

**THE THIRTIETH LEGISLATURE  
APPLICATION FOR GRANTS  
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating                       Capital

Legal Name of Requesting Organization or Individual: Db:

Honolulu Community Action Program, Inc.

Amount of State Funds Requested: \$ 217,559

Brief Description of Request (Please attach word document to back of page if extra space is needed):

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.

Amount of Other Funds Available:

State: \$ \_\_\_\_\_

Federal: \$ \_\_\_\_\_

County: \$ \_\_\_\_\_

Private/Other: \$ \_\_\_\_\_

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ 200,676

Unrestricted Assets:

\$ 2,444,933

New Service (Presently Does Not Exist):  Existing Service (Presently in Operation):

Type of Business Entity:

- 501(C)(3) Non Profit Corporation
- Other Non Profit
- Other

Mailing Address:

1132 Bishop Street, Suite #100

City: State: Zip:

Honolulu HI 96813

**Contact Person for Matters Involving this Application**

Name: Michael Hane	Title: Director of Planning
Email: michaelh@hcapweb.org	Phone: 447-5403

Federal Tax ID#: [REDACTED]	State Tax ID# [REDACTED]
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Authorized Signature

Robert N.E. Piper, Esq., MBA, Executive Director

Name and Title

1/18/2019

Date Signed

**received**  
1/17/19 1:29p JR

## Application Submittal Checklist

*The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.*

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
  - a) Budget request by source of funds ([Link](#))
  - b) Personnel salaries and wages ([Link](#))
  - c) Equipment and motor vehicles ([Link](#))
  - d) Capital project details ([Link](#))
  - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



ROBERT N.E. PIPER, ESQ., MBA, EXECUTIVE DIRECTOR

1/18/2019

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE

## Application for Grants

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

### I. Certification

#### 1. Certificate of Good Standing

See attached Certificate of Good Standing.

#### 2. Declaration Statement

See attached Declaration Statement of Applicants for Grants Pursuant to Chapter 42F, Hawai'i Revised Statutes.

#### 3. Public Purpose

Pursuant to Section 42F-102, Hawai'i Revised Statutes, the grant will be used for a public purpose. The funds will be used towards the Na Lima Hana Employment Core Services (ECS) Program, which provides employment preparation training, personalized case management services, and job placement to unemployed and underemployed individuals throughout the island of Oahu.

### II. 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.

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 2,327 participants, of which 1,494 participants have completed pre-employment training. A total of 918 participants obtained employment (240 part-time and 678 full-time), 465 participants achieved 30 days of employment, 446 achieved 60 days of employment, and 376 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](http://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 2020 Fiscal Year.

- Milestone 1: Outreach, Intake, Assessment & Individual Service Plan (ISP)
  - 300 participants achieve outcome
- Milestone 2: Employment Preparation/Job Development
  - 220 participants achieve outcome

- Milestone 3: Job Placement
  - 150 participants achieve outcome
- Milestone 4: Job Support
  - 80 participants achieve outcome
- Milestone 5: Job Maintenance and Job Retention
  - 75 participants achieve outcome

### **3. Purpose and Need**

Participants of the 2018 HCAP Community Survey agreed that employment is a problem in their community for several reasons. Almost 51% settled on the fact that many lack the skills to obtain a job. Another 44% said that a lack of childcare during working hours presents large barriers for families. The majority of participants also agreed that factors such as a lack of education (50%), an inability to find a job (32%), or even a deficit of good paying jobs (42%) create employment challenges for the community. When asked how individuals could better their current employment status, about 77% selected increased pay. Flexible working hours (30%), increased benefits (39%) and job stability (22%) were among other elements many felt would improve their employment status. 51% said that additional employment services such as career goals planning, resume building, basic computer classes, and budgeting classes would alleviate issues with employment.

With the high cost of living and high poverty rates on Oahu, the only way many individuals and families can obtain and maintain permanent housing is by obtaining employment that is sustainable to cover the high cost of rent currently in Hawaii. On Oahu, where cost-of-living expenses continue to rise and wages have remained stagnant, many households are burdened with the risk of becoming homeless. According to federal statistics, Hawaii has the highest homeless rate per capita in the nation. Unemployment, underemployment, and low wages relative to rent are frequent causes of homelessness.

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 State Grant-in-Aid, HCAP's Na Lima Hana Employment Core Services (ECS) Program will be able to provide tuition assistance for vocational training.

The District Service Center staff will work one-on-one with each ECS client to assist them with skills and resources 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 pursue higher 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 (ECS) 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, domestic violence shelter residents, clean and sober home residents, and seniors.

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.

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-Palama District Service Center partners up with Waikiki Health's Next Step Shelter to assist homeless families living in the Downtown areas. HCAP's Kumuhonoua Transitional Living Center provides homeless individuals temporary housing and case management. The Na Lima Hana Employment Core Services (ECS) Program works with HCAP's five District Service Centers and the Kumuhonoua 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 Kumuhonoua

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 provides 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.

The Na Lima Hana Employment Core Services (ECS) Program 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 Centers and various partner locations such as work furlough centers and Action with Aloha.

Stable employment is the key to maintaining stability and gaining self-sufficiency, especially among vulnerable populations. For individuals with a history of incarceration, permanent employment is necessary for successful reintegration. 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.

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) estimates that roughly 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 the ECS Program 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 ECS 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 Competency-Based Community School Diploma Program (C-Base) classes to individuals aged 16 and over who do not have a high school diploma. The goal of the C-Base Program, which is funded by the Department of Education (DOE), is to ensure that graduates are career ready and ready and prepared for post-secondary education.

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.

