

House District(s) _____

Senate District(s) _____

THE TWENTY-NINTH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

"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.

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

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:

Honolulu Community Action Program, Inc.

Dba:

Street Address:

1132 Bishop Street, Suite #100
Honolulu, Hawaii 96813

Mailing Address:

1132 Bishop Street, Suite #100
Honolulu, Hawaii 96813

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name MICHAEL HANE

Title Director of Planning, Program Development and Communications

Phone #808-521-4531

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3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
- FOR PROFIT CORPORATION INCORPORATED IN HAWAII
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL
- OTHER

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

NA LIMA HANA EMPLOYMENT CORE SERVICES

The Na Lima Hana Employment Core Services (ECS) Program is specifically designed to address the multiple needs of unemployed and underemployed individuals. ECS currently provides employment preparation training, personalized case management services, and job placement to unemployed and underemployed individuals throughout the island of Oahu .

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2019: \$205,443

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 \$ _____

FEDERAL \$171,418 _____

COUNTY \$ _____

PRIVATE/OTHER \$ _____

TYPED NAME AND TITLE:

MICHAEL HANE, DIR. OF PLANNING, PROGRAM DEV. AND COMMUNICATIONS
NAME & TITLE

JANUARY 19, 2018
DATE SIGNED

JAN 19 2018
10:50 AM

Application for Grants

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

I. Background and Summary

1. Applicant Background

On January 8, 1964, in his message to Congress, President Lyndon Baines Johnson declared an unconditional War on Poverty in America. In August 1964, Congress passed the Economic Opportunity Act, creating a federal Office of Economic Opportunity. Community Action Agencies (CAAs) were created at the local level to help fight the War on Poverty. In 1965, Honolulu Community Action Program, Inc. (HCAP) came into existence as a CAA. HCAP was subsequently designated by local elected officials as the CAA for Oahu.

Honolulu Community Action Program, Inc. (HCAP) is a private, non-profit 501(c)(3) organization, delivering need-based human services to the economically challenged on the island of Oahu since 1965. Recognized as a Community Action Agency, HCAP's mission is very deeply rooted in its responsiveness to the community and its needs. It is our belief and philosophy that no individual should be denied the opportunity to share and contribute fully to the best of his/her capabilities to the social and economic well-being and prosperity of our society. Hence, HCAP is committed to alleviating the conditions of poverty on Oahu by promoting opportunities for the economically disadvantaged to attain greater social and economic mobility. **HCAP's mission statement is as follows:** *"POI: Providing Opportunities and Inspiration to enable low-income individuals or families to achieve self-reliance."* HCAP has contributed significantly to economically disadvantaged communities through a variety of programs and services designed to alleviate the social, emotional and economic stress so often associated with poverty. The programs and services are focused in the areas of Early Childhood; Employment; Education; Economic Development; Emergency & Transitional Programs; and Community Development and Advocacy. In the past program year, more than 20,000 individuals and families have been impacted by HCAP's work.

In January 2014, HCAP created the Na Lima Hana Employment Core Services (ECS) Program as a stand-alone program to meet specific employment needs of individuals. The ECS Program provides employment preparation training, case management, and job placement to unemployed and underemployed individuals. HCAP also operates employment assistance programs for special populations, such as the Senior Community Service Employment Program (SCSEP) funded through the federal Workforce Investment Act and administered by the State of Hawaii Department of Labor and Industrial Relations. We also work with at-risk youth enrolled in the Competency-Based Community School Diploma Program (C-Base), funded by the Department of Education (DOE). The goal of the C-Base program is to ensure that graduates are career ready and ready and prepared for post-secondary education.

Through its many years in the field, HCAP staff has developed expertise not only in job preparation, placement and maintenance support services, but also in dealing effectively and respectfully with its low-income, homeless and immigrant populations.

Since January 2014, the ECS Program has enrolled 1783 participants. 1061 participants completed pre-employment training. A total of 725 participants obtained employment (202 part-time and 523 full-time), 379 participants achieved 30 days of employment, 360 achieved 60 days of employment, and 293 achieved 90 days of employment. In addition to helping participants receive the needed materials, confidence, and training to gain rewarding employment, ECS has worked to nurture strong relationships with employers throughout the island (**see attached selected stories from HCAP Weekly Newsletter**).

To learn more about the programs and services HCAP offers, we invite you to visit us at www.hcapweb.org or like us on Facebook: <https://www.facebook.com/HCAPhi> and follow us on Twitter: <https://twitter.com/HCAPhi>

2. Goals and Objectives

The Na Lima Hana Employment Core Services (ECS) Program is specifically designed to address the multiple needs of the unemployed and underemployed individuals. ECS currently provides employment preparation training, personalized case management services, and job placement to unemployed and underemployed individuals throughout the island of Oahu.

The goal of the ECS program is to provide services to 300 unemployed and underemployed individuals during the Grant-In-Aid 2019 Fiscal Year.

- Milestone 1: Outreach, Intake, Assessment & Individual Service Plan (ISP)
 - 300 participants achieve outcome
- Milestone 2: Employment Preparation/Job Development
 - 240 participants achieve outcome
- Milestone 3: Job Placement
 - 175 participants achieve outcome
- Milestone 4: Job Support
 - 150 participants achieve outcome
- Milestone 5: Job Maintenance and Job Retention
 - 90 participants achieve outcome

3. Purpose and Need

Oahu has such a high cost of living that many times it seems impossible to get ahead. Many people who call Oahu home struggle daily to obtain employment that will help them to sustain their homes or families. Many have become victim to the rise in cost and are now homeless or at risk of becoming homeless.

According to the U.S. Census Bureau's Small Area Income and Poverty Estimates for 2016 (SAIPE), 132,597 people in the State of Hawaii are living in poverty. Honolulu County is home

to 61% of the state's impoverished population, with 81,341 people or 8.5% of Oahu's residents living at or below the poverty line. Poverty is determined by comparing annual income to a set of thresholds that vary by family size, number of related children, and age of householder.

The Honolulu CPI (inflation) advanced 0.9% in the second half of 2016. Over the last 12 months, the Consumer Price Index rose 1.5%. In the 3rd quarter of 2016, Honolulu was ranked the second highest in cost of living among 273 urban areas in the United States.

Hawaii's unemployment rate as of November 2017 was 2.2%. According to the Economic Research Organization at the University of Hawaii (UHERO), "The Hawaii labor market is now operating near levels that are typical for Hawaii during periods of strong expansion." UHERO noted that in 2017, the unemployment rate averaged 2.7%, which is on par with levels experienced before the recession.

In light of the relatively low unemployment rate in Hawaii, now is the time to encourage and prepare vulnerable populations to enter the workforce. As mentioned in the Unified State Plan (July 1, 2016 – June 30, 2020) prepared by the State of Hawaii Workforce Development Council, the skill and education gaps of Hawaii's workforce undermines the growth of Hawaii's economy. With the help of this Grant-In-Aid, HCAP hopes to bridge the skill and education gaps by offering our clients with more assistance with vocational training as well as on-the-job volunteer training to help prepare them for employment and build a stronger resume.

HCAP works to resolve the problems facing the communities we serve. Our families we service are homeless, at risk of becoming homeless, and low-income families who are underemployed or looking to obtain employment. HCAP will continue to assist our clients with many of the barriers that prevent them from gaining self-sufficiency. These are, as follows, a few of the challenges our clients face:

- Lower levels of educational attainment
- No prior job experiences and/or job skills.
- Language and limited literacy skills
- Affordable housing
- Criminal record/history of incarceration
- Employment gaps

HCAP regularly works with clients who have yet to receive their high school diplomas or equivalencies. Some of our clients have limited English proficiency. Many live with large, extended families; it is not atypical for some to live in a two-bedroom apartment with 10 other family members. Although some clients have thought about furthering their education, potential stumbling blocks include concerns about costs and affordability. After all, enrollment in a GED program or a post-secondary vocational program requires investment in time and money. For clients living in large households, family goals often take precedence over individual goals.

But HCAP knows that bridging the education gaps in low-income households is the key to upward mobility for many of the families we serve. With the Grant-In-Aid, HCAP's Na Lima Hana Employment Core Services (ECS) Program will be able to provide tuition assistance.

The Na Lima Hana ECS Program would like to assist our clients with tuition help into the C-Base program held at our Central District Center to allow clients the opportunity to obtain their diploma. Financial assistance for C-Base will cover both tuition and books. If clients choose to work towards their GED, our ECS Program will provide them with financial assistance to enroll in a GED preparation course and help them register and pay for the GED examination. We will also provide access to computers at all of our five District Service Centers; clients can use the computers as they are working towards obtaining their GED.

For clients who struggle with language barriers, the ECS Program will refer them to ESL classes through the Moanalua Community School for Adults, and pay for their tuition. ECS Program believes that providing tuition for ESL classes will help propel them forward.

