

**THE THIRTIETH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Db:

Trustees Under the Will and of the Estate of William Charles Lunalilo, Deceased/Lunalilo Home, Registered Trademark

Amount of State Funds Requested: \$ 184,700

Brief Description of Request (Please attach word document to back of page if extra space is needed):

To provide needed support services for disadvantaged seniors, especially the vulnerable, frail, developmentally disabled, and isolated elderly to assure that they have a continuum of integrated care options to age in place in their homes and communities, have nutritious meals, receive needed care, have supervised, safe, and stimulating environment; and their caregivers are supported and have opportunities to comfortably proceed with their life goals. These funds would be specific toward the Kauhale Kūpuna Strategic Plan of enhancing and sustaining quality through the succession planning of three key positions.

Amount of Other Funds Available:

State: \$ 0

Federal: \$ 0

County: \$ 0

Private/Other: \$ Pending

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ 597,468

Unrestricted Assets:

\$ 3,292,160.88

New Service (Presently Does Not Exist): Existing Service (Presently in Operation):

Type of Business Entity:

- 501(C)(3) Non Profit Corporation
- Other Non Profit
- Other

Mailing Address:

501 Kekauluohi Street

City: Honolulu State: HI Zip: 96825

Contact Person for Matters Involving this Application

Name:
Diane S.L. Paloma, MBA, PhD

Title:
Chief Executive Officer

Email:
diane@lunalilo.org

Phone:
(808) 395-1000

Federal Tax ID#:

State Tax ID#



Diane Paloma, CEO

1/18/2019

Authorized Signature

Name and Title

Date Signed

received
1/18/19 11:48am PR

Application Submittal Checklist

The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

See below*

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
- a) Budget request by source of funds ([Link](#))
- b) Personnel salaries and wages ([Link](#))
- c) Equipment and motor vehicles ([Link](#))
- d) Capital project details ([Link](#))
- e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing

*Lunalilo Home is the tradename for the Trustees Under the Will and of the Estate of William Charles Lunalilo, Deceased (almost 150 years old!), not a corporation. The DCCA does not provide certificates of good standing for tradenames, so we are unable to purchase a Certificate of Good Standing. The attached Certificate of Vendor Compliance confirms that we are exempt from that requirement. See also attached our trade name application which is good for 5 years (until 06/18/2019).



AUTHORIZED SIGNATURE

DIANE S.L. PALOMA, MBA, PhD, CEO

PRINT NAME AND TITLE

JANUARY 18, 2019

DATE



**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs

Vendor Name: Lunalilo Home

DBA/Trade Name: Lunalilo Home

Issue Date: 12/05/2018

Status: Compliant

Hawaii Tax#: 20270864-01
New Hawaii Tax#: GE015909683201
FEIN/SSN#: XX-XXX5244
UI#: No record
DCCA FILE#:

Status of Compliance for this Vendor on Issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
	Internal Revenue Service (Compliant for Gov. Contract)	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	The entity is compliant with DLIR requirement
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

06/19/201420058

www.BUSINESSREGISTRATIONS.COM
Nonrefundable Filing Fee: \$30.00 \$25.00
Temporary fee reduction until
12/31/2014

FORM T-1
1/2014

06/19/201420058

STATE OF HAWAII
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS
Business Registration Division
335 Merchant Street
Mailing Address: P.O. Box 40, Honolulu, Hawaii 96810
Phone No. (808) 586-2727



FILED 06/18/2014 08:40 AM
Business Registration Division
DEPT. OF COMMERCE AND
CONSUMER AFFAIRS
State of Hawaii

APPLICATION FOR REGISTRATION OF TRADE NAME
(Chapter 482, Hawaii Revised Statutes)

PLEASE TYPE OR PRINT LEGIBLY IN BLACK INK

348341ZZ

1. Applicant's Name: Trustees Under the Will and of the Estate of William Charles Lunailo, Deceased

Applicant's Address: 501 Kekauloahi Street, Honolulu, Hawaii 96825

(including city, state, and zip code)

2. Registration is (check one): New OR Renewal (Certificate No. 4074661)

3. Status of Applicant (check only one): Sole Proprietor Corporation Partnership LLC LLP

Unincorporated Association OR Other (explain): Perpetual charitable trust

4. If applicant is an entity, list state or country of incorporation/formation/organization: Hawaii

5. Trade Name is: Lunailo Home

6. Applicant is (check one): Originator of name OR Assignee (one to whom name was assigned to by another)

7. Nature of business for which the trade name is being used: Operate an elderly care home facility, provide adult day care and respite service programs, and operate a "Meals on Wheels" program for the elderly.

I certify, under the penalties set forth in Section 482-51, Hawaii Revised Statutes, that (check one): I am the applicant OR

I am the Trustee and Chairman of the Board (Office Held) of the applicant named in the foregoing application, I am authorized to sign this application, and that the above statements are true and correct to the best of my knowledge and belief.

