



2016-2017 ANNUAL REPORT



Honolulu Community Action Program, Inc.



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



As a Community Action Program, HCAP's mission is very deeply rooted in its responsiveness to the community and its needs.





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Lend a Helping
Hand





ROBERT N.E. PIPER, ESQ., MBA
Executive Director

I am pleased to present our annual report for the 2016-2017 Program Year. The Honolulu Community Action Program, Inc. has had another remarkable year. Through the programs and services HCAP offers, we provided services to over 20,000 individuals and families.

Facing new challenges and adapting to change are recurring themes for nonprofit organizations. This year, we again experienced the proposed elimination of the Community Services Block Grant, which provides funding to Community Action Agencies to alleviate the causes and conditions of poverty in communities. As in the past, we are fortunate to have a network of support at the state, local, and national levels to advocate for continued funding.

During the year, we were also challenged with the need to relocate both our HCAP Corporate Office as well as our HCAP Head Start Main Office. We successfully found new locations for both and are excited about the increased efficiency and collaboration that have resulted from the moves.

We cannot predict what challenges or changes may arise in the future, but we can be certain of the dedication and resourcefulness of our staff and ohana to ensure we continue providing opportunities and inspiration to the people we serve.

HCAP EXECUTIVE MANAGEMENT TEAM



JOCELYN BANKS
Director of Human
Resources



TEHANI DIAZ
Director of Community
Services



MICHAEL HANE
Director of Planning, Program
Development, and
Communications



GRANT KOGAMI
Head Start Director



CORINNE MURASHIGE
Director of Finance

Board of Directors



Officers

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

Chair
Vice Chair
Secretary/Treasurer

Resident Sector

Tiffany Sabatini
Kiani Cockett
Julianna Moefu-Kaleopa
Pauni Nageaseu-Escue
Rebecca Allen
Patricia York
May Pakele

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

Public Sector

Frank J. Lopez
Representative Isaac W. Choy
Terrence H. Aratani, Esq.
Blake K. Oshiro, Esq.
Colleen E. Minami

Office of the Governor
Office of the Mayor
Office of Senator Brian T. Taniguchi
Office of Representative Calvin Say
Office of Representative Marcus Oshiro

Private Sector

Garrick L.H. Goo
Roxanne U. Bolden
William Shiroma
Judy Y. Hirashima
Samuel Moku
Elmer K. Kaai
Phyllis C. Ida

Law Offices of Garrick L.H. Goo
Aloha Independent Living Hawaii
Bank of Hawaii
Hawaiian Electric Company
Hawaii Pacific University
Native Hawaiian Chamber of Commerce
P-3 Windward Grant



District Advisory Councils & Head Start Policy Council

Central District Advisory Council

Cheryl Foster	Chairperson
Nicole Pedro	Vice Chairperson
Jamielynn Lorenzana	Secretary/Treasurer
Kiani Cockett	Board Representative
Julianna Moefu-Kaleopa	Board Representative
Kristine Garabiles	Alternate Board Representative
Lia Kekua	Alternate Board Representative

Kalihi-Palama District Advisory Council

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

Leahi District Advisory Council

Pauline Hirohata	Chairperson
Dahlia Asuega	Vice Chairperson
Melekaufusi Latu	Secretary/Treasurer
Rebecca Allen	Board Representative
Melekaufusi Latu	Alternate Board Representative

Leeward District Advisory Council

Naomi Digitaki	Chairperson
Lana Ulu	Vice Chairperson
Fanchon Keomo Young	Secretary/Treasurer
Patricia York	Board Representative
Naomi Digitaki	Alternate Board Representative

Windward District Advisory Council

Virgil Amoroso	Chairperson
Norma Jean Shackley	Secretary
May Pakele	Board Representative

Head Start Policy Council

Tiffany Sabatini	Chairperson
Ashley Filley	Secretary
Karla Rios	Treasurer



Our Programs



DISTRICT SERVICE CENTERS

HCAP operates five district service centers on Oahu to provide resources and services to low-income residents near their home communities. 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 children and their families. It is comprised of the Head Start pre-school program for children 3 to 5 years old and the Early Head Start program for infants, toddlers, and pregnant women.



