

House District _____

Senate District _____

**THE TWENTY-FOURTH LEGISLATURE
HAWAI'I STATE LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAI'I REVISED STATUTES**

Log No: 110-C

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

SUBSIDY REQUEST

"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.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

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

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST DEPT. OF LABOR & INDUSTRIAL RELATIONS, OFFICE OF COMMUNITY SERVICES
AND PROGRAM I.D. NO. _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Honolulu Community Action Program (HCAP)

Dba:

Street Address: 33 S. King Street, Suite, 300, Honolulu, HI 96813

Mailing Address: SAME

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JOY BARUA

Title Director of Finance

Phone # (808) 447-5416

Fax # (808) 521-4538

e-mail joyb@hcapweb.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
- FOR PROFIT CORPORATION
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

6. SSN (IF AN INDIVIDUAL): _____

7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

WAIANAE MULTI-PURPOSE COMMUNITY CENTER

(Maximum 300 Characters)

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2008-2009 \$ 2,000,000.00

9. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

STATE \$0 _____

FEDERAL \$0 _____

COUNTY \$0 _____

PRIVATE/OTHER \$0 _____

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[Signature]
AUTHORIZED SIGNATURE

JOAN P. WHITE / EXECUTIVE DIRECTOR
NAME & TITLE

1/30/08
DATE SIGNED

ORIGINAL

I. **BACKGROUND AND SUMMARY**

1. Description of the applicant's background

There has been over 40 years of dedicated Honolulu Community Action Program service to end the cycle of poverty for the Oahu Ohana through community action.

The Waianae District Center can truly become a One- Stop- Shop for all of the human service needs of low income families on the Leeward Coast. The Waianae District Center has the potential to be the focal point of the Leeward Community for all of the human service needs. As a one- stop- shop, the Waianae District Center will have the resources to help hundreds of families achieve the dream of being self sufficient. HCAP will allow other non- profit agencies to offer services through HCAP facilities because there are other valuable services that HCAP does not currently provide but is invaluable to clients. HCAP will use these partnerships to collaborate for the greatest good of low income families. The Waianae District Center will be a central location from preschoolers going to Head Start to young adults preparing for job readiness to seniors getting needed medical services. HCAP has taken the lead in providing a multipurpose facility that includes amenities like playground equipment, computer labs, meeting rooms, toilet facilities, and areas for case management in addition to providing space for other non-profits to use to service clients.

Honolulu Community Action Program, Inc. (HCAP) is a private, non-profit 501(c)(3) community action agency. Our mission is POI: to Provide Opportunities and Inspiration to enable low-income families and communities to achieve self-reliance. We believe in Community Action that provides the opportunities for volunteering to end the cycle of poverty. For example, Oahu Head Start has over 1,000 volunteers every month dedicated to promoting education in preschoolers.

With our staff of 450 employees and over 8,000 volunteers, HCAP operates with a budget of approximately twenty million dollars consisting of federal, state, county and private funds. Annually, more than 200,000 clients receive services on Oahu. Over 30,000 requests for assistance come through the Waianae District Office.

HCAP has five district centers; Central District in Aiea, Kalihi-Palama District in Honolulu, Leahi District in Honolulu, Leeward District in Waianae, and the Windward District in Kaneohe. HCAP services are designed to alleviate the social, emotional and economic stress so often associated with poverty. The six main HCAP programs encompass;

- Community Development and Advocacy
- Early Childhood
- Employment
- Education
- Economic Development
- Emergency and Transitional Programs

2. Goals and objectives related to the request

Vision: An end to the cycle of poverty in Leeward Oahu.

Goal: To renovate the Waianae District Office Multi-Purpose Community Facility to effectively service the Leeward Community.

1. To create a facility that is co-habited by other non-profits to alleviate poverty
2. To develop the Waianae coast community
3. To develop a modern ADA compliant multi-purpose community development facility

3. State the public purpose and need to be served

The public purpose to be served will be to meet the growing need for critical human services by the low-income in the Leeward area through a "one-stop-shop" approach. The proposed Waianae Multi-purpose Community Center will involve the co-location of various community and non-profit service providers lead by HCAP into a newly renovated facility to centralize access to a wide-range of critically needed services in the area. It is in the public's best interest to repair the existing Waianae District Center operated by HCAP to accommodate the expansion of programs and services and to increase their access to the most in need.

The existing building is old, dilapidated and in dire need of repair. Although a few programs and services are currently offered, their expansion and the addition of new programs is greatly hindered by the physical infrastructure limitations. Pictures highlighting the poor conditions of the facility are to be found under Attachments.

