Providing Opportunities and Inspiration Since 1965

Honolulu Community Action Program, Inc. is a non-profit Community Action Agency serving low-income Oahu residents. In the 2013-2014 Program Year, HCAP assisted over 20,000 seniors, adults, youth & children with employment, education, housing and basic needs.
Aloha Mai Kākou,

I am pleased to present our annual report for the 2013-2014 Program Year. Each year, we provide program highlights and other information that showcases who we are and what we have accomplished during the course of the program year. Although we do our best to convey all of the pertinent information, we realize that truly celebrating the milestones of our programs and clients, and thanking those who make it possible, is not easy to do within an annual report alone.

Realizing this, HCAP has made great efforts during the 2013-2014 Program Year to reinvent our website and develop our social media strategies. We believe this interactive approach increases public awareness of the agency and allows us to share in detail all of the exciting things happening in our agency. Most importantly, it allows us to share the stories of individuals and families who are making strides towards self-sufficiency, and recognize the staff, volunteers, and donors who allow HCAP to provide assistance to those in need.

I welcome everyone to visit our website (www.hcapweb.org), view our HCAP Weekly E-Newsletters and quarterly newsletters, and join us on social media (@HCAPhi). Through these outlets, we invite you to learn about our new and exciting endeavors such as our Na Lima Hana (“for the working hand”) Employment Core Services Program, our newest Hā Initiative: Creative STEM After-School Program Exploration Center at Waiahole Elementary School, and programs and services such as the Kupuna Independent Life Series and HCAP Free Health Center being offered at the new Harry & Jeanette Weinberg Center for Community Action, Leeward District Service Center. We are very proud of what our ohana has achieved throughout the 2013-2014 Program Year, and hope to continue providing opportunities and inspiration to the people we serve.

Mahalo pīha,

Robert N.E. Piper
Executive Director

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

Robert Naniole
Director of Community Services

Lynn Cabato
Head Start Director

Derek Nishimura
Director of Human Resources

Corinne Murashige
Director of Finance

Michael Hane
Director of Planning, Program Development and Communications
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.
## Leadership

### BOARD OF DIRECTORS

#### Board Officers

<table>
<thead>
<tr>
<th>TITLE &amp; NAME</th>
<th>AFFILIATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chair</strong></td>
<td>Rep. Isaac W. Choy</td>
</tr>
<tr>
<td><strong>Vice Chair</strong></td>
<td>Eddie Mersereau</td>
</tr>
<tr>
<td><strong>Secretary/Treasurer</strong></td>
<td>William Shiroma</td>
</tr>
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</table>

#### Principals

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert N.E. Piper, Esq., MBA</td>
<td>Executive Director</td>
</tr>
<tr>
<td>Lynn Cabato</td>
<td>Head Start Director</td>
</tr>
<tr>
<td>Michael Hane</td>
<td>Director of Planning, Program Development and Communications</td>
</tr>
<tr>
<td>Corinne Murashige</td>
<td>Director of Finance</td>
</tr>
<tr>
<td>Robert Naniole</td>
<td>Director of Community Services</td>
</tr>
<tr>
<td>Derek Nishimura</td>
<td>Director of Human Resources</td>
</tr>
</tbody>
</table>

#### Board Members

<table>
<thead>
<tr>
<th>NAME</th>
<th>AFFILIATION</th>
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<tbody>
<tr>
<td>Terrence Aratani, Esq.</td>
<td>Office of Senator Brian T. Taniguchi</td>
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<tr>
<td>Jeselle Bassingthwaite</td>
<td>HCAP Head Start Policy Council</td>
</tr>
<tr>
<td>Roxanne Bolden</td>
<td>Aloha Independent Living Hawaii</td>
</tr>
<tr>
<td>Michael Broderick</td>
<td>YMCA of Honolulu</td>
</tr>
<tr>
<td>Rep. Isaac W. Choy</td>
<td>Office of the Mayor</td>
</tr>
<tr>
<td>John Dudoit, Jr.</td>
<td>Central District Advisory Council</td>
</tr>
<tr>
<td>Mark Forman</td>
<td>Office of Senator Suzanne Chun Oakland</td>
</tr>
<tr>
<td>Garrick L.H. Goo</td>
<td>Law Offices of Garrick L.H. Goo</td>
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<tr>
<td>Phyllis Ida</td>
<td>P-3 Windward Grant</td>
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<tr>
<td>Frank Lopez</td>
<td>Office of the Governor</td>
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<tr>
<td>Eddie Mersereau</td>
<td>Central District Advisory Council</td>
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<tr>
<td>Colleen Minami</td>
<td>Office of Representative Marcus Oshiro</td>
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<tr>
<td>Pauni Nagaseu-Escue</td>
<td>Kalihi-Palama District Advisory Council</td>
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<tr>
<td>Frederick Saunders</td>
<td>Leeward District Advisory Council</td>
</tr>
<tr>
<td>Alan Shinn</td>
<td>Coalition for a Drug-Free Hawaii</td>
</tr>
<tr>
<td>William Shiroma</td>
<td>Bank of Hawaii</td>
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<tr>
<td>Judge Kevin A. Souza</td>
<td>Native Hawaiian Chamber of Commerce</td>
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<tr>
<td>Ryan Yamamoto</td>
<td>Windward District Advisory Council</td>
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<tr>
<td>Karen Iwamoto</td>
<td>Office of Representative Calvin Say</td>
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<tr>
<td>Debra Jardine</td>
<td>Leahi District Advisory Council</td>
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<tr>
<td>Vacant</td>
<td>Honolulu City Council</td>
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## 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 Council Member
- Kristine Garables Council Member
- Cheryl Johnson Council Member
- Lance Jyo Council Member
- Clisha Jesus Council Member

