

House District 1, 4, 5, 7

Senate District 1, 2, 3

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

Log No: 30-0

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 (LEAVE BLANK IF UNKNOWN):

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
Hawaii County Economic Opportunity Council (HCEOC)

Dbas:  
Hawaii County Economic Opportunity Council (HCEOC)

Street Address: 47 Rainbow Drive, Hilo, Hawaii 96720

Mailing Address: 47 Rainbow Drive, Hilo, Hawaii 96720

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name GEORGE YOKOYAMA

Title Resource Mobilizer

Phone # 808-961-2681 ext: 107

Fax # 808-935-9213

e-mail hceocgy@hawaii.rr.com

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

LANGUAGE ARTS MULTICULTURAL PROGRAM (LAMP) SERVICES FOR LOW-INCOME UNDERACHIEVING 3<sup>RD</sup> AND 4<sup>TH</sup> GRADE STUDENTS IN DEPARTMENT OF EDUCATION'S RESTRUCTURING STATUS ELEMENTARY SCHOOLS IN HAWAII COUNTY

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2011-2012: \$473,368

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

STATE \$473,368  
 FEDERAL \$ \_\_\_\_\_  
 COUNTY \$ \_\_\_\_\_  
 PRIVATE/OTHER \$ \_\_\_\_\_

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

AUTHORIZED SIGNATURE

Lester Seto, Executive Director

NAME & TITLE

01/27/11

DATE SIGNED

## **Application for Grants and Subsidies**

### **LANGUAGE ARTS MULTICULTURAL PROGRAM**

#### **I. Background and Summary**

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

Hawaii County Economic Opportunity Council (HCEOC) is a private non-profit community action agency established in 1965 under section 501 C and 170 (b) (1) (a) (vi) of the Internal Revenue Code. Applicant is governed by a twenty-seven (27) member Board of Directors composed of nine (9) public, nine (9) private, and nine (9) low-income representatives.

The mission of HCEOC is the alleviation, elimination, and prevention of poverty in the County of Hawaii by:

- Mobilizing and channeling private and public resources into antipoverty action;
- Stimulating new and effective approaches to the alleviation of poverty;
- Strengthening communication, mutual understanding;
- Planning the coordination and implementation and antipoverty programs in the community;
- Educating children and youth to become responsible contributing adults in society;
- Assisting the poor to attain economic self-sufficiency.

Over the last four decades, HCEOC has remained steadfast in its commitment to community action by offering vital services and innovative programs to improve the lives of disadvantage individuals, families, and communities throughout Hawaii County.

HCEOC services and programs include vital transportation for the elderly and disabled residing in remote and underserved areas, culturally appropriate youth programs to promote independent life-long learners and prevent high-school dropouts, employment training for the unemployed and underemployed, food assistance for the hungry, installation of energy efficient devices for low-income households to help reduce their energy bills, assist low-income households with home energy bills, and economic development projects.

**2. The goals and objectives related to the request:**

Funding request for the Language Arts Multicultural Program (LAMP) is to offer school referred third and fourth grade underachieving students access to a quality afterschool program which provides academic assistance, social interaction, multicultural knowledge, and transportation services. Through improvement in their language skills and better knowledge of their own cultures and others, the students will develop self-confidence and a positive attitude about themselves and learning. Our ultimate goal is to have our underachieving third and fourth grade students become **independent life-long learners** who make positive contributions to our society.

The Language Arts Multicultural Program (LAMP) is based on a field-tested curriculum developed by HCEOC with contributions by James Vasquez, Ph. D and Elaine Kono, Ph.D., Hawaii Department of Education. HCEOC has over 30 years of experience operating the LAMP program and extensive improvements have been made to the curriculum such as incorporating STEM (science, technology, engineering, math) education initiatives.

The Program will serve five (5) elementary schools in Hawaii County: Kalaniana'ole Elementary, Keonepoko Elementary, Pahala Elementary, Naalehu Elementary, and Kealakehe Elementary.

**3. State the public purpose and need to be served:**

High quality afterschool programs have a proven track record of improving student achievement in school. Regular participation in high quality afterschool programs is linked to significant gains in standardized test scores and work habits, improvement in school attendance as well as reductions in behavior problems among disadvantage students. These programs have a particularly strong impact on low-income and low-performing youth.

Additionally, high quality afterschool programs are endorsed by law enforcement organization because they are effective in reducing violence, theft, vandalism, gang activity, experimenting with alcohol and other dangerous drugs, and teen pregnancy. Every dollar invested in high quality afterschool programs saves taxpayers approximately \$3, if benefits from crime reduction are factored in, each dollar invested in an at-risk child saves \$8-\$12.

Students attending high quality elementary and middle school afterschool program are less likely to drop out of high school than non-participants. The lifetime earnings losses associated with dropping out of high school are \$262,519 and a high school dropout will contribute \$59,210 less in federal and state income taxes over his or her lifetime. (Source: [www.nysan.org](http://www.nysan.org))

**4. Describe the target population to be served:**

The target population is school referred third and fourth grade underachieving students from five (5) elementary schools in Hawaii County: Kalaniana'ole Elementary, Keonepoko Elementary, Pahala Elementary, Naalehu Elementary, and Kealakehe Elementary.

The proposed elementary schools were selected based on data gathered from the Department of Education, School Status and Improvement Report, School Year 2009-10 and factoring in the following criteria:

- Schools that are under No Child Left Behind restructuring status, as noted in Hawaii Department of Education's Final School Year 2009-2010 AYP Results and Corresponding School Year 2010-2011 Accountability Status by Complex;
- High percentage of free or reduce lunch;
- High percentage of students with limited English proficiency;
- Low Hawaii Content and Performance Standards (HCPS) assessment scores.

