



ANNUAL  
REPORT  
HONOLULU  
COMMUNITY  
ACTION  
PROGRAM, INC.  
2015 | 2016





”

## **POI: Providing Opportunities and Inspiration to enable low-income individuals or families to achieve self-reliance**

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 in 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.



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**ROBERT N.E. PIPER, ESQ., MBA**

EXECUTIVE DIRECTOR

I am very pleased to present our annual report for the 2015-2016 Program Year. During the year, all of our programs and services have continued to provide much needed assistance to the low-income community on Oahu. Several programs that got started with the help of Community Services Block Grant federal funding, including the Hā Initiative: Creative STEM After-School Program and the Kupuna Independent Life Series, have enjoyed great success and have thus secured additional sources of funding. These are some of the successes we celebrate as an organization, and I truly appreciate the efforts of our exceptional staff and volunteers who contribute to these successes.

Thank you to all our friends and supporters who follow the good work we do through our website, the HCAP Weekly newsletter, Facebook, and other social media platforms. We hope these outlets provide you with a comprehensive view and understanding of how HCAP is making a difference in the community on a day-to-day basis. This annual report attempts to summarize and highlight many of the programs and accomplishments we have shared with you throughout the year.

While there will always be new challenges to address, I believe we are well positioned to continue providing the programs and services that best assist the individuals and families we serve.

## HCAP EXECUTIVE MANAGEMENT TEAM

**JOCELYN  
BANKS**

DIRECTOR  
OF HUMAN  
RESOURCES



**LYNN  
CABATO**

HEAD START  
DIRECTOR



**TEHANI  
DIAZ**

DIRECTOR OF  
COMMUNITY SERVICES



**MICHAEL  
HANE**

DIRECTOR OF PLANNING,  
PROGRAM DEVELOPMENT,  
AND COMMUNICATIONS



**CORINNE  
MURASHIGE**

DIRECTOR OF  
FINANCE



# IMPACT

HCAP offers a range of programs and services to assist individuals and families to gain self-sufficiency. HCAP offers programs and services in six major areas: Early Childhood; Employment; Education; Economic Development; Emergency & Transitional programs; and Community Development & Advocacy. In the past program year, more than 20,000 individuals and families have been impacted by HCAP's work.



6,015 individuals were provided with food assistance



1,967 children ages 3 to 5 participated in Head Start preschool activities to develop school readiness



162 homeless individuals received transitional housing and support services



221 unemployed clients obtained employment



779 low-income working individuals or families were assisted with free tax preparation services, bringing over \$1.4 million in refunds into the community



5,000 households received assistance for utility payments



The Hā Initiative: Creative STEM After-School Program provided after-school STEM programming to an average of 179 students per month



118 unemployed senior received part-time subsidized job training



99.08% of HCAP Head Start children completed a medical exam and 97.15% of HCAP Head Start children completed a dental exam



3,327 volunteers donated 95,045 hours of services to the agency



22 households received weatherization education and services



1,838 HCAP Head Start parents enrolled into the Parent Academy of Leadership, engaged in a series of learning experiences & leadership opportunities to develop as advocates & leaders for better outcomes for school readiness

# BOARD OF DIRECTORS



## OFFICERS

### Name

Garrick L.H. Goo  
Pauni Nagaseu-Escue  
Representative Isaac W. Choy

### Office

Chair  
Vice Chair  
Secretary/Treasurer

## RESIDENT SECTOR

### Name

Tricia Hornback  
Kiani Cockett  
Juilanna Moefu-Kaleopa  
Pauni Nagaseu-Escue  
Rebecca Allen  
Justin Pequeno  
Renee Kiaha-Pakele

### Area of Representation

Head Start Policy Council  
Central District Council  
Central District Council  
Kalihi-Palama Council  
Leahi District Council  
Leeward District Council  
Windward District Council

## PRIVATE SECTOR

### Name

Garrick L.H. Goo  
Phyllis Ida  
Samuel Moku  
Judy Y. Hirashima  
Alan Shinn  
William Shiroma  
Elmer K. Kaai

### Area of Representation

Law Offices of Garrick L.H. Goo  
P-3 Windward Grant  
Hawaii Pacific University  
Hawaiian Electric Company  
Coalition for a Drug-Free Hawaii  
Bank of Hawaii  
Native Hawaiian Chamber of Commerce

