

House District 34

Senate District 16

THE TWENTY-SEVENTH LEGISLATURE
APPLICATION FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN):

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Hale Hau'oli Hawaii

Db/a:

Street Address: 98-1247 Ka'ahumanu St, Ste. 207
Aiea, HI 96701

Mailing Address: 98-1247 Ka'ahumanu St, Ste. 207
Aiea, HI 96701

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name Kathy Wyatt, RN, MSN, MBA

Title President

Phone # 808-798-8706

Fax # 808-691-9027

e-mail kwyatt01@aol.com

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
- FOR PROFIT CORPORATION
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

Adult Day Care: Weekends, Holidays, Part-time

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2019: \$ 144,229

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 0.00

FEDERAL \$ 0.00

COUNTY \$ 0.00

PRIVATE/OTHER \$ 0.00

KATHLEEN WYATT, PRESIDENT 1/19/18

JAN 19 2018 10:24AM

Application for Grants

I. Background and Summary

1. Applicant's background;

Hale Hau'oli Hawai'i ("HHH") was established in December 2016, and was recognized by the IRS as a 501(c)(3) organization in March 2017. The mission of HHH is to promote positive aging through community education programs, adult day care options, and caregiver support. The vision of HHH is to be a vital resource of senior services and education for our aging population and their caregivers. Our slogan is, "Committed to helping meet the needs of our elderly and their caregivers in the communities we serve." The geographic reach of HHH is island wide.

HHH's adult day care center is located in a medical office plaza in Aiea. State regulations require one staff member per six clients. For its weekday program, HHH currently employs 3 full time staff and two part time staff, (Executive Director/Project Manager, General Manager/Program Manager, and Activities Assistants) for its 34 full-time and part-time seniors. Kathleen Wyatt, Executive Director/Project Manager of HHH, is a licensed registered nurse with 17 years of experience in caring for seniors; she supervises the daily operations of the adult day care and interacts daily with the seniors at HHH.

2. The goals and objectives related to the request;

HHH requests \$144,229 for its program, Adult Day Care: Weekends, Holidays, Part-time. The goals of the program are: (1) to maintain and to improve physical, cognitive, and social abilities of seniors, (2) to offer O'ahu families an affordable option for caregiving for their kūpuna, and (3) to offer respite to caregivers so they may continue to work and to tend to their personal and family responsibilities.

By meeting these goals, seniors will benefit from having a safe and stimulating place to spend their day with daily and weekly activities that promote physical exercise, enhance cognitive ability, and improve socialization skills. It has been shown that seniors maintain physical and mental health when they live in familiar surroundings and have fewer hospitalizations, which cause negative impacts on their health.

Caregivers will benefit from reduced stress, knowing that their kūpuna are well cared for, and from respite from caregiving responsibilities. Respite leads to more time for caregivers to socialize with friends, to tend to personal health needs, and to carry on the myriad daily responsibilities in their own lives.

3. The public purpose and need to be served;

The public purpose of the project is to provide affordable caregiving services for seniors, 60 and older, in the target area. The great need for senior services is demonstrated by three factors: the growing population of seniors, the numbers of seniors who live with families, and the numbers of caregivers who work while caregiving.

The growing population of seniors in Honolulu

The U.S. Census estimates that the population of those 65 years and older in the City & County of Honolulu rose from 14.3% to 17.1% from 2010 to 2016 (U.S. Census Bureau 2016). The increase in the numbers of seniors in Honolulu is even more dramatic when viewed with the parallel decline of those under the age of 18 (Id. 2016). With increasing life expectancy, the numbers of the 60 and older population will continue to increase in Hawai'i to 28.5% in 2040 (Yahirun 2016, 4). The rapidly increasing numbers of seniors, when balanced with the need for services to care for this aging population, has been called a "silver tsunami" (Yahirun 2016, 1).

Seniors prefer to live at home

A 2011 AARP survey showed that nearly 90% of people over the age of 65 wanted to stay home for as long as possible (Gerace 2011). With Hawaii's emphasis on 'ohana, seniors live at home to a greater degree in Hawaii (77.6%) than in the U.S. as a whole (71.6%) (Yahirun 2016, 8). Living at home and staying in a familiar community offer physical and emotional benefits to seniors.

Caregivers hold jobs outside the home

AARP statistics (Botorff 2015) show that there are approximately 154,000 caregivers in Hawaii who put in about 144 million hours of care. The majority of family caregivers work outside of the home - about 61% - and 72% of these working caregivers adjust their work hours or take time off from work for caregiving (Botorff 2015). Working caregivers take leaves of absence, work reduced hours, or leave the workforce entirely so that they can provide care (Botorff 2015).

