important for success in the 21st century.

III. Service Summary and Outcomes

1. Scope of Services

The Hā Initiative: Creative STEM After-School Program addresses the objectives and outcomes of the STEM Exploration Centers. These will be accomplished using the general schedule of activities and services described below:

Time Frame	Instructional Goals
Block 1 – first hour of STEM Exploration Activity Homework Help	STEM Teachers assist participants with homework and offer tutoring for students who need help in specific subjects. Participants read at least 20 minutes a book of an appropriate reading level and write their responses in a journal.
Block 2 – second hour of STEM Exploration Activities (extended time on Wednesdays) STEM Activity	Participants complete a STEM centered activity and lesson. Guest speakers may present information about topics and careers in STEM. The activities in this block will promote a diverse and enriched learning environment to pursue their scientific inquiry. In the beginning of each module, the participants will complete a pre-test to quantitatively assess their understanding of the subjects. At the end of each module, the participants will complete a post-test to demonstrate their understanding of the topics discussed in class.

Block 3 – third hour of STEM Exploration Activities	Participants are given a group activity. They are expected to research and investigate the assigned STEM topic using classroom resources (Internet, books, etc.).
STEM Activity summary	During FIRST LEGO League robotics season, we assemble three teams to participate in FIRST LEGO League Hawaii District Tournaments.
Family and Community Sessions	<p>Family Nights occur once per quarter at all five STEM Exploration Centers.</p> <p>HCAP’s District Service Center staff regularly present at Family Nights, providing information about HCAP programs and services to parents and family members.</p> <p>Family Night is also an opportunity for students to present their STEM projects to their families.</p>
Field Trips	Will occur twice per quarter, the participants will be encouraged to participate in field trips. This ensures the application of the concepts learned in the classroom and encourages them to pursue scientific inquiry and knowledge.

At each STEM Exploration Center, participants will have tutorial services and homework assistance. This academic support combined with enrichment opportunities and activities to enhance student achievement. Upon completion of the assignments, participants are encouraged to journal, read and share information from reading in order to enhance their literacy skills. Participants are supported in their academic growth by a teacher lead team of volunteers and Kupuna who build positive relationships with the participants. These relationships foster wonder in education and learning. The staff assists participants with the completion of homework and other school directed assignments.

Next, the students will participate in a STEM related activity. The Hā Initiative curriculum encompasses research based lessons and activities that address real-life scenarios through interdisciplinary projects, project-based learning, NEXT Generation Science Standards, Common Core State Math Standards, and problem-based learning. At least one hour of each day is dedicated to this extended learning time. Participants are engaged in interactive science experimentation or discovery activities designed to enhance learning via fun opportunities. Participants are exposed to experts in STEM career fields. Teachers and volunteers will use academic vocabulary throughout the lessons in order to make relevant connections to classroom learning.

In addition, technology is available for participant use. Participants in the program will be exposed to topics such as programming, robotics, and animation. Also, participants will have opportunities to use technology for film, music, and art creations. Technology safety and

appropriate usage will be enforced to help participants understand how to avoid dangerous and inappropriate situations that can occur from online usage.

Outside of the regular after-school time frame and schedule, students have special events to look forward to on a regular basis. Every year, students have the opportunity to participate in the FIRST LEGO League Robotics tournaments in the fall. Beginning in the summer, students are exposed to robotics fundamentals and learn basic programming skills. Students with interest in robotics form a team to compete at the tournaments.

Field trips are offered on a quarterly basis at a minimum. The field trips are a culmination of the quarterly curriculum. Most recently, students visited the Polynesian Cultural Center (Agriculture), Sea Life Park (Oceanography and Marine Biology), the Bishop Museum (Astronomy), the Honolulu Zoo (Zoology), and Kualoa Ranch Education Center (Agriculture and environment). When possible, family members are invited to attend the field trips with their children. Also, the program offers quarterly Family Nights, in which families are invited to the centers to see what their students have been learning and participated in hands-on activities.

Incentives will also be offered to students that achieve goals such as: improvements in grades, providing assistance to the teacher, bringing a friend to class, etc. The rewards will include gift cards or toys of students' choice.

2. Timeline

July 2020

Staff Meeting/ Professional Development

August 2020

DOE School year begins

FIRST LEGO League (FLL) and FIRST LEGO League Jr. (FLL Jr.) challenges announced

Field Trip #1 (Kualoa Ranch)

September 2020

Staff Meeting/ Professional Development

Family Nights for all five STEM Exploration Centers

October 2020

Hawai'i FIRST LEGO League (HFLL) Registration for FIRST LEGO League (FLL) and FIRST LEGO League Jr. (FLL Jr.) teams

DOE Fall Break: All five STEM Exploration Centers remain open during the break

Fall Community Service Project

Distribute Parent and Participant Satisfaction Surveys

Staff Meeting/ Professional Development

Continue with 1st module (a combination of FOSS to meet NGSS and HIDEOE CCSM)

Field Trip #2 (Bishop Museum)

November 2020

FLL Tournaments

Family Nights for all five STEM Exploration Centers
HFLL Season Begins: HFLL tournaments for all five STEM Exploration Center teams

December 2020

FLL Jr. and FLL Tournaments
Holiday Celebration and Open House at all five STEM Exploration Centers
DOE Winter Break: All five STEM Exploration Centers remain open during the break
Winter Community Service Project
Staff Meeting/ Professional Development
Begin 2nd module
Field Trip #3 (Honolulu Zoo)

January 2021

Distribute Parent and Participant Satisfaction Surveys

February 2021

Begin 3rd module
Valentine's Day Celebration
Staff Meeting/ Professional Development
Field Trip #4 (Halawa Xeriscape Garden)

March 2021

DOE Spring Break: All five centers remain open during the break
Family Nights for all five STEM Exploration Centers
Spring Community Service Project
Staff Meeting/ Professional Development
Field Trip #5 (Polynesian Cultural Center)

April 2021

Begin 4th module
Distribute Parent and Participant Satisfaction Surveys
Field Trip #6 (UH Manoa – Ka Papa Lo‘i O Kānewai)

May 2021

Family Nights for all five STEM Exploration Centers
DOE End of School Year
Distribute Parent and Participant Satisfaction Surveys
Field Trip #7(Wet'n'Wild Hawaii)

June 2021

Volunteer Appreciation Lunch
DOE Summer Break: All five STEM Exploration Centers remain open during the break
Staff Meeting/ Professional Development
FLL and FLL Jr. begin familiarizing their robot
Field Trip #8 (Sea Life Park)

3. Quality Assurance and Evaluation

Ensuring quality is an important piece in our sustainability plan and essential to our goal of meeting our low-income community’s needs. HCAP’s Human Resources team has recruited and hired knowledgeable, experienced staff and trained them to follow HCAP’s set policies and procedures. Our staffing pattern (see attached **Hā Initiative Staffing Chart**), ensures consistent quality program delivery with a full time program manager responsible for training and supervising STEM administrative and teaching staff.

HCAP’s Hā Initiative: Creative STEM After-School Program will utilize the goals, objectives, and measures to evaluate and monitor the program efficiency. The following methods will be collected and used for monitoring and evaluation purposes:

- Participant Surveys
- Parent Surveys
- Teacher Surveys (at partner schools)
- Staff Surveys
- Attendance Records
- Lesson Plans
- STEM Teacher observation of student growth
- Student Journal

Surveys will be given in December and May of each calendar year. When possible, Internet based surveys will be utilized. Surveys will also be distributed in paper format.

