

House District \_\_\_\_\_

Senate District \_\_\_\_\_

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

Log No: 111-0

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:**

INTEGRATED TRAINING & EMPLOYMENT CORE (ITEC) PROGRAM

*(Maximum 300 Characters)*

**8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:**

FY 2008-2009 \$ 182,372.00

**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:

[Redacted Signature]

JOAN P. WHITE / EXECUTIVE DIRECTOR  
NAME & TITLE

1/20/08  
DATE SIGNED

**ORIGINAL**

## I. BACKGROUND & SUMMARY

### 1. Description of the applicant's background

Honolulu Community Action Program, Inc. (HCAP) is a private, non-profit 501(c)(3) organization, with over 41 years of history in delivering need-based human services to the economically challenged in the island of Oahu. Recognized as a community action agency, HCAP's mission is very deeply rooted in its responsiveness to the community and its needs:

*"To Provide Opportunities and Inspiration to enable low-income families and communities to achieve self-reliance."*

Currently, HCAP employs more than 450 in over 110 locations to maximize the outreach of its services. HCAP has contributed significantly to economically disadvantaged communities through a variety of services designed to alleviate the social, emotional and economic stress so often associated with poverty. In the past fiscal year, more than 11,700 households have benefited from these services.

### 2. Goals & objectives related to the request:

#### Goal:

The ITEC Program's goal is to increase self-sufficiency of low-income persons by improving their ability to obtain and maintain gainful employment.

#### Objectives:

Annual objectives (by outputs and outcomes) have been quantified as follows:

Measures (Indicators)	Number of Clients
<b>Outputs</b>	
Number of individuals assessed for services	50
Number of individuals completed Individual Service Plans	45
Number of individuals entered Employment Preparation Program	45
Number of individuals completed Employment Preparation Program	40
<b>Outcomes</b>	
Number of individuals placed in permanent, unsubsidized employment	40
Number of individuals placed in part-time employment (at least 20 hours/wk)	20
Number of individuals placed in full-time employment (at least 40 hours/wk)	20
Number of individuals employed for 90 days	35
Number of individuals employed for 180 days	30
Number of individuals employed for 365 days	25

### 3. State the public purpose and need to be served

The ITEC Program is a very suitable program targeted to develop and enhance the employability skills of the low-income population. The ITEC Program will incorporate a case-management approach combined with a comprehensive needs-assessment process to tailor service delivery. The ITEC Program will play a critical role in preparing and assisting unemployed or under-employed low-income persons in obtaining and maintaining gainful employment.

The low-income population faces various problems ranging from need of supportive services and counseling to lack of employability skills and self-sufficiency resources. The ITEC Program will direct its process activities to address the training and counseling needs of the target population to assist them with seeking and maintaining employment.

With the recent changes under welfare reform restricting the number of years for welfare benefits, the numbers of unemployed or underemployed low-income persons have increased. Due to statutory limits placed on public assistance, it is essential for those whose benefits will expire to be seeking employment. While some may possess some skills, others need intensive support and counseling to obtain and retain employment. The common barriers to employment include lack of skills to manage a job or function well in the workplace, lack of interview-skills, job-mobility and marketability skills. Lack of employability skills compounded with the subsequent expiration of public assistance places low-income persons in a serious predicament. The ITEC Program will specifically target the low-income with high need.

#### **4. Describe the target population**

The target population of the ITEC Program will be low-income persons who are at or below 150% of the Federal Poverty Guidelines.

#### **5. Describe the geographic coverage**

Service areas for the Program will include the City and County of Honolulu.

