Honolulu Community Action Program, Inc. is a non-profit Community Action Agency that has been serving Oahu’s low-income residents since 1965. 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.
I am pleased to present our annual report for the 2017-2018 Program Year. This report summarizes and highlights many of the programs and accomplishments we have shared with you throughout the year on our website, the HCAP Weekly newsletter, and other social media platforms.

HCAP has been serving Oahu’s low-income communities since 1965, providing programs and services that will assist them on their path to self-reliance. As community needs change and evolve, we continually assess our programs and services to determine how we may better address these needs.

To that end, among the agency highlights featured in the annual report are two new and exciting endeavors that have been added to the HCAP program roster: Early Head Start and Rapid Re-housing. Both programs are intended to provide much needed assistance in areas identified by HCAP’s community needs assessment. The Early Head Start Program enhances our Head Start Program by providing home-based child development and family support services to low-income families with infants and toddlers, ages 0-3 years. The Rapid Re-housing Program provides rental assistance to individuals and families who are homeless or at-risk of homelessness.

We will continue to evaluate our new and existing programs and services to ensure we continue to offer relevant services to the people we serve.

Mahalo piha,

Robert N.E. Piper, Esq.
Executive Director

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
Director of Head Start

CORINNE MURASHIGE
Director of Finance
“I will remember you and the people of HCAP because you helped me when I was at the lowest.”

former Na Lima Hana Employment Core Services (ECS) Program client to HCAP’s Central District Service Center Community Services Manager Katy Perry

POI: Providing Opportunities and Inspiration to enable low-income individuals or families to achieve self-reliance.
BOARD OF DIRECTORS

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Terrence H. Aratani, Esq.                            Vice Chair
Wiliam Shiroma                                            Secretary/Treasurer

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Rebecca Allen                                           Leahi District Advisory Council
Naomi Digitaki                                            Leeward District Advisory Council
May Pakele                                                 Windward District Advisory Council

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Rep. Linda Ichiyama                                  Office of Representative Linda Ichiyama

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William Shiroma                                          Bank of Hawaii
Joanna Markle                                           Hawaiian Electric Company
Samuel Moku                                              Hawaii Pacific University
Elmer K. Kaai                                               Native Hawaiian Chamber of Commerce
Manu Anana                                               Department of Education, Campbell/Kapolei Complex
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 to the communities we serve.
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 & EARLY 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
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.
KUPUNA INDEPENDENT LIFE SERIES
The Kupuna Independent Life Series assists seniors 55 and older to “age in place” through health and wellness workshops, exercise, support groups, free nutritious breakfast and lunch, and more. The program is a multi-generational effort to provide seniors, age 55 and older, with health education, support for living productive independent lives, and proactive civic engagement.

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.

RAPID RE-HOUSING PROGRAM
The Rapid Re-housing Program provides individuals and families who are homeless or at-risk for homelessness with case management and support needed to obtain permanent housing. Direct services include providing participants with emergency food and clothing, program referrals, as well as rental subsidies after the participant successfully secures housing.

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.
HCAP in the News

HCAP was mentioned in a story by the Honolulu Star-Advertiser on December 6, 2017. The story was about the United Airlines “fantasy flight” that transported children to the North Pole. Some of the keiki participants were selected from HCAP’s programs such as Head Start and the Hā Initiative: Creative STEM After-School Program.

On September 25, 2018, Hawaii News Now featured HCAP Head Start. Architects and engineers from Stantec, a design firm, mowed grass and spruced the campus at Pu’uhale Head Start. Head Start Assistant Director Suzie Uyeda was interviewed on the clean-up.

HCAP was recognized by Mufi Hanneman as one of the top fundraisers at the 39th Annual Charity Walk in his MidWeek column dated October 4, 2017. This was HCAP’s second year participating in the Charity Walk.

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.

PROGRAMES & SERVICES
HCAP’s Youth Services Program provided Denmark, a high school dropout, individualized instruction and support from two teachers. Within a few months, Denmark took the GED and passed the test. With a high school diploma in hand, Denmark enlisted in the military and later completed an associate’s degree. Today, Denmark works for the state’s Department of Taxation.
In March 2018, Kumuhonua Transitional Living Center’s Rapid Re-housing Program staff were on hand to witness the Joshua family move into their three-bedroom unit at Kauhale Kamaile, the City and County of Honolulu’s housing complex. The Joshuas received rental assistance through Rapid Re-housing Program for six months.
From Audrey, a Head Start parent:

“For the 2017-2018 school year, my child has been enrolled at Keiki Country I. The staff there exceeds my expectations. I applaud their service and dedication! It really takes a village. Thank you for helping my child grow on many levels and thank you for helping me to become a better mother.”
In April 2018, over 50 participants of the Kupuna Independent Life Series from Kalihi-Palama District Service Center, Leahi District Service Center, Leeward District Service Center, and Windward District Service Center convened at Pokai Bay Beach Park for their first-ever Kupuna Day - a day of education, awareness and good fun for citizens 55 and over.
HCAP Head Start began its Early Head Start (EHS) program on October 1, 2017. The EHS program provides continuous supports and services for infants, toddlers, and pregnant women.

The very first infant was born into the HCAP Early Head Start program on December 26, 2017. Congratulations to Shelby and her baby boy Logan! Shelby’s toddler Tristan has been receiving EHS services.
During the 2017-2018 program year, 22,105 adults and children benefited from the programs and services provided by HCAP.

