

Discovery & Growth

Building Self-Sufficiency
in Every Generation



Honolulu Community Action Program, Inc.
2011 Annual Report



Aloha Mai Kākou

To continue Honolulu Community Action Program's legacy of providing high quality education to children, youth and adults, we launched a new program this year. The Hā Initiative creates opportunities for young people to explore the worlds of science, technology, engineering, and math in a safe after-school setting.

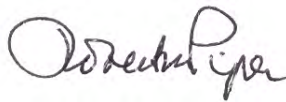
We truly believe that education is the great equalizer. Our focus on education is our way of alleviating poverty and encouraging self-sufficiency later in life. Often, the challenges faced by our clients have much to do with the hopelessness that comes with not having options available. And options are made available when you have a quality education and a network of support you can access when you are in need.

We're here to serve, and serve in a high quality fashion. We have a mission: POI: Providing Opportunities and Inspiration to enable low-income individuals or families to achieve self-reliance. In all we do, we hold fast to this mission, whether we are offering assistance to families to pay their electric bill, providing early childhood education, or helping adults find jobs to provide for their families. It's a solid mission and we continue to deliver high quality programs and services toward the accomplishment of this shared purpose.

Together, we will all rise in the same tide. As a community action agency, our approach is to leverage relationships and work with others to achieve the greater good for the community. This year was characterized by the setting up of partnerships with new and old friends in our sector, particularly through the American Recovery and Reinvestment Act. In an environment of limited resources, these partnerships are essential to building a safe, thriving Hawaii for ALL our citizens.

Thank you for being our partner in the effort to overcome poverty through community action.

Mahalo piha,



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





Promise

“Community action changes people's lives,
embodies the spirit of hope, improves communities,
and makes America a better place to live.

We care about the entire community,
and we are dedicated to helping people
help themselves and each other.”

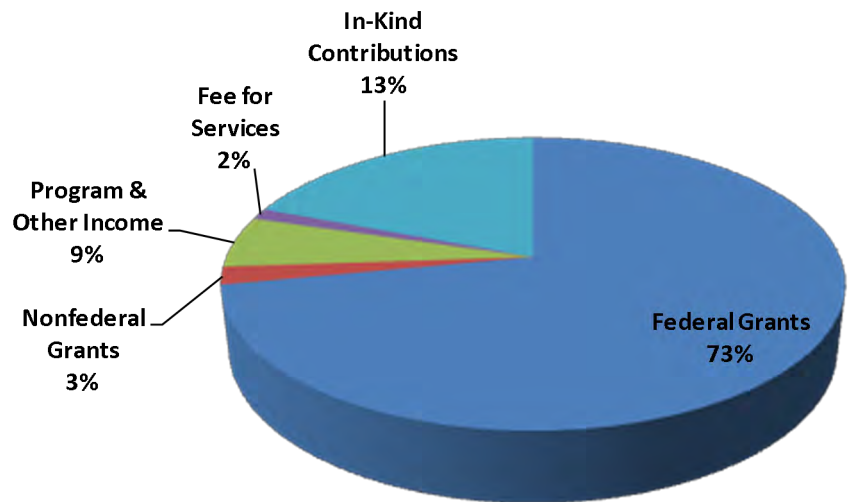
HCAP Financial Statement

Fiscal Year April 1, 2010 to March 31, 2011

Revenues and Other Support

| | |
|------------------------|--------------|
| Federal Grants | \$22,174,935 |
| Nonfederal Grants | 606,362 |
| Program & Other Income | 1,745,431 |
| Fee for Services | 380,900 |
| In-Kind Contributions | 5,858,282 |