The needs of the Leeward area are compounding with also the increasing number of homeless settlements there. The following statistical highlights are to be noted:

- As of 2006 there were approximately 6,000 homeless in Oahu. 1,500 homeless are believed to be from the Leeward area.
- Around 70% of the 1,500 homeless on the Leeward Coast beaches are Native Hawaiian
- 25% of Oahu's foster children are from Waianae
- 80% of foster children in Waianae have a history of homelessness

Having catered to the needs of the Leeward area for over 40 years, HCAP is fully aware of the needs of the community. HCAP has found upon reviewing the community needs assessments the following statistics for the Leeward Coast. The following are highlights of findings:

- 16.35% unemployment rate
- 25.05% of adults over 25 years old do not have a high school diploma
- 38.65% of families live at or below the poverty level
- 12.83% projected increase in the growing need for preschool capacity over the next 5 years

A recent community awareness conference showed that there were several root causes of homelessness. These include: lack of supportive housing/housing assistance programs; insufficient income to meet the high cost of living in Hawaii; and lack of health and supportive services. HCAP

wants to minimize the impact of these factors and assist homeless families and those families at risk of being homeless.

The rationale in repairing the Waianae District Center is that low income families need educational, economic and social well being services to survive with dignity. Currently, clients are not able to be served fully due to the lack of facilities and resources at the Waianae District Center, for example the Waianae District Center needs to upgrade the toilets adequately for the amount of current use now being utilized.

The HCAP Waianae District Office is a pre-World War II facility that was used by the 442nd military unit. It became part of the national Model Cities Program coordinated by the City & County of Honolulu in the '60s.

The delivery of critically needed services is hampered by the poor state of the existing facility. In some cases, clients must be turned away due to the limited capability of the facility.

The proposed request for \$2 million in CIP funding would therefore not only be an investment in improving physical infrastructure, but would also be an investment in a community that is truly development-hungered.

4. Describe the target population

The intended beneficiaries are low- and moderate-income individuals and families residing on Oahu's Leeward Coast, especially the homeless, families at-risk of becoming homeless, unemployed/ underemployed, senior citizen, youth without high school degrees, and children.

5. Describe the geographic coverage

HCAP's Waianae District Office serves the Leeward Coast, including the communities of Nanakuli-Lualualei, Maili, Niuli Reservoir, Waianae Kai, Lualualei Homesteads, Makaha, and Makaha Valley-Makua.

II. SERVICE SUMMARY AND OUTCOMES

1. Describe the scope of work, tasks and responsibilities

Specific scope of work, tasks, and responsibilities will be determined and shaped by the results of the planning and engineering phase has been completed.

Anticipated activities of the HCAP Waianae District Office construction/rehabilitation include: demolition, removal, relocation, offsite improvements, onsite improvements (electricity and water), landscaping, rehabilitation, building construction, inspection. A chart highlighting HCAP's existing programs/services and those proposed for delivery upon construction/rehabilitation of this site is illustrated under Attachments.

The main goal is to serve clients successfully by providing adequate, appropriate, accessible, and convenient facilities leading to increased self-

sufficiency by *providing opportunities and inspiration*. Community Action opportunities will be a holistic part of the solutions. Members of the community will be included in the decision making process in order to assure community buy in to the solutions being implemented to end the cycle of poverty.

In 1965, Oahu Head Start had two preschool classrooms in the Waianae District Office. Today, there are still two Head Start classrooms serving 40 children each daily. The proposed renovation would allow for additional space to be used for Oahu Head Start allowing for more children to be enrolled in more classrooms. Following the renovation, additional slots will be available for infants, toddlers and preschoolers to attend early childhood.

The community uses the Waianae District multi-purpose center collaborate with other non- profits to help the community. The Waianae District center is a central location for the community to use for meetings and community activities.

These services include: homelessness issues and assistance; low-income energy assistance programs; job readiness and training; alternative learning programs for at-risk youth; and specialized programs to assist the area's senior population.

The improved facilities will support one-on-one intake of clients, counseling, and other confidential services including the discussion of finances, family situations, and tax matters. Smaller rooms will be used for family conferences and meetings.

Larger spaces will provide educational activities, computer trainings, community meetings, and traditional and modern activities including Ho'oponopono (Hawaiian conflict resolution), traditional craft work, lei making, and other activities.

2. Timeline

Timeline is to be found under Attachments.