Based on data analysis, priorities will be identified to address areas for improvement in the program. Opportunities for solutions will be sought using input and feedback from the Hā Initiative staff, community partners, and District Advisory Council Members.

Data collection and analysis will be completed by the Hā Initiative staff. Findings will be provided in a detailed report with accomplishments and recommendations regarding program progress.

4. Measures of Effectiveness

OUTPUTS

Number of students enrolled in the program	100
Number of students completed pre-test each module	100
Number of students completed post-test each module	70
Number of students assisted with receiving school supplies	30

OUTCOMES

Number of students attending 30 days or more in the program	50
Number of students participating in FIRST LEGO League Robotics	15
Number of students receiving >60% on the post-test module	50
Number of students and family members participating in quarterly Family Nights	90

The Hā Initiative: Creative STEM After-School Program will address the priorities of the GIA by directly serving 100 at-risk children each month from five low-income communities on Oahu in the 2020-2021 program year. The program provides free, educational after-school STEM activities to at-risk elementary and middle school students in low-income neighborhoods year-round, including school breaks. The program currently has five sites in Kalihi, Aiea, Hauula, Makiki, and Waianae. In order to promote positive learning behaviors, Hā Initiative: Creative STEM After-School Program will provide assistance to students in need of school supplies.

The pre-test administered before each module will assess the participants' level of understanding regarding the topics to be taught in the module. Upon completion of the module, participants will undergo a post-test and we anticipate 50 participants to receive 60% or higher in the post-test.

The purpose of the GIA will be met by serving 50 individuals who attend the classes regularly, indicated by them attending 30 days more in the program. We anticipate having 15 individuals sign-up to be members of our FIRST LEGO League Robotics team, an equivalent of 3 active teams to attend the qualifying tournaments.

The program's objectives are to improve participants' academic performance, increase interest in STEM topics and careers, and increase family and community engagement and involvement. HCAP believes that culture and community involvement are key to this program's innovative design. STEM professionals share their expertise as guest speakers, and parents, grandparents and siblings participate in the program's quarterly Family Nights. Family Nights will host 90 students and their family members, celebrating STEM participant achievements and informing the families of other programs and services offered by HCAP as well as other community resources.

IV. Financial

Budget

1. See attached budget forms.

HCAP respectfully requests \$343,000 from the State Grant-In-Aid to support the Hā Initiative: Creative STEM After-School Program.

The proposed line items on the budget are as follows:

Salaries:

Full-time Program Manager @ \$43,830 per year to administer the Hā Initiative program, prepare program reports, coordinate with staff to ensure that participants receive quality services, and take the lead role in developing curriculum and searching for funding opportunities.

Full-time STEM Specialists (2) @ \$36,000 - \$37,000 per year to provide assistance to the STEM Program Manager in administering the Hā Initiative program, keep track of daily attendance in classrooms, serve as substitute teachers as needed, and recruit, train, and oversee volunteers. Develops lessons and activities and implements them in the classroom.

Part-time STEM Teachers (4) @ \$21,450 - \$24,051 per year to implement lesson plans encompassing the STEM curriculum and assumes teaching duties for the after-school program.

Administrative Personnel to provide HCAP management and fiscal support functions for the program staff: \$38,296 based on a percentage of salary costs.

Payroll Taxes & Assessments/Fringe Benefits: \$30,121 based on a percentage of salary costs.

Supplies: \$51,894 – Funds to be used for office supplies, program supplies, and food supplies.

Program Activities: \$28,000 – Funds to be used for expenses such as 1) field trips and 2) participant incentives.

Staff Training: \$20,000 – Funds to be used for travel, conference fees, classroom training sessions (LEGO training), and First Aid/AED/CPR training.

Recruitment: \$8,000 – Staff recruitment and program outreach.

2. Quarterly Funding Requests

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$85,750	\$85,750	\$85,750	\$85,750	\$343,000

3. Other Funding Sources Seeking for FY 2021

21st Century Community Learning Centers (21st CCLC)
 City Grant in Aid (City GIA)
 Temporary Assistance for Needy Families (TANF)

4. State and Federal Tax Credits

Not Applicable.

5. Government Contracts, Grants, and Grants in Aid

See attached Government Contracts, Grants, and/or Grants in Aid.

6. Balance of Unrestricted Current Assets as of December 31, 2019

\$2,485,837

V. Experience and Capability

A. Necessary Skills and Experience

Since 1965, 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 mobilizing the community and increasing economic self-sufficiency for Oahu's most vulnerable, low-income and at-risk children and families. HCAP reaches over 22,000 individuals and families annually through its programs, which include employment, education, and community development and services.

HCAP has extensive experience in implementing youth oriented programs in an ongoing effort to end the cycle of poverty. HCAP has run the largest Head Start preschool program in the state since our humble beginning as a summer project in 1965. HCAP has offers quality early childhood education and support services serving over 1,659 children and their families each year. From 2004 to 2018, HCAP has offered a Competency-Based High School Diploma (C-Base) program, providing work experience and youth development to high school dropouts through Youth Services.

Seeing a need to bridge the gap in services between our preschool and teen programs, HCAP launched the Hā Initiative: Creative STEM After-School Program in 2011, which provides after-school programming to at-risk children. The Hā Initiative began with its pilot site in Kalihi, and expanded the program to four additional sites. The program currently reaches at-risk youth in Aiea, Kalihi, Makiki, Hau'ula, and Waianae and supports working families by providing high quality, free, educational after-school programming for at-risk youth (**see attached selected stories from HCAP Weekly Newsletter**).

In the current school year, the Hā Initiative has an average of over 100 students participating in the five STEM Exploration Centers.

The Hā Initiative: Creative STEM After-School Program provides a safe after-school environment through collaboration with community partnerships. Some of these partnerships are with neighborhood schools, including Kaiulani Elementary School and Lincoln Elementary School, which house two STEM Exploration Centers (Kalihi STEM Exploration Center and the Lincoln STEM Exploration Center), as well as Pearl City Elementary School, Aiea Elementary School, Waianae Elementary School, Makalapa Elementary School, and Hau'ula Elementary School, in an effort to reach out to more children and families that would benefit from an after-school program in their area. The program recruits students through participation at school open houses, school Town Hall meetings, and family-oriented community events, as well as regular outreach and communications with school staff, administration, and parent groups.

The program benefits from word of mouth referrals that are exchanged among school administrators, teachers, parents, and students. Furthermore, in-kind support from community partners has been beneficial to the Hā Initiative. For example, Hau'ula Civic Center, a long-term HCAP community partner, currently provides classroom space for the Hā Initiative to use.

Besides ongoing collaborations with local schools, the Hā Initiative will continue to leverage existing community partnerships with educational nonprofits such as Hawai'i FIRST Robotics, the Hawaii Afterschool Alliance, and the University of Hawai'i to provide enriching learning experiences for all program participants.

In addition, staff from HCAP's District Service Centers (Leeward District Service Center, Kalihi-Palama District Service Center) and programs (Ho'omau Ka'Ike Nānā Ke Kūpuna Employment Program) has regularly referred clients to the Hā Initiative.