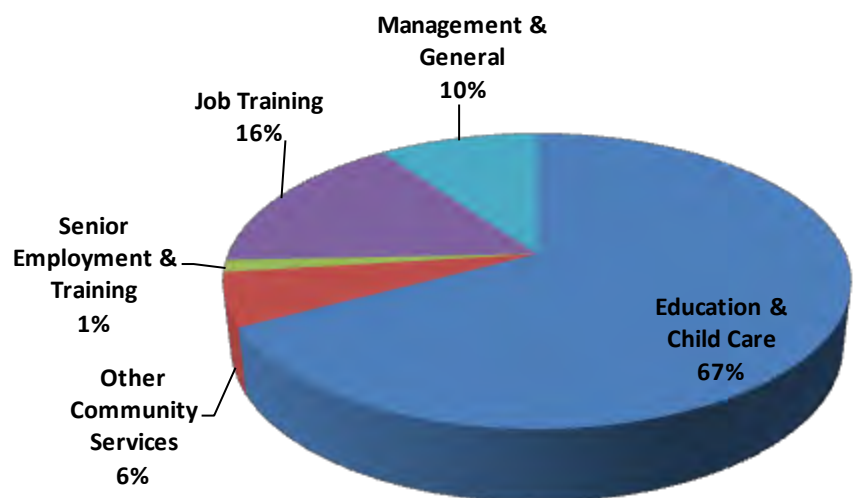
| | |
|--------------|---------------------|
| Total | \$30,810,814 |
|--------------|---------------------|



Expenses

| | |
|------------------------------|--------------|
| Program Services: | |
| Education & Child Care | \$19,473,690 |
| Senior Employment & Training | 1,690,877 |
| Job Training | 380,112 |
| Other Community Services | 4,600,581 |
| Supporting Services: | |
| Management & General | 2,837,894 |

\$28,983,154





United States Senator Daniel Akaka (center) with HCAP Director of Planning, Program Development and Communications Karl Espaldon and Executive Director Robert Piper

Leading Through Change

With limited resources and increased need for Oahu's low-income families, HCAP continued its legacy as one of Hawaii's most influential non-profit agencies. The agency added key program initiatives, secured government and private funding, and increased community impact, serving over 17,000 people in 2011. As a result, HCAP was honored as one of Hawaii's Top 250 Businesses by Hawaii Business Magazine. It was also a notable year for HCAP's leadership team, as Executive Director Robert Piper joined the prestigious Weinberg Foundation Fellows and Director of Head Start Lynn Cabato celebrated her 35th year with the agency. Mr. Piper was also named by Hawaii Business Magazine as one of Hawaii's "20 for the Next 20," and along with Director of Planning, Program Development and Communications, Karl Espaldon, was featured in the 100-member "Black Book," a list of leading business executives in Hawaii.



Robert Naniolo
Director of
Community Services



Lynn Cabato
Director of
Head Start



Derek Nishimura
Director of
Human Resources



Michael Hane
Director of
Finance



Karl Espaldon, Esq.
Director of Planning,
Program Development
and Communications



Christian Miller (left) with the Palamabots, HCAP's team of middle school students that competed in the FIRST LEGO League robotics competition

Seeing Education in New Ways

***Youth & adults
earning their high
school diplomas:***

93

***Participants
in after-school
STEM program:***

60

***Place in regional
robotics LEGO
tournament***

9th

***Number of sites
planned for the
Hā Initiative***

5

The Hā Initiative: Creative STEM After-School Program

is opening doors of opportunity for children and youth through after-school education. The program launched in September 2011 through a partnership with St. Elizabeth's Episcopal Church. Offered free of charge, the Hā Initiative offers fun, interactive activities in science, technology, engineering and math (STEM) to children in Grades 2 to 8. The program uses a curriculum from the National Science Foundation and the University of California at Berkeley to increase skills in STEM fields. Adult volunteers and students from local high schools and colleges provide one-on-one tutoring in reading and math.

Building Self Sufficiency...



Low-Income Home Energy Assistance Program (LIHEAP)

In June, HCAP conducted a widespread recruitment and enrollment for the LIHEAP program. The program assisted 5,719 households (a 12% increase over the previous year), to apply for financial assistance with utilities bill payments. This once-a-year assistance makes a significant impact for low-income families struggling to make ends meet.