**Proposed Elementary Schools Profile**

	Kalaniana'ole	Keonepoko	Pahala	Naalehu	Kealakehe
Number and percent of students receiving free or reduced-cost lunch	66.3%	84.7%	64.6%	84.8%	61.5%
Percent of students with limited English proficiency	18.8%	10.7%	14.6%	32.6%	22.6%

THIRD GRADE	Kalaniana'ole	Keonepoko	Pahala	Naalehu	Kealakehe
Percent of students – HSCPS Reading Proficient (State Proficient Rate 69%)	42%	45%	55%	49%	56%
Percent of students – HSCPS Mathematics Proficient (State Proficient Rate 58%)	28%	36%	35%	35%	46%

FOURTH GRADE	Kalaniana'ole	Keonepoko	Pahala	Naalehu	Kealakehe
Percent of students – HSCPS Reading Proficient (State Proficient Rate 63%)	* 61%	45%	39%	41%	50%
Percent of students – HSCPS Mathematics Proficient (State Proficient Rate 50%)	* 61%	23%	22%	39%	34%

\* *American Recovery and Reinvestment Act (ARRA) funds were used to operate seven LAMP centers during the period of January – June 2010. Kalaniana'ole Elementary was one the schools that offered the LAMP program, thus assuming the positive gains in reading and math proficiency for fourth grade students.*

Source: Department of Education, School Status and Improvement Report for school year 2009-2010

**5. Describe the geographic coverage.**

The LAMP program will be available in the following elementary schools in Hawaii County: Kalaniana'ole Elementary, Keonepoko Elementary, Pahala Elementary, Naalehu Elementary, and Kealakehe Elementary.

- Kalaniana'ole Elementary school is located in small rural community of Papaikou, six miles from downtown Hilo. The school serves the neighboring communities of Honoli'i, Pauka`a, Papaikou, Pepeeeko, Honomu, and Hakalau.
- Keonepoko Elementary school is located in the Puna district, in the community of Pahoa, on the eastern side of Hawaii County.
- Ka`u High and Pahala Elementary school is a small rural K-12 school with approximately 540 students. It is located in the southern district of Ka`u, in the town of Pahala. Ka`u is the largest district on the island, and in the state of Hawaii, with an area of over 600,000 acres.
- Naalehu Elementary school is located in the southernmost community on the island of Hawaii. The school is located 63 miles from Hilo on the east side and about the same distance from Kona on the west.
- Kealakehe Elementary school is located on the slopes Hualalai, overlooking Kailua Bay on the Kona Coast.

## II. Service Summary and Outcomes

### 1. Scope of work, tasks and responsibilities:

A LAMP Teacher and a LAMP Aide provide tutoring in the 3<sup>rd</sup> and 4<sup>th</sup> grade Department of Education (DOE) classroom during the day, according to schedule. LAMP staff spends an average of 20 hours per week in the DOE classroom during the tutoring component of the program.

The presence of being in the DOE classroom allows the LAMP staff to apply the same concepts and skills that were being taught in the DOE classroom to the LAMP afterschool homework period.

#### Scope of Work

***Development of Language/Social Skills:*** The LAMP Program is designed to offer in-school tutorial services to 3<sup>rd</sup> and 4<sup>th</sup> students in targeted Department of Education schools in Hawaii County. During the after school hours the LAMP staff provides homework guidance, basic language instruction, social skills enhancement activities, civic education, and multicultural activities to reinforce language skills. By providing classroom projects that involve students to read, write and speak Standard English, we will offer opportunities to the students to improve their language skills.

***Development of Multicultural Awareness and Appreciation:*** Multicultural activities will be planned in order to promote acceptance of other cultures and the understanding and appreciation of the participants' own cultures. Strategies used will be: bibliotherapy, use of parents, relatives, siblings, community resources and field trips. Other strategies will include using holidays from the different cultures in preparing lessons, and preparing cooking demonstrations of foods from different cultures to provide interest, awareness and appreciation.

***Parental Participation:*** Parent involvement and education will be accomplished through one on one contact with parents, group meetings, parent workshops and using parents as resources, demonstrators, tutors and general aides. Our LAMP teachers drive students home in marked vans/bus and therefore are continually in touch with the students' parents. The four annual parents meetings are used to provide parents with suggestions on how to support their children in becoming independent learners. To help parents, we plan to include computer training to make parents feel comfortable about using the computer. The LAMP Teachers on occasion have been the persons responsible for bringing parents and the DOE teachers together for conferences.

***Coordination of Services:*** LAMP staff works closely with DOE administrators and teachers in order to identify student needs, provide appropriate lessons and activities, as well as to monitor growth.

LAMP staff also assists parents by serving as the intermediary between the family and DOE teachers. Parent involvement is an important element of the LAMP Program. On many occasions, LAMP parents and other family members are used as resources to improve the students' self-concept and demonstrate that parents are indeed the primary teachers of their children.

Through our partnership with the Department of Education, LAMP students will have access to the school's computer laboratory to learn fundamentals of word processing and engage in self directed computer-based learning activities. LAMP Staff will orient interested parents on the fundamentals of computer usage using both the desktop computer and laptops during the quarterly parent meetings.

