Honolulu Community Action Program, Inc. (HCAP) is a non-profit 501(c)(3) organization, delivering need-based human services to the economically challenged on the island of Oahu since 1965. Annually, HCAP impacts over 20,000 people throughout the island of Oahu.

Recognized as a Community Action Agency, HCAP’s mission is very deeply rooted in its responsiveness to the community and its needs. On May 16, 2019, Governor David Ige proclaimed May as Community Action Month.
Table of Contents

Leadership................................. 3
Programs and Services............... 7
Stories from the Field................. 9
Impact and Financials............... 15
HCAP Head Start......................... 17
Lend a Helping Hand............... 22
It has been a tremendous honor to have served as Executive Director of Honolulu Community Action Program, Inc. (HCAP) for the past ten years. Each year has come with change and a new set of challenges, but HCAP remains committed to adapting as needed to deliver programs and services that will help to alleviate the conditions of poverty and provide opportunities and inspiration to enable low-income individuals and families to achieve self-reliance.

HCAP would be not be able to fulfill our mission without the hard work and support of HCAP’s Board of Directors, District Advisory Councils, Head Start Policy Council, staff, volunteers, donors, and community partners. I offer my sincere gratitude and appreciation to all those who contribute to the fight to end poverty through community action.

I invite everyone to follow the good work being done at HCAP through our website, the HCAP Weekly newsletter, Facebook, and other social media platforms. We look forward to continuing HCAP’s legacy serving the low-income population and making the entire community a better place to live.

Mahalo piha,

Robert N.E. Piper, Esq.
Executive Director

Executive Management Team

JOCELYN BANKS
Director of Human Resources

ROBIN FAKAOSI
Interim Director of Community Services

MICHAEL HANE
Director of Planning, Program Development and Communications

GRANT KOGAMI
Director of Head Start

SPENCER LAU
Director of Finance
**HCAP Mission:**
Providing Opportunities and Inspiration to enable low-income individuals or families to achieve self-sufficiency
OFFICERS
Edward Mersereau
Terrence H. Aratani, Esq.
William Shiroma

Chair
Vice Chair
Secretary/Treasurer

RESIDENT SECTOR
John Keola Iaela
Edward Mersereau
Jessica Lee
Glenn J. Silva
Anne Chipchase
Naomi Digitaki
Mary Colburn

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
Colleen E. Minami
Terrence H. Aratani, Esq.
Garrick L.H. Goo, Esq.
Blake K. Oshiro, Esq.
Rep. Mark J. Hashem

Office of the Governor
Office of the Mayor
Office of Senator Brian T. Taniguchi
Office of Senator Clarence K. Nishihara
Office of Representative Calvin K.Y. Say
Office of Representative Linda Ichiyama
Office of Representative Mark J. Hashem

PRIVATE SECTOR
Donald Aweau
Roxanne U. Bolden
William Shiroma
Joanna Markle
Samuel Moku
Elmer K. Kaai
Manu Anana

Kilina’i Consulting
Aloha Independent Living Hawaii
Bank of Hawaii
Hawaiian Electric Company
Hawaii Pacific University
Native Hawaiian Chamber of Commerce
Department of Education, Campbell/Kapolei Complex
District Advisory Councils & Head Start Policy Council

CENTRAL DISTRICT ADVISORY COUNCIL
Kiani Cockett                                         Chairperson
Julianna Moefu-Kaleopa                       Vice Chair
Marlene Hoohuli                       Secretary/Treasurer
Edward Mersereau              Board Representative
Elizabeth Kekua                                      Council Member
Liliuokalani Coyle                                   Council Member

LEAHI DISTRICT ADVISORY COUNCIL
Rebecca Allen                                     Chairperson
Pauline Hirohata                                     Vice Chair
Mele Pepe Latu                                       Secretary
Anne Chipchase                  Board Representative
Nathan Toyama                                      Council Member

WINDWARD DISTRICT ADVISORY COUNCIL
Virgil Amoroso                                       Chairperson
Mary Colburn                                     Board Representative
Tracey Janowicz                                     Council Member