## PUBLIC SECTOR

### Name

Terrence Aratani, Esq.  
Representative Isaac W. Choy  
Mark L. Forman  
Frank Lopez  
Colleen Minami  
Blake Oshiro  
Judge Kevin A. Souza

### Area of Representation

Office of Senator Brian T. Taniguchi  
Office of the Mayor  
Office of Senator Suzanne Chun Oakland  
Office of the Governor  
Office of Representative Marcus Oshiro  
Office of Representative Calvin Say  
Hawaii State Judiciary



# HEAD START POLICY COUNCIL & DISTRICT ADVISORY COUNCILS

## HEAD START POLICY COUNCIL OFFICERS

Tricia Kirn - Chairperson  
Aaron Maxim - Vice Chairperson  
Rayna Duenas - Secretary  
Lindsey Chamness - Treasurer

## CENTRAL DISTRICT ADVISORY COUNCIL

Kristine Garables - Chairperson  
Marlene Hoohuli - Vice Chairperson  
Jamielynn Lorenzana - Secretary  
Kiani Cockett - Board Representative  
Juliana Moefu-Kaleopa - Board Representative

## LEAHI DISTRICT ADVISORY COUNCIL

Pauline Hirohata - Chairperson  
Dahlia Asuega - Vice Chairperson  
Nanette Fritz - Secretary  
Melekaufusi Pepa-Latu - Treasurer  
Rebecca Allen - Board Representative

## LEEWARD DISTRICT ADVISORY COUNCIL

Naomi Digitaki - Chairperson  
Christie Chung-Talkington - Vice Chairperson  
Franchon Keamo-Young - Secretary/Treasurer  
Justin Pequeno - Board Representative

## KALIHI-PALAMA DISTRICT ADVISORY COUNCIL

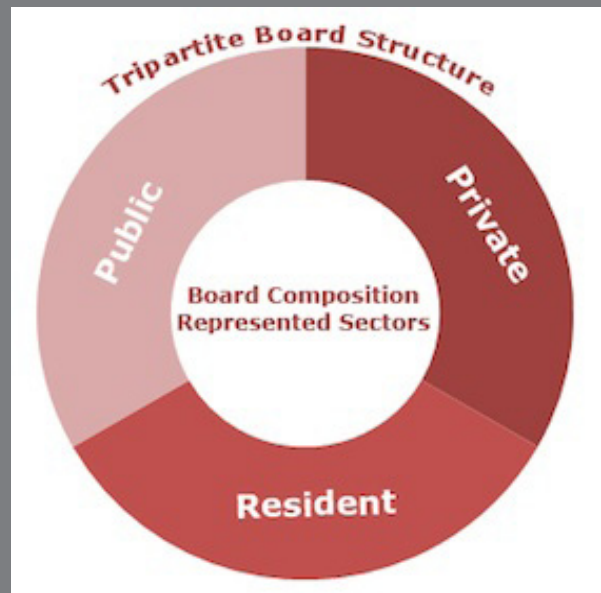
Jill Saito - Chairperson  
Aldora Kahele - Vice Chairperson  
Sandra Menzsa - Secretary/Treasurer  
Pauni Nagaseu-Escue - Board Representative

## WINDWARD DISTRICT ADVISORY COUNCIL

Virgil Amoroso - Chairperson  
Gladys Sanchez - Vice Chairperson  
Norma Shackley - Secretary  
Renee Kiaha-Pakele - Board Representative

## HCAP Board Structure

The HCAP Board of Directors is the governing body of the organization, responsible for oversight of all affairs of HCAP. The composition of HCAP's Board of Directors consists of a tripartite membership – one-third of the members represent the public sector, one-third of the members represent the private sector, and one-third of the members represent the resident sector. This unique Board structure allows all voices in the community to be represented, in order to help HCAP deliver the best programs and services possible to the communities we serve.



# PROGRAMS & SERVICES



## District Service Centers

HCAP operates five District Service Centers on Oahu to provide resources and services to low-income residents near their home communities. The District Service Centers offer a variety of programs and services including, but not limited to outreach, intake, assessment, service planning, and support services. District Service Centers are encouraged to develop and implement programs specific to their community needs.



## HCAP Head Start

HCAP Head Start is a federally funded program that provides quality services to qualifying preschoolers and their families. From our humble beginnings as a summer project in 1965, HCAP Head Start has grown to become one of the largest early childhood programs in the State of Hawaii, serving over 1,659 children and their families each year. Head Start services are provided through part-day and full-day center-based programs and home-based programs.