Many ECS participants have experienced discrimination in their job search, whether it is due to their limited work experience, long employment gaps, or history of incarceration. For those who have no prior job experience or have not assumed a job for a while, HCAP staff will provide on-the-job volunteer training at our District Service Centers to help them become job-ready for employers. For participants with a history of incarceration, ECS provides former inmates with job readiness training, job placement, and support to help them reintegrate into the community.

The District Service Center staff will work one-on-one with each ECS client to assist them with all the skills they need to obtain permanent employment. They will develop a career plan tailored to the individual needs of each specific client. Once the clients have identified their career goals, HCAP staff will provide financial assistance to clients enrolling in vocational classes.

Funding for vocational training is very important because it will enable ECS clients to learn specialized skills for various trades. Some ECS clients need to enroll in apprenticeship classes at local community colleges to be qualified for employment through our Union partners. Other ECS clients would need financial help towards payments for their Commercial Driver License (CDL) classes, nursing classes, or caregiving training classes. Using funds from the Grant-In-Aid, staff will provide the opportunity for our clients to overcome barriers, obtain proper employment training, and attend vocational training that will enable them to inch closer to high paying jobs with better benefits for their families.

HCAP knows that the path to economic self-sufficiency is a long one. HCAP's wide range of programs is designed to provide support services to low-income individuals living in the most vulnerable circumstances. While the client is enrolled in the ECS Program, he or she is also eligible for a wide range of other programs and services as well.

4. Target Population

The Na Lima Hana Employment Core Services Program targets low-income unemployed and underemployed individuals, including, but not limited to Department of Public Safety (PSD) work furlough residents, homeless individuals, at-risk youth, Native Hawaiians, immigrants and seniors.

HCAP's familiarity, experience, and expertise in working with these populations allow the agency to assist participants in meeting their specific employment-related needs, and effectively assist them on the path to self-sufficiency. Staff work together to empower the individual to seek help and access additional resources that will support them and their families. Among the barriers of employment retention HCAP staff seek to address and remedy with their clients include the following: transportation, child care, housing assistance, food, health issues, prior history of incarceration, lack of skills or education, and limited work history.

Homeless Individuals

HCAP has provided services for many years to our homeless communities in many respects. We regularly do outreach in the Waianae area, as well as the Windward side, providing homeless individuals and families with clothing, food, and linens. HCAP's Kalihi District Service Center partners up with Waikiki Health's Next Step Shelter to assist homeless families living in the Downtown areas. HCAP's Kumuhonua Transitional Living Center provides homeless individuals temporary housing and case management. The ECS Program works with HCAP's five District Service Centers and the Kumuhonua Transitional Living Center to assist homeless clients with job training, job placement and job support.

HCAP's homeless clients live day-to-day, preoccupied with immediate threats: where to sleep and what to eat has gained precedence over long-term employment plans. They have little to no job skills and experience. Many have no reliable transportation and cannot afford a monthly bus pass. The barriers the clients face become all-consuming and they are left with feelings of hopelessness. HCAP's ECS Program works to reverse, and even break, the cycle of homelessness. The District Service Center staff and the case managers at the Kumuhonua Transitional Living Center work one-on-one with each homeless individual to help them establish a career path that is possible for them to achieve.

The Kumuhonua Transitional Living Center provides safe, secure, temporary shelter and individualized case management services for single adults and couples. Kumuhonua residents that are unemployed or underemployed are offered ECS services as part of their overall individualized service plans towards self-sufficiency. All Kumuhonua residents who are unemployed are referred to ECS. The staff from Leeward District Service Center works closely with the staff at Kumuhonua to schedule intake and coordinate employment preparation workshops for the residents. The majority of the employment preparation/job development training is done on-site at Kumuhonua.

Department of Public Safety (PSD) Work Furlough Residents

HCAP will provide ECS services to adult individuals on Oahu who are in Department of Public Safety (PSD) custody whose custody levels are classified as "minimum" status, including those enrolled in PSD work furlough programs. The State of Hawaii Department of Public Safety operates a residential work furlough program for male and female offenders transitioning from prison to the community.

Because of HCAP's prior and ongoing experience working directly with inmates from Oahu Community Correctional Center (OCCC), including the Laumaka Work Furlough Center, the Waiawa Correctional Facility, OCCC Module 20, and the Women's Community Correctional

Center, HCAP anticipates many of its ECS participants to be drawn from and referred by these institutions.

According to the U.S. Bureau of Justice, more than two-thirds of state prisoners are rearrested for a new offense within three years of release, and about half are reincarcerated. 95% of all incarcerated individuals are eventually released into the community, which means that, of the approximately 6,000 offenders currently incarcerated by the State, all but 300 will be released.

Considering such statistics, HCAP believes that it is important to break the cycle of incarceration. One way to break the cycle is to reduce barriers to employment. After all, many studies show that offenders who have sustained employment are less likely to reoffend. HCAP knows that for those who have been previously incarcerated, employment is particularly difficult to obtain. The Government Accounting Office (GAO) roughly estimates that 40 percent of former inmates were not able to obtain employment within 7 – 10 months of release. HCAP is determined to work with work furlough programs to lower this percentage.

PSD's partnership with HCAP is a vital part in the work furlough program. As PSD states in their Re-entry Plan, maintaining stable employment is essential to a successful re-entry. The work furlough residents who participate in ECS will benefit from job readiness training and placement, along with support with reintegration into the community.

Most inmates need assistance with building job skills, vocational training, education, substance abuse treatment, and parenting skills if they are to successfully re-enter the community. On that end, work furlough residents come to HCAP for many different services such as filing their taxes through our Income Tax Services/ Earned Income Tax Credit (EITC) program and employment preparation training and job referrals through our Na Lima Hana Employment Core Services Program.

At-Risk Youth

HCAP provides educational and employment support to low-income, at-risk youth, who seek employment or who are currently pursuing a Hawaii Adult Community School Diploma. HCAP's Central District Service Center offers C-Base classes as part of the Hawaii Adult Community School Diploma Program to individuals aged 16 and over who do not have a high school diploma. Each component of the C-Base program is geared toward improving youth participants' education, employability, competitiveness in the job market, and ability to become a responsible member of the community. C-Base students are required to complete 100 hours of on-the-work job experience. Community workers at the Central District Service Center regularly refer and enroll C-Base students into the ECS Program.

Seniors

ECS receive referrals from HCAP's Senior Community Service Employment Program (SCSEP), which is a federally funded program under Title V of the Older Americans Act. The SCSEP program is a direct response to the fact that older workers tend to have more difficulty than younger workers in finding new jobs. According to the Unified State Plan (July 1, 2016 – June 30, 2020) prepared by the State of Hawaii Workforce Development Council, sixty-four percent of Hawaii's work force is aged 55-64 years old. As the senior population grows in Hawaii's

workforce, it is important for Community Action Agencies such as HCAP to address this demographic's employment barriers.

The primary purpose of the SCSEP program is: to provide meaningful part-time subsidized "hands-on" training to low-income seniors aged 55 and older, who would otherwise have poor employment prospects. SCSEP participants are referred to ECS when they are ready to transition from SCSEP to part or full-time unsubsidized employment. SCSEP participants enroll in the ECS program through the District Service Center nearest them.

5. Geographic Coverage

ECS will offer services on the island of Oahu to unemployed and underemployed individuals. Individuals will have the opportunity to enroll in the ECS program at one of HCAP's five District Service Centers and other program locations such as the Kumuhonua Transitional Living Center for its residents and the Senior Community Service Employment Program (SCSEP) in downtown Honolulu for SCSEP participants. HCAP's five District Service Centers are conveniently located in Waianae to service the areas of Makua to Makakilo Kapolei; Aiea to service the areas of Salt Lake to Ewa Beach and out to Waiialua; Kalihi to service the areas of Salt Lake to Nuuanu; Palolo to service the areas of Hawaii Kai to Downtown Honolulu; and Kaneohe to service the areas of Waimanalo to Waimea Bay.

ECS also offers services to adult individuals on Oahu who are in Department of Public Safety (PSD) custody whose custody levels are classified as "minimum" or "community" status, and who are enrolled in PSD furlough programs. Additionally, ECS works directly with inmates from Oahu Community Correctional Center (OCCC), including the Laumaka Work Furlough Center, the Waiawa Correctional Facility, Module 20, and the Women's Community Correctional Center. HCAP staff complete clearance with State of Hawaii Public Safety Department so they can enter any work furlough locations to provide services to this clientele. Intake for the work furlough participants can be done at various locations throughout Oahu including at any of HCAP's five District Service Center and various partner locations such as work furlough centers and Action with Aloha.

One of HCAP's assets is its geographic coverage and ability to offer ECS services directly in participants' home communities. Participants are much more likely to attend training sessions and job coaching appointments that are located close to their homes, workplaces, and their children's schools.

II. Service Summary and Outcomes

1. Scope of Services

HCAP's Na Lima Hana Employment Core Services (ECS) Program is specifically designed to address the multiple needs of unemployed and underemployed individuals on Oahu. The ECS program aims to assist clients in finding employment and increasing their pay rates and/or work hours.

