

**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 a:

Moiiliili Community Center

Amount of State Funds Requested: \$ 150,000.00

Brief Description of Request (Please attach word document to back of page if extra space is needed):
The Moiliili Community Center's (MCC) Senior Center Program provides activities and services to the senior population to help the older adult stay active, informed, and involved, thus assisting them in improving or maintaining their wellness and independence while also prolonging the need for institutional care. Activities are planned to be affordable to accommodate the range of income levels, responding to the diverse interests and needs of the community. MCC is requesting funding to assist in sustaining the Senior Center Program and help the Program flourish.

Amount of Other Funds Available:
State: \$ 150,000.00
Federal: \$ _____
County: \$ 106,278.00
Private/Other: \$ _____

Total amount of State Grants Received in the Past 5 Fiscal Years: \$ 487,500.00
Unrestricted Assets: \$ 325,241.00


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:
2535 South King Street
City: Honolulu State: HI Zip: 96826

Contact Person for Matters Involving this Application	
Name: Nadine Nishioka	Title: Executive Director
Email: naden@moililicc.org	Phone: (808) 955-1555

Federal Tax ID# [REDACTED]	State Tax ID# [REDACTED]
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Nadine N. Nishioka, Executive Director
01/16/20
 Authorized Signature **received** Name and Title Date Signed
1/17/20 3:15 pm

I. BACKGROUND AND SUMMARY

The Moiliili Community Center's Senior Center Program proposes to provide activities and services to the senior population, those 60 years and older living primarily in census tracts 01 thru 37, from Hawaii Kai to Ward Avenue. The primary objective is prevention to help the older population to improve or maintain their quality of life, self-sufficiency, and ability to remain in their home as long as possible, through activities and services that focus on their mental, social, and physical health.

Activities to be provided through City grant fall in the following categories: recreation and leisure, education, exercise and physical fitness, health education and promotion, and volunteer opportunities. Services are primarily ones that help the senior in accessing services to maintain mental health and safety through: transportation, assisted transportation, telephone reassurance, and counseling. Through Grants-in-Aid, we would like to fund a portion of recreation/leisure activities, exercise and physical fitness, assisted transportation, transportation services, and meal program.

The Senior Center program receives funds from the Elderly Affairs Division, City and County of Honolulu, Department of Community Services which is used to cover staff salaries and a small portion of the operational expenses as costs constantly rise. Program Income (participant contributions which we increase annually) and program fundraising efforts cover another portion of the expenses, but the agency must still absorb a large part of the costs. We are asking for some assistance in these areas as outlined in our financial section.

The Senior Center program assists the seniors in their day-to-day lives by maintaining their mental, social, and physical health through services and activities. Attending a Senior Center provides a place to meet people, be involved, attain information, and get out into the community. Services and activities help to keep seniors from early institutionalization.



II. SERVICE SUMMARY AND OUTCOMES

With an increase of over 70 percent of the age 60+ age group in the State of Hawaii since 2010, Senior Centers play a larger role as community-based social institutions capable of reaching large numbers of older persons. These individuals are living longer and have longer periods of time after retirement. Senior Centers provide a place where people can meet, learn new skills, become educated about different areas, have social interaction, learn about different resources to meet their needs (financial, personal, health), receive information, and obtain needed services. The basic goal of the Senior Center is to keep the older adult active, informed, and involved, thus assisting them in improving or maintaining their willingness and independence longer, delaying the need for high cost institutionalization.

The Moiliili Senior Center primarily services those living in Census Tract 1-37, the areas from Hawaii Kai to Ward Avenue. The area is very diverse; it includes single family homes to densely populated apartment/condominium areas, from very high income levels to low income State/subsidized housing areas. It includes very transient populations (surrounding the University) as well as old and stable neighborhoods. Included in these areas are innumerable Department of Parks and Recreation Senior Clubs and classes at Park facilities, Makua Alii Senior Center (DPR), a Lanakila Meals on Wheels (LMOW) group dining site, and two other community centers (Kawahulu and Waikiki).

With the establishment of five assisted living communities in the East Honolulu area (Arcadia, Kahala Nui, Hawaii Kai, One Kapiolani, and The Plaza at Punchbowl), we have seen an out-flux of members who have moved into these facilities and participate in the activities offered there. These facilities, with the exception of The Plaza at Punchbowl, reach the higher income senior citizens. Continual efforts are made by the Moiliili Senior Center to balance the different levels of senior needs and interests with the presentation of classes, seminars, and events that are affordable. This includes developing partnerships with organizations to jointly sponsor events/activities to reach a larger senior group with presentations such as community resources and senior options in continuing education, employment, volunteering, and personal growth. Other efforts are on-going to reach out to the frail and homebound elderly, priority given to those with the greatest economic and social needs with special attention to low income, minority individuals.