KALIHI-PALAMA DISTRICT ADVISORY COUNCIL
Libert Weatherholtz                     Chairperson
Aldora Kahele                                   Vice Chair
Sandra Mensza                                    Secretary/Treasurer
Glenn Silva                                      Board Representative

LEEWARD DISTRICT ADVISORY COUNCIL
Naomi Digitaki                                     Chairperson
Barbie Lei Burgess                                Vice Chair
Pua Ford                                          Secretary/Treasurer
Naomi Digitaki                          Board Representative
Pauahi Leoiki                                  Council Member

HEAD START POLICY COUNCIL
Keola Iaela                                      Chairperson
Breanna Nauahi                                    Vice Chair
Rebecca Manuel                                   Secretary
Donald Krum                                      Treasurer
Keola Iaela                                      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 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.
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.

NĀ LIMA HANÀ 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 interviews, 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 in 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.
Stories from the Field
Transforming communities

TO BECOME ENERGY EFFICIENT

Christy was referred to the Weatherization Assistance Program (WAP) in April upon her visit to the Leeward District Service Center office. Christy lives in a multi-generational household of seven people and was looking for a program that would reduce energy costs. With her electric bills being consistently high, Leeward District Service Center’s Community Worker referred Christy to WAP, a program that helps low-income households reduce energy consumption.

Christy wasted no time in gathering all the required documents needed to apply for WAP. A few weeks after submitting her application, Christy was approved for services and received a home energy audit. During the home energy audit in May, Christy found out that she was eligible to receive a new solar water heating system and an Energy Star refrigerator. Installations for both the solar water heating system and the Energy Star refrigerator were completed.

Leeward District Service Center staff also referred Christy to the Low-Income Home Energy Assistance Program (LIHEAP) for additional assistance on her electric bill. In June, she applied for LIHEAP’s Energy Credit Program. Christy also expressed interest in receiving fresh fruits and vegetables at the Leeward District Service Center’s Ohana Produce food distribution. With a new baby on the way, Christy is looking for different ways to save money.

166 individuals received energy education and improved energy efficiency
Totha Pearl’s mom Noji first came to the Central District Service Center over 14 years ago for assistance in securing employment. At that time, Noji was a single, unemployed mom, isolated from her family, not a US citizen, and unfamiliar with how to seek employment to support her daughter. Noji was introduced to HCAP through her daughter, who was enrolled in Head Start.

Noji attended Job Readiness Training classes, developed her resume, and began looking for work. Noji eventually found work at McDonald’s and enjoyed being able to support her daughter.

Noji also participated in other HCAP programs and services, including Low-Income Home Energy Assistance Program (LIHEAP), Income Tax Services/ Earned Income Tax Credit (EITC) Program, and Ohana Produce.

Totha Pearl, who was first introduced to HCAP as a Head Start student, recently graduated from high school and remembered the great resources that were available to her mom throughout the years. Totha Pearl reached out to Central District Service Center for assistance with obtaining a job and was enrolled into the Na Lima Hana Employment Core Services (ECS) Program. After completing Job Readiness Training, Totha Pearl was quickly able to secure full time employment at 7-Eleven as a cashier. Totha Pearl also received a bus voucher to help with her commute to work. Although Totha Pearl is excited about obtaining work to help with her family’s monthly expenses, she is even more excited about what the future may hold for her.

217 unemployed clients obtained gainful employment
Helping our Kupuna
TO AGE IN-PLACE AND LEAD INDEPENDENT LIVES

seniors demonstrated improved physical health and well-being
Walter, a senior, was forced to vacate his rental unit after his brother, who was the homeowner, decided to sell the property. With nowhere to live, Walter set up an encampment on the shores of Pearl Harbor. But following homeless encampment sweeps in the area, Walter relocated to the Hale Mauliola Navigation Center on Sand Island, where he lived in converted shipping containers.

Walter lived at Hale Mauliola and received services from the Institute for Human Services for six months before the opportunity to move into the Kumuhonua Transitional Living Center arose.

At first, Walter was reluctant about the move. He had been living in the Honolulu metropolitan area for a while and was not familiar with the Kapolei area. Not long after his entry into Kumuhonua in September 2017, Walter tested positive for kidney complications.