HĀ INITIATIVE: CREATIVE STEM AFTER-SCHOOL PROGRAM

The Hā Initiative is a fun and creative place for kids in grades 2 through 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.



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/ Earned Income Tax Credit (EITC) program helps working families and individuals 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 at 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.

Our Programs



LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

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.



NA LIMA HANA EMPLOYMENT CORE SERVICES (ECS)

Na Lima Hana “for the working hand” Employment Core Services Program 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)

Senior Community Service Employment Program (SCSEP) is a federally-funded program under the Title V of the Older Americans Act. The primary functions of the SCSEP program 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 (WAP)

The Weatherization Assistance Program provides 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.

HCAP Recognized by Hawaii State Legislature for Homeless Initiative



In March 2017, the State House of Representatives and Senate Gallery recognized Aloha United Way and partner agencies, like HCAP for their work to combat homelessness with the Coordinated Statewide Homeless Initiative (CSHI). HCAP's Hale Kakou - Rent, Deposit, and Utility Assistance Program was a part of CSHI and offered from October 2016 to January 2017. The program dispersed \$124,234 and helped 72 individuals and families. A total of 270 men, women, and children were positively impacted from the program.

HCAP Corporate Office and HCAP Head Start Move to New Offices



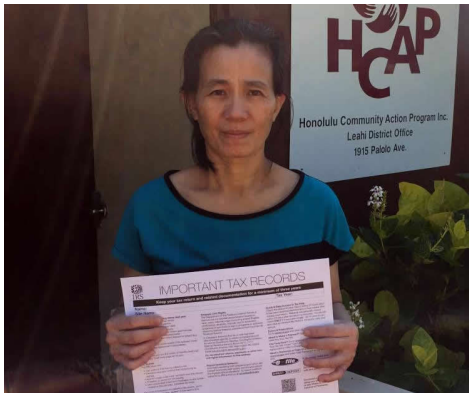
In 2017, HCAP relocated both the HCAP Corporate Office and the HCAP Head Start Main Office. In the spring, HCAP Corporate Office relocated a few blocks away from the old 33 South King Street location to 1132 Bishop Street in Downtown Honolulu. In the fall, HCAP Head Start moved their Main Office to 94-810 Moloalo Street, Suites 200 & 210 in Waipahu. HCAP Head Start previously housed employees at 3 different locations, but is now able to work more efficiently under one roof.

Seattle Seahawks Player Collaborates with Hā Initiative



Michael Bennett, #72 of the Seattle Seahawks professional football team visited the Hā Initiative: Creative STEM After-School Program's Central STEM Exploration Center in July 2017. In partnership with his foundation, The Bennett Foundation, Michael and his personal chef, Steve, created a science lesson on healthy alternatives to soda. Bennett formed the Bennett Foundation with one goal in mind: eliminating childhood obesity in underserved communities around the nation. The foundation has been providing nutritional meals to three of HCAP's STEM Exploration Centers.

HCAP's Income Tax Services Brings Over \$1 Million to Our Communities



District Service Center staff and volunteers have once again made the Income Tax Services/ Earned Income Tax Credit (EITC) Program a success! In 2017, there were 736 filers who participated in the program at one of the five District Service Centers or the HCAP Corporate Office. More than 52% of these filers received the Earned Income Credit, realizing more than \$509K from that credit alone. Overall, the EITC Program brought back \$1,372,053 to our local families and communities. A big mahalo to our partners, the Internal Revenue Service (IRS) and the Hawaii Volunteer Income Tax Assistance (VITA), for all their patience and support.

Kumuhonua Transitional Living Center Receives US VETS Award



HCAP's Kumuhonua Transitional Living Center staff, Davilyn Chang and Rado Melchor, had the honor of attending the U.S. VETS Community Appreciation Luncheon held at The Willows Restaurant in September 2017. Kumuhonua received the Ka'ipu Award for their partnership with U.S. VETS. The Ka'ipu Award is given to the outstanding community agency or organization who has partnered with U.S. VETS to dedicate their time and service to veterans. Kumuhonua staff has contributed both time and service to U.S. VETS' ADVANCE Hawaii Women's Program (AHWP) as part of a collaborative mission to end homelessness among veterans.

