

**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:

Catholic Charities Hawaii

Amount of State Funds Requested: \$ 150,000

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

Lanakila Multi-Purpose Senior Center will provide education, recreation, exercise, health promotion/screening, and social services to promote the well-being and independence of older adults, age 60+. The program will continue an array of classes, clubs and special events/services, including evidence based programming. The program targets older adults living in the area from Ward Avenue to Fort Shafter but also serves older adults from around the island who may not have access to comparable services in their area.

Amount of Other Funds Available:

State: \$ _____
Federal: \$ _____
County: \$ 123,722
Private/Other: \$ 112,346

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

\$ 470,000 (program specific)

Unrestricted Assets:

\$ 7,075,969 (agency)

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:

1822 Keeaumoku Street
City: Honolulu State: HI Zip: 96822

Contact Person for Matters Involving this Application

Name: Diane M. Terada	Title: Division Administrator
Email: diane.terada@catholiccharitieshawaii.org	Phone: 808-527-4702

Federal Tax ID#: [REDACTED]	State Tax ID# [REDACTED]
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Stella M. Q. Wong
Authorized Signature

Stella M.Q. Wong, Vice President/Programs

Name and Title

1/16/2020

Date Signed

received
01/17/2020

9:30am

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.

- 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


AUTHORIZED SIGNATURE

STELLA M. Q. WONG
VICE PRESIDENT OF PROGRAMS
PRINT NAME AND TITLE

1/16/20
DATE



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

CATHOLIC CHARITIES HAWAII

was incorporated under the laws of Hawaii on 07/29/1947 ; 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 07, 2020

Director of Commerce and Consumer Affairs

**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.

Catholic Charities Hawai'i

(Typed Name of Individual or Organization)

Stella M. Q. Wong
(Signature)

1/16/2020

(Date)

Stella M.Q. Wong

(Typed Name)

Vice President of Programs

(Title)

Application for Grants

I. Certifications

1. **Certificate of Good Standing (If the Applicant is an Organization)**
See attached, following cover page
2. **Declaration Statement**
See attached, following cover page
3. **Public Purpose**
Catholic Charities Hawai'i confirms that the requested grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

II. Background and Summary

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

Catholic Charities Hawai'i is a private, non-profit 501(c)(3) organization that has been providing services to the people of Hawai'i since 1947. Each year, Catholic Charities Hawai'i touches the lives of more than 40,000 people throughout the State of Hawai'i.

Catholic Charities Hawai'i's staff and hundreds of volunteers offer a comprehensive array of services to help individuals, families, groups, and communities meet basic needs, enhance social and emotional functioning, develop potential, and promote general well-being. **Clients receive services regardless of faith, age, gender, sexual orientation, religion, race, or ethnic origin.**

Catholic Charities Hawai'i has been providing in-home and community-based services to elders since 1973. The agency serves approximately 5,000 elders each year including over 550 seniors per month at the Lanakila Multi-Purpose Senior Center (Lanakila).

Lanakila was established by the State of Hawai'i in 1969. Honolulu Community College ran the Center until the early 1980s. Catholic Charities Hawai'i took over the program in 1981. The Center operates in a State-owned facility.

Throughout the year, Lanakila provides a range of **education, health promotion, recreation, socialization and community service activities** including:

- **Education** courses, such as American Sign Language, Brain Exercises, Cooking Classes, Fall Prevention Workshops, Men and Women Shed Group (home repair), Pedestrian Safety, Matter of Balance, Technology and Cybersecurity classes.

- **Exercise and fitness**, including Fusion, Karate, Sahm Bo Dahn (Korean exercise), Sit Down Tai Chi, Stretch and Tone, Standing and Fan Tai Chi, Sit Down Zumba, and Yoga.
- **Recreation** activities such as Arts & Crafts, Enka, Folk Sing Along, Hanafuda, Hula, Mah Jong, Quilting, Sewing, and Ukulele.
- **Clubs** that perpetuate ethnic traditions and promote cultural sharing – Chinese, Filipino, Hawaiian, Japanese, Korean, Portuguese, and Okinawan. Seniors are welcome to join any and all clubs, regardless of their ethnic background.
- **Health promotion and screening** activities such as Blood Pressure Checks; Brain Health, Diabetes and other Chronic Illness presentations; Health and Wellness Fairs, Oral Health Care sessions and more.
- **Special events** such as Candidates Fair, Show & Sell Mini Bazaars, Volunteer Recognition, Veterans Appreciation, Holiday Celebrations, and more.
- **Community services** provided onsite in collaboration with other organizations, such as Free Tax Assistance (AARP and VITA partners) and Free Legal Assistance (Volunteer Legal Services Hawaii partner).

The Center is committed to **evidence based programming**¹, and offers two evidence based programs: Tai Chi for Arthritis & Fall Prevention and A Matter of Balance (to reduce fear of falling). Center staff has also been trained to lead Chronic Disease & Self-Management Program (CDSMP) classes.

The Center continues to be committed to an initiative, called Kupuna Smiles, to improve **oral health** for seniors through an intergenerational education program, utilizing Farrington Health Academy students to teach older adults about good oral hygiene and its relationship to overall health. While initiated by the Center, the educational presentations are available to senior groups across the island.

2. The goals and objectives related to the request;

- a. Provide **50** Education/Training sessions for **250** unduplicated older adults to help them acquire knowledge and skills for personal/social/vocational enrichment
- b. Provide **150** Exercise/Physical Fitness sessions for **275** older adults to maintain and improve physical functioning.
- c. Provide **25** Health Education and Promotion sessions to give **325** older adults tools and information to maintain good health and prevent illness.
- d. Provide **250** Health Screenings for **250** unduplicated older adults, to help them maintain independent living by detecting/preventing illness, assisting with monitoring chronic conditions.
- e. Provide **500** Recreation/Leisure sessions for **550** unduplicated older adults that foster good social and physical health and provide opportunities for meaningful and satisfying use of time.

¹ <https://www.ncoa.org/healthy-aging/falls-prevention/falls-prevention-programs-for-older-adults/>

3. The public purpose and need to be served

Elders, age 60 and older, represent twenty-four percent (24%) of Hawai'i's population (341,760 residents).² Hawai'i seniors also continue to enjoy a longer life expectancy (81.3 years) in the United States.³ These longer life spans lead to **more Hawai'i kupuna aging in place with multiple health and social challenges.**

Studies have shown that exercise provides many positive health results and older adults can benefit by staying physically active.⁴ **Even moderate exercise and physical activity can improve the health of people who are frail or who have diseases that accompany aging.**⁵ No matter the age, exercise can improve one's quality of life and people don't have to spend a lot of time doing it to see and feel improvements.⁶

Exercise that comes in the form of recreational activities (e.g. hula, tai chi, yoga, ethnic dance) can have the same beneficial effects. A study of 1,772 seniors showed that engagement in recreational activities lowered their risk of dementia by 38%.⁷ Older adults are more likely to self-refer themselves for exercise that comes in the form of a recreational activity (e.g. dance) and they are likely to continue at it for a longer period of time because it is enjoyable. Lanakila seniors who participate in dance groups also have the added incentive of performing monthly for frail elderly living in institutions which gives them a **sense of purpose and usefulness** that is essential to well-being.