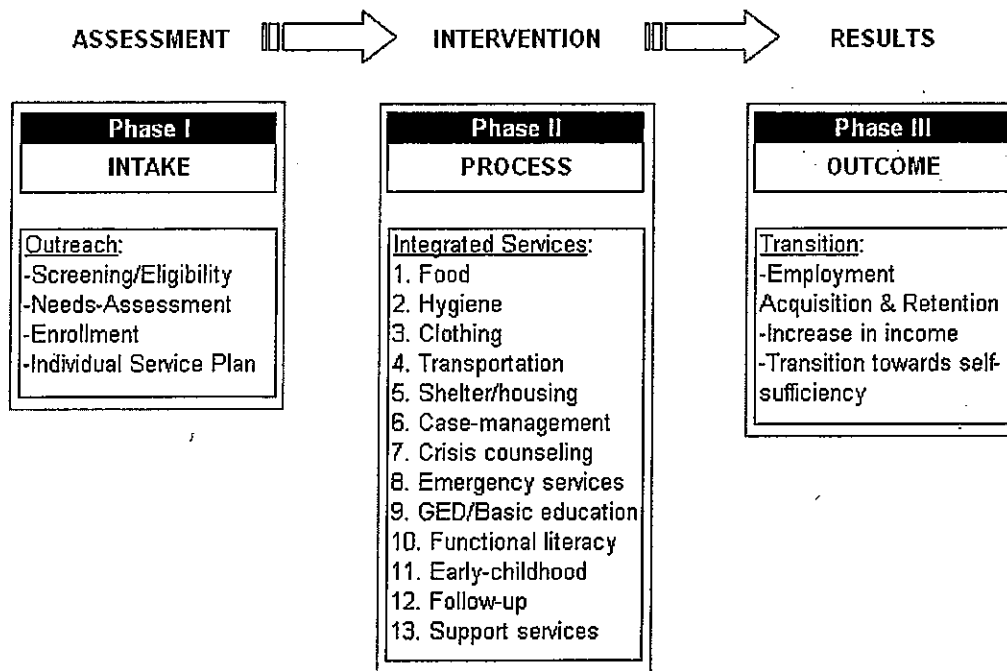
## **II. SERVICE DELIVERY & OUTCOMES**

### **1. Scope of Work, Tasks & Responsibilities**

The goal of the ITEC Program is to increase self-sufficiency of low-income persons by improving their ability to obtain and maintain gainful employment. Core service activities the ITEC Program are detailed as follows:

A chart titled: *Integrated Program Approach* has been developed to provide an overview on the approach and methodology as illustrated in the following page:

Integrated Program Approach



**1. Outreach, Intake, Assessment & Individual Plan [MILESTONE 1]**

Performance Benchmark/Outcome: At least 50 individuals will be assessed for services and support needs following intake, Program-eligibility verification and relevant documentation. An Individualized Service Plan (ISP) will be devised for each client enrolled to determine their employability goals and methods for attaining them.

Outreach and program awareness will be conducted in areas with high concentration of low-income persons fitting the target population guidelines as set forth by OCS. Program staff will ensure that only eligible persons are enrolled, and necessary information is obtained on each person enrolled for eligibility verification. A formal assessment of each participant will be conducted and determination made on the client's job choice and the support needed to obtain and retain employment.

The assessment will lead to the devising of ISPs for each client based on identified needs, problems, strengths, barriers, i.e. financial assistance, housing, transportation, health insurance, family interrelationships, education and training needs. The ISPs will define short and long-term goals, appropriate achievement objectives, supportive service needs, sequence, and timetable.

**2. Employment Preparation/Job Development [MILESTONE 2]**

*Performance Benchmark/Outcome:* Each client will be adequately prepared to seek and apply for gainful employment and to enter and participate in the workforce. At least 45 clients are expected to complete at least one or more relevant employment preparation training.

Employment preparation activities have been carefully designed to ensure that participants are equipped with the knowledge and skills necessary to obtain employment and function effectively in the workplace. Participants will be able to choose from a variety of employment preparatory training modules as detailed below to develop and strengthen skills pertinent to employment acquisition and retention. Employment preparation activities will be provided in both a small group and/or one-on-one settings to ensure context-effectiveness.

### **Proposed Curriculum for Employment Preparation/Job-Development Training**

#### **OBJECTIVES:**

1. Prepare individuals for work;
2. Provide jobseekers with the necessary pre-employment skills;
3. Empower individuals for success; and
4. Promote job retention and advancement

#### **Module 1: Workforce Preparation Skills**

- Starting with a goal
- Entry Level Positions...What a new worker needs to know
- Dress for success
- Your attitude
- Self-talk
- Developing a good work ethic
- Understanding employer's expectations
- Preparing for the interview

#### **Module 2: Communication Skills**

- Reading essentials
- Writing essentials
- Listening essentials
- Body language
- Conflict resolution

#### **Module 3: Interpersonal Skills**

- Understanding your personal style
- Working with others on a team
- Developing and maintaining good working relationships
- Valuing and respecting diversity
- Coping with change and other challenges
- Responding to Feedback

**Module 4: Life Management Skills**

- Managing time effectively
- Managing resources
- Math basics
- Budgeting and financial literacy
- Developing support systems

**Module 5: Decision-Making Skills**

- Using good judgment
- Solving problems effectively
- Making good decisions
- Being assertive not aggressive
- Managing Anger

**Module 6: Customer Service Skills**

- Providing prompt and courteous service
- Managing customer requests and concerns
- How to communicate with customers
- Telephone etiquette
- Handling problems and complaints

**3. Job Placement [MILESTONE 3]**

Performance Benchmark/Outcome: At least 40 individuals will be placed into permanent, unsubsidized employment totaling a minimum of 20 hours/week. Job placement benchmark for each client will be considered achieved upon completion of five (5) days of work at the job(s).

