

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

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

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

Log No: 105-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

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

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

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

**1. APPLICANT INFORMATION:**

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

Dbas:

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

Mailing Address: SAME

**2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**

Name JOY BARUA

Title Director of Finance

Phone # (808) 447-5416

Fax # (808) 521-4538

e-mail joyb@hcapweb.org

**3. TYPE OF BUSINESS ENTITY:**

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

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

6. SSN (IF AN INDIVIDUAL): \_\_\_\_\_

**7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:**

OPERATING GRANT

(Maximum 300 Characters)

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

FY 2008-2009 \$ 300,000.00

**9. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:**

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

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

STATE \$0 \_\_\_\_\_

FEDERAL \$0 \_\_\_\_\_

COUNTY \$0 \_\_\_\_\_

PRIVATE/OTHER \$0 \_\_\_\_\_

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

JOAN P. WHITE / EXECUTIVE DIRECTOR

NAME & TITLE

DATE SIGNED

1/30/08

**ORIGINAL**

I. **BACKGROUND AND SUMMARY**

A. Description of the applicant's background

Honolulu Community Action Program, Inc. (HCAP) is a private, non-profit 501(c)(3) community action agency with a mission to provide opportunities and inspiration to enable low-income families and communities to achieve self-reliance.

With its staff of approximately 450 full- and part-time employees, HCAP operates with a budget of approximately twenty million dollars consisting of federal, state, county and private funds. More than 200,000 client referrals for services are consummated on Oahu annually.

Through its five neighborhood district centers, HCAP provides a variety of services designed to alleviate the social, emotional and economic stress so often associated with poverty. They include: the Head Start pre-school network; employment services; business development; family development; crisis intervention; community leadership development; gardening/agricultural training, federal surplus food distribution; weatherization assistance; energy assistance and subsidy programs; HIV and substance abuse prevention programs; mentoring of children and families of the incarcerated; and other general assistance.

B. Goals and objectives related to the request

GIA funding will enable HCAP to leverage restricted funds during the 2008-2009 period. Less than one-half of one percent of all HCAP funds is not restricted or donor designated. Therefore, more than 99.99 percent is not available to offset other unfunded — but necessary — critically needed services which make a difference in the lives of HCAP clients.

While restricted funding provides essential direct support for specific programs, it constrains HCAP's ability to fully provide other services to our clients.

For example, the following HCAP programs receive restricted funds to support specific services: Community Services Block Grant, Energy (Weatherization Assistance), Head Start, Low-Income Home Energy Assistance, Mentoring Children of Prisoners, Senior Community Services Employment, and Youth Services. HCAP also receives in-kind products for the Ohana Produce Distribution and TEFAP (The Emergency Food Assistance Program).

However, in the course of administering these grants, as well as the 40 services we provide but receive no funding for, HCAP staffers frequently identify other critical services needed by our poor and low-income clients. Due to restricted funding, HCAP staffers can only provide partial service for these activities. Consequently, many needs are unmet or underserved.

HCAP's goal for this GIA funding is to provide increased services, such as: basic life skills education/training; budgeting assistance; help filling out forms (e.g. welfare applications, college admissions, tax forms, etc.); holiday food baskets; Christmas Keiki Fest; leadership development; legal assistance; Christmas Penny Sale; tutorial assistance, etc.

With additional unrestricted operating funds, HCAP would be better able, in a holistic approach, to provide the full range of services our clients require to assess and treat each client according to his/her valid needs.

C. State the public purpose and need to be served

The public purpose served through GIA funding to maximize and leverage current HCAP restricted funding. These funds will enhance HCAP's ability to more fully assist low-income area residents to achieve self-sufficiency, and, thereby, minimize their dependence on public subsidies and increasingly over-burdened public facilities.

D. Describe the target population

The target population for this project is Oahu's economically impoverished low-income area residents who will benefit from additional services that enhance their self-reliance. This, in turn, will reduce the strain on public resources and allow the resources to be used for other essential public projects.