Another critical component to maintaining health in older adults is social connectedness. Social connectedness is central to mental functioning, health and well-being. **Loneliness has a negative impact on cognitive health and increases the risk of dementia.**⁸ Researchers with the Rush Alzheimer's Disease Center discovered that patients with higher loneliness scores may be twice as likely to develop dementia.⁹ In a study of seven senior centers in seven states, "over 90% indicate they have developed close friendships since coming to the senior center...86.9% of the respondents indicated that senior center friends provide them with emotional security."¹⁰

Additionally, research on loneliness indicates that there is a **significant relationship between chronic loneliness and frequency of physician visits.**¹¹

² Executive Office on Aging, State Plan on Aging, https://www.hawaiiadrc.org/Portals/AgencySite/State%20Plan/StatePlanOnAging2019_2023.pdf

³ *ibid*

⁴ Benefits of Exercise, NIH Senior Health, www.nihseniorhealth.gov

⁵ *ibid*.

⁶ Waehner, Pat, "How to Live Better As You Age", About.com, Health's Disease and Condition 09-16-09

⁷ Scarmeas N., Levy G., Tang MX, Manly J., Stern Y "Influence of Leisure Activity on the Incidence of Alzheimer's Disease". *Neurology*. 2001; 57:2236-2242.

⁸ Wilson Ronald S, Krueger KR, Arnold SE, Schmeider JA, Kelly JF, Barnes LL, Tang Y, Bennett DA, "Loneliness and Risk of Alzheimer's Disease".

⁹ *ibid*.

¹⁰ Aday, Ronald, "Identifying Important Linkages Between Successful Aging and Senior Center Participation", March 2003.

¹¹ Gerst-Emerson, Kerstin and Jayawardhana, Jayani, "Loneliness as a Public Health Issue: The Impact of Loneliness on Health Care Utilization Among Older Adults", *Am. Journal of Public Health*, March 19, 2015.

In general, the Center for Disease Control found that **physically active people have a lower health care cost than inactive people do.**¹² The average national median daily rate of a semi-private room in a nursing home is \$247 per day (\$90,155 annually) while the median cost of a semi-private room in a **nursing home in the State of Hawai'i is \$383 per day (\$139,795 annually).**¹³ Institutional care is expensive, and it is the least desired living situation for older adults. Therefore, it is imperative for the community to support programs that will assist our growing elderly population to stay independent and to avoid premature institutionalization.

Senior centers are designated as community focal points to provide helpful resources for older adults. They also serve the entire community with information on aging; support for family caregivers, training professionals and students; and developments of innovative approaches to aging issues.¹⁴ **The National Institute of Senior Centers found over 90% of senior center respondents reported their health improved or remained the same when compared to a year earlier.**¹⁵ Additionally, they found a “positive relationship between the degree of social support and engaging in healthy behaviors.”¹⁶ Seniors who participated in senior center activities made “positive behavior changes in lifestyle” and subsequently enjoyed “a more positive outlook on life”.¹⁷ Most of Hawai'i's elders will need some type of social service to remain independent. It is more cost effective to provide these services in the community when compared to the cost of institutionalization.

The Center is aligned to the City and County of Honolulu's Four Year Plan on Aging, October 1, 2019 – September 30, 2023¹⁸. The plan outlined four Priority Areas of Concern, including Loneliness resulting from isolation, boredom, and language barriers, and which often leads to depression, poor nutrition, medication mismanagement, and dementia.

As part of its commitment to promoting good nutrition and wellness for seniors and the community, the Center has a “Greening” Project - growing garden boxes from recycled wood planks to promote healthy eating (along with nutrition and healthy cooking classes), as well as native flora for use by Center and community. This also provides opportunities for seniors to do gardening for exercise and as a volunteer engagement activity.

4. Target population to be served

The Center serves a mix of well elders who can independently manage Activities of Daily Living (ADLs) and Instrumental Activities of Daily Living (IADLs), and frail elders who need some assistance with ADLs/IADLs. Many of these frail elders have “aged in place”

¹²Executive Summary: “A New Vision of Aging: Helping Older Adults Make Healthier Choices,” Center for the Advancement of Health, Washington, DC, March 2006, p. 1.

¹³Genworth Cost of Care Survey 2019: <https://www.genworth.com/aging-and-you/finances/cost-of-care.html>

¹⁴California Commission on Aging, Senior Center Literature Review, Teresa Dal Santo, Ph.D., 2009

¹⁵Aday, Ronald, “Identifying Important Linkages Between Successful Aging and Senior Center Participation”, March 2003.

¹⁶ibid.

¹⁷ibid.

¹⁸City and County of Honolulu, Department of Community Services, Elderly Affairs Division, Four-Year Area Plan on Aging.

https://www.elderlyaffairs.com/Portals/AgencySite/docs/Area_Plan_2019-2023_FINAL_DRAFT_10-01-19.pdf

over many years of participation in the Center programming, which has been in existence for 50 years. They have been able to maintain participation in the Center due to strong social networks developed at the Center over the years and the availability of a Center case manager/social worker who provides onsite case management support (note: the case manager/social worker position is not part of this GIA request and is funded through a private foundation grant).

The Center gives priority to serving those in greatest economic and social need, with special attention to low-income minority elders and elders with limited English proficiency. Currently, **24.5% of Center participants identify themselves as having income below the Federal poverty level in comparison to the Honolulu County average (7.9% for age 60+)**¹⁹. And 14.8% are identified as having a language barrier. Lanakila has seven ethnic clubs that celebrate and promote knowledge of the following ethnic groups: Japanese, Chinese, Okinawan, Korean, Hawaiian, Portuguese and Filipino. These clubs also provide information and support for seniors who have limited English proficiency.

5. Describe the geographic coverage.

The Center targets elders who live within Census tracts 38-66 (Kakaako-Nuuanu / Punchbowl-Downtown-Liliha / Kapalama-Kalihi / Palama-Kalihi Valley-Moanalua). This is the State's defined geographic area for this State program.

Seniors who reside outside of the targeted geographic area are advised to visit senior centers, senior clubs or congregate meal sites in their communities. If these out-of-area seniors are unable to find an activity in their neighborhoods, they are then allowed to join the Center.

III. Service Summary and Outcomes

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

GENERAL RECRUITMENT. The Center will recruit members by:

- Word of mouth by current center members.
- Using media to provide information to the general public via press releases, articles, etc.
- Informing elderly housing management in the target area about Center services through direct contact, telephone, newsletters, flyers and email.
- Utilizing bilingual staff and volunteers to communicate information to non-English speaking elders.
- Providing written and oral translations of materials whenever feasible; use other culturally sensitive communication means.

¹⁹ City and County of Honolulu, Department of Community Services, Elderly Affairs Division, Four-Year Area Plan on Aging. https://www.elderlyaffairs.com/Portals/AgencySite/docs/Area_Plan_2019-2023_FINAL_DRAFT_10-01-19.pdf

- Encouraging cultural activities and interactions that increase tolerance and understanding and promote diversity and acceptance.
- Having staff do outreach at public events attended by older adults
- Doing outreach to groups of retirees on the benefits of Center membership.
- Developing new activities to attract new members.

GENERAL INTAKE OF CLIENTS

Any adult, age 60 and over, is eligible to join the Center, with priority for those who live in census tracts 38-66.

Interested older adults are required to visit the Center at least twice prior to registering for membership. They are welcome to observe any club or class activities of interest to them.