#### Tasks and Responsibilities

***LAMP Teacher:*** The responsibilities of the LAMP Teacher will be to plan and implement daily lessons that are in consonant with identified LAMP goals and objectives, fulfill all expectations of the LAMP Program Design, provide training to the LAMP Aide and community/parent volunteers, coordinate LAMP activities with DOE administrators and teachers, drive and maintain a 20 passenger marked van/bus, perform other duties as requested by the LAMP Youth Services Coordinator.

***LAMP Aide:*** The responsibilities of the LAMP Aide will be to assist in the planning, coordination and implementation of the daily LAMP activities; assist in the preparation of reports and perform general clerical duties in the classroom; assist the LAMP Teacher in evaluating program effectiveness; assist with and attend program related parent meetings; may need to drive and maintain a 20 passenger marked van/bus.

***Youth Services Coordinator:*** The responsibilities of the Youth Services Coordinator will be to administer, coordinate and implement the LAMP Program; assist in carrying out objectives of the program; evaluate effectiveness and adequacy of the program standards; develop and maintain cooperative working relationship with the Department of Education school administration and staff; develop effective plans for LAMP, organize, train and provide support to the LAMP staff, provide for staff development and supervision of personnel.

***Responsibilities of Volunteers:*** The responsibilities of the volunteers will be to work under the supervision of the LAMP Teacher. Volunteers can serve as chaperones, tutors, resource speakers, snack contributors and storytellers or readers.

2. **Projected annual timeline for accomplishing the results or outcomes of the service:**

LAMP Program activities are scheduled in accordance to the Hawaii Department of Education's school calendar.

<b>Event</b>	<b>Start Date</b>	<b>End Date</b>
Staff each center with one teacher and one aide; enroll 26 students. *Naalehu – two aides and enroll 39 students	July 1	June 30
Complete staff orientation and develop annual curriculum outline with staff	July 1	August 30
Receive pretest result from LAMP centers. Prepare and submit 1 <sup>st</sup> quarter report (July – Sept)	September 15	October 30
Complete informal mid-year assessment on LAMP students and the effectiveness of the program staff	January 1	January 30
Prepare and submit 2 <sup>nd</sup> quarter report (Oct – Dec)	January 1	January 30
Prepare and submit 3 <sup>rd</sup> quarter report (Jan – Mar)	April 1	April 30
Receive post-test results from LAMP centers	May 15	May 30
Receive final statistics from LAMP centers	May 15	June 1
Receive final narratives from LAMP centers	June 1	June 15
Compile statistics and submit final report to the funding body	June 1	July 1

The following is a typical LAMP program after-school curriculum which is generally adopted by LAMP teachers with some modifications.

<b>Time</b>	<b>Activity</b>
2:00 p.m. – 2:15 p.m.	Snack Time
2:15 p.m. – 3:00 p.m.	Assist students with homework, complete worksheets, computer laboratory, solve problem of the day
3:00 p.m. – 3:10 p.m.	Snack and Story Time
3:10 p.m. – 4:00 p.m.	LAMP activity period, cultural activity, 5-W questions, clean-up
4:00 p.m. – 6:00 p.m.	Transport students home, meet and talk with parents on child's progress



**3. Quality assurance and evaluation plans:**

The academic objectives, which include those relative to reading comprehension, writing, speaking and listening improvement will be evaluated using pre and post measures, namely the Stanford Diagnostic Reading Test (SDRT), Stanford Writing Assessment, and the Keaukaha Oral Language Test (KOLT). Improvement in social skills and in attitude will be determined using teacher prepared checklists. Substance abuse and negative peer pressure resistance education will also enhance our students' knowledge base and will be tested via role-playing activities, written and oral tests.

During the monthly meetings, the LAMP staff will regularly assess the effectiveness of LAMP Program, review test administration procedures, refine teaching skills, introduce new teaching material and strategies, and improve skills to assess student growth.

Other informal evaluative measures to determine the effectiveness of LAMP Program are:

- Classroom observation of LAMP staffs' instructions with follow up.
- Evaluative comments by the Youth Services Coordinator on staffs' monthly reports.
- Analyze past lessons as a group and offer suggestions.

The LAMP Teacher and Aide will:

- Maintain daily homework logs of work completed by target students in the after-school segment of Program.
- Maintain tutoring logs of students tutored during the morning hours in the DOE classrooms.
- Keep attendance records.
- Keep anecdotal records.
- Maintain logs of LAMP parents contacted by staff.
- Maintain individual student folders for each child that will include test results, anecdotal records, attendance, etc.
- Complete and submit monthly reports using appropriate format.
- Complete and submit required reports and final report as required by funding agency and Youth Services Coordinator.

The Youth Services Coordinator will:

- Prepare written comments on each monthly report.
- Conduct monthly meetings for the LAMP personnel.
- Make quarterly visits to each LAMP center and follow up with a written evaluation.

- Submit quarterly reports and a final report to the funding agency to document results of the pre/post testing and to report level of achievement by students in meeting project goals.
- Prepare requests for proposals as necessary.
- Prepare the LAMP budget and monitor program expenditures.