E. Describe the geographic coverage

The island of Oahu.

II. **SERVICE SUMMARY AND OUTCOMES**

1. Describe the scope of work, tasks and responsibilities

With GIA funds, HCAP's scope of services can expand and will enable HCAP to more fully support those activities that are either unfunded or under funded.

Program staff will respond to client need on an individual basis. Among the services which HCAP staff will provide are: basic life skills (education, training, and information), help filling out forms, support for the holiday season (toy drives, food baskets, penny sale for children to buy gifts for their parents and grandparents), along with basic guidance to legal assistance and tax preparation, leadership development, grant writing advice – whatever the client's valid need is and HCAP has the expertise to provide.

The scope of services will enable HCAP to support more fully those activities that are under funded. The following exemplifies these type of activities which HCAP provided during 2005:

- HCAP helped 300 low-income families gather additional cash reserves through financial literacy education, budget management, and basic life skills counseling.
- HCAP's Leahi District staff offered an after-school tutorial to assist middle school students with their homework. HCAP staffers also helped parents who needed guidance helping their children with their homework.
- More than 4,000 people received help during the holiday season with food baskets and toys for children.

- HCAP staff provided leadership development by forming a coalition of organizations to aid the windward homeless population. As a result of these outreach efforts, 1046 individuals were assisted.
- HCAP staff and clients participated in forums such as "Community Works in 96744" as part of the ICE awareness campaign.
- HCAP staff and clients created a board of directors at Punchbowl Homes, a state-operated, low-income project.

In order to address community recommendations, HCAP is developing strategies that aim to alleviate poverty conditions among low-income families on Oahu. The following target areas are: family welfare and support, employment, homelessness, home ownership/self-help housing, and substance abuse.

Family welfare and support will be addressed through: increased advocacy efforts; coalition building; leadership development; and welfare support research. Special attention will be paid to establishing stronger ties with the Welfare Employment Rights Coalition.

HCAP is developing a homelessness prevention program that will provide tools designed to promote client resiliency. Social justice will be promoted through: public awareness, education, and advocacy. Moreover, HCAP will increase its homeownership and self-help housing efforts.

Lastly, in dealing with substance abuse issues, HCAP will encourage public awareness in low-income communities by initiating town meetings, discussion panels, and community forums. Special attention will be devoted to developing better working relationships with tenant associations, district councils, community organizations, schools, and faith-based groups.

2. Timeline

Month	Activities
Month 1	Family Development (such as Basic Life Skills/Forms Preparation/Tutorial Assistance)
Month 2	Family Development
Month 3	Asset Building (such as Earned Income Tax Credit - EITC)
Month 4	Asset Building & Family Development
Month 5	Family Development
Month 8	Family Development
Month 9	Family Development
Month 10	Family Development
Month 11	Community Building (such as Holiday Food Baskets)
Month 12	Community Building (such as Keiki Fest, Penny Sale & Christmas Toy Drive)

3. Quality Assurance and Evaluation

1. Audit and Financial Management

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

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

HCAP "leadership" management provides:

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

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

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

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

These processes include:

- \* Financial and accounting policies and procedures which are:
  - in compliance with A-122, A-133 and grantor regulations; applicable to the following:
    - property control
    - payroll (personnel cost reports)
    - financial reporting
    - budgeting
    - cash receipt and disbursement

- \* Funds management policies and processes are as follows:

- Establish and maintain separate accounting and related records for each contract with a budget in accordance with generally accepted accounting principles
  - Periodic preparation of financial statements
  - Cash flow process is initiated following the registration of the contract
  - Program expenditure report is generated for budget cost analysis on a periodic basis and for reporting purposes
  - Senior accountant(s), under the direction of the CFO, are assigned to each fund contract to ensure compliance in all areas.
  - Fiscal, program, and other staff as required comprise fund management teams that meet on a regular basis to review program objectives, discuss and implement program improvements.
  - Expenses are obligated and expensed under the terms of the fund contract
  - Cash payments are authorized by fiscal and program management to ensure program compliance and payment integrity.
  - Budget submission by fund including any amendments or revisions must be signed by the requesting program manager and approved with signature required by the Executive Director.
- \* HCAP's Board of Directors provides the governance, strategic direction and fund development to ensure program compliance for each fund with continued assessment of recipient's needs for program changes.
- \* Technology provides the tools to accurately track the detail of expenditures and revenues for cost benefit analysis and for reporting purposes.  
- A fund accounting computer system was purchased and implemented in April 2005 to ensure compliance and accurate reports of each fund.
- \* HCAP provides education and training to staff on related fund topics. Educational funds are available to staff for educational purposes for career development.
- \* Communication is encouraged and welcomed in HCAP at all levels. Regular department meetings as well as cross sectional meetings are held to discuss current and future topics. Fund issues, objectives, and program criteria are discussed with time line resolutions for action.

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

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

HCAP's financial management has developed into a simple and effective structure that ensures compliance with both state and federal regulations with

demonstrated flexibility to redirect operational programs on short term notice for the benefit of grant recipients.

4. Monitoring for Quality Control

a. Grant Management

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

b. Program Operations

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

III. **FINANCIAL**

**Budget**

A. Budget Forms (see attached).

B. Anticipated quarterly funding requirements for the Fiscal Year 2008-2009

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$100,000	\$75,000	\$75,000	\$50,000	\$300,000

IV. **EXPERIENCE AND CAPABILITY**

A. Necessary Skills and Experience

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

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

Program: Out-of-School Youth Program  
 Contracting Agency: Department of Community Services  
 Address: 715 South King Street, Suite 311, Honolulu, HI 96813  
 Telephone: 527-5311  
 Dates: 2000 - present

Description: The program provides out-of-school youth, ages 14-21, with pre-employment preparation, education, skills training, counseling and job placement.  
Contact: Deborah Morikawa, Director

Program: In-School Youth Program  
Contracting Agency: Department of Community Services  
Address: 715 South King Street, Suite 311, Honolulu, HI 96813

Telephone: 527-5311

Dates: 2003 - present

Description: The program provides in-school youth, ages 14-21, with pre-employment preparation, education, skills training, counseling and job placement.

Contact: Deborah Morikawa, Director

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

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

Address: 830 Punchbowl Street, Room 420, Honolulu, HI 96813

Telephone: 586-8675

Dates: 1997 - present

Description: The program provided employment services to low-income residents of including intake, assessment, service planning, employment preparation, job acquisition and maintenance.

Contact: Keith Yabusaki, Program Administrator

Program: Senior Community Services Employment Program  
Contracting Agency: Department of Labor and Industrial Relations,  
Workforce Development Division

Address: 830 Punchbowl Street, Room 329, Honolulu, HI 96813

Telephone: 586-9262

Dates: 1974 - present

Description: The program provides low-income, older workers, aged 55 and over with subsidized work experience in nonprofit organizations and with unsubsidized job placement.

Contact: Yvonne Chong, Program Specialist

Program: WorkLinks One-Stop Center at Makalapa Community  
Center

Contracting Agency: Department of Community Services

Address: 715 South King Street, Suite 311, Honolulu, HI 96813

Telephone: 527-5311

Dates: 2000 - present

Description: As part of a consortium of agencies, the program operates a one-stop employment center at Makalapa Community Center to provide a variety of employment and training resources at a single location.

Contact: Deborah Morikawa, Director

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

Contact: Len Oyama, Program Specialist

Program: Business Development  
Contracting Agency: Department of Labor and Industrial Relations, Office of Community Services  
Address: 830 Punchbowl Street, Room 420, Honolulu, HI 96813  
Telephone: 586-8675  
Dates: 2000 - present  
Description: The program provided training and technical assistance in entrepreneurship to low-income residents of including intake, assessment, service planning, micro-enterprise classes and assistance with starting up a small business.

