

House District All of Oahu

Senate District All of Oahu

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

Log No: 107-O

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 (LEAVE BLANK IF UNKNOWN):

DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS, OFFICE OF COMMUNITY SERVICES

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Db/a: Honolulu Community Action Program

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

Mailing Address: Same

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name KRYSTAL IKEDA

Title PROGRAM COORDINATOR

Phone # (808) 531-5452

Fax # (808) 523-1745

e-mail krystali@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:

YOUTH SERVICES – EMPLOYMENT & EDUCATION

(Maximum 300 Characters)

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2008-2009 \$ 94,906

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 \$ _____

FEDERAL \$ 160,000

COUNTY \$ _____

PRIVATE/OTHER \$ 1,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

JOAN P. WHITE, EXECUTIVE DIRECTOR
NAME & TITLE

1-29-08
DATE SIGNED

**GRANT-IN-AID APPLICATION
 HCAP Youth Service Program (HYS)**

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Executive Summary

The Honolulu Community Action Program (HCAP) has been providing critically-needed services to low-income individuals and families on Oahu for 42 years. As a federally-mandated Community Action Agency, HCAP's mission is very deeply rooted in its responsiveness to the community and its needs- *"Providing Opportunities and Inspiration to enable low-income families to achieve self reliance."* The proposed project is yet another initiative in furthering HCAP's mission of assisting to empower the economically challenged.

The Department of Education statistics reveal that one out of every five students drops out of school between the seventh and twelfth grades. According to the 2000 Census, 45,801 – or 7.9% of Oahu's population aged 25 years and over – completed their education up to the 9th to 12th grade, but never received a high school diploma. Another 42,087 (7.26%) had less than a 9th grade education. Overall, 15.1% lack a diploma. These percentages are predictors of trends for the current youth population. HCAP's experience during the past several years has confirmed this trend.

Many youth, who drop out of school, later recognize the significance and value of earning a high school diploma. Most times, the problems are not just academic but also a lack of self-confidence and difficulties with interpersonal relationships. These factors are significant obstacles for future success. HCAP believes the answer to these barriers transcends the boundaries of traditional education. To be successful, efforts to re-integrate these young people into mainstream society must include opportunities for them to succeed in non-traditional settings that are both supportive and effective.

HCAP is requesting **\$94,906** Grant-In-Aid (GIA) funds to extend the HCAP Youth Services Program for **50** at-risk youth. It provides educational and employment services to low-income youth, ages 16 to 21 years, who seek employment and/or require a high school diploma. The current HCAP Youth Service program is projected to end June 30, 2008. GIA funds will ensure that youth participants continue to receive the services they need until June 30, 2009. HCAP enable's low-income youth, who are highly at-risk, to obtain their high school diploma using the Competency Based (C-Based) High School Diploma Program and have a better chance of achieving job stability.

Objectives

Of fifty (50) youth participants, the following will have been achieved by June 2009

Diploma Attainment Rate

Of the participants who enroll in educational instruction, a minimum of 54% will obtain a High School Diploma.

Skill Attainment Rate

A minimum of 70% will attain competencies in either basic skills, work readiness skills, or leadership development skills.

I. Background and Summary

1. Applicant's Background

Incorporated in 1968, the Honolulu Community Action Program, Inc. (HCAP) is a private non-profit (501c3) community action agency with a mission to provide opportunities and inspiration that enable low-income families and communities to achieve self-reliance. Today, HCAP with its staff of approximately 450 full and part-time employees operates with a budget of approximately twenty million dollars consisting of federal, state, county and private funds. More than 11, 700 households benefit from these services annually.

Through its five district offices, HCAP provides a variety of services designed to alleviate the social, emotional and economic stress so often associated with poverty. They include: Head Start; employment services; family development, crisis intervention; community leadership development; Federal Surplus Food Distribution; Weatherization Assistance (WAP); Low-Income Home Energy Assistance Program (LIHEAP); mentoring of children and families of prisoners; and other general assistance.

HCAP is requesting **\$94,906** Grant-In-Aid (GIA) funds to extend the HCAP Youth Services Program, in order to provide educational and employment services to low-income youth, ages 16 to 21 years, who seek employment and/or require a high school diploma. The current HCAP Youth Service Program is projected to end June 30, 2008. GIA funds will ensure that youth participants continue to receive the services they need until June 30, 2009. HCAP enable's low-income youth, who are highly at-risk, to obtain their high school diploma using the Competency Based (C-Based) High School Diploma Program and have a better chance of achieving job stability.

2. Goals and Objectives

Goal: To elevate the educational level, economic and social well-being of at-risk youth ages 14 to 21.

Opportunities for the following will be offered, but not limited to:

- A State of Hawaii High School Diploma,
- Work Readiness Training (WRT),
- Work Experience,
- Life Skills Workshops,
- Leadership Development, and
- Comprehensive Guidance and Counseling.