Harvey H. McInerney, Jr.

(Print Name)

Harvey H. McInerney Jr.
(Signature)

06/16/2014
(Date)

SEE INSTRUCTIONS ON REVERSE SIDE. Application must be certified by the applicant if an individual. For corporations, application must be signed by an authorized officer of the corporation. General or limited partnerships must be signed by a general partner. For LLC, must be signed and certified by a manager of a manager-managed company or by a member of a member-managed company. LLP must be signed and certified by a partner.

(DEPARTMENTAL USE ONLY)

Certificate of Registration No. 4074661

CERTIFICATE OF REGISTRATION OF TRADE NAME

In accordance with the provisions of Chapter 482, Hawaii Revised Statutes, this Certificate of Registration is issued to secure the aforesaid applicant the use of the said TRADE NAME throughout the State of Hawaii for the term of five years from July 2, 2014 to July 1, 2019

REGISTRATION OF A TRADE NAME WITH THE DEPARTMENT DOES NOT GRANT YOU OWNERSHIP OF THE TRADE NAME

DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS
STATE OF HAWAII

Dated: June 18, 2014

[Signature]

(Director of Commerce and Consumer Affairs)

B48 (Fee)
S18 (SH)

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISIED 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, Hawaii 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, Hawaii 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.

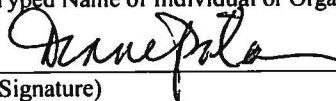
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii 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.

Lunalilo Home

(Typed Name of Individual or Organization)


(Signature)

1-18-19

(Date)

Diane S.L. Paloma, MBA, PhD

(Typed Name)

Chief Executive Officer

(Title)



Papa Ola Lokahi
Nana I Ka Pono Na Ma

Papa Ola Lokahi
894 Queen Street
Honolulu, Hawaii 96813

Phone: 808.597.6550 ~ Facsimile: 808.597.6551

Papa Ola Lokahi

is a non-profit Native Hawaiian organization founded in 1988 for the purpose of improving the health and well-being of Native Hawaiians and other native peoples of the Pacific and continental United States.

Board of Directors Member Organizations

Hoola Lahui Hawaii

Hui No Ke Ola Pono

Hui Malama Ola Na OIwi

ALU LIKE

Ke Ola Mamo

E Ola Mau

University of Hawaii

Hawaii State Department of Health

Na Puuwai

Office of Hawaiian Affairs

Ex-Officio Members

Hawaii Primary Care Association

Executive Director

Sheri-Ann Daniels

January 17, 2019

THE THIRTIETH LEGISLATURE
Hawai'i State Capitol
415 South Beretania Street
Honolulu, HI 96813

Re: LUNALILO HOME Applicant

Aloha mai kākou,

Papa Ola Lōkahi is a private 501(c)(3) not-for-profit organization whose purpose is to provide planning services for health care including: implementation of the Native Hawaiian Health Care Improvement Act of 1988, update the Master Plan for Native Hawaiian health care in the State of Hawai'i provide technical assistance to the five Native Hawaiian Health Care Systems in Hawai'i; administer the 'Imi Hale Native Hawaiian Cancer Awareness Research & Training Network Project; administer the Pacific Diabetes Resource Center project in Hawai'i and the Pacific; and other projects.

Papa Ola Lōkahi is currently working with Lunalilo Home on a grant together to identify breast cancer survivors and/or family members to share stories of the importance of early detection. We are willing and able to provide fiscal sponsorship to Lunalilo Home on their Grants-in-Aid 2019 application attached. Our IRS determination letter is provided as well for your information. Relevant audited financials and other documents will be provided as necessary.

Please feel free to contact me at (808) 597-6550 or via email at sdaniels@papaolalokahi.org if you have any questions.

Kū Ha'aheo,

Dr. Sheri Daniels

Sheri-Ann Daniels, EdD
Executive Director – Papa Ola Lōkahi

RECEIVED MAR 13 1996

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
2 CUPANIA CIRCLE
MONTEREY PARK, CA 91755-7406

DEPARTMENT OF THE TREASURY

Date: MAR 06 1996

PAPA OLA LOKAHI
KAWAIAHAO PLAZA SUITE 102
HONOLULU, HI 96813

Employer Identification Number:
99-0273765
Case Number:
956045009
Contact Person:
TYRONE THOMAS
Contact Telephone Number:
(213) 894-2289
Our Letter Dated:
January 1992
Addendum Applies:
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,


Richard R. Orosco
District Director

Letter 1050 (DO/CG)

Application for Grants

If any item is not applicable to the request, the applicant should enter "not applicable".

I. Certification – Please attach immediately after cover page

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

Lunalilo Home is the tradename for the Trustees Under the Will and of the Estate of William Charles Lunalilo, Deceased and not a corporation. The State Department of Commerce and Consumer Affairs does not provide certificates of good standing for tradenames, so we are unable to purchase one. In addition, the attached Certificate of Vendor Compliance confirms that we are exempt from that requirement.

