

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

MICHELLE CORDERO-LEE, CEO

PRINT NAME AND TITLE

1-17-20

DATE

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)

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2019.

See attachment

2. Declaration Statement

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes. ([Link](#))

See attachment

3. Public Purpose

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. ([Link](#))

Hawaii Meals on Wheels purpose of the grant is for the public purpose as stated in Section 42F-102, Hawaii Revised Statutes.

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

Hawai'i Meals on Wheels (HMoW) delivers more than just a meal; we bring the reassurance of a familiar face and personal interaction.

Since 1979, HMoW delivers fresh, hot meals to frail elderly and disabled persons who are unable to cook or shop for themselves and do not have help for essential daily functions. Today, HMoW maintains 54 delivery routes spanning from Waimanalo to Ewa Beach, up to Mililani and over to Kaneohe. In 2019, we worked with more than 400

dedicated volunteers and served over 95,000 meals to more than 750 homebound individuals.

Each year, HMoW strives to address the needs of kupuna living longer with chronic health conditions. More than 60% of our meals are specialized therapeutic diets (e.g., chopped, renal, diabetic, high-fat, etc.). Every meal delivered is prepared by one of 11 certified kitchen partners (hospitals, nursing homes, and 1 commercial kitchen). HMoW helps seniors and disabled individuals preserve their independence at home.

HMoW is a safety net for homebound kupuna and disabled persons. The wellness/safety check accompanying each meal delivery supports them in living in their own homes and communities for as long as possible. Kupuna who live alone are isolated have no one to turn to for help. For the Kupuna living in family households, many Hawaii families struggle to take care of their own because of work or other responsibilities. These Kupuna do may not see someone for more than 8 hours.

HMoW alleviates the burden on working family members, by providing nutrition and socialization. HMoW becomes an extra pair of eyes for the families. Our services also delays costly institutionalized care, maintains the Kupuna's dignity and independence as valued members of our community so they are not forgotten, and curbs social and government costs, such as through Medicaid and Medicare.

2. The goals and objectives related to the request;

Our more than 400 volunteers are the lifeline to Hawai'i Meals on Wheels' mission. Last year, we were chosen by Meals on Wheels America to participate in the More Than a Meal Process Expansion Learning Collaborative.

This collaborative is testing the use of a mobile meal delivery app with a Change of Condition Protocol in Meals on Wheels programs nationwide. The program—developed by Meals on Wheels America, the West Health Institute, and the Brown University Center for Gerontology and Healthcare Research—enables program staff and volunteer drivers to use a mobile app to raise alerts that allow HMoW staff to act upon changes observed in clients' safety and physical or mental health status. A HMoW Care Coordinator will receive those alerts and will be able to follow up with the client right away to address their needs, report to caregivers, and refer the client to appropriate health or social services.

Goal of the app include: 1) a higher level of service to our kupuna and volunteers; 2) the ability to better document our program's impact; 3) the ability to become a stronger partner with healthcare providers due to having direct client data; 4) the ability for real-time analysis, insight, and service enhancement; and 5) reduced paperwork.

Agencies in San Diego and Ohio were the first to implement the process.

<https://www.ems1.com/technology/articles/meals-on-wheels-app-program-expands-emergency-services-initiative-nationwide-lfZqZzd0BbmFKpUC/>.

An additional 10 agencies then joined including Hawaii Meals on Wheels in March of 2019. We were connected with two mentor agencies and we participate in training, phone conferences, and reporting. Our process started with in-depth training of our staff. We have trained 20 key volunteers in 2019 and plan to train the rest in 2020 and 2021.

We plan to set up live training sessions, create written training materials, and have ride-alongs. We currently have 2 Americorps Vista to assist us but we will need to hire a full time Care Coordinator and plan to rent a small satellite office to support additional personnel and provide training. We will also need to purchase equipment and supplies to support additional personnel and creation of training materials. Thus, we are seeking \$100,000 to support us in the roll out of the mobile app.