3. Quality Assurance and Evaluation

1. Audit and Financial Management

For more than 40 years HCAP has effectively and efficiently managed grants, funds and donated contributions to meet the growing needs of local recipients and their families. HCAP's "leadership" management design provides dual internal and external oversight of grant funds to ensure program objectives are met within the grant award framework. The result is an achievement of excellence to implement and maintain "best business practices".

Internally, HCAP's governance role is through promoting "leadership" at all levels. HCAP's "leadership" program provides oversight and accountability beginning with the Board of Directors, Executive Director, Chief Financial Officer, managers and staff personnel for fund program performance objectives.

HCAP "leadership" management provides:

- Governance for policy and procedures to maintain program objectives
- Strategic direction
- Fund Development
- Technology to support program objectives
- Staff training
- Communication
- Staff empowerment to " do the right thing"

Governance for policy and procedures to maintain program objectives is achieved through implementing and reviewing accounting practices in accordance with generally accepted accounting principles.

The internal accounting control processes have been established to safeguard the assets and to ensure reliability of the financial records. HCAP's internal controls for fund transactions provide:

- Authorization and approval
- Documentation and accurate recording
- Computer security
- Budget development for each grant to establish expense guidelines
- Segregation of staff duties
- Arm's length business arrangements are mandated
- Cash receipt and deposit separation
- Bank statement review and reconciliation completed and audited timely
- Accounting policies and processes are in writing and reviewed annually
- Bond coverage for staff

These processes include:

- * Financial and accounting policies and procedures which are:
 - in compliance with A-122, A-133 and grantor regulations; applicable to the following:
 - property control
 - payroll (personnel cost reports)
 - financial reporting
 - budgeting
 - cash receipt and disbursement
- * Funds management policies and processes are as follows:
 - Establish and maintain separate accounting and related records for each contract with a budget in accordance with generally accepted accounting principles
 - Periodic preparation of financial statements
 - Cash flow process is initiated following the registration of the contract
 - Program expenditure report is generated for budget cost analysis on a periodic basis and for reporting purposes
 - Senior accountant(s), under the direction of the CFO, are assigned to each fund contract to ensure compliance in all areas.
 - Fiscal, program, and other staff as required comprise fund management teams that meet on a regular basis to review program objectives, discuss and implement program improvements.
 - Expenses are obligated and expensed under the terms of the fund contract
 - Cash payments are authorized by fiscal and program management to ensure program compliance and payment integrity.

- Budget submission by fund including any amendments or revisions must be signed by the requesting program manager and approved with signature required by the Executive Director.

* HCAP's Board of Directors provides the governance, strategic direction and fund development to ensure program compliance for each fund with continued assessment of recipient's needs for program changes.

* Technology provides the tools to accurately track the detail of expenditures and revenues for cost benefit analysis and for reporting purposes.

- A fund accounting computer system was purchased and implemented in April 2005 to ensure compliance and accurate reports of each fund.

* HCAP provides education and training to staff on related fund topics. Educational funds are available to staff for educational purposes for career development.

* Communication is encouraged and welcomed in HCAP at all levels. Regular department meetings as well as cross sectional meetings are held to discuss current and future topics. Fund issues, objectives, and program criteria are discussed with time line resolutions for action.

In addition to internal governance, external compliance is performed by external examiners. The external audits are performed by both independent auditors and grantor monitors. An organization-wide audit is conducted annually by a certified public accounting firm in accordance with applicable auditing standards which meets the A-133 Standards for Audit of Governmental Organizations, Program, Activities, and Functions.

Audits include but are not limited to an examination of the internal control system affecting the expenditure of grant funds, statements, reports and schedules. The most recent audit was conducted for the fiscal year ending March 31, 2007. Grantor monitoring is performed on a scheduled (e.g. Head Start every three years for a week with a team of 10 monitors) and unscheduled basis. All grantor monitor recommendations and findings are followed through with a corrective action plan with timeline, accountability and reporting.

HCAP's financial management has developed into a simple and effective structure that ensures compliance with both state and federal regulations with demonstrated flexibility to redirect operational programs on short term notice for the benefit of grant recipients.