Job placement will include job development specific to the chosen career goal(s) defined in the Individual Service Plan. Data will be gathered evidencing Program involvement relevant to job development through job referrals, collaborations with employers, employment counseling, job applications assistance, including interview preparation and scheduling. Job placement will also include assistance to clients in removing, ameliorating, or managing barriers to employment as identified in the Individual Service Plan.

Job placement and related referrals will occur throughout the employment preparatory training versus being confined to and upon completion of all sessions. Clients will be encouraged to pursue employment opportunities not only to address unemployment but also underemployment. Clients who find jobs will be encouraged to join the referral network, to assist their prospective peers as mentors and role models.

Program staff will maintain an information network featuring information on job market trends, job openings by type and industry, job-mobility prospects, pay scales, etc. A job bank will be maintained by the Program staff featuring an extensive list of employment opportunities including but not limited to Careerbuilder.com, Hawaiijsjobs.com, Worklinks, ETC links and other comprehensive job databases.

## **Post-Employment Services**

Post-employment services will be geared towards helping clients with employment stabilization and addressing risk factors relevant to job loss within the first (6) six months. Follow-up, support and maintenance services will be intensive for the first three to six months upon job placement to ensure successful retention and employment adaptation. Following the first (6) months of successful job-placement, retention services will continue for at least twelve months from the date of job placement. Program staff will also conduct ongoing follow-up with the employer to ensure proactive employment retention and explore possibility for employment mobility.

Clients will also be assisted to explore additional training to enhance their marketability in the workforce. These will include but not be limited to acquiring additional training while remaining employed, exploring additional employers, industries with growing demand for workforce and skill-sets, etc. Career advancement and employment mobility goals will be reflected in the Individual Service Plan to highlight a progressive career track and effectiveness of job placement and post-employment services.

### **4. Job Support [MILESTONE 4]**

Performance Benchmark/Outcome: At least 35 clients placed into employment will remain employed for ninety (90) days within a one hundred thirty-five (135) day period from the confirmed job placement date.

In the Job Support phase, each client will be provided with intensive on- and off-site job support which will assist them with adjusting to the demands of the job, overcoming identified barriers to job stability, and arranging for other needed external supports. Staff will maintain regular communication with employers to facilitate client adjustment and effective functioning on the job. Additionally, staff will work with employers to attain satisfaction level of job placement. Support services critical to initial job retention may include referrals and services in the areas of childcare, transportation and access to healthcare.

### **5. Job Maintenance [MILESTONE 5]**

Performance Benchmark/Outcome: At least 30 clients will remain employed for one hundred eighty (180) days within a two hundred seventy (270) day period from the confirmed job placement date.

During the Job Maintenance phase, each client will be provided with periodic on-and off-site job support that will assist the individual in maintaining stability on the job. Staff will continue to assist each client in overcoming identified barriers to job stability, including family-related matters, and arrange for other external supports needed. Staff will continue to maintain communication with employers to ensure worker has adjusted successfully to the workplace and is meeting workplace requirements.

### **6. Job Retention [MILESTONE 6]**

**Performance Benchmark/Outcome:** At least 25 clients will remain employed for three hundred sixty-five (365) days within a four hundred fifty-five (455) day period from the confirmed job placement date.

Job Retention phase will include documentation of actual retention based upon performance benchmark/outcome as defined above, client-job satisfaction and employer's satisfaction with client's performance. Following retention, clients will continue to receive support services, which will include at least two individual contacts and one employer contact per month by staff.