### **Domestic Violence Shelter Residents**

HCAP's Windward District Service Center regularly receives referrals from domestic violence (DV) shelters. The staff from Windward District Service Center contact case managers from local DV shelters to keep them aware and updated of HCAP's wraparound services, including the ECS Program. Residents who are interested in employment services are encouraged by their case managers to follow up by completing intake onsite at the Windward District Service Center Office.

Common employment barriers that Windward District Service Center staff help DV shelter residents overcome include: obtaining childcare (Windward District Service Center staff often refer income eligible clients to HCAP Head Start) and maintaining reliable transportation (Windward District Service Center staff provide ECS clients with bus passes).

### **Clean and Sober Home Residents**

Two of HCAP's District Service Centers (Leeward District Service Center and Leahi District Service Center) provide individualized case management services for clean and sober home residents. Both Leeward District Service Center and Leahi District Service Center offers ECS services as part of their overall individualized service plans towards self-sufficiency

Since February 2018, Leeward District Service Center has been providing services to residents living in My Brother's Keeper, a clean and sober house and 2-year program based in Waianae. 90% of the participants from My Brother's Keeper are formerly incarcerated and 10% of them are street walk-ins or referrals. All participants must comply with all requirements set by the State Board Parole Board. As part of My Brother's Keeper program rules, the participants have

been fulfilling their community service hours by assisting Leeward District Service Center staff with their Ohana Produce monthly food distribution.

Leahi District Service Center has a long-term partnership with Ke Ola Pono, a sober living program for women with children. As part of the partnership, staff from Leahi District Service Center provides on-site ECS services at Salvation Army, where the program is housed and administered, to a group of women for 13 weeks. Within the 13-week interval, the women complete Job Readiness Training, set career goals, prepare for resumes and interviews, and apply for jobs. Once the ECS participant has successfully obtained employment, Leahi District Service Center staff provides the participant with participant support such as clothing to prepare her for work.

### **Seniors**

ECS receives 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 Waialua; 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.

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.

### **III. 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/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 Na Lima Hana Employment Core Services (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 ECS 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 publicize about the ECS 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 (Participant retains employment for 60 days)**

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 (Participant retains employment for 90 days)**

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 Na Lima Hana Employment Core Services (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 the 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 ECS 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	300
Number of individuals completed Individual Service Plans	300
Number of individuals entered Employment Preparation Training	220
Number of individuals completed Employment Preparation Training	220

##### **OUTCOMES**

Number of individuals who obtain employment	150
Number of individuals employed for 60 days	80
Number of individuals employed for 90 days	75

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.

#### **IV. Financial**

##### **Budget**

##### **1. See attached budget forms.**

HCAP respectfully requests \$217,559 from the State Grant-In-Aid to support the Na Lima Hana Employment Core Services (ECS) 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: \$62,011.

Administrative Personnel to provide HCAP management and fiscal support functions for the program staff: \$8,420 based on a percentage of salary costs.

Payroll Taxes & Assessments/Fringe Benefits: \$33,316 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: \$30,000 – 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 ECS participants to continue case management and follow-up with HCAP program staff regarding their employment status.

**2. Quarterly Funding Requests**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$ 54,389.75	\$ 54,389.75	\$ 54,389.75	\$ 54,389.75	\$ 217,559.00

**3. Funding Sources Seeking for FY 2020**

21<sup>st</sup> Century Community Learning Centers  
 Community Services Block Grant

**4. State and Federal Tax Credits**

Not Applicable.

**5. Government Contracts, Grants, and Grants in Aid**

See attached Government Contracts, Grants, and/or Grants in Aid.

**6. Balance of Unrestricted Current Assets as of December 31, 2018**

\$2,444,933

## **V. Experience and Capability**

### **A. 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, HCAP provides 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 Na Lima Hana Employment Core Services (ECS) Program are listed below.

Helping Hands Hawaii currently refers clients to the ECS 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 the ECS 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.

## **B. Facilities**

The Na Lima Hana Employment Core Services (ECS) 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 ECS 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

## **VI. 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 seven 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 (ECS) 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 ECS 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.

**Fiscal Support:** Responsible for providing fiscal support, budgeting, grants management, and fiscal reporting.

## **B. Organization 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**

Executive Director - \$160,707.12

Director of Finance - \$94,439.04

Director of Planning, Program Development & Communications - \$88,169.04

## **VII. Other**

### **A. Litigation**

Honolulu Community Action Program, Inc. (HCAP) was served with a civil complaint in

connection with its Head Start program in April 2018. The complaint was filed in the U.S. District Court for the District of Hawaii. It is noted that the U.S. District Attorney and the Region IX Federal Head Start Office have both declined to participate in the qui tam complaint. The trial date is scheduled for November 2019. HCAP does not have any outstanding judgments.

**B. Licensure or Accreditation**

Not Applicable.

**C. Private Education Institutions**

Not Applicable.

**D. Future Sustainability Plan**

Our plan to sustain and/or expand activities beyond the applicable grant period is to deliver a program that is relevant, effective, and truly benefits the community. Non-profit agencies such as ours, which rely on government grants, corporate grants and private donations to run our programs, must provide value and clearly demonstrate the benefits of the programs. In short, we believe the best way to sustain and grow a program is to have a successful program, which will in turn retain and attract more support.

The Na Lima Hana Employment Core Services (ECS) Program staff is dedicated to running a quality program 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. 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.

Over the years, funding for various programs, including the ECS Program, has fluctuated, but HCAP continually maintains key services to provide the greatest benefit to clients and communities. 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. In the meantime, we will explore other grant opportunities and resources to continue to provide this core program for our clients.