Individuals must complete a membership application. The Membership Specialist reviews the applications with all individuals. If there is a question regarding a client's ability to participate safely at the Center, the Membership Specialist will consult with the Center Social Worker (position funded from nongovernmental funds).

Basic requirements for participation are: has the ability to independently manage ADLs (Activities of Daily Living) and IADLs (Instrumental Activities of Daily Living), as needed on the premises; does not require supervision for wandering, and is able to participate in activities without interfering with the rights and safety of other clients.

A frail client who does not meet the above criteria is still eligible to join the Center if s/he is accompanied by a caregiver who will provide the necessary assistance and supervision.

Clients who are deemed inappropriate for Center participation are referred to other programs, including adult day care.

During intake, the Membership Specialist will give clients information on other services and benefits for which they may be eligible or need. Clients who need transportation to the Center will receive referral to Handi-Van or CCH's Transportation Services Program.

Upon completion of the membership application and intake by the Membership Specialist, new members are required to attend a New Member Orientation that is held monthly. At the orientation, clients receive the following: 1) new member handbook, 2) written grievance procedure, 3) project income letter, and 4) membership card.

HEALTH SCREENINGS

The majority of Health Screenings will be offered on a short term or weekly basis throughout the year.

The Program Coordinator will be responsible to implement this service, with assistance from the Program Specialist.

Screenings will include blood pressure, hearing testing and medication management.

Screenings will be conducted by individuals who have the appropriate training and skill to provide these activities.

Professionals in the community, on a voluntary basis, will conduct special screenings.

Center meetings, memos, posters, and newsletters will be used to inform members of available screenings.

Members will register for screenings via sign up at the Reception Desk.

Volunteers or screening leaders will maintain screening records for statistical reporting.

EXERCISE/PHYSICAL FITNESS

The majority of the Exercise/Physical Fitness activities will be offered on a short term or weekly basis throughout the year.

The Program Coordinator will be responsible to implement this service, with assistance from the Program Specialist.

Activities will include classes such as Sahn Bo Dahn (Korean exercise), Sit Down Zumba, Stretch and Tone, Tai Chi, and Yoga.

Instructors for classes will be solicited through various means. Both volunteer and paid instructors will be utilized. Instructors will be screened to ensure that they have the appropriate training and skill to provide these activities.

Professionals in the community, on a voluntary basis, will conduct Exercise/Physical Fitness demonstrations.

Center meetings, memos, posters, and newsletters will be used to inform members of available classes and workshops.

Class registration is conducted quarterly at the Center. At the time of registration, students will have the opportunity to donate toward the cost of each class.

Members will register for other short-term workshops/classes via sign up at the Reception Desk.

Students will pay for needed class supplies.

Instructors or volunteers will maintain attendance records for statistical reporting.

The Center will provide training for instructors annually to review attendance procedures, purpose for Center classes and other needed topics.

HEALTH EDUCATION AND PROMOTION

The majority of the Health Education and Promotion activities will be activities that are offered on a short term basis throughout the year.

The Program Coordinator will be responsible to implement this service, with assistance from the Program Specialist.

Health Education and Promotion topics include Fall Prevention, nutrition, early warning signs of, ways to manage and to prevent disease. Other Health Education and Promotion topics will be identified in the same manner as Education/Training topics.

Instructors for classes will be solicited through various means. Both volunteer and paid instructors will be utilized.

Professionals in the community, on a voluntary basis, will conduct short-term workshops and seminars.

Center meetings, memos, posters, and newsletters will be used to inform members of available classes and workshops.

Members will register via sign up at the Reception Desk.

Students will pay for needed activity supplies.

Volunteers will maintain attendance records for statistical reporting.

RECREATION/LEISURE

The majority of Recreation/Leisure activities will be classes offered on a weekly basis throughout the year. In addition, the Center will offer special short-term or one-time workshops, trainings, and excursions.

The Program Coordinator is responsible to implement this service, with assistance from the Program Specialist.

Recreation/Leisure topics include Beginning and Advanced Ukulele, Hula and excursions. Other Recreation/Leisure topics will be identified through the following means:

1. Requests from members for particular recreation topics for classes or lectures/seminars.
2. Suggestions from the Center's Program Committee, which is comprised of Center members who represent various clubs and classes.
3. Specific suggestions to clubs and classes to encourage them to provide recreation activities for their individual groups.

The Center will recruit instructors for classes through various means. Both volunteer and paid instructors will be utilized.

Professionals in the community, on a voluntary basis, will conduct short-term workshops and seminars.

Center meetings, memos, posters, and newsletters will be used to inform members of available classes and workshops.

Class registration is conducted quarterly at the Center. At the time of registration, students will have the opportunity to donate toward the cost of each class.

Members will register for other short-term workshops/classes via sign up at the Reception Desk.

Students will pay for needed class supplies.

Instructors or volunteers will maintain attendance records for statistical reporting.

The Center will provide training for instructors annually to review attendance procedures, purpose for Center classes and other needed topics.

EDUCATION/TRAINING

The majority of Education/Training activities will be classes offered on a weekly basis throughout the year. In addition, the Center will offer special short-term or one-time workshops and training.

The Program Coordinator has primary responsibility to implement this service, with assistance from the Program Specialist.

Education/Training topics include American Sign Language, Car Fit, Pedestrian Safety, Financial Fraud and Cybersecurity, and Defensive Driving for the Older Adult. Other Education/Training topics will be identified through the following means:

1. Requests from members for particular educational topics for classes or lectures/seminars.
2. Suggestions from the Center's Program Committee, which is comprised of Center members who represent various clubs and classes.

3. Additional input on possible topics from other community agencies, such as the Executive Office on Aging and the Elderly Affairs Division.
4. Specific suggestions to clubs and classes to encourage them to provide education/training workshops for their individual groups.

The Center will recruit instructors for classes through various resources. Both volunteer and paid instructors will be utilized.

Professionals in the community, on a voluntary basis, will conduct short-term workshops and seminars.

Center meetings, memos, posters, and newsletters will be used to inform members of available classes and workshops. The media and flyers will be used to inform the general community of new classes and programs.

Class registration is conducted quarterly at the Center. At the time of registration, students will have the opportunity to donate toward the cost of each class.

Members will register for other short-term workshops/classes via sign up at the Reception Desk.

Students will pay for needed class fees and supplies.

Instructors or volunteers will maintain attendance records for statistical reporting.

The Center will provide training for instructors annually to review attendance procedures, purpose for Center classes and other needed topics.

Instructors are evaluated annually; classes are evaluated at the end of each session of classes.