Adult day care is an affordable option for caregiving

These statistics demonstrate the great need in Hawaii for caregiving options. Options do exist, and adult day care is one of the most important – and economical - resources for families. Adult day care (a) benefits seniors who need care and physical and mental stimulation, and (b) provides urgently needed respite for caregivers to refuel and to continue to give the family and workplace their best. The costs of senior care in Honolulu are compared in a Cost of Care Survey in 2015: Adult day care (\$85.00/day, \$20,410

annual cost) is more cost effective than home health aid services (\$25/hour, \$57,772 annual) or assisted living facility (\$4,250/month, \$51,000 annual) (Genworth 2015).

Act 102 Relating to Kupuna Care (2017)

In recognition of the financial needs of seniors and their caregivers for community-based services, the State of Hawai'i enacted Act 102 Relating to Kupuna Care in 2017. This groundbreaking legislation received national attention when it funded the Kupuna Care Program with \$600,000 for FY 2017 (Constate 2017). The SOH's appropriation provides financial support, allotted at \$70/day, to a population that desperately needs it. The funds of the Kupuna Care Program will be shared among residents of all 4 counties of the State, and, thus, only a small percentage of the target population in the geographic coverage area may benefit from the State fund. In the Pearl City area alone, 18.8% of the population is above the age of 65, exceeding the C&C of Honolulu rate of 15.5% (DBEDT, 2011-2015). This means that many Honolulu seniors and caregivers will need financial assistance and community-based services beyond what the Kupuna Care Program can fund.

4. Target population to be served; and

The target population to be served are seniors 60 years and older, with physical and cognitive disabilities, and their caregivers. The minimum age for "senior" can vary with the reporting agency, however studies have shown that early onset dementia affects about 5% of the population (Grall-Radford 2017). While many think that dementia is an "old person's disease", in fact, dementia is affecting younger populations of people. For this reason, HHH provides services to persons, as young as 60 and older, who need supervision during the day for reasons related to their physical and/or cognitive needs.

5. Geographic coverage.

HHH clients live in Honolulu from Kalihi to West O'ahu to Mililani. HHH is centrally located in 'Aiea on Ka'ahumanu Street, accessible in both directions from H-1 Freeway and Kamehameha Highway and along the HART route. Caregivers find it easy to drop off their kūpuna at HHH on their commute from homes, in Central and West O'ahu, to work in downtown Honolulu, or in the reverse direction. Accordingly, the geographic coverage for the project is downtown Honolulu to West O'ahu and to Mililani.

II. Service Summary and Outcomes

1. Scope of work, tasks and responsibilities;

HHH will offer Adult Day Care: Weekends, Holidays, Part-time at reduced tuition to seniors for 3 days/week. To accommodate the work schedules of their caregivers, HHH has expanded adult day care:

- Weekdays: Early morning drop offs (6:00 AM) to evening pick ups (7:00 PM);

- Saturdays: 8:00 AM to 5:00 PM
- Sundays: 8:00 AM to 4:00 PM

Phase 1: Marketing, Outreach, and Enrollment of Seniors

HHH will contact senior care agencies for referrals, and will inform the public about adult day care services through targeted advertising. HHH has developed a marketing plan to reach seniors in the geographic coverage area. The marketing plan includes print and social media, broadcast, community organization speaking engagements, and informational tables at senior and health fairs.

As HHH receives referrals and inquiries, HHH will enroll 2-5 new seniors per month (2 at the beginning of the project year, rising to 5 at month 9), for a total of 45 new seniors during the project period. HHH developed this plan with a rising recruitment rate to implement outreach and marketing strategies to the general public and caregiving community.

Phase 2: Program

HHH will conduct initial assessments of the senior's physical, cognitive, and socialization abilities.

HHH will provide supervised activities to include:

- Field trips (once a week on weekdays, 1 time per month on Saturdays, 1 time per month on Sundays) - bowling alley, mall, cultural venues;
- Physical exercise (daily) - chair tai chi, stretching, strengthening;
- Arts and Crafts (daily) - holiday wreaths, lei making, adult coloring therapy;
- Physical and mind-stimulating games (daily) – bean bag toss, chair badminton, Scrabble, food demonstrations.

HHH will provide a nutritious lunch and two snacks daily for each senior.

HHH will host one family open house during the project year to display seniors' artwork and to engage in social activities for seniors and their caregivers.