**Agency Quality Assurance Plan is attached.**

**4. Measure(s) of Effectiveness:**

<b>COMPONENT</b>	<b>OBJECTIVE</b>	<b>METHODOLOY</b>
<b>Reading Comprehension</b>	70% of the program's students will gain a minimum of 2 percentile per year as measured by the Stanford Diagnostic Reading Test (SDRT), comprehension subtest.	Pre and post test will be administered to measure student progress in reading comprehension.
<b>SAT WRITING ASSESSMENT</b>	80% of the program's students will attain a 4.5 on the SAT Writing Assessment or gain one point in writing skills as measured by the Stanford Achievement Test Writing Assessment on a seven point scale, one being low.	Pre and post test will be administered to measure student progress in writing.
<b>Keukaha Oral Language Test (KOLT) Listening/Speaking</b>	70% of LAMP students will attain 4.5 on the KOLT or gain one point in listening/speaking skills as measured by the KOLT on a seven point scale, with one being low.	Pre and post test will be administered to measure student progress in listening/speaking.
<b>Multicultural Awareness/Attitude</b>	80% of the program's students will achieve 80% on the teacher made LAMP Teacher's Attitudinal Observation Worksheet or make an increase of 10% between the pre and post scores.	LAMP teacher's observations on student's multicultural awareness and attitude
<b>Socialization</b>	90% of LAMP students will improve in their socialization skills by 10%.	Administration of LAMP teacher's assessment on the Student Socialization Evaluation.

### III. Financial

#### Budget

1. See attached budget forms for detail of the request.
2. Anticipated quarterly funding requests for the fiscal year 2010-2011:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$94,674	\$142,010	\$142,010	\$94,674	\$473,368

3. Listing of all other sources of funding that they are trying to obtain for fiscal year 2010-2011:

HCEOC actively seeks and competes for federal, state, county, and foundation grants for the continuation of the Language Arts Multicultural Program. Presently, two LAMP centers (Naalehu and Keonepoko) are funded by the County of Hawaii. Aside from this funding request, HCEOC shall submit grant application to the County of Hawaii for the continuation of the two LAMP programs for program year July 1, 2011 – June 30, 2012.

### IV. Experience and Capability

#### A. Necessary Skills and Experience

Since 1974, HCEOC’s LAMP Program has provided services in assisting the Department of Education in transforming underachieving third and fourth grade students to improve their language skills, develop a positive attitude about themselves and learning which would enable them to become life-long independent learners.

LAMP teachers are selected on qualifications that include academic proficiency and experience in working with children. Further, LAMP teachers and aides are provided training during monthly workshop/training sessions. These sessions offer opportunities to practice planning appropriate lesson plans, write meaningful objectives, and learn practical skills in carrying out lesson plans. They are provided training to administer standardized tests and strategies in positive teaching.

<b>Program</b>	<b>Language Arts Multicultural Program</b>
Contracting Agency	Department of Labor & Industrial Relations Office of Community Services
Contact Person	Keith Yabusaki
Contact Information	830 Punchbowl Street Room 420 Honolulu, Hawaii 96813 Phone: 808-586-8680
Contract/Grant No.	OCS-ARRA-09-02
Contract Period	02/01/2010 – 09/30/2010
Funding Amount	\$903,563 (includes funding for various HCEOC programs including LAMP)
Performance Outcomes	<p>51% of all LAMP centers improved a minimum of 2 percentile points on reading comprehension as measured by the Stanford Diagnostic Reading Test. The low success rate is due to the late start of the LAMP program which started in the second half of the school year.</p> <p>85% of the total LAMP students attained a 4.5 on the SAT Writing Assessment or gained one point in writing skills as measured by the Stanford Achievement Test Writing Assessment despite the abbreviated program year.</p> <p>90% of the total LAMP students attained a 4.5 on the Keaukaha Oral Language Test, or gained one point in listening/speaking skills.</p> <p>94% of all LAMP centers indicated that LAMP students successfully achieved the multicultural/attitudinal objective, exceeding the objective by 14%.</p> <p>96% of the total LAMP students improved their socialization skills by 10% as determined by the pre/post teacher administered socialization assessment.</p> <p>230 unduplicated parent contacts were made between January to June 2010 for all seven LAMP centers. The total number of contacts for all centers was 4,608.</p>

<b>Program</b>	<b>Language Arts Multicultural Program</b>
Contracting Agency	Department of Education
Contact Person	Tammy Keller
Contact Information	Department of Education Procurement & Contracts Branch 94-275 Mokuola Street Room 200 Waipahu, Hawaii 96797 Phone: 808-675-0130
Contract/Grant No.	CO-90044
Contract Period	07/01/08 – 08/31/09
Funding Amount	\$225,000
Performance Outcomes	<p>88% of participants improved a minimum of 2 percentile points on reading comprehension as measured by the Stanford Diagnostic Reading Test.</p> <p>95% of participants scored 4.5 out of 7 or made a 1.0 gain between the pre / post SAT writing assessment test.</p> <p>96% of participants scored 4.5 of 7 or made a 1.0 gain between the pre/post KOLT (Keaukaha Oral Language Test) in listening and speaking</p> <p>100% of participants made a 10% increase between pre and post scores on the teacher-developed Attitudinal Survey.</p> <p>100% of participants improved their social skills by 10%.</p>

<b>Program</b>	<b>Youth Development Services</b>
Contracting Agency	Department of Human Services
Contact Person	Catherine DelaCruz
Contact Information	Benefit, Employment and Support Services Division 820 Mililani Street Suite 606 Honolulu, Hawaii 96813 Phone: 808-675-0130
Contract/Grant No.	DHS-08-BESSD-5098
Contract Period	10/31/07 – 10/30/08
Funding Amount	\$380,000
Performance Outcomes	85% of participants reported feeling more confident they can and will do well in school because of the LAMP program.