4. Monitoring for Quality Control

a. Grant Management

All grants are managed in accordance with HCAP's mission statement, which is to provide opportunities and inspiration to enable low income families and communities to achieve self-reliance. Grant management, including but not limited to program operations, review of systems, contract management, reports, compliance with equal employment opportunity and grievance procedures, is the responsibility of the Coordinator. The Executive Director and the Chief Financial Officer are responsible for ensuring compliance with all contract requirements.

b. Program Operations

The Chief Financial Officer is responsible for updating financial management policies and procedures. The Executive Director and Director of Community Services review program management policies and procedures. HCAP's Administrative Policies and Procedures Manual ensure program quality and consistency throughout the agency.

III. FINANCIAL

1. Budget Forms (see attached).
2. Anticipated quarterly funding requirements for the Fiscal Year 2008-2009

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$1,000,000	\$500,000	\$250,000	\$250,000	\$2,000,000

IV. EXPERIENCE AND CAPABILITY

A. Necessary Skills and Experience

HCAP has been serving Oahu's communities since 1965. During this time, HCAP has developed different skills, programs and experiences to assist the most underprivileged families. Currently, HCAP offers a wide-range of programs designed to help low-income people on Oahu overcome the impact and cycle of poverty.

The following highlights HCAP's experience in programs relevant to self-sufficiency:

Program: Out-of-School Youth Program
 Contracting Agency: Department of Community Services
 Address: 715 South King Street, Suite 311, Honolulu, HI 96813
 Telephone: 527-5311
 Dates: 2000 - present
 Description: The program provides out-of-school youth, ages 14-21, with pre-employment preparation, education, skills training, counseling and job placement.
 Contact: Deborah Morikawa, Director

Program: In-School Youth Program
 Contracting Agency: Department of Community Services
 Address: 715 South King Street, Suite 311, Honolulu, HI 96813
 Telephone: 527-5311
 Dates: 2003 - present
 Description: The program provides in-school youth, ages 14-21, with pre-employment preparation, education, skills training, counseling and job placement.
 Contact: Deborah Morikawa, Director

Program: Employment Core Services for Low-Income Persons/
 Employment Related Services for Low-Income Persons (Families Are Working)

Contracting Agency: Department of Labor and Industrial Relations, Office of Community Services
Address: 830 Punchbowl Street, Room 420, Honolulu, HI 96813
Telephone: 586-8675
Dates: 1997 - present
Description: The program provided employment services to low-income residents of including intake, assessment, service planning, employment preparation, job acquisition and maintenance.
Contact: Keith Yabusaki, Program Administrator

Program: Senior Community Services Employment Program
Contracting Agency: Department of Labor and Industrial Relations, Workforce Development Division
Address: 830 Punchbowl Street, Room 329, Honolulu, HI 96813
Telephone: 586-9262
Dates: 1974 - present
Description: The program provides low-income, older workers, aged 55 and over with subsidized work experience in nonprofit organizations and with unsubsidized job placement.
Contact: Yvonne Chong, Program Specialist

Program: WorkLinks One-Stop Center at Makalapa Community Center
Contracting Agency: Department of Community Services
Address: 715 South King Street, Suite 311, Honolulu, HI 96813
Telephone: 527-5311
Dates: 2000 - present
Description: As part of a consortium of agencies, the program operates a one-stop employment center at Makalapa Community Center to provide a variety of employment and training resources at a single location.
Contact: Deborah Morikawa, Director

Program: Employment/Job Readiness Services
Contracting Agency: Department of Labor and Industrial Relations, Office of Community Services
Address: 830 Punchbowl Street, Room 420, Honolulu, HI 96813
Telephone: 586-8675
Dates: 1995 - present
Description: The program provides pre-employment services to low-income residents of including intake, assessment, service planning, assistance with removal of employment barriers, building motivation and self-esteem and job coaching.
Contact: Len Oyama, Program Specialist

Program: Business Development
Contracting Agency: Department of Labor and Industrial Relations, Office of Community Services

Address: 830 Punchbowl Street, Room 420, Honolulu, HI
96813
Telephone: 586-8675
Dates: 2000 - present
Description: The program provided training and technical assistance in entrepreneurship to low-income residents of including intake, assessment, service planning, micro-enterprise classes and assistance with starting up a small business.
Contact: Len Oyama, Program Specialist

B. Facilities

The proposed Waianae Multipurpose Community Center will be ADA accessible. Additional facility details are provided as follows:

Location of Project Site: Waianae
Census Tract: 97.01
Tax Map Key Number: (1) 8-5-002:012
Street Address: 85-555 Farrington Highway
Waianae, Hawaii 96792-2354

V. **PERSONNEL: PROJECT ORGANIZATION AND STAFFING**

1. Proposed Staffing, Staff Qualifications, Supervision and Training

Proposed staff will include the Executive Director, the Director of Community Services, (District) Program Managers and program staff.