HCAP Selects New Head Start Director



In April 2017, Grant Kogami was named HCAP's newest HCAP Head Start Director. Grant replaced Lynn Cabato, who retired after over 40 years of dedicated service to HCAP Head Start. The HCAP Head Start Director oversees all aspects of HCAP's Head Start program, providing leadership in planning, designing, implementing, and evaluating the program as set forth in the U.S. Department of Health & Human Services (HHS) and Administration for Children and Families (ACF) guidelines. The HCAP Head Start Director also represents the agency in local, state, regional, and national matters pertaining to the program.

HCAP By The Numbers

22,880 individuals and families were impacted by HCAP's programs and services during the 2016-2017 program year

4,770

HOUSEHOLDS RECEIVED ASSISTANCE FOR UTILITY PAYMENTS



4,190

INDIVIDUALS PROVIDED WITH FOOD ASSISTANCE



169

HOMELESS INDIVIDUALS RECEIVED TRANSITIONAL HOUSING AND SUPPORT SERVICES

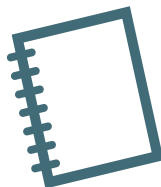


90

UNEMPLOYED SENIORS RECEIVED PART-TIME SUBSIDIZED JOB TRAINING

139

STUDENTS ATTENDED THE HA INITIATIVE: CREATIVE STEM AFTER-SCHOOL PROGRAM FOR 30 DAYS OR MORE



745

LOW-INCOME WORKING INDIVIDUALS OR FAMILIES WERE ASSISTED WITH FREE TAX PREPARATION SERVICES, BRINGING OVER \$1.37 MILLION IN REFUNDS INTO THE COMMUNITY

271

UNEMPLOYED CLIENTS OBTAINED EMPLOYMENT



61

HOUSEHOLDS RECEIVED WEATHERIZATION EDUCATION AND SERVICES



34

STUDENTS RECEIVED THEIR COMPETENCY-BASED HIGH SCHOOL DIPLOMA



HCAP Financial Statement

Fiscal Year April 1, 2016 to March 31, 2017

Support and Revenue

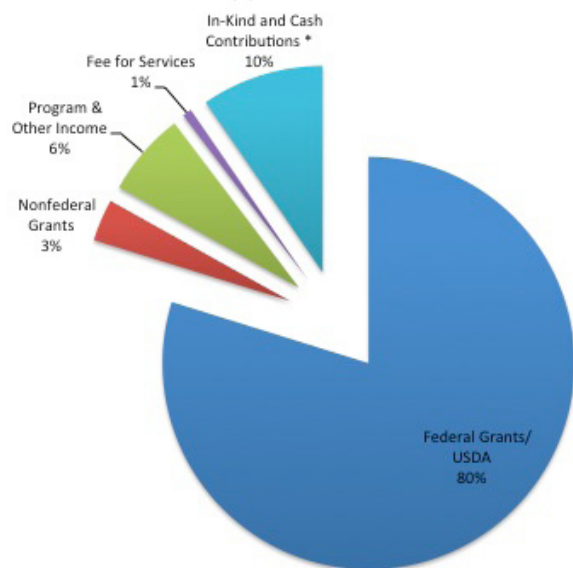
Federal Grants	\$16,990,379
Nonfederal Grants	\$700,672
Program & Other Income	\$1,401,439
Fee for Services	\$154,065
<u>In-Kind Contributions*</u>	<u>\$2,046,847</u>
Total	\$21,293,402

* Generally accepted accounting principles do not allow the recognition of volunteer time or training. However, if those figures were included, the In-Kind and Cash Contributions would total \$3,707,218 and total Support and Revenue would total \$22,953,773.

