

2012-2013 ANNUAL REPORT



HONOLULU COMMUNITY ACTION PROGRAM, INC.



Providing Opportunities and Inspiration



HCAP's Mission
POI:
Providing
Opportunities
and Inspiration
to enable
low-income
individuals
or families to
achieve
self-reliance.



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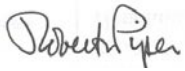
Aloha Mai Kākou,

I am pleased to present our annual report for the 2012-2013 Program Year. Despite new and continuing challenges, including unexpected events such as Federal sequestration, HCAP continued to deliver all of its programs and services without negatively impacting the numbers of individuals and families served. In fact, the program year saw an increase in both our programs and overall impact in the community, some of which are highlighted in the report. In all, HCAP provided services to over 20,000 low-income individuals and families during the program year.

In this annual report, we also highlight the people who make it all possible. HCAP's Board of Directors, District Advisory Councils, Head Start Policy Council, staff, volunteers and donors all play a vital role in allowing HCAP to provide its programs and services. I offer my sincere thanks and appreciation to all those who contribute to HCAP's mission in some way.

I welcome everyone to visit our website at www.hcapweb.org to learn more about HCAP and the programs and services we offer. We are very proud of our accomplishments during the program year, and hope to continue building on our successes and creating new opportunities to help the people we serve.

Mahalo piha,



Robert N.E. Piper



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

HCAP Executive Management Team



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
Director of Planning,
Program
Development, and
Communications

Community Action

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.

The Community Services Network is made up of more than 1,100 local, private, nonprofit, and public agencies that work to alleviate poverty and empower low income families in communities throughout the United States. Most of these agencies are Community Action Agencies (CAAs) created through the Economic Opportunity Act of 1964.



Board of Directors

OFFICERS

Name	Office
Mark L. Forman	Chair
Eddie Mersereau	Vice Chair
William Shiroma	Treasurer

RESIDENT SECTOR

Name	Area of Representation
Isabel Quintero	Head Start Policy Council
John Dudoit, Jr.	Central District Council
Eddie Mersereau	Central District Council
Angela Tuika	Kalihi-Palama District Council
Debra Jardine	Leahi District Council
James Manaku, Sr.	Leeward District Council
Ryan Yamamoto	Windward District Council



PRIVATE SECTOR

Name	Area of Representation
Roxanne Bolden	Aloha Independent Living Hawaii
Michael Broderick	YMCA of Honolulu
Garrick L.H. Goo	Attorney at Law, LLC
Phyllis Ida	P-3 Windward Grant
Colleen Minami	Community Volunteer
William Shiroma	Bank of Hawaii
Kevin A. Souza, Esq.	Native Hawaiian Chamber of Commerce

PUBLIC SECTOR

Name	Area of Representation
Ernest Y. Martin	City Council
Frank Lopez	Governor's Representative
Gary Okino	Mayor's Representative
Karen Iwamoto	Office of Representative Calvin Say
Rep. Isaac W. Choy	Office of Representative Marcus Oshiro
Terrence Aratani, Esq.	Office of Senator Brian Taniguchi
Mark L. Forman	Office of Senator Suzanne Chun Oakland

District Advisory Council

Central District Advisory Council members

Marlene Hoohuli – Chairperson
Birdie Holt – Vice Chairperson
John L. Dudoit – Board Representative
Eddie Mersereau – Board Representative
Rose Downie
Kristine Garables
Cheryl Johnson
Lance Jyo

Leahi District Advisory Council members

Phyllis Tiulepe Ngauamo Ve'a – Chairperson
Karen Iwamoto – Vice Chairperson
Pauline Hirohata – Secretary
Shaun St. Vincent – Treasurer
Debra Jardine – Board Representative
Anne M. Chipchase
Jill T. Kitamura
Stephen Maybir

Leeward District Advisory Council members

Lisa Tavares – Chairperson
Kehau Lopez – Vice Chairperson
Christie Talkington Chung – Secretary/Treasurer
James Manaku, Sr. – Board Representative
Barbie-Lei Burgess
Rose Lono
Frederick E. Saunders, Jr.

Windward District Advisory Council members

Ella Abe – Chairperson
Virgil Amoroso – Vice Chairperson
June Hashimoto – Secretary
Ryan Yamamoto – Board Representative
Roxanne Akana
Gladys Sanchez
Norma Jean Shackley

Kalihi-Palama District Advisory Council members

Aldora Kahele – Chairperson
Louise Li – Vice Chairperson
Sandra Mensza – Secretary/Treasurer
Angela Tuika – Board Representative
Rose M. Ayala Switzer
Pius Casiano
Geoff Jones
Lehua Lum
Jackie Ma
Vickie Milo
Toelupe Toelupe



Impact

6,866

Individuals provided with food assistance through the Ohana Produce Program



We, at HCAP, believe that everyone should have the opportunity to contribute – to the best of their capabilities – and share in our society's social and economic well-being and prosperity.