Kumuhonua Transitional Living Center

Kumuhonua provided transitional housing to 186 homeless adults, with 55 residents successfully transitioning into permanent housing. In addition to housing, the program provided case management; workshops on health, legal, and self-improvement issues; and a formal financial literacy program that included one-on-one budgeting and credit counseling through a partnership with Hawaiian Community Assets.



Free Tax Clinics

Putting earned dollars back in the pockets of working families, HCAP again partnered with the Hawaii Alliance for Community Based Economic Development to provide free tax preparations to low to moderate income families. This program originated at Honolulu Community Action Program in 2004, and has grown to be the largest program of its kind in the State. In 2011, HCAP assisted 342 families to claim State and Federal refunds.

... in Every Generation

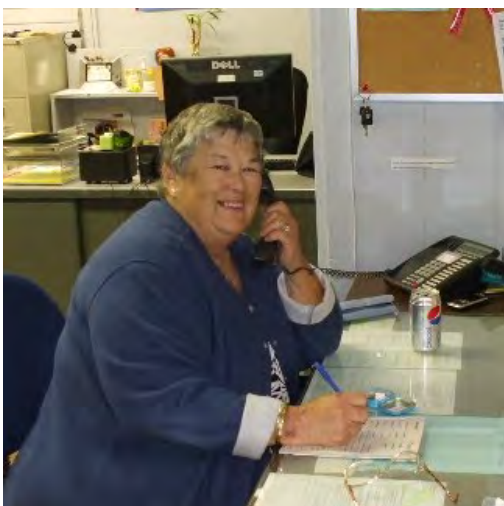


Preschool on Wheels

In response to the growing number of homeless on Oahu, HCAP created a special outreach project called Preschool on Wheels. The project brought early childhood education and support services directly to families living in parks, beaches, and shelters, including Waipahu Lighthouse Outreach Emergency Shelter and the Institute for Human Services.

Health & Wellness

HCAP worked closely with families to increase healthy eating and physical activity. Head Start provides health screenings, family nutrition assessments and referrals to needed medical services. HCAP also partners with University of Hawaii Expanded Food and Nutrition Education Program to provide workshops on home gardening and preparing low cost, nutritious meals.



Senior Community Service Employment Program (SCSEP)

HCAP has offered the Senior Community Services Employment Program for over three decades, providing on-the-job training to unemployed seniors (55 years of age or older). 156 participants were placed in part-time jobs at non-profit or government agencies in 2011, leading to placement of 13 seniors in permanent full-time positions.

Every Child Deserves a Head Start



**Total number of
children enrolled:
In Head Start:**

1,890

**Average monthly
enrollment:**

1,659

**Average enrollment
as a % of funded
enrollment:**

100%

**% of eligible
children
served:**

94%



HCAP Head Start

is committed to “Enriching the Lives of Children, Engaging Families, and Strengthening Communities.”

With over 85 classrooms throughout the island of Oahu, the program offered a quality preschool education and comprehensive family support services to 1,890 children during the 2010-2011 school year. Each child is assisted with individualized planning, assessment aligned with Hawaii Department of Education Kindergarten Class Profile, and Kindergarten transition activities.

Engaging Families in Education



Abdiel Alvarez, on leave after a military deployment in Afghanistan, reads to his 4-year old's class at Head Start Heleman Army II

The foundation of the Head Start program continues to be high quality, comprehensive services for children and families. Parents see that engagement in their child's education is key to their success, as staff focuses on empowering families and building positive partnerships. Families feel supported and can identify opportunities to increase their knowledge and skills. Family members are engaged through a range of activities, including program governance, home visits, field trips, parent conferences, community outreach, volunteering in the classroom, and participation in hiring and curriculum development.