Executive Director Joan P. White will provide direction and oversight of unrestricted operating funds. Prior to joining HCAP, she served in variety of administrative positions over the last 25 years, including: Executive Director of Hawaii Uninsured Project; Hawaii Institute for Public Affairs; Board Executive of Temporary Board of Trustees; Long Term Care Financing Act 245; U.H. College of Social Science; Vice President of Healthcare Association of Hawaii; Executive Director of YWCA of Oahu; and Administrator for Planning and Development at Straub Clinic and Hospital. She has an MBA from Chaminade University.

Val Tavai, Director of Community Services has extensive experience working with communities, designing programs and services for the low-income. She has worked in Southwest Baltimore, concentrating on community revitalization projects for the Sisters of Mercy in the midst of extreme poverty and violence. Known for its dangerous streets in the TV show "Homicide," Southwest Baltimore is home to the House of Mercy where Val spent seven years working with families and youth in crisis, developing programs and projects to build and stabilize their communities.

Val has over fifteen years working with non-profits in Hawaii, Los Angeles, New York and Baltimore. Most of her professional career has been spent advocating for the indigent, as well as indigenous groups. She is a practitioner of conflict resolution and has worked diligently to train different communities in the issues of race and class throughout the country. Val believes the best job

she ever had was being a second-grade teacher in South Bronx, New York, because it taught her more about people than any other job ever has.

Val graduated from St. Francis High School in Honolulu. She attended Loyola Marymount University in Los Angeles where she graduated with a B.A. in Communication Arts. She earned her Masters degree in Public Administration from the University of Hawaii – Manoa.

Andra Batts, Leeward District Center Community Service Program Manager, went to school at Ferrum College, in Virginia. She has been at the Leeward District Center for 1 year. She says, "HCAP has to meet the needs of the community. As the community changes so will the district. We will help the homeless population and the low income families as much as possible."

2. Organization Chart

HCAP Organizational Chart and Waianae Multipurpose Community Center Program Organizational Chart are to be found under Attachments.

VI. OTHER

A. Litigation

None.

B. Licensure or Accreditation

Not applicable




ATTACHMENTS

BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2008 to June 30, 2009)

Applicant: Honolulu Community Action Program, Inc.
 Waianae Multi-Purpose Community Center

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Space				
4. Lease/Rental of Equipment				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Construction Cost	2,000,000			
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	2,000,000			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	2,000,000	0	0	0
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	2,000,000	Lorma Viernes 521-4531		
(b)		Name (Please type or print) Phone		
(c)				
(d)		Signature of Authorized Official 1/28/08		
		Date		
		Joan P. White, Executive Director		
		Name and Title (Please type or print)		
TOTAL REVENUE	2,000,000	For State Agency Use Only		
		Signature of Reviewer		
		Date		

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant/Provider: Honolulu Community Action Program Inc.

Period: July 1, 2008 to June 30, 2009

FUNDING AMOUNT REQUESTED							
TOTAL PROJECT COST	ANY OTHER SOURCE OF FUNDS RECEIVED IN PRIOR YEARS			STATE FUNDS REQUESTED		FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2005-2006	FY: 2006-2007	FY: 2007-2008	FY: 2008-2009	FY: 2009-2010	FY: 2010-2011	
PLANS							
LAND ACQUISITION							
DESIGN							
CONSTRUCTION				2,000,000			
EQUIPMENT							
TOTAL:				2,000,000			
JUSTIFICATION/COMMENTS:							