B. Facilities

Each STEM Exploration Center, which is located in direct proximity to HCAP's District Service Centers, has a classroom designed for student and family engagement. The classroom is outfitted with desktop computers, which are networked, connected to the Internet, and equipped with the latest educational software. Each classroom also has a SMART interactive whiteboard, lab tables, desks FIRST LEGO League Robotics equipment, locking filing cabinets, as well as other necessary supplies and furniture for the students.

The Hā Initiative is offered at the following sites:

Kalihi STEM Exploration Center
Kaiulani Elementary School, Room A4
783 N. King St.
Honolulu, HI 96817

Leeward STEM Exploration Center
HCAP Leeward District Service Center
85-555 Farrington Hwy.
Wai'anae, HI 96792

Central STEM Exploration Center
HCAP Central District Service Center
99-102 Kalaloe St.
Aiea, HI 96701

Windward STEM Exploration Center
Hau'ula Civic Center
54-010 Kukuna Rd.
Hau'ula, HI 96717

Lincoln STEM Exploration Center
Lincoln Elementary School, Room E24
615 Auwailimu St.
Honolulu, HI 96813

VI. 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.

Robert N.E. Piper, Esq., MBA, Executive Director, brings a wealth of executive and professional experience to his leadership role overseeing HCAP and the agency's \$23 million annual budget. Mr. Piper has served the State of Hawaii as Deputy Director of the State Department of Budget and Finance and Chief of Staff in the Office of the Lieutenant Governor. Prior to his government service, Mr. Piper worked as a Business Banker in Honolulu. He served as Chair of the HCAP Board of Directors and as an HCAP Board Member for many years. He has also served on boards for the Hawaii Community Development Authority, the High Technology Development Corporation, and the Native Hawaiian Chamber of Commerce. Mr. Piper's executive, legal, business and financial expertise and his years of experience in community service will be instrumental in ensuring ongoing oversight and successful implementation of this project.

Robin Fakaosi, Interim Director of Community Services. Robin has a deep and broad knowledge of all HCAP programs and the communities that HCAP serves. She oversees the Hā Initiative: Creative STEM After-School Program, five District Service Centers, and other various HCAP programs. Robin leads this position with ease, drawing upon 5 years of experience, skills, and knowledge as Community Worker at one of HCAP's District Service Centers and 2 years as Na Lima Hana Employment Core Services (ECS) Program Coordinator.

Michael Hane, Director of Planning, Program Development and Communications. Michael oversees the development of new programs, manages public relations and fund development, and supervises program evaluation.

Spencer Lau, Interim Director of Finance. Spencer has a Master of Business Administration from Chaminade University and had previously assumed positions at HCAP as Accounting Specialist and Grants Manager. Spencer also manages accounting and financial reporting for the Hā Initiative: Creative STEM After-School Program, HCAP Head Start & Early Head Start, Kumuhonua Transitional Living Center, Rapid Re-housing Program, as well as program expenses and costs funded by the Community Services Block Grant (CSBG).

The following are Hā Initiative: Creative STEM After-School Program staff positions that will be fully or partially funded by the State GIA:

Mio Shimada, STEM Program Manager. Mio directly oversees development, promotion, and implementation of the after-school STEM program. She has been instrumental in collecting and analyzing program data, developing STEM curriculum, lessons, and activities, and implementing

analyzing program data, developing STEM curriculum, lessons, and activities, and implementing them in the classroom. Mio has a Bachelor's degree and Master's degree in Botany from the University of Hawaii at Manoa. She was previously a lecturer at Kapiolani Community College.

Luke Moyer and Nicole Sangillo, STEM Program Specialists. Luke and Nicole work directly with the STEM Program Manager in overseeing the Hā Initiative: Creative STEM After-School Program. Nicole develops lessons and activities and implements them in the classroom during the latter half of the day, when she teaches at Kalihi STEM Exploration Center.

B. Organization 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 HCAP Organizational Chart).

C. Compensation

Executive Director – \$160,991

Director of Planning, Program Development & Communications – \$92,114

Director of Head Start – \$84,469

VII. Other

A. Litigation

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

B. Licensure or Accreditation

Not Applicable.

C. Private Education Institutions

Not Applicable.

D. Future Sustainability Plan

HCAP has the proven ability to deliver and sustain programs, having served Oahu's low-income residents since 1965. Many of HCAP's programs have been providing assistance and support to the low-income community for decades. Over the years, funding for various programs has fluctuated, but HCAP has always been able to continue providing the key services that have been identified as benefitting our clients most.

As of January 2020, the Hā Initiative: Creative STEM After-School Program is largely funded by two federal funding sources: the Temporary Assistance for Needy Families (TANF) and the 21st Century Community Learning Centers (21st CCLC) Initiative. The remaining program costs are supplemented with smaller foundation grants. Since the Hā Initiative is expected to complete its fifth and final year in the 21st CCLC grant cycle on June 30, 2020, we are exploring other grant opportunities to secure additional funding to continue the program without interruption of services.

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. In the event funding is not readily available, HCAP has the capacity to continue running successful programs in the interim by using federal Community Services Block Grant funds to fill the gaps. 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. HCAP considers our after-school program a core component to working families seeking self-reliance.

HCAP's Executive Management has placed a greater emphasis on diversifying revenues and applying for various sources of funds. Program Managers have been tasked with seeking out and applying for grants, developing partnerships, and utilizing all forms of communication to promote their programs. HCAP's Planning, Program Development and Communications department provides support in these efforts. Realizing fiscal realities, HCAP Executive Management also works closely with fiscal staff to regularly assess our financial position and determine where there may be gaps in funding.

HCAP ORGANIZATIONAL CHART

Grant-In-Aid

Fiscal Year 2021

Grant Activity Name:

Hā Initiative: Creative STEM After-School Program

Submitted by:

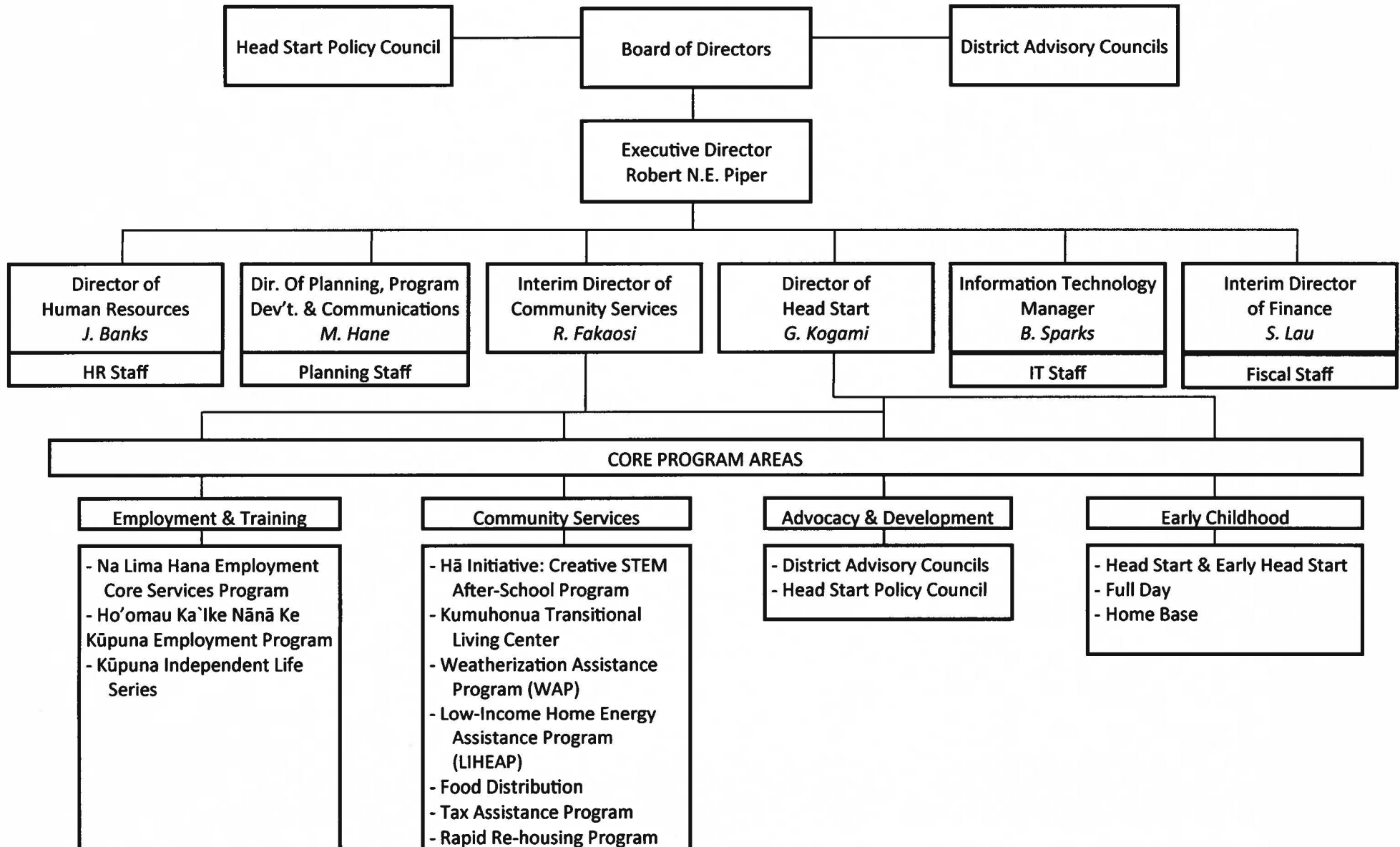


Honolulu Community Action Program, Inc.
1132 Bishop Street, Suite 100
Honolulu, HI 96813
Phone: (808) 521-4531
Fax: (808) 521-4538

January 17, 2020



Honolulu Community Action Program, Inc.
Organizational Chart



HĀ INITIATIVE STAFFING CHART

Grant-In-Aid

Fiscal Year 2021

Grant Activity Name:

Hā Initiative: Creative STEM After-School Program

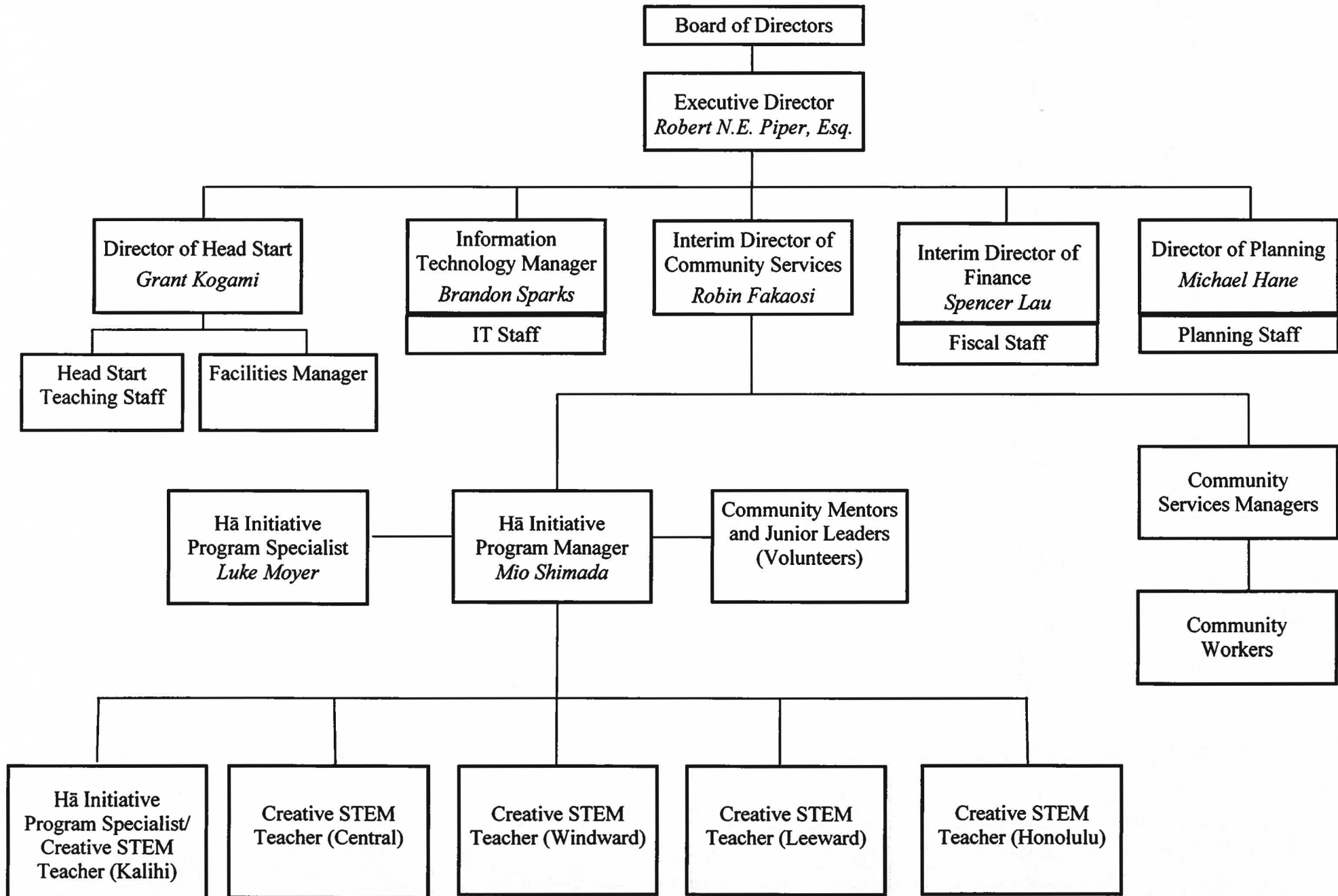
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January 17, 2020

Hā Initiative: Creative STEM After-School Program Staffing Chart



CERTIFICATE OF GOOD STANDING

Grant-In-Aid

Fiscal Year 2021

Grant Activity Name:

Hā Initiative: Creative STEM After-School Program

Submitted by:



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January 17, 2020



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 14, 2020

Catharine P. Awahi-Cole

Director of Commerce and Consumer Affairs



BUDGET

- BUDGET REQUEST BY SOURCE OF FUNDS
- BUDGET JUSTIFICATION-PERSONNEL SALARIES AND WAGES
- BUDGET JUSTIFICATION-PERSONNEL TAXES AND FRINGES
- BUDGET JUSTIFICATION-CONTRACTUAL SERVICES-ADMINISTRATIVE
- BUDGET JUSTIFICATION-PROGRAM ACTIVITIES

Grant-In-Aid

Fiscal Year 2021

Grant Activity Name:

Hā Initiative: Creative STEM After-School Program

Submitted by:

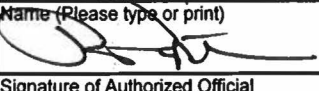


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January 17, 2020

BUDGET REQUEST BY SOURCE OF FUNDS
Period: July 1, 2020 to June 30, 2021

Applicant: Honolulu Community Action Program, Inc.