# CERTIFICATE OF GOOD STANDING

**Grant-In-Aid**

Fiscal Year 2020

**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 18, 2019



## 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 14, 2019

*Catherine P. Awai-Cole*

Director of Commerce and Consumer Affairs



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

## **Grant-In-Aid**

Fiscal Year 2020

## **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 18, 2019

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

The undersigned authorized representative of the applicant certifies the following:

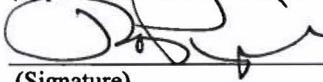
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide 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 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 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 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.

(Typed Name of Individual or Organization)



(Signature)

1/18/2019

(Date)

Robert N.E. Piper, Esq., MBA

(Typed Name)

Executive Director

(Title)

# HCAP WEEKLY NEWSLETTER

## **Grant-In-Aid**

Fiscal Year 2020

## **Grant Activity Name:**

Na Lima Hana Employment Core Services

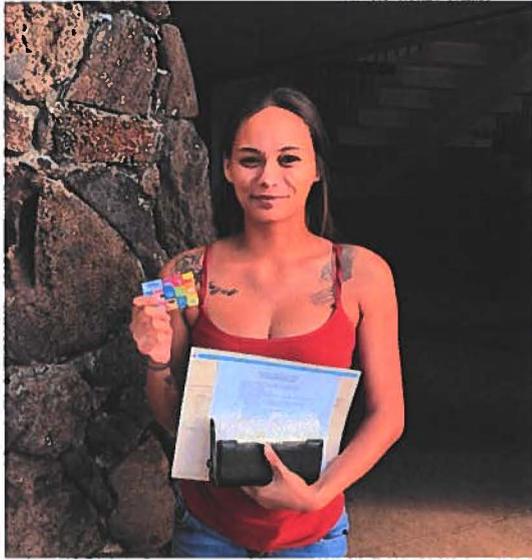
## **Submitted by:**



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

January 18, 2019

### **Head Start Parent Obtains Employment Through Na Lima Hana**



Hokunani, a Head Start parent, was referred to HCAP’s Windward District Service Center by HCAP Head Start Family Advocates. She came to the Windward District Service Center Office, where she was able to sign up for the monthly Ohana Produce food distribution as well as enroll in the Na Lima Hana Employment Core Services (ECS) Program.

After completing Job Readiness Training (JRT) through the ECS Program, Hokunani was hired at the Target store at Kapolei Commons. She was offered an overnight position, which was ideal for her and her daughter’s schedule. Hokunani is thankful for the pre-employment training she received through JRT and believed it helped her land the position at Target.

<https://www.hcapweb.org/hcap-weekly-january-7-2019/#ECS>  
**HCAP WEEKLY JANUARY 7, 2019**

### **Na Lima Hana Participant Obtains Employment**

Marna first heard about HCAP when Windward District Service Center staff were doing outreach near her home. Interested in HCAP’s employment services, Marna came to the Windward District Service Center office to enroll in the Na Lima Hana Employment Core Services (ECS) Program. After completing Job Readiness Training through the ECS Program, Marna successfully landed a clerk position at the Times Super Market. Windward District Service Center staff referred Marna to the Dress for Success Program at the YWCA, where Marna received pants and shoes for her work wardrobe and two professional outfits for work-related events.



Marna is thankful for the help she received from HCAP and would like to give back to the community in the coming year. She wants to lend a helping hand to Windward District Service Center staff during their monthly Ohana Produce food distribution. Windward District Service Center staff is glad to be of service and happy that Marna is doing well.

<https://www.hcapweb.org/hcap-weekly-december-24-2018/#ECS>  
**HCAP WEEKLY DECEMBER 24, 2018**

### **Family Receives LIHEAP Assistance and Employment Offer**

In November, Tiare and her boyfriend Daniel came to HCAP’s Central District Service Center, looking for assistance after receiving an imminent disconnection notice from their electricity provider. Tiare had just given birth to their child in October. At the time of intake, Tiare and Daniel were receiving only TANF as income, having lost their jobs in September.

## **Ruby Tuesday Hawaii**

With the help of Central District Service Center staff, Tiare and Daniel completed their application for the Low-Income Home Energy Assistance Program (LIHEAP). Through LIHEAP’s Emergency Crisis Intervention (ECI) credit, their electricity was no longer at risk of being shut off.

Central District Service Center staff also enrolled Tiare’s children in the Angel Tree Program and signed Daniel up for the Na Lima Hana Employment Core Services (ECS) Program. This week, Tiare came to Central District Service Center to pick up her children’s holiday gifts and also turned in Daniel’s first pay stub as documentation of employment. Daniel recently obtained full-time employment as a cook at Ruby Tuesday.

<https://www.hcapweb.org/hcap-weekly-december-17-2018/#Central>  
**HCAP WEEKLY DECEMBER 17, 2018**

### **Na Lima Hana Participant Obtains Employment and Receives Wraparound Services**

Earlier in the year, Cathy came to HCAP’s Windward District Service Center seeking case management services. Cathy enrolled in the Na Lima Hana Employment Core Services (ECS) Program, where she completed Job Readiness Training and obtained employment at Wal-Mart. She has successfully maintained 90 days of employment.

This past summer, Cathy returned to the Windward District Service Center to apply for HCAP’s Low-Income Home Energy Assistance Program (LIHEAP), which provides income-eligible households with electrical or gas bill assistance. Cathy also signed up for HCAP’s Ohana Produce food distribution. The Windward District Service Center staff is happy to provide Cathy with the resources and tools to help her on her path to achieving self-reliance.