### Leahi District
**Advisory Council Members**
- Phyllis Tiulepe Ngauamo Vea Chairperson
- Karen Iwamoto Vice Chairperson
- Pauline Hirohata Secretary
- Shaun St. Vincent Treasurer
- Debra Jardine Board Representative
- Stephen Maybir Alternate Board Representative
- Jill T. Kitamura Council Member

### Kalihi-Palama District
**Advisory Council Members**
- Aldora Kahele Chairperson
- Sandra Mensza Secretary/Treasurer
- Pauni Nagaseu-Escue Board Representative
- Roger Mari Council Member
- Vivian Yun Council Member
- Kuulei Pili Council Member
- Louella C. king Council Member
- Faith Kalamau Council Member

### Leeward District
**Advisory Council Members**
- James Manaku, Sr. Chairperson
- Kehau Lopez Vice Chairperson
- Christie Chung Talkington Secretary
- Frederick E. Saunders, Jr. Treasurer
- Barbie-Lei Burgess Board Representative
- Tiana Wilkinson Council Member
- Naomi Digitaki Council Member

### Windward District
**Advisory Council Members**
- Ella Abe Chairperson
- Virgil Amoroso Vice Chairperson
- June Hashimoto Secretary
- Ryan Yamamoto Board Representative
- Roxanne Akana Alternate Board Representative
- Gladys Sanchez Council Member
- Norma Jean Shackley Council Member

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“I enjoy the quality of the people on HCAP’s Board; they bring many essential perspectives on serving our community. I see a great year ahead for HCAP. I am humbled and honored to be the chairman, and want to continue to move the agency in the direction that it is going.”

- Representative Isaac Choy, Chairman of the Board
HCAP offers a wide variety of programs and services to assist individuals and families to achieve self-reliance:

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

**Programs**

**Early Childhood**

HCAP Head Start parents planned a Spring Fling Family Engagement Day for the children and families of Wahiawa Head Start. Parent volunteers organized activities that served as an extension to what the children were learning. There were five different activity stations, each covering a specific school readiness goal. The “Build-A-Rainbow” gross motor activity was held on the outdoor slide that was covered with a large strip of paper. The children slid down the slide while holding crayons and created their own beautiful rainbow!

**Employment**

Like many of our participants, Tyrone reached out to HCAP when he was unemployed and struggling with the overwhelming job search process. He lacked work experience and did not have transportation that would enable him to look for employment. With the help of HCAP staff, Tyrone enrolled in the Na Lima Hana- Employment Core Services program and attended Job Readiness Training. At his training, he learned where to look for a job, how to write a resume, how fill out an application efficiently, and gained valuable interviewing skills.

Additionally, HCAP provided Tyrone with a bus pass to remove his transportation barrier since he could not afford to get one himself. With these basic services, along with job leads and 1-on-1 guidance from HCAP’s Windward District Service Center community workers, Tyrone was able to obtain a job within four months of joining the program.

**Education**

During the summer break, students at the Hā Initiative’s Leeward STEM Exploration Center learned about a variety of topics ranging from music to mechanical engineering. Students were also able to experiment with rocketry in an air-conditioned environment and use their creativity in a professional sound studio.

All topics were geared toward Science, Technology, Engineering & Math (STEM) with an understanding that math is central to the entire framework of STEM.
Rose became homeless in January 2012. In October 2012, she applied for assistance and was accepted into the Kumuhonua Transitional Living Center. During her stay, she completed numerous classes which included financial literacy workshops through Hawaiian Community Assets (HCA), nutrition workshops, job readiness workshops, and employment workshops. With her commitment and hard work, Rose became a staff member as a Resident Aide at Kumuhonua in July 2013.