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

ACTION	RESPONSIBLE STAFF	FREQUENCY
Conduct meetings with Program Committee comprised of representatives of all ethnic clubs and a cross-section of classes to work on program planning and center issues.	Program Coordinator & Program Specialist	Monthly

ACTION	RESPONSIBLE STAFF	FREQUENCY
Meet with Program Specialist to evaluate activities, review benchmarks, and work on development of new instructors and programs.	Program Coordinator	Monthly
Publication of Center Newsletter and flyers to advertise activities and encourage participation.	Program Coordinator & Program Specialist	Monthly
Registration for Center-Funded classes	Program Specialist	Quarterly
Leadership training for cultural club officers that covers membership development, financial planning and overview of social work/community services & resources.	Program Coordinator	Every January
Training for volunteers that cover best practices for their area of volunteer service and overview of social work/community services & resources.	Program Coordinator & Membership Specialist	Every January
CCH Volunteer Recognition Program to appreciate and encourage continued service of Center's volunteers.	Program Coordinator	Every April
Selection and special recognition of one outstanding senior volunteer.	Program Coordinator & Program Committee	Every December
Meet with Membership Specialist to review membership issues, review benchmarks, to develop new outreach activities and address barriers.	Program Coordinator	Monthly
Coordination with AARP for Volunteer Tax Preparation Services	Membership Specialist	January through April
Coordination with AARP for Defensive Driving Safety class [open to the public]	Program Specialist	Four times a year
Coordination of an annual LMPSC Health and Wellness Fair and health fairs with Hawai'i Pacific Health Services and local universities for health seminar	Program Coordinator	Every June,, September, and November
Candidates Fair	Program Coordinator & Program Specialist	July (in election years only)
Coordination with other community agencies and business to secure speakers and arrange excursions.	Program Coordinator & Program Specialist	Monthly
Member donation drive	Program Coordinator	Annually

ACTION	RESPONSIBLE STAFF	FREQUENCY
Show & Sell mini bazaar Fundraiser for Clubs and Classes. Evaluation of net profits, concerns and discussion of improvement for next event.	Program Specialist & Program Coordinator	Quarterly
Conduct meetings with Participant Advisory Board comprised of community, club and class representatives to evaluate center policies, funding, challenges and direction.	Program Coordinator	Six times a year
Submit program evaluation to funders	Program Coordinator	Annually
Participate in intensive evaluation of policies and practices in line with Council of Accreditation standards.	Program Coordinator	Every three years

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

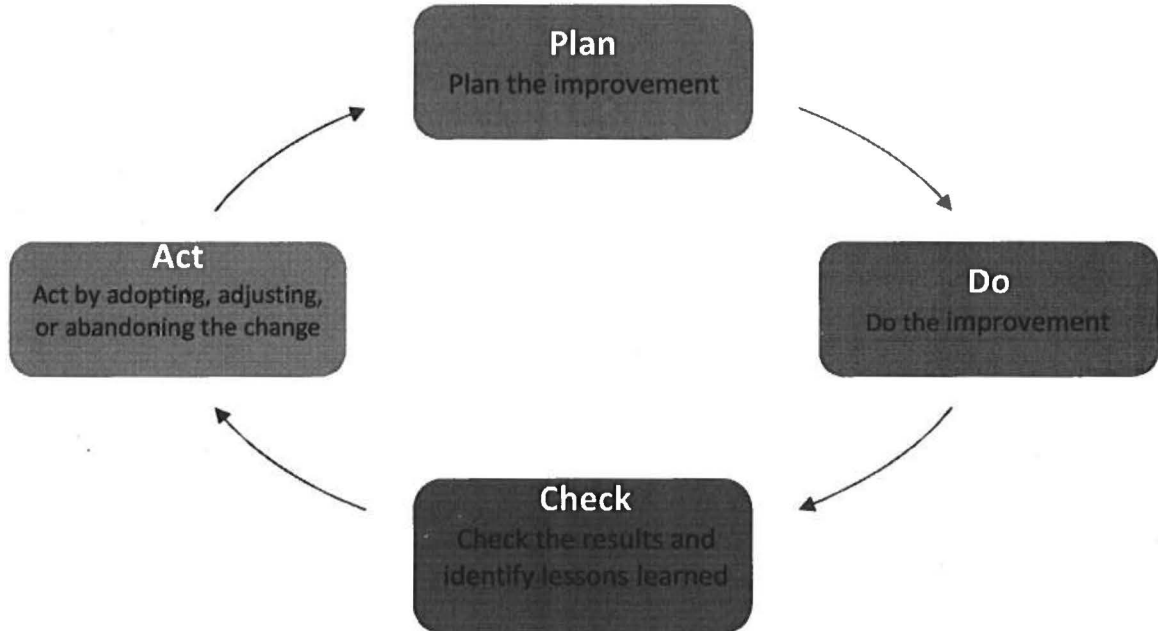
The Performance Quality Improvement (PQI) program is at the foundation of CCH’s Commitment to Excellence, one of our four core values. Our PQI Plan serves as a roadmap to ensure the agency’s mission, vision and values are continuously executed, reviewed, and improved to achieve high quality outcomes, in every level of the organization, in every service, at every location. This organization-wide system not only promotes quality service delivery, but also advances the efficiency of resources, effective management practices, and supports CCH strategic goals.

PQI ensures program goal and outcomes, accrediting standards, funder requirements, and licensing regulations are met or exceeded. The plan integrates measures to ensure the requirements of our national accrediting body, COA, and all external monitors including but not limited to: Department of Health (DOH), Elderly Affairs Division (EAD), and other city, county and federal departments are met or exceeded.

The structure of CCH’s PQI program is comprehensive. It is critical to the integrity of the PQI efforts that staff at all levels, clients, volunteers, board of directors, subcontractors, independent contractors and our community partners are involved in the agency’s ongoing performance improvement. Not only does the program include services provided by CCH, but it also includes administrative functions such as facilities, vehicles, accounting, Human Resources, Information Technology. CCH’s PQI program is enterprise wide utilizing various types of instruments to monitor quality.

Methodologies - CCH utilizes Plan/Do/Check/Act (PDCA), a widely-accepted quality control and improvement methodology used to correct weaknesses and proactively identify more efficient and effective ways to serve our clients. *PDCA* has four steps for continuous improvement of processes and outcomes: **Plan**: Plan the improvement; **Do**:

Do the improvement; **C**heck: Check the results and identify lessons learned; **A**ct: Act by adopting, adjusting or abandoning the change.



CCH applies the PDCA model of improvement to a wide range of quality improvement activities, including all of the quality improvement activities for the program, including but not limited to the Quarterly Peer Reviews, Quarterly Grievance Reports, Quarterly Review of Training, Client Satisfaction Survey, and many other activities.

- health, welfare and safety;
- permanency of life situation;
- quality of life; and
- other outcomes as appropriate to the funding source or contract.

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.

Effectiveness of Program and Services will be measured through two surveys of the general membership conducted annually:

1. Client Impact Survey
2. Client Satisfaction Survey

Outcomes:

1. **85%** of participants will experience better health through participation in Center programs.
2. **85%** of participants will experience less loneliness through participation in Center programs.
3. **78%** of participants will learned things to improve their safety through participation in Center programs.
4. Average **client satisfaction** score will be at least 4.5 (note: agency benchmark for all programs is 4.1 out of 5.0)

IV. Financial

Budget

1. Please see Attachment A, Budget Forms, including:
 - a. Budget request by source of funds
 - b. Personnel salaries and wages
 - c. Equipment and motor vehicles – n/a
 - d. Capital project details – n/a
 - e. Government contracts, grants, and grants in aid
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2021.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
37,500	37,500	37,500	37,500	150,00

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2021.
 - a. City & County Elderly Affairs Division/Department of Community Services
Catholic Charities Hawai'i has a current contract for fiscal year 2020. We will apply for additional two years (fiscal year 2021-2022) funding in the amount of \$123,722 per year. The RFP has not been issued yet.
 - b. Private Foundation funding
Hawaii Community Foundation - A 3 year grant as of January 2019 to provide case management services at the Center.
Robert Chinn Foundation - Received a one-time grant of \$10,000 for the Center's multi-cultural programming.
HEI Charitable Foundation – Application has been submitted for \$25,000 for facilities work (replacement of air conditioning units). Pending status.

c. Voluntary Contribution Method

All clients are informed that donations are welcomed and are used to support the program operations. Donations are accepted on an ongoing basis and a membership drive is generally held annually.