## 2. Timeline

		Project Timeframe (Annual)											
		Quarter 1			Quarter 2			Quarter 3			Quarter 4		
		Months											
Employment Preparatory Services		1	2	3	4	5	6	7	8	9	10	11	12
1	Workforce Preparation Skills Training Module	■		■		■		■		■		■	
2	Communication Skills Training Module		■		■		■		■		■		■
3	Interpersonal Skills Training Module		■		■		■		■		■		■
4	Life-Management Skills Training Module			■		■		■		■		■	
5	Decision-Making Skills Training Module			■		■		■		■		■	
6	Customer-Service Skills Training Module	■		■		■		■		■		■	

## 3. Quality Assurance and Evaluation

In line with HCAP's organizational Total Quality Management (TQM) process, quality assurance and evaluation specifications have been specifically devised for the ITEC program as illustrated in the following matrix:

**Exhibit I: Quality Assurance & Evaluation Matrix**

Area	Methodology	Tools
STATUS of Deliverables	1. <u>End-user-level evaluation (client-based):</u> will monitor the progress and outcomes of clients attending trainings. Evaluation by clients will determine the effectiveness of training delivery. Monthly meetings will be ongoing to address training refinement issues.	<ul style="list-style-type: none"> <li>▪ Participant /feedback on training</li> <li>▪ Administrative feedback</li> <li>▪ Client attrition rates</li> <li>▪ Ongoing reporting to OCS</li> </ul>



<b>QUALITY of Deliverables</b>	<p>2. <u>Program-level (process based)</u>: will examine quality assurance of the service delivery system. Service components i.e. training delivery by type, frequency, schedule, etc. will be monitored along with periodic review of system effectiveness. This will be supplemented by feedback from the clients as well as employers. Such a feedback mechanism will be utilized for process refinement and program replication.</p>	<ul style="list-style-type: none"> <li>▪ Employer feedback</li> <li>▪ Internal program audits</li> <li>▪ External/independent audit</li> <li>▪ Ongoing reporting to OCS</li> </ul>
<b>IMPACT</b>	<p>3. <u>Organization-level (change/value-based)</u>: will track projected annual outcomes in monthly, quarterly and annual frequencies. Such evaluation will examine the nature and extent of impact at both client and employer levels. Impact analysis will take into account the exchange of value between training and the quality of jobs acquired as a direct result of the training. Impact indicators will attribute to organizational-learning, enhancement cues for capacity building for future programming and to address sustainability considerations.</p>	<ul style="list-style-type: none"> <li>▪ 2-year program impact analysis and reporting to OCS</li> <li>▪ Learning curve</li> <li>▪ Actual vs. Projected outcomes</li> <li>▪ Progressive benchmarking</li> <li>▪ Final Program Report</li> </ul>

Quality assurance will encompass both program and administrative objectives. Several methods will be used to measure the degree to which planned objectives have been achieved by reviewing benchmark activities and tasks. Process activities will be measured by reviewing client files, reports and other recorded accomplishments on a bimonthly basis. The review will use an agreed upon checklist to determine whether or not the documentation is complete and accurate. Any problems or deficiencies will be recorded and corrected immediately. Since training is an important component of the program, HCAP will also conduct pre and post tests of skills so that their impact on clients can be measured. Additionally, support services will be tracked regularly to determine client progress. Activity reports will be compiled into a written report and submitted to OCS on a quarterly basis.

To determine evaluation of outcomes, i.e. assessment of the effectiveness of services provided, key statistics will be included in the monitoring effort. They will include, but not be limited to the number of clients graduating from employment related training as well the number of clients entering part-time and full-time employment. The formal evaluation will also examine the degree to which HCAP meets administrative requirements. This procedure will test the adherence of all parties to standard operating procedures, fiscal rules and practices. HCAP will compare accomplishments against planned outcomes.

Biweekly program staff meetings will be held to assist in the coordination of services. Problems will be addressed cooperatively, and corrective action will be taken in light of circumstances.

#### **4. Output and Performance/Outcome Measurements**

<b>Outputs</b>	<b>Client</b>
Number of individuals assessed for services	50
Number of individuals completed Individual Service Plans	45
Number of individuals entered Employment Preparation Program	45
Number of individuals completed Employment Preparation Program	40
<b>Outcomes</b>	
Number of individuals placed in permanent, unsubsidized employment	40
Number of individuals placed in part-time employment (at least 20 hours per week)	20
Number of individuals placed in full-time employment (at least 40 hours per week)	20
Number of individuals employed for 90 days	35
Number of individuals employed for 180 days	30
Number of individuals employed for 365 days	25

### III. FINANCIAL

#### Budget

1. See Budget Forms under *Attachments*.
2. Funding requirements by quarter for fiscal year 2008 – 2009

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$60,000	\$60,000	\$40,000	\$22,372	\$182,372

### IV. EXPERIENCE & CAPABILITY

#### A. Necessary Skills & Experience

HCAP has the necessary skills, abilities, knowledge, and experience to provide quality employment core services for low-income persons. Its staff is composed of highly qualified individuals who because of their varied background and experience fully understand the needs and problems of low-income individuals. HCAP effectively utilizes its own resources and coordinates with other agencies to ensure delivery of needed services.