HHH will conduct caregiver interviews or written surveys at the time of enrollment, at 6-months into the project period, and at the end of the project year to determine the effectiveness of the Project to reduce the levels of caregiver stress.

HHH will offer caregiver education classes once per quarter to assist caregivers and their families so that they may provide better care for their seniors at home.

HHH will conduct an assessment of each senior at the end of the project year to determine his/her physical, cognitive, and socialization abilities.

Phase 3: Continued services after the project period

HHH will evaluate the objective and subjective results of the project to determine if the seniors' physical, cognitive, and social skills were maintained and/or improved and if the levels of caregiver stress were reduced.

To sustain services beyond the project period, HHH will partner with The Caregiver Foundation to provide consultations regarding Kupuna Care and/or Medicaid. For those seniors who do not qualify for Kupuna Care or Medicaid, HHH will offer adult day care after the project period on a reduced-tuition basis. The sustainability plan is more fully described in Question IV-4.

2. Projected annual timeline for accomplishing the results or outcomes of the service;

Month 1 - July 2018

- Marketing to inform the public and senior social service agencies about the project.
- HHH will follow up on referrals, meet with families, and enroll 2 seniors into the project.
- Initial assessments of the 2 seniors and their caregiver(s) enrolled in Oct.
- Daily activities for seniors, 8:00 a.m. to 5:00 p.m. on Saturdays, 8:00 a.m. to 4:00 p.m. on Sundays, to include one Saturday field trip and one Sunday field trip per month.

Month 2 - August 2018

- Marketing to the targeted geographic areas and populations continue through the project year).
- Enroll 2 new seniors into the project, followed by assessments and activities.
- Develop a partnership agreement with The Caregiver Foundation for Kupuna Care (Act 102) and Medicaid consultations.

Month 3 - September 2018

- Enroll 3 new seniors into the project, followed by assessments and activities.
- Conduct a caregiver education class for caregivers and their families.

Month 4 - October 2018

- Enroll 3 new seniors into the project, followed by assessments and activities.

Month 5 - November 2018

- Enroll 3 new seniors into the project, followed by assessments and activities.

Month 6 - December 2018

- Enroll 4 new seniors into the project, followed by assessments and activities.
- Conduct caregiver interviews and surveys to assess the effectiveness of the project on their levels of stress.
- Conduct a caregiver education class for caregivers and their families.
- TCF consultations with 6 seniors.

Month 7 - January 2019

- Enroll 4 new seniors into the project, followed by assessments and activities.
- TCF consultations with 6 seniors.

Month 8 - February 2019

- Enroll 4 new seniors into the project, followed by assessments and activities.
- TCF consultations with 6 seniors.

Month 9 - March 2019

- Enroll 5 new seniors into the project, followed by assessments and activities.
- Conduct a caregiver education class for caregivers and their families.
- TCF consultations with 6 seniors.

Month 10 - April 2018

- Enroll 5 new seniors into the project, followed by assessments and activities.
- TCF consultations with 6 seniors.
- Publicity to seniors' families re upcoming family fair.

Month 11 - May 2019

- Enroll 5 new seniors into the project, followed by assessments and activities.
- Host family fair for seniors and their families.

Month 12 - June 2019

- Enroll 5 new seniors into the project, followed by assessments and activities.
- Conduct a caregiver education class for caregivers and their families.
- Annual client and caregiver assessments to assess the effectiveness of the project.

3. Quality assurance and evaluation plans.

HHH will conduct senior assessments upon enrollment and at the end of the project year and caregiver interviews and surveys at 6-months and at the end of the project year. Results of these assessments will be used to evaluate the effectiveness project for the seniors, their caregivers, and the caregivers' families and/or workplaces.

1. Seniors – through a physical, cognitive, and social assessment at the time of enrollment and at one-year after service.
2. Caregivers – through interviews and written surveys at the time of the senior's enrollment and quarterly thereafter;
3. Caregivers' families and workplaces – through interviews and written surveys of the caregivers (and family members, as appropriate) and workplace productivity.

HHH expects to measure results as follows:

1. Seniors – 85% will see 15% improvement of physical, cognitive, and/or social skills after one year;
 2. Caregivers – 75% will see a 75% reduction of caregiver stress and 100% will see a 50% reduction of stress.
 3. Caregiver families and workplaces – will see 50% improvement of family relations (information gleaned from quarterly surveys) and workplace productivity (workplace attendance, for example).
4. Measures of effectiveness.