HCAP's Community Workers, who are housed at HCAP's five District Service Centers across Oahu will provide the initial services when an individual first enters the ECS program. This includes intake and assessment, development of individual career plans, job training and development, client support and follow-up. Throughout the participants' time in the program, the Community Workers, in conjunction with the Program Coordinator, will provide on-going, individualized case management to ensure successful completion of educational and career goals.

Each client will have the opportunity to participate in a training curriculum to gain essential job readiness and retention skills. In all its trainings, HCAP staff work to empower the individual to seek help and access additional resources that will support them and their families. At the pre-employment training, participants will learn and participate in: career goals planning, resume building, understanding job applications, how to prepare and dress for an interview, what to expect at an interview, mock interview sessions, budgeting, and introductory basic computer skills (Microsoft Word, Excel, PC computer).

HCAP staff will also be available for one-on-one sessions should participants need individualized assistance. Key to the success of the ECS Program is for participants to develop trusting and productive relationships with staff. While participants may approach the program because they seek a specific service or resource, such as a bus pass or job referral, HCAP's staff is able to develop trust and leverage those initial contacts into long-term supportive relationships. HCAP also has partnerships with employers who regularly submit job opening referrals for our clients and their families. HCAP will also work to increase these partnerships to assist each individual with an opportunity to obtain permanent employment.

In addition to these formal elements of the ECS Program, HCAP participants can access a wide range of programs and wrap-around services to increase self-sufficiency. For example, ECS participants who need assistance with filing tax returns are referred to HCAP's Income Tax Services/ Earned Income Tax Credit (EITC) program. In partnership with the IRS and as part of the Hawaii Volunteer Income Tax Assistance (VITA) & Financial Empowerment Coalition, HCAP's Income Tax Services/ Earned Income Tax Credit (EITC) program helps working families and individuals get the federal tax credits they have earned. Participants may also benefit from additional HCAP program offerings, such as Ohana Produce Food Distribution, the Low-Income Home Energy Assistance Program (LIHEAP), educational programs for children and youth, and more. HCAP is unique from other human service providers because of its array of agency services offered at each site, while at the same time adapting and responding to the particular character and needs of the program participants.

ECS Milestone Process

Participants in the ECS Program will enter the program at Milestone 1 and progress through each milestone on an individual basis. Participants may join the program at any time during the twelve month grant period.

Milestone 1-Outreach, Intake, Assessment & Individual Service Plan

HCAP has a network of over 180 partners in which information about the Employment Core Services program will be shared. HCAP will utilize its five District Service Centers and other

HCAP programs to spread the word about this program to potential participants in the community and program partners. HCAP has been very successful in recruiting participants for the existing ECS program. In addition, HCAP uses social media (Facebook, Twitter, Instagram, and LinkedIn) to spread the word about the Employment Core Services program. HCAP will continue to leverage the power of social media to reach potential program participants.

During the intake process, participants will fill out a Centralized Intake Application, provide a copy of their drivers' license or other identification, provide copies of income documentation for all household members, complete a Self-Certification of Income Eligibility/Documentation form, and sign a release form. If the participant has no income, he or she will indicate as such and provide self-certification. The participant will complete an initial assessment as well as work with staff to complete their Individual Service Plan (ISP), which will be signed by the participant.

Documentation for Milestone 1 includes: Intake forms, Income eligibility form and accompanying documentation, Family Assessment, Employability Assessment, Individual Service Plan, and other supporting documents (ex. Physical disability).

Milestone 2-Employment Preparation/Job Development

ECS participants will participate in training workshops through HCAP's employment preparation and job development curriculum, which includes a series of nine training workshops, covering topics such as career goals, pre-employment training, introduction to computers, basic Microsoft Word and Excel, resume development, budgeting and financial management, mock interviews, and job applications. Upon completion of the training program, participants will have the essential knowledge and skills necessary to seek, obtain, and maintain employment. Participants will participate in employment preparation/ job development workshops.

Workshop 1- Career Goals

Workshop 2- Pre-Employment Training

Workshop 3- Introduction to Computers

Workshop 4- Basic Microsoft Word

Workshop 5- Basic Microsoft Excel

Workshop 6- Creating a Resume

Workshop 7- Budgeting and Financial Management

Workshop 8- Interview Skills

Workshop 9- Applying for Jobs

Vocational Training & Educational Support

ECS participants interested in vocational school will be assisted in locating training programs which will help them to meet their employment goals, as outlined in their ISP. Participants will then be assisted in applying for and enrolling in either Community College or a Vocational Training Course. Those who are interested in obtaining their GED will be (if applicable) assisted in enrolling in GED preparation courses, and registering for the GED test once the participant is ready to take the exam. Tuition assistance will also be given to ECS participants who will be enrolling in Central District Service Center's offering of the Competency Based High School Diploma Program and Moanalua Community School for Adults' ESL classes.

Staff will provide monthly check-in phone calls and/or meetings to assist participants with successful completion of their chosen courses. During this milestone, the program staff will continue to offer on-going job development support, such as identifying appropriate employment opportunities and helping the participant with employment readiness skills.

Documentation for Milestone 2 includes: Comprehensive client files maintained for each participant and completion of each workshop will be tracked in the participant's individual case-managed file.

Milestone 3-Job Placement (Participant retains employment for 30 days)

The ECS Program has built strong relationships with employers throughout the island such as Aerotek, Walmart, Kualoa Ranch, E Noa Tours, Roberts Hawaii, and G4S Secure Solutions, which has allowed staff to refer participants to specific employers. The program continues to network and partner with local companies to further grow the database of employer referrals. During Milestones 1 and 2, the Program Coordinator will have been actively networking with employers to advocate for ECS participants and help to prepare employers in advance for any needs or challenges a particular participant may have. The goal of this Milestone is for each participant to find employment of a minimum of 20 hours per week or to secure an increase in hourly wage without a decrease in hours worked.

Once an ECS participant is hired, program staff will serve as a liaison between employer and employee. This relationship is important to the participant's success, as it allows staff to help the participant address any issues quickly and early. Prior to beginning employment, staff work with participants to address any potential challenges or needs they may have, so they may start their new job on the right foot.

Documentation for Milestone 3 includes: Paystubs and/or employer verification. Participants will receive an incentive when they complete Milestone 3.

Milestone 4-Job Support

The Job Support Milestone is key to the program, as ECS participants may face challenges during the first several months of employment. HCAP staff maintains flexible work schedules and are able to travel throughout the island to make themselves available to employers and participants, as needed.

After starting a job, ECS participants will be encouraged to participate in additional services that can help with overcoming barriers to employment retention. Lack of affordable childcare is a common obstacle for unemployed and underemployed low-income parents. ECS participants in need of childcare or education services for their children will be encouraged to enroll their children in Head Start and the Hā Initiative: Creative STEM After-School Program. For ECS participants in need of transportation, clothing, and shoes to secure steady employment, they will be provided with the necessary items such as an appropriate wardrobe or a bus pass. Participants who have low levels of educational achievement may benefit from Central District Service Center's offering of the Competency Based High School Diploma Program for teens and adults to earn their diplomas.

Documentation for Milestone 4 includes: Paystubs and/or employer verification.
Participants will receive an incentive when they complete Milestone 4.

Milestone 5-Job Maintenance

HCAP uses a risk management approach with participants. From the start of the ECS program, participants will be continually assessed by staff and assisted with self-assessments whereby they identify their protective factors and risk factors. Protective factors may include skills and competencies, previous employment history, education, family support, transportation, personal attitudes, and communication skills, etc. Potential risk factors include substance abuse, incarceration history, gaps in employment, low educational achievement, family dysfunction, lack of skills, etc. This approach is empowering, as the participant learns to take responsibility for maintaining their job and actively seeks help when needed.

Documentation for Milestone 5 includes: Paystubs and/or employer verification.
Participants will receive an incentive when they complete Milestone 5.

2. Timeline

HCAP has determined that the most effective way to run the ECS Program is through a Milestone system, which allows participants to join the program at any time during the twelve month grant period. Participants complete the Milestones on an individual basis, all the while, receiving case management from HCAP staff. The following twelve-month timeline reflects the ECS Program's plan to achieve all deliverable activities and outcomes.

Month 0
Notification of Award

Month 1-12
Milestone 1: Outreach, Intake, Assessment & Individual Service Plan (ISP)
Milestone 2: Employment Preparation/Job Development

Month 2-12
Milestone 3: Job Placement

Month 4-12
Milestone 4: Job Support
Milestone 5: Job Maintenance and Job Retention

Month 12
Grant ends but HCAP's Na Lima Hana Employment Core Services (ECS) Program will continue to follow up with all program participants

3. Quality Assurance and Evaluation

HCAP's Quality Assurance Plan assures consistent and high quality of program administration and services. The plan is tailored specifically to ensure quality services and outcomes at the client, program, and organization levels.