Many of the seniors participate because of an affinity with a center in their neighborhood; a location where they feel welcome and know others who attend, they participate in a variety of activities which provide social stimulation and enhances personal growth. Newly retired individuals are seeking activities in which to participate. Families are



seeking ways to maintain their once active senior in a supervised setting where they can be involved with others that is less costly and in a non-day care atmosphere.

Most participants attend activities held at the center or come in for assistance. The frail, homebound seniors are visited in the home and provided service per their personal needs. A potential participant is provided information per their request or need – a monthly newsletter “Kaleidoscope” showing activities and classes and a brochure outlining services; current lunch program and other information are discussed on initial contact. Once a decision is made to participate in the Senior Center Program, a registration form (NAPIS as developed by the City’s Elderly Affairs Division), a registration card for additional information, a participant agreement form, and a waiver form are given for completion. The participant is given a handbook containing grievance procedures and other program information. Often, staff will sit with the applicant to complete the form, thus doing an assessment as well as registration. Program Income is discussed and so noted to enable the person to contribute toward the cost of the program.

Statistics are kept to monitor accomplishment of objectives and monthly reports are made to the City and County of Honolulu, Elderly Affairs Division and quarterly to the Executive Office on Aging when GIA funds are received. These reports are based on the number of sessions/units per area. Regular on-site assessments are made by the Elderly Affairs Division to check on contractual compliance. Regular internal review of the monthly statistical and budget reports is made to measure progress. A review by the Senior Advisory committee is conducted with regards to any changes that impact the objectives; an analysis is made to determine what course of action should be taken, if any. The Advisory Committee also conducts an annual survey, orally and/or written to assess the program.

The following are service output measures and outcomes for this GIA request for FY2021 in addition to those provided under the City contract. These services are provided by four full-time and one part-time staff members, who are primarily under a contract with the Elderly Affairs Division, City and County of Honolulu. In order to survive the high cost of doing business in 2010, Moiliili Community Center cut back certain budget areas, such as janitorial services time; these cut backs remain and are additional responsibilities that staff must cover. These service activities are what we consider viable for the present facilities and staff:



1. EXERCISE/PHYSICAL FITNESS

Objective and Output Measures:

155 sessions of exercise and physical fitness activities will be provided to **95 unduplicated individuals**. These include but are not limited to classes that improve their flexibility, strength, endurance, balance, and physical functioning.

Outcome:

Of the **95** individuals, at least **75%** will experience renewed energy, **85%** will see an improvement in their flexibility and endurance and **90%** will continue a form of exercise beyond three months due to some improvement in their physical functions. Attendance records are maintained to see the continuity rate in classes. Intermittent evaluations will be asked of members in the class.

2. RECREATION AND LEISURE

Objective and Output Measures:

A total of **250 sessions** of recreation and leisure activities will be provided to **90 unduplicated individuals** so time is spent in wholesome, fulfilling, enjoyable, and healthful ways. Activities will include but are not limited to craft classes or workshops, games, music, dance, performing for others, and excursions.

Outcome:

Of the **90** people served by this activity, **65%** will maintain their social engagement and involvement or connectedness and sustain that involvement for at least three months while **75%** will gain mentally and physically through social involvement.

Ongoing classes are generally led by volunteers. Following enrollment in an activity, a follow-up will be made to see if individuals continue to attend. Cost factors for instructors, classes, or activities must be considered when developing an area to keep it reasonable for all income levels. Workshops, seminars, excursions, and special activities will be scheduled with information included in the monthly newsletter. Input on areas of interest, cultural activities, and possible stimulating needs will be surveyed with possible instructors and volunteer leaders recruited.



3. ASSISTED TRANSPORTATION

Objective and Output Measures:

Door-to-door transit service with assistance, including escort, to **5 unduplicated individuals** who have physical and/or cognitive difficulties which prevent them from using regular transportation services. This service, utilizing MCC vehicles, will provide a total of **32 one-way passenger trips**.

Outcome:

90% of clients will be able to access resources, attend, or become involved in activities to maintain their health and to continue to live independently. Requests or referrals are received and assessments are made as to viability and capability of providing the service per time schedule. MCC vehicles, generally the mini-van, are utilized for this service. Referrals are made for those we are unable to provide for.

4. TRANSPORTATION

Objective and Outcome Measures:

Transportation services to **70 individuals** via MCC vehicles and/or charter buses to and from special activities and service agencies for a total of **170 one-way passenger trips**.

Outcome:

Of the **70** individuals receiving this service, 100% of clients will be able to continue being involved with the community, activities and services.