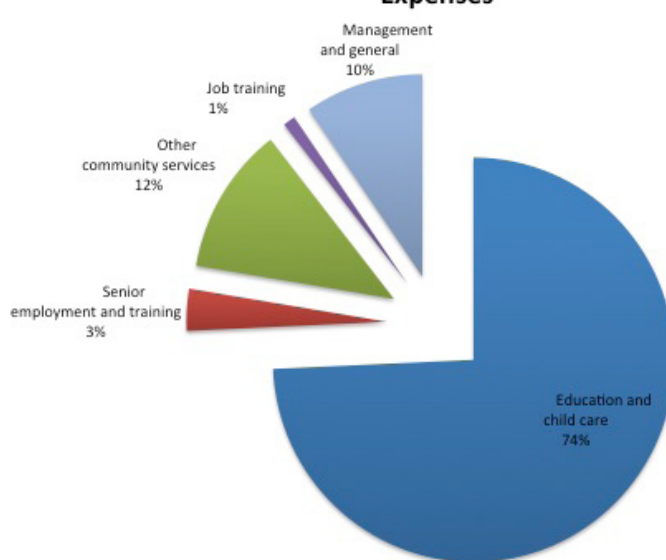
Expenses

Program Services:	
Education & Child Care	\$15,701,356
Senior Employment & Training	\$707,639
Job Training	\$2,497,855
Other Community Services	\$210,210
Supporting Services:	
Management & General	\$2,020,597
Total	\$21,137,657

Support and Revenue



Expenses





HCAP on the Web



HCAP WEBSITE

HCAP maintains a comprehensive website at <http://www.hcapweb.org>. The website provides visitors with accessibility to information about HCAP's various programs, HCAP's locations across Oahu, and employment opportunities. The website also offers visitors the opportunity to keep updated with current HCAP news through HCAP's Weekly E-Newsletters, Quarterly Newsletters and Annual Reports.



HCAP WEEKLY

Every week, HCAP publishes an electronic newsletter. Each newsletter highlights various program events, client success stories, and current HCAP news. The HCAP weekly allows our readers to keep up-to-date with HCAP's activities and learn more about the achievements of the organization. You can subscribe to our mailing list to receive the HCAP Weekly via email at: <http://www.hcapweb.org/news-events/>. You can also find past issues at: <http://www.hcapweb.org/category/hcap-weekly/>

HCAP SOCIAL MEDIA ACCOUNTS

HCAP's social media presence enables the agency to engage program participants, supporters and the general public in conversation. Join us on social media today!



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



<http://twitter.com/HCAPhi>



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



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



<https://www.youtube.com/channel/UCGTogkCDDEIPdMNWDO27ZBA/>



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

School Readiness



HCAP Head Start's goal is to prepare students to enter kindergarten. 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.

Family Engagement



HCAP Head Start prides itself for the comprehensive services it provides to all families participating in the program. Effective family engagement is key to developing the whole child leading to better child and family outcomes for school readiness. Family engagement focuses on the areas of nutrition, physical activity, oral health and health literacy.

Throughout the school year, Family Advocate staff partner with parents to work together to build on their strengths and overcome their challenges. Parents, as primary teacher of their children, are provided opportunities to participate in workshops and family engagement events to enhance their understanding and knowledge of family well-being.

Impact

1,732

CHILDREN AGES 3 TO 5 PARTICIPATED IN HCAP HEAD START PRESCHOOL ACTIVITIES TO DEVELOP SCHOOL READINESS SKILLS



99.71%

OF HCAP HEAD START CHILDREN COMPLETED A DENTAL EXAM



171

PRESCHOOL AGED CHILDREN HAD AN INDIVIDUALIZED EDUCATION PROGRAM



827

AGE ELIGIBLE CHILDREN ENTERING KINDERGARTEN WERE READY AT THE END OF HCAP HEAD START ENROLLMENT YEAR

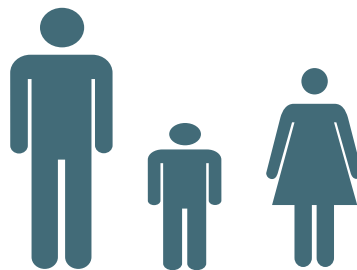
1,615

HCAP HEAD START FAMILIES WERE GIVEN THE OPPORTUNITY TO ENGAGE IN LEARNING EXPERIENCES & LEADERSHIP OPPORTUNITIES TO DEVELOP THEIR ROLE AS PRIMARY TEACHER OF THEIR CHILDREN