Objectives: Of fifty (50) youth participants, the following will have been achieved by June 2009:

Diploma Attainment Rate: Of the participants who enroll in educational instruction, a minimum of 54% will obtain a High School Diploma.

Skill Attainment Rate: A minimum of 70% will attain competencies in either basic skills, work readiness skills, or leadership development skills.

3. Public Purpose and Need to be Served

It is in the public's interest to enhance the employability of Hawaii's young people who are highly at-risk and could become public dependents if they are not prepared for financial sufficiency. HCAP believes that at-risk, low-income youth must gain educational, employability and leadership skills to become fully participating and productive members of our community. The greater society benefits when young people are gainfully employed and remain in the workforce.

The Department of Education statistics reveal that one out of every five students drops out of school between the seventh and twelfth grades. According to the 2000 Census, 45,801 – or 7.9% of Oahu's population aged 25 years and over – completed their education up to the 9th to 12th grade, but never received a high school diploma. Another 42,087 (7.26%) had less than a 9th grade education. Overall, 15.1% lack a diploma. These percentages are predictors of trends for the current youth population. HCAP's experience during the past several years has confirmed this trend.

The rationale for the program is that low-income, at-risk youth need to possess the solid basic educational and pre-employment skills they currently lack to be competitive in today's workforce.

Impact on Participants and the Community: The program will benefit both participants and the community. Participants will develop personal competencies to:

- Be able to identify areas of strengths and growth in areas requiring improvement;
- Become familiar with additional resources in their community;
- Be aware of life and career options;
- Be able to make better career/work choices;
- Develop the discipline and mindset necessary to accomplish their vision and goals;
- Have realistic action plans of achieving job stability and advancement; and
- Develop the knowledge, problem-solving skills and self-confidence needed to overcome personal challenges and employment barriers.

4. Target Population

The target population is Oahu-wide and includes the following:

- Youth from low-income households, between the ages of 14 and 21;
- Youth from broken or dysfunctional families (single parents, incarceration of one parent, domestic violence, homelessness, etc.);
- Youth who are at-risk of substance abuse and/or crime involvement;
- Youth who are deficient in basic and life skills;
- Youth who want to graduate, but cannot remain in the mainstream school system because of gang association and/or behavior problems; and
- Youth who need to develop academic and occupational competency in order to secure employment.

5. Geographic Coverage

The geographic area in which services will be delivered is island wide, with the following areas given priority: Honolulu Metropolitan area, Waianae and Leeward Coast, and the North Shore from Waialua to Ka'aawa, and Waimanalo, HCAP has district offices in these areas that have been serving these communities for many years.

II. **Service Summary and Outcomes**

1. Scope of Work , Tasks and Responsibilities

The program is designed to help participants achieve skills with 1) alternative secondary school instruction / c-based classes; 2) paid and unpaid work experience; 3) leadership development including life skills and job readiness training; 4) comprehensive guidance and counseling, and 5) support services.

1) Alternative Secondary School Service

Certified Competency-Based teachers will instruct classes using the State of Hawaii Competency-Based High School Diploma Program curriculum.

The program is designed to help participants develop their communication skills - reading, writing, listening and speaking; computation skills; problem-solving skills; interpersonal skills; and gain vital work experience.

C-Based classes are conducted in an orderly fashion, without the competitive environment often found in a large class. Each class has 15 - 17 students, with a certified C-Based teacher. Classes are four hours per day, Monday through Friday, including a one hour open tutoring session, conducted by teachers and volunteer interns. Classes are monitored by the Waipahu Community School for Adults, which will also oversee the unit tests and the mastery test.

Teachers, teacher aides or college interns work with each student to help him/her believe that he/she has the capability to earn a high school diploma. Team-building exercises are a regular part of the curriculum. Parent-Teacher conferences and an open house encourage family involvement. Students are also encouraged to help each other, with considerable emphasis placed on acknowledgment of each student's achievement. HCAP has used this style of teaching effectively for the past four years.

Students graduating from an alternative program, such as the C-Based program, demonstrate to society that they are not failures, which is a label often placed on them throughout their teenage years. The ultimate achievement is the commencement ceremony that solidifies each participant's efforts to envision goals and achieve his/her dreams. Special awards are presented in various categories to reinforce positive accomplishments. Many program graduates experience academic and vocational success for the first time in their lives.

Referrals to the program are made primarily by "word-of-mouth." Additionally, friends in similar high-risk circumstances witness the success stories of the graduates. They then come to HCAP hoping they can turn their lives around and become successful

participating members of the community.

The major evaluation criteria for measuring the program's effectiveness is the number of participants completing competencies.

2) Paid and Unpaid Work Experience

The counselor is constantly collaborating with employers island-wide to promote paid and unpaid work experience. These experiences assure employers the participants are well trained and productive workers for current and future job openings. The Chamber of Commerce of Hawaii partnered with HCAP to promote this work program at their meetings, and has allowed HCAP to address its members through their newspaper.