<https://www.hcapweb.org/hcap-weekly-october-29-2018/#ECS>  
**HCAP WEEKLY OCTOBER 29, 2018**

### **Na Lima Hana Helps Recent High School Graduate Obtain First Job**



Rhutissha recently graduated from Waianae High School and was looking for her first job. She enrolled in the Na Lima Hana Employment Core Services (ECS) Program with the help of the Leeward District Service Center staff. After completing Job Readiness Training (JRT), she started looking for employment in her neighborhood. However, Rhutissha realized that she had to look for jobs outside of Waianae if she wanted to boost her job prospects. Knowing that she was in need of reliable transportation, the ECS Program provided Rhutissha with a bus pass.

With the bus pass, she was able to apply to jobs in Kapolei as well. Rhutissha applied to and received a job offer from Foodland Kapolei. She is grateful for the support and guidance she has received from HCAP.

Before starting her new job, Rhutissha received work attire from the ECS Program. HCAP wishes her the best as she embarks on a new stage in her life. The Leeward District Service Center staff has no doubt that Rhutissha will be a valuable clerk at Foodland, as her vibrant and friendly personality is one of her strongest attributes.

<https://www.hcapweb.org/hcap-weekly-october-1-2018/#ECS>

**HCAP WEEKLY OCTOBER 1, 2018**

### **HCAP Head Start Parent Gains Work Experience**

For the past 13 years, Teka has been out of the work force, focusing on raising her children. Now that her youngest child is in pre-school, she was ready to re-enter the work force. She contacted HCAP's Central District Service Center, seeking assistance with employment. Teka was referred to the Na Lima Hana Employment Core Service (ECS) Program and completed intake. As an ECS participant, Teka completed Job Readiness Training class, brushing up on her resume and refining her interviewing skills. When she expressed interest in working with children, Central District Service Center staff worked with HCAP Head Start staff to help Teka gain classroom experience. She is currently volunteering in her child's classroom at Halawa Head Start. Teka is very grateful and enthusiastic to be given this opportunity.



<https://www.hcapweb.org/hcap-weekly-september-17-2018/>

**HCAP WEEKLY SEPTEMBER 17, 2018**

### **Na Lima Hana Participant Obtains Employment**



In June, Bambi came to the Kalihi-Palama District Service Center to apply for the Low-Income Energy Assistance Program (LIHEAP). Bambi needed assistance because she just had benefits cut and was not able to keep up with her bills. Kalihi-Palama District Service Center staff recommended that she enroll in HCAP's Na Lima Hana Employment Core Services (ECS) Program. Following enrollment in the ECS Program, Bambi took Job Readiness Training (JRT) classes, where she received assistance with resume writing and leads on potential jobs. Soon after completing JRT and submitting applications, she got hired as a steward at the Hawaii Convention Center. Bambi started out as an on-call employee and is hopeful that it will become a permanent job.

<https://www.hcapweb.org/hcap-weekly-july-23-2018/#ECS>  
**HCAP WEEKLY JULY 23, 2018**

### **Na Lima Hana Participant Obtains Employment**



Nanea first heard about the Na Lima Hana Employment Core Services (ECS) Program from Community Services Manager Sonny-Jean Preston, a former school classmate. Upon referral, she enrolled in the ECS Program at the Windward District Service Center, and subsequently completed Job Readiness Training (JRT). Last month, Nanea obtained a customer service position at Ice Palace in Aiea. As part of wraparound services, Windward District Service Center staff was also able to offer financial assistance on her home energy bill through the Low-Income Energy Assistance Program (LIHEAP). Windward District Service Center staff wishes Nanea the best of luck in her new job.

<https://www.hcapweb.org/hcap-weekly-june-11-2018/#ECS>  
**HCAP WEEKLY JUNE 11, 2018**

### **Former Head Start Parent Gains Work Experience with HCAP**

Arlene first heard of HCAP when one of her daughters enrolled in Makalapa Head Start many years ago. Since then, the single mother of three has received wraparound services from HCAP. During the past tax season, Arlene filed her taxes with HCAP's Income Tax Services/ Earned Income Tax Credit (EITC) program. Recently, she sought assistance for her electric bills through HCAP's Low-Income Home Energy Assistance Program (LIHEAP) and completed Job Readiness Training as a participant in the Na Lima Hana Employment Core Services (ECS) Program.



In the meantime, Arlene has applied for the temporary position of LIHEAP Intake Aide and is now volunteering with HCAP's Central District Service Center staff at their LIHEAP satellite sites to get a better feel of the process. Central District Service Center staff is happy to have Arlene assist them with LIHEAP.

Johnny first heard about HCAP's Windward District Service Center from a friend. He enrolled in the Na Lima Hana Employment Core Services (ECS) Program and completed Job Readiness Training. However, upon finding out that he was age-eligible for the Senior Community Service Employment Program (SCSEP), Windward District Service Center Community Services Manager Sonny-Jean Preston also referred him to SCSEP. Johnny completed intake, received Pre-Employment Preparation Financial Training, and was placed at Windward District Service Center as Maintenance Trainee. Johnny finds his work rewarding and views the SCSEP placement as an opportunity to supplement his income.

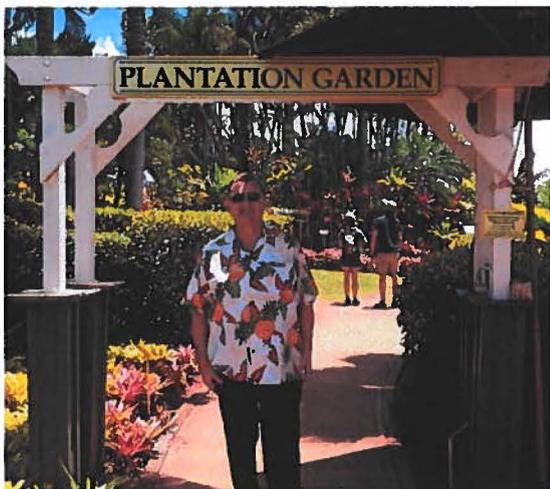
<https://www.hcapweb.org/hcap-weekly-july-16-2018/#SCSEP>  
**HCAP WEEKLY JULY 16, 2018**