5,637

Households received assistance for utility payment through the Low-Income Home Energy Assistance Program (LIHEAP)

82

Students received their Competency Based High School Diploma

1,824

Head Start Preschool students developed school readiness skills

\$1,000,000+

Brought into the community through free tax preparation services

20,000

Low-income individuals and families impacted through HCAP's services

148

Senior Citizens were placed in subsidized employment

200

Unemployed clients seeking employment obtained jobs



Kūpuna Independent Life Series

Antlers, wigs and lei were some of the creative outfits worn by the kūpuna (seniors) celebrating at HCAP's first Kūpuna Prom. The prom marked the completion of the first semester of the Kūpuna Independent Life Series. Offered by the HCAP Leeward District Service Center in collaboration with Hawaii Pacific University, the series focuses on the physical, social and emotional aspects of aging and provides a support system for seniors.

Impact

The residents of Kumuhonua Transitional Living Center have been busy working, taking classes, and looking for permanent housing, but they still make time to give back to the community.

The Garden Committee has been working on the continued beautification of the grounds surrounding the building. They also care for the residents' on-site garden, which is bountiful with tomatoes, eggplant, Hawaiian chili pepper, Manōa lettuce and other herbs. "Gardening and working in the yard is our family's way of spending quality time together," said Kumuhonua resident, Jewel. Kumuhonua is grateful to Kealii for helping to get a donation of palms, soil and other products thanks to the Urban Garden Center!

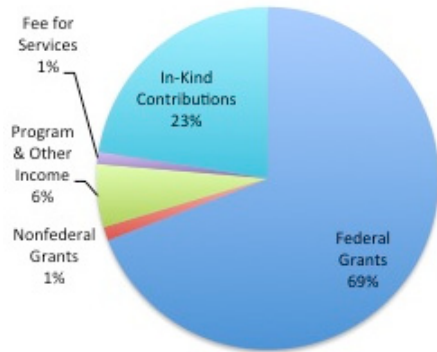


Agency Financials

HCAP Financial Statement Fiscal Year April 1, 2012 to March 31, 2013

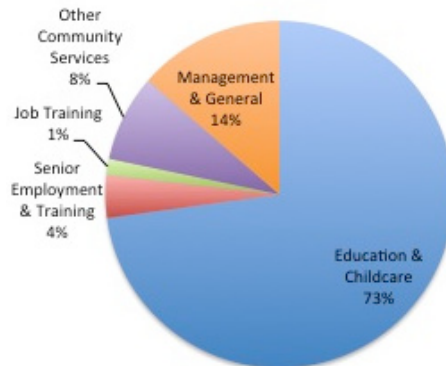
Support and Revenue

Federal Grants	\$17,558,609
Nonfederal Grants	326,394
Program & Other Income	1,511,623
Fee for Service	289,625
<u>In-Kind Contributions</u>	<u>5,717,670</u>
Total	\$25,403,921



Expenses

Program Services:	
Education & Child Care	\$18,435,977
Senior Employment & Training	1,006,550
Job Training	380,692
Other Community Services	2,044,097
Supporting Services:	
<u>Management & General</u>	<u>3,448,880</u>
Total	\$25,316,196



People



Staff

From teachers, intake aids, case managers, educators, program administrators, to fiscal, administrative and executive staff, HCAP's 300+ employees work toward one mission: Providing Opportunities and Inspiration to enable low-income individuals or families to achieve self-reliance. HCAP staff are committed to ending poverty.

Volunteers

HCAP's Board of Directors and tireless volunteers contributed over 100,000 hours in the 2012-2013 program year, participating and donating their time to various HCAP programs. Volunteers distributed food, collected and distributed donations during the holiday season, spent time at their community Head Start classrooms, and so much more.

Donors

Without the generosity of our donors and funders, HCAP would not be able to impact over 20,000 individuals and families each year. Contributions, both large and small, monetary or in-kind enable HCAP to provide clients with a variety of services and resources.

Clients

At HCAP, we believe that everyone should have the opportunity to contribute and share in our society's social and economic well-being. Our programs are offered throughout the island to those in need- whether it be hygiene items, food, or help finding a job. HCAP's programs exist to respond and service the community and its needs.

Ways to Give

HCAP is extremely grateful to everyone in the community that supports our efforts.