The MCC Driver primarily handles the meal program run while the Program Worker/Driver assists with special runs. A charter bus may be utilized for excursions. All staff is involved in the planning, implementing, and coordinating of this area. Transportation requests are received and assessments are made on the capability to provide per need for individuals. The Program Worker/Driver provides one-to-one service using a mini-van. Referrals are made for those we are unable to provide for or individuals are placed on a wait list.



A. TIMELINE

All services are ongoing throughout the year. Completion of the service objectives will be at the end of the contract year. Outcome objectives will be obtained at completion of service or on a semi-annual basis for classes.

B. QUALITY ASSURANCE AND EVALUATION

An evaluation plan shall demonstrate that support systems, such as coordination and communication, are in place to conduct the program effectively and to ensure the viability of the program. The following measures will provide the necessary data and insights into how well the program is functioning, where the program is in relation to the outcome measurements and output goals, and how it will provide assistance in the planning of current and future programs/services.

1. Hold at least one general meeting a year to solicit input from seniors on changes, policies, types of activities, etc. The meeting will be hosted by The Advisory Committee of the Senior Center Program as a means of getting honest and open comments without staff presence or pressure.
2. Periodically survey the members for comments, opinions, and suggestions regarding the kinds of activities, opportunities they enjoy or would like to see at the Center. A formal written survey will be taken. Doing this on a semi-annual basis will give a better picture of where we are in relation to our outcome measurements.
3. Obtain members' evaluations of particular classes, activities, and excursions to determine what was gained or learned and whether to continue or change the offering(s). For specific activities and/or workshops, an informal oral evaluation, or at times a short written evaluation, requesting feedback and comments will assist in future planning of a similar activity. Periodic use of a short request form in our monthly newsletter for suggestions on seminar topics, workshops, excursions, or classes assists in regular planning.
4. Periodically obtain volunteers' feedbacks on the tasks performed and other opportunities they would like to have offered.



5. Regularly review how outreach needs are being met according to client situation and feedback, type or number of agency referrals, and resolution of problem. Case conferences by the Program Director and staff member involved provides continual follow-up. Sporadic talks with the clients will also provide feedback of the services received.
6. Solicit Advisory Committee members' program suggestions.
7. Staff will view other Senior Programs to observe programs and classes, then compare and seek input.
8. Statistics will be kept and reports made to the Executive Office on Aging. These reports are analyzed regularly to see if objectives are being met.

III. FINANCIAL

A. Budget

1. **Budget for FY2021 – Form Attached**
2. **Budget Justifications – Personnel: Salaries & Wages B Form Attached**
Senior Center staff salaries and benefits are primarily under the Elderly Affairs Division Grant. We are requesting assistance in paying a percentage of these staff salaries as noted on the attached form. We are also requesting a percentage off Community Center personnel salaries that are directly related to the program.
3. **Budget Justification – Equipment and Motor Vehicle - Not Applicable**
4. **Budget Justification – Capitol Project Details - Not Applicable**
5. **Government Contracts And/Or Grants – Form Attached**

B. Anticipated quarterly funding requests for fiscal year 2021:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
37,500	37,500	37,500	37,500	150,000



C. Other Funding Sources for FY2021:

As noted in the attached budget sheets, we anticipate a State grant of \$106,278 contracted through the City and County of Honolulu Elderly Affairs Division, with the State Executive Office on Aging under the State Department of Health.

We have a balance of \$325,241 of our unrestricted assets as of December 31, 2019.

IV. EXPERIENCE AND CAPABILITY

A. Necessary Skills and Experience

Moiliili Community Center's Senior Center Program was established in 1971 with public and private funding in collaboration with the then State Commission on Aging, Church of the Crossroads, and Moiliili Hongwanji Mission. From the findings of two UH graduate students, a place for senior citizens to congregate, socialize, and learn was needed. The Community Center was designated as the agency to provide this.

In 1976, a meal site was established at MCC through the then Honolulu Nutrition Program and continues today under Moiliili Community Center where meals are delivered by Lanakila Meals on Wheels Program but staffed by the Community Center; it is now staffed by Senior Center staff. The management of the Kapahulu Center came under the Moiliili Community Center in 1988 when their State grant was transferred from the UH Manpower Training Program. In 1997, Kapahulu established their own private non-profit agency and became independent of the Community Center following a one-year transition period. This change was brought about because of the 50% cut in funding (due to down turn in the economy) which MCC received from the State. The reduced appropriation did not meet the rent and personnel expenditures needed to run the program at two sites at the level the State desired. This change allowed the Kapahulu Center to fundraise without monies reverting back to the State or our Center.

For the past 48 years, MCC's Senior Center Program, through its contract with the City and County of Honolulu Elderly Affairs Division, has provided classes, seminars, special events, workshops, transportation, assisted transportation, para professional counseling services, telephone reassurance, volunteer opportunities,



and information and referral to those living in Census Tracts 01-37 (Ward Avenue to Hawaii Kai). With the exception of the leisure class (Sumi-e) under the Department of Education's Adult Education, all of the classes and groups are led by volunteers.