In addition, Rose was able to reunite with her daughter who also became a resident of Kumuhonua in October of 2013. As a result of their diligence to saving, being proactive with financial literacy workshops, and working closely with their financial counselor and case manager, they qualified for several renters’ assistance programs. In June 2014, Rose and her daughter secured permanent housing.

HCAP Head Start parents and staff had the honor and pleasure of meeting with Governor Neil Abercrombie regarding the importance of advocacy for Early Childhood Education. Parents then made their way around the Capitol to meet legislators and share information about the Head Start program. The day at the Capitol ended with HCAP Board member Senator Suzanne Chun Oakland and Representative Isaac Choy introducing Head Start parents and staff members in their respective chambers.

Tyler, an employee at HCAP Head Start, went to the Windward District Service Center for assistance in filing his taxes. Through the Hawaii Volunteer Income Tax Assistance (VITA) & Financial Empowerment Coalition, HCAP’s Income Tax Services program was able to help him get all the credits he qualified for, which lead to Tyler receiving a refund. After paying off some of his bills and putting money into his savings account, Tyler was able to purchase a plane ticket to visit his family in New York.

In 2014, IRS-certified volunteers (including HCAP staff) assisted 764 filers in efficiently completing their tax returns. This represents a 28% increase in the number of filers assisted from 2013. These families and individuals received a total of $1,278,354 in refunds this year, with 356 filers qualifying for the Earned Income Tax Credit.
Congratulations to the HCAP Youth Services Graduating Class of 2014

On Wednesday, June 18, 2014, Youth Services held its annual graduation ceremony. A total of 51 students obtained their Hawaii Adult Community School Diploma this year, and over 350 friends and family members joined the students in celebrating their achievements.
Harry & Jeanette Weinberg Center for Community Action –
Leeward District Service Center Opening and Blessing

“This is the community’s house, this house belongs to all of you.”
- Robert N. E. Piper, Esq., MBA, HCAP Executive Director

HCAP held the opening and blessing of the Leeward District Service Center on January 10, 2014. The Royal Order of Kamehameha I performed the opening oli and Reverend Bob Nakata blessed each room in the building. HCAP Executive Director, Robert N. E. Piper, welcomed the community, stating, “This is the community’s house, this house belongs to all of you.” Various special guests, such as Chair of the HCAP Board of Directors and State Representative Isaac Choy, House District 23, Governor Neil Abercrombie, and Congresswoman Tulsi Gabbard’s representative Vandeth Sek spoke to share the importance of and commitment to community action.

HCAP is excited about the enormous potential the Harry & Jeanette Weinberg Center for Community Action - Leeward District Service Center holds for providing needed services to the community.
“We realized that in today’s society it is really important to have social media. It goes hand in hand with a nonprofit like ours in that it’s a very cost-effective and efficient way of communicating, not only with our clients but with the general public who may not know what we do. It is a good way to get the word out about the type of work we do since we operate island-wide. We want to be able to create dialogue and have more conversations through our social media presence.”

-Tehani Diaz, Planning and Development Specialist

A Year of Social Media

In 2013, HCAP launched into the social media world to start conversations with clients and the general public.

In the 2013-2014 Program Year:

515 Facebook Likes

279 Twitter Followers

via Facebook:
“We love the HCAP Head Start Program! Miss you guys! Can’t believe my daughter is in 1st grade already! I wish the parent participation in elementary school is as good as it was in preschool!”

-Former HS Parent

@HCAPhi
#GivingTuesday 2013 Campaign

In Fall 2013, HCAP launched its first #GivingTuesday campaign and encouraged HCAP staff to share how they give back to the community with the use of the #UNselfie. As a new day of giving that follows Thanksgiving, Black Friday, and Cyber Monday, #GivingTuesday aims to help others give more, give smarter, and celebrate the spirit of contribution.

HCAP Launches New Website

On April 11, 2014, with assistance from social media consultant Roxanne Darling, HCAP launched a brand new website: www.hcapweb.org

“It is our hope that clients, partners, and potential funders find the new website informative and easy to navigate,” says Michael Hane, Director of Planning, Program Development and Communications.