Services to Program Participants

1. Monitor intake and application process to determine *ease* and *clarity*;
2. Monitor timeliness of scheduling clients for group trainings and one-on-one meetings;
3. Monitor client response to job readiness curriculum, material and delivery for *relevance*, *helpfulness*, and *comprehensibility*;
4. Monitor HCAP case managers, community workers and ECS staff for *efficiency*, *competency*, *courtesy*, *respectfulness*, and *follow-through* throughout service delivery.

Program Processes

1. Ensure that all required client data, supporting documentation, and applicable release forms are properly collected during intake and application process;
2. Ensure that intake, application, and assessment process is conducted consistently in all ECS sites;
3. Establish and follow internal timelines for timely processing of applications; scheduling of client assessments, Individual Service Plans, and group or one-on-one training sessions;
4. Ensure ready availability, content quality, and effective delivery of employment preparation and job readiness training instruction;
5. Ensure and follow schedule for timely and regular follow-up contact during vocational training and job placement/ support phases;
6. Provide initial and ongoing training on collection of proper supporting documentation for individual milestones and use of Milestone Achievement Form.

Administrative & Fiscal Operations

1. Collect all required client, outcome, and financial data and submit program and fiscal reports in formats and frequencies stipulated by the Office of Community Services;
2. Ensure that, where applicable, program expenditures are compliant with state cost principle requirements;
3. Track collective projected annual outcomes in monthly, quarterly and annual frequencies or as otherwise specified by funding agency(s);
4. Abide by applicable health, safety, and civil rights-related laws and regulations;
5. Continuously evaluate and review ongoing processes and incorporate findings into program improvement/refinement.

Assessing program progress is conducted through weekly staff meetings, meetings with HCAP Management, Board Program, Planning, and Evaluation (PPE) Committee meetings, and quarterly progress reports to the HCAP Board of Directors. HCAP uses formative evaluations to address changes that need to be made in order to increase recruiting rates, improve trainings, increase partnerships for work placements, and improve the job placement process. ECS asks for feedback from referring employers to help improve the training curriculum. Such information is

also brought to the attention of the Executive Management Team (EMT) for follow-up and coordination of staff development and support. The ECS Program Coordinator meets with the Executive Director, Director of Community Services, and Director of Planning, Program Development and Communications on a weekly basis to provide program updates. At each meeting, the Program Coordinator distributes the “Weekly Performance Report” (**see attached Weekly Report Form**) and gives updates on the status of the program.

ECS utilizes a dual information management system, comprised of SHAH Database System (electronic) and Milestone Achievement Summary Sheet (hard copy), to track program and participant progress. Internal audits of participant files are conducted once a year. The audit team is comprised of field staff (Community Services Managers and Community Workers). The field staff visit HCAP’s five District Service Centers and audit active and non-active case managed files. They review each file to make sure all required documents and supporting documents for each milestone is in the file and the order of the files is correct.

Activities from all Na Lima Hana Employment Core Services (ECS) Program elements will be evaluated. Participant evaluations and feedback from employers will be used to measure the effectiveness and satisfaction level of all trainings. Participant evaluations and feedback from employers will also be used to measure the effectiveness and satisfaction level of all trainings (**see attached Verification of Employment**).

Success for the Na Lima Hana Employment Core Services Program will be measured by participant job attainment and retention, as well as participants’ increase in pay rates/ work hours. Participants will be asked to submit employment verification every 3 months after obtaining employment. HCAP will track and document all participant forms. These will include general intake and client documentation forms, a record of services received, Milestone forms and supporting documentation. The files will also contain case notes, success stories, evaluation forms, and communication from employers, clients and other service providers. Income documentation will be maintained in participant files and may include paystubs, Social Security award letter, Supplemental Security Income (SSI) award letter, Temporary Assistance for Needy Families (TANF) award letter, Unemployment Insurance award letter, Veterans Administration (VA) benefits, pension, General Assistance award letter, and any other source of income (i.e. child support, foster parent stipend, other retirement income, etc.).

Staff assessment is conducted through weekly staff meetings, regular meetings with HCAP management, and quarterly progress reports to the HCAP Board of Directors. HCAP uses formative evaluations to address changes that need to be made in order to increase recruiting rates, improve trainings, increase partnerships for work placements, and improve the job placement process. ECS asks for feedback from referring employers to help improve the training curriculum. This information is also brought to the attention of the Executive Management Team (EMT) for program evaluation, development, and improvement.

4. Measures of Effectiveness

The following outputs and outcomes are in direct alignment with the State GIA because they provide services to the most vulnerable populations on the island of Oahu.

OUTPUTS

Number of individuals assessed for services	400
Number of individuals completed Individual Service Plans	300
Number of individuals entered Employment Preparation Training	250
Number of individuals completed Employment Preparation Training	240

OUTCOMES

Number of individuals who obtain employment	175
Number of individuals employed for 60 days	150
Number of individuals employed for 90 days	90

As participants enter and move through the ECS Program, they will gain the necessary knowledge and skills to successfully obtain and maintain employment. Program support does not end with a participant obtaining employment; HCAP staff is available to participants at all times to provide additional individual support as needed. The Individual Service Plan of all participants remains a live document for updating and modification as participant needs evolve.

Along with employment training, ECS outcomes include the incorporation of financial awareness for participants. Learning to budget, manage and save money is essential to overcoming poverty. Participants may also take advantage of free tax preparation services offered by HCAP.

III. Financial

Budget

1. See attached budget forms.

HCAP respectfully requests \$205,443 from the State Grant-In-Aid to support the Na Lima Hana Employment Core Services Program.

The proposed line items on the budget are as follows:

Salaries: 1 full-time Program Coordinator @ \$40,912 per year to provide counseling, training and one-on-one follow-up services to participants to assist with job placement and retention.

10% of salaries of District Service Center staff to provide direct services to clients: \$57,285.

3% of salaries of administrative personnel to provide HCAP management and fiscal support functions for the program staff: \$10,970.

Payroll Taxes & Assessments/Fringe Benefits: \$33,376, based on a percentage of salary costs.

Supplies: \$1,000 – Funds to be used for office supplies, educational supplies, and program supplies, as allowed in the cost principles.

Participant Support: \$31,900 – These funds will be used for expenses such as 1) transportation costs; 2) credential evaluation services; 3) required documentation, identification and clearances; 4) work attire and tools; and 5) similar and/or related expenditures to assist with employment support.

Vocational and Tuition Support: \$20,000 – These funds will be used for vocational support for clients who are interested in enrolling in vocational programs. We will also use it for tuition support for clients who have not completed their high school diploma will have an opportunity to complete their GED, Competency-Based Adult diploma program or ESL classes that will help them obtain higher earning jobs.

Participant Incentives: \$10,000 – These funds will be used to encourage program participants to continue case management and follow-up with HCAP program staff regarding their employment status.

2. Quarterly Funding Request

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$ 51,361	\$ 51,361	\$ 51,361	\$ 51,360	\$ 205,443

3. Funding Sources Seeking for FY 2018

21st Century Community Learning Centers
 Community Services Block Grant

4. State and Federal Tax Credits

Not Applicable.

5. Government Contracts and Grants

(See attached Government Contracts and/or Grants.)

6. Balance of Unrestricted Current Assets as of December 31, 2017

\$596,427

IV. Experience and Capability

Necessary Skills and Experience

Since 1965, HCAP has contributed significantly to economically disadvantaged communities

through a variety of programs and services designed to alleviate the social, emotional and economic stress so often associated with poverty. While there are a handful of other employment services, none are able to boast a “one-stop shop” with wrap around services, not only for the program participant, but for the whole family. HCAP has assisted low-income individuals and families in Oahu become more self-sufficient through a myriad of programs and services that focus heavily on employment and employment support. HCAP also operates employment assistance programs for special populations, such as the Senior Community Service Employment Program (SCSEP) funded through the federal Workforce Investment Act and administered by the State of Hawaii Department of Labor and Industrial Relations and the City & County of Honolulu Department of Community Services, respectively.

HCAP has long recognized the importance and need for employment core services for unemployed and underemployed low-income individuals on Oahu. Therefore, HCAP has historically provided employment assistance at its District Service Centers to program participants. Although jobs may become available, unemployed low-income individuals may lack the motivation, skills, connections, and support to obtain and maintain employment. Services must be available to assist this segment of the population to enable them to participate in the workforce and move toward self-sufficiency. Because of the importance of these services, HCAP has long sought to refine and enhance employment core services by making it a stand-alone program. In January 2014, HCAP was provided this opportunity through City and County of Honolulu Grant-In Aid funding. Naming the program Na Lima Hana (“for the working hand”) Employment Core Services (ECS), HCAP was able to create a new Program Coordinator position to oversee and coordinate the employment core service activities at not only the District Service Centers, but also at HCAP’s various programs and locations. This has brought consistency to program operations and reporting, and has also established stronger relationships with local partners and businesses.