Through collaboration with the State Executive Office on Aging, MCC became the first intake site of the Sage Program, providing meeting space, telephone, equipment usage, and staff time to do intake. All intakes are presently done through the State Executive Office on Aging.

We continue to work very closely with various programs from the Universities (UHM – Nursing, Family Resources, Outreach College, etc.; HCC) to provide a place where students may do their practicum internships, talk with seniors for specific projects, research questionnaires, observations, and seminars. Graduate students from Hawaii and Japan have also requested assistance with their projects and we have worked with them if we find it appropriate for our seniors and the students' projects. Students doing research are asked to share their results with this program to assist us with our planning purposes, if applicable.

Our Center is always willing to work with other programs to develop new areas of service to benefit the older adult and the community.

B. Facilities

The Center is comprised of three buildings: a three-story main building with 18 rooms (8 of which are multi-purpose classrooms), the two-story Harry & Jeanette Weinberg Building, and the Old Studio. Parking is available on-site.

In the main building on the first floor, the largest multi-purpose room is utilized by our meal program which serves about 50 hot lunches daily to seniors. Two classrooms and the Administrative offices are also on the first level. On the 2nd floor there are four classrooms which are utilized daily by seniors for a variety of activities in the mornings until 2:30 p.m. In the afternoon, all classrooms are utilized by children attending Japanese-language school and MCC's after school program. The Senior Center and Children & Families Program offices are maintained on the 2nd floor. Located on the 3rd floor is a studio (with a wooden floor) designed and equipped (mirrors, fans, mats) for classes in dance as well as exercises such as tai chi, a lounge/meeting room, a classroom utilized daily by the Kupuna Support Program (an adult day care program under MCC), and two leased



offices. Facility users and numerous service organizations use the various rooms for meetings and activities in the evenings or on the weekends.

The main building has stairs on both ends and an elevator. All men's and women's restrooms on all three floors are wheelchair accessible. Renovation of the second and third floor restrooms was completed in 2009 with CBDG funds to be ADA compliant.

The Community Center's Thrift Store is housed on the first floor of the Weinberg building. The 2nd floor is also a studio with a wooden floor used for dance classes, exercise classes, martial arts groups, and meetings. An elevator services this building; bathrooms on the first floor are handicap accessible.

The Old Studio, the last remaining structure from the old Moiliili Japanese School days, is a popular meeting place for dance and exercise classes. It is wheelchair accessible via a ramp.

Parking on the premises is limited although there are three areas designated for parking adjacent to the main building and next to the Thrift Shop. There are five designated handicap stalls, four close to the main building and one by the Thrift Shop. Limitation on parking is due to heavy usage of the rooms throughout the day by different groups: senior center program, lunch site, Thrift shop consumers, along with volunteer and employee parking needs. Many participants walk to the Center, are dropped off, or utilize the bus. We are located very close to the major intersection of University Ave., South King Street, and South Beretania Street, accessible to many bus routes.

Vehicles:

The Community Center has six vehicles used by the different programs: a 2016 Chevy 34-passenger bus, a 2003 GMC 12-passenger van (assigned to the Kupuna Support program), a 2008 Chevrolet 15-passenger van (assigned to the Children's program), and a 2007 Chevrolet 15-passenger van (assigned to the Senior Program). Also assigned to the Senior Center and Kupuna Support program is a 2016 Toyota Sienna Mini-Van and a 2015 Ford Transit 15-passenger van.

The Senior Center Program primarily utilizes the 2015 van for daily transportation of frail seniors to and from the Center to attend the meals program. The 2007 Chevrolet van is utilized for groups going to special activities, to entertain at different institutions. The minivan is utilized daily for the many assisted



transportation requests, especially for medical appointments. In addition to the Center-owned vehicles, personal cars may be used to provide services for the participants, especially for medical appointments, entitlement appointments, shopping and banking assistance, and other areas when the need is there and the agency vehicles are not available.

V. PERSONNEL: PROJECT ORGANIZATION AND STAFFING

A. PROPOSED STAFFING, STAFF QUALIFICATIONS, SUPERVISION AND TRAINING

The Moiliili Senior Center staff is under the Moiliili Community Center's Personnel Policies. All staff must follow these standards, unless so noted per contractual requirements. Such exceptions include the inability to carry over any vacation days from one contractual year to another.

Presently, there are seven staff members or a total position count of 5.23 under the Moiliili Senior Center program. These entail a Program Director (1.0), a Program Coordinator (1.0), a Program Assistant (1.0), a Program Assistant/Driver (1.0), a Program Worker (1.0), a Dining Program Worker (0.4) and a Driver (.33 of a full-time position). Based on position counts, this comes to a ratio of 1 paid staff to 175 clients. These positions are primarily paid through a contract with the City and County of Honolulu, Department of Community Services, Elderly Affairs Division. We propose to pay approximately 37% of the salaries for these positions through the Grants in Aid.