Paid work experience – designed to reimburse employers for the participant's wages during training – provides the employer additional incentive to hire participants. It is a successful technique for the most difficult to employ participants. In many cases, employers do not enjoy making the time-consuming effort involved in hiring new employees. Therefore, they appreciate being able to rely on someone else to select the right people for them.

HCAP is also part of a consortium that operates one-stop employment centers throughout the island. Participants are referred to them for additional assistance. HCAP has employed this method in all its employment programs during the past four years and has been very successful in obtaining employment for our program participants. HCAP's island-wide network of employers that rely on our program to recommend suitable new applicants includes: Hawaii Yacht Club; Honolulu Disposal Service; JMS Coatings, LLC.; One Shot Supplies, Inc.; and Pomalu Truck Bed Shield.

Evaluation methods will involve: effectiveness of recruitment strategies; quality of partnerships; follow-up participant evaluations; and extent and type of work experiences.

3) Leadership Development

Leadership Development activities will be presented frequently during the program period and include the following:

- **Exposure to Post-Secondary Education:** Representatives from post-secondary schools will present information on scholarships, college admissions and financial assistance.
- **Organizational and Teamwork Training:** A community service learning project called the "HCAP Youth Council" provides responsible leadership development and encourages positive team building skills. New HCAP Youth Council members are nominated quarterly to serve as a voice that will represent student issues and concerns in monthly meetings. They are selected through a voting process held by their peers. They assist staff in organizing food drives, community clean-up day, and fundraisers. Students are given team-building projects, and are required to report on the challenges presented and describe how those challenges were resolved. Peer-centered activities include having the C-Based program graduates help new participants – who are often high school dropouts – with their C-Based curriculum studies.

- **Life Skills Training:** The scope of life and social skills training is broad, ranging from general skills, such as decision-making, problem-solving to positive social behaviors. More specific areas include: anger management; budgeting and financial management; crime prevention; Cultural Awareness Day (CAD); goal-setting; stress reduction; self-esteem building; time management; and values.
- Similar to Work Readiness Training (WRT), a highly interactive approach supplemented by community involvement will foster positive outcomes. For instance, an integral portion of crime prevention training is participating in the Student Future Awareness Program at the Community Correctional Center. Participants encounter circumstances that lead to incarceration and are introduced to "a day of prison life."
- Through a "Taste of Culture," and a display project called "Explore Your Roots", CAD will allow participants, families and staff to showcase the array of ethnicities that have earned Hawaii the designation of "melting pot" of the Pacific.
- Once learned, these life and social skills enable participants to live and work more independently. Throughout their lives, situations and challenges will arise that will require participants to think through and solve challenges. Many of these situations will benefit not only the student, but also the community he/she lives in.
- Evaluation criteria encompass competencies completed in goal planning; time management; knowing how to locate resources; budgeting and financial management; knowledge of acceptable social behaviors and values. Work Readiness Training (WRT): HCAP has created WRT services, which adapt to new labor market trends, that participants are required to attend before participating in job placement services. A WRT assessment test is administered to evaluate a participant's aptitude level regarding employability skills. Once levels are established, experienced instructors and guest speakers from the community teach a special curriculum. It is geared to provide the participant with the following skills: dress for success; filling out a job application; interviewing techniques; job retention and work ethics; job searching skills; and resume writing techniques. Participants are re-evaluated to assess their competence in WRT.

Upon successful completion, participants obtain a "Certificate of Completion." Then they begin regular appointments with a counselor who develops a job search plan based on their skills, aptitudes, and abilities. The counselor evaluates the suitability of prospective employers and positions, and focuses on finding a match that will encourage good job retention. Following placement, the counselor will check-in regularly with participants and employers for a minimum of three months. The counselor also schedules periodic meetings with employers to review participant's performance and make additional worksite visits, as deemed necessary. As long as participant requires assistance, the counselor will continue to help or intervene. The counselor will be available, as needed, for intensive counseling for harder-to-employ participants; conflict mediation; and obtaining support services, such as clothing, housing, and child and healthcare referrals.

Teenagers often respond positively when learning through hands-on activities as these stimulate their learning process. The intensity of case management allows for quick resolution of conflicts or difficulties, and reinforces a participant's confidence and determination. Through experience, HCAP has determined that in order for participants to be competitive in the marketplace, it is essential for participants to possess solid pre-employment skills. That is the basis for our JRT curriculum. Pre- and post-tests, attendance, class participation, client satisfaction are some of the criteria used in the evaluation process.