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	134,756	67,619	95,238	
2. Payroll Taxes & Assessments	19,835	9,953	14,019	
3. Fringe Benefits	22,740	22,428	15,743	
TOTAL PERSONNEL COST	177,331	100,000	125,000	
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Airfare, Out-of-State				
3. Audit Services	4,000			
4. Contractual Services - Security Services	700			
5. Contractual Services - Payroll Services	750			
6. Insurance	4,000			
7. Lease/Rental of Equipment	950			
8. Lease/Rental of Motor Vehicle				
9. Lease/Rental of Space	16,000			
10. Mileage	6,000			
11. Postage, Freight & Delivery	125			
12. Publication & Printing				
13. Repair & Maintenance	8,000			
14. Registration				
15. Staff Training	20,000			
16. Supplies	51,894			
17. Telecommunication	7,500			
18. Transportation				
19. Utilities	9,750			
20. Program Activities	28,000			
21. Recruitment	8,000			
22. Per Diem or Subsistence				
23.				
TOTAL OTHER CURRENT EXPENSES	165,669			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	343,000	100,000	125,000	
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	343,000	Spencer Lau, Jr., Interim Director of Finance		447-5406
(b) Total Federal Funds Requested	100,000	Name (Please type or print)		Phone
(c) Total County Funds Requested	125,000			1/17/2020
(d) Total Private/Other Funds Requested		Signature of Authorized Official		Date
TOTAL BUDGET	568,000	Robert N.E. Piper, Esq., MBA, Executive Director		
		Name and Title (Please type or print)		

BUDGET REQUEST

Period: July 1, 2020 to June 30, 2021

Applicant: Honolulu Community Action Program, Inc.

BUDGET CATEGORIES	Total Budget (a)	Administrative Cost (b)	Program Cost (c)	(d)
A. PERSONNEL COST				
1. Salaries	134,756	38,296	96,460	
2. Payroll Taxes & Assessments	19,835	5,637	14,198	
3. Fringe Benefits	22,740	6,817	15,923	
TOTAL PERSONNEL COST	177,331	50,750	126,581	
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Airfare, Out-of-State				
3. Audit Services	4,000	4,000		
4. Contractual Services - Security Servi	700		700	
5. Contractual Services - Payroll Servi	750		750	
6. Insurance	4,000		4,000	
7. Lease/Rental of Equipment	950		950	
8. Lease/Rental of Motor Vehicle				
9. Lease/Rental of Space	16,000		16,000	
10. Mileage	6,000		6,000	
11. Postage, Freight & Delivery	125		125	
12. Publication & Printing				
13. Repair & Maintenance	8,000		8,000	
14. Registration				
15. Staff Training	20,000		20,000	
16. Supplies	51,894		51,894	
17. Telecommunication	7,500		7,500	
18. Transportation				
19. Utilities	9,750		9,750	
20. Program Activities	28,000		28,000	
21. Recruitment	8,000		8,000	
22. Per Diem or Subsistence				
23.				
TOTAL OTHER CURRENT EXPENSES	165,669	4,000	161,669	
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
TOTAL (A+B+C+D)	343,000	54,750	288,250	
SOURCES OF FUNDING		Budget Prepared By:		
(a) Budget Request	343,000	Spencer Lau, Jr., Interim Director of Finance 447-5406		
(b) Administrative Costs	54,750	Name (Please type or print) Phone		
(c) Program Costs	288,250	Signature of Authorized Official 1/17/2020		
(d)		Robert N.E. Piper, Esq., MBA, Executive Director Date		
		Name and Title (Please type or print)		
TOTAL REVENUE	343,000	For State Agency Use Only		
		Signature of Reviewer Date		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2020 to June 30, 2021

Applicant: Honolulu Community Action Program, Inc.

PROGRAM

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Mio Shimada - Program Manager	100.00%	\$43,830.00	47.00%	\$ 20,600.00
Luke Moyer - Program Specialist	100.00%	\$37,000.00	47.00%	\$ 17,390.00
Nicole Sangillo - Program Specialist / STEM Teacher	100.00%	\$36,000.00	47.00%	\$ 16,920.00
STEM Teacher	62.50%	\$24,051.00	47.00%	\$ 11,304.00
STEM Teacher	62.50%	\$21,450.00	47.00%	\$ 10,082.00
STEM Teacher	62.50%	\$21,450.00	47.00%	\$ 10,082.00
STEM Teacher	62.50%	\$21,450.00	47.00%	\$ 10,082.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				96,460.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - PERSONNEL TAXES AND FRINGES

Period: July 1, 2020 to June 30, 2021

Applicant: Honolulu Community Action Program, Inc.

PROGRAM

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
PAYROLL TAXES & ASSESSMENTS:			
Social Security	As required by law	7.65%	7,379.00
Unemployment Insurance (Federal)	As required by law	As required by law	
Unemployment Insurance (State)	As required by law	4.00%	3,858.00
Worker's Compensation	As required by law	2.00%	1,929.00
Temporary Disability Insurance	As required by law	1.07%	1,032.00
SUBTOTAL:			14,198.00
FRINGE BENEFITS:			
Health Insurance		14.80%	14,276.00
Retirement		3.00%	1,647.00
SUBTOTAL:			15,923.00
TOTAL:		32.52%	30,121.00
JUSTIFICATION/COMMENTS:			

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2020 to June 30, 2021

Applicant: Honolulu Community Action Program, Inc.

ADMINISTRATION

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Robert Piper - Executive Director	100%	160,992	2.50%	4,025
James Upega - Interim Executive Assistant	100%	55,925	2.50%	1,398
Robin Fakaosi - Director of Community Services	100%	55,600	20.00%	11,120
Michael Hane - Director of Planning, Prog. Dev & Comm.	100%	92,114	2.50%	2,303
Spencer Lau, Jr. - Director of Finance	100%	65,610	2.50%	1,640
Vivian Yun - Grants Manager	100%	46,073	9.21%	4,243
Laura Guillermo - Accounting Secretary	100%	51,674	2.50%	1,292
Alicia Tanjutco - Accounts Payable Clerk	100%	36,312	2.50%	908
Charles Siales - Accounting Specialist	100%	33,286	2.50%	832
Evelyn Raposa - Payroll Specialist	100%	43,658	2.50%	1,091
Jocelyn Banks - Director of Human Resources	100%	70,307	2.50%	1,758
Julia Chase - Human Resources Generalist	100%	42,394	2.50%	1,060
Patricia Beatty - Human Resources Assistant	100%	33,044	2.50%	826
Brandon Sparks - IT Manager	100%	58,000	10.00%	5,800
TOTAL:				38,296
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - PERSONNEL TAXES AND FRINGES

Period: July 1, 2020 to June 30, 2021

Applicant: Honolulu Community Action Program, Inc.