The program staff is assisted overall by the Community Center's paid administrative staff which include the Executive Director, the Accountant and fiscal staff, clerical staff, receptionist, parking attendants, maintenance, and a large core of volunteers. Without the Center's assistance, the program could not function alone, especially in the fiscal area. The contract requirements call for constant accountability; there is no flexibility in hiring for the administrative positions under the grant. Under the GIA, we are requesting a percentage of these staff member's salaries as outlined in Section III, Financial. The receptionist fields a great percentage of calls for our program. The parking attendants, especially the morning person, not only assists with keeping the parking areas safe, but also sees to the safety of the seniors as they walk through the parking lot areas or while waiting to be picked up.



The Moiliili Senior Center staff handle their varied responsibilities in a professional and personal manner, maintaining individual rapport with the senior participants and often going the "extra mile" for them. Together, all staff members work as a team, providing stability and depth to the program.

The Program Director provides overall supervision, maintains channels of communication, and works to resolve any difficult situation. The Program Director is also responsible for handling much of the basic information and referral inquiries, development of programs, preparation of monthly/quarterly/annual reports and grants/contracts, and also assists with short-term emergency services needing assistance.

The Program Coordinator does the basic planning of classes, seminars, and activities, works with the volunteer instructors and group leaders, and coordinates the monthly newsletter. These activities are utilized by over 450 individuals monthly. Along with our "team" approach, the Program Coordinator assists individuals monthly with other services, such as requests for transportation, or just listening and/or lending a comforting hand.

The Program Assistant aids the Program Coordinator with the planning of classes, seminars, and activities. Along with the Program Worker, this position provides assistance with registration, class set-up, receiving telephone reassurance calls, taking inquiries for participation in the program, and other clerical duties.

The Program Assistant/Driver (this position will possess a high school diploma and valid driver's license) provides information and referral services, assisted transportation services to appointments/shopping/etc., back-up for the regular driver (if available) when the driver is sick or on vacation, and drives for special requests when our regular driver is on his run.

The Program Worker provides information and referral services, assistance with applications, and other services as needed or requested. This position also provides assistance with registration, class set-up, receiving telephone reassurance calls, and taking inquiries for participation in the program.

The Driver (P/T .33 of full time under MCC, has a CDL and a S endorsement needed for the Children's program) is primarily responsible for the daily pick-up and return of frail elderly to attend the lunch site and other activities at the Center,



an average of 22 individuals monthly; and to provide transportation for special requests. He is assisted by a volunteer when available.

The Dining Program Worker (0.4 position) provides assistance in serving the program meals, facilitating the completion and /or discharge of the application process, and completing and compiling reporting data and recruiting.

The staff is supported by two dedicated office volunteers who assist with registrations, sign-ups, set-ups, close ups, etc. Three other volunteers assist with the daily telephone reassurance calls. There are over 250 volunteers who lead the various classes and groups, work in the Thrift Store, assist group leaders in the classrooms, assist at special events, provide service at community events, and do craft work for other organizations and/or our program.

The quality “team” approach is used in administering the program with over 1000 registered participants. Each position may have its responsibilities outlined, but all staff members are required to be aware of all areas and assist where needed. The agency schedules ongoing Staff training; program staff attend seminars, workshops, etc. scheduled by different agencies as applicable to their job positions or requirements. CPR and First Aid are required for all positions.

Job descriptions for the following positions are attached: Program Director, Senior Center; Program Coordinator, Senior Center; Program Assistant, Senior Center; Program Worker, Senior Center; Driver/Program Assistant, Senior Center; and Dining Program Worker, Senior Center.

Policies for volunteers working with proprietary information are discussed with the volunteer during orientation or on their first day of service. These volunteers are issued picture IDs. The agency is registered with eCrim to check the background of potential volunteers. Training is provided for those working with the functionally impaired by the Program Director.

The Executive Director of the Community Center directly supervises all Program Directors, who oversee their respective programs and staff. All Senior Center positions noted above is under the Senior Program Director's direction. The Senior Program Director is responsible for the training and development of Senior staff members, and their recertification as necessary, and the volunteers that fall under this program.



B. ORGANIZATION CHART

Attached are:

- Organization-Wide Organization Chart
- Program Organization Chart

Also attached are the Job Descriptions for the Senior Center program staff, as well as essential non-Senior Center program staff.

C. COMPENSATION

Annual salaries for the three highest paid employees of the Moiliili Community Center are:

Executive Director	\$104,500
Accountant	\$71,500
Program Director, CFP	\$55,000



VI. OTHER (cont'd)

A. Litigation

This agency is not a party to any pending litigation, nor do we have any outstanding judgements.