4) Comprehensive Guidance and Counseling

Counselors lead participants through the Individual Service Strategy (ISS) documents. Participants are asked to describe their education and employment goals, and to set a timeline for achieving their goals. They will also be asked to indicate any interim or short-term goals they want to accomplish. Parents, guardians, and other significant adults in the participants' life are invited to attend the interview. The participants understand this plan is their own creation and belongs to them, thus prompting a sense of responsibility and ownership. This method has been used by schools, counseling agencies and the Department of Human Services in many cities over a long period of time, and has a proven history of success.

HCAP's counseling and guidance services help participants – through group and individual counseling – by enabling them to develop satisfying and rewarding relationships. This component includes an array of employers, post-secondary schools, and other vocational programs that will allow participants to explore their future. HCAP is committed to networking with employers, schools, and other programs in order to be equipped with as many resources as possible. This opens doors for participants and helps them feel confident about who they are.

HCAP collaborates with the Community Assistance Center (CAC) to assist with individualized and group counseling to meet the needs of the participants and their families.

They address issues such as interpersonal relationships, which present great difficulties for many youth. These young people constantly hide their true personalities behind models they interpret as "successful," but which are often unrealistic and less than wholesome models.

CAC's counselors, who are professionals and have master degrees, dedicate their professional services to provide counseling services for individuals, couples and families. They are committed to making counseling affordable to all who can benefit; providing related educational and consultative opportunities for the community; and providing services that combine the best of behavioral sciences.

The project effectiveness will be measured by the completion of vocational, career or employment plans; monthly goal reports; counseling narratives; and exit surveys.

5) Support Services

HCAP district offices have a long-term linkage to community services that will be available to participants. Services deemed necessary will be provided for youth through community resources, and justifiable purchases. Transportation will be available to work experience and Volunteer Job Training (VJT) sites, and also for the first day of work when a participant has obtained unsubsidized employment. Bus passes will be available for all participants, as needed, when they enter into the program. Participants needing childcare and dependent care assistance will be helped through such service providers as Childcare Connection and People Attentive to Children (PATCH). Referral to medical services is available through the Waikiki Health Center, Kalihi-Palama Health Center, Waianae Coast Comprehensive Health Center, and Kokua Kalihi Valley Comprehensive Family Services. Work clothes, uniforms, drivers' license fees and tools necessary for participants to perform their job duties, will be available to enable an individual to participate in program activities. An evaluation survey will be used to measure the effectiveness of this service.

2. Timeline

The timeline represents anticipated participant activity from entry to exit as needed (depending on individual needs and assessments) is outlined below for an annual program year.

Key Program Features	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
Comprehensive Guidance and Counseling	X	X	X	X
Alternative Secondary School Service	X	X	X	X
Paid and Unpaid Work Experience		X	X	X
Leadership Development		X	X	X
Support Service	X	X	X	X
Outcomes				
Diploma Attainment Rate				54%
Skill Attainment				70%

3. Quality Assurance and Evaluation

Audit and Financial Management

For over 40 years, HCAP has effectively and efficiently managed grants, funds and contributions to meet the growing needs of local families. HCAP's management 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 promotes leadership. HCAP's leadership program provides oversight and accountability through the Board of Directors, Executive Director, Chief Financial Officer, managers and staff.

HCAP management provides:

- Governance policy and procedures
- Strategic direction
- Fund Development
- Technology
- Staff training/ empowerment
- Communication

Governance is achieved through implementing and reviewing accounting practices in accordance with generally accepted accounting principles.

The internal accounting control processes established safeguard the assets and 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
- Accounting policies and processes are reviewed annually
- Bond coverage for staff

Process:

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
 - 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 accountants, under the direction of the CFO, are assigned to each fund contract to ensure compliance in all areas.
- Fiscal, program, and other staff comprise fund management teams that meet on a regular basis to review program objectives, discuss and implement program improvements.
- Expenses are obligated under the terms of the fund contract
- Cash payments are authorized by fiscal and program management to ensure program compliance.
- Budget submission by fund including any amendments or revisions must be signed by the requesting program manager and approved 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 November 2007 to ensure compliance and accurate reports of each fund.

HCAP provides training to staff on related fund topics. Educational funds are available to staff for career development.

Communication is encouraged and welcomed 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. Monthly "Talk Story" meetings are held at the different offices to allow everyone an opportunity to participate in all aspects of HCAP. All questions are then uploaded to the intranet system for further reference.

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 an examination of the internal control system affecting the expenditure of grant funds, statements, reports and schedules. The most recent audit was conducted by Nishihama & Kishida, C.P.A.'s, Inc. for the fiscal year ending March 31, 2006. 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.

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 program coordinator. The Director of Community Services and Executive Director are responsible for ensuring contract compliance. Operational responsibility for human resources and fiscal services are assigned to the appropriate departments.

Program Operations

The program coordinator is responsible for the development, implementation, monitoring and direct supervision of line staff; and all program services and activities, including approving actions of line staff. Program management includes: review of eligibility determinations; verification; intake procedures; provider selection; case documentation; support services; training activities; updating operating policies and procedures; and service agreements and memorandum of agreements.