Clients register for classes during four class sessions. Clients are asked to contribute a recommended donation amount per class.

The Center also tries to inform the public of its programs, services and needs through its monthly newsletter that is available via hard-copy by mail, at the Front Desk, posted electronically on the Catholic Charities Hawai'i web-site, and sent via an email to over 500 stakeholders. The newsletter and media coverage of special events frequently results in donations from the public. These are acknowledged with a thank you letter. Donations are used to cover program expenses.

d. Additional fundraising that is primarily client driven:

1. Thrift Shop – The Center continues to solicit donations of donated items which volunteers price and resell through its “Thrift Shop” activity.
2. Show & Sell mini bazaars - A quarterly event where the Center’s seven cultural clubs and about 40 classes and groups can make crafts, food items, etc. A portion of the proceeds goes to the club and classes and a portion goes to the Center to support center programs and events.
3. Concession Stand – Members who are crafters, quilters, etc., are welcomed to sell their creations via the Center’s showcase with a percentage of proceeds donated to the Center.
4. Recycling activities – Members and community service organizations recycle an array of items. The Center receives income from vendors that pay for various items like HI-5 beverage containers, used cooking oil, clothing and household goods, and other recyclables.
5. The Center receives significant in-kind services and support from the community that helps defray operational expenses. During the past year, this has included donated supplies and manpower for numerous projects including (but not limited to):
 - i. Refurbishing of the small kitchen via painting, relining the kitchen shelves and drawers, and installing new locks in the cabinet doors.
 - ii. Renovating the green house, including new roofing, new tables to place potted plants, new patio furniture, new graveled ground to allow for a safer area to walk and work in, new beams and pillars to replace the termite eaten ones, and a wide variety of flowering plants, greens, herbs, vegetables, and fruit tree seedlings.
 - iii. Repainting the exterior walls of the large kitchen, the Diamond Head-side building wall, and the pillars of the lanai area.
 - iv. Constructing new large cabinet doors in the Sewing Room storage area.

- v. Landscaping the front yard, the interior court yard, the side yard space, and the back yard.
 - vi. Repairing and installing new sprinkler systems in the front yard.
 - vii. Renovating the outside storage room, installing new shelving, and a work bench to increase program space and storage areas for Show and Sell items.
 - viii. Cleaning the entire building from ceiling to flooring utilizing over 100 volunteers from 7 Rotary Clubs, 3 National Honor Societies, and 3 Interact Clubs, including power washing all sidewalks; weeding most of the gardens on the center grounds; cleaning the light fixtures, walls, and display cases; installing a new mirror for the women's restroom; and new book cases for the Thrift Shop.
 - ix. Renovating the entire reception area flooring, including removing asbestos tiles, resurfacing the cement floor, and installing new carpet tiles.
 - x. Reorganizing and refreshing the bulletin board that highlights all club and class activities.
 - xi. Building new raised gardens throughout the campus to expand the vegetable, fruit and herb varieties of plants for the center members and community to enjoy.
- e. In-House Agency Resources
- 1. The Development Office of Catholic Charities Hawai'i is responsible for generating additional revenue from donor individuals, corporations and foundations to supplement available funding for the agency's programs. The Development Office conducts major fundraising events to support program and administrative costs.
 - 2. The Agency also receives support from the Aloha United Way (AUW) and the Combined Federal Campaign.
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.

Catholic Charities Hawai'i does not directly receive nor does it expect to apply for any State or Federal Tax Credits.

Please note, however, that its subsidiary, Catholic Charities Housing Development Corporation (CCHDC), has received previous State and Federal tax credits to partially finance the development of Kahului Lani on Maui, and Meheula Vista in Mililani (Oahu), both affordable senior housing projects being built to address the tremendous housing needs of low to moderate income seniors. CCHDC will also be applying for additional tax credits in the upcoming year for the next phase of Meheula Vista IV.

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 2021 for program funding.

Please see Attachment C for listing.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2019.

The balance of agency's unrestricted current assets (unaudited): \$7,075,969.

V. Experience and Capability

1. Necessary Skills and Experience

Each year, Catholic Charities Hawai'i serves approximately 5,000 elders through a range of services, including:

- Case Management Program – provides professional counseling and case management in designated affordable housing projects and Lanakila, through nongovernment funds.
- Hawaii Circle of Care for Dementia – a Federal grant program to provide dementia education for caregivers and providers, as well as delivery of services (case management and volunteer Memory Mentors) for individuals with dementia who live alone.
- Housing Assistance Program – provides housing placement and counseling for elders who are homeless or at risk of homelessness, with the goal of securing stable, affordable rental housing. Funded through Federal funds.
- Transportation Services Program – door to door transportation for elders who cannot use public transportation. Funded largely through Federal and State (Kupuna Care) funds.
- Benefits Enrollment Center – a Federally funded project to link low income Medicare beneficiaries with five core benefit programs.

The Agency's many years of experience in working with the elderly population makes it ideally suited to understand and meet the needs of elderly clients and their caregivers. In addition, staff also has access to other resources within Catholic Charities Hawai'i that help to complement and enhance the services currently provided to elderly clients and their caregivers. For example:

- Cultural Diversity and Competency - The Agency is experienced in working with diverse ethnic populations and cultures. Within the agency, there are 40 bilingual/trilingual staff who speak 16 languages other than English. CCH has well-established policies and procedures pertaining to the delivery of services to Limited English Proficient populations. Agency staff is annually required to

review the Limited English Proficiency Plan, including the procedures to engage interpreters/translators. In addition, cultural competency training is an annual requirement for all staff to ensure that staff continue to learn and increase their awareness of the impact of culture on the delivery of services to people in need.

- **Strengthening Families** – Catholic Charities Hawai'i has many services that seek to strengthen the functioning of families, both naturally occurring families and foster families. Intergenerational issues cross over programs for seniors and youth and program staff work together to seek the best methods and resources to support the needs of the entire family.
- **Special Population Needs** – In addition to its work with elders, the Agency has a reputation for serving special need populations in the areas of domestic violence, abuse and neglect, homelessness and immigration.

Catholic Charities Hawai'i has an Administrative Services Department to assist and support the agency's programs in the areas of Marketing, Communications, Continuous Quality Improvement, Quality Assurance, Development, Special Events, Finance, Human Resources, Information Technology, Parish Relations, and Social Policy.

Catholic Charities Hawai'i currently manages a budget of approximately \$32 million that supports numerous programs. The agency has experience successfully implementing programs for the needy under federal, state and private grants and contracts, as well as Aloha United Way, Combined Federal Campaign, and various private foundations.

Catholic Charities Hawai'i follows accounting principles generally accepted in the United States of America (i.e., GAAP). The financial accounting system of Catholic Charities utilizes Sage MIP Fund Accounting System based in Austin Texas., which is software widely used by other nonprofit organizations. Separate funds are established for the major categories so that costs can be recorded accordingly.