2. Declaration Statement

The declaration statement affirming compliance with Section 42F-103, Hawaii Revised Statutes is attached.

3. Public Purpose

Pursuant to Section 42F-102, Hawaii Revised Statutes, the funding granted in this proposal will be used for a public purpose.

II. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

1. A brief description of the applicant's background;

Lunalilo Home was established by the will of King William Charles Lunalilo in 1874 to perpetuate his legacy and honor, tend to, and protect the well-being of kūpuna (elders). As part of its expansion of services to the surrounding community, Lunalilo Home has made its services (residential, day care, meals, etc.) available to both the Native Hawaiian and non-Native Hawaiian populations in 2001.

2. The goals and objectives related to the request;

To provide needed support services for disadvantaged seniors, especially the vulnerable, frail, developmentally disabled, and isolated elderly to assure that they have a continuum of integrated care options to age in place in their homes and communities,

have nutritious meals, receive needed care, have supervised, safe, and stimulating environment; and their caregivers are supported and have opportunities to comfortably proceed with their life goals. Lunalilo Home will also collaborate with other organizations to offer opportunities to persons of all ages, through volunteer service, to foster cross-generational interactions and experiences. This community approach is a bold strategic measure to seek out new ways for Lunalilo Home to fulfill the testamentary mandate of King Lunalilo in reaching substantially more disadvantaged elderly Native Hawaiians in their homes and communities as well as expand into and impact a wider network of elders in the community to improve their well-being.

These funds would be specific toward the Kauhale Kūpuna Strategic Plan (see attached) of enhancing and sustaining quality through the succession planning of three key positions. Currently the positions of Director of Nursing, Director of Dietary and Support Services, and Director of Admissions and Community Relations have indicated their desire to retire or relocate. Their collective institutional knowledge specific to Lunalilo Home's operations amasses 33 years and much longer toward the healthcare, dietary, and social work industries. This operational Grant-In-Aid would assist the organization in a transference of knowledge and ability toward a seamless transition of three integral Directors and their role in the expansion of our programs and services. In order to secure a seamless transition and provide training opportunities for their successors, training time needs to be devoted toward transition of these key management positions. Lunalilo Home does not have the budgetary discretion, nor the operational abilities to service kūpuna without these critical leadership positions.

3. The public purpose and need to be served;

While one of the largest issues for kūpuna is senior housing, we realize that the seniors' desire to age in place is growing rapidly. Long term care facilities are at their maximum capacity and care homes have been under more scrutiny with licensing and regulation. Engel&Volkers (2018) estimates that for the East Honolulu market, only 1.5% of the projected kūpuna population will have a long-term care bed available when needed. This low supply of care homes and beds will drive families toward exhausting all resources to have their elder age in place. One of the most basic determinants of aging in place are regular nutritious meals.

Lunalilo Home currently provides 563 meals per month via our Hawaii Meals on Wheels (HMOW) partnership, and an additional 477 meals for private clients unable to qualify for the HMOW program. Every week we receive an average of 3 calls per week from potential clients all over the island. We decline many of these requests due to the limited capacity of our kitchen and the distance to deliver. As the population needs grow for specialized meal delivery, we would like to engage our resources to address this issue. Special meals are modified via a Registered Dietician to ensure the meal coincides with physician monitored medications, consistencies (soft, minced, or pureed), and provides the necessary nutritive basis for the special needs of the elder.

4. Describe the target population to be served

There are about 238,000 Hawai'i residents aged 60 and over and constitute 18.7% of Hawai'i's total population. However, according to US Census data (2010), 24% of East Honolulu's nearly 50,000 residents are aged 65 and over. In the late 1960s and 1970s, the population in the Maunaloa area (Diamond Head to Koko Head) swelled with new subdivisions and young families. Experts have been predicting a "silver tsunami" in the islands as Baby Boomers age and retire. Baby boomers began turning 65 in 2011 and with the expected growth of these older residents, the need and demand for elderly support services, including meal preparation, will continually rise. Furthermore, the cost of housing in East Honolulu is 305% higher than the national average with the median sales price for a home at \$1.3 million (Title Guaranty, 2018). Correspondingly, East O'ahu has some of the highest property taxes in Hawai'i, the cost of living index in East Honolulu is 26% higher than the Hawai'i average and 122% higher than that for the entire country. These conditions severely limit seniors' ability to age in place.

5. Describe the geographic coverage.

Lunalilo Home directly benefits seniors, predominantly ages 60 and older, especially the vulnerable, frail, developmentally disabled and isolated seniors who otherwise would go hungry, become malnourished or homebound residing in the geographic area ranging from Kaimukī to Waimānalo. (See attached map.) Inquiries and requests for care are not limited to East O'ahu and include placement from all districts of the State of Hawai'i and occasionally out-of-state.

III. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

1. Describe the scope of work, tasks and responsibilities;

The scope of work will include the training and onboarding of qualified and competent staff to succeed these three key positions within the organization. Operational training, management skill building, and strategic patient caregiving will be the primary objective in this project. Upon the ending of the grant funds, a newly assembled and onboarded Directorship could be extended as the former Directors transition out. This grant would also cover the associated fleet vehicles that are engrained in the transport of kūpuna to physician and dental visits and meal delivery programs. The Director of Nursing and Director of Admissions are the primary staff who evaluate and transport kūpuna as their medical advocates. Medication, dietary, and other clinical changes to their physical

care are monitored by these individuals. The Director of Community Relations and Admissions is responsible for the admission, intake, planning, and administration of all residents and potential clients. She facilitates meetings with patients, clients, family and the community concerning the appropriate patient care, quality and satisfaction. The Director of Dietary & Support Services is responsible for the overall meal preparation and community meal delivery program, including the dietary restrictions such as low sodium, diabetic diets, chopped, pureed or thickened food requirements of all elderly clients in conjunction with a Registered Dietician and the Director of Nursing. In addition, this position also oversees the general maintenance of the facilities, equipment, machinery, and fleet vehicles used for daily operations. The Director of Nursing is responsible for holding the Department of Health license for operating the Care Home. He is the primary medical oversight for residents during their time on-site. This position manages the residents' physicians' orders and monitors all health-related operations. Again, the critical role these positions play within the daily operations of Lunalilo Home are pivotal to the health and well-being of our kūpuna.

2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

If State GIA funds are awarded, Lunalilo Home could start its recruitment of successors for these critical positions for the organization immediately. Candidates might be pre-selected prior to the start of the GIA fund award. The first three months would be onboarding of the individuals. Months 4-9 would be the specific training period for the individual roles of the positions. The final three months would be spent with the formal transition plan and exit strategy for the three anticipated retirements.

3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and

Lunalilo Home will continue to evaluate overall patient satisfaction, including staff competency, overall quality, staff and community education as part of its licensure with the Department of Health. The evaluation is a collaborative process that identifies risks and helps address challenging issues at the site along with social determinants of health such as family support, home safety, community-based support, nutrition, income and education evaluated to customize care for the elderly. Individual health care assessments are done constantly and summarized monthly. Instilling a culture of preventive care and active aging has been substantiated by evidence-based programs such as chronic disease self-management classes that have demonstrably reduced health risks, disabilities, and premature deaths. Our providing seniors with physical fitness, educational and recreational classes and activities will help maintain and improve their cognitive, social, emotional and physical health in to allow them to age in place, saving them and the government costs related to not just physical health but mental health as well. The National Council on Aging (NCOA) Seniors reports that

malnutrition affects all groups of people and is a significant problem in the United States. Older adults are particularly at risk due to the changes in their bodies as they age, including depression, dementia, decreased appetite, decreased mobility, poor diets, limited access to healthy food, and medications that affect their appetite or ability to absorb key nutrients or afford to spend money on food. NCOA also found that both low-income and socially-isolated seniors also need help with transportation. Our Director of Nursing and Director of Admissions and Community Relations are also primary transporters and patient advocates for our residents and oversee the implementation of any medical care prescribed by their Physicians.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

Lunalilo Home will submit quarterly reports to the State Department of Human Services with all required information, including the demographics on the number of seniors served at Lunalilo Home, Lunalilo Home's Adult Day Center, Meals on Wheels and Meals-to-Go Programs. It will also provide a report that indicates the transition process for management staff.

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
 - a. Budget request by source of funds ([Link](#))
 - b. Personnel salaries and wages ([Link](#))
 - c. Equipment and motor vehicles ([Link](#))
 - d. Capital project details ([Link](#))
 - e. Government contracts, grants, and grants in aid ([Link](#))
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2020.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$92,350	\$30,783	\$30,783	\$30,783	\$184,700

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2020.

Lunalilo Home has a pending City & County of Honolulu Grant-in-Aid request for a capital improvement project. Additional funding has been or will be requested from the community as well as private philanthropic sources in 2019.

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

Lunalilo Home has no tax credits from the State of Hawai'i or United States government.

5. The applicant shall provide a 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 2020 for program funding.

Lunalilo Home has received funding from the State of Hawaii - Office of Hawaiian Affairs in FY15-17 for the amount totaling \$597,468 for resident room renovations.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2018.

The balance of Lunalilo Home's unrestricted current assets as of December 31, 2018 is \$3,292,160.88.