### **Na Lima Hana Participant on Work Furlough Transitions into the Community**

Jonathan is part of the Laumaka Work Furlough Center at the Oahu Community Correctional Center. Work furlough programs such as Laumaka help inmates transition from prison back into the community. Looking to obtain stable employment, Jonathan enrolled in HCAP's Na Lima Hana Employment Core Services (ECS) Program at the Kalihi-Palama District Service Center. Upon completing Job Readiness Training (JRT) in the ECS Program, Jonathan obtained employment as a dishwasher at a local casual dining restaurant. Jonathan has since worked his way up into the position of line cook. Things are looking up for Jonathan. Jonathan has completed 90 days of employment, and is scheduled for a Parole Board hearing soon.

<https://www.hcapweb.org/hcap-weekly-may-7-2018/>  
**HCAP WEEKLY MAY 7, 2018**

### **Na Lima Hana Participant Obtains Employment**



Having recently arrived from the Mainland, Frederick was excited to start a new life in Hawaii. But unfortunate and unexpected circumstances left him alone with no income. When a neighbor learned that Frederick was unemployed and in desperate need of a job, the neighbor referred Frederick to HCAP’s Leeward District Service Center. Leeward District Service Center staff wasted no time in enrolling Frederick in the Na Lima Hana Employment Core Services (ECS) Program. Less than a week after Frederick completed Job Readiness Training, he found full-time employment at Dole Plantation as a Train Associate. Through the ECS program, Frederick received work shoes and

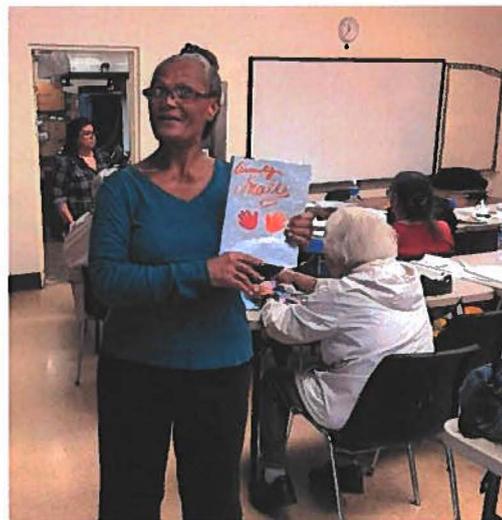
clothing to help give him a fresh start with his new job.

<https://www.hcapweb.org/hcap-weekly-july-23-2018/#ECS>  
**HCAP WEEKLY JULY 23, 2018**

### **Transitional Housing Resident Finds Employment Through Na Lima Hana**

Dayle was initially referred to the Leahi District Service Center from the Na Kolea Honolulu Transitional Housing. Na Kolea is a transitional housing that houses single individuals who are either homeless or at risk of being homeless. After learning about the Na Lima Hana Employment Core Services (ECS) Program, Dayle signed up, hoping to receive basic employment skills training. Dayle received Job Readiness Training on career goal planning, basic computer skills, budgeting, and interviewing.

After Dayle completed her Job Readiness Training, she attended last month’s WorkForce Career Fair at the Neal Blaisdell Center, where she was hired on the spot by HMSHost for a cashier position. Dayle has completed her orientation already, but she is waiting for her airport badge to come through before she can begin employment with HMSHost. The Leahi District Service Center staff would like to congratulate Dayle on her new position.



<https://www.hcapweb.org/hcap-weekly-april-16-2018/#ECS>  
**HCAP WEEKLY APRIL 16, 2018**

### **Former Na Lima Hana Participant Expresses Gratitude**

Mrs. Katy Perry,

I would have emailed you, but I rarely get a chance to get on the computer. However, this is a letter to let you know that this is a copy of my recent paystub and it is my 90-day... Can you believe it! I've been working for 3 months already. Super stoked about it. Anyways, not only am I here to let you know about my last paystub but also the deep appreciation for your services. I will remember you and the people of H.C.A.P. because you helped me when I was at the lowest. Not many people realize the good in this world and I must say you are apart of that good. Well, not really sure where to go from here but if there is anything else I need to do, you have my email.

Thank - you.

HCAP's Central District Service Center Community Services Manager Katy Perry recently received a thank you letter from a former Na Lima Hana Employment Core Services (ECS) Program participant. The client had reached her 90-day employment milestone at Home Depot.

<https://www.hcapweb.org/hcap-weekly-march-5-2018/#ECS>

**HCAP WEEKLY MARCH 5, 2018**

### **Wraparound Services Client Obtains Employment, Self-Sufficiency**

Chantel is a single mom who has benefited greatly from HCAP's wraparound services. She first came to the Kalihi-Palama District Service Center looking to fulfill community service hours. Upon fulfilling her volunteer hours, Chantel enrolled in the Na Lima Hana Employment Core Services (ECS) Program, actively seeking permanent employment. Among the positions she applied for was the temporary position of Low-Income Home Energy Assistance Program (LIHEAP) Intake Aide at the Kalihi-Palama District Service Center; Chantel was hired by HCAP soon thereafter. Chantel and her family applied and were approved for LIHEAP assistance, which helped with the family's home energy bill.



Once her position as LIHEAP Intake Aide had ended, Chantel found work as Assistant Manager for a food pantry in Waikiki. She has been working there since September and is very dedicated to her job. Recently, Chantel came to the Kalihi District Service Center to file her taxes at HCAP's Income Tax Services/ Earned Income Tax Credit (EITC) program. For her federal return, she received a significant amount in tax refund.