HHH will provide a summary of objective data to the expending data. Due to HIPAA and privacy laws, HHH is unable to release raw data to any third party. HHH will also provide subjective data (anecdotes) from seniors and their caregivers to support the objective data, to demonstrate the effectiveness of the project, and to offer feedback to improve the project in the future.

III. Financial

1. Budget

- a. Budget request by source of funds.

See Form attached.

“Private funds” are the seniors' private payments for tuition.

- b. Personnel salaries and wages.

HHH requests SOH GIA funds for a percentage of personnel salaries and wages. See Form attached.

c. Equipment and motor vehicles

Not applicable.

d. Capital project details

Not applicable.

e. Government contracts, grants, and grants in aid

Not applicable.

2. Anticipated quarterly funding requests for the fiscal year 2019.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$72,114	\$24,039	\$24,038	\$24,038	\$144,229

3. Listing of all other sources of funding that they are seeking for fiscal year 2019.

HHH is seeking funds for fiscal year 2019:

City & County of Honolulu Grants-in-Aid (Project Title: Adult Day Care: Weekends, Holidays, Part-time)

Chamber of Commerce of Hawai'i (Project Title: Hoaloha Nurse Aide Training Program)

4. State and federal tax credits that HHH has been granted/applied/anticipated within the prior three years.

None

5. Listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2019 for program funding.

None

6. Balance of unrestricted current assets.

HHH has a balance of \$42,821.06 of unrestricted assets as of December 31, 2017.

IV. Experience and Capability

1. Necessary Skills and Experience

HHH successfully provides adult day care through the strength of its staff, the confidence of the community in its program, and the confidence of seniors and their caregivers in the HHH program.

State regulations require one staff member per six seniors. For its weekday program, HHH currently employs 3 full time staff and two part time staff, (Executive Director, manager, and activities assistants) for its 34 full time and part time seniors. Kathleen Wyatt, Executive Director and Program Manager of HHH, a licensed registered nurse with 17 years of experience in caring for seniors, supervises the daily operations and interacts daily with the seniors at HHH. The General Manager/Project Manager has 13 years of experience in senior activities, including experience at an assisted living facility. One Activities Assistant, an RN, has 20 years of experience, and the second Activities Assistant, an LPN and a Certified Nursing Assistant, has 5 years of nursing experience.

HHH offers a free 4-hour initial visit, so that interested seniors can take part in activities, exercise and a nutritious meal on a trial basis. The visit usually includes morning activities, a snack, and lunch. HHH has an impressive 100% enrollment rate: all interested seniors who have taken part in the initial visits have enrolled in HHH's adult day care. Since its inception in 2017, HHH has exceeded its benchmarks for recruitment of full-paying seniors for its weekday program.

The seniors who have enrolled in HHH's adult day care program have rebounded to baseline, and above, in their physical and cognitive skills. They express joy when it's their scheduled day to go to HHH.

The strength of HHH's program and the confidence of the community and attendees demonstrate that HHH has successfully performed and has the capacity to perform the grant activity.

2. Facilities

The Hale Hau'oli Hawai'i adult day care facility is located in the Mary Savio Medical Plaza in 'Aiea. The square footage is such that HHH has been licensed by the State of Hawai'i to accommodate 40 clients daily. There are restroom facilities for both men and women, ADA compliant, and restrooms meet the state regulations on number of toilets for 40 clients. There is a shower room that is ADA compliant, laundry room with washer and dryer, and a kitchenette for food preparation. The facility is climate-controlled. There is comfortable seating provided for each client (recliners), and the activities/dining tables and chairs are residential quality, with seating for 40 clients. The facility has entry access on the same level as the parking deck with an automated entry door to the building so that families can park and walk their kūpuna into the facility with no stairs, curbs, or barricades.

HHH assumed a 5-year lease in May 2015 from a for-profit corporation with an option to renew the lease in May 2020. HHH is current on all bills, including rent, and plans to stay in its current location through the lease and option periods.

V. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

HHH maintains sound hiring practices. For the 45 incoming seniors during the project period, HHH will increase 2 part-time Activities Assistants to full-time (.475% FTE to 1 FTE), supervised by the Program Manager and Project Manager (% of FTE). It is required by law and HHH's standard operating procedure to conduct criminal background checks, including a drug screen, of all prospective new hires. HHH verifies the education and work experience of all applicants through online research and telephonic interviews of previous employers. "Hard skills" of education and experience working with seniors are required for the job along with "soft skills" of interpersonal relations: both are required to work at HHH. Interviews offer guidance that the applicants have the personal skills to relate to seniors and their caregivers. Once hired, HHH conducts training sessions and periodic evaluations for all employees to ensure that they provide the standard of care for seniors and their caregivers. Detailed job descriptions are attached to the application.