The Director of Finance 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.

Monthly program coordinator/supervisor meetings are held, and progress reports are made to the Director of Community Services and Executive Director as monitoring tools. The meetings with the Executive Director are held to discuss any problems, make modifications and plans for subsequent weeks. The Director of Community Services also meets with the program coordinator bi-monthly to resolve any programmatic issues and discuss future plans. The coordinator meets weekly with the staff to plan the week's activities, set goals and discuss client cases. Quarterly meetings are held with all the agency's program coordinators to discuss and resolve common issues among the different programs and promote teamwork among staff.

The coordinator will conduct desktop reviews and monitor the program's activities, according to contract requirements, by reviewing the data collection system; scheduling of activities; participant records (e.g. eligibility, services, training, placement, progress); staff reports; and other program records.

When there are specific issues or problems to be addressed, the staff person will examine the issues with the parties involved (other staff and/or clients). Should problem resolution require further discussion, the issue will be brought to the next staff person in the chain of the command.

4. Measures of Effectiveness

EVALUATION PLAN AND PERFORMANCE MEASURES:

ACTIVITIES TO BE EVALUATED	EVALUATION METHOD & DOCUMENTATION
1) Enrollment: recruitment, application; eligibility determination; assessment; Individual Service Strategy (ISS); comprehensive guidance; and counseling.	Program File/Client Records Individual Service Strategy Counseling Narratives
2) Diploma Attainment Rate: tutoring; study skills training; and alternative secondary school service.	High School Diploma
3) Skill Attainment: basic skills; work readiness skills; and leadership development skills.	Pre/Post tests Attendance Sheets

Activities from all program elements will be evaluated. Assessing staff progress is achieved through: bi-weekly staff meetings; monthly HCAP Youth Council meetings; monthly reports to the Youth Operator; and quarterly progress reports to HCAP Board of Directors. The Program Coordinator reviews the evaluation data monthly, and discusses the data with program staff to modify or improve program strategies. This data is also reviewed by the agency's Executive Management Team (EMT) for follow-up, and coordination of staff development and support.

The Program Coordinator is also responsible for: developing new forms; and updating current forms, the data and the recordkeeping system.

The record system is kept in a locked file cabinet to ensure client confidentiality, includes: client files; C-Based and training attendance logs; evaluations; and surveys.

III. **Financial**

1. Budget

Total GIA funds requested is \$ 94,906. See Attachment A for Cost Proposal with accompanying budget detail forms and justifications.

2. Quarterly Funding Requirements

1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.	Total Grant
\$ 25,000	\$ 48,000	\$ 10,953	\$ 10,953	\$ 94,906

IV. Experience and Capability

1. Necessary Skills and Experience

HCAP has operated various employment and youth programs for low-income and/or high risk populations for 40 years.

Since 2000, the agency has implemented employment services for youth, ages 14-21, in tandem with C-Based education, which has proven highly successful.

In addition, HCAP has formed partnerships and networks to support services to the community through the years.

The staff at HCAP have extensive skills in: negotiating and promoting joint ventures; establishing memorandums of agreement; provision of technical assistance; advocacy; training; case coordination; sponsorship of job fairs and events promoting cultural understanding; and public awareness of issues affecting low-income communities.

HCAP's experience with various employment services in the last few years have encompassed senior citizens, welfare recipients, homeless, older and long term unemployed individuals. Programs have included:

Program:	In-School and Out-of-School Youth Program
Contracting Agency:	Department of Community Services
Address:	715 South King Street, Suite 311 Honolulu, Hawaii, 96813
Telephone:	(808) 527-5311
Dates:	2000 - present
Description:	The program provides at-risk youth, ages 16-21, 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 employed)
Contracting Agency:	Department of Labor and Industrial Relations, Office of Community Services
Address:	830 Punchbowl Street, Room 420 Honolulu, Hawaii, 96813
Telephone:	(808) 586-8675
Dates:	1997 - 2005
Description:	The program provided employment services to low-income residents, 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, Hawaii, 96813
 Telephone: (808) 586-9262
 Dates: 1974 - present
 Description: The program provides low-income, older workers, aged 55 and over, subsidized work experience in nonprofit organizations and 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, Hawaii, 96813
 Telephone: (808) 527-5311
 Dates: 2000 - 2007
 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: Oahu Head Start
 Contracting Agency: Department of Health & Human Services
 Administration for Children & Families
 Address: Office of Head Start
 Region IX
 90-7th Street, Ninth Floor
 San Francisco, CA 94103
 Telephone: (877) 696-6775
 Dates: 1965 - present
 Description: The program provides early childhood education to infants, toddlers and preschool children.
 Contact: Jan Y Len, Regional Program Manager Office of Head Start- Region IX

2. Facilities

HCAP's main office in Downtown 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. Program staff operates primarily from the same site in the Downtown location.