V. Experience and Capability

1. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

The legacy of Lunalilo Home stems from 1883 when the first Lunalilo Home in upper Makiki opened for Native Hawaiian kūpuna (elders). The vision of King William Charles Lunalilo gave an opportunity for his royal wealth to be passed down to this special population. Over 135 years later, his legacy continues in Maunalua (Hawai'i Kai) with a 42-bed adult residential care home and a separate

adult day care facility. In addition, we have expanded our reach to include non-Native Hawaiians since 2001 as approved in Probate Court. In this philosophy, kama'āina families are recognized as a part of our community we wish to serve. This year, Lunalilo Home was awarded a grant by HMSA that provides the Home an opportunity to grow a farm-to-table program of various edible crops on our 5-acre property. Through the increased incorporation of kalo and the fresh, whole fruits and vegetables to our menu, we will be able to increase not just the special needs diet of the Home's residents, day care clients and staff, but the homebound kūpuna population we service.

We have expanded our services to not only residential care (including Intermediate and Skilled nursing care) and Adult Day services, by partnering with HMOW to provide to those deemed the most needy in their area. However, we have found a gap group of kūpuna that are unable to cook or create nutritious meals to complement their prescription medications, yet do not qualify for a HMOW subsidy. This gap group will be increasing and creating a wave of kūpuna dietary needs that will drive demand for in-home meal delivery. As families desire to have their elders age-in-place, meal deliveries are an important component and Lunalilo Home is one of the few community commercial kitchens in East O'ahu. Lunalilo Home provides over 5,000 meals a month for the nourishment and dietary needs of homebound seniors and disabled elderly with physical or mental disabilities that inhibit their normal daily living including the ability to prepare meals and who otherwise would go hungry or become malnourished. We started with only two routes providing 15 meals a day from 'Āina Haina to Hawai'i Kai and we currently provide an average of 40 meals a day to kūpuna residing in the geographic area ranging Kaimukī to Waimānalo.

Lunalilo Home has the distinct advantage of a diversified array of services that bring revenue to support the subsidized care provided for a limited amount of kūpuna. Similar to a hospital, the rising costs of providing skilled nursing is growing. In order to mitigate this rising expense, we seek to operationalize efficiencies in our ancillary services and keep those streams of revenue expanding through higher numbers of day care clients and expansion of the meal delivery program.

2. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

Lunalilo Home is the first residential care home in Hawai'i and its facilities are located on 5 acres of land as follows:

Residence/Administration Building	26,000 sq. ft.
Laundry	1,504 sq. ft.
<u>Adult Day Care Building</u>	<u>1,793 sq. ft.</u>
Total	29,297 sq. ft.

Lunalilo Home currently is licensed for 42 residents by the State of Hawaii Department of Health for Adult Residential Care Home (ARCH), Type II, and up to 20% of the beds for Expanded ARCH or EARCH, Type II. Services include residential for 42, respite, and adult day care for 33, hospice options, home-delivered meals, caregiver workshops, and elder care assistance to kūpuna, their families, caregivers, and the community.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

Dr. Diane Paloma, PhD is the current CEO of the organization. Her extensive healthcare background with a specific specialty of Native Hawaiian Health has led her to this position. Arriving to Lunalilo Home in the fall of 2017, she has re-energized an organizational culture to embrace the historical legacy left by King Lunalilo, utilized her medical operations knowledge to improve efficiencies, and has begun to implement the Kauhale Kūpuna Strategic Plan through 2027 which seeks to expand services toward our kūpuna. Prior to this role, she was the Director of Native Hawaiian Health at The Queen's Health Systems, the Director of Management Affairs at the John A. Burns School of Medicine Department of Native Hawaiian Health and a Coordinator/Health Educator at HMSA.

Michael Warren, RN, BSN, MA is the Director of Nursing since 2010 and brings a wealth of clinical nursing experience specific to Geriatrics and Pain/Palliative care. Mr. Warren has improved clinical nursing outcomes and resident health outcomes. Prior to this role, he spent over 25+ years at St. Francis Medical System and assisted in building their Hospice program. His anticipated retirement will mark a large transition in care for Lunalilo Home.

Ms. Leticia Manning is the Director of Dietary and Support Services. Since 2004 she has maintained the medical specialty meals necessary for our kūpuna and has built the Meals-to-Go program in partnership with HMOW. Supplemental meal deliveries have

expanded and part of our new strategy is to serve more outside of our district. As a dietician, she also works with the nursing staff to complete and sustain special meals as directed by their physicians. Her anticipated retirement will require a transition that has begun with the onboarding of a Dietary Manager and Facilities Manager.

Ms. Colleen Weir, MSW is the Director of Admission and Community Relations. Since 2010, Ms. Weir has admitted kūpuna and provided ongoing support for residents and their families. As the sole marketing and community relations person, she also provides outreach to communities and information to potential residents and families. Having worked previously in the Senior care home industry, Ms. Weir seeks to continually service families and often finds placement for kūpuna that cannot be accommodated at Lunalilo Home. Ms. Weir has indicated her plans to relocate for family obligations.

2. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

See Organizational Chart attached.

3. Compensation

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

Chief Executive Officer	\$140,000
Director of Nursing	\$81,570
Director of Dietary & Support Services	\$66,610

VII. Other

1. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

None

2. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

See attached copies of ARCH license, ADC license, Food Establishment Permit and Pass Placard.

3. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see [Article X, Section 1, of the State Constitution](#) for the relevance of this question.

Not Applicable

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2019-20 the activity funded by the grant if the grant of this application is:

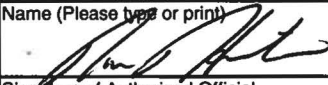
This funding for FTE will be sustained by having our original budget following the anticipated transition and succession planning. This fiscal year will be the recruitment and onboarding of management in anticipation of the exit of three key positions. The positions will remain after this period and will revert to normal business structure as the stated retirements are fulfilled.

The fleet vehicle budget will be incorporated into our operations budget. With the increase in service delivery for our Meals-to-Go program, this addition, along with the C&C Grants-in-Aid funding would expand our kitchen allowing us the supplemental revenue to cover these delivery costs.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

Applicant: Lunalilo Home

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	151,261	0	0	0
2. Payroll Taxes & Assessments	0	0	0	0
3. Fringe Benefits	27,227	0	0	0
TOTAL PERSONNEL COST	178,488	0	0	0
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0			
2. Insurance	0			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	0			
5. Staff Training	0			
6. Supplies	0			
7. Telecommunication	0			
8. Utilities	0			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	0	0	0	0
C. EQUIPMENT PURCHASES	0			
D. MOTOR VEHICLE PURCHASES	6,212			
E. CAPITAL	0			
TOTAL (A+B+C+D+E)	184,700			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	184,700	Ian Heilbron, Director of Finance (808) 395-1000 x 237		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	101,565	 Jan. 17, 2019		
(d) Total Private/Other Funds Requested		Signature of Authorized Official Date		
TOTAL BUDGET	286,265	Ian Heilbron, Director of Finance Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2019 to June 30, 2020

Applicant: Lunalilo Home

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Director of Nursing	1	\$81,570.00	20.00%	\$ 16,314.00
Director of Admissions and Community Relations	1	\$51,250.00	50.00%	\$ 25,625.00
Director of Dietary and Support Services	1	\$66,610.00	20.00%	\$ 13,322.00
Successor/Trainee to Director of Nursing	1	\$40,000.00	100.00%	\$ 40,000.00
Successor/Trainee to Director of Admissions and Community Relations	1	\$25,000.00	100.00%	\$ 25,000.00
Successor/Trainee to Dietary and Support Services	1	\$30,000.00	100.00%	\$ 30,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				150,261.00

JUSTIFICATION/COMMENTS: The three primary roles for an Adult Residential Care Home provide a majority of the intake, maintenance, and facility upkeep for the org. and resident medical needs, nursing care, and social welfare. The three positions are in a state of transition as all three have indicated retirement in the next 2 years.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant: Lunalilo Home

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Toyota Sienna meal delivery vehicle	1.00	\$1,553.00	\$ 1,553.00	\$ 1,553.00
Resident transport vehicle	3.00	\$1,553.00	\$ 4,659.00	\$ 4,659.00
			\$ -	
			\$ -	
			\$ -	
TOTAL:	4		\$ 6,212.00	\$ 6,212.00

JUSTIFICATION/COMMENTS: Operational maintenance for existing vehicles for kupuna care activities.

Includes vehicle registration, safety check, fuel, maintenance + repair.

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2019 to June 30, 2020

Applicant: Lunalilo Home

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2017-2018	FY: 2018-2019	FY:2019-2020	FY:2019-2020	FY:2020-2021	FY:2021-2022
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT				101565		
TOTAL:	0	0	0	101,565		
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Lunalilo Home