The Executive Director and Program Manager, Kathleen Wyatt, is well-qualified to carry forth the project. A registered nurse with a Master's Degree in Nursing, and a Master's Degree in Business Administration, she is also a Licensed Nursing Home Administrator, a Certified Director of Nursing in Long Term Care, and has certifications in Assisted Living and Adult Residential Care Homes administration. She is on the Board of Directors of the Hawaii Pacific Gerontological Society, the Board of Directors of The Caregiver Foundation, the Board of Directors of the Family Caregiver Coalition, and the Board of Directors for the Kokua Council. She is President Elect for the Hawaii Pacific Gerontological Society, and is currently President of Adult Day Centers of Hawaii, a member of Kokua Mau Hospice and Palliative Care, West Oahu Community Partners Coalition, and the Honolulu Community Coalition. She participates in the Kupuna Caucus and recently, the Policy Advisory Board for Elder Affairs. Kathleen has been featured on Generations Radio Show on KHNR AM690, The Mike Buck radio show "The Answer" on KHNR AM690, KupunaWiki Radio Show on AM760/FM95.1, the Malama Kupuna television show on KWHE, and Kupuna Connections TV Series on 'Ōlelo Public Television. Kathleen has been working with the elderly for over 17 years in skilled nursing facilities, assisted living facilities, and adult day care.

2. Organization Chart

See attached Organization Chart.

3. Compensation

Annual salaries of the three highest paid employees of the organization.

Executive Director/Program Manager - \$66,000

General Manager/Project Manager - \$38,480

Activities Assistant #1 - \$26,000

VI. Other

1. Litigation

HHH is not a party to any lawsuits and does not have any outstanding judgments.

2. Licensure or Accreditation

Hale Hau'oli Hawai'i is licensed by the State of Hawai'i Department of Health, Office of Health Care Assurance. We are inspected annually by Community Ties of America, who is contracted by the Office of Health Care Assurance to do the inspections, to ensure that we are compliant with regulations and are issued an updated license/certificate. Our license/Certificate Number is 1-0615, that is valid through June 14, 2018.

3. Private Educational Institutions

Not applicable

4. Future Sustainability Plan

The project is designed to offer adult day care to 45 seniors at a reduced tuition rate. During the course of the project year, HHH will offer guidance for seniors to plan for the future after the project is completed. To this end, HHH will partner with The Caregiver Foundation ("TCF"), with 10 years of experience in the field of caregiving, of which 8 years has been working specifically with Medicaid applications. TCF will meet with seniors to discuss their options for the SOH Kupuna Care (Act 102) and Medicaid. The TCF consultation fee is budgeted in the GIA request, and if seniors seek TCF assistance to proceed further with applications, they will discuss fees directly with TCF.

For project seniors who demonstrate financial need at the end of the project year, and do not receive benefits through Kupuna Care or Medicaid, HHH will offer reduced tuition for continued adult day care beyond the project period. HHH has a projected schedule of the number of seniors that it will recruit annually. HHH will increase the # of seniors recruited to pay full-tuition, depending on the number of seniors who request reduced

tuition. The tuition paid at full-rate will offset the numbers of seniors who are on the reduced tuition plan.

5. Certificate of Good Standing (If the Applicant is an Organization)

Attached

6. Declaration Statement

Attached

7. Public Purpose

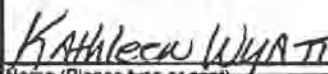
HHH specifies that the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. (See Section I-1-3 above.)

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

App

Hale Hau'oli Hawai'i

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	90,526	0	104,042	0
2. Payroll Taxes & Assessments	9,709	0	7,959	0
3. Fringe Benefits	14,179	0	1,944	0
TOTAL PERSONNEL COST	114,414	0	113,945	0
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0	0	0	0
2. Insurance	1,834	0	0	0
3. Lease/Rental of Equipment	0	0	0	2,000
4. Lease/Rental of Space	0	0	0	66,000
5. Staff Training	0	0	300	0
6. Supplies (activities & lunch/snacks)	2,040		2,040	6,960
7. Telecommunication		0	1,445	1,915
8. Utilities	0	0	0	0
9. Furniture purchase	2,000	0	2,256	4,000
10 Professional & contract services	4,041	0	4,041	0
11 Office maintenance/repair/security	100	0	0	100
12. Advertising	14,400	0	226	467
13. Web tech support	2,400	0	0	0
14. Social media support	3,000	0	0	0
15. Consumable office supplies	0	0	0	220
16. Postage	0	0	0	98
17. Travel (bus transportation)	0	0	0	8,000
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	29,815		10,308	89,760
C. EQUIPMENT PURCHASES	0	0	0	0
D. MOTOR VEHICLE PURCHASES	0	0	0	0
E. CAPITAL	0	0	0	0
TOTAL (A+B+C+D+E)	144,229	0	124,253	89,760
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	144,229	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  Kathleen Wyatt Name and Title (Please type or print) </div> <div style="text-align: center;"> 292-4665 Phone 1/19/19 Date </div> </div>		
(b) Total Federal Funds Requested	0			
(c) Total County Funds Requested	124,253			
(d) Total Private/Other Funds Requested	89,760			
TOTAL BUDGET	358,242			