ADMINISTRATION

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
PAYROLL TAXES & ASSESSMENTS:			
Social Security	As required by law	7.65%	2,930
Unemployment Insurance (Federal)	As required by law	As required by law	
Unemployment Insurance (State)	As required by law	4.00%	1,532
Worker's Compensation	As required by law	2.00%	766
Temporary Disability Insurance	As required by law	1.07%	410
SUBTOTAL:			5,637
FRINGE BENEFITS:			
Health Insurance		14.80%	5,668
Retirement		3.00%	1,149
SUBTOTAL:			6,817
TOTAL:		32.52%	12,454
JUSTIFICATION/COMMENTS:			

**BUDGET JUSTIFICATION
 CONTRACTUAL SERVICES - ADMINISTRATIVE
 Period: July 1, 2020 to June 30, 2021**

Applicant: Honolulu Community Action Program, Inc.

NAME OF BUSINESS OR INDIVIDUAL	TOTAL BUDGETED	SERVICES PROVIDED	JUSTIFICATION/COMMENTS
KKDLY, LLC	4000	Financial Audit Services	Annual Agency Financial Audit
ADP	700	Payroll Services	Payroll Fees
Alert Alarm	750	Security Services	Alarm for Windward & Leeward STEM
TOTAL:	5450		

**BUDGET JUSTIFICATION
PROGRAM ACTIVITIES**
Period: July 1, 2020 to June 30, 2021

Applicant: Honolulu Community Action Program, Inc.

DESCRIPTION	AMOUNT	JUSTIFICATION/COMMENTS
Office Supplies	4,894	Office supplies for staff
Program Supplies	26,800	Curriculum, family night supplies, and classroom supplies
Food Supplies	20,200	Snacks and meals for classrooms, meals for Family Nights, and field trips
Mileage & Parking	6,000	Parking and mileage for teachers and staff
Staff Training	20,000	Staff trainings and out-of-state conferences
Repairs & Maintenance	8,000	Ongoing maintenance and repairs for classrooms
Insurance	4,000	Annual insurance premiums for staff and property (office, classrooms) coverage
Postage	125	Postage for program correspondence and bill payments
Space Rental	16,000	Space rental for classrooms and program staff space at HCAP Corporate Office
Equipment Lease	950	Allocated portion of lease for Corporate Office postage and printer machines
Telecommunications	7,500	Telephone and internet for classrooms
Utilities	9,750	Classroom utilities
Program Activities	28,000	Field trips and participant incentives
Recruitment	8,000	Staff recruitment and program outreach
Total:	160,219	

GOVERNMENT CONTRACTS, GRANTS AND/OR GRANTS IN AID

Grant-In-Aid

Fiscal Year 2021

Grant Activity Name:

Hā Initiative: Creative STEM After-School Program

Submitted by:



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Phone: (808) 521-4531
Fax: (808) 521-4538

January 17, 2020

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Honolulu Community Action Program, Inc.

Contracts Total: 55,507,667

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	21st Century Community Learning Centers	07/01/17-06/30/18	SOH Department of Ed.	Fed Pass Thru	350,000
2	21st Century Community Learning Centers	07/01/18-06/30/19	SOH Department of Ed.	Fed Pass Thru	350,000
3	21st Century Community Learning Centers	07/01/19-06/30/20	SOH Department of Ed.	Fed Pass Thru	350,000
4	City Grant In Aid	10/04/17-10/03/18	City & County	Honolulu	76,332
5	Community Services Block Grant	10/01/17-09/30/18	SOH Office of Comm. Svs.	Fed Pass Thru	2,793,050
6	Community Services Block Grant	10/01/18-09/30/19	SOH Office of Comm. Svs.	Fed Pass Thru	1,967,782
7	Community Services Block Grant	10/01/19-09/30/20	SOH Office of Comm. Svs.	Fed Pass Thru	1,945,425
8	Head Start Grant	04/01/17-03/31/18	DHHS ACF	U.S.	12,873,854
9	Head Start Grant	04/01/18-03/31/19	DHHS ACF	U.S.	13,241,548
10	Head Start Grant	04/01/19-03/31/20	DHHS ACF	U.S.	14,280,947
11	Kumuhonua Transitional Shelter	02/01/17-07/31/18	SOH DHS	Fed Pass Thru	675,000
12	Kumuhonua Transitional Shelter	08/01/18-06/30/19	SOH DHS	Fed Pass Thru	450,000
13	Kumuhonua Transitional Shelter	07/01/19-06/30/20	SOH DHS	Fed Pass Thru	450,000
14	Low-Income Home Energy Assistance Program	10/01/17-09/30/18	SOH DHS	Fed Pass Thru	218,530
15	Low-Income Home Energy Assistance Program	10/01/18-09/30/19	SOH DHS	Fed Pass Thru	225,467
16	Low-Income Home Energy Assistance Program	10/01/19-09/30/20	SOH DHS	Fed Pass Thru	225,467
17	Mayor's Office	07/01/16-06/30/18	City & County	Honolulu	10,000
18	Rapid Re-housing Program	05/01/17-06/30/18	SOH DHS	Fed Pass Thru	390,794
19	Rapid Re-housing Program	06/15/18-06/14/19	SOH DHS	Fed Pass Thru	450,000
20	Rapid Re-housing Program	06/15/19-06/14/20	SOH DHS	Fed Pass Thru	488,493
21	Senior Community Service Employment Program	07/01/17-06/30/18	SOH DLIR	Fed Pass Thru	756,200
22	Senior Community Service Employment Program	07/01/18-06/30/19	SOH DLIR	Fed Pass Thru	766,245
23	Senior Community Service Employment Program	07/01/19-06/30/20	SOH DLIR	Fed Pass Thru	742,356
24	Temporary Assistance for Needy Families	01/01/18-12/31/18	SOH DHS	Fed Pass Thru	100,000
25	Temporary Assistance for Needy Families	01/01/19-12/31/19	SOH DHS	Fed Pass Thru	100,000
26	Temporary Assistance for Needy Families	01/01/20/12/31/20	SOH DHS	Fed Pass Thru	100,000
27	Weatherization Assistance Program	10/01/17-09/30/18	SOH Office of Comm. Svs.	Fed Pass Thru	109,986
28	Weatherization Assistance Program	10/01/18-09/30/19	SOH Office of Comm. Svs.	Fed Pass Thru	123,871
29	Weatherization Assistance Program	10/01/19-06/30/19	SOH Office of Comm. Svs.	Fed Pass Thru	133,237
30	WAP-LIHEAP	10/01/17-09/30/18	SOH Office of Comm. Svs.	Fed Pass Thru	235,323
31	WAP-LIHEAP	10/01/18-09/30/19	SOH Office of Comm. Svs.	Fed Pass Thru	243,088
32	WAP-LIHEAP	10/01/19-09/30/20	SOH Office of Comm. Svs.	Fed Pass Thru	284,672

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

Grant-In-Aid

Fiscal Year 2021

Grant Activity Name:

Hā Initiative: Creative STEM After-School Program

Submitted by:



Honolulu Community Action Program, Inc.
1132 Bishop Street, Suite 100
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Phone: (808) 521-4531
Fax: (808) 521-4538

January 17, 2020

**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)

1/17/2020

(Date)

Robert N.E. Piper, Esq., MBA

(Typed Name)

Executive Director

(Title)

HCAP WEEKLY NEWSLETTER

Grant-In-Aid

Fiscal Year 2021

Grant Activity Name:

Hā Initiative: Creative STEM After-School Program

Submitted by:



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January 17, 2020

Hā Initiative Hosts Family Nights



In December, all five STEM Exploration Centers at the Hā Initiative Creative STEM After-School Program, a 21st Century Community Learning Center, held their second “Family Nights” of the 2019-2020 school year. Family Nights is an opportunity for parents and guardians to come in and see what the students have been working on over the past few weeks.