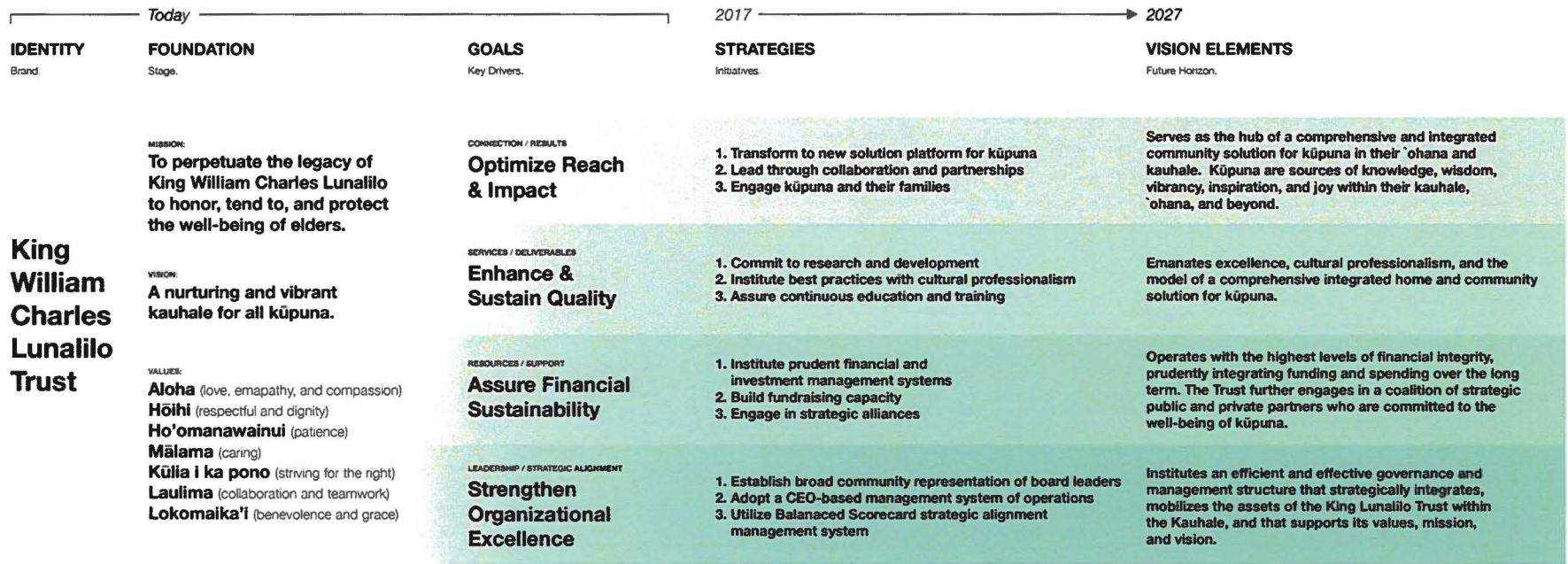
Contracts Total: 597,468

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Resident Room Renovations	FY15-17	Office Of Hawn Affairs	State	597,468
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
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Kauhale Kūpuna 2017-2027 Strategic Plan.