HCAP Youth Services
 33 S. King Street, Suite 206
 Honolulu, Hawaii 96813

Email: krystali@hcapweb.org
 Phone: (808) 531-5452
 Fax: (808) 523-1745

V. Personnel: Project Organization and Staffing

1. Proposed Staffing, Qualifications, Supervision and Training

Executive Director Joan P. White will provide leadership and direction. 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 O'ahu; and Administrator for Planning and Development at Straub Clinic and Hospital. She has an MBA from Chaminade University.

Joy Barua, Director of Finance and Director of Planning, Development & Communications, will be the key supervisor. He received his M.B.A. in Management and M.A. in Organizational Development & Change Management from Hawaii Pacific University. He has worked in the non-profit industry for over ten years and directly managed over 25 projects.

Val Tavai is the Director of Community Services. She worked concentrating on community revitalization projects for the Sisters of Mercy, Baltimore City, in the midst of extreme poverty and violence, 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. She is a practitioner of conflict resolution and has worked diligently to train different communities in the issues of race and class. Val graduated from St. Francis High School in Honolulu. She has a B.A. in Communication Arts from Loyola Marymount University and a master's degree in Public Administration from University of Hawaii, Manoa.

Krystal Ikeda coordinates the program. She is a graduate of the University of Hawaii, has worked as a Job Developer, Counselor, and has a Department of Education (DOE) credential to teach C-Based classes. She will supervise the employment counselors, teacher and program aide.

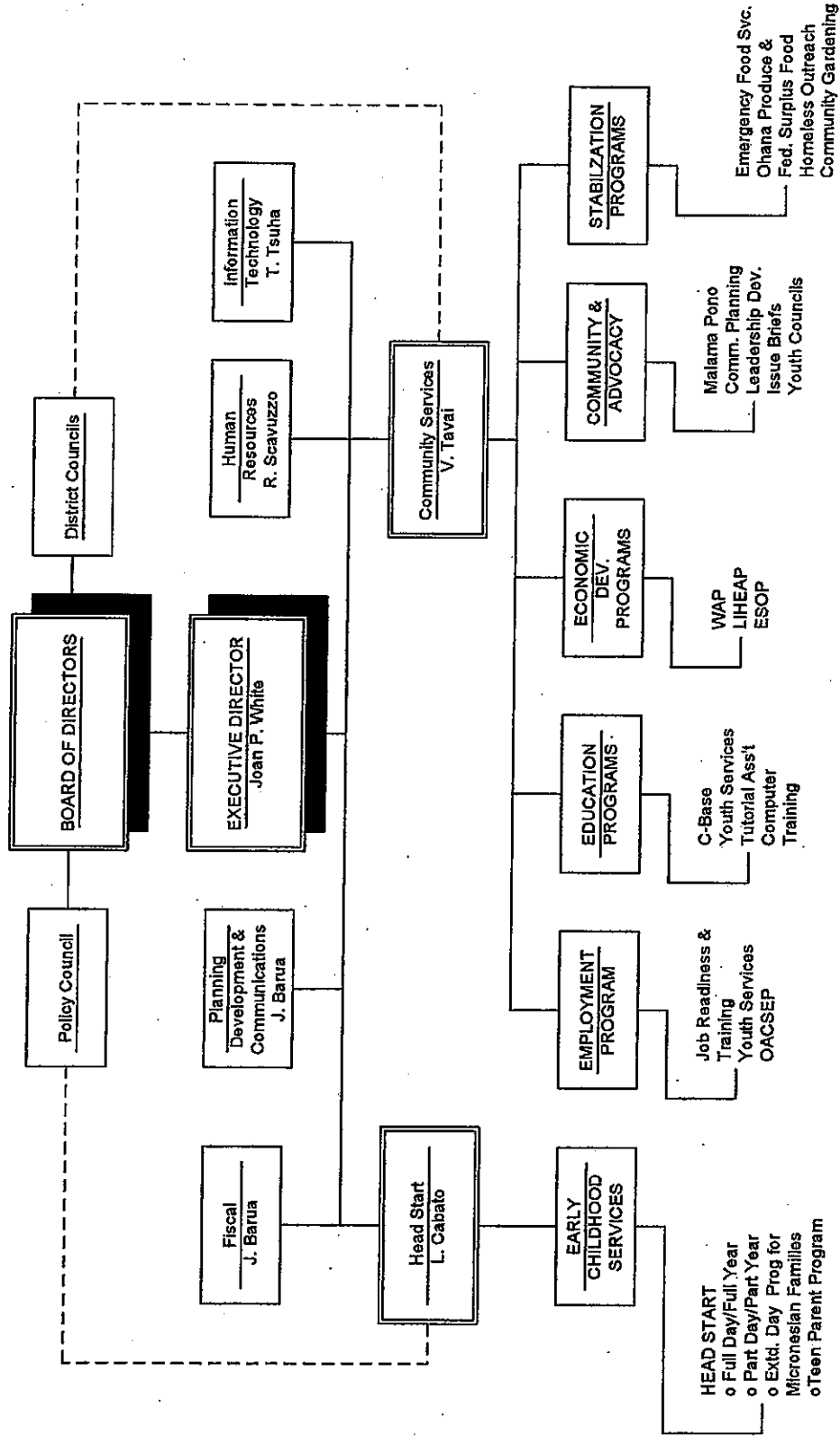
The coordinator will be responsible for the development, implementation, monitoring and direct supervision and training of line staff and all services and activities of the program including approving actions of line staff. The executive director and community services operations manager will provide overall administrative oversight of the program.