3. The public purpose and need to be served;

Our volunteers provide a direct human connection to our clients, and reliance on more than 400 volunteers to deliver 70% of our routes allows us to provide a meaningful volunteer experience for younger retirees, businesses, students, and other community-minded citizens as well as focus on client advocacy. For example--First Insurance Company has more than 100 volunteers who deliver meals for us twice a week in the Punchbowl area and Spectrum delivers meals for us weekly in the Mililani area. In addition, we have partnered with church groups, nonprofits, clubs, and individuals to serve our kupuna.

With growing numbers of chronically ill kupuna and rising costs of hospital and nursing care, many states look to nonprofits like Meals on Wheels to help our kupuna age at home for as long as possible. Our goal as an agency is as follows:

- maintain kupuna in their homes and community as long as possible--this defers or prevents costly institutionalized care
- maintain our clients' dignity and independence as valued members of our community and ensure they are not forgotten
- alleviate the burden on working family members
- curb social and government costs by providing a less costly alternative to institutionalization

According to data collected by Meals on Wheels America, there are 344,213 seniors living in the state of Hawai'i. Of those 31,668 are threatened by food hunger and 64,588 live alone. 67% of those needing services are women. <https://hmow.org/wp-content/uploads/2019/09/hawaii-2019.pdf>

At this time, we serve approximately 750 seniors a year, and would like to better serve these kupuna and more. This grant will help us streamline our processes so that we can

better serve our clients and volunteers while also collecting data on our clients' health and living conditions that is critical in helping them maintain their independence at home.

4. Describe the target population to be served;

HMoW clients are (based on demographic data from 2019):

- Low or moderate income (about 60% of individuals who live alone receive below \$19,000/yr, with over half being under the federal poverty level). Many seniors survive on meager fixed incomes based on decades-old rates that do not account for present-day inflationary costs and Hawaii's high cost of living.
- Median client age is 84 years old
- Predominantly 80 to 99 years old (69%),
- We served 20 clients age 100 years and older
- 62% is female; 38% is male
- Predominantly Asian (66%), Caucasian (20%), Native Hawaiian and Pacific Islander (8%), Other (6%).

In addition, all of our clients:

- have one or more chronic and/or debilitating health conditions or are disabled.
- are unable to shop or prepare meals
- have limited social contact and/or are isolated
- have limited or no caregiving available to them.

5. Describe the geographic coverage.

HMoW maintains 54 delivery routes spanning from Ewa Beach, to Wahiawa, Kaneohe, Kalihi, Waikiki, Kaimuki, Aina Haina and Waimanalo to name a few.

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;

This program enables program staff and volunteer drivers to use a mobile app to raise alerts that allow us act upon changes observed in clients' safety and physical or mental health status. A Care Coordinator (Hawaii Meals on Wheels staff person) will receive those alerts and will be able to follow up with the client right away to address their needs, report to caregivers, and refer the client to appropriate health or social services.

Our process started with in-depth training of our staff. We trained 25 key volunteers by the end of 2019 and plan to train the rest in 2020. We plan to set up live training sessions, create written training materials, and have ride-alongs. We currently have an Americorps Vista to assist us but we will need to hire a full time Care Coordinator and plan to rent a

small satellite office to support additional personnel and provide training. We will also need to purchase equipment and supplies to support additional personnel and creation of training materials.

In particular, the roll out of our mobile meals app has two purposes: 1) logistical: it provides real-time mapping, route directions, and delivery instructions to volunteer and staff drivers; and 2) client well-being: it includes a reporting function that allows drivers to immediately notify the office of observed changes in a client's condition.

Our objectives are to 1) train our volunteers on the use of the app in order to streamline delivery procedures and allow for better interaction with our clients; and 2) implement the use of the app with the Change of Condition Protocol for all of our clients in order to respond to their needs as quickly and appropriately as possible.

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

The projected timeline is to have 200 volunteers trained, staff trained in responsiveness of client issues and follow up procedure is one year (July 2020 to July 2021)

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

HMoW uses ServTracker--a dedicated client and volunteer database management system--that allows us to track each client's demographic and medical information, meal schedule, diet, delivery route, funding source, and issues and concerns.

ServTracker also tracks each volunteer's availability, route, schedule, age, gender, and issues/concerns.