<p>Performance Outcomes</p>	<p>89% of participants reported increasing the time they study since the program began.</p>
<p>Contract No. DHS-08-BESSD-5098</p>	<p>86% of participants reported they learned study skills in the program.</p> <p>87% of participants reported feeling more confident they can and will learn a new skill or craft.</p> <p>95% of participants reported that they value their cultural heritage more because of the program.</p> <p>91% of participants reported learning a new skill during the program.</p> <p>94% of participants reported increasing the time they participate in recreational activities since the program began.</p> <p>98% of participants reported a supportive adult in the program.</p> <p>96% of participants reported that risky behavior can affect goal attainment.</p> <p>84% of participants reported feeling more confident they can and will make good decisions.</p> <p>96% of participants reported attaining resistance and refusal skills.</p> <p>96% of participants reported abstaining from risky behaviors (drug and alcohol use, sexual activity or unprotected sexual activity)</p> <p>94% of participants reported they attained communication skills.</p> <p>84% of participants reported increased knowledge that parents and adult family members are an important resource.</p> <p>94% of parents and adult family members understand how to help children succeed in school as a result of the program.</p>

**B. Facilities**

The LAMP Program is implemented at Department of Education's school facilities. During the after school LAMP session, the program utilizes vacated classrooms when school ends for the day. If schools can spare a classroom, one is assigned to the LAMP Program.

**V. Personnel: Project Organization and Staffing****A. Proposed Staffing, Staff Qualifications, Supervision and Training**Proposed Staffing

The LAMP Program will require one part-time Youth Services Coordinator position and eleven (11) full-time positions which consist of five (5) teachers and six (6) aides for the following schools:

<b>School</b>	<b>Teacher</b>	<b>Aide</b>
Kalaniana'ole	1	1
Keonepoko	1	1
Pahala	1	1
Naalehu	1	2
Kealakehe	1	1
<b>Total</b>	<b>5</b>	<b>6</b>

Proposed client number is 26 students per center divided by staff of 2 = 13 students per one adult per center. In Naalehu, the program will be expanded to include 39 students and 3 adults since over 50% of the student population are 1<sup>st</sup> or 2<sup>nd</sup> year U.S. students from Marshall Islands or Mexico who are in the process of learning English.

Staff Qualifications

The Youth Services Coordinator shall supervise and monitor LAMP Teachers and Aides periodically to provide support and will meet with Teachers on a monthly basis as part of monitoring and evaluation process.

**Youth Services Coordinator**

- Knowledge of legislative process.
- Knowledge of teaching and instructional methods, processes, and practices.
- Skill in use of general office equipment, computer, and software applications.

- Skill to correct, edit, and proofread instructional materials and documents.
- Ability and skill to plan, organize, and present instructional presentations and demonstrations to staff.
- Ability to work cooperatively as an effective team member of HCEOC and the DOE.
- College graduate in the field of Education or in a related field with two years of progressively responsible experience in a related field.
- Excellent verbal and written skills.
- Detail oriented. Must be able to maintain records and submit reports, and other information accurately.
- Knowledgeable of community, agencies, and organizations within the area they serve.
- Must have the ability to relate and communicate effectively to minority groups, people, and community.
- Must possess a valid driver's license and have daily access to a vehicle.

#### **LAMP Teacher**

- College graduate, preferably meeting DOE certification requirements.
- Able to speak Standard English and has knowledge of at least one other community tongue.
- Skill in use of general office equipment, computer, and software applications.
- Knowledge of the cultural and social values of Hawaii's ethnic groups.
- Ability to communicate with target parents and students.
- Skill to correct, edit, and proofread instructional materials and documents.
- Ability and skill to plan and organize events and transportation
- Ability to work cooperatively as an effective team member of HCEOC and the DOE.
- Excellent verbal and written skills.
- Detail oriented. Must be able to maintain records and input data for reports.
- Knowledgeable of community, agencies, and organizations within the area they serve.
- Must have the ability to relate and communicate effectively to minority groups, people, and community.
- Must possess a valid driver's license and have daily access to a vehicle



The LAMP Teacher will supervise and provide guidance and support to the Aide. The Youth Services Coordinator will meet with the Teacher and Aide on a monthly basis.