2. Organization Charts

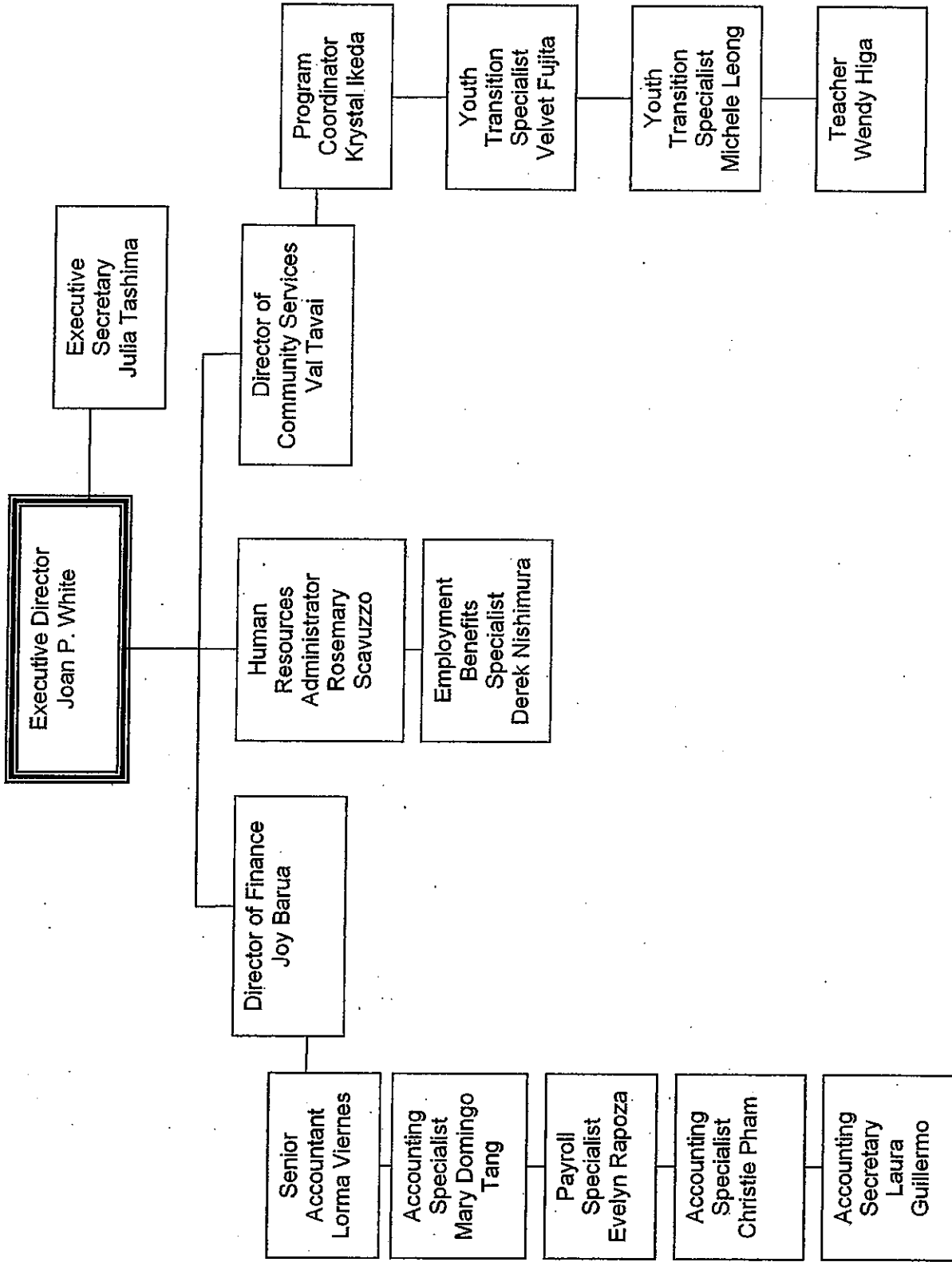
See following pages for the HCAP Organizational Chart and HCAP Youth Service Program Flow Chart.