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

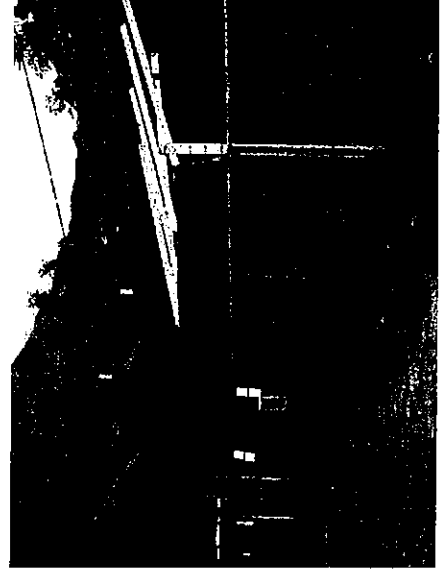
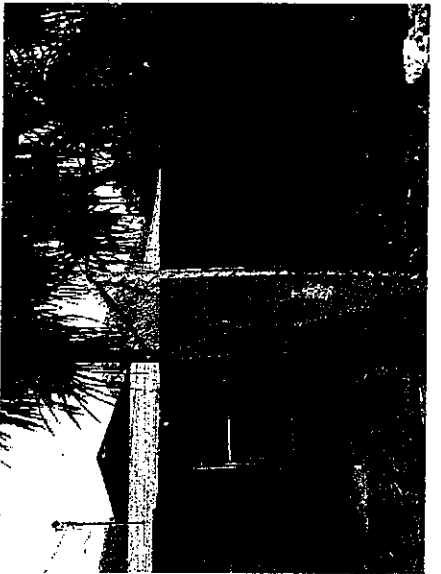
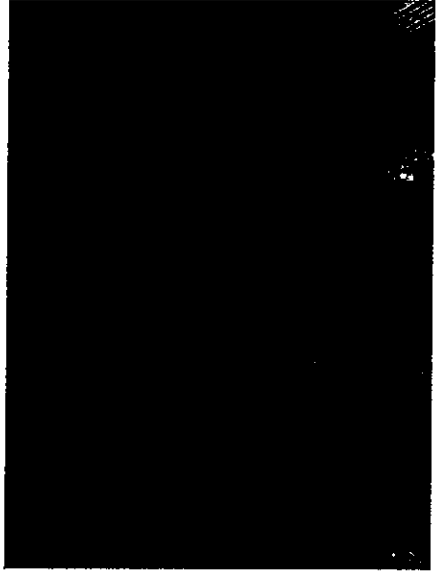
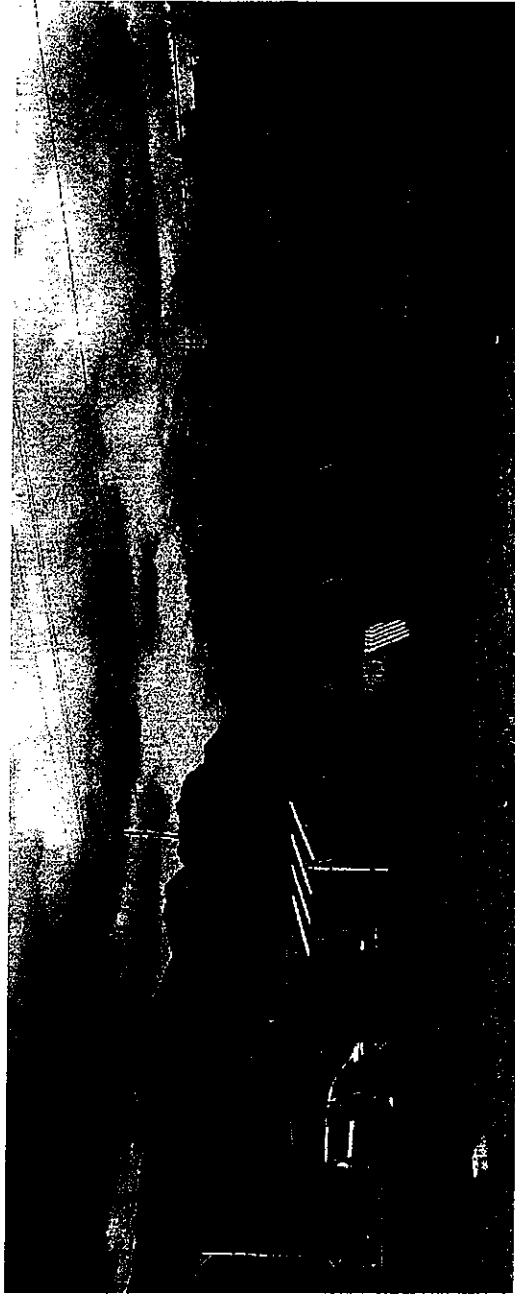
Applicant/Provider: Honolulu Community Action Program Inc.