B. Licensure or Accreditation

Not applicable.

C. Federal and County Grants

As of July 1, 2019, the federal and county grants awarded to our organization is \$106,278. Please refer to the attached document provided in Section III – Financial.

D. Private Educational Institutions

Not applicable.

E. Future Sustainability Plan

As our program enters its 49th year of operation, we understand the importance of sustainability, to be able to continue to service and assist all senior citizens. Year after year, we are faced with many challenges – most obvious is the financial aspect. With the cost of living continuing to rise, the need for funding becomes an essential part of sustaining the program. Our goal is to maintain services and in doing so we need to meet the needs of our budget. Monies requested will help with personnel costs (e.g., salaries, taxes, fringe benefits), related expenses (e.g. insurance, administrative costs (e.g., payroll, bank fees)), and utilities (e.g., water, electricity). Should the funding cease for fiscal year 2020-21 and/or beyond, our program will have to improvise and seek ways to keep the program functioning smoothly. In addition, we will have to consider more fundraising events throughout the year – and if need be, we may have to eliminate and cutback



certain services. Our hope is that we are able to function as conservatively and efficiently as we possibly can, to be able to continue servicing senior citizens.

F. Certificate of Good Standing

Attached.

G. Declaration Statement, Applicants for Grants and Subsidies, Chapter 42F, Hawaii Revised Statutes

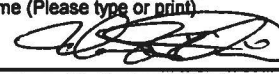
Attached.



BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: Moiliili Community Center

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	67,106		67,171	
2. Payroll Taxes & Assessments	9,000		6,000	
3. Fringe Benefits	10,750		6,500	
TOTAL PERSONNEL COST	86,856		79,671	
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	4,500		2,500	
3. Lease/Rental of Equipment/Repairs & Maintenance	9,500		4,500	
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	7,000		3,500	
7. Telecommunication	2,000		1,500	
8. Utilities	3,500		2,500	
9. Occupancy	15,000		3,000	
10 Professional Fees	8,000		3,000	
11 Printing	2,000		1,500	
12 Transportation/Travel	9,000		3,500	
13 Other Expenses	2,644		1,106	
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	63,144		26,606	
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	150,000		106,277	
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	150,000	Norberto S. Sulpico Jr. 808-955-1555		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested	106,277	 01/16/20		
(d) Total Private/Other Funds Requested		Signature of Authorized Official Date		
TOTAL BUDGET	256,277	Nadine N. Nishioka, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2020 to June 30, 2021

Applicant: Moiliili Community Center

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Director	1	\$37,400.00	20.00%	\$ 7,480.00
Program Coordinator	1	\$42,588.00	20.00%	\$ 8,517.60
Program Worker	1	\$22,880.00	20.00%	\$ 4,576.00
Program Assistant	1	\$24,024.00	100.00%	\$ 24,024.00
Driver	0.33	\$12,012.00	10.00%	\$ 1,201.20
Accountant	1	\$71,500.00	2.50%	\$ 1,787.50
Office Manager	1	\$47,300.00	10.00%	\$ 4,730.00
Senior Account Clerk	1	\$36,750.00	5.00%	\$ 1,837.50
Payroll & Payable Clerk	0.5	\$21,294.00	3.00%	\$ 639.00
Receptionist	0.44	\$10,899.20	3.00%	\$ 326.98
Traffic Controller	0.44	\$12,355.20	12.00%	\$ 1,482.62
Dining Program Worker	0.44	\$10,504.00	100.00%	\$ 10,504.00
				\$ -
				\$ -
TOTAL:				67,106.40
JUSTIFICATION/COMMENTS:				



GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Moiliili Community Center

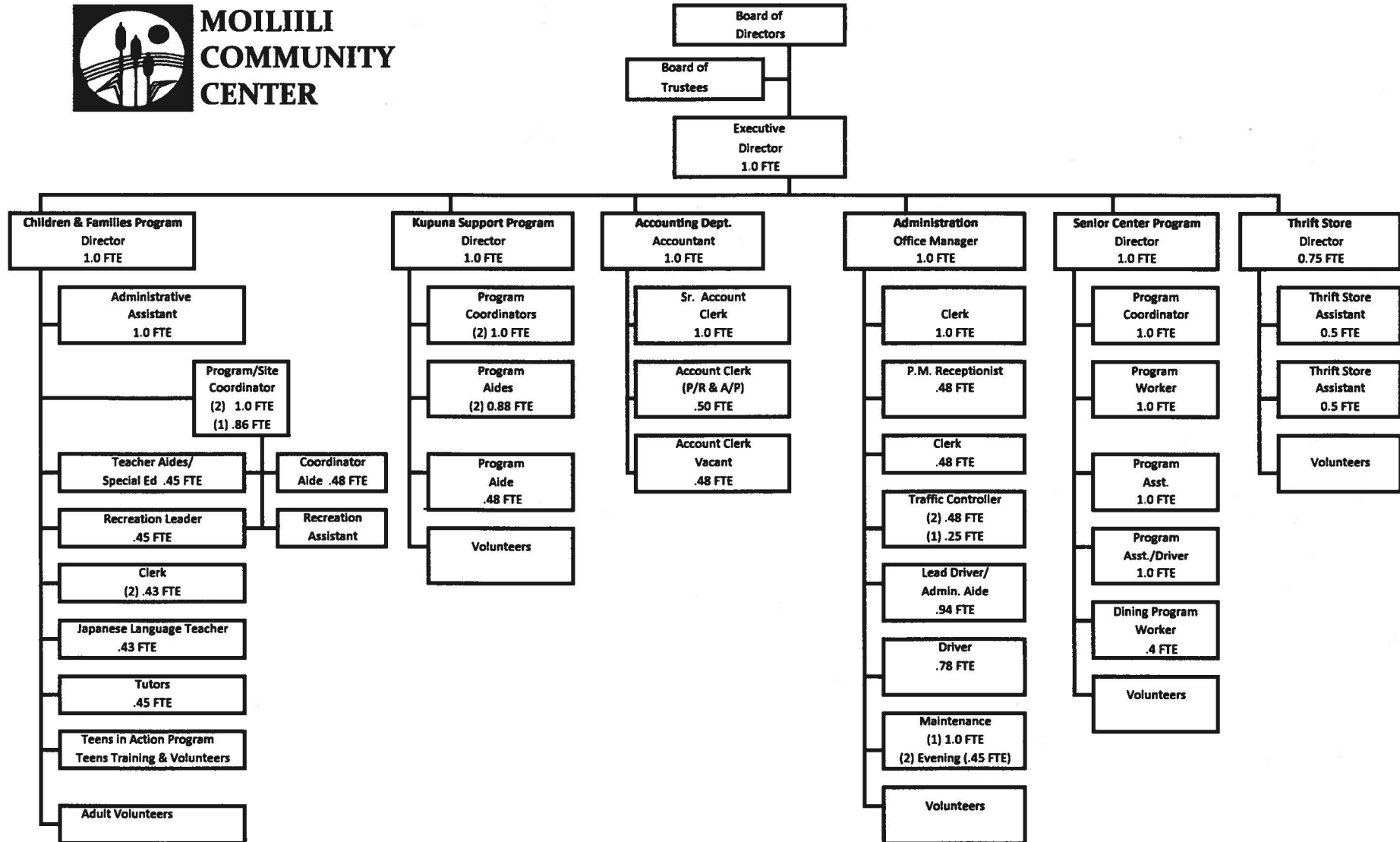
Contracts Total: 256,277

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	MA-DCS-1800108	7/1/19 to 6/30/20	Elderly Affairs Division	City & County of Honolulu	106,277
2	MCC2019A09	7/1/18 to 6/30/20	Executive Office on Aging	State of Hawaii	150,000
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**MOILIILI
COMMUNITY
CENTER**