HCAP is well experienced in the design, implementation and evaluation of a wide range of employment and training programs. Employment assistance and training programs have been at the forefront of HCAP's programs since its inception. These services are geared towards providing training and jobs for the low-income and helping them transition from welfare dependency to self-sufficiency.

The following programs demonstrate the diversity and depth of HCAP's verifiable employment related services and experience working with low-income individuals:

**Program:** **Community Service Block Grant (CSBG)**  
**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:** 1965 - present  
**Performance:** The program provides services to nearly 7,000 clients with emergencies, employment, education, housing, nutrition, health and make better use of available income. HCAP helped three hundred low-income families gather additional cash resources during 2005.  
**Contact:** Michael Hane, Acting Executive Director

**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 more than 100 out-of-school youth, ages 14-21, with pre-employment preparation, education, skills training, counseling and job placement.  
**Contact:** Deborah Morikawa, Director

**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 more than 200 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:** **Oahu Work Links One-Stop Center – Makalapa**  
**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 serving more than 1,000 clients.

Contact: Deborah Kim Morikawa, Director

## **B. Facilities**

HCAP's main office is situated at 33 South King Street and is accessible to the disabled; near bus lines; and is in compliance with the Americans with Disabilities Act, meeting all applicable building, zoning, health and fire standards. The facility is adequately equipped with the required training, technology and multi-media capabilities including micro-computers, laptops, digital projection and sound system as well as lab and meeting room amenities. Additionally, the office also has access to a multi-port phone system and digital copies to assist with mock-office technology training and workplace simulations.

## **V. PERSONNEL: PROJECT ORGANIZATION & STAFFING**

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

Overall administrative guidance for the ITEC Program will be provided by the Director of Community Services and the Director of Finance & Planning. The Program Coordinator will be responsible for programmatic coordination and matters. The Program Coordinator will supervise the Employment Counselor and other program staff. All program staff will handle process activities including outreach, intake, eligibility verification, development of individual service delivery plans and maintain the process-related information system. Additionally, staff will provide counseling and referrals related to employability for the low-income clients including job search, acquisition and maintenance.

Proposed staffing has been carefully detailed to cater to quality service delivery under the Milestone-Based Performance/Payment System i.e. to address performance-specific process activities, which will include (1) outreach, recruitment, eligibility screening, intake and enrollment; (2) assessment of employment goals and needs; (3) delivery of training, counseling and guidance to develop employability of target clients and addressing barriers to employment; (4) assistance in the development of service plans to provide requisite services to facilitate employment goals and skills; and (5) acquisition and retention of employment. Staff will accordingly monitor these core milestones as performance benchmarks.

HCAP's staff is composed of highly qualified individuals who because of their varied background and experience fully understand the needs of low-income individuals. The staff has excellent planning capabilities that ensure maximum utilization of all HCAP's resources and those available within the community when planning, implementing and evaluating its programs. The staff is well prepared through experience and formal training to monitor and evaluate process objectives (activities used to arrive at output or outcome objectives), output objectives (number of clients participating in a particular program), and outcome objectives (the change,

impact, necessary results obtained by implementing the program). HCAP constantly assesses its performance and needs so that it can improve its services. The following outlines the qualifications of key personnel:

Tom Tsuha (Trainer) is an A+ Certified Computer Technician and a Microsoft Certified System Engineer. He received a Bachelor of Science Degree in Civil Engineering from the University of Hawaii at Manoa and received an Associates Degree in Computing, Electronics and Networking Technology from Honolulu Community College. Before coming to HCAP, Tom was a Project Engineer for Weitzel Construction for three years and also worked for SuperGeeks for three years as a network technician.

The Employment Counselor will primarily be responsible for job placement, support, job-maintenance and retention services. Several staff in the employment sector have in-depth knowledge and experience in the delivery of employment core services to the low-income. The Employment Counselor will report to the Program Coordinator and assist Case Managers and the Trainer.

The ITEC Program will engage staff in coordination and networking activities in order to ensure successful start-up and continuous progress. They have already received training in Results-Oriented Management and Accountability (ROMA) methods, and will receive additional training on this approach. In addition, staff will receive training on the intake process, eligibility criteria, assessment, technical counseling, referral system, job preparation and placement, support services, client termination policies, and preparation of required reporting forms.