Period: July 1, 2008 to June 30, 2009

DESCRIPTION OF EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not Applicable				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not Applicable				
JUSTIFICATION/COMMENTS:				

**Current Waianae District Center
(highlighting over 40 years of use)**



HCAP Waianae District Center
POI: Providing Opportunities and Inspiration

Existing Programs/Services

Emergency Assistance

Food, clothing, access to resources

Food Distribution Programs

Weekly food distribution

Housing / Homelessness

Case Management

Counseling

Individual Development Plans

Employment Services for Youth, Adults and Seniors

Job-Readiness

Job Search and Placement

Skills Training

Career Planning

Educational Services

Head Start (3- to 5-year-olds)

Alternative Learning Center (Waianae High School)

C Base and GED (Youth and Adults)

Computer Lab

Computer literacy

Resume writing and job seeking

Searching the web

Parenting Training

Family Dynamics

Conflict Resolution

Financial Literacy and Budgeting

Nutrition Programs

Healthy Living

Traditional Diet

Cultural Awareness

Asset Building Programs

LIHEAP

Weatherization Assistance Program

Earned Income Tax Credit

Community Empowerment

Advocacy and Community Action

Leadership Development

Additional Programs/Services

Showers / Lockers For Needy Clients

Multi-Purpose Rooms

Community meeting rooms

New program and classroom space

Adult Day Care

Full or partial day

Respite Care

Intergenerational Learning Center

Sharing of wisdom and cultural practices

Medical / Dental Care Exam Rooms

Weekly visits by MD or FNP

Wellness Center

Nutrition, food and cooking classes

Exercise classes

Economic Development

Certified Kitchen

Microenterprise Development

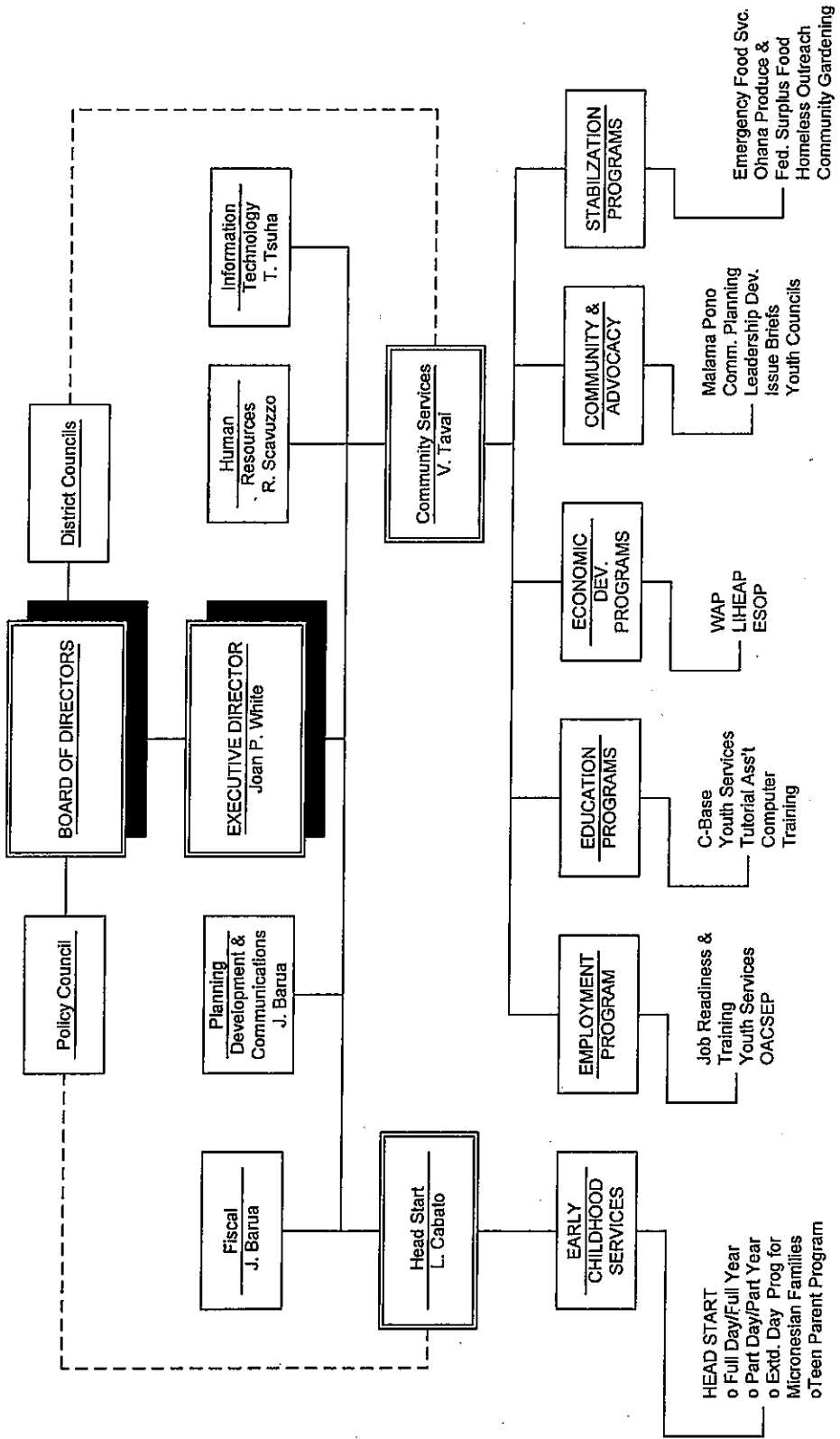


Promise of Community Action:

"Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other."