Contact: Len Oyama, Program Specialist

B. Facilities

HCAP's main office located in town is accessible to the disabled; near bus lines; and is in compliance with the Americans with Disabilities Act, meeting all applicable building, zoning, health and fire standards.

Main Office  
33 S. King St., Suite 300  
Honolulu, Hawaii 96813

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

A. Proposed Staffing, Staff Qualifications, Supervision and Training

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

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

Development at Straub Clinic and Hospital. She has an MBA from Chaminade University.

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

Val has over fifteen years working with non-profits in Hawaii, Los Angeles, New York and Baltimore. Most of her professional career has been spent advocating for the indigent, as well as indigenous groups. She is a practitioner of conflict resolution and has worked diligently to train different communities in the issues of race and class throughout the country. Val believes the best job she ever had was being a second-grade teacher in South Bronx, New York, because it taught her more about people than any other job ever has.

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

B. Organization Chart

See attached.

VI. OTHER

A. Litigation

None

B. Licensure or Accreditation

Not applicable



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## ATTACHMENTS

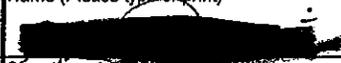
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**BUDGET REQUEST BY SOURCE OF FUNDS**

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

Applicant: Honolulu Community Action Program, Inc.

RFP No.: Operating Grant

<b>BUDGET CATEGORIES</b>	<b>Total Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>Program (d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	89,292			89,292
2. Payroll Taxes & Assessments	12,100			12,100
3. Fringe Benefits	16,073			16,073
<b>TOTAL PERSONNEL COST</b>	<b>117,464</b>		<b>0</b>	<b>117,464</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Airfare, Out-of-State				
3. Audit Services				
4. Contractual Services - Administrative				
5. Contractual Services - Subcontracts				
6. Insurance				
7. Lease/Rental of Equipment				
8. Lease/Rental of Motor Vehicle				
9. Lease/Rental of Space	71,100			71,100
10. Mileage	2,376			2,376
11. Postage, Freight & Delivery				
12. Publication & Printing				
13. Repair & Maintenance	3,260			3,260
14. Supplies	13,800			13,800
15. Telecommunications				
16. Contractual Services-Subcontracts				
17. Utilities				
18. Independent Audit				
19. Contractual Services-Admin				
20. Staff Training	16,000			16,000
<b>PROGRAM ACTIVITIES</b>				
21. Occupational Training				
22. Participant Support	15,000			15,000
23.				
24.				
25.				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>121,536</b>		<b>0</b>	<b>121,536</b>
<b>C. EQUIPMENT PURCHASES</b>	<b>61,000</b>			<b>61,000</b>
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>TOTAL (A+B+C+D)</b>	<b>300,000</b>		<b>0</b>	<b>300,000</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Budget Request	300,000	Lorna R. Viernes <span style="float:right">521-4531</span>		
(b)		Name (Please type or print) <span style="float:right">Phone</span>		
(c)		 <span style="float:right">1/28/08</span> Signature of Authorized Official <span style="float:right">Date</span>		
(d)		Jean P. White, Executive Director Name and Title (Please type or print)		
<b>TOTAL REVENUE</b>	<b>300,000</b>	For State Agency Use Only		
		Signature of Reviewer <span style="float:right">Date</span>		

**BUDGET JUSTIFICATION  
PERSONNEL: PAYROLL TAXES, ASSESSMENTS, AND FRINGE BENEFITS**

Applicant: Honolulu Community Action Program, Inc.