Time

Become a volunteer for one of our many programs. Head Start, Ohana Food Produce, and the Hā Initiative: Creative STEM After-School Program are always in need of individuals willing to lend a helping hand.

Donations

Our programs and clients are always in need of monetary donations, hygiene items, clothing, and educational toys. The amount of your donation is tax deductible to the extent allowed by law.

Talent

If you have a talent- from landscaping and building, to teaching and sharing your knowledge and passions, we would love to have you share your skills with our various programs.



AirMarket USA supports HCAP's mission of helping Oahu's families increase their economic self-sufficiency

Elisabeth Galvin and her daughter Gina first heard about HCAP at the Waianae Keiki Spring Fest in 2011, where they volunteered at a face painting booth. Inspired by the families they met, Elisabeth and her company, AirMarket USA, have quietly organized fundraising projects to raise support for HCAP children and families. In November, their gift of 1,000 meals were delivered to the Kumuhonua Transitional Living Center and distributed throughout Oahu to children, youth, families and seniors in need.

Programs



HCAP offers a wide variety of programs and services to assist individuals and families to achieve self-reliance

- Head Start
- Hā Initiative: Creative STEM After-School Program
- Kumuhonua Transitional Living Center
- Income Tax Services
- Low-Income Home Energy Assistance Program (LIHEAP)
- Senior Community Service Employment Program (SCSEP)
- Weatherization Assistance Program (WAP)
- Youth Services
- District Service Center Programs and Services

Early Childhood

The topic at the Head Start Puuhale Parent Committee meeting was “Positive Parenting: Young Children with Challenging Behaviors”. The parents learned about being specific and realistic with their expectations, acknowledging positive behaviors, being prepared and staying calm. It was a special meeting, as they also welcomed Head Start Literacy Specialist Dulcie Arakawa who shared the importance of reading aloud to their child and the areas of development that are reinforced by reading.

Education

HCAP's Competency-Based Community School Diploma (C-Base) Program offers youth and adults the opportunity to earn their diplomas through a partnership with the State of Hawaii Department of Education (DOE). Gwen was a student in the C-Base program and completed the final book in the series. She passed the master test and then worked to complete 100 hours of volunteer service. Her next goal is to attend Hawaii Medical School to become a medical assistant.

Employment

Mr. Nawaia applied to the Senior Community Service Employment Program (SCSEP) with hopes of finding employment. He was interviewed and subsequently offered a position at Lanakila Multi-Purpose Senior Center. Soon after Mr. Nawaia began working at Lanakila, the director at the site was so impressed by Mr. Nawaia's work ethics that when a regular part-time janitorial position became available, Mr. Nawaia was offered the position.

Economic Development

The Free Tax Assistance Program is a partnership with the Hawaii Alliance for Community-Based Economic Development (HACBED). HCAP was recognized for its outstanding job during the Free Tax Assistance Program, which was held from February 1, 2013 through April 5, 2013. During the program period, HCAP helped clients receive a total of \$1,248,003 in refunds. Additionally, HCAP was acknowledged for having the highest percentage of Earned Income Tax Credit (EITC) eligible clients served, with over 50% of its clients receiving the credit.

Emergency & Transitional

Joseph entered Kumuhonua in July of 2012 and secured permanent housing in August 2013. Joseph had been facing challenges in securing housing. With the help of his case manager spending countless hours advocating and building relationships with community partners on Joseph's behalf, he secured public housing. During his stay at Kumuhonua, Joseph completed financial literacy classes through Hawaiian Community Assets (HCA) and participated in program workshops and community events.

Community Development and Advocacy

To engage and participate in the legislative process, a group of HCAP Head Start parents met with State legislators from their respective districts to share their families' experiences with early childhood education. They also sat in on sessions of the State Senate and House, where Head Start Policy Council Chairperson Isabel Quintero was honored to offer the invocation.

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.



Head Start Financials

HCAP Head Start Financial Statement Fiscal Year April 1, 2012 to March 31, 2013

Funding for HCAP Head Start is provided by the Federal Administration for Children and Families, State of Hawaii Office of Community Services, Department of Human Services, and private grants and donations. The most recent triennial federal review of HCAP Head Start was conducted in January 2011.