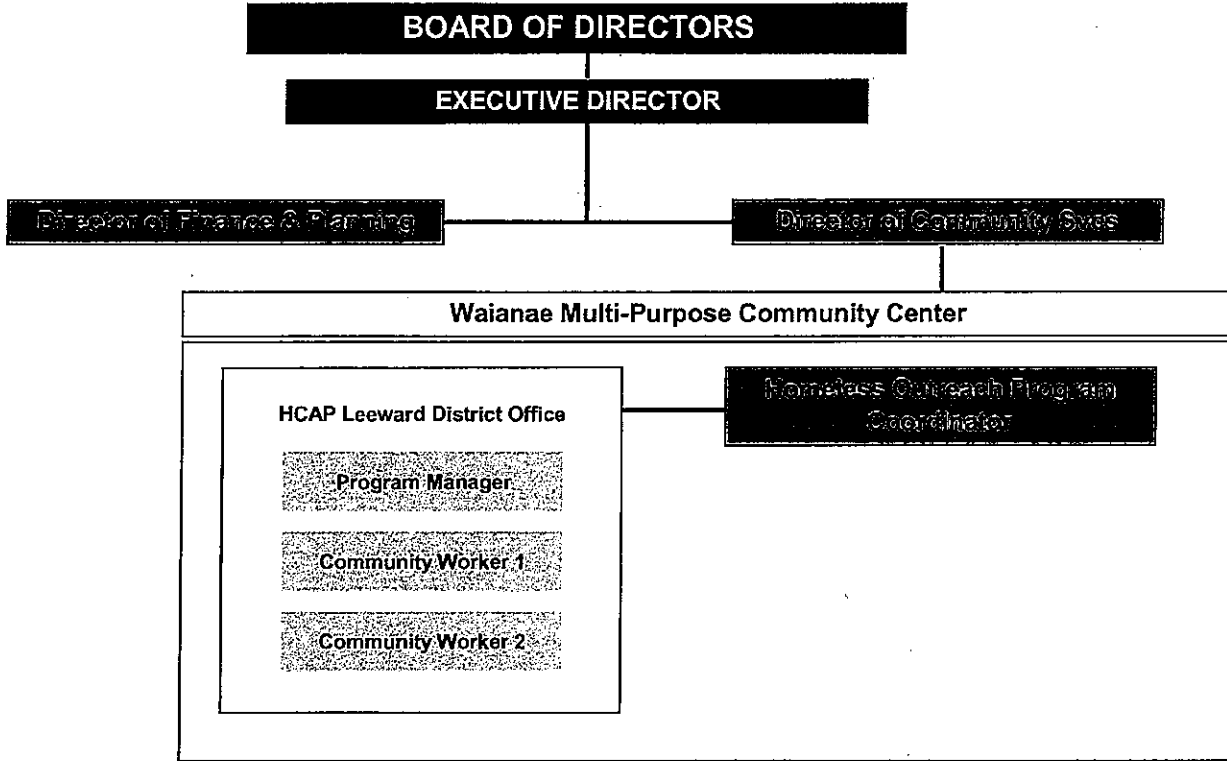
HONOLULU COMMUNITY ACTION PROGRAM, INC.

January 9, 2008



WAIANAE MULTI-PURPOSE COMMUNITY CENTER

PROGRAM CHART



**DECLARATION STATEMENT
APPLICANTS FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant acknowledges that said applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to section 42F-103, Hawaii Revised Statutes:

- (1) 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 or subsidy is awarded;
- (2) Comply 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;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy 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 assuring the proper expenditure of the grant or subsidy.

In addition, a grant or subsidy may be made to an organization only if the organization:

- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

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 (HCAP), Inc.

(Typed Name of Individual or Organization)



(Signature)

Joan P. White

(Typed Name)

1/31/2008

(Date)
Executive Director

(Title)