Between the five STEM Exploration Centers, the students had several things to show their families. The students who participated in the FIRST LEGO League Tournament and FIRST LEGO League Jr. Expo presented their

projects and robots to everyone. In some STEM Exploration Centers, the students gathered leaves to press and laminate, so that they could make a dichotomous key with their family. The dichotomous key will help the students and their families to learn how to identify unknown flora and fauna.

After the presentations and activities, everyone had dinner together and enjoyed each other’s company. Family Nights offered Hā Initiative staff a wonderful opportunity to connect with families and students.

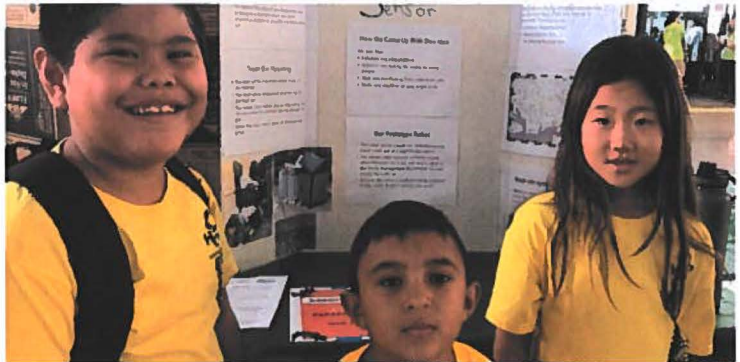
<https://www.hcapweb.org/hcap-weekly-december-16-2019/#STEM>
HCAP WEEKLY DECEMBER 16, 2019

STEM Students Participate in FIRST LEGO League Jr. Expo

On December 7th, students from the Hā Initiative: Creative STEM After-School Program, a 21st Century Community Learning Center, participated in the FIRST LEGO League Jr. (FLL Jr.) Expo. As part of the expo, the students had to come up with a FLL Jr. Innovation Project as well as a programmed LEGO robot for their display of the Innovation Project.



On the big day, students from the Kalihi and Lincoln STEM Exploration Centers arrived at the Blaisdell Exhibition Hall; they registered as participants and went to their tables to set up their poster boards and Innovation Projects.

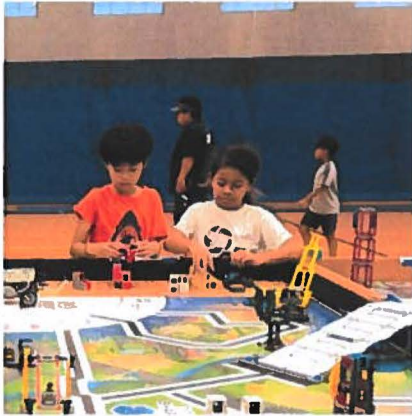


As participants, they proceeded to a scavenger hunt, which took them around to different tables to see other groups' projects and displays. They were able to ask other participants about their projects. They also spoke with FLL students, who were there for the FIRST LEGO League state championships, to ask them how it felt to be competing in the tournament.

Following the scavenger hunt, the students presented their Innovation Projects and programmed robots to the judges. After lunch, they paraded around the exhibition hall and showed off their projects. The expo closed with an awards ceremony. During the awards ceremony, each participant received a medal and each participating team received an award. Hā Initiative's STEM students had fun and learned a lot. They are looking forward to next year's FLL Jr. Expo and already have some new ideas.

<https://www.hcapweb.org/hcap-weekly-december-9-2019/#STEM>
HCAP WEEKLY DECEMBER 9, 2019

Windward STEM Students Compete in FIRST LEGO League Tournament



The Windward STEM Exploration Center students from the Hā Initiative: Creative STEM After-School Program, a 21st Century Community Learning Center, competed in the FIRST LEGO League Tournament on Monday, November 11th at Le Jardin Academy. The kids had lots of fun, met teams from other schools, and learned new things.

When the kids first arrived, they had time to talk to other teams and practice their presentations. Their first three presentations were on the following: the FLL Core Values (discovery, innovation, impact, inclusion,

teamwork, and fun), the innovation project in which they had to identify and research a problem within their community and develop and present a solution to the judges, and the design of the robot that they would be using in the robotics part of the competition.

After lunch, the Windward team competed in the robotics competition. As part of the robotics competition round, teams placed their robots on the table (two teams at a given time) and were given two and a half minutes to complete as many missions as they could (there were a total of 11 missions). The robotics tournament instilled important values such as teamwork, problem-solving, and communication. Most importantly, the students now know what it is like to undergo and complete a competition: presenting and solving challenges in front of judges and working under pressure.

<https://www.hcapweb.org/hcap-weekly-november-18-2019/#STEM>
HCAP WEEKLY NOVEMBER 18, 2019

Lincoln STEM Students Make Strides in First LEGO League Innovation Project

In October, the students at Hā Initiative: Creative STEM After-School Program made great strides in their First LEGO League Innovation Project. This project is designed to get kids to think about engineering solutions to city-wide problems, and eventually provide solutions to real city planners in Honolulu. The problem they chose: Litter.

The team of six students first discussed what factors contribute to litter and what solutions would work the best in our city. They proposed putting more sidewalk trash bins in key locations around their neighborhood. One student put together a map print-out and used Google’s street view to decide where the bins should go.

One of the kids also came up with the idea to make a “smart bit” that would have a detector to alert the city if the rubbish bin needs to be emptied. From that initial spark, the team delved into the best way to make the detector, be it a scale to measure weight, or optical or ultrasonic sensor to measure fullness. The team has plans to make a prototype detector, as they also learned that this idea is being researched in cities around the world.



<https://www.hcapweb.org/hcap-weekly-october-14-2019/#STEM>
HCAP WEEKLY OCTOBER 14, 2019

Hā Initiative Holds First “Family Nights” of School Year



At the Hā Initiative: Creative STEM After-School Program, a 21st Century Community Learning Center, all five STEM Exploration Centers held their first “Family Nights” of the 2019-2020 school year.

Every quarter, STEM Exploration Centers play host to families who come to hear about the latest projects and work created by STEM students. This quarter’s Family Nights were centered on plants and plant conservation. As part of their unit on building a healthy ecosystem, STEM students had been creating terrariums, using seeds, soils, and rocks. During

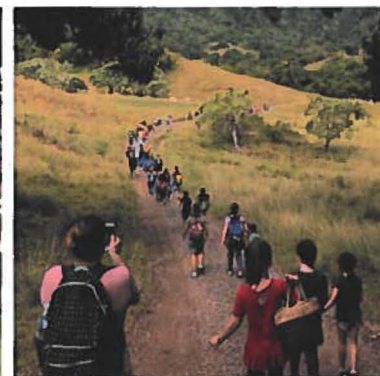
Family Nights, parents and family members were educated about the importance of ‘Ōhi’a Lehua, the native Hawaiian plant that assumes a critical role in protecting our watersheds. After the lead-in lesson, families were given the opportunity to create little plant nurseries of their own, using 200 ‘Ōhi’a seeds donated by Lyon Arboretum.

As an added bonus to an educational evening, all of our family participants actively contributed to the discussion about the conservation of the Ōhi’a.