## Hā Initiative: Creative STEM After-School Program

The Hā Initiative is a fun and creative place for kids in grades 2 - 8 to learn and grow by exploring the worlds of Science, Technology, Engineering, & Math (STEM). The program is free and provides participants an after-school snack, tutoring, the opportunity to meet other kids, and enjoy exciting, hands-on science projects and computer activities. The Hā Initiative is offered at 5 locations (Exploration Centers): Kalihi, Waianae, Aiea, Palolo, and Waiahole.



## Income Tax Services

In partnership with the IRS and as part of the Hawaii Volunteer Income Tax Assistance (VITA) & Financial Empowerment Coalition, HCAP's Income Tax Services program helps working individuals and families get the federal tax credits they have earned. To qualify to use our services, filers should have an Adjusted Gross Income (AGI) of about \$55,000 or less and be filing a relatively simple return. The tax preparation and filing services are free of charge to those who qualify.



## Kumuhonua Transitional Living Center

Kumuhonua is a transitional living center located in Kalaeloa, Barbers Point. Kumuhonua is for single adults and couples (18 and over) who are homeless or at-risk for homelessness. Kumuhonua provides housing, case management services and ongoing workshops and classes.



## Low-Income Home Energy Assistance Program

The Low-Income Home Energy Assistance Program (LIHEAP) is designed to help families keep their utilities (gas or electric) on, especially those households that are most vulnerable, such as the elderly, the disabled, and households with young children. LIHEAP primarily assists households by applying an energy assistance grant directly to the energy provider on behalf of the eligible household.



# PROGRAMS & SERVICES



## Na Lima Hana Employment Core Services

Na Lima Hana “for the working hand” Employment Core Services provides employment preparation training, personalized case management services, and job placement to unemployed and underemployed individuals. Participants can attend workshops to develop career goals, build their resume, participate in mock interviewing, and learn basic computer skills.



## Senior Community Service Employment Program

SCSEP is a federally funded program under Title V of the Older Americans Act. The primary functions of SCSEP are two-fold: To provide meaningful part-time subsidized “hands-on” training to low-income seniors aged 55 and older and to assist program participants into finding regular jobs in the community.



## Weatherization Assistance Program

The Weatherization Assistance Program provides energy education and tips, and a selection of cost-effective energy efficient measures to qualifying households to reduce their energy burden. Some of the measures may include high-efficiency faucet aerators & showerheads, LED lights, and/or an energy-efficient water heater, provided free of charge.



## Youth Services

The Youth Services Program helps youth ages 16 to 24 years of age through Novanet and Individualized Tutoring with the ultimate goal of obtaining their Hawaii Adult Community School Diploma using the Competency-Based Community School Diploma Program (C-Base) developed by the Department of Education.

To learn more about HCAP’s Programs  
& Services, visit our website at  
[www.hcapweb.org](http://www.hcapweb.org)

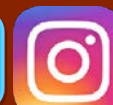
Follow us on our social media accounts:

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<http://www.twitter.com/HCAPhi>

<http://www.instagram.com/HCAPhi>

<http://www.linkedin.com/company/honolulu-community-action-program-inc->



# AGENCY HIGHLIGHTS

## Pinewood Derby Race Brings STEM Participants Together For Friendly Competition



In September 2016, students, parents and staff from the Hā Initiative: Creative STEM After-School Program's 5 STEM Exploration Centers held their first Pinewood Derby Competition. To prepare for this exciting event, the students learned about force and motion, the process of choosing an aerodynamic shape, drafting a template for the car, cutting, and assembling the car. The students worked in small teams to design, build, and decorate their dream car. 4 cars at a time were released simultaneously, from the highest point of the track (approximately 4 feet high) and powered by gravity alone! The students discovered the incline of the track, height, mass, and velocity directly relate to the speed of the car.

## Kupuna Independent Life Series Helps Seniors to Age in Place



For the past few years, the Kupuna Independent Life Series has focused on providing opportunities for seniors (kupuna) along the Leeward Coast to "age in place" and continue to lead healthy, productive lives. The 13-week sessions, which are offered twice a year (fall and spring) focus on senior health and support. Beyond the workshops, the Kupuna Independent Life Series keeps seniors engaged in the community by planning community service projects. Due to the success of the program in Waianae, in the fall of 2016, the program expanded to three additional sites in HCAP's Kalihi-Palama, Leahi, and Windward Districts.