HCAP’s familiarity, experience, and expertise in working with this population (homeless, work furlough residents, at-risk youth, and seniors) allows the agency to assist participants in meeting their specific employment-related needs, and effectively assist them on the path to self-sufficiency. Staff work together to empower the individual to seek help and access additional resources that will support them and their families. As a result, they are able to address and overcome barriers of employment retention, such as transportation, child care, housing assistance, food, health issues, prior history of incarceration, lack of skills or education, limited work history, etc.

Creating and maintaining community partnerships is an inherent and vital component in fulfilling HCAP’s mission. HCAP has over five decades of experience of establishing and maintaining working partnerships with government, non-profit, faith-based, and private-sector organizations throughout the state. Coordination of services is also part of HCAP’s identity as a community action agency, as described in the Results Oriented Management and Accountability (ROMA) Six National Goals for the federal Community Services Block Grant. ROMA Goal 4 describes the objective of community action agencies that “partnerships among supporters and providers of service to low-income people are achieved.” Currently, HCAP collaborates with over 180 organizations to leverage shared resources, expand opportunities for low-income clients, and better serve its target populations.

In addition to helping participants receive the needed materials, confidence, and training to gain rewarding employment, ECS has worked to nurture strong relationships with employers throughout the island. This has allowed for maximized success opportunity for participants. The ECS program has approximately 50 partnerships and continues to network and partner with local companies and Unions in order to expand the database of job opportunities for participants. Companies such as Walmart, Home Depot, and Kualoa Ranch are among those businesses who are partnered with ECS to provide opportunity and economic advancement of our disadvantaged population.

Additional partnerships and their roles relating to HCAP and the ECS program are listed below.

Helping Hands Hawaii currently refers clients to HCAP's Na Lima Hana Employment Core Services Program as well as other HCAP programs. Helping Hands Hawaii's mission is to connect individuals, families, and organizations with essential human and material resources, Helping Hands Hawaii (HHH) will provide ECS clients with clothing and financial assistance for rent and other basic needs. HCAP staff can also refer clients to Helping Hands Hawaii numerous programs, including the Bilingual Access Line, Community Clearinghouse (clothing and household items), Ready to Learn (school supplies), Homelessness Prevention & Rapid Rehousing Program, Community Based Case Management, and Access to Recovery. HHH will be able to provide ECS clients with a continuum of services that support their employment and education goals.

Action with Aloha currently refers clients to HCAP's Na Lima Hana Employment Core Services Program as well as other HCAP programs. Action with Aloha provides behavioral health services, such as substance abuse and mental health counseling and support, to the people of Oahu. Their mission is to provide quality behavioral health services that promote health and empowerment for individuals, families and the community. Action with Aloha has office locations in Kailua, Pearl City and Metro Oahu with a staff of licensed clinicians, many of whom are certified substance abuse counselors. HCAP has partnered with Action with Aloha to assist ECS clients to obtain needed resources to address mental health needs.

Facilities

The Employment Core Services Program will utilize HCAP's facilities throughout the island of Oahu. All facilities are compliant with Americans with Disabilities Act (ADA) requirements and all applicable building, zone and fire and health standards. All HCAP facilities are adequately equipped with the latest technology and physical infrastructure to support the Employment Core Services program. These include office space, private client-interview areas, classrooms, multi-media training environments, secured data-systems (both physical and electronic), networked workstations, broadband Internet access, client access to job search databases and training materials, and advanced office technology such as desktop and laptop computers, multi-line phone-systems, digital scanners, copiers, printers and telecommunications systems.

HCAP's service locations are as follows:

Downtown Honolulu: HCAP Corporate Office

Kalaeloa: Kumuhonua Transitional Living Center
Waianae: Leeward District Service Center
Kaneohe: Windward District Service Center
Palolo: Leahi District Service Center
Aiea: Central District Service Center
Kalihi: Kalihi-Palama District Service Center

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

In 2015, HCAP celebrated 50 years of serving low-income individuals and families on Oahu. The HCAP administration and field staff are comprised of highly-quality individuals, whose diverse backgrounds and experience enable them to understand the needs of low-income unemployed and underemployment individuals and their communities.

Executive Director, Robert N.E. Piper, Esq., MBA.- Mr. Piper served as Chair of the HCAP Board of Directors and as an HCAP Board Member for many years. Prior to joining HCAP as Executive Director, Mr. Piper served the State of Hawaii as Deputy Director of the State Department of Budget and Finance and Chief of Staff in the Office of the Lieutenant Governor. Prior to his government service, Mr. Piper worked as a Business Attorney specializing in litigation and commercial transactions, and as a Business Banker in Honolulu.

Director of Community Services, Tehani Diaz, has a Bachelors degree in Business Administration and a Master's degree in Public Administration. Tehani has worked as HCAP's Planning & Development Specialist and has a deep and broad knowledge of all HCAP programs and the communities that HCAP serve.

Director of Finance, Corinne Murashige- Corinne is a CPA with an MBA, and has more than twenty years of experience in the nonprofit industry, with agencies such as Queen Lili'uokalani Children's Center, Foster Family Programs of Hawaii, Voyager Charter School, and ALU LIKE, Inc. She currently supervises eight fiscal staff.

Program Coordinator, Robin Fakaosi- Robin has administered the ECS Program since September 2017. Robin has 5 years of experience at HCAP working as a community worker. She is an effective trainer who has inspired many program participants to meet their goals and move toward self-sufficiency. Robin is responsible for day-to-day operations, coordinating ECS activities with Community Service Managers, and maintaining the budget for the program.

Combined, HCAP's District Service Center staff has decades of experience working with and helping low-income clients overcome barriers to employment. HCAP program staff has also been formally trained in the following fields: Case Management; Motivational Interviewing; General Benefits & Eligibility Requirements; Family Development; Client Literacy Screening, Identification & Referral; Mediation; Earned Income Tax Credit - Tax Return Preparation; and Working with Ex-Offender Populations.

The following are Na Lima Hana Employment Core Services Program staff positions that will be fully or partially funded by the State GIA.

Employment Core Services Program Coordinator: Responsible for the implementation, day-to-day operations, and evaluation of the Employment Core Services Program.

Community Service Managers and Community Workers: The Community Service Managers and Community Workers will be the field staff responsible for intake, assessment and case management for ECS participants. The staff will conduct employment preparation training and offer referrals to HCAP services and outside providers to ensure that participants meet their goals. The staff will also be responsible for tracking program activities in each client's file and making sure that appropriate supporting documentation is included.

Administrative Support: Responsible for providing program oversight and supervision. Assists with program, evaluation, media and communications, and reporting.

Finance: Responsible for providing fiscal support, budgeting, grants management, and fiscal reporting.

B. Organizational Chart

HCAP Organizational Chart: This chart highlights placement of all HCAP programs, administration and governance. The chart also reflects the strong oversight and direction provided by HCAP's Executive Director, and the input provided by the Head Start Policy Council, District Advisory Councils, and Board of Directors to ensure program success. (see attached Organizational Chart)

C. Compensation

Robert N.E. Piper, Esq., MBA – Executive Director - \$160,000

Corinne Murashige – Director of Finance - \$93,012

Michael Hane – Director of Planning, Program Development & Communications - \$88,032

VI. Other

A. Litigation

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

B. Licensure or Accreditation

Not Applicable.

C. Private Education Institutions

Not Applicable.

D. Future Sustainability Plan

By serving Oahu's low-income residents since 1965, HCAP has proven the ability to deliver and sustain valuable programs. Many of HCAP's programs have been providing assistance and support to the low-income since inception. Over the years, funding for various programs has fluctuated, but HCAP continually maintains key services to provide the greatest benefit to clients and communities. We will explore other grant opportunities and resources to continue to provide this core program for our clients.

HCAP is fortunate to have staff who are passionate about the work they do and provide excellent services to help clients gain self-sufficiency. The staff also utilizes communications to build partnerships, opportunities, and resources for clients. In the past year, HCAP has built its social media, contact list, and partnerships tremendously. Our website, Facebook, Twitter, Instagram, weekly and quarterly newsletters, press releases, and annual report provide optimal outreach and communication for the organization. Our efforts have garnered increasing press attention and public awareness of our agency.

HCAP has available federal Community Services Block Grant funds available to fill gaps in funding. HCAP will evaluate programs and priorities each year, and continue to support and supplement key programs for as long as possible until other sources of funding become available. HCAP considers employment services a core component to individuals and families seeking self-reliance.

Additionally, ECS is dedicated to improving our services by means of quality assurance and evaluation. Evaluating the program's outcomes and impact will allow ECS staff to refine and improve the work that they do to meet the needs of the community better. Therefore, it is essential that ECS continues to develop a more robust evaluation process to ensure that the program remains a valid resource for unemployed and underemployed individuals. This mindset will allow the ECS program to evolve and strengthen in the long term.