Period: July 1, 2008 to June 30, 2009

TYPE	BASIS OF FRINGE ASSESSMENTS	% OF SALARY	TOTAL ASSESSMENTS BUDGETED
<b>PAYROLL TAXES &amp; ASSESSMENTS:</b>			
Social Security	89,292	7.65%	6,831
Unemployment Insurance (Federal)	As required by law	As required by law	
Unemployment Insurance (State)	89,292	3.05%	2,724
Worker's Compensation	89,292	1.45%	1,295
Temporary Disability Insurance	89,292	1.40%	1,250
<b>SUBTOTAL:</b>			12,100
<b>FRINGE BENEFITS:</b>			
Health Insurance	89,292	10.00%	8,929
Retirement	89,292	8.00%	7,143
Tax Shelter Annuity	89,292	0.00%	0
<b>SUBTOTAL:</b>			16,073
<b>TOTAL:</b>			28,173
<b>JUSTIFICATION/COMMENTS:</b>			

**BUDGET JUSTIFICATION  
PERSONNEL - SALARIES AND WAGES**

Applicant: Honolulu Community Action Program, Inc.

Period: July 1, 2008 to June 30, 2009

POSITION TITLE	FULL TIME EQUIV FTE	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST AxB
Job Developer	1.00	24,240	1.00	24,240
Community Service Manager - Central	1.00	54,672	0.10	5,467
Community Service Manager - Leahi	1.00	42,420	0.10	4,242
Community Service Manager - Kalihi	1.00	42,420	0.10	4,242
Community Service Manager - Waianae	1.00	42,012	0.10	4,201
Community Service Manager - Windward	1.00	41,820	0.10	4,182
Community Worker - Central	1.00	39,588	0.10	3,959
Community Worker - Central	1.00	28,164	0.10	2,816
Community Worker - Leahi	1.00	23,124	0.10	2,312
Community Worker - Leahi	1.00	28,152	0.10	2,815
Community Worker - Kalihi	1.00	28,164	0.10	2,816
Community Worker - Kalihi	1.00	28,164	0.10	2,816
Community Worker - Waianae	1.00	25,212	0.10	2,521
Community Worker - Waianae	1.00	25,212	0.10	2,521
Community Worker - Windward	1.00	28,164	0.10	2,816
Community Worker - Windward	1.00	28,164	0.10	2,816
Community Worker - Waianae	1.00	28,164	0.10	2,816
				74,782

Applicant: Honolulu Community Action Program, Inc.

Period: July 1, 2008 to June 30, 2009

POSITION TITLE	FULL TIME EQUIV FTE	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST AXB
<b>Balance Forwarded</b>				<b>74,782</b>
Accounting Specialist	1.00	46,632	0.05	2,332
Director of Operations	1.00	60,600	0.10	6,060
Employee Benefit Specialist	1.00	50,904	0.02	1,018
Accounts Payable Clerk	1.00	28,656	0.05	1,433
Senior Accountant/Grants Manager	1.00	44,448	0.05	2,222
Payroll Specialist	1.00	31,824	0.02	636
Accounting Secretary	1.00	40,464	0.02	809
Community Worker - Waianae				89,292

## BUDGET JUSTIFICATION OTHER COSTS

Applicant: Honolulu Community Action Program, Inc.