Head Start Policy Council

| | | | |
|-------------------------------------|-----------------------------------------------|--------------------------------------|---------------------------------------|
| Ashley Robino Chairperson | Tony Rutledge, Jr. Vice Chairperson | Jennifer Ewaliko Treasurer | Laurens Laudowicz Secretary |
|-------------------------------------|-----------------------------------------------|--------------------------------------|---------------------------------------|

- | | | | |
|----------------------|------------------|-----------------------|---------------------------|
| Tyffiny Keliiiaa | Malia Daraban | Christopher Hernandez | Amanda Rees |
| Shadey Lopes | Cheri Gauer | Harry Josiah, Jr. | Ruth-Arau Purcell-Sahlin |
| Terry-Lynn Adams | Christine Colvin | Julianne Balais | Bernadette Batangan |
| Shanelle Raposa | Rochele Loa | Aulani Schenck | Faafouina Escalera |
| Iris Benachour | Kelli DeCosta | Andrea Valencia | Jasmine Bautista |
| Kiana Mawae | Robyn Carvaho | Sharlene Cura | Ann Dellatan |
| Alohalani Hose | Shannon Walker | Genesis Silva | Ashlee Okada |
| Jessica Camara | Marissa Hardesty | Dawn Levi | Genesis Toralba |
| Sherri Pahulu | Desirae Dumaran | Marci Wyatt | Rosiemarie Flores |
| Patrice Pohina | Numela Sousa | Jasmine Aurio | Melissa Robertson |
| Lashon Bonilla | Annie Perez | Olivia Nartatez | Dercia Green |
| Kristie Manalo-Pyles | Veronika Talamoa | Heithel Flores | Cheri Narruhn |
| Rachel Chambers | Jamie Rieth | Jolie Stultz | Kuata LeneAmberlyn Castro |
| Natasha Bartolome | Chassidy Deltoto | Theresa Ioane | |



United States Representative Mazie Hirono visited teacher Doreen Kaolulo and her Head Start class. As Hawaii's Lieutenant Governor, Hirono developed the Pre-Plus initiative, which provides dedicated funding and classroom space for preschools on elementary school campuses.

School Readiness

Using CLASS Pre-K and Early Reading First to Increase Literacy and Measure Kindergarten Readiness

11 Head Start classrooms participated in the University of Hawaii's Early Reading First pilot program. The partnership started in 2001 between HCAP Head Start and the UH Center on the Family. The goal: To produce the first research-based, scientifically-validated preschool literacy and mathematics enhancement package designed specifically for Hawaii's multicultural population. Its development involved both staff and families in design and validation. Early Reading First introduced the use of CLASS (Classroom Assessment Scoring System), along with Teaching Strategies Gold to assess staff training and child outcomes.



HCAP Head Start was "ahead of the curve" in implementing CLASS, as the system is now required for all programs nationally. Progress towards Kindergarten readiness is measured at three checkpoints throughout the year. Outcomes were aligned with the State Pre-School Standards and 2003 Head Start Child Outcomes Framework. HCAP Head Start staff have been asked to give trainings and presentations at local, regional and national levels. Topics have included HCAP's mentor-coaching system, integration of the CLASS assessment tool, school readiness, and outcomes tracking.

Head Start Financial Statement

Fiscal Year April 1, 2010 to March 31, 2011

Revenues and Other Support

Federal Funds

| | |
|---------------------------------------|---------------|
| Head Start Grant | \$ 11,956,916 |
| Program Improvement | 181,207 |
| Supplemental T/TA | 12,000 |
| American Recovery & Reinv. Act (ARRA) | 91,237 |

| | |
|--------------------|------------|
| Subtotal (Federal) | 12,241,360 |
|--------------------|------------|

State, Local & Private Funds

| | |
|---------------------------------------|---------|
| State of Hawaii | 58,894 |
| Research Corp. Univ. of Hawaii (RCUH) | 416,040 |
| City & County of Honolulu | 24,000 |
| Kaiser Permanente | 10,000 |

| | |
|-----------------------------------|---------|
| Subtotal (State, Local & Private) | 509,934 |
|-----------------------------------|---------|