### **LAMP Teacher Aide**

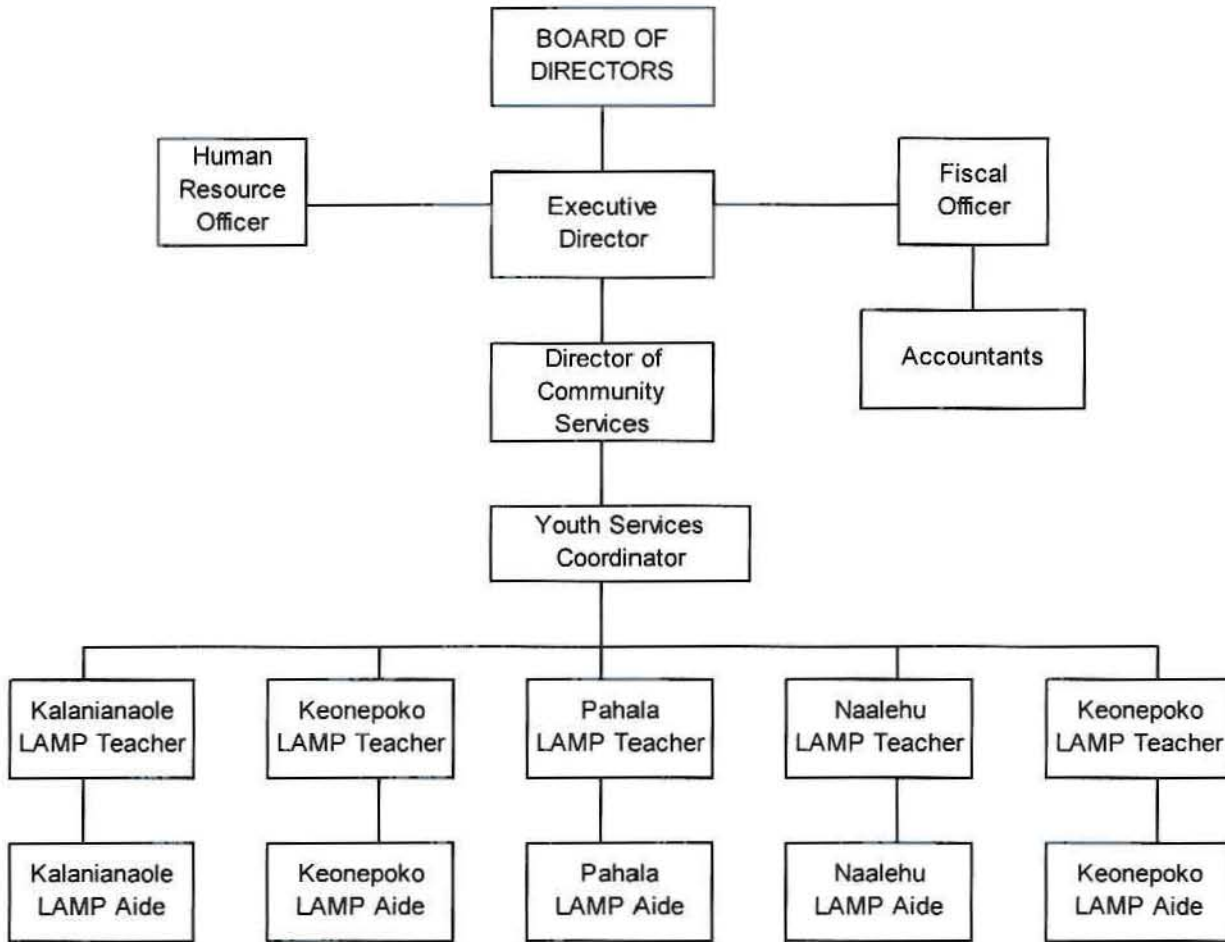
- High School graduate.
- Speaks standard English and has knowledge of at least one other common community tongue.
- Desire to work with children.
- Detail oriented to keep accurate daily, monthly reports.
- Meets health and physical condition requirements.

### **Supervision and Training**

***Supervision:*** The Youth Services Coordinator will conduct on site visits to each center at a minimum of four times a year routinely according to a schedule. Unannounced visits may also be conducted. After each visit, the Youth Services Coordinator will issue a written report to the LAMP personnel to comment on various aspects of the visit, make suggestions to improve on the implementation of lesson and activities observed.

***Training:*** Every LAMP Teacher and Aide will be expected to attend monthly workshop/training sessions. During these monthly meetings, an array of topics ranging from instructional strategies to proper administration of tests will be presented. Staff will have opportunities to discuss, prepare plans, practice presenting mini lessons, and evaluate each other's lessons and presentations. Part of the training will include make site visits to possible field trip locations, introducing cultural speakers, and upgrading the teachers' skills in evaluating, writing, and reporting.

**B. Organization Chart**



**Organization-wide chart attached.**

**VI. Other**

**A. Litigation**

Not applicable.

**B. Licensure or Accreditation**

Not applicable.

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2011 to June 30, 2012)

Applicant: Hawaii County Economic Opportunity Council - LAMP

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	303,473			
2. Payroll Taxes & Assessments	50,983			
3. Fringe Benefits	50,012			
<b>TOTAL PERSONNEL COST</b>	<b>404,468</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	0			
2. Insurance	10,000			
3. Lease/Rental of Equipment	1,000			
4. Lease/Rental of Space	1,000			
5. Staff Training	3,000			
6. Supplies - Office	5,500			
7. Supplies - Program	5,000			
8. Utilities	3,000			
9. Telecommunication	2,000			
10. Data Processing	2,500			
11. Audit Fees	3,000			
12. Physical Exam/Drug Testing	1,500			
13. Criminal Background Check	1,500			
14. Mileage - Staff	3,000			
15. Office & Yard Maintenance	2,800			
16. Copies	500			
17. Postage	600			
18. Vehicle Gas & Oil	9,000			
19. Vehicle Maintenance/Licensing	2,500			
20. Excursions	7,000			
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>64,400</b>			
<b>C. EQUIPMENT PURCHASES</b>	<b>4,500</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>0</b>			
<b>E. CAPITAL</b>	<b>0</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>473,368</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	473,368	Richard Otani 808-961-2681 ext: 203		
(b)		Name (Please type or print) _____ Phone _____		
(c)		Signature of Authorized Official _____ 01/27/11		
(d)		Date _____		
<b>TOTAL BUDGET</b>	<b>473,368</b>	Lester Seto, Executive Director		
		Name and Title (Please type or print)		