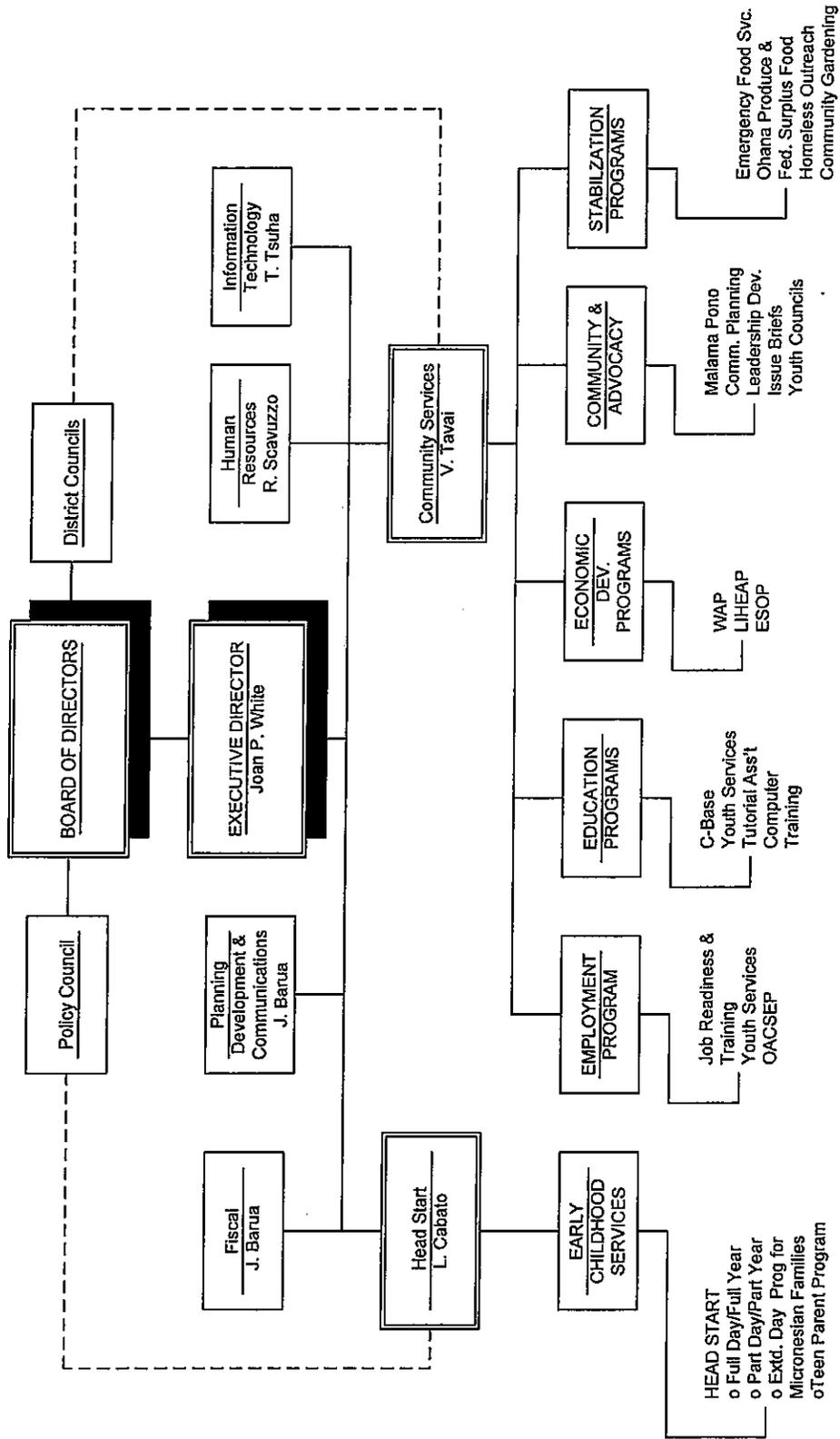
Period: July 1, 2008 to June 30, 2009

DESCRIPTION	AMOUNT	JUSTIFICATION/COMMENTS
Lease/Rental of Space	71,100	Share of space rental for the main office.
Training	16,000	Cost for district training and HR training for the new HR system.
Mileage	2,376	Transportation for job developer and district personnel.
Participant Support	15,000	Clients bus passes, clothing and others.
Supplies	13,800	Cost of materials necessary for the performance of the contract such as office supplies (paper goods, pens, staples, etc.)
Repairs & Maintenance	3,260	Telephone system maintenance.
<b>TOTAL:</b>	<b>121,536</b>	



# HONOLULU COMMUNITY ACTION PROGRAM, INC.

## January 9, 2008



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

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

- (1) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
- (2) Comply with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and assuring the proper expenditure of the grant or subsidy.

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

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

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

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

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

Honolulu Community Action Program (HCAP), Inc.

\_\_\_\_\_  
(Typed Name of Individual or Organization)

\_\_\_\_\_  
(Signature)

Joan P. White

\_\_\_\_\_  
(Typed Name)

1/31/2008

\_\_\_\_\_  
(Date)

Executive Director

\_\_\_\_\_  
(Title)