## Income Tax Services Program Helps Family Save



Daniel and Zipporah have filed their income taxes for free at the Kalihi-Palama District Service Center since 2014. Prior to filing their taxes with HCAP, the couple would pay between \$300 to \$400 for their tax preparation fees. As parents of four young children, Daniel and Zipporah have greatly appreciated HCAP's Income Tax Services Program. The program has helped them save hundreds of dollars each year. They told HCAP staff that now they get excited about filing their taxes. Because of the program, Daniel and Zipporah have been able to pay their bills, buy their kids things they normally could not afford, and pay off their school loans. Daniel and Zipporah also planned to use their refund to help pay for a family car!

# AGENCY HIGHLIGHTS

## HCAP Youth Services and Starbucks Host “Ready, Set, Work” Conference



In celebration of Starbucks Global Month of Service, the HCAP Youth Services Program joined forces with Starbucks volunteers in hosting the “Ready, Set, Work” conference. The conference targeted at-risk youth 16 to 24 years old and offered work preparation skills, interpersonal skills, mock interviewing, and team building/mentoring. During the conference, the youth participants attended various breakout sessions, including one that focused on workforce preparation and another that focused on mock interviews/career exploration. The participants had the opportunity to gain valuable job preparation skills, network, and ask questions to the volunteers. In the end, the most important thing the participants gained was confidence.

## Mayor Kirk Caldwell Proclaims December 1, 2015 to be #GivingTuesday



Kirk Caldwell, Mayor of the City and County of Honolulu, proclaims December 1, 2015 to be #GivingTuesday. #GivingTuesday recognizes the tremendous impact of philanthropy, volunteerism, and community service in the City and County of Honolulu, and encourages citizens to join together to give back to the community in any way that is personally meaningful. Several of HCAP’s staff received the Mayoral Proclamation on behalf of the agency. Mayor Kirk Caldwell spoke with them about the purpose and history of #GivingTuesday as well as HCAP’s involvement in the 2015 #GivingTuesday campaign. They also discussed ways in which the message of #GivingTuesday could be spread throughout the Oahu community. HCAP is honored to have been presented this Mayoral Proclamation.

## Kumuhonua Residents Find a New Job, a New Home, and Begin a New Life



When Kehau and Ka`imi moved into Kumuhonua Transitional Living Center, they met their challenges head on. Kehau had a minimum-wage job and Ka`imi was undergoing a series of medical issues that required several surgeries. As Ka`imi recovered from his ailments, Kehau researched new employment opportunities. It all came together when Kehau secured a new job that came with an increase in income. At nearly the same time, public housing offered this household a unit on the Wai`anae Coast. Moving into their new residence will mark the beginning of a new chapter in their lives.



# AUDITED FINANCIAL STATEMENT

## FISCAL YEAR APRIL 1, 2015 TO MARCH 31, 2016

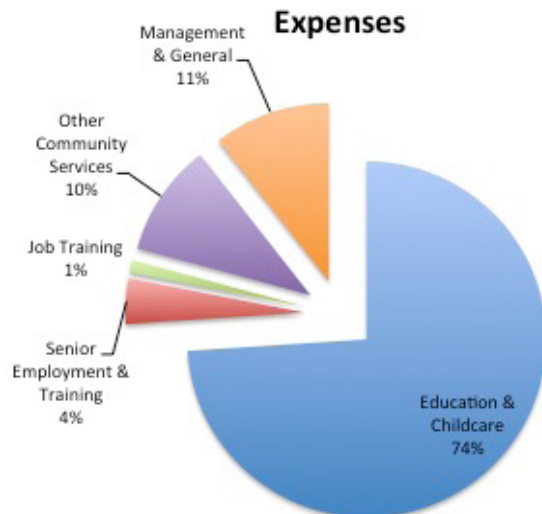
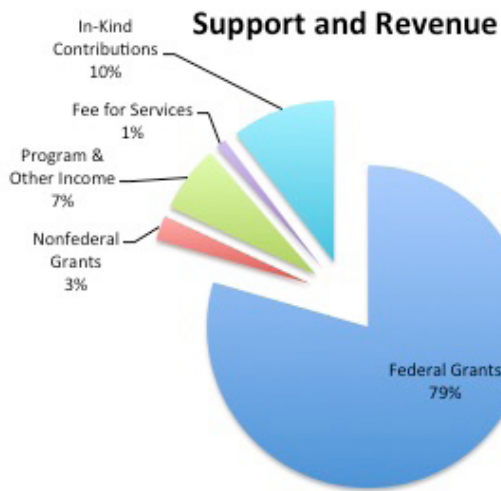
### Support and Revenue