E. Certificate of Good Standing

See attached Certificate of Good Standing.

BUDGET

- BUDGET REQUEST BY SOURCE OF FUNDS
- BUDGET JUSTIFICATION-PERSONNEL SALARIES AND WAGES
- FRINGE BENEFITS AND TAXES

Grant-In-Aid

Fiscal Year 2019

Grant Activity Name:

Na Lima Hana Employment Core Services

Submitted by:



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

January 19, 2018

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

Applicant: Honolulu Community Action Program, Inc. - Na Lima Hana Employment Core Services Program

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	109,167	115,875		
2. Payroll Taxes & Assessments	17,021	18,065		
3. Fringe Benefits	16,355	18,517		
TOTAL PERSONNEL COST	142,543	152,457		
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment		577		
4. Lease/Rental of Space		1,587		
5. Staff Training				
6. Supplies	1,000	2,158		
7. Telecommunication		511		
8. Utilities				
9. Participant Support	31,900	12,600		
10. Vocational and Tuition Support	20,000			
11. Participant Incentives	10,000			
12. Mileage		1,461		
13. Payroll Service		57		
14. Dues/Licensing		9		
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	62,900	18,961		
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	205,443	171,418		
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	205,443	Corinne Murashige	808-447-5406	
(b) Total Federal Funds Requested	171,418	Na [REDACTED]	Phone	
(c) Total County Funds Requested			1/19/2018	
(d) Total Private/Other Funds Requested		Signature of Authorized Official	Date	
TOTAL BUDGET	376,861	Michael Hane, Director of Planning, Program Development and Communications		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2018 to June 30, 2019

Applicant: Honolulu Community Action Program, Inc. - Na Lima Hana Employment Core Services Program					
	POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
	Employment Core Program Manager	1	\$40,912.00	100.00%	\$ 40,912.00
	Central District Manager	1	\$54,300.00	10.00%	\$ 5,430.00
	Central Community Workers(3)	3	\$83,960.00	10.00%	\$ 8,396.00
	Leahi District Manager	1	\$47,500.00	10.00%	\$ 4,750.00
	Leahi Community Workers (2)	2	\$53,958.00	10.00%	\$ 5,396.00
	Kalihi District Manager	1	\$47,900.00	10.00%	\$ 4,790.00
	Kalihi Community Workers (2)	2	\$53,595.00	10.00%	\$ 5,360.00
	Leeward District Manager	1	\$72,576.00	10.00%	\$ 7,258.00
	Leeward Community Workers (2)	2	\$57,180.00	10.00%	\$ 5,718.00
	Windward District Manager	1	\$47,900.00	10.00%	\$ 4,790.00
	Windward Community Workers (2)	2	\$53,972.00	10.00%	\$ 5,397.00
					\$ -
					\$ -
					\$ -
	TOTAL:	17		2.00	98,197.00
JUSTIFICATION/COMMENTS:					
PROGRAM STAFF					

Provider: Honolulu Community Action Program, Inc. - Employment Core Services Program

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
PAYROLL TAXES & ASSESSMENTS:			
Social Security	98,197.00	7.65%	7,512.00
Unemployment Insurance (Federal)	As required by law		
Unemployment Insurance (State)	98,197.00	4.00%	3,928.00
Worker's Compensation	98,197.00	3.00%	2,946.00
Temporary Disability Insurance	98,197.00	0.94%	924.00
SUBTOTAL:		15.59%	15,310.00
FRINGE BENEFITS:			
Health Insurance	98,197.00	12.22%	12,000.00
Retirement	98,197.00	3.00%	2,946.00
SUBTOTAL:		15.22%	14,946.00
TOTAL:			30,256.00
JUSTIFICATION/COMMENTS: PROGRAM FRINGES & BENEFITS			

Provider: Honolulu Community Action Program, Inc. - Employment Core Services Program

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
PAYROLL TAXES & ASSESSMENTS:			
Social Security	10,970.00	7.65%	839.00
Unemployment Insurance (Federal)	As required by law		
Unemployment Insurance (State)	10,970.00	4.00%	439.00
Worker's Compensation	10,970.00	3.00%	329.00
Temporary Disability Insurance	10,970.00	0.94%	104.00
SUBTOTAL:		15.59%	1,711.00
FRINGE BENEFITS:			
Health Insurance	10,970.00	9.85%	1,080.00
Retirement	10,970.00	3.00%	329.00
SUBTOTAL:		12.85%	1,409.00
TOTAL:			3,120.00
JUSTIFICATION/COMMENTS: ADMIN FRINGES & BENEFITS			

ORGANIZATIONAL CHART

Grant-In-Aid

Fiscal Year 2019

Grant Activity Name:

Na Lima Hana Employment Core Services

Submitted by:



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

January 19, 2018

CERTIFICATE OF GOOD STANDING

Grant-In-Aid

Fiscal Year 2019

Grant Activity Name:

Na Lima Hana Employment Core Services

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January 19, 2018



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

HONOLULU COMMUNITY ACTION PROGRAM, INC.

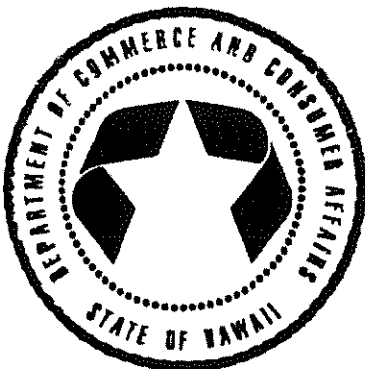
was incorporated under the laws of the State of Hawaii on 12/24/1968 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 04, 2018

Catherine P. Awai-Coleman

Director of Commerce and Consumer Affairs



GOVERNMENT CONTRACTS AND/OR GRANTS

Grant-In-Aid

Fiscal Year 2019

Grant Activity Name:

Na Lima Hana Employment Core Services

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January 19, 2018

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Honolulu Community Action Program, Inc. - Na Lima Hana Employment Core Program Contracts Total: 48,758,653

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Community Services Block Grant	10/01/15-09/30/16	SOH Off. Of Comm. Svcs	Fed Pass Thru	2,016,930
2	Community Services Block Grant	10/01/16-09/30/17	SOH Off. Of Comm. Svcs	Fed Pass Thru	1,949,871
3	Community Services Block Grant	10/01/17-09/30/18	SOH Off. Of Comm. Svcs	Fed Pass Thru	1,905,766
4	Head Start Grant	04/01/15-03/31/16	DHHS ACF	US	12,540,192
5	Head Start Grant	04/01/16-03/31/17	DHHS ACF	US	12,762,900
6	Head Start Grant	04/01/17-03/31/18	DHHS ACF	US	12,873,854
7	Senior Comm Svc Employment Program	07/01/15-06/30/16	SOH DLIR	Fed Pass Thru	853,410
8	Senior Comm Svc Employment Program	07/01/16-06/30/17	SOH DLIR	Fed Pass Thru	822,009
9	Senior Comm Svc Employment Program	07/01/17-06/30/18	SOH DLIR	Fed Pass Thru	756,200
10	TANF	01/01/15-12/31/15	SOH DHS	Fed Pass Thru	100,000
11	TANF	01/01/17-12/31/17	SOH BESSD	Fed Pass Thru	100,000
12	TANF	01/01/18-12/31/18	SOH BESSD	Fed Pass Thru	100,000
13	Weatherization Assistance Program	10/07/15-09/30/16	SOH Off. Of Comm. Svcs	Fed Pass Thru	94,958
14	Weatherization Assistance Program	10/01/16-09/30/17	SOH Off. Of Comm. Svcs	Fed Pass Thru	127,055
15	Weatherization Assistance Program	10/01/17-09/30/18	SOH Off. Of Comm. Svcs	Fed Pass Thru	109,986
16	LIHEAP	10/01/15-09/30/16	SOH DHS	Fed Pass Thru	280,000
17	LIHEAP	10/01/16-09/30/17	SOH DHS	Fed Pass Thru	218,530
18	21st Century CCLC	07/01/16-06/30/17	SOH DOE	Fed Pass Thru	350,000
19	21st Century CCLC	07/01/17-06/30/18	SOH DOE	Fed Pass Thru	350,000
20	Kumuhonua Transitional Shelter	08/01/15-07/31/16	SOH BESSD	Honolulu	360,000
21	Kumuhonua Transitional Shelter	02/01/17-06/30/18	SOH BESSD	Fed Pass Thru	675,000
22	Youth Services	07/01/14-06/30/16	City & County	Honolulu	372,500
23	Youth Services	12/28/16-06/30/17	City & County	Honolulu	132,148
24	GIA-Kupuna	10/04/17-10/03/18	City & County	Honolulu	76,332
25	Mayor's Office	07/01/16-06/30/17	City & County	Honolulu	10,000
26	Rapid Rehousing Program	05/01/17-06/30/18	SOH BESSD	Fed Pass Thru	390,794
27	Residential Energy Solutions Initiative	04/14/16-10/31/17	SOH DBEDT	State	211,825
28	WAP-LIHEAP	10/01/17-09/30/18	SOH DBEDT	State	235,323
29					
30					

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

Grant-In-Aid

Fiscal Year 2019

Grant Activity Name:

Na Lima Hana Employment Core Services

Submitted by:



Honolulu Community Action Program, Inc.