**BUDGET JUSTIFICATION  
PERSONNEL - SALARIES AND WAGES**

Applicant: Hawaii County Economic Opportunity Council

Period: July 1, 2011 to June 30, 2012

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1.00	\$52,200	6.00%	\$3,132
Fiscal Officer	1.00	\$54,996	6.00%	\$3,300
Community Services Director	1.00	\$52,200	6.00%	\$3,132
Human Resource Office	1.00	\$42,000	6.00%	\$2,520
Accountant	1.00	\$34,320	6.00%	\$2,059
Accountant	0.50	\$17,160	6.00%	\$1,030
Youth Services Coordinator	1.00	\$43,200	50.00%	\$21,600
LAMP Teacher - Kalaniana'ole	1.00	\$30,000	87.50%	\$26,250
LAMP Teacher - Keonepoko	1.00	\$30,000	87.50%	\$26,250
LAMP Teacher - Pahala	1.00	\$30,000	87.50%	\$26,250
LAMP Teacher - Naaiehu	1.00	\$36,000	87.50%	\$31,500
LAMP Teacher - Kealakehe	1.00	\$30,000	87.50%	\$26,250
<b>SUB TOTAL:</b>				<b>\$173,273</b>
<b>JUSTIFICATION/COMMENTS:</b>				(Page 1 of 2)

**BUDGET JUSTIFICATION  
PERSONNEL - SALARIES AND WAGES**

Applicant: Hawaii County Economic Opportunity Council

Period: July 1, 2011 to June 30, 2012

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
LAMP Teacher Aide - Kalaniana'ole	1.00	\$24,000	87.50%	\$21,000
LAMP Teacher Aide - Keonepoko	1.00	\$24,000	87.50%	\$21,000
LAMP Teacher Aide - Pahala	1.00	\$24,000	87.50%	\$21,000
LAMP Teacher Aide I - Naalehu	1.00	\$26,400	87.50%	\$23,100
LAMP Teacher Aide II - Naalehu	1.00	\$26,400	87.50%	\$23,100
LAMP Teacher Aide - Kealakehe	1.00	\$24,000	87.50%	\$21,000
SUB TOTAL - PAGE 1				\$173,273
<b>TOTAL:</b>				\$303,473
<b>JUSTIFICATION/COMMENTS:</b>				(Page 2 of 2)

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Hawaii County Economic Opportunity Council

Period: July 1, 2011 to June 30, 2012

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Computer Laptops	5.00	\$900.00	\$ 4,500.00	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	5		\$ 4,500.00	

**JUSTIFICATION/COMMENTS:**

The portability of computer laptops allow LAMP staff immediate access to resources and information. Additionally, laptops will be used to communicate with students, parents, DOE Administrators, and HCEOC Administration.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

**JUSTIFICATION/COMMENTS:**

**BUDGET JUSTIFICATION  
CAPITAL PROJECT DETAILS**

Applicant: Hawaii County Economic Opportunity Council

Period: July 1, 2011 to June 30, 2012

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2009-2010	FY: 2010-2011	FY:2011-2012	FY:2011-2012	FY:2012-2013	FY:2013-2014
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b> <p align="center">None requested.</p>						

**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, Hawai'i 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 ensuring 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:

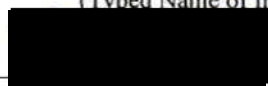
- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant or subsidy used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Hawaii County Economic Opportunity Council

(Typed Name of Individual or Organization)



(Signature)

01/27/11

(Date)

Lester Seto

(Typed Name)

Executive Director

(Title)



## **Hawaii County Economic Opportunity Council Quality Assurance Plan**

**Purpose:** To provide guidance for evaluating the effectiveness of the programs conducted by the Hawaii County Economic Opportunity Council. Program evaluation is an important component of HCEOC's effort to assure that a program is operating as intended and achieving results.

A program evaluation is a thorough examination of the program and its effectiveness using statistical and analytical tools. It also uses expertise within and outside the program under review to enhance the analytical properties and to add credence to the evaluation and recommendations.

HCEOC's communication efforts, its impact and effectiveness in the community will be done. The evaluation will review publicity, the agency's activity with the media, the web site and other public communication efforts.

### **Objectives:**

1. Each program at HCEOC will develop outcomes/goals for each participant. The program will monitor the program at periodic intervals. The information obtained will be used to evaluate the program and to initiate changes when needed.
2. Performance Measurement System (self assessment tool) will be developed for each program. The Performance Measurement System will be used to determine overall effectiveness of the program. Surveys, regarding programs, activities and or projects; customer service, development, finance, shall be an essential component of the Performance Management Tool.

### **Verification and Validation of Data**

HCEOC's program activities require reliable financial and human resources information to assess agency operation and performance results and to make good management decisions. HCEOC will put maximum effort to ensure the accuracy of program information and any analysis of the information.

HCEOC shall continually review the information it collects in various databases for accuracy by using software tracking programs and program reviews of a sample of records. In addition, management shall conduct analyses regularly to review the information collected in order to identify any anomalies that indicate erroneous entries requiring correction to collection procedures.

HCEOC shall utilize software systems that enable the agency to collect information more rapidly and accurately by eliminating the need to enter information multiple times before it can be reviewed and analyzed. In addition, a series of edit checks shall be used to determine the accuracy of data entered from program staff. HCEOC shall utilize a software system that ensures ease of data entry and incorporates a number of checks to prevent the entry of incorrect data.

HCEOC shall maintain quality guidelines and internal procedures which ensure its ability to verify and validate the quality of data before it is released to the public and funding sources. All information received shall be used to improve HCEOC's systems and data.