Initial training of the Program Coordinator, Employment Counselor and support staff will take place during the first two weeks of the program. Policies and procedures pertaining to the ITEC Program will be refined and/or developed as needed. Timelines, duties, and reporting criteria, program goals and objectives, and strategies leading to Program success will be discussed. Detailed analysis of the target clientele, community and personal barriers to employment and evaluation criteria will be leading topics of discussion and made part of each person's work schedule. Another training meeting, also held within the first month of program implementation, will cover coordination activities.

## **B. Organization Chart**

Two organizational charts are attached under *Attachments* that show the make up of the HCAP and the ITEC Program placement within the organization.

### *The Honolulu Community Action Program (HCAP) Organizational Chart:*

This chart highlights placement of all of HCAP programs, administration and governance. With its emphasis on assisting unemployed and under-employed low-income persons with the gaining and maintaining of meaningful employment, the ITEC Program will place itself as an Employment Program of the HCAP. By providing services specifically catering to low-income persons, the ITEC Program will complement and coordinate with HCAP's other employment programs.

*Integrated Training and Employment Core (ITEC) Program Organizational Chart:*

This chart highlights the positions involved with both internal and external program administration, chain-of-command, responsibilities and reporting structure.

**VI. OTHER**

**A. Litigation**

None

**B. Licensure or Accreditation**

Not Applicable



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## ATTACHMENTS

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## BUDGET

Period: July 01, 2008 to June 30, 2009

Applicant/Provider: Honolulu Community Action Program, Inc.

RFP No.: Integrated Training & Employment Core

Contract No. (As Applicable):

Date Prepared: 01/28/08

BUDGET CATEGORIES	Budget Request (a)	Administrative Cost (b)	Program Support (c)	Material & Labor (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	99,749	9,221	90,528	
2. Payroll Taxes & Assessments	13,515	1,249	12,266	
3. Fringe Benefits	17,955	1,660	16,295	
<b>TOTAL PERSONNEL COST</b>	<b>131,219</b>	<b>12,130</b>	<b>119,089</b>	<b>0</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Airfare, Out-of-State				
3. Audit Services	500	500		
4. Contractual Services - Administrative	540	540		
5. Contractual Services - Subcontracts				
6. Insurance	480		480	
7. Lease/Rental of Equipment				
8. Lease/Rental of Motor Vehicle				
9. Lease/Rental of Space	6,000		6,000	
10. Mileage	3,936		3,936	
11. Postage, Freight & Delivery	492		492	
12. Publication & Printing	1,200		1,200	
13. Repair & Maintenance				
14. Staff Training	750		750	
15. Substance/Per Diem				
16. Supplies	10,615	715	9,900	
17. Telecommunication	3,240		3,240	
18. Transportation				
19. Utilities	2,400		2,400	
20. Participant Support	15,000		15,000	
21				
22				
23				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>45,153</b>	<b>1,755</b>	<b>43,398</b>	<b>0</b>
<b>C. EQUIPMENT PURCHASES</b>	<b>6,000</b>		<b>6,000</b>	
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>0</b>			
<b>TOTAL (A+B+C+D)</b>	<b>182,372</b>	<b>13,885</b>	<b>168,487</b>	<b>0</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
	(a) Budget Request	182,372	Lorma Viernes <span style="float: right;">521-4531</span>	
	(b)		Name (Please type or print) <span style="float: right;">Phone</span>	
	(c)		<span style="float: right;">01/28/08</span>	
(d)		Signature of Authorized Official <span style="float: right;">Date</span>		
		Joan P. White, Executive Director		
		Name and Title (Please type or print)		
<b>TOTAL REVENUE</b>	<b>182,372</b>	For State Agency Use Only		
		Signature of Reviewer		Date





Applicant/Provider: Honolulu Community Action Program, Inc.  
 RFP No.: Integrated Training & Employment Core  
 Contract No. (As Applicable):