During his stay at Kumuhonua, Walter kept up with all of his commitments, including meeting goals set in his individual housing plan, attending case management meetings twice a month, and participating in nutrition and budgeting workshops and house meetings. Walter opened a savings account, collected Social Security Disability payments, and through careful budgeting with his case manager, he was able to save money while living at Kumuhonua.

Walter ultimately was able to increase his net worth, which opened up more housing options for him. He was able to secure permanent housing at La’iola Elderly Housing, an affordable apartment complex for seniors in Wahiawa. Walter was very excited about the move and made the proper arrangements for his transportation and dialysis treatments. On April 16th, Walter successfully moved out of Kumuhonua and into Laiola. Kumuhonua staff wishes him the best of luck in his new endeavors.
Preparing our keiki FOR A BRIGHTER FUTURE

153 students attended the Hā Initiative: Creative STEM After-School Program
During the 2017-2018 program year, 22,105 adults and children benefited from the programs and services provided by HCAP.

**HCAP’S IMPACT**

**PROGRAM YEAR 2018-2019**

- **20,126** adults and children benefited from the programs and services provided by HCAP.
- **4,599** households received assistance with utility payments.
- **2,685** individuals were provided with food assistance.
- **86** unemployed seniors received part-time subsidized job training.
- **874** individuals demonstrated increased nutrition skills.
- **84** individuals were provided with transportation services (e.g. bus passes, bus transport, etc).
- **706** low-income working individuals or families were assisted with free tax preparation services.
- **$1,222,071** in tax refunds were brought back into the community.
**HCAP FINANCIAL STATEMENT**

**Fiscal Year April 1, 2018 to March 31, 2019**

**Support and Revenue**
- Federal Grants: $17,174,332
- Nonfederal Grants: $897,738
- Program & Other Income: $1,195,685
- In-Kind Contributions*: $2,407,355

**Total Support and Revenue: $21,675,110**

*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 $4,593,404 and total Support and Revenue would total $23,861,159.

**Expenses**
- Program Services:
  - Education & Child Care: $16,254,467
  - Senior Employment & Training: $706,658
  - Other Community Services: $2,994,469

- Supporting Services:
  - Management & General: $1,413,480

**Total Expenses: $21,369,074**

---

**Support and Revenue**
- Federal Grants/USDA: 79%
- In-Kind and Cash Contributions*: 11%
- Program & Other Income: 6%
- Nonfederal Grants: 4%

**Expenses**
- Education and child care: 76%
- Management and general: 7%
- Other community services: 14%
- Senior employment and training: 5%
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
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.

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.
## Head Start's Impact

**Program Year 2018-2019**

<table>
<thead>
<tr>
<th>Description</th>
<th>Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children who enrolled and participated in the program</td>
<td>1,745</td>
</tr>
<tr>
<td>Children who completed a dental exam</td>
<td>1,512</td>
</tr>
<tr>
<td>Children with Individualized Plans (IEP or IFSP)</td>
<td>178</td>
</tr>
<tr>
<td>Volunteer hours donated by families</td>
<td>132,754</td>
</tr>
<tr>
<td>Children who completed a medical exam</td>
<td>1,721</td>
</tr>
<tr>
<td>Parents who participated in the Head Start Policy Council</td>
<td>58</td>
</tr>
<tr>
<td>Age eligible children entering next grade level at the end of HCAP's enrollment year</td>
<td>774</td>
</tr>
<tr>
<td>Families who were given the opportunity to engage in learning experiences and leadership opportunities</td>
<td>1627</td>
</tr>
</tbody>
</table>
HCAP HEAD START & EARLY HEAD START

Support and Revenue

Federal Grants $14,620,570
Program & Other Income $1,016,393
In-Kind Contributions* $4,130,072
Total $19,767,035

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

Expenses

Program Costs $19,164,484
Administrative Costs $538,344
Total $19,702,828

Support and Revenue

Federal Grants/USDA 74%
In-Kind Contributions* 21%
Program & Other Income 5%

Expenses

Program Costs 97%
Administrative Costs 3%
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

District Service Centers
Central
Tel: 488-6834  Fax: 488-7862
99-102 Kalaloa St. Aiea, HI 96701
Kalāhi-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

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

Donate