<https://www.hcapweb.org/hcap-weekly-february-26-2018/#Wraparound>

**HCAP WEEKLY FEBRUARY 26, 2018**

### **Former Na Lima Hana Participant Expresses Gratitude**

Chantel first came to HCAP’s Kalihi-Palama District Service Center looking to obtain work experience through community service. For the next few months, Chantel assumed various roles: she assisted the Low-Income Home Energy Assistance Program (LIHEAP) as intake worker, helped out with the Ohana Produce food distribution, and coordinated the Kupuna Independent Life Series Program. After Chantel completed her community service hours, she enrolled in the Na Lima Hana Employment Core Services (ECS) Program to prepare for job interviews. Since completing the ECS Program, Chantel has found employment as a clerk at the souvenir shop, Coco Cove, in Waikiki. The Kalihi-Palama District Service Center is very happy for Chantel; she has come a long way since first volunteering at HCAP.

<https://www.hcapweb.org/hcap-weekly-february-5-2018/#ECS>  
***HCAP WEEKLY FEBRUARY 5, 2018***

### **Na Lima Hana Participants Obtain Employment as Head Start Classroom Aides**

Shaynice and Sweetheart came to HCAP’s Windward District Service Center, seeking employment services. Shaynice had just given birth to a son and Sweetheart had recently graduated from high school; both were in need of incomes to support themselves. Shaynice and Sweetheart were referred to the Na Lima Hana Employment Core Services (ECS) Program, where they completed Job Readiness Training (JRT). One of ECS’ partners, Dress for Success, assisted them with obtaining appropriate work attire. Shaynice and Sweetheart have since obtained employment with HCAP Head Start as Teacher’s Aides.



<https://www.hcapweb.org/hcap-weekly-january-29-2018/#ECS>  
***HCAP WEEKLY JANUARY 29, 2018***

### **Na Lima Hana Participant Benefits From Wraparound Services**



Melvin first came to the Windward District Service Center in 2016 to file his taxes as part of HCAP's Income Tax Services/ Earned Income Tax Credit (EITC) program. After a troubled past, he was determined to make a clean break and enroll in the Waipahu Community School for Adults to obtain a GED. In 2017, upon returning back to HCAP's Windward District Service Center to file his taxes, Melvin mentioned to a Community Worker that he was looking for employment now that he was almost finished with school. After completing intake for the Na Lima Hana Employment Core Services (ECS) Program, he attended and completed Job Readiness Training (JRT). Shortly thereafter, Melvin obtained a job at the popular food truck and tourist attraction, the Shrimp Shack in Punalu'u.

<https://www.hcapweb.org/hcap-weekly-january-22-2018/#ECS>  
**HCAP WEEKLY JANUARY 22, 2018**

### **Na Lima Hana Participant Finds Employment**

Albert came to HCAP's Kalihi-Palama District Service Center Office seeking employment assistance. He was originally referred from the Laumaka Work Furlough Center. Due to personal circumstances, Albert had many barriers to overcome during his employment search. Through the Na Lima Hana Employment Core Services (ECS) Program, he was able to get a bus pass, build his resume, and successfully do a mock interview. Albert was ultimately able to land a position at a local water damage restoration company. He is nearing six months of job retention and is very consistent in his work attendance.

<https://www.hcapweb.org/hcap-weekly-january-1-2018/#ECS>  
**HCAP WEEKLY JANUARY 1, 2018**

### **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**

### **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**

### **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**

# BUDGET

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

## **Grant-In-Aid**

Fiscal Year 2020

### **Grant Activity Name:**

Na Lima Hana Employment Core Services

### **Submitted by:**



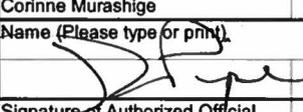
Honolulu Community Action Program, Inc.  
1132 Bishop Street, Suite 100  
Honolulu, HI 96813  
Phone: (808) 521-4531  
Fax: (808) 521-4538

January 18, 2019

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

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)
<b>A. PERSONNEL COST</b>				
1. Salaries	111,343	115,875		
2. Payroll Taxes & Assessments	16,391	18,065		
3. Fringe Benefits	16,925	18,517		
<b>TOTAL PERSONNEL COST</b>	<b>144,659</b>	<b>152,457</b>		
<b>B. OTHER CURRENT EXPENSES</b>				
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		10,000
10. Vocational and Tuition Support	30,000			
11. Participant Incentives	10,000			
12. Mileage		1,461		
13. Payroll Service		57		
14. Dues/Licensing		9		
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>72,900</b>	<b>18,961</b>		<b>10,000</b>
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>217,559</b>	<b>171,418</b>		<b>10,000</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	217,559	Corinne Murashige		808-447-5406
(b) Total Federal Funds Requested	171,418	Name (Please type or print)		Phone
(c) Total County Funds Requested				1/18/2019
(d) Total Private/Other Funds Requested	10,000	Signature of Authorized Official		Date
<b>TOTAL BUDGET</b>	<b>398,977</b>	Robert N.E. Piper, Esq., MBA, Executive Director		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2019 to June 30, 2020