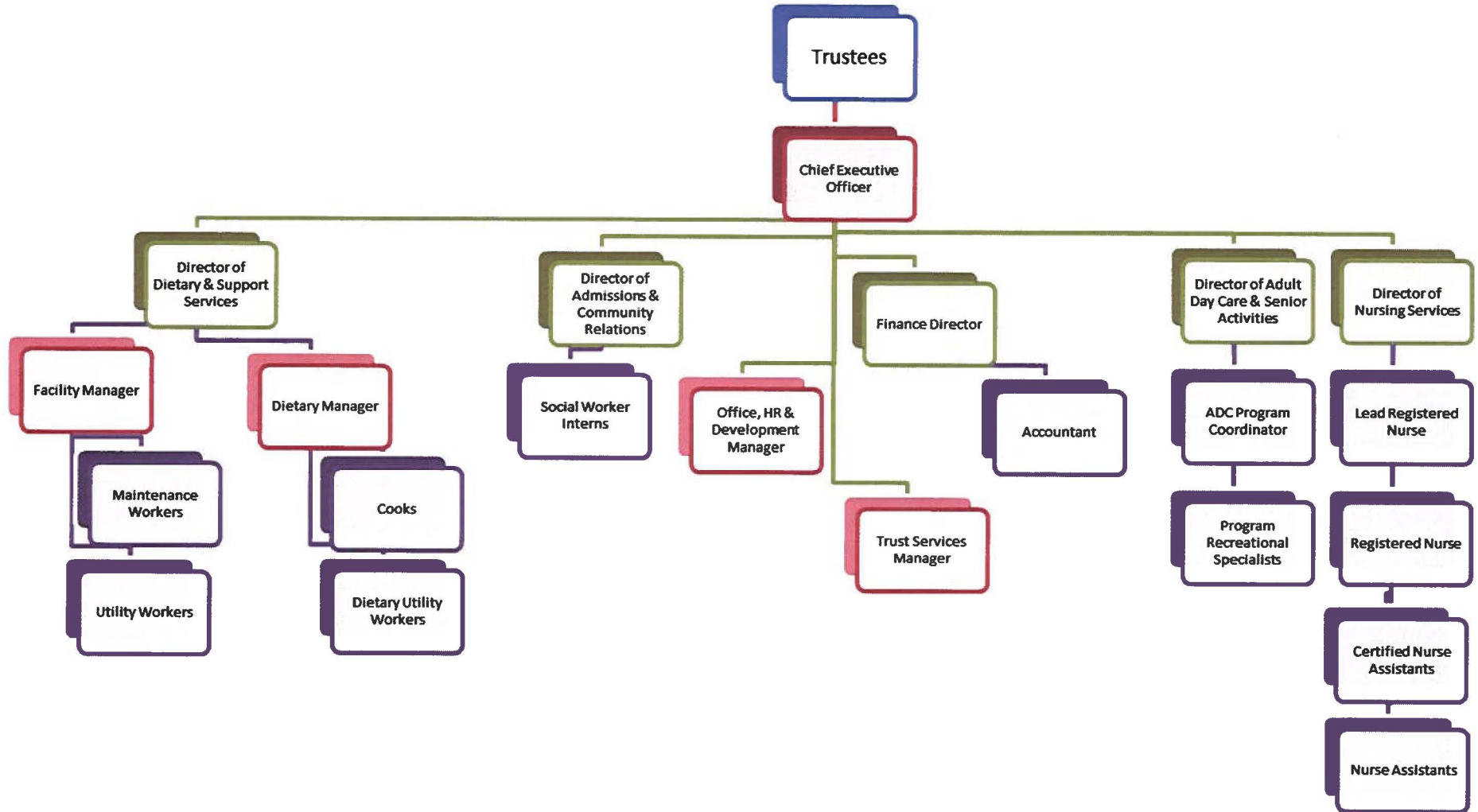
King William Charles Lunalilo Trust





LUNALILO HOME

Caring for Kūpuna, Preserving a Legacy





STATE OF HAWAII
DEPARTMENT OF HEALTH
LICENSE

WILLIAM CHARLES LUNALILO TRUST ESTATE is hereby granted a license to operate an
ADULT RESIDENTIAL CARE HOME (ARCH) TYPE II AND AN EXPANDED ARCH (LUNALILO HOME)
at 501 KEKAULUOHI STREET, HONOLULU, HAWAII
with a capacity of 42 beds. This license is valid for ONE YEAR
ending MAY 31, 2019 unless revoked for just cause.

This license is granted in accordance with provisions of the state public health laws and regulations.

Effective Date: JUNE 1, 2018

Date Issued: APRIL 9, 2018

OHCA#1295-C

Establish Date: 6/21/01

- > Post in a conspicuous place.
- > License is not transferable.
- > License shall be surrendered upon a suspension or revocation

Director of Health

By

Office of Health Care Assurance

APPROVED FOR SPECIAL DIET; FULLY AMBULATORY ONLY (2ND FLOOR ONLY);
AMBULATORY ONLY (1ST FLOOR ONLY); NO MORE THAN EIGHT (8) EXPANDED
ARCH RESIDENTS ONLY IN BEDROOM #110, 112, 114, 115, 117; SELF-PRESERVING
WHEELCHAIR RESIDENTS-1ST FLOOR ONLY; OCCASIONAL AND TEMPORARY USE
AND RESIDENT MUST BE CAPABLE OF EXITING THE BUILDING ON THEIR OWN
TO BE ADMITTED ON THE 1ST FLOOR



STATE OF HAWAII
DEPARTMENT OF HEALTH
CERTIFICATE of APPROVAL

King Lunalilo Adult Day Care is hereby granted a Certificate to operate an

Adult Day Care Center

at 501 Kekaulohi Street, Honolulu, HI 96825 with a capacity of 44 participants.

This Certificate is valid for 1 Year ending 10/14/2019 unless revoked for just cause.

This Certificate is granted in accordance with provisions of the State Public Health laws and regulations.

Effective Date: 10/15/2018

Director of Health

Date Issued: 09/10/2018

By 
Office of Health Care Assurance

Certificate Number 1-0501

Post in a conspicuous place.

Certificate is not transferable.

Certificate shall be surrendered upon suspension or revocation.

DOH OHCA 7.1.2014



FOOD ESTABLISHMENT PERMIT

LUNALILO HOME

OWNER NAME: WILLIAM CHARLES LUNALILO TRUST ESTATE
LOCATION ADDRESS: 501 KEKAULUOHI ST HONOLULU, HI 96825
ESTABLISHMENT TYPE: High Risk Institutional Kitchens (preschools, elementary schools, hospitals, other high risk populations)
RISK CATEGORY: Category 1
PERMIT NUMBER: 006094
PERMIT EXPIRATION: June 05, 2019

The above entity is hereby permitted to operate, subject to Chapter 11-50. This permit is the property of the Department of Health and is valid unless revoked for cause. No establishment may operate without a valid permit. This permit is non-transferable and must be posted as to be visible to the public.



For Director of Health

State of Hawaii
Department of Health - Food Safety Program

PASS

Lunalilo Home

FACILITY NAME

501 Kekauluohi Street, Honolulu

FACILITY ADDRESS

This facility was inspected by the State of Hawaii Department of Health - Retail Food Safety Branch in accordance with the Hawaii Administrative Rules, Food Safety Code and passed the inspection conducted on:

12/14/2018
Date

by

[Signature]
Agent of the Department of Health

A COPY OF THE MOST RECENT INSPECTION REPORT IS AVAILABLE FOR REVIEW AT:

hi.healthinspections.us/hawaii/



THIS PLACARD IS THE PROPERTY OF THE STATE OF HAWAII DEPARTMENT OF HEALTH AND SHALL NOT BE REMOVED, COPIED OR ALTERED IN ANYWAY
Hawaii Administrative Rules Section 11-50-9(b)