The basic foundation of the internal control for Catholic Charities Hawai'i's financial reporting structure is a system of checks and balances through the separation of duties. The system is separate from the operational end of the organization. Information provided by the operations personnel is used as a basis for revenue billings and disbursement of funds. Requests for payment are generated by the program staff and approval by an authorized individual is required for all transactions.

CCH's financial management practices involve monthly reporting to all department & program managers, senior and executive management. Bi-monthly financial reports are provided to CCH's Board Executive and Finance & Audit Committees, as well as the full Board of Directors.

Catholic Charities also completes the required annual audit with its auditors C.W. Associates, a Hawai'i certified public accounting corporation. As required, the audit is conducted in compliance with the U.S. Office of Management and Budget Circular A-

133. The independent auditor reports its findings and opinion of the agency's financial statements to the Board Finance & Audit Committee.

CCH provides regular reports to the Aloha United Way, City and County of Honolulu, the County of Hawai'i, various State departments, Catholic Charities USA, and various foundations. An accountant who is assigned to the project works regularly with CCH administrative staff, supervisor of the Center, and Community & Senior Services Division Administrator to review budgets and expenditures to avoid large variances.

CCH's procurement policies require that staff obtain the best value for their funds. Much like the procurement system imposed upon all government entities, prior to making expenditures, CCH solicits quotes from vendors to ensure that the organization is getting the best value out of every expenditure.

An accountant who is assigned to the project works regularly with CCH administrative staff and the Program Coordinator of the Lanakila Multi-Purpose Senior Center to review budgets and expenditures to avoid large variances.

The Procurement Rules of Chapter 103D of the Hawai'i Revised Statutes (HRS) and the terms of this contract shall be followed. OMB and Chapter 103F HRS cost principles will be used to determine allowable costs and method of allocation. Any costs that the contract defines as unallowable will not be charged as a contract expense.

Please see Attachment B for listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to this request.

2. Facilities

The Lanakila Multi-Purpose Senior Center is located at 1640 Lanakila Avenue, Honolulu, Hawai'i. The facility is a State-owned one that is maintained by the State Department of Accounting and General Services. As the program operator, Catholic Charities Hawai'i handles routine maintenance and janitorial services. This State-owned facility, as well as all of CCH senior services offices, are accessible to individuals with physical disabilities, near convenient bus lines, and have available parking facilities.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

The existing Center staff has many years of experience in social services. The following are the specific qualifications and job responsibilities.

Note: positions are not charged 100% to the proposed Grant-In-Aid.

Program Coordinator: Responsible for overall coordination and implementation of the Center's programs, services and operations.

Program Specialist: Responsible for assisting with program planning and to provide clerical support for educational and recreational programming at the Center, including special events; handles registration for all classes, logistics for clubs.

Membership Specialist: Responsible to provide paraprofessional counseling and clerical assistance in the areas of membership and volunteer service; conducts screening of potential members; coordinates other special services (tax, meals, etc.).

Case Manager/Social Worker, part-time: Responsible for assessment, counseling, case management, advocacy and service linkages. (This position is not part of the GIA application and is paid from a nongovernmental source)

Custodian: Responsible to maintain a clean and safe facility. Duties relate to interior and exterior of the facility.

Program Support Assistant, part-time: Oversees timesheets for Senior Community Services Employment Program (SCSEP) workers assigned to Center; handles counting of Program Income donations; ordering of janitorial and office supplies; and other related clerical duties.

Division Administrative Services: Oversight of all aspects of program operations, advocacy and contract support, and other support services are provided by the Division Administrative staff, including the Division Administrator and Administrative Liaison. See budget for percentages of time.

Volunteers: The Center has 200+ volunteers who provide an array of services through volunteer positions such as Instructor, Telephone Receptionist, Greeter/Hostess, Club Officers, Entertainer/Performers, Data Entry, Counting Statistics, Meal Site Servers and more. In addition, volunteers provide bilingual assistance to ensure that non-English speaking members are able to participate fully in the Center activities and receive vital information on needed services and resources.

SUPERVISION AND TRAINING. Catholic Charities Hawai'i devotes a significant amount of time orienting and training new employees in order to ensure that quality services are provided consistently and effectively.

All new employees are required to attend an all-day CCH New Employee Orientation. This provides general background on the organization, its history, mission, values and strategic goals. In addition, the Community and Senior

Program supervisors are responsible to see that all new employees are also oriented and trained to carry out their specific job duties. Basic areas of orientation and training shall include:

- Review of CCH Code of Conduct policies, including all employees are also required to sign a Conflict of Interest Disclosure Statement.
- Information and techniques on working with elders and their caregivers.
- Cultural competency training will be provided to ensure that personnel are culturally sensitive to diverse ethnic populations, including information on Agency procedures for language access.
- Information on handling of emergency situations, including CPR/First Aid.
- Health Insurance Portability Assurance Act (HIPAA) training as it applies to client confidentiality.
- Policies and procedures regarding how services are to be provided are also reviewed. New personnel often “shadow” experienced workers and the program supervisor, as appropriate.

Ongoing training of personnel is provided to include but not limited to: CPR/First Aid, de-escalation, and cultural competency.

Supervisors meet with each direct report staff on a monthly basis to discuss client and program issues and address staff progress toward identified professional goals and training needs.

The program supervisor also conducts a formal, written evaluation of each employee annually to promote continued growth and improvement.

The Community & Senior Services Division Administrator provides supervision of the program supervisor through monthly supervision meetings. The program supervisor also consults with the Division Administrator on an ongoing basis regarding questions, problems, or other needs.

All program supervisors meet together monthly with the Division Administrator. These supervisory team meetings allow for information sharing between programs and problem solving on issues relevant to all programs.

VOLUNTEER MANAGEMENT. The Program is responsible to screen, orient, train and supervise volunteer personnel similar to its procedures for paid personnel. Program supervisors interview individual volunteers to determine appropriate assignment to the available tasks of the program/unit. The Program conducts reference checks on all volunteers who are being considered for duties that involve access to clients or confidential client information.

2. Organization Chart

See Attachment C, Organizational Charts (Agency-Wide and Program).

3. Compensation

The annual salary range paid by Catholic Charities Hawaii to the three highest paid officers, directors, or employees is \$115,000 - \$225,000. This range reflects salaries for the following employees who also serve as Subordinate Officers of the Board of Directors. Their dual titles are listed below:

1. President & Chief Executive Officer
2. Vice President of Programs/Assistant Vice President
3. Vice President of Mission Integration/Assistant Vice President

VII. Other

1. Litigation

CCH has one (1) case pending litigation that does not affect the type or quality of services that funding is being requested for. Additional information can be provided upon request.

2. Licensure or Accreditation

CCH is accredited by the Council on Accreditation (COA).²⁰ To attain and maintain accreditation, CCH implements a formal written quality assurance program and is required to complete rigorous reviews and audits. The Council on Accreditation (COA) is an international, independent, non-profit human service accrediting organization. Founded by the Child Welfare League of American and Family Services America (now the Alliance for Strong Families and Communities), COA partners with human service organizations to improve service delivery outcomes by developing, applying, and promoting accreditation standards that result in the well-being of individuals, families, and communities.