ServTracker and the Mobile Meals App interface with each other, providing real-time information both on meal delivery (via an online dashboard) and client change of condition reports.

The data collected by the Mobile Meals App will allow us to track where a driver is on their route, when each meal is delivered, what the driver observes about the client during the meal delivery, etc. Any changes of condition reported via the app can be accessed immediately in ServTracker, and the information regarding the change, actions taken, and its final resolution is attached to each client's file in the ServTracker database system. We can use this data to streamline office and delivery procedures as well as providing a higher quality of care.

For this project we will be monitoring and tracking 1) who has been trained on the use of the app and how many routes are being delivered by personnel using the app, and 2) the changes in client condition reported by those using the app, how quickly they are responded to, and how the responses affect the clients.

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.

Measures of Effectiveness:

We keep track of the following:

- a) # meal deliveries as projected per month, per district and meal costs kept within projected budget.
- b) # of kupuna and homebound disabled served on a monthly basis
- c) # of volunteers trained monthly on the app
- d) # Change of Condition alerts, types of Change of Condition alerts
- e) We conduct an **annual client satisfaction survey** that includes health and well-being. It asks about food quality, timeliness, volunteer interaction; client eating habits, living situation and overall experience with the program.
- f) Feedback summary on our bi-annual volunteer survey which includes questions about responsiveness, sense community, timeliness, kitchen assistance

Outcomes

- a) Increased number of volunteers using the app
- b) Increased number of volunteers reporting on Changes of Conditions of the client
- c) Responsiveness for follow up for each Change of Condition received within 2 business days
- d) Responsiveness for volunteer feedback summary from volunteer survey

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 2021.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$25,000	\$25,000	\$25,000	\$25,000	\$100,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2021.

Two annual appeals each year (spring and winter)
Monthly donations from clients and families
2 fundraising event (1 of which is our annual gala)
Grants Applications (BBG Foundation, First Hawaiian Bank, Central Pacific Bank,
Hawaii Visitor Charity Walk, Hawaii Community Foundation, Friends of Hawaii
Charities, Freeman Foundation, Aloha United Way and 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.

Not applicable

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.

See Government Contracts and/or grants spread sheet

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

The unaudited amount of unrestricted current assets is 3,471,106.58

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.

Founded in 1979, HMOW is the only charity that serves all of its meals hot. Our business model, using paid kitchen vendors and volunteer delivery labor has been in existence since our inception. We started with 2 routes, 6 clients, 6 volunteers and \$25. We now have 54 delivery routes delivered by 400 volunteer drivers.

Staffing: We do a lot with a little. Hawaii Meals on Wheels' staff consists of 12 full-time and 4 part-time employees and 2 Americorps Vistas. Our management team consists of the following: Chief Executive Officer, Program and Driver Leads, Quality Assurance Specialist, IT/Social Media Coordinator, and Volunteer Coordinator. Our staff consists of program support staff, volunteer support, fiscal/development support, and drivers. All staff are trained in all basic aspects of the delivery process: coordination of kitchen vendor orders, tracking on the meal delivery database, providing support to clients and volunteers, conducting triage with volunteers and clients for emergency and non-emergency situations, and delivering meals.

Volunteers: Volunteers are critical to our mission. They are the eyes and ears of the organization to our clients. Reliance on more than 400 volunteers to deliver 70% of our routes allows us to provide a meaningful volunteer experience for younger retirees, businesses, students, and other community-minded citizens as well as focus on client advocacy. For example--First Insurance Company has more than 100 volunteers who deliver meals for us twice a week in the Punchbowl area and Spectrum delivers meals for us weekly in the Mililani area. Also, we have partnered with church groups, nonprofits, clubs, and individuals to serve our kupuna.

Our volunteer coordinator and support staff are in the community speaking at clubs, companies, organizations, schools, and community associations to bring awareness of what we do and recruit for volunteers. *This project and funding will only enhance their experience as delivery drivers and improve the communication and care we have with our clients.*

Governance: The members of our Board of Directors (BOD) each have more than 10 years of management experience. Our BOD consist of a diverse set of professionals in Insurance, Law, Accounting, Finance, Nutrition, and Social Work.