Several new features of the website include the ability for parents of current and potential Head Start students to apply to the program online. In addition, HCAP’s Weekly E-Newsletters, Quarterly Newsletters and Annual Reports are available for viewing on the website.
HCAP IN THE NEWS

Throughout the 2013-2014 Program Year

HCAP staff, including Executive Director Robert N. E. Piper (JD, MBA), Director of Finance Corinne Murashige (MBA), Director of Planning, Program Development and Communications Michael Hane (BBA), and Director of Human Resources Derek Nishimura (BBA) were mentioned in the University of Hawai‘i at Mānoa Shidler College of Business “Shidler Business” Spring 2014 newsletter.

Tehani Diaz, Planning & Development Specialist, was interviewed by Pacific Business News and featured in the “How I” section of the December 27, 2013, issue for her work on establishing HCAP’s social media.

On June 1, 2014, Hawaii News Now featured the Low-Income Home Energy Assistance Program (LIHEAP), a federally funded program designed to help income-eligible households with payments for fuel and energy bills.

On October 4, 2013, HCAP was featured in a story in Hawaii News Now, discussing the potential impact of the government shutdown on our clients, services, and programs.

HCAP’s newest program Na Lima Hana- Employment Core Services (ECS) was featured in a Morning Edition of Pacific Business News on February 4, 2014 for its launch into the HCAP community.

On October 4, 2013, HCAP was featured in a story in Hawaii News Now, discussing the potential impact of the government shutdown on our clients, services, and programs.
A Letter to Kumuhonua Transitional Living Center

“We would like to thank HCAP and Kumuhonua Transitional Living Center for the huge impact you have made in our lives. You have gotten us out of homelessness and into a life flowing with milk and honey. These programs are necessary to help get us out of lives of destruction, to give us a second chance at life. It is hard to express and put into words to express our gratitude. We are forever grateful. The program has given my husband and I so much hope for the future.”

-Nanette, Kumuhonua resident
2013-2014

Facts and Financials

6757 individuals were provided with food assistance through the Ohana Produce program.

5540 low-income households were assisted with payments for fuel and energy bills through the Low-Income Home Energy Assistance Program.

166 homeless individuals, and individuals at-risk for homelessness, received safe, affordable housing and support from Kumuhonua Transitional Living Center.

47 youth participants in the Competency-Based High School Diploma (C-BASE) program received their diploma through Youth Services.

288 participants seeking employment obtained a job through Na Lima Hana-Employment Core Services.

197 seniors were placed in subsidized employment through the Senior Community Service Employment Program.
# HCAP Financial Statement

**Fiscal Year April 1, 2013 to March 31, 2014**

## Support and Revenue

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<tr>
<th>Source</th>
<th>Amount</th>
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<td>Federal Grants</td>
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<tr>
<td>Nonfederal Grants</td>
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<tr>
<td>Program &amp; Other Income</td>
<td>$1,479,610</td>
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<tr>
<td>Fee for Services</td>
<td>$290,785</td>
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<tr>
<td>In-Kind Contributions</td>
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<td><strong>Total</strong></td>
<td><strong>$21,024,296</strong></td>
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## Expenses

### Program Services:

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<th>Service</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Education &amp; Childcare</td>
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<tr>
<td>Senior Employment &amp; Training</td>
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<td>Job Training</td>
<td>$231,416</td>
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<tr>
<td>Other Community Services</td>
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<td><strong>Total</strong></td>
<td><strong>$21,293,867</strong></td>
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### Supporting Services:

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<th>Service</th>
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</thead>
<tbody>
<tr>
<td>Management &amp; General</td>
<td>$2,310,158</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$21,293,867</strong></td>
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</table>

## Chart:

- **Federal Grants**: 78%
- **Nonfederal Grants**: 2%
- **Program & Other Income**: 7%
- **Fee for Services**: 1%
- **In-Kind Contributions**: 12%

- **Education & Childcare**: 72%
- **Senior Employment & Training**: 4%
- **Job Training**: 1%
- **Other Community Services**: 12%
- **Management & General**: 11%
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.
In Spring 2014, HCAP Head Start held several family health and wellness fairs around the island. These fairs engaged Head Start families as well as community members in fun and educational activities.

At Kapolei Regional Park, Head Start Leeward and various vendors set up booths and shared information about their programs and organizations. Families were able to take home valuable information and the children had the opportunity to participate in several different activities such as yoga, Zumba, and relay races.

Head Start Windward held a Family Health & Wellness Fair at Kaneohe District Park. Head Start partnered with community organizations and various companies to provide health awareness, resources, and share information about Head Start. New York Life provided Keiki IDs, the Hawaii Health Connector shared information about affordable health care, and Hawaii Energy distributed energy efficient CFL bulbs as well as energy saving information. Head Start teachers provided activities such as dance, arts and crafts, planting seeds and learning about gardening. Families were also able to take home small plants that Head Start children had grown at school.
Highlights

Dr. Fujii is a dentist on the Leeward Coast at the Waianae Coast Comprehensive Health Center (WCCHC). He and his staff have been working closely with the community and participate in HCAP Head Start’s community events, such as the Family Health & Wellness Fair in February 2014.