Lanakila Multi-Purpose Senior Center, meets the COA Service Standard of Counseling, Support and Education Services (CSE). Services under this standard are “community-based, prevention-focused programs and activities to help families and individuals of all ages cope with the stresses of daily living. Services emphasize personal growth, development, and situational change.”²¹

CCH was recently reaccredited through December 31, 2023.

²⁰ <https://coanet.org/>

²¹ <https://coanet.org/standard/cse/>

3. Private Educational Institutions

Catholic Charities Hawaii does **NOT** intend to use this grant to support or benefit a sectarian or nonsectarian private educational institution.

4. Future Sustainability Plan

Catholic Charities Hawai'i (CCH) continually seeks and applies for funding opportunities that align with the programs it provides. In addition, Lanakila Multi-Purpose Senior Center encourages client contributions, including an annual membership drive.

CCH has sought and received grant funding to partially fund the Case Manager/Social Worker and Membership Specialist positions at the Center over the next two years. In addition, the Center has applied for and received small grant funds to defray program expenses not included in its general budget, for building improvements and other operating needs.

If the requested Grant In Aid is not received, Catholic Charities Hawai'i will have to seriously consider whether it is able to provide a level of programming to effectively meet the needs of the seniors that the Center serves. Safety issues must be considered as the program simply cannot be operated without a minimum staff coverage due to the frailty of existing seniors who rely on the Center activities to maintain independent living. If these seniors are unable to participate in their Center activities, they become at risk of higher levels of care. As a cost comparison:

- ***The current cost of institutional care for ONE senior is nearly equivalent to the this GIA request, which is vital to ensure that the Lanakila Multi-Purpose Senior Center can provide activities for HUNDREDS of seniors to enjoy and maintain their wellness and independence.***²²

²² Genworth Cost of Care Survey 2019: <https://www.genworth.com/aging-and-you/finances/cost-of-care.html>

ATTACHMENTS

- A. Budget forms
- B. Listing of verifiable experience of related projects or contracts for the most recent 3 years that are pertinent to this request
- C. Organizational Charts
 - i. Agency-Wide
 - ii. Program


ATTACHMENT A

Budget forms

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: Catholic Charities Hawaii for Lanakila Multi-Purpose Senior Center Program

BUDGET CATEGORIES	Total Annual Program Cost	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	232,963	106,744	-	74,548.05	51,671
2. Payroll Taxes & Assessments	15,304			4,897.32	10,407
3. Fringe Benefits	33,546			10,734.65	22,811
TOTAL PERSONNEL COST	281,813	106,744		90,180	84,889
B. OTHER CURRENT EXPENSES					
1. Airfare, Inter-Island	-				
2. Insurance	5,125	2,050.11		1,640.09	1,435
3. Lease/Rental of Equipment	1,248	499.34		399.48	350
4. Lease/Rental of Space	-	-		-	-
5. Staff Training	1,208	483.28		386.62	338
6. Supplies	30,378	12,151.12		10,700.89	7,526
7. Telecommunication	5,088	2,035.28		1,628.22	1,425
8. Utilities	12,154	4,861.60		3,889.28	3,403
9. Repair & Maintenance (Bldg/Equip)	7,019	2,861.78		2,246.22	1,911
10. Alarm/Security	1,071	428.48		342.78	300
11. Mileage Reimbursement (\$.55/mi)	374	149.56		119.64	105
12. Contracted Services (instructors, recruit ads)	2,875	1,149.89		919.91	805
13. Postage	546	218.36		174.69	153
14. Printing, Publications, Advertisement	1,725	690.10		552.08	483
15. Depreciation	466	186.22		148.98	130
16. Licenses, Permits & Dues	134	53.56		42.85	37
17. Indirect Cost	32,343	12,937.37		10,349.90	9,056
18	-				
19					
20					
TOTAL OTHER CURRENT EXPENSES	101,755	40,756		33,542	27,457
C. EQUIPMENT PURCHASES	2,500	2,500			
D. MOTOR VEHICLE PURCHASES	-				
E. CAPITAL	-				
TOTAL (A+B+C+D+E)	386,068	150,000		123,722	112,346
SOURCES OF FUNDING			Budget Prepared By:		
(a) Total State Funds Requested	150,000		Diane M. Terada		808-527-4702
(b) Total Federal Funds Requested			Name (Please type or print)		Phone
(c) Total County Funds Requested	123,722				January 16, 2020
(d) Total Private/Other Funds Requested	112,346		Signature of Authorized Official		Date
TOTAL BUDGET	386,068		Stella M.Q. Wong, Vice President of Programs		
			Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2020 to June 30, 2021

Applicant: Catholic Charities Hawaii for Lanakila Multi-Purpose Senior Center Program

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Coordinator	1.0	67,084.99	50.00%	\$ 33,542.00
Program Specialist	1.0	45,721.79	50.00%	\$ 22,861.00
Membership Specialist	1.0	45,721.79	50.00%	\$ 22,861.00
Program Support Assistant*	1.0	25,410.68	30.00%	\$ 7,623.00
Custodian	1.0	25,751.44	50.00%	\$ 12,876.00
Administrative Liaison*	1.0	9,147.87	30.00%	\$ 2,744.00
Division Administrator	1.0	14,124.10	30.00%	\$ 4,237.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				106,744.00

JUSTIFICATION/COMMENTS:

* Prog Support Asst, Admin Liaison and Division Administrator are not 100% dedicated to the senior center. Therefore, Annual Salary (Column A) is based on the percentage of time dedicated to the senior center: (Prog Support Asst (50%), Admin Liaison (15%), Division Administrator (15%). Remainder of positions are dedicated 100% to the Lanakila Multi-Purpose Senior Center.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: Catholic Charities Hawaii for Lanakila Multi-Purpose Senior Center Program

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

Not Applicable

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

Applicant: Catholic Charities Hawaii for Lanakila Multi-Purpose Senior Center Program

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2018-2019	FY: 2019-2020	FY:2020-2021	FY:2020-2021	FY:2021-2022	FY:2022-2023
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

Not Applicable

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Catholic Charities Hawaii for Lanakila Multi-Purpose Senior Center

Contracts Total: 263,722

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Senior Center District II Services	7/1/19-6/30/20	Dept of Budget & Fiscal Services	C&C of Honolulu	123,722
2	Grant In Aid (2019 Legislature)*	7/1/19-6/30/20	Department of Health	State	140,000
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
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16					
17					
18					
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26					
27					
28					
29					
30					

* Contract pending

ATTACHMENT B

**Listing of verifiable experience of
related projects or contracts for the
most recent 3 years that are
pertinent to this request**

Catholic Charities Hawai'i

**List of Federal, State, and County Government Contracts, Grants,
And Grants in Aid received within the Prior Three Years
And Receiving in Fiscal Year 2021 for Program Funding**

Notes:

- This list includes related projects/contracts pertinent to Lanakila Multi-Purpose Senior Center program.