Applicant: Honolulu Community Action Program, Inc. - Na Lima Hana Employment Core Services Program					
Period: July 1, 2019 to June 30, 2020					
	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 Coordinator		1	\$40,912.00	100.00%	\$ 40,912.00
Central District Manager		1	\$54,248.00	10.00%	\$ 5,425.00
Central Community Workers(3)		3	\$94,000.00	10.00%	\$ 9,400.00
Leahi District Manager		1	\$47,480.00	10.00%	\$ 4,748.00
Leahi Community Workers (2)		2	\$64,000.00	10.00%	\$ 6,400.00
Kalihi District Manager		1	\$47,900.00	10.00%	\$ 4,790.00
Kalihi Community Workers (2)		2	\$64,000.00	10.00%	\$ 6,400.00
Leeward District Manager		1	\$72,576.00	10.00%	\$ 7,258.00
Leeward Community Workers (2)		2	\$64,000.00	10.00%	\$ 6,400.00
Windward District Manager		1	\$47,900.00	10.00%	\$ 4,790.00
Windward Community Workers (2)		2	\$64,000.00	10.00%	\$ 6,400.00
					\$ -
					\$ -
					\$ -
<b>TOTAL:</b>		<b>17</b>		<b>2.00</b>	<b>102,923.00</b>
<b>JUSTIFICATION/COMMENTS:</b>					
PROGRAM STAFF					



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

Period: July 1, 2019 to June 30, 2020

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
<b>PAYROLL TAXES &amp; ASSESSMENTS:</b>			
Social Security	102,923.00	7.65%	7,874.00
Unemployment Insurance (Federal)	As required by law		
Unemployment Insurance (State)	102,923.00	4.00%	4,117.00
Worker's Compensation	102,923.00	2.00%	2,058.00
Temporary Disability Insurance	102,923.00	1.07%	1,102.00
SUBTOTAL:		14.72%	15,151.00
<b>FRINGE BENEFITS:</b>			
Health Insurance	102,923.00	12.20%	12,557.00
Retirement	102,923.00	3.00%	3,088.00
SUBTOTAL:		15.20%	15,645.00
<b>TOTAL:</b>		29.92%	30,796.00
<b>JUSTIFICATION/COMMENTS: PROGRAM FRINGES &amp; BENEFITS</b>			

Applicant: Honolulu Community Action Program, Inc. - Na Lima Hana Employment Core Services Program  
 Period: July 1, 2019 to June 30, 2020

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
<b>PAYROLL TAXES &amp; ASSESSMENTS:</b>			
Social Security	8,420.00	7.65%	644.00
Unemployment Insurance (Federal)	As required by law		
Unemployment Insurance (State)	8,420.00	4.00%	337.00
Worker's Compensation	8,420.00	2.00%	168.00
Temporary Disability Insurance	8,420.00	1.07%	91.00
SUBTOTAL:		14.72%	1,240.00
<b>FRINGE BENEFITS:</b>			
Health Insurance	8,420.00	12.20%	1,027.00
Retirement	8,420.00	3.00%	253.00
SUBTOTAL:		15.20%	1,280.00
<b>TOTAL:</b>		29.92%	2,520.00
<b>JUSTIFICATION/COMMENTS: ADMIN FRINGES &amp; BENEFITS</b>			

# GOVERNMENT CONTRACTS, GRANTS AND/OR GRANTS IN AID

## Grant-In-Aid

Fiscal Year 2020

## 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 18, 2019

**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

Applicant: Honolulu Community Action Program, Inc. - Na Lima Hana Employment Core Program      Contracts Total: 52,519,583

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)</b>	<b>CONTRACT VALUE</b>
1	Community Services Block Grant	10/01/16-09/30/17	SOH Off. Of. Comm. Svs	Fed Pass Thru	1,949,871
2	Community Services Block Grant	10/01/17-09/30/18	SOH Off. Of. Comm. Svs	Fed Pass Thru	2,793,050
3	Community Services Block Grant	10/01/18-09/30/19	SOH Off. Of. Comm. Svs	Fed Pass Thru	1,967,782
4	Head Start Grant	04/01/16-03/31/17	DHHS ACF	US	12,762,900
5	Head Start Grant	04/01/17-03/31/18	DHHS ACF	US	12,873,854
6	Head Start Grant	04/01/18-03/31/19	DHHS ACF	US	13,241,548
7	Senior Comm Svc Employment Program	07/01/16-06/30/17	SOH DLIR	Fed Pass Thru	822,009
8	Senior Comm Svc Employment Program	07/01/17-06/30/18	SOH DLIR	Fed Pass Thru	756,200
9	Senior Comm Svc Employment Program	07/01/18-06/30/19	SOH DLIR	Fed Pass Thru	766,245
10	TANF	01/01/17-12/31/17	SOH DHS	Fed Pass Thru	100,000
11	TANF	01/01/18-12/31/18	SOH DHS	Fed Pass Thru	100,000
12	Weatherization Assistance Program	10/01/16-09/30/17	SOH Off. Of. Comm. Svs	Fed Pass Thru	127,055
13	Weatherization Assistance Program	10/01/17-09/30/18	SOH Off. Of. Comm. Svs	Fed Pass Thru	109,986
14	Weatherization Assistance Program	10/01/18-06/30/19	SOH Off. Of. Comm. Svs	Fed Pass Thru	123,871
15	LIHEAP	10/01/16-09/30/17	SOH DHS	Fed Pass Thru	218,530
16	LIHEAP	10/01/17-09/30/18	SOH DHS	Fed Pass Thru	218,530
17	LIHEAP	10/01/18-09/30/19	SOH DHS	Fed Pass Thru	225,467
18	21st CCLC	07/01/16-06/30/17	SOH DOE	Fed Pass Thru	350,000
19	21st CCLC	07/01/17-06/30/18	SOH DOE	Fed Pass Thru	350,000
20	Kumuhonua Transitional Shelter	02/01/17-07/31/18	SOH DHS	Fed Pass Thru	675,000
21	Kumuhonua Transitional Shelter	08/01/18-06/30/19	SOH DHS	Fed Pass Thru	450,000
22	Youth Services	12/28/16-06/30/17	City & County	Honolulu	132,148
23	City GIA - Kupuna	10/04/17-10/03/18	City & County	Honolulu	76,332
24	Mayor's Office	07/01/16-06/30/18	City & County	Honolulu	10,000
25	Rapid Re-Housing Program	05/01/17-06/30/18	SOH DHS	Fed Pass Thru	390,794
26	Rapid Re-Housing Program	06/15/18-06/14/19	SOH DHS	Fed Pass Thru	450,000
27	WAP-LIHEAP	10/01/17-09/30/18	SOH DBEDT	State	235,323
28	WAP-LIHEAP	10/01/18-09/30/19	SOH DBEDT	State	243,088
29					
30					

# WEEKLY REPORT FORM

## Grant-In-Aid

Fiscal Year 2020

## 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 18, 2019



# Honolulu Community Action Program, Inc.

## Na Lima Hana Employment Core Services Program Weekly Report

Honolulu Community Action Program, Inc.