Federal Grants	\$16,762,660
Nonfederal Grants	520,680
Program & Other Income	1,412,898
Fee for Service	210,025
<u>In-Kind Contributions and cash*</u>	<u>2,190,958</u>
<b>Total</b>	<b>\$21,097,221</b>

\*Generally accepted accounting principals do not allow the recognition of volunteer time or training, however, if those figures were included, the in-kind contribution would total \$3,945,815, and total Support and Revenue would be \$22,852,078.

### Expenses

Program Services:	
Education & Child Care	\$15,580,590
Senior Employment & Training	873,080
Job Training	238,500
Other Community Services	2,155,079
Supporting Services:	
<u>Management &amp; General</u>	<u>2,218,909</u>
<b>Total</b>	<b>\$21,066,158</b>



# HCAP HEAD START



## Our Mission

Enriching the Lives of Children;  
Engaging Families; and Strengthening  
Communities

## Our Vision

Families Thriving; Making a Difference in  
Our Community as Advocates and Leaders  
for Early Childhood Education



# HCAP HEAD START IMPACT



1,967 children ages 3 to 5 participated in HCAP Head Start preschool activities to develop school readiness skills



912 age eligible children entering Kindergarten were ready at the end of HCAP Head Start enrollment year



99.08% of HCAP Head Start children completed a medical exam



97.15% of HCAP Head Start children completed a dental exam



177 preschool aged children had an Individualized Education Program receiving DOE special education and related services in an inclusive setting with HCAP Head Start



84 HCAP Head Start parents participated in the Head Start Policy Council in shared governance with the HCAP Board of Directors to oversee the program services



1,838 HCAP Head Start parents enrolled into the Parent Academy of Leadership, engaged in a series of learning experiences & leadership opportunities to develop as advocates & leaders for better outcomes for school readiness



HCAP Head Start parents who were enrolled in the Parent Academy of Leadership contributed 88,334 volunteer hours to the program





# HCAP HEAD START FAMILY ENGAGEMENT

“Family Engagement is Everybody’s Business” – Early Childhood Learning and Knowledge Center

Parent and family engagement in Head Start is about building relationships with families that support family well-being, strong relationships between parents and their children, and ongoing learning and development for both parents and children. Effective parent and family engagement contributes to better child and family outcomes for school readiness.

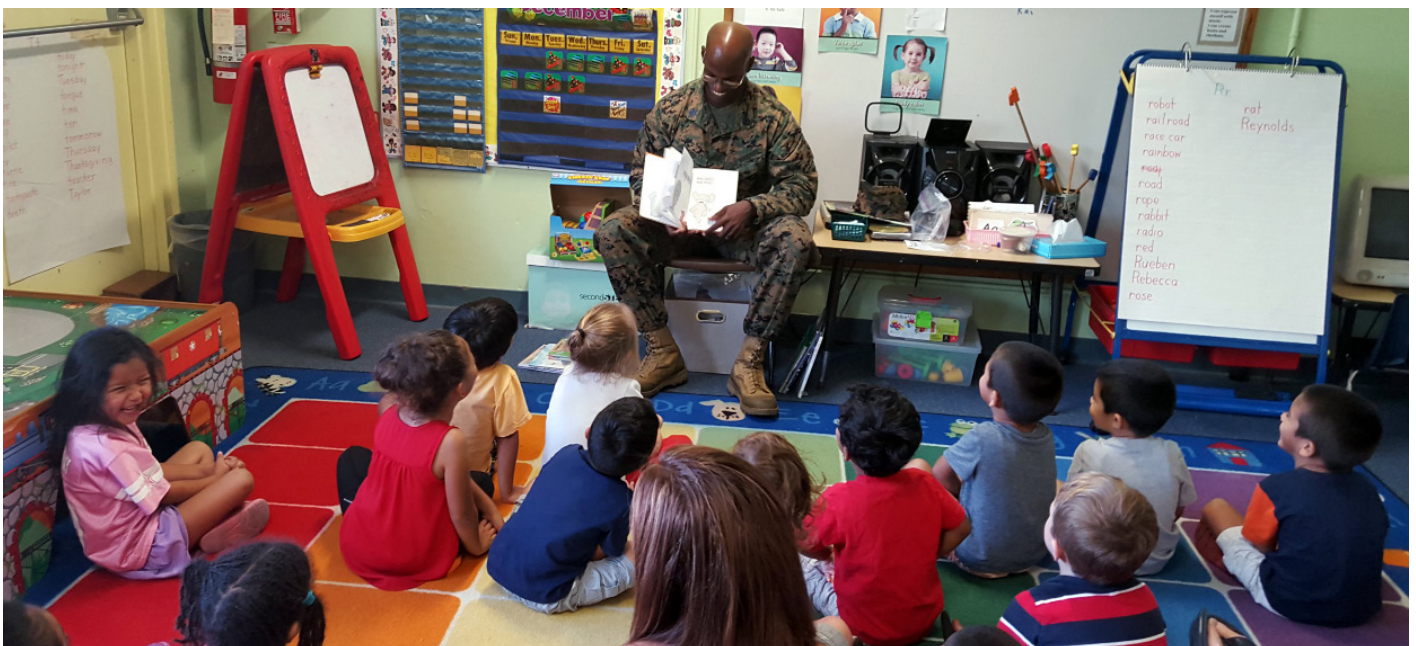
The philosophy of HCAP Head Start’s mission, “Enriching the Lives of Children, Engaging Families and Strengthening Communities”, supports our nation’s Head Start message that “Family Engagement is Everybody’s Business”. HCAP Head Start developed the Parent Academy of Leadership (PAL) to provide every enrolled parent or guardian a variety of learning experiences and leadership opportunities to enhance their competence and confidence as advocates and leaders for their family and their community.