In-Kind Contributions

| | |
|--------------------|-----------|
| Volunteers | 1,093,968 |
| Space (Base Grant) | 2,220,621 |
| Space (ARRA) | 22,809 |

1,337,398

Total Revenues & Support \$ 16,088,692

Expenses

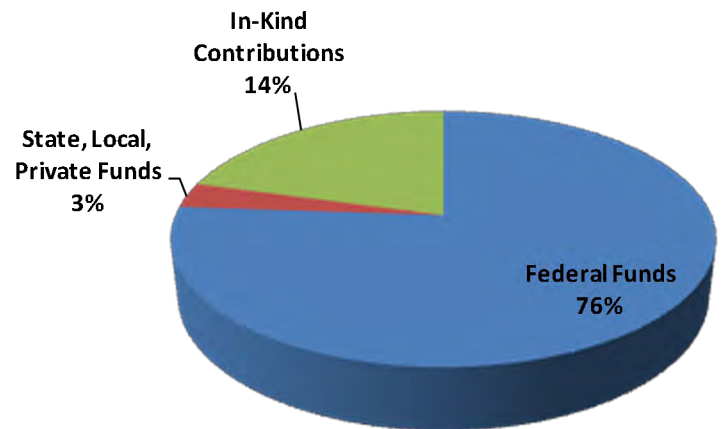
| | |
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| Program Costs | \$11,309,189 |
| Administrative Costs | 851,229 |

Total Expenses \$12,160,418



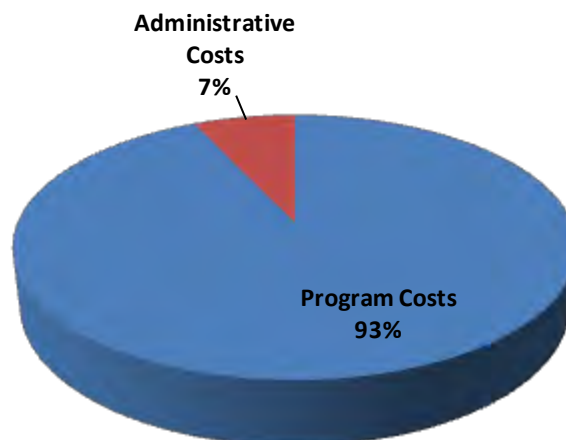
Funding for HCAP Head Start

is provided by the Federal Administration for Children and Families, State of Hawaii Office of Community Services, University of Hawaii, State of Hawaii Department of Human Services, and private grants and donations.



Triennial Federal Review

The most recent triennial review of HCAP Head Start was conducted in January 2011. The program is in compliance with Federal regulations. The next Federal review will occur in 2014.



The American Recovery and Reinvestment Act (ARRA)

provided funds to non-profit community organizations to assist with economic growth and stabilization.

Through ARRA, HCAP received \$6.5 million in stimulus funding to offer support services and assistance to those most affected by the Great Recession. HCAP provided direct services and partnered with local service providers to offer programs that emphasized employment readiness training, job placement and retention, continuing education, and emergency and crisis stabilization.



Employment

Through HCAP's five district service centers and with community partners Goodwill Industries Hawaii, Catholic Charities Hawaii, Pacific Gateway Center, and Hawaii Technology Institute, 672 individuals received training to obtain and develop skills and competencies required for employment; 444 were provided bus passes for employment-related purposes, including job searching; and 101 were assisted with resources necessary for employment such as tools and uniforms. Overall, 254 persons found new or better jobs through ARRA employment services.

Food & Rent Assistance

2,848 people received emergency food assistance through partnerships with the Hawaii Food Bank, Institute for Human Services and River of Life Mission. Overall, over 425,000 pounds of food and prepared meals were distributed and served to low-income families throughout Oahu. To assist working families and individuals affected by the economic downturn, HCAP provided up to two months of rental assistance to 1,540 families.