Support and Revenue

Federal Funds	
Head Start Grant	\$12,341,411
Program Improvement	50,000
Supplemental T/TA	15,000
USDA	962,194
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	\$13,368,605

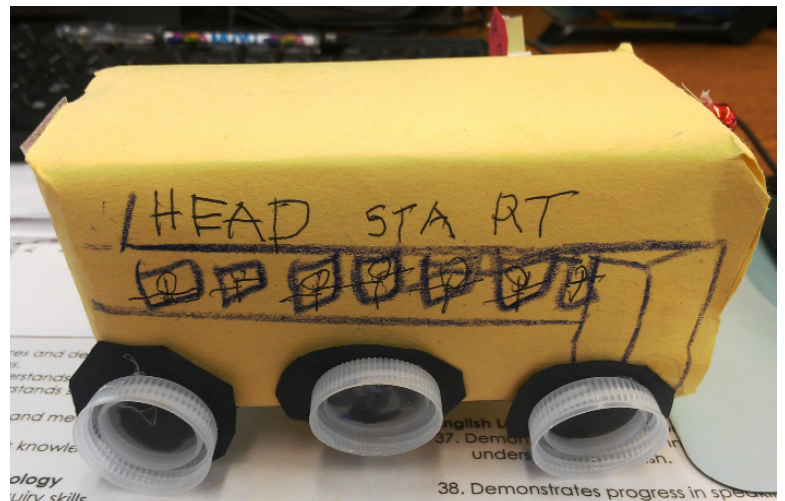
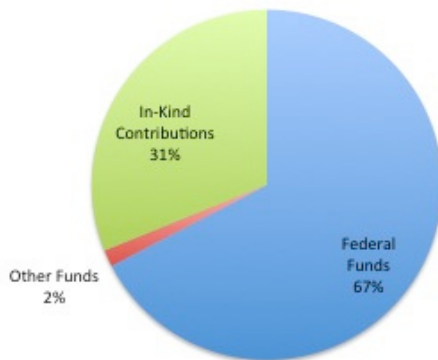
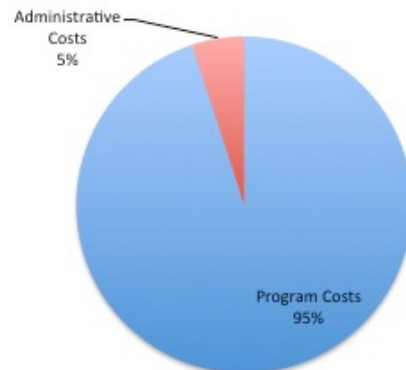
Other Funds	
City Funds	\$5,943
State Funds	142,885
Private Funds	157,620
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	\$306,448

In-Kind Contributions	
Volunteers	\$1,623,539
Space	4,552,670
Supplies	545
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	\$6,176,754

TOTAL	\$19,851,807
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Expenses

Program	\$18,854,409
Administrative	997,398
TOTAL	\$19,851,807



Impact

275

Preschool aged children provided with wraparound day care through the Full Day/Full Year component of the HCAP Head Start program to develop school readiness skills

1,824

Head Start Preschool students developed school readiness skills

1,871

Parents and family members of HCAP Head Start pre-school children learned an exhibited improved parenting skills

1009

Children were developmentally ready to enter Kindergarten

From the HCAP Mail Box:

I want to take a minute to express my appreciation for the longer hours given for our children in the HEAD START PROGRAM at Pu'uhale Elementary School. I am grateful for the extra learning time my daughter Abigail is able to take from this. Based on popular opinion, I expected great things from this school and I have not been disappointed. My daughter can't seem to stop talking about her wonderful teachers, but most of all, the school and environment itself. It's comforting to know that not only is Abigail getting a great education, but she is happy at school as well. Her education and happiness mean the world to me and you and the staff have made it come true.

Sincerely,
Remy





Family Engagement

Every month, the families of preschoolers at HCAP Head Start Jefferson II participate in parent activities with a special emphasis on involving male role models. The kids and their fathers, uncles and grandfathers enjoyed making and flying kites. As the families decorated their kites together, the staff provided questions for the adults to ask the kids, like, “How does the wind lift the kite?” and “How could we make the kite go higher?” While the families flew their kites, they got to engage with their children with more questions, “Did the kite fly like you thought?” and “What would happen if the wind stopped?” These interactions allow for relationship-building and help the men to learn more about what their children are doing in school. “I didn’t know he knew this much about wind,” said one father. “He is learning!”



Honolulu Community Action Program, Inc.

Main Office

33 South King Street, Suite 300, Honolulu, HI 96813

Tel: (808)521-4531 E-mail: hcapy@hcapyweb.org

District Service Centers

Leeward

Tel: 696-4261 Fax: 696-0169

85-555 Farrington Hwy. Waianae, HI 96792

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 Honoulu, HI 96817

Leahi

Tel: 732-7755 Fax: 735-6034

1915 Palolo Ave. Honolulu, HI 96816

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

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

Tel: 621-5099 Fax: 621-3843

www.hcapyweb.org



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Click "donate" below or on our website

Donate