<table>
<thead>
<tr>
<th>4,981 households received assistance for utility payments</th>
<th>31 students received their competency-based high school diploma</th>
<th>3,300 individuals provided with food assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>183 unemployed clients obtained employment</td>
<td>82 unemployed seniors received part-time subsidized job training</td>
<td>145 individuals demonstrated increased nutrition skills</td>
</tr>
<tr>
<td>173 individuals received weatherization education and services</td>
<td>760 low-income working individuals or families were assisted with free tax preparation services, bringing over $1.24 million in refunds into the community</td>
<td>142 students attended the Hä Initiative: Creative STEM After-School Program for 30 days or more</td>
</tr>
<tr>
<td>145 homeless individuals received transitional housing and support services</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**HCAP FINANCIAL STATEMENT**

Fiscal Year April 1, 2017 to March 31, 2018

**Support and Revenue**

- Federal Grants: $16,168,693
- Nonfederal Grants: $774,635
- Program & Other Income: $1,323,917
- Fee for Services: $40,930
- In-Kind Contributions: $2,453,983

**Total Support and Revenue:** $20,762,158

*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 $4,105,205 and total Support and Revenue would total $22,413,380.*

**Expenses**

- Program Services:
  - Education & Child Care: $15,522,185
  - Senior Employment & Training: $763,908
  - Other Community Services: $2,644,784
  - Job Training: $112,535

- Supporting Services:
  - Management & General: $1,667,517

**Total Expenses:** $20,710,929

**Support and Revenue**

- Federal Grants/USDA: 78%
- Nonfederal Grants: 4%
- Program & Other Income: 6%
- Fee for Services: 0%
- In-Kind and Cash Contributions: 12%

**Expenses**

- Education and Child Care: 75%
- Senior Employment and Training: 4%
- Other Community Services: 13%
- Job Training: 0%
- Management and General: 8%
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 & Early Head Start provides a comprehensive curriculum that prepares children for kindergarten. My Teaching Strategies, Head Start Early Learning Framework and Hawaii Early Learning Development Standards all align to provide developmentally appropriate practices to be kindergarten ready.

HCAP Head Start & Early Head Start gathered data from Teacher observations, Classroom Assessment Scoring System (CLASS), My Teaching Strategies and parent input which provided outcomes for the school readiness goals. Through this data, teaching staff were able to create specific goals and objectives for each individual child while in enrolled in the program.
Family engagement is a collaborative and strengths-based process through which HCAP Head Start and Early Head Start professionals, families, and children build positive and goal-oriented relationships. It is a shared commitment to creating and sustaining ongoing partnerships that supports parent-child relationships which are crucial to a child’s healthy development, school readiness, and well-being.

Teacher and Family Advocates plan monthly family engagement activities which provides an opportunity for families to learn more about how to effectively support children’s growth and development across the Head Start Early Learning Outcomes Framework domains.
<table>
<thead>
<tr>
<th>Category</th>
<th>Head Start</th>
<th>Early Head Start</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children who enrolled and participated in the program</td>
<td>1727</td>
<td>41</td>
</tr>
<tr>
<td>Children who completed a Dental Exam</td>
<td>96%</td>
<td>100%</td>
</tr>
<tr>
<td>Children with Individualized Plans (IEP or IFSP)</td>
<td>160</td>
<td>5</td>
</tr>
<tr>
<td>Age eligible children entering next grade level at the end of HCAP’s enrollment year</td>
<td>822</td>
<td>0</td>
</tr>
<tr>
<td>Volunteer hours donated by families</td>
<td>90,165</td>
<td>3,388</td>
</tr>
<tr>
<td>Families who were given the opportunity to engage in learning experiences and leadership opportunities</td>
<td>1,629</td>
<td>29</td>
</tr>
<tr>
<td>Children who completed a Medical Exam</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Parents who participated in the Head Start Policy Council</td>
<td>56</td>
<td>2</td>
</tr>
</tbody>
</table>
**FINANCIAL STATEMENT**

**Support and Revenue**

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Grants</td>
<td>$12,703,931</td>
</tr>
<tr>
<td>Program &amp; Other Income</td>
<td>$1,063,530</td>
</tr>
<tr>
<td>In-Kind Contributions*</td>
<td>$3,650,617</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$17,418,079</strong></td>
</tr>
</tbody>
</table>

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

**Expenses**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Costs</td>
<td>$16,798,923</td>
</tr>
<tr>
<td>Administrative Costs</td>
<td>$788,705</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$17,587,628</strong></td>
</tr>
</tbody>
</table>

**Pie Charts**

- **Support and Revenue**
  - Federal Grants: 71%
  - Program & Other Income: 0%
  - In-Kind Contributions*: 21%

- **Expenses**
  - Program Costs: 96%
  - Administrative Costs: 4%
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
Honolulu Community Action Program, Inc.
Corporate Office
1132 Bishop Street, Suite 100, Honolulu, HI 96813
Tel: (808)521-4531     Fax: (808)521-4538     E-mail: hcap@hcapweb.org

Support HCAP by giving a secure donation on-line. Click “donate” below or on our website at www.hcapweb.org

District Service Centers
Central
Tel: 488-6834     Fax: 488-7862
99-102 Kalaloa St. Aiea, HI 96701
Kalihi-Palama
Tel: 847-0804     Fax: 841-7971
1555 Haka Dr. #2408 Honolulu, 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
Na Lima Hana - Employment Core Services Program
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
Kumuhonua Transitional Living Center
Tel: 682-5494     Fax: 682-5495
91-1096 Yorktown St. Kapolei, HI 96707

HCAP Head Start
Head Start Waipahu
Tel: 847-2400     Fax: 847-2302
94-810 Moloalo St. Suite 200 & 210
Waipahu, HI 96797