New & Expanded Programs

With the assistance of ARRA funding, HCAP launched the Hā Initiative: Creative STEM After School Program (see p.5) for elementary and middle school students. Through ARRA, HCAP also expanded Head Start pre-school services and Senior Community Services Employment Program opportunities. Finally, weatherization services expanded significantly through the Weatherization Assistance Program, which served over 250 families, and the Weatherization Initiative for Native Hawaiians, which outfitted 105 DHHL homes with solar water heater systems.



District Advisory Councils

Leeward

Frederick Saunders, Chair
 Naomi Digitaki, Vice-Chair
 Kehau Lopez, Secretary/Treasurer
 James Manaku, Board Representative
 Lisa Tavares, Board Representative
 Barbie Lei Burgess
 Christine Chung
 Charles Hermann
 Loke Lono
 Catalin Makekau
 Bob Smith

Central

Kapiolani Silva, Chair
 Barbara Burns, Vice Chair
 Rose Downie
 Ron Valenciana
 Cheryl Johnson
 Lance Jyo
 Birdie Holt
 Deborah Howel
 Deb Rey

Windward

Virgil Amoroso, Chair
 Gladys Sanchez, Vice Chair
 Lokelani Correa, Secretary
 Norma Jean Shackley, Treasurer
 Ella Abe, Board Representative
 Sherry Martinez
 June Hashimoto

Leahi

Sharon Fujishige, Chair
 Karen Iwamoto, Vice-Chair
 R. Kawehilani Napoleon, Secretary
 Anne Chipchase, Board Representative
 Yoana Amond
 Stephen Maybir
 Darlene Nakayama
 Janet Nuuhiwa

Kalihi-Palama

Sa Aiolutepotea, Chair
 Jadelyn Neal, Vice Chair
 Sandra Menzsa, Secretary/Treasurer
 Aldora Kahele, Board Representative
 Monte Kalama
 Zara Aki
 Rose M. Ayala-Switzer
 Clarissa Hosino
 Louise Li



HCAP *HCAP clients have opportunities to participate in governance and decision-making processes through five District Advisory Councils, Parent Committees and the Head Start Policy Council. Annually, their volunteer time represents over \$2 million dollars in in-kind contributions to the agency.*

Board of Directors 2010-2011



Community Action agencies demonstrate their commitment to leadership diversity through a tripartite board structure. HCAP's board has equal representation from three key sectors: Private (businesses and volunteers), Resident (community members) and Public (government).

Private Sector

Kevin Souza, Esq. (Chair)
Native Hawaiian
Chamber of Commerce

Don Anderson
Community Volunteer

Donna L. Ching
Leo A Daly

Iris Matsumoto
First Hawaiian Bank

Colleen Minami
Community Volunteer

William Shiroma
Bank of Hawaii

Phyllis Ida
Hawaii P-3 Windward District

Resident Sector

Ella Abe (Vice Chair)
Windward District Advisory Council

Anne Chipchase
Leahi District Advisory Council

Ashley Robino
Head Start Policy Council

Lance Jyo
Central District Advisory Council

Aldora Kahele
Kalihi-Palama District Advisory Council

Reverend Ron Valenciana
Central District Advisory Council

James Manaku, Sr.
Leeward District Advisory Council

Public Sector

Representative Isaac W. Choy (Treasurer)
Office of Representative Marcus Oshiro

Terrence Aratani, Esq.
Office of Senator Brian T. Taniguchi

Mark L. Forman
Office of Senator Suzanne Chun Oakland

Frank Lopez
Governor's Representative

Gary Okino
Mayor's Representative

Karen Iwamoto
Office of Representative Calvin Say

Ernest Y. Martin
Honolulu City Council





Honolulu Community Action Program, Inc.
33 South King Street, Suite 300 Honolulu, Hawaii 96813
(808) 521-4531 hcp@hcapweb.org www.hcapweb.org