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2018 to June 30, 2019

Applicant: Hale Hau'oli Hawai'i

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Manager	1	\$70,000.00	30.00%	\$ 21,000.00
Project Manager	1	\$39,520.00	43.00%	\$ 16,993.60
Activities Assistant 1	1	\$24,960.00	52.50%	\$ 13,104.00
Activities Assistant 2	1	\$22,880.00	52.50%	\$ 12,012.00
Activities Assistant 3	1	\$22,880.00	52.50%	\$ 12,012.00
Activities Assistant 4	0.5	\$11,440.00	0.00%	\$ -
Activities Assistant 5	0.375	\$8,580.00	0.00%	\$ -
Executive Director	1	\$75,000.00	10.00%	\$ 7,500.00
General Manager	1	\$39,520.00	20.00%	\$ 7,904.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				90,525.60
JUSTIFICATION/COMMENTS: See next page				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2018 to June 30, 2019

Applicant: Hale Hau'oli Hawai'i

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
HHH is not requesting funds for equipment.			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
HHH is not requesting funds for motor vehicle.			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2018 to June 30, 2019

Applicant: Hale Hau'oli Hawai'i

FUNDING AMOUNT REQUESTED: HHH is not requesting capital funds						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2016-2017	FY: 2017-2018	FY:2018-2019	FY:2018-2019	FY:2019-2020	FY:2020-2021
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