Partnerships: We maintain great partnerships with our kitchen vendors (e.g., Queens, Pali Momi, Kahala Nui). By subcontracting meal preparation, we can focus on logistics, client advocacy, and volunteer experience. Having 10 kitchen partnerships is a strong safeguard in the event that a kitchen is unable to fulfill its meal order due to natural disasters or closure.

In addition, the various geographic locations of the kitchens allow volunteers to pick up meals in their community and deliver to their neighbors. HMoW has also maintained strong relationships with community and government agencies. For more than 15 years, we have received funding from the Elderly Affairs Division. We also partner with Alu Like to serve seniors with Native Hawaiian ancestry, and with health insurance companies such as United Healthcare, Ohana Care, Kaiser Quest, and HMSA Quest to serve our Medicaid recipients.

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.

HMoW conducts its operations from a two-room facility in the back of a church in Manoa Valley for more than 30 years. We pay nominal rent as Manoa Valley Church was one of our founding church partners. The nominal rent allows us to focus nearly all resources on the implementation of delivering meals and the volunteer experience, recruitment, and maintenance. This year we are excited about expanding our offices, as we will be renting a one-room office in Waipahu to address the growing needs of our Kupuna and volunteers on our west side.

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.

Hawaii Meals on Wheels' paid staff consists of 14 full-time and 4 part-time. Our CEO maintains a Juris Doctorate with over 15 years in nonprofit management. Our IT/Social Media Coordinator with over 26 years in IT administration. Our Fiscal Coordinator has a business degree with over 16 years of nonprofit management and accounting and our Volunteer Coordinator has over 8 years in nonprofit and customer service relations. Also, our Program and Driver Leads and Quality Assurance Specialist have 10 years in nonprofit, social work and case management. Our administrative team has over 65 years of cumulative nonprofit management experience.

In addition, our 11 Board of Directors have expertise in Nutrition, Law, Marketing, Banking, and Social Services- Elder Care.

The current staff is trained in all basic aspects of the meal delivery program procedures. The office runs smoothly on a day to day basis.

- 1) Deliver service and run a hot home-delivered meal program,
 - a) Coordinate all kitchen vendor orders
 - b) Use meal-delivery database named ServTracker
 - c) Interface daily with volunteers
 - d) Triage with volunteers and clients for those who are in an emergency
 - e) All staff receive training on dementia, caregiving, fall prevention, and

- f) compassion fatigue.
- g) All personnel are also trained in customer service, social work values, and also partake in fundraising.

HMoW staff conducts a criminal history reference check on every registered HMoW volunteer and staff via direct interface or electronic interface with the Hawaii Criminal Justice Data Center.

Key staff qualifications:

Michelle Cordero-Lee, CEO

- 18 years of management in the non-profit sector
- Juris Doctorate emphasis human rights and nonprofit law
- Meal delivery volunteer and substitute driver
- Member of Aloha United Way Speakers' Bureau
- Member of Association of Fund Professionals
- Conversational Tagalog and Spanish

Andy Merriam, Fiscal Coordinator

- BS – Science
- 19 years in nonprofit
- 19 years in nonprofit work
- 8 years in nonprofit accounting
- Conversational Spanish

Brad Akamu, Volunteer Coordinator

- 3 years in nonprofit management
- 7 years in customer relations
- 4 years in social media and public relations

Doug Matsuoka, IT Coordinator

- 28 years in nonprofit information and technology service
- Meal delivery driver

Joanne Wong- Program Lead

- BA- Communications
- 3 years in nonprofit (1 year of management)
- 4 years in customer service relations
- Proficient in Mandarin