Dr. Fujii visited the Puu Heleakala classrooms on the Leeward Coast and held a workshop to educate parents on dental health. Along with the lessons, he also provided free dental screenings for the children. The children were all smiles at Head Start!

Head Start Ewa children were visited by Ewa community police officers. The police officers talked to the children about safety, including traffic signs and wearing a helmet when riding a bike or scooter.

From the officers, the children learned what number to call when they need help and when they should call. After the first group of police officers spoke, the children got to see the ins and outs of a police car. Some children were afraid of police officers; however, they all learned that police officers are our friends and are here to help.

Children at Jack Hall Head Start learned about “Community Helpers.” On February 19, 2014, children at Jack Hall Head Start got to experience what it’s like to work as a carpenter. Children and parents worked together on making a football ring toss. This was a hands-on activity generously provided by Home Depot Kapolei.

The Head Start Bookmobile, driven by Uncle Phil, visited Keiki Country I and Nanakuli I Head Start classrooms. Upon arriving at the classrooms, Auntie Dulcie read the children a few stories. Then the children went into the Bookmobile to choose a few books to borrow. The children really enjoyed visiting with Auntie Dulcie and Uncle Phil.
1727 children ages 3 to 5 participated in HCAP Head Start pre-school activities to develop school readiness skills.

983 children were developmentally ready to enter Kindergarten at the end of the HCAP Head Start enrollment year.

166 pre-school aged children had an Individualized Education Program (IEP) and received special education and related services.

2458 parents and family members of HCAP Head Start preschool children learned and exhibited improved parenting skills by participating in developmentally appropriate practices in the classroom.
HCAP  Head Start Financial Statement
Fiscal Year April 1, 2013 to March 31, 2014

Support and Revenue
Federal Grants $13,046,601
Other Funds $1,148,925
In-Kind Contributions $1,878,279
Total $16,073,805

Expenses
Program Costs $16,723,648
Administrative Costs $1,046,994
Total $17,770,642

Federal Funds 81%
Other Funds 7%
In-Kind Contributions 12%
Program Costs 94%
Administrative Costs 6%
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

To make a secure, tax-deductible donation, click “donate” below or on our website at www.hcapweb.org/support-hcap
# District Service Centers

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Tel:</th>
<th>Fax:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central</td>
<td>99-102 Kalaloa St. Aiea, HI 96701</td>
<td>488-6834</td>
<td>488-7862</td>
</tr>
<tr>
<td>Kalihi-Palama</td>
<td>1555 Haka Dr. #2408 Honolulu, HI 96816</td>
<td>847-0804</td>
<td>841-7971</td>
</tr>
<tr>
<td>Leahi</td>
<td>1915 Palolo Ave. Honolulu, HI 96816</td>
<td>732-7755</td>
<td>735-6034</td>
</tr>
<tr>
<td>Leeward</td>
<td>85-555 Farrington Hwy. Waianae, HI 96792</td>
<td>696-4261</td>
<td>696-0169</td>
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<tr>
<td>Windward</td>
<td>47-232 Waihee Rd. Kaneohe, HI 96744</td>
<td>239-5754</td>
<td>239-3912</td>
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# Programs

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<tr>
<td>Há Initiative: Creative STEM</td>
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<tr>
<td>After-School Program</td>
<td>521-4531</td>
<td>521-4538</td>
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<tr>
<td>Kumuhonua Transitional Living Center</td>
<td>682-5494</td>
<td>682-5495</td>
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<tr>
<td>Na Lima Hana- Employment Core Services</td>
<td>521-4531</td>
<td>521-4538</td>
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<tr>
<td>Senior Employment Program (SCSEP)</td>
<td>521-4531</td>
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<td>Weatherization Assistance Program (WAP)</td>
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<tr>
<td>Youth Services</td>
<td>592-1766</td>
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# HCAP Head Start

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<tr>
<td>Head Start Dillingham</td>
<td>847-2400</td>
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<td>Head Start Kunia (HARC)</td>
<td>200-7690</td>
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<td>Head Start Kunia</td>
<td>621-5099</td>
<td>621-3843</td>
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<tr>
<td>Head Start Leeward</td>
<td>696-0175</td>
<td>696-0176</td>
</tr>
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</table>

Support HCAP by giving a secure donation online. Click “donate” below or visit our website at www.hcapweb.org/support-hcap