The desired outcomes of PAL are to enable parents to feel more empowered to:

- Ensure Family Well-being
- Create Supportive Parent-Child Relationships
- Encourage Parents as Lifelong Educators
- Develop Families as Co-Learners
- Build Resiliency in Family Transitions
- Strengthen Family Connections with Community
- Enhance Parents as Advocates and Leaders

The Parent Academy of Leadership is a journey, not a destination, of learning experiences and opportunities to help families build on their strengths and overcome challenges.

The photos shown over the next few pages are just a few of the many family engagement activities that took place throughout HCAP Head Start’s 84 classrooms and 4 home bases during the 2015-2016 school year.



# HCAP HEAD START EDUCATION

HCAP Head Start uses Creative Curriculum, a comprehensive, research proven curricula, and Teaching Strategies GOLD assessment tool to support the developmentally appropriate growth of our children ages 3 years to 5 years old. The Head Start Early Learning Framework provides a guide for children's development that is aligned with the State's DOE Kindergarten school readiness goals.

Annually, the program develops its school readiness goals using current child observations completed 3 times a year, Fall, Winter, and Spring to identify the areas showing the greatest needs for growth and also includes a section using parent input for objectives they feel is most important for their child to learn while in our program.

Using the data from the school readiness goals, our management team works together with the teaching team to develop strategies to attain desired outcomes on specific learning objectives. Specific ranges of milestones for every age level in each learning objective, ensures that staff and families are kept abreast of each child's progress throughout the school year. HCAP Head Start will continue to use these valuable tools in providing individualized curriculum for the children and preparing families for successful transition to kindergarten.





# HCAP HEAD START HEALTH

The success of every child and family begins with health and well-being. The HCAP Head Start Comprehensive Services Team ensured that all children met their health requirements on a timely manner to determine children's health status for school readiness. HCAP Head Start Family Advocates and the teaching staff assisted in health requirement follow-ups to meet program and state requirements, connecting families to medical and dental providers.

The Department of Health Public Nursing Branch provided ongoing nutrition workshops for parents at the Jefferson, Palolo, and Kuhio Head Start classrooms. Classroom curriculum, aligned with the themes of the workshops, was also implemented by the teaching teams. Children and their families became more engaged and cognizant on the food groups, reading food labels when shopping, and making meal times a social learning experience.

Collaborations and partnerships with community agencies provided health education for families and staff. Through the University Extension Services Expanded Food and Nutritional Education Program, families were taught how purchase and prepare nutritional meals.