HONOLULU COMMUNITY ACTION PROGRAM, INC.

January 9, 2008



**HCAP YOUTH SERVICE PROGRAM
FLOW CHART**



VI. Other

1. Litigation


Currently, there is not pending litigation

2. Licensure or Accreditation

None required

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2008 to June 30, 2009)

Applicant: Honolulu Community Action Program, Inc. GRANT-IN-AID (Youth Program)

BUDGET CATEGORIES	Total State Funds Requested (a)	Admin (b)	Support (c)	Program (d)
A. PERSONNEL COST				
1. Salaries	\$50,316			\$50,316
2. Payroll Taxes & Assessments	\$6,153			\$6,153
3. Fringe Benefits	\$9,057			\$9,057
TOTAL PERSONNEL COST	\$65,526			\$65,526
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	\$16,940			\$16,940
5. Staff Training				
6. Supplies	\$5,000			\$5,000
7. Telecommunication	\$1,588			\$1,588
8. Utilities				
9. Contractual Services-Administrative	\$160	\$160		
10. Mileage	\$1,492			\$1,492
11. Postage, Freight, Delivery				
12. Repair and Maintenance	\$200			\$200
PROGRAM ACTIVITIES				
13. Participant Support	\$4,000			\$4,000
14.				
15.				
16.				
17.				
18.				
19.				
TOTAL OTHER CURRENT EXPENSES	\$29,380	\$160		\$29,220
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	\$94,906	\$160		\$94,746
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	\$94,906	Krystal Ikeda	531-5452	
(b)		Name (Please type or print)	Phone	
(c)			1/25/08	
(d)		Signature of Authorized Official	Date	
TOTAL REVENUE	\$94,906	Joan P. White, Executive Director		
		Name and Title (Please type or print)		

**BUDGET JUSTIFICATION
PERSONNEL: PAYROLL TAXES, ASSESSMENT, FRINGE
(Program)**

Applicant: Honolulu Community Action Program, Inc. GRANT-IN-AID (Youth Program)
 Period: 07/01/08 - 06/30/09

TYPE	In-Kind	BASIS OF FRINGE ASSESSMENTS	% OF SALARY	ASSESSMENTS BUDGETED	
				TOTAL	
PAYROLL TAXES & ASSESSMENTS:					
Social Security		\$ 50,316	7.65%	\$	3,849
Unemployment (Federal)		As required by law	As required by law		
Unemployment (State)		\$ 50,316	1.91%	\$	961
Workers Comp.		\$ 50,316	1.68%	\$	845
T.D.I.		\$ 50,316	0.99%	\$	498
SUBTOTAL:			12.23%	\$	6,153
FRINGE BENEFITS:					
Health Insurance		\$ 50,316	10.00%	\$	5,032
Retirement		\$ 50,316	8.00%	\$	4,025
			18.00%	\$	9,057
SUBTOTAL:				\$	15,210
TOTAL:			30.23%	\$	15,210
JUSTIFICATION/COMMENTS: Fringe Benefits are commensurated with the general range					

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Honolulu Community Action Program, Inc. GRANT-IN-AID (Youth Program) Period: July 1, 2008 to June 30, 2009

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	
JUSTIFICATION/COMMENTS:				

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: Honolulu Community Action Program, Inc. GRANT-IN-AID (Youth Program)

Period: July 1, 2008 to June 30, 2009

TOTAL PROJECT COST	FUNDING AMOUNT REQUESTED					
	NY 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						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						
NOT APPLICABLE						

BUDGET JUSTIFICATION OTHER COSTS (Program)

Applicant: Honolulu Community Action Program, Inc. GRANT-IN-AID (Youth Program)

Budget Period: 07/01/08 - 06/30/09

DESCRIPTION	AMOUNT	ADMIN	PROGRAM	JUSTIFICATION/COMMENTS
Mileage	\$1,492		\$ 1,492	Transportation and Parking Costs for Program Coordinator and Youth Transition Specialist. Average 345 miles for 3 staff. 1035 miles @ .36=\$373 x 4 months
Lease/Rental Space	\$16,940		\$ 16,940	Space Rental for classroom, office, parking, and graduation rental
Repair and Maintenance	\$200		\$ 200	Minor repair and maintenance of program equipment
Supplies	\$5,000		\$ 5,000	Materials necessary for the performance of the contract, such as office and program supplies, graduation supplies, and xeroxing
Telecommunications	\$1,588		\$ 1,588	4 months for telephone and internet services
Participant Support	\$4,000		\$ 4,000	For uniforms, bus passes, testing and licensing fees, books, etc.
TOTAL:	\$29,220		\$ 29,220	

**DECLARATION STATEMENT
APPLICANTS FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAII REVISED 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
(Typed Name of Individual or Organization)


(Signature)

Joan P. White
(Typed Name)

1/25/08
(Date)

Executive Director
(Title)