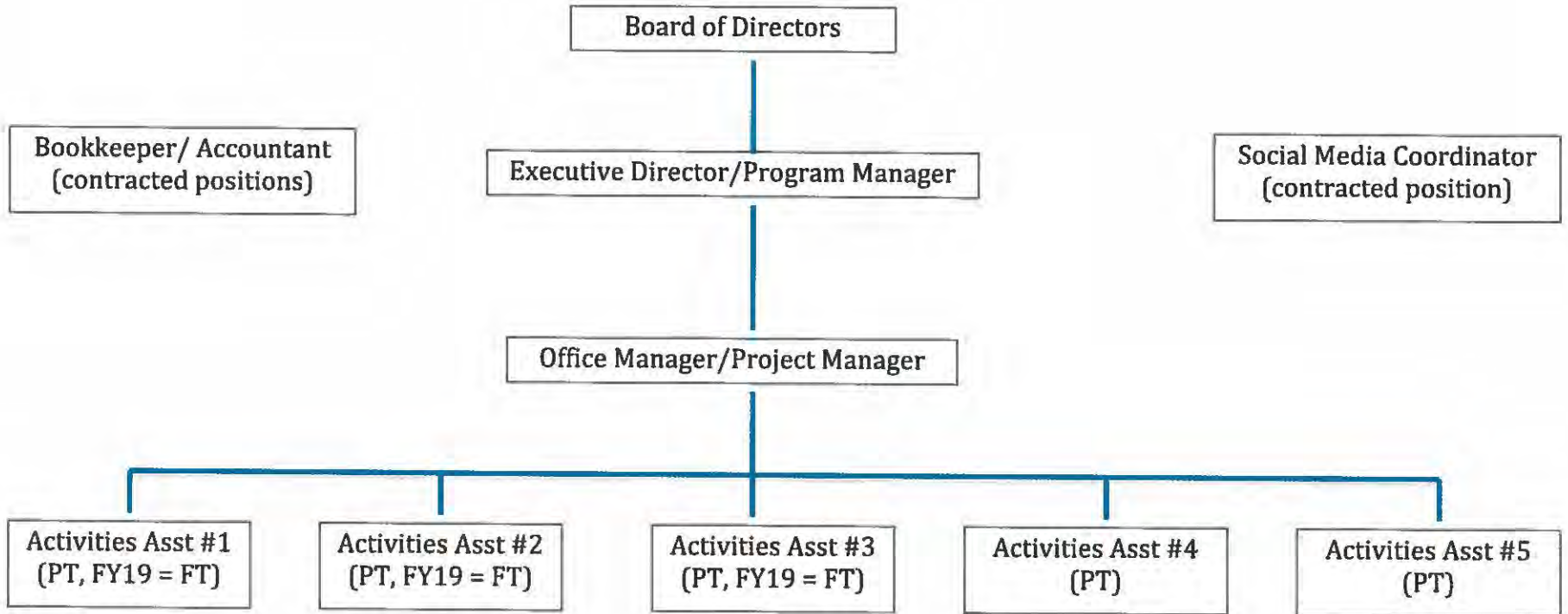
Apf

Hale Hau'oli Hawai'i

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Not applicable				
2					
3					
4					
5					
6					
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Hale Hau'oli Hawai'i Organizational Chart





Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

HALE HAUOLI HAWAII

was incorporated under the laws of Hawaii on 12/05/2016 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 11, 2018

Director of Commerce and Consumer Affairs



**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAI'I REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Hale Hau'oli Hawai'i

(Typed Name of Individual or Organization)



1/19/18
(Date)

Kathleen Wyatt
(Typed Name)

President
(Title)



**HALE HAU'OLI
HAWAI'I**

Hale Hau'oli Hawaii'i

Job Description

Job Title: Executive Director

Supervised by: Hale Hau'oli Hawaii'i Board of Directors

Position Summary:

The Executive Director is the key management leader of Hale Hau'oli Hawaii'i. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

General Responsibilities:

1. **Board Governance:** Works with the board in order to fulfill the organization mission.
 - a. Responsible for leading Hale Hau'oli Hawaii'i in a manner that supports and guides the organization's mission as defined by the Board of Directors.
 - b. Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
2. **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.
 - a. Responsible for the fiscal integrity of Hale Hau'oli Hawaii'i, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
 - b. Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
 - c. Responsible for fundraising and developing other resources necessary to support Hale Hau'oli Hawaii'i's mission.
3. **Organization Mission and Strategy:** Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
 - a. Responsible for implementation of Hale Hau'oli Hawaii'i's programs that carry out the organization's mission.
 - b. Responsible for strategic planning to ensure that Hale Hau'oli Hawaii'i can successfully fulfill its Mission into the future.

- c. Responsible for the enhancement of Hale Hau'oli Hawai'i's image by being active and visible in the community and by working closely with other professionals, civic and private organizations.
4. Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
 - a. Responsible effective administration of Hale Hau'oli Hawai'i's operations.
 - b. Responsible for the hiring and retention of competent, qualified staff.
 - c. Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Professional Qualifications:

- A minimum of a bachelor's degree
- Transparent and high integrity leadership
- Five or more years management experience
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Ability to convey a vision of Hale Hau'oli Hawai'i's strategic future to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability

Actual Job Responsibilities:

1. Planning and operation of annual budget
2. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the non-profit
3. Serving as Hale Hau'oli Hawai'i's primary spokesperson to the organizations constituents, the media and the general public
4. Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance Hale Hau'oli Hawai'i's Mission.
5. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the Foundation throughout the state.
6. Supervise, collaborate with organizational staff
7. Strategic planning and implementation
8. Oversee organization Board and committee meetings
9. Oversee marketing and other communication efforts

- 10. Review and approve contracts for services
- 11. Other duties as assigned by the Board of Directors.

Physical/Mental Demands

Requires some sitting, walking, bending, stooping, squatting, reaching, lifting/transferring (must be able to lift/transfer clients up to 75 lbs.), pushing/pulling (must be able to push wheelchair clients up to 50 lbs. force). Requires normal range of hearing and vision. Must understand vague and implicit instructions and react favorably in all work situations. Must be mentally adaptable and flexible in dealing with a variety of people and work flexible schedules. May be called upon to handle difficult situations.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Employee Signature and Date: _____

President of the Board of Director Signature and Date: _____



Hale Hau'oli Hawai'i

Job Description

Job Title: Program Manager

Supervised by: Executive Director

Position Summary:

The Program Manager will organize and coordinate programs. The Program Manager will provide strategic guidance to teams and project managers in ways that promote the company's culture. The Program Manager will oversee the progress of operations.