1132 Bishop Street, Suite 100

Honolulu, HI 96813

Phone: (808) 521-4531

Fax: (808) 521-4538

January 19, 2018

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii'i Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.

- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii'i Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.

- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii'i Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

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

Honolulu Community Action Program, Inc.
(Type _____ zation)

(Signature) 1/19/2018

(Date)

Michael Hane Director of Planning, Program Development and Communications
(Typed Name) (Title)

HCAP WEEKLY NEWSLETTER

Grant-In-Aid

Fiscal Year 2019

Grant Activity Name:

Na Lima Hana Employment Core Services

Submitted by:



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

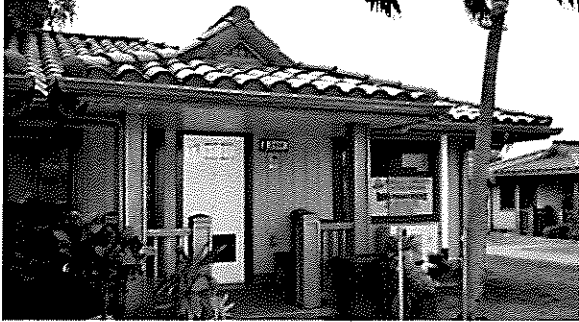
January 19, 2018



Honolulu Community Action Program, Inc.

Honolulu Community Action Program, Inc. Na Lima Hana Employment Core Services Program Success Stories

Single Mom Finds Job Skills and Permanent Housing Through Na Lima Hana and Hale Kākou



Earlier last year, Natalie contacted the Kalihi-Palama District Service Center, looking for help. Due to domestic violence, she and her children moved to Oahu from the US Mainland. At the time, Natalie was unemployed, homeless, and temporarily staying with family. With the help of a Community Worker, Natalie enrolled in the Na Lima Hana Employment Core Services (ECS) Program, completed her Job Readiness Training,

and updated her resume. Following a referral to YWCA's Dress for Success program, she was outfitted with interview clothes, including shoes and a bag. With the assistance provided by Na Lima Hana, Natalie quickly secured employment.

With steady employment income and documented homeless status, Natalie and her family became eligible for the Hale Kākou- Rent, Deposit, and Utility Assistance Program. At the Kalihi-Palama District Service Center, Natalie completed the paperwork for the Hale Kākou program, worked with HCAP staff to secure a rental agreement in the local area, and was approved for deposit and first month's rent for her new home.

<http://www.hcapweb.org/hcap-weekly-january-23-2017/#KalihiServiceCenter>

HCAP WEEKLY JANUARY 23, 2017

Stay-at-Home Mom Returns to Work with Help of Na Lima Hana Program



Tasha was a stay-at-home mom for many years. But once her youngest child headed off to full-day kindergarten, Tasha knew she wanted to get back to work. With the assistance and support of Na Lima Hana Employment Core Services (ECS) Program, she received and completed Job Readiness Training, updated her resume, and was able to land a job at Waianae Coast Comprehensive Health Center as a Patient Account Representative. Tasha is excited to be working for her community, and is thankful to HCAP for their training and guidance.

<http://www.hcapweb.org/hcap-weekly-february-13-2017/#NaLimaHana>

HCAP WEEKLY FEBRUARY 13, 2017



Honolulu Community Action Program, Inc.

Honolulu Community Action Program, Inc. Na Lima Hana Employment Core Services Program Success Stories

Employment Core Services Participant Secures a New Job



Sakun had been working as a caregiver until two years ago when her patient no longer needed her services. Unemployed for about a year, Sakun decided that it was time to resume her job search. Sakun had first heard of HCAP's Na Lima Hana Employment Core Services (ECS) Program when she had applied for the Low-Income Home Energy Assistance Program (LIHEAP) in June 2016 at the Leahi District Service Center and received energy credit. The intake aide who assisted Sakun with LIHEAP mentioned that HCAP also provides employment services.

In November 2016, Sakun returned to the Leahi District Service Center to get assistance with employment. Sakun enrolled in the Na Lima Hana Employment Services and began job readiness training. There, Sakun created her first resume and brushed up on her interview skills. After completing her job training, she began her job search. With the help of the Leahi District Service Center, Sakun landed an interview at a local restaurant. After interviewing with the owner, she was hired on the spot and started work that same week. Sakun was so pleased with her services that she referred her oldest daughter, Weerin, the program. Weerin has since completed her job readiness training and applied for various positions.

<http://www.hcapweb.org/hcap-weekly-february-20-2017/#NaLimaHana>
HCAP WEEKLY FEBRUARY 20, 2017

HCAP Client Readjusts to Civilian Life



In January 2017, Yvette visited the HCAP Central District Office to complete intake. A former HCAP client, Yvette was looking for a hand up. She had been transferred into a half-way house after her release from the Women's Community Correctional Center. When Yvette transitioned, she had no income and was unable to pay rent and buy groceries. HCAP offered Yvette a two-week supply of emergency food and enrolled her in the Na Lima Hana Employment Core Services (ECS) Program. As a Na Lima Hana participant, she completed job readiness training, received help on her resume, and was provided hygiene products to help prepare her for job interviews. Less than a month after her intake at HCAP, Yvette was hired as a home health aide. Upon notification of the news, Na Lima Hana provided medical scrubs for Yvette to wear on the job. Right now, Yvette is earning enough money to pay her rent and continues on her path to recovery.

<http://www.hcapweb.org/hcap-weekly-february-27-2017/#NaLimaHana>
HCAP WEEKLY FEBRUARY 27, 2017

Homeless Na Lima Hana Participant Finds Employment



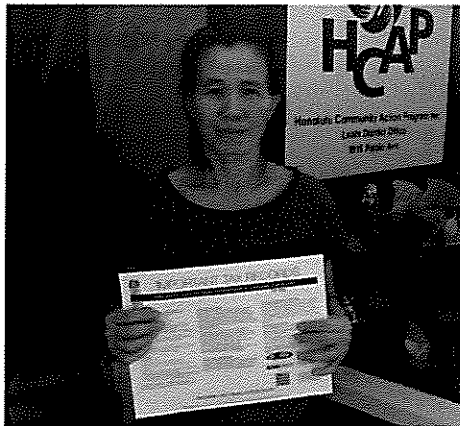
Earlier in the year, Christian had his taxes filed through HCAP’s Income Tax Services/Earned Income Tax Credit (EITC) Program at the Windward District Service Center. While filing his taxes, HCAP staff discovered that Christian was currently unemployed and homeless. Even in these circumstances, Christian was upbeat and willing to do whatever was needed to find employment. He enrolled in the Na Lima Hana Employment Core Services (ECS) Program at Windward District Service Center. While completing Job Readiness Training (JRT) at the ECS program, Christian applied for employment at various companies. It was his enthusiasm that paved the way for

employment with IL Gelato Hawaii, where he is learning to make the Italian ice cream. Christian continues to work hard and with continued help from HCAP, hopes to find and utilize the support services needed to obtain permanent housing.

<http://www.hcapweb.org/hcap-weekly-june-12-2017/#NaLimaHana>

HCAP WEEKLY JUNE 12, 2017

Na Lima Hana Participant Finds Employment as Nurse Aide and Receives Tax Assistance



Xiaomi found out about the Na Lima Hana Employment Core Services Program last year when she came to apply for the Low-Income Home Energy Assistance Program (LIHEAP) at the Leahi District Service Center. She was unemployed at the time, and received a referral to enroll in Na Lima Hana. A month later, Xiaomi returned to the Leahi District Service Center to sign up for the Na Lima Hana Employment Core Services Program. Through the program, Xiaomi was able to receive pre-employment training, resume building, budgeting classes, and basic computer skills. After completing the employment preparation trainings, she quickly found employment at the

Wilson Care Group Home as a Nurse Aide. In addition, Xiaomi signed up for HCAP’s Income Tax Services program and qualified for the earned income credit, a refundable tax credit for low-to-moderate income working professionals. Xiaomi has come a long way from being unemployed to finding and maintaining employment. The Leahi District Service staff would like to congratulate Xiaomi on her achievements.