99.07%

OF HCAP HEAD START CHILDREN COMPLETED A MEDICAL EXAM



75,769

VOLUNTEER HOURS WERE DONATED BY HCAP HEAD START FAMILIES IN CLASSROOMS AND FAMILY ENGAGEMENT ACTIVITIES

56

HCAP HEAD START PARENTS PARTICIPATED IN THE HEAD START POLICY COUNCIL IN SHARED GOVERNANCE WITH THE HCAP BOARD OF DIRECTORS TO OVERSEE PROGRAM SERVICES





HCAP Head Start Financial Statement

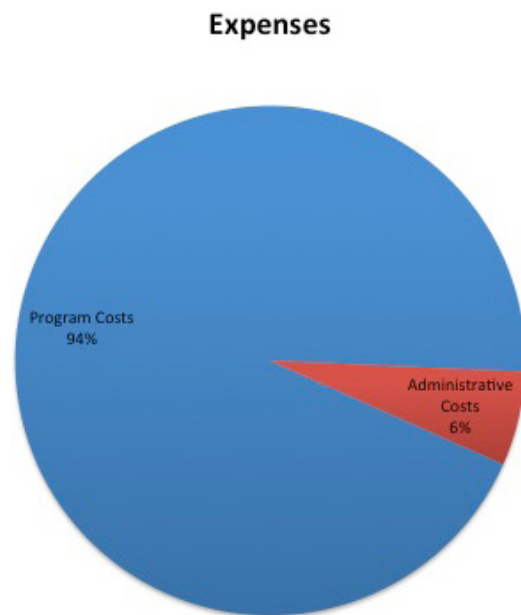
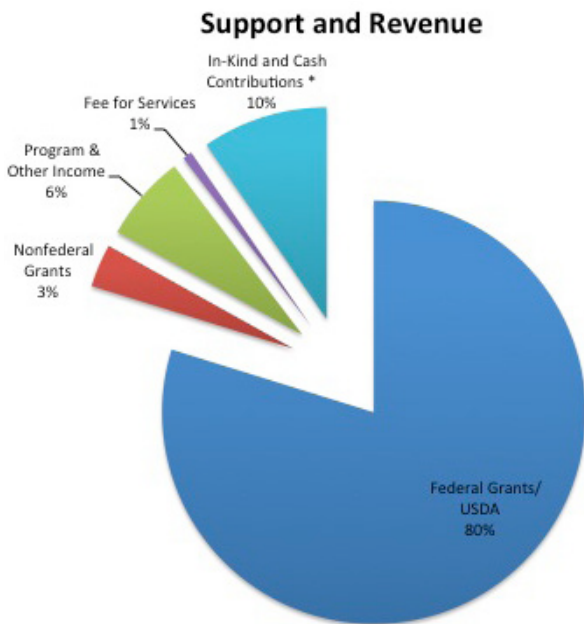
Fiscal Year April 1, 2016 to March 31, 2017

Support and Revenue

Expenses

Federal Grants	\$14,065,314	Program Costs	\$17,066,262
Funds	\$1,082,693	Administrative Costs	\$1,085,951
In-Kind Contributions	\$3,172,458	Total	\$18,152,213
Total	\$18,320,465		

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



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, visit our website at www.hcapweb.org/support-hcap

[Donate](#)





Honolulu Community Action Program, Inc.

Corporate Office

1132 Bishop Street, Suite 100, Honolulu, HI 96813

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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 Honoulu, HI 96817

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 Community Service 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 Waipahu

Tel: 847-2400 Fax: 847-2302

Support HCAP by giving a secure donation on-line. Click "donate" below or on our website at

www.hcapweb.org

Donate