General Responsibilities:

1. Formulate, organize and monitor inter-connected projects
2. Decide on suitable strategies and objectives
3. Coordinate cross-project activities
4. Lead and evaluate project managers and other staff
5. Develop and control deadlines, budgets and activities
6. Apply change, risk and resource management
7. Assume responsibility for the program's people and vendors
8. Resolve project's higher scope issues
9. Prepare reports for program directors

Requirements:

- Proven experience in a managerial position
- Thorough understanding of project/program management techniques and methods
- Excellent knowledge of performance evaluation and change management principles
- Outstanding leadership and organizational skills
- Excellent communication skills
- Excellent problem-solving ability
- Minimum of a bachelor's degree

Physical/Mental Demands

Requires some sitting, walking, bending, stooping, squatting, reaching, lifting/transferring (must be able to lift/transfer clients up to 75 lbs.), pushing/pulling (must be able to push wheelchair clients up to 50 lbs. force). Requires normal range of hearing and vision. Must understand vague and implicit instructions and react favorably in all work situations. Must be mentally adaptable

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Employee Signature and Date: _____

Executive Director Signature and Date: _____



Hale Hau'oli Hawaii

Job Description

Job Title: Project Manager

Supervised by: Executive Director

Position Summary:

This position reports directly to the Executive Director and is responsible for managing Hale Hau'oli Hawai'i special projects.

Summary of Essential Job Functions:

1. Coordinates internal resources and third party/vendors for the successful execution of projects
2. Ensures that the project at hand is delivered on time and within budget and scope
3. Ensures resource availability and allocation
4. Develops a detailed project plan to track progress
5. Measures project performance using appropriate systems, tools and techniques
6. Reports and escalates to management as needed
7. Manages the relationships with all stakeholders
8. Establishes and maintains relationships with third parties/vendors
9. Creates and maintains comprehensive project documentation
10. Plans future projects and works with project team

Requirements:

1. Excellent client and internal communication skills
2. Strong working knowledge of Microsoft Office
3. Solid organizational skills including attention to detail and multi-tasking skills
4. Minimum of a high school diploma or equivalent
5. Some college preferred
6. Background in business skills and management

Physical/Mental Demands

Requires some sitting, walking, bending, stooping, squatting, reaching, lifting/transferring (must be able to lift/transfer clients up to 75 lbs.), pushing/pulling (must be able to push wheelchair clients up to 50 lbs. force). Requires normal range of hearing and vision. Must understand vague and implicit instructions and react favorably in all work situations. Must be mentally adaptable

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Employee Signature and Date: _____

Executive Director Signature/Date: _____



Hale Hau'oli Hawai'i Adult Day Care Job Description

Job Title: Activities Assistant

Supervised by: Project Manager

Position Summary:

This position reports directly to the Project Manager and is responsible for providing care under the direction of the Licensed Nurse.

Summary of Essential Job Functions:

Works with the clients to ensure that at all times:

1. Follows the service plan for each client.
 - a. Reads and is familiar with all service plans.
 - b. Escorts and assists clients in/out of the ADCC upon arrival and departure. As assigned; assists clients on field trips.
 - c. Provides toileting, ambulation, and maintains good hygiene of clients as needed.
 - d. Leads and assists clients who need help with walkers, ambulation and wheelchairs.
 - e. Ensures that at all times clients are sitting in a comfortable position and repositioned as needed.
2. Assists clients to participate in activities.
 - a. Assists in conducting the daily exercise activities following the plan for the day.
 - b. Assists in preparing and conducting the daily arts and crafts activities following the plan for the day.
3. Serves meals timely and hygienically.
 - a. Assists in preparing and serving morning snacks, lunch, and afternoon snacks as per the daily menu and assists in feeding as needed.

4. Assists in providing socialization opportunities for each client based on their interest level and ability as indicated in the service plan.
5. Performs other related duties as assigned by the Client Care Coordinator.

Minimum requirements

Must have at least a high school diploma or GED. Must have direct work experience with the elderly, disabled, and/or memory impaired older adults; prior C.N.A. training preferred. CPR, First Aid Certification, current TB clearance and physical required.

Physical/Mental Demands

Requires some sitting, walking, bending, stooping, squatting, reaching, lifting/transferring (must be able to lift/transfer clients up to 75 lbs.), pushing/pulling (must be able to push wheelchair clients up to 50 lbs. force). Requires normal range of hearing and vision. Must understand vague and implicit instructions and react favorably in all work situations. Must be mentally adaptable and flexible in dealing with a variety of people and work flexible schedules. May be called upon to handle difficult situations.

Disclaimer

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Employee Signature/Date: _____

Project Manager/Date: _____

Owner/Date: _____

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