<http://www.hcapweb.org/hcap-weekly-april-24-2017/#NaLimaHana>

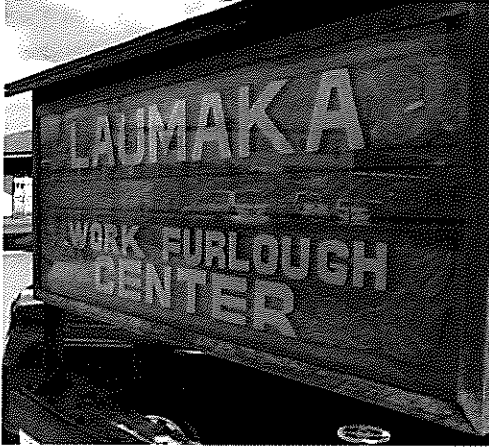
HCAP WEEKLY APRIL 24, 2017



Honolulu Community Action Program, Inc.

**Honolulu Community Action Program, Inc.
Na Lima Hana Employment Core Services Program
Success Stories**

**Work Furlough Participant Finds Steady Employment with Help
from Na Lima Hana**



Tom is a participant of the Na Lima Hana Employment Core Services (ECS) Program. He was transferred from the Kulani Correctional Facility on the Big Island to Laumaka Work Furlough Center, the Oahu Community Correctional Center's work furlough program. Within his first week in the work furlough program, Tom completed intake at HCAP's Central District Service Center and enrolled as an ECS participant. Shortly after completing Job Readiness Training (JRT) in the ECS program, Tom was able to secure employment with a tile and stone company. Tom is still gainfully employed, thriving in the work furlough program, and waiting for parole.

<http://www.hcapweb.org/hcap-weekly-july-3-2017/#ECS>
HCAP WEEKLY JULY 3, 2017

Na Lima Hana Participant Finds Job, Hopes to Support Family

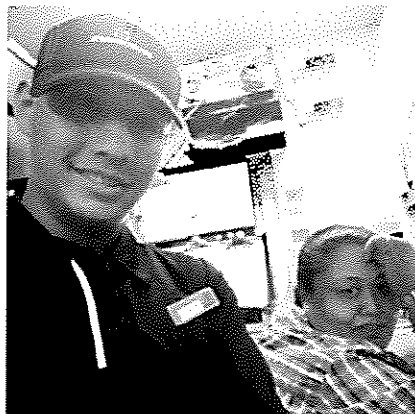


In early June, Luis came to HCAP's Leeward District Service Center looking for help. He had no job and no money. Since Luis could not afford a home for him and his family, relatives arranged for his wife and children to stay with them while Luis set up camp at Waianae Boat Harbor. Luis quickly enrolled in the Na Lima Hana Employment Core Services (ECS) Program and showed up with enthusiasm every week for Job Readiness Training (JRT). During JRT, Luis created a resume and learned how to upload his resume online.

Within a couple of weeks, Luis was called in for an interview and landed a job at Ruby Tuesday doing what he loves best: cooking. The ECS Program was able to provide Luis with work clothes to get him started on his new job. He also received a Walmart gift card as part of the incentive program for securing employment. He is very thankful to HCAP for helping him get one step closer to his goal of being reunited with his family.

<http://www.hcapweb.org/hcap-weekly-july-10-2017/#NaLimaHana>
HCAP WEEKLY JULY 10, 2017

Na Lima Hana Participant Benefits from Pre-and Post-Employment Job Support Services



Bryan came to the Windward District Service Center looking for employment assistance after being referred by one of his friends who received the same service. He currently lives in a clean and sober home; and is continuously working hard towards gaining self-sustainability. Bryan completed intake for the Na Lima Hana Employment Core Services (ECS) Program and immediately wanted to attend Job Readiness Training (JRT). Upon completing JRT, Bryan received a bus pass to help him go to interviews. Bryan updated his resume and enthusiastically began applying for positions at Kualoa Ranch, Paradise Bay Resort, 7-11, and McDonald's. Bryan

obtained employment at McDonald's and is now the Maintenance Supervisor. Assisting him further, Bryan and his community worker, Reiko met up at the Windward City Shopping Center to go to Ross to purchase pants and shoes necessary for his new job.

<http://www.hcapweb.org/hcap-weekly-october-9-2017/#ECS>
HCAP WEEKLY OCTOBER 9, 2017

Na Lima Hana Participant Obtains Multiple Jobs



Andrea came to the Leeward District Service Center seeking employment assistance. She was referred to the Na Lima Hana Employment Core Services (ECS) Program, where she used all the training and benefits of the Job Readiness Training (JRT) to prepare herself for employment. Andrea updated her resume, brushed up on interview tips and skills, and obtained a bus pass to help her find employment. Her hard work paid off, resulting in two employment offers: a clerk position and a housekeeping position.

As a working client of the ECS Program, Andrea received work clothes and shoes to help get her off to a successful start. As of today, Andrea has maintained employment for over 90 days and continues to work two jobs. She is grateful for all the skills and support she has received, and says her rewarding experience with Leeward District Service Center played an important role in her employment success.

<http://www.hcapweb.org/hcap-weekly-november-20-2017/#ECS>
HCAP WEEKLY NOVEMBER 20, 2017

WEEKLY REPORT FORM

Grant-In-Aid

Fiscal Year 2019

Grant Activity Name:

Na Lima Hana Employment Core Services

Submitted by:



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

January 19, 2018



Honolulu Community Action Program, Inc.

Na Lima Hana Employment Core Services Program

Weekly Report

Honolulu Community Action Program, Inc.

Tuesday, January 16, 2018

Completed Employment Core Measures

January 2014 to January 2015 (City and County GIA Goals)	CN	KP	LH	LW	WW	Total	Goal	Difference
Intakes (M1)								
Pre-Employment Training (M2)								
Full-Time Employed (M3)								
Part-Time Employed (M3)								
Employed for 30 Days "internal goal"								
Employed for 60 Days (M4)								
Employed for 90 Days (M5)								
February to June 2015 (Internal Goals)	CN	KP	LH	LW	WW	Total	Goal	Difference
Intakes (M1)								
Pre-Employment Training (M2)								
Full-Time Employed (M3)								
Part-Time Employed (M3)								
Employed for 30 Days "internal goal"								
Employed for 60 Days (M4)								
Employed for 90 Days (M5)								
July to September 2015 (City and County GIA Goals)	CN	KP	LH	LW	WW	Total	Goal	Difference
Intakes (M1)								
Pre-Employment Training (M2)								
Full-Time Employed (M3)								
Part-Time Employed (M3)								
Employed for 30 Days "internal goal"								
Employed for 60 Days (M4)								
Employed for 90 Days (M5)								
October 2015-September 2016 (Internal Goals)	CN	KP	LH	LW	WW	Total	Goal	Difference
Intakes (M1)								
Pre-Employment Training (M2)								
Full-Time Employed (M3)								
Part-Time Employed (M3)								
Employed for 30 Days "internal goal"								
Employed for 60 Days (M4)								
Employed for 90 Days (M5)								
October 2016 to September 2017	CN	KP	LH	LW	WW	Total	Goal	Difference
Intakes (M1)								
Pre-Employment Training (M2)								
Full-Time Employed (M3)								
Part-Time Employed (M3)								
Employed for 30 Days "internal goal"								
Employed for 60 Days (M4)								
Employed for 90 Days (M5)								
October 2017 to September 2018	CN	KP	LH	LW	WW	Total	Goal	Difference
Intakes (M1)								
Pre-Employment Training (M2)								
Full-Time Employed (M3)								
Part-Time Employed (M3)								
Employed for 30 Days "internal goal"								
Employed for 60 Days (M4)								
Employed for 90 Days (M5)								

M1 = Milestone 1

- 30 days (internal)
- 60 days of employment - M4
- 90 days of employment - M5

VERIFICATION OF EMPLOYMENT

Grant-In-Aid

Fiscal Year 2019

Grant Activity Name:

Na Lima Hana Employment Core Services

Submitted by:



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

January 19, 2018

Honolulu Community Action Program, Inc.

VERIFICATION OF EMPLOYMENT

CHECK ONE: Just Hired 30 Days 60 Days 90 Days

Employee Name: _____

I hereby give my consent to HCAP to use this form to obtain information that will verify my employment information and status. I understand this form will be used for program purposes only. I further understand I may withdraw my consent at any time by written notification to HCAP. This consent will automatically terminate upon official exit from the program.

Effective Date: _____ / _____ / _____

(Signature of applicant/legal guardian)

(Date)

The following section is to be filled out by an authorized representative at the place of employment (example: supervisor, human resources staff, etc.).

Position/Title: _____

Employer: _____

Email: _____

Telephone: _____

Pay Rate: _____

per. _____

Average hours per week: _____

Start Date: _____

_____/_____/_____

Term Date: _____

_____/_____/_____

Verification Statement:

My signature below indicates that the information above is true and accurate to the best of my knowledge, and the individual listed is currently an employee of this organization.

Authorized Signature

Date

Print Name

Title

Please return to: Robin Fakaosi via FAX: (808) 521-4538

OR Mail: 1132 Bishop St. #100, Honolulu, HI. 96813

If you have any questions, please contact: Robin Fakaosi

via PHONE at: (808) 521-4531 or Email: robinf@hcapweb.org

"Thank you for your support of HCAP's Participants"