## GRANT PROPOSAL

1. Prior to any grant application submission, HCEOC will ensure that it has the staff and expertise to accomplish the requirement of the grant.
  - a. The Request for Proposal (RFP) will be distributed to all individual who will be involved in the management of the grant.
  - b. A meeting to discuss HCEOC's participation will be held. Each proposed participant will be assigned an area to research, compile information and write a draft of their area for inclusion in the proposal.
  - c. Each manager will develop questions which should be addressed prior to any submission.
  - d. The program manager for the grant will develop outcomes and indicators (if not provided in the RFP) for tracking the grant program participant's progress.
  - e. Utilizing the outcomes and indicators, the program manager will develop a Performance Management tool (forms, charts, guidelines for reporting findings, recommendations for corrective action when objectives are not met, etc).
  - f. All Federal grants shall utilize an independent third party evaluator.
  - g. All grant proposals shall be approved by the Board of Director prior to submission.
2. The Executive Director will meet with all management and program staff to discuss the individual submissions.

## GRANT AWARD

Upon grant award, all management staff will meet to review the grant and to discuss the grant requirement. This will insure that any staff involved understands the requirement.

## PERFORMANCE MANAGEMENT SYSTEM

1. All staff will receive training on the grant, the monitoring and self assessment tools and procedure for reporting noncompliance with the terms of the grant.
2. All staff involved in the grant will receive a packet of the self assessment tools.

## GRANT PERFORMANCE

1. Participant Eligibility – What are the requirements for inclusion in the grant?
2. Participant Recruitment
  - a. Recruitment – Who will be recruited? How will the participants be recruited? Once accepted, how will they be evaluated? What will be the procedure for dealing with failing or non-performing participants? If the number of participants do not meet the objectives established in the grant, what procedure(s) will be utilized to increase participation?

- b. Monitoring – How many people were contacted? How many of the people contacted were accepted/included in the grant? If monitoring reveal a failure to meet established objectives/goals, what corrective actions should be initiated?

## ADMINISTRATION/MANAGEMENT

### Financial Management Practices

#### 1. Board Participation

- a. HCEOC shall insure that all Board members clearly understand their roles and responsibilities for financial health.
- b. HCEOC shall insure the board receives and reviews complete financial information at every meeting
- c. Board in collaboration with the management staff regularly reviews short-term and long-term plans and goals.

#### 2. Fiscal

- a. The financial management staff are qualified and knowledgeable
- b. There is a process in place to develop a well constructed and realistic budget.
- c. Financial reports are prepared in an accurate and timely manner.
- d. HCEOC has a regular plan for adequate cash balances, including cash flow and monitoring.
- e. HCEOC maintains cash balances or reserves appropriate for the organization.
- f. HCEOC maintains a system for tracking restricted or designated funds.
- g. HCEOC insures payroll tax deposits are timely.
- h. HCEOC insures bills are paid in a timely manner.
- i. There is a written financial policy in place including responsibility and authority for financial decisions.
- j. HCEOC insures that there are adequate and appropriate internal controls in place and maintained.
- k. HCEOC insures the financial system is in compliance with all required legal and funding reporting.
- l. HCEOC insures that the agency has an annual financial audit.
- m. HCEOC's CFO shall ensure that the financial system data are complete and accurate.
- n. HCEOC's CFO shall ensure that documentation is maintained to support the transactions recorded in the general ledger. In addition, HCEOC shall ensure that timely, complete and accurate reconciliations are performed and that differences identified are researched and resolved.
- o. Program Mangers shall have the necessary information for operating the program.
- p. There is evidence of cost containment.

### Human Resources and Staffing

1. HCEOC shall ensure that there is a formal human resources program.
2. HCEOC shall ensure that all employment practices comply with federal, state and local laws and regulations.
3. HCEOC shall provide to each employee a handbook of the personnel policies.

4. HCEOC shall have a formal grievance program.
5. HCEOC shall have a formal staff orientation and an exit interview program.
6. HCEOC Human Resource Office shall review time and attendance reporting to ensure that all employees report accurate and complete information to the audit clerk. HCEOC HR office shall ensure that timesheets with incorrect or incomplete information are returned to employees for correction before certifying time and attendance information. The reporting of time and attendance information shall comply with all funding source requirements.

## PROGRAM MANAGEMENT

### Outcome Evaluation

HCEOC shall have a formalized program self assessment system.

- a. All staff shall receive training concerning funding sources and the need for outcome measurements for client services and program activities.
- b. All staff shall understand the mission of the organization.
- c. Data collection:
  1. All direct service providers staff members shall receive training in the importance of the use of outcome evaluation for ongoing program and client services improvement.
  2. Outcome data shall be routinely collected, analyzed and shared throughout the agency.
  3. Data collection shall be part of the daily and/or weekly routine of the organization, shall be used to conduct program planning, target resources and improve delivery of service.
- d. Program evaluations shall be outcome driven.
  1. Self assessment checklist, to evaluate the quality and effectiveness of the program shall be used for all programs and activities. The focus of the evaluation shall be on the program beneficiaries (clients, participants) and what has been accomplished for them.
  2. All programs shall be evaluated at scheduled intervals.
  3. All program staff shall be trained on the evaluation tool. A copy of the self-assessment tool will be provided each program manager.
  4. The information gathered will be compiled and subjected to statistical analysis. The results of the analysis will be used to determine modifications are needed. If the analysis indicates that problems exists, the Program Manager in collaboration with the Program Director and the management staff will attempt to determine the reasons for the problems, and develop new procedures for program improvement.

**HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL  
ORGANIZATION WIDE CHART**