Malia Arecchi, Driver Lead

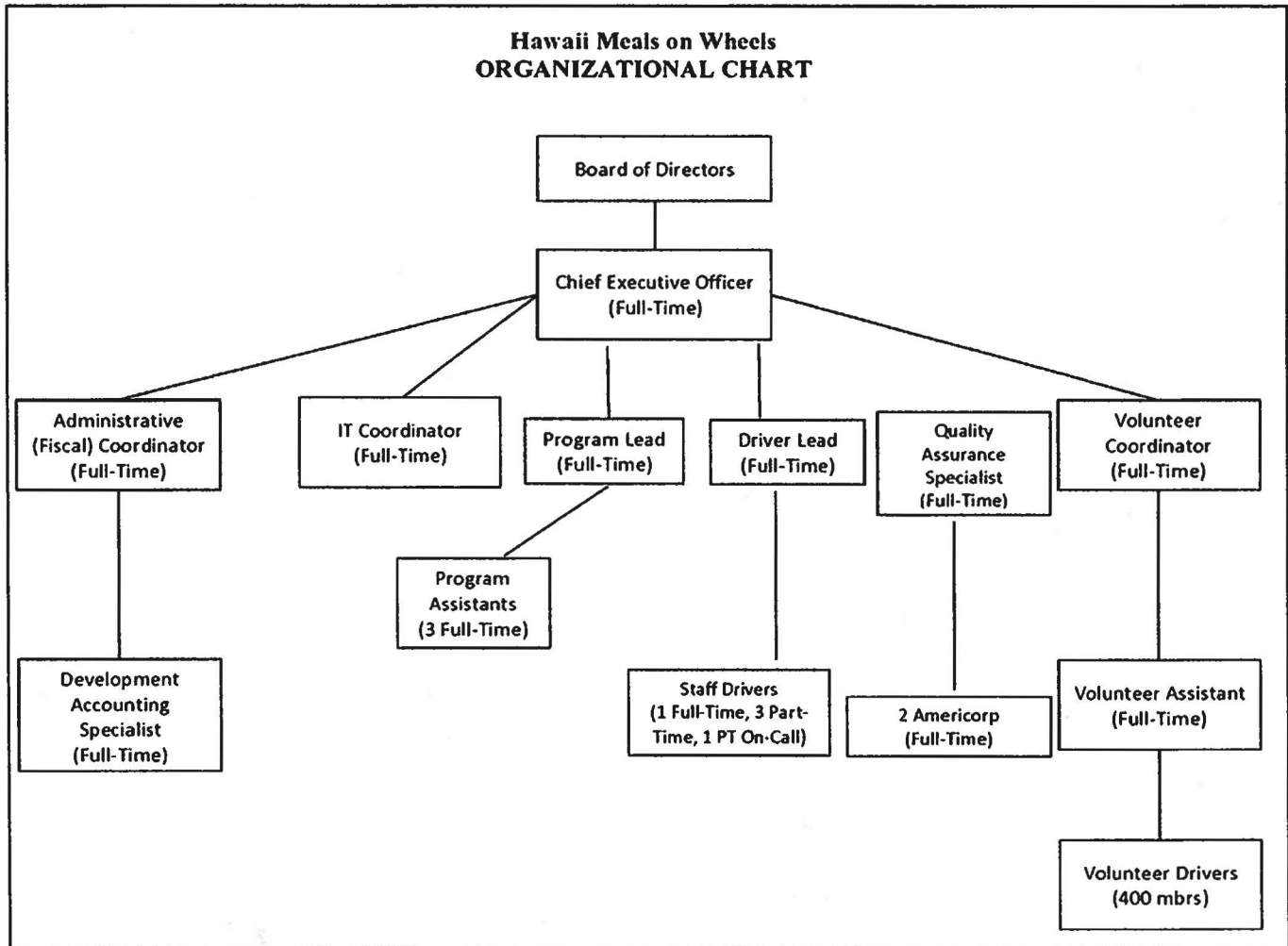
- 2 years in nonprofit (1 year in management)
- 16 years in customer service
- 5 years in nonprofit service with children and families

Caroline Forsmann, Quality Assurance Specialist

- Over 5 years of experiences working with Elder Population in hospice and meals on wheels programs
- MSW in Gerontology

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.



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.

CEO- \$90,175

Fiscal Coordinator- \$55,959

IT Coordinator/Digital Media Specialist- \$53,103

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.

There is no pending litigation.

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.

There is no license or accreditation

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 2020-21 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2020-21, but
- (b) Not received by the applicant thereafter.