Project/Contract	Contracting Agency/Organization
Lanakila Multi-Purpose Senior Center	City & County of Honolulu, Dept of Community Services Elderly Affairs Division (EAD) (currently funded in FY2020; pending issuance of RFP for FY2021-22)
Lanakila Multi-Purpose Senior Center	State Executive Office on Aging (Grant In Aid), FY 18, 19, 20 (in process)

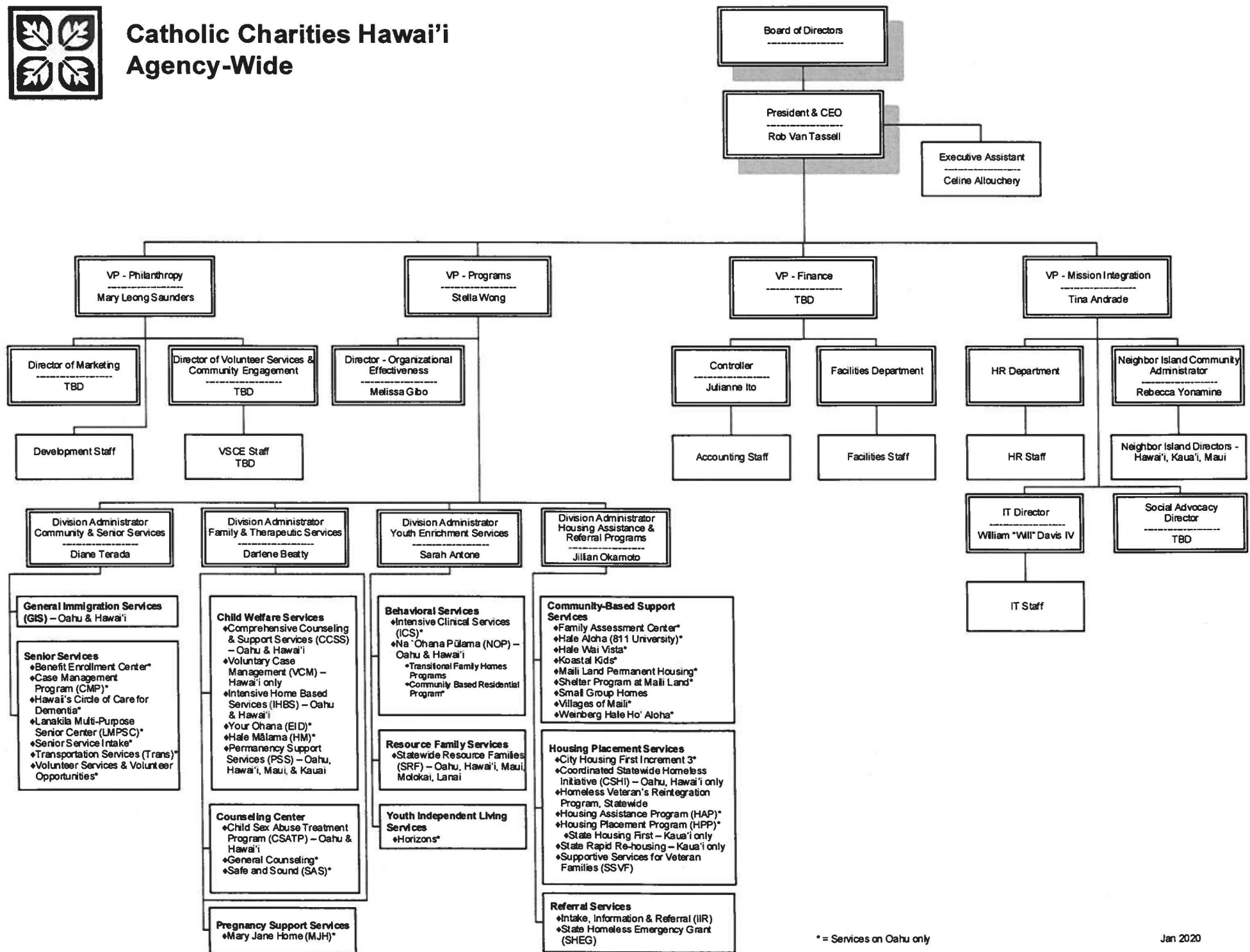
ATTACHMENT C

Organizational Charts

- i. Agency-Wide**
- ii. Program**

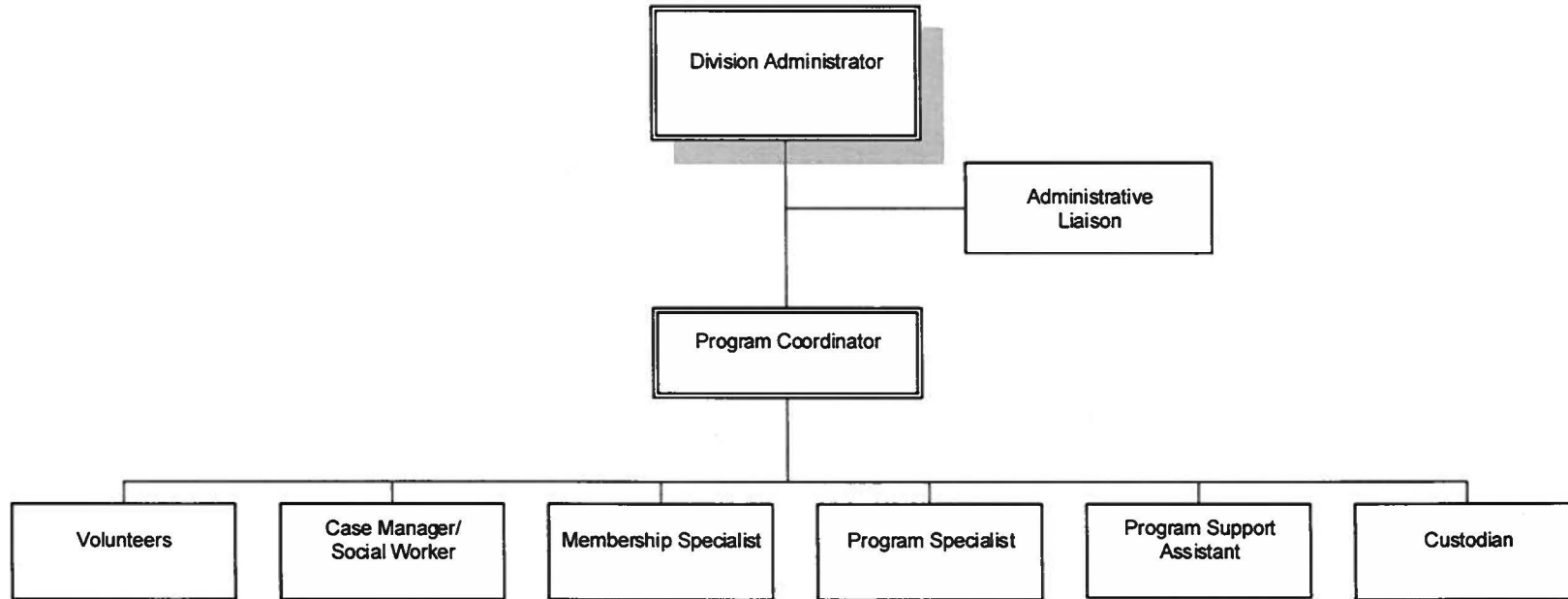


Catholic Charities Hawai'i Agency-Wide



* = Services on Oahu only

**Catholic Charities Hawai'i
Community & Senior Services Division
Lanakila Multi-Purpose Senior Center**



Notes:

- **Case Manager/Social Worker part-time position is not part of this GIA funding request and is funded through nongovernmental funds .**
- **All other positions are not charged 100% to the GIA funding request.**