Period: 07/01/08 to 06/30/09

Date Prepared: 1/28/08

TYPE	BASIS OF FRINGE ASSESSMENTS	% OF SALARY	ASSESSMENTS BUDGETED			
			TOTAL	ADMIN	SUPPORT	PROGRAM
<b>PAYROLL TAXES &amp; ASSESSMENTS:</b>						
7.65% Social Security	99,749	7.65%	7,630	705		6,925
0.00% Unemployment Insurance (Federal)	As required by law	As required by law				
3.05% Unemployment Insurance (State)	99,749	3.05%	3,042	281		2,761
1.45% Worker's Compensation	99,749	1.45%	1,447	134		1,313
1.25% Temporary Disability Insurance	99,749	1.40%	1,396	129		1,267
<b>SUBTOTAL:</b>			13,515	1,249		12,266
<b>FRINGE BENEFITS:</b>						
Health Insurance	99,749	10.00%	9,975	922		9,053
Retirement	99,749	8.00%	7,980	738		7,242
<b>SUBTOTAL:</b>			17,955	1,660		16,295
<b>TOTAL:</b>			31,470	2,909		28,561
<b>JUSTIFICATION/COMMENTS:</b>						



Applicant: Honolulu Community Action Program, Inc.  
 RFP No.: Integrated Training & Employment Core  
 Contract No. (As Applicable):