### Completed Employment Core Measures

January 2014 to January 2015 (City and County SEA Goals)	CN	KP	LH	LW	WW	Total	Goal	Difference
Intakes (M1)	233	132	48	129	78	620	220	400
Pre-Employment Training (M2)	77	30	21	91	33	252	190	62
Full-Time Employed (M3)	104	16	1	6	9	136	120	16
Part-Time Employed (M3)	28	11	6	21	20	86	40	46
Employed for 30 DCs "internal goal"	84	12	5	21	18	140	140	0
Employed for 60 DCs (M4)	74	10	5	19	17	125	120	5
Employed for 90 DCs (M5)	55	8	5	16	14	88	80	8
February to June 2015 (Internal Goals)	CN	KP	LH	LW	WW	Total	Goal	Difference
Intakes (M1)	62	42	37	26	16	183	155	28
Pre-Employment Training (M2)	43	14	21	13	2	93	100	-7
Full-Time Employed (M3)	37	3	3	7	1	51	55	-4
Part-Time Employed (M3)	10	3	3	3	8	27	20	7
Employed for 30 DCs "internal goal"	22	8	1	8	6	45	50	-5
Employed for 60 DCs (M4)	20	8	1	9	7	45	50	-5
Employed for 90 DCs (M5)	13	7	1	9	9	39	40	-1
July to September 2015 (City and County SEA Goals)	CN	KP	LH	LW	WW	Total	Goal	Difference
Intakes (M1)	36	18	23	7	14	88	50	48
Pre-Employment Training (M2)	17	14	14	8	7	60	40	20
Full-Time Employed (M3)	21	2	7	1	0	31	35	19
Part-Time Employed (M3)	6	5	3	4	5	23	20	3
Employed for 30 DCs "internal goal"	16	0	9	5	4	34	20	14
Employed for 60 DCs (M4)	18	0	9	5	3	35	20	15
Employed for 90 DCs (M5)	20	1	5	5	2	33	15	18
October 2015-September 2016 (Internal Goals)	CN	KP	LH	LW	WW	Total	Goal	Difference
Intakes (M1)	125	58	39	73	21	316	240	76
Pre-Employment Training (M2)	111	32	31	42	1	217	200	17
Full-Time Employed (M3)	76	20	10	13	4	123	150	4
Part-Time Employed (M3)	10	3	7	7	4	31	20	11
Employed for 30 DCs "internal goal"	36	6	8	15	3	68	60	8
Employed for 60 DCs (M4)	36	6	8	16	4	70	50	20
Employed for 90 DCs (M5)	32	2	10	13	3	60	45	15
October 2016 to September 2017	CN	KP	LH	LW	WW	Total	Goal	Difference
Intakes (M1)	190	57	92	58	64	459	200	259
Pre-Employment Training (M2)	196	36	67	41	10	350	170	180
Full-Time Employed (M3)	110	25	15	7	4	161	140	21
Part-Time Employed (M3)	5	2	8	10	3	28	20	8
Employed for 30 DCs "internal goal"	26	8	21	18	7	80	60	20
Employed for 60 DCs (M4)	24	7	21	16	6	74	50	24
Employed for 90 DCs (M5)	15	6	17	13	4	55	45	10
October 2017 to September 2018	CN	KP	LH	LW	WW	Total	Goal	Difference
Intakes (M1)	149	91	36	70	115	461	320	141
Pre-Employment Training (M2)	123	85	23	65	70	366	240	126
Full-Time Employed (M3)	60	39	5	15	7	126	200	-74
Part-Time Employed (M3)	15	8	2	3	4	32	20	12
Employed for 30 DCs "internal goal"	52	15	4	6	5	82	160	-78
Employed for 60 DCs (M4)	53	15	4	6	6	84	120	-36
Employed for 90 DCs (M5)	51	11	4	5	7	78	80	-2
October 2018 to September 2019	CN	KP	LH	LW	WW	Total	Goal	Difference
Intakes (M1)	41	29	39	7	72	188	300	-112
Pre-Employment Training (M2)	18	32	25	7	74	156	220	-64
Full-Time Employed (M3)	23	16	3	5	3	50	150	-100
Part-Time Employed (M3)	5	1	3	4	0	13	20	-7
Employed for 30 DCs "internal goal"	5	1	2	4	4	16	120	-104
Employed for 60 DCs (M4)	5	1	1	3	3	13	100	-87
Employed for 90 DCs (M5)	5	1	0	3	4	13	75	-62

M1 = Milestone 1

30 dCs (internal)

# VERIFICATION OF EMPLOYMENT

## **Grant-In-Aid**

Fiscal Year 2020

## **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 18, 2019

# 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"*

# ORGANIZATIONAL CHART

## Grant-In-Aid

Fiscal Year 2020

## Grant Activity Name:

Na Lima Hana Employment Core Services

## Submitted by:



Honolulu Community Action Program, Inc.  
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January 18, 2019