# HCAP HEAD START FINANCIAL STATEMENT

## FISCAL YEAR APRIL 1, 2015 TO MARCH 31, 2016

### Support and Revenue

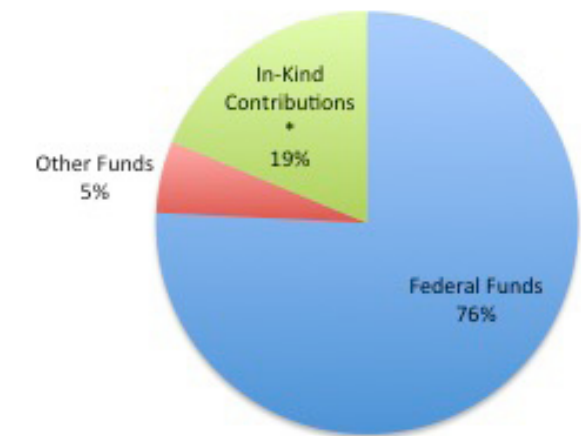
Federal Funds	\$13,831,389
Other Funds	1,002,460
In-Kind Contributions*	3,422,026
<b>Total</b>	<b>\$18,255,875</b>

*\*Includes in-kind volunteer, not included in audited financial statements*

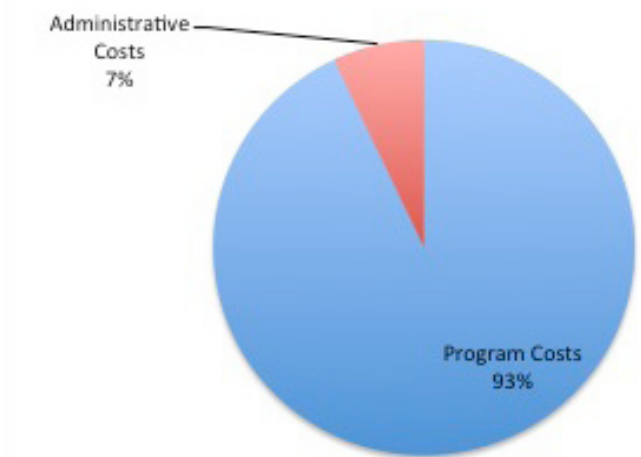
### Expenses

Program Costs	\$16,973,547
Administrative Costs	1,282,328
<b>Total</b>	<b>\$18,255,875</b>

Support and Revenue



Expenses



# LEND A HELPING HAND



There are numerous ways you can support us: by volunteering, by connecting with us on social media and sharing our updates, by making a tax-deductible donation and by joining our email list.

For more information, visit our website at [www.hcapweb.org](http://www.hcapweb.org)

To make a secure, tax-deductible donation, visit our website at [www.hcapweb.org/support-hcap](http://www.hcapweb.org/support-hcap)

[Donate](#)







## Honolulu Community Action Program, Inc.

1132 Bishop Street, Suite 100, Honolulu, HI 96813

Tel: (808) 521-4531, Fax: 808-521-4538, Email: [hcp@hcpweb.org](mailto:hcp@hcpweb.org)

### District Service Centers

#### Central

Tel: 488-6834 Fax: 488-7862  
99-102 Kalaloe St. Aiea, HI 96701

#### Kalihi-Palama

Tel: 847-0804 Fax: 841-7971  
1555 Haka Dr. #2408 Honolulu, HI 96816

#### Leahi

Tel: 732-7755 Fax: 735-6034  
1915 Palolo Ave. Honolulu, HI 96816

#### Leeward

Tel: 696-4261 Fax: 696-0169  
85-555 Farrington Hwy. Waianae, HI 96792

#### Windward

Tel: 239-5754 Fax: 239-3912  
47-232 Waihee Rd. Kaneohe, HI 96744

### Programs

#### Hā Initiative: Creative STEM

#### After-School Program

Tel: 521-4531 Fax: 521-4538

#### Kumuhonua Transitional Living Center

Tel: 682-5494 Fax: 682-5495

#### Na Lima Hana- Employment Core Services

Tel: 521-4531 Fax: 521-4538

#### Senior Employment Program (SCSEP)

Tel: 521-4531 Fax: 521-4538

#### Weatherization Assistance Program (WAP)

Tel: 521-4531 Fax: 521-4538

#### Youth Services

Tel: 591-1766 Fax: 591-1768

### HCAP Head Start

#### Head Start Dillingham

Tel: 847-2400 Fax: 847-2302

#### Head Start Kunia (HARC)

Tel: 200-7690 Fax: 200-4780

#### Head Start Kunia

Tel: 621-5099 Fax: 621-3842

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