Period: July 1, 2008 to June 30, 2009

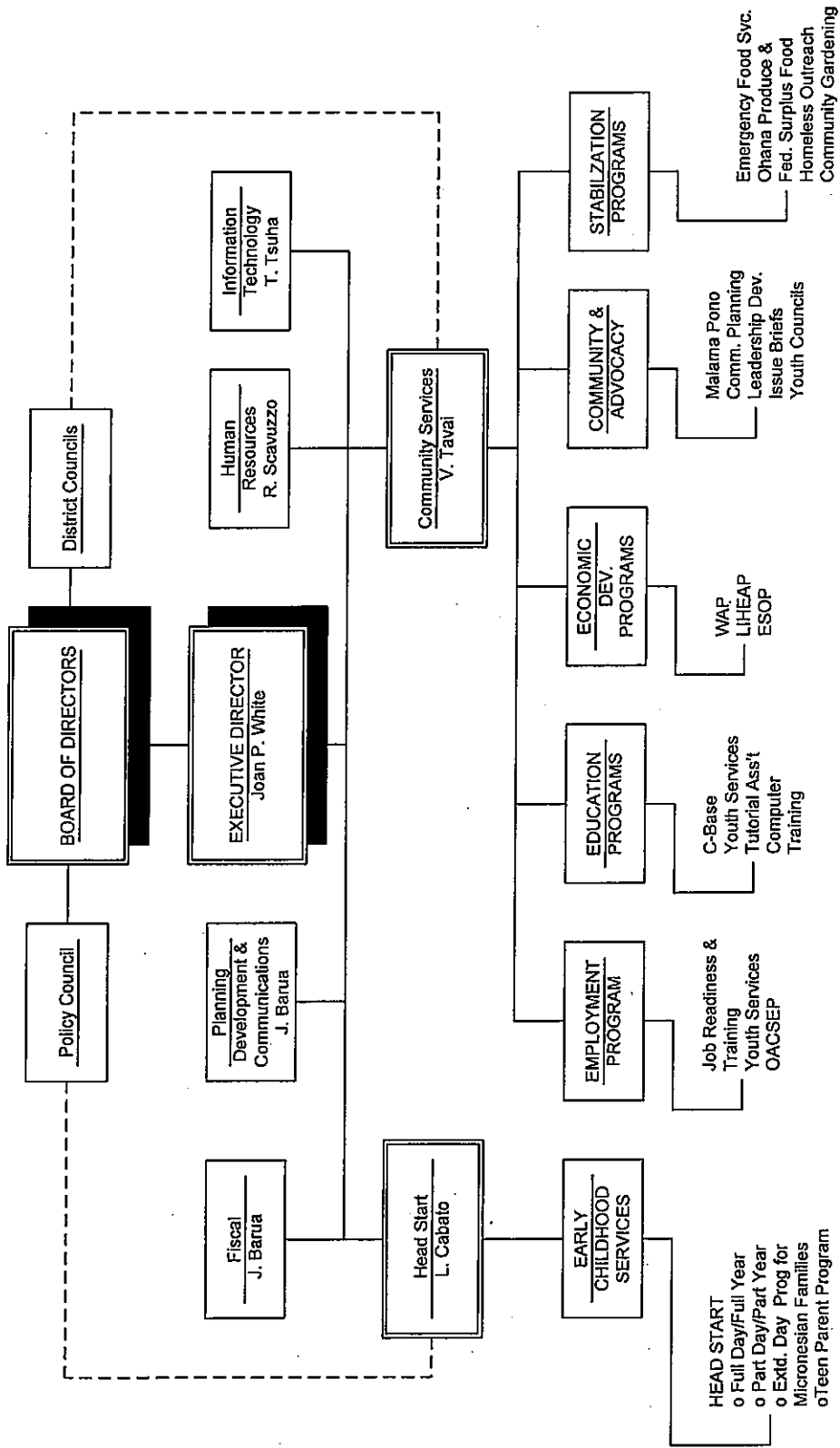
Date Prepared: 1/28/08

DESCRIPTION	AMOUNT	JUSTIFICATION/COMMENTS
Lease/Rental of Space	6,000	Share of space rental.
Utilities	2,400	Share of utilities.
Training	750	Recruitment cost for Program Coordinator, 2 Employment Counselors.
Mileage	3,936	Transportation for Program Coordinator and two Employment Counselors.
Supplies	10,615	Cost of materials necessary for the performance of the contract such as office supplies (paper goods, pens, staples, etc.)
Printing and Publication	1,200	Cost of printing and publication necessary for the performance of the contract.
Telephone	3,240	Cost of telephone service and internet connection.
Postage	492	Cost of postage necessary for the performance of the contract.
Insurance	480	Share on Liability insurance.
Participant Support	15,000	Cost of bus passes, uniforms, work tools, safety gear, ID's, medical exams and other related materials needed for the participants in seeking work.
<b>TOTAL:</b>	<b>44,113</b>	



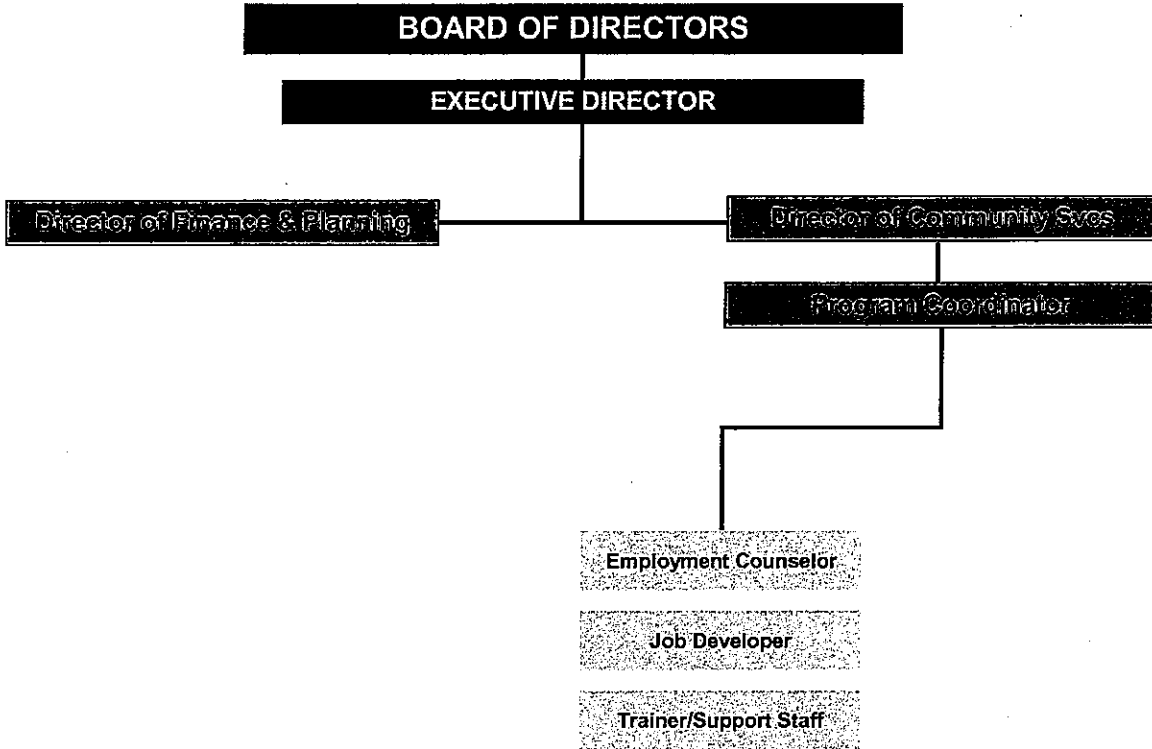
# HONOLULU COMMUNITY ACTION PROGRAM, INC.

January 9, 2008



INTEGRATED TRAINING AND EMPLOYMENT (ITEC)

PROGRAM ORGANIZATIONAL CHART



**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII REVISSED 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)