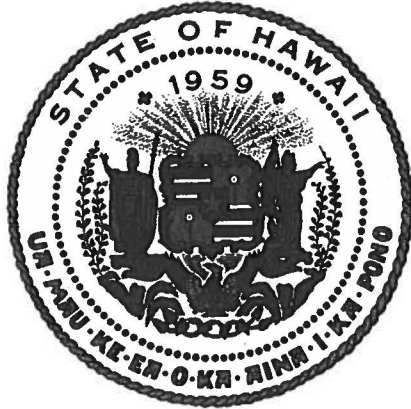
We perform a Strategic Plan accompanied by a Business Plan to support the current and future demands of the program.

These plans will keep HMOW up to date and provide guideposts for operations, program implementation, and revenue development opportunities. In our strategic and business plan, we have determined goals and objectives for seeking and leveraging income stream opportunities. These income stream opportunities includes but is not limited to client contributions, private individual donations, periodic direct mail requests, working with corporations and foundations, partnering with workplace-giving organizations such as Aloha United Way, and the Combined Federal Campaign and holding special fundraising events. Our gala event has grown from netting \$65,000 in 2016 to \$80,000 in 2019. Also, our foundation and corporate partnership has increased each year since 2016 by 2%

We intend to aggressively seek larger, multi-year revenue sources such as foundation grants and planned-giving.

In 2019, we continue to thrive with our fundraising as 45% of our 2 million dollars' revenue stream came from private fundraising, and the other half was from government funds.

Also, to support our growth, we have a robust volunteer program and implemented the usage of 2 Americorp Vistas.



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

HAWAII MEALS ON WHEELS, INC.

was incorporated under the laws of Hawaii on 03/27/1979 ; 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 14, 2020

Director of Commerce and Consumer Affairs



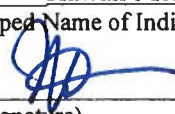
**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAI'I REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

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

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

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


Hawaii Meals on Wheels
(Typed Name of Individual or Organization)

(Signature) 1-17-20
(Date)

Michelle Cordero-Lee CEO
(Typed Name) (Title)

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: Hawaii Meals on Wheels, Inc.

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	36,421	173,336	0	435,886
2. Payroll Taxes & Assessments	3,340	11,718	0	43,167
3. Fringe Benefits	7,854	31,675	0	117,852
TOTAL PERSONNEL COST	47,615	216,729		596,905
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0	0	0	0
2. Insurance	2,000	0	0	5,580
3. Lease/Rental of Equipment	0	0	0	8,204
4. Lease/Rental of Space	19,000	0	0	5,932
5. Staff Training	0	0	0	5,950
6. Supplies	9,585	0	0	5,715
7. Telecommunication	4,100	0	0	12,520
8. Utilities	1,200	0	0	1,680
9. Auto Expenses & Mileage	2,000	0	0	33,750
10. Computer Software & Hardware	14,500	0	0	21,495
11. Meal Costs	0	258,271	93,750	264,079
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	52,385	258,271	93,750	364,905
C. EQUIPMENT PURCHASES	0	0	0	0
D. MOTOR VEHICLE PURCHASES	0	0	0	0
E. CAPITAL	0	0	0	0
TOTAL (A+B+C+D+E)	100,000	475,000	93,750	961,810
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	100,000	Andy Merriam	808-784-2752	
(b) Total Federal Funds Requested	475,000	Name (Please type or print)	Phone	
(c) Total County Funds Requested	93,750		1-17-20	
(d) Total Private/Other Funds Requested	961,810	Signature of Authorized Official	Date	
TOTAL BUDGET	1,630,560	Michelle Cordero-Lee		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: Hawaii Meals on Wheels, Inc.

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
not applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
not applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

Applicant: Hawaii Meals on Wheels, Inc.

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: Hawaii Meals on Wheels, Inc.

Contracts Total: 1,212,819

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Title III Funding via City & County EAD	10/1/18-9/30/2020	Elderly Affairs Division	U.S.	581,469
2	Kupuna Care Funding via City & County EAD	10/1/18-9/30/2020	Elderly Affairs Division	State of HI	537,600
3	Grant-in-Aid	10/1/19-9/30/2020	City & County	C&C of Honolulu	93,750
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