<https://www.hcapweb.org/hcap-weekly-september-30-2019/#STEM>
HCAP WEEKLY SEPTEMBER 30, 2019

STEM Students Take Field Trip to Kualoa Ranch Education Center

In October, students from HCAP’s Hā Initiative: Creative STEM After-School Program, a 21st Century Community Learning Center, took a field trip to the Kualoa Ranch Education Center. With more than 100 individuals in attendance, students along with teachers and families explored the ranch’s ahupua’a (the area of land running from the mountains to the sea).



The students and families began their journey on a trail at the edge of Kualoa Ranch Education Center. Further along the trail, the group came across a herd of grazing cattle, which were admired from a distance. The students especially enjoyed seeing calves that were only weeks old. They were educated by Maluhia, their guide, about local plant life and some of the traditional legends surrounding the valley. Maluhia identified some invasive plant species and discussed why they cause erosion problems.



The group hiked past a few lo’i taro patches down to the beach at Kaneohe bay to help clean up some of the rubbish that frequently washes ashore as an act of “mālama ‘āina” (to care for the land). Before lunch, students hand-fed many of the farm animals at the ranch, including cows, horses, donkeys, sheep, goats, and geese.

The group closed out the field trip with lunch. All in all, it was a fun and educational Sunday outing.

<https://www.hcapweb.org/hcap-weekly-september-23-2019/#STEM>
HCAP WEEKLY SEPTEMBER 23, 2019

Lincoln STEM Students Observe Mealworms



In September, students at Hā Initiative: Creative STEM After School Program’s Lincoln STEM Exploration Center, a 21st Century Community Learning Center, received a surprise visit by some creepy crawly critters: mealworms! As part of an in-class assignment, the students observed the mealworms and wrote down descriptions of their features and behavior. It turns out the worms are pretty lazy and don’t do much more than eat and nap! But getting ample nutrition and rest is essential for young mealworms, which are still growing.

The class at Lincoln STEM Exploration Center ended the lesson on mealworms with a discussion about the different ways people around the world use mealworms. For example, researchers have discovered that mealworms have the ability to eat styrofoam and turn it into compost! This can be very helpful for protecting the environment as styrofoam is non-recyclable and toxic when burned.

All in all, the STEM students seemed to have taken a liking to their classroom pets (the mealworms) and a few of them check on their “babies” every day, as soon as they come into class.

<https://www.hcapweb.org/hcap-weekly-september-16-2019/#STEM>

HCAP WEEKLY SEPTEMBER 16, 2019

STEM Students Attend Hawai‘i FIRST Robotics State Kickoff

This weekend, students from the Hā Initiative: Creative STEM After School Program, a 21st Century Community Learning Center, attended the Hawai‘i FIRST Robotics State Kickoff at Punahou School. The students from the FIRST LEGO League (FLL) and FIRST LEGO League Jr. (FLL Jr.) teams met with their counterparts from other schools. They were also given the opportunity to discuss this year’s City Shaper theme with experts from Biki, Hawaiian Electric Company (HECO), and the City and County of Honolulu. Following the Robotics State Kickoff, the STEM students returned to their classrooms and discussed ways they can improve their project presentation for the City Shaper challenge.



<https://www.hcapweb.org/hcap-weekly-september-9-2019/#STEM>

HCAP WEEKLY SEPTEMBER 9, 2019

Hā Initiative Staff Showcase Program at Makalapa Elementary

In August, Hā Initiative: Creative Science, Technology, Engineering, and Math (STEM) After-School Program staff attended the Makalapa Elementary School Open House. The Open House was attended by active military and their families. Hā Initiative staff used the event as an opportunity to provide information about the after-school STEM program. The classroom curriculum and EV3 robots were showcased at the Open House. Parents or guardians interested in enrolling their children in the Hā Initiative Program should complete the Participant Registration Packet and email the completed packet to hcpstem@hcpweb.org.



<https://www.hcapweb.org/hcap-weekly-august-19-2019/#STEM>

HCAP WEEKLY AUGUST 19, 2019

Kalihi STEM Students Receive School Supplies from Ready to Learn Drive



The Hā Initiative: Creative STEM After-School Program is among one of the HCAP programs participating in the Ready to Learn (RTL) school supply drive. RTL school supply starter kits were distributed to students and their siblings at the Kalihi STEM Exploration Center at Princess Ka'iulani Elementary School.

Ethan, an enthusiastic STEM student, and his brother, Alvin, were among the students who received free school supplies; they had registered for the school supply drive in June.

<https://www.hcapweb.org/hcap-weekly-july-29-2019/#ReadytoLearn>

HCAP WEEKLY JULY 29, 2019

Lincoln STEM Students Build Ewok Catapult



Students from Hā Initiative: STEM After-School Program's Lincoln STEM Exploration Center, a 21st Century Community Learning Center, took a break from LEGO robotics and worked on a new project. Drawing inspiration from a *Star Wars*-themed STEM activity book, the students broke up into teams and built their very own Ewok Catapult using popsicle sticks and string. Three teams assembled three very impressive catapults. After assembling it, the class tested the catapults to see if they capable of launching fired objects. Two of the teams created strong and sturdy catapults that launched items up to the ceiling! It was a fun project.

<https://www.hcapweb.org/hcap-weekly-july-8-2019/#STEM>
HCAP WEEKLY JULY 8, 2019

Honolulu STEM Students' Robots Complete Obstacle Course

The students at Hā Initiative: STEM After-School Program's Honolulu STEM Exploration Center, a 21st Century Community Learning Center, have been assembling Lego robotics. After attaching sensors to their robots and programming their creations, the students were divided into two teams.

Each team was given the ultimate challenge: to successfully navigate their robots through an obstacle course. Both teams were able to build arms for their robots and were able to program the arms to capture an object and take that object to a predetermined location. In the following weeks, Honolulu STEM students will be testing the robots' sensors and maneuvering them through challenges. Seeing the students come together in their respective teams and successfully complete the obstacle course was truly a rewarding sight.



<https://www.hcapweb.org/hcap-weekly-june-24-2019/#STEM>
HCAP WEEKLY JUNE 24, 2019

STEM Students Take Field Trip to Polynesian Cultural Center

The Hā Initiative: Creative STEM After-School Program, a 21st Century Community Learning Center, ended the spring quarter with a field trip to the Polynesian Cultural Center (PCC). Students from all five STEM Exploration Centers participated, and many of their parents also attended the fun-filled field trip with their children. A total of 55 students and 40 parents came to the field trip.

Upon arrival, students and their parents took a guided canoe tour through PCC's beautiful lagoon. After the canoe ride, the students and parents split up into two groups. One group went to the island of Aotearoa (New Zealand), where they learned how to play Tititorea, a Maori stick game. The other group went to the island of Samoa; the Samoan guide taught the group the art of starting a fire with two simple sticks, as well as the finer points of rope making.

The two groups eventually convened at the Pacific Theater, where the students and their parents took in "Hawaiian Journey," a 12-minute immersive cinematic experience; Hawaii's crashing waves, lush valleys and powerful eruptions were gorgeously presented in IMAX HD. After the movie was over, everyone headed to Hale Ohana, an outdoor luau area where they enjoyed a delicious barbecue lunch.

<https://www.hcapweb.org/hcap-weekly-june-3-2019/#STEM>
HCAP WEEKLY JUNE 3, 2019