ORGANIZATIONAL CHART

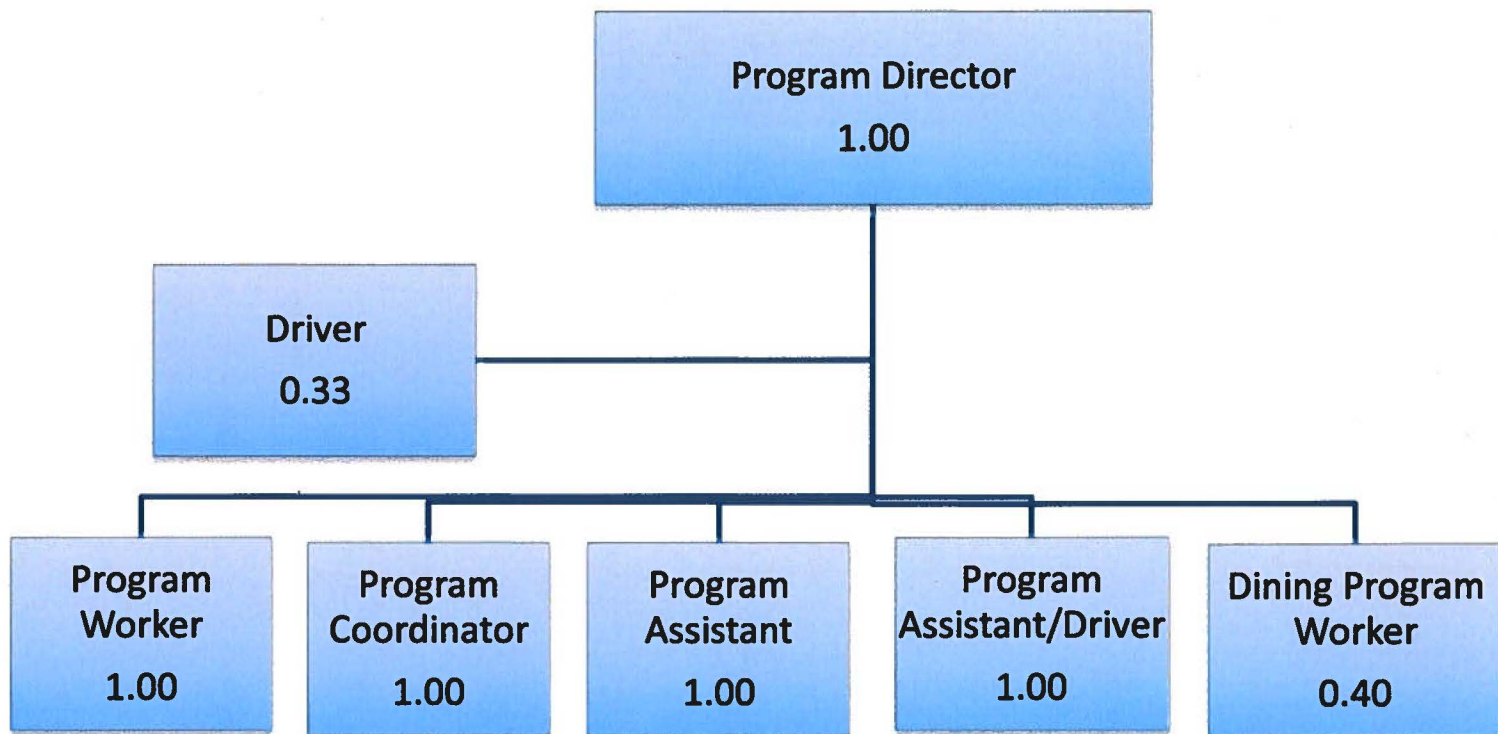




Moilili Community Center
Grant in Aid Request
FY 2021

B. Organization Charts (cont'd)

2. Senior Center Program





MOILILI COMMUNITY CENTER

MOILILI COMMUNITY CENTER

Job Number: F 1

JOB DESCRIPTION

Position Title: Senior Center Program Director

Date: January 1, 2018

Department: Senior Center

FLSA Status: Exempt/Salary

Reports to: Executive Director

Subordinates: Senior Center workers

Primary Responsibilities:

This position is responsible for overseeing the Senior Center program, a comprehensive program designed to meet the needs of individuals 60 years of age and older. The incumbent exercises independent judgment in the day-to-day operations and receives direct supervision from the Executive Director.

Essential Functions:

1. Program Development 30%
 - a. Identifies problems and needs of seniors, develops appropriate program and activities in accordance with government contract and agency mission.
 - b. Plans, monitors, and evaluates program services and activities; modifies services and activities as necessary.
 - c. Prepares program grant proposals, statistical, fiscal, and other reports in accordance with governmental regulations.
 - d. Directs the implementation of program services and activities and coordinates senior center services, as necessary.
 - e. Evaluates program effectiveness; develops methods of improving performance and increasing efficiency.
 - f. Conducts research, need's assessment and reviews current literature on subjects related to aging.

2. Management and Supervision 30%
 - a. Develops program budget, exercises control of expenditures.
 - b. Recruits and interviews applicants for staff positions.
 - c. Maintains system of communications and information sharing through supervisory meetings and written memoranda.
 - d. Supervise staff and volunteers.
 - e. Establishes and conducts appropriate training for staff and volunteers.
 - f. Assures staff and agency compliance with government grant regulations and agency policies and regulations.

- g. Maintains equipment inventory control
 - h. Works with Senior Advisory Committee in program planning, program policies, issues that affect program funding and community relations.
3. Marketing and Community Relations 25%
- a. Directs and approves the development and distribution of program flyers, newsletter and other program information.
 - b. Develops resources and maintains liaison with other similar public and private agencies.
 - c. Represents the Senior Center program at meetings, conferences, and workshops dealing with aging: provide information on senior services and activities.
 - d. Provides opportunities for meaningful volunteerism; recruits volunteers.
4. Other Duties. 15%
- a. Participate in in-service training sessions and staff meetings.
 - b. Perform other related tasks as assigned or as necessary.

Working Conditions:

Employee works indoors in an air-conditioned office setting and outdoors in varying weather conditions.

Equipment Used:

- a. Uses computer, telephone and fax machine and other equipment as appropriate.
- b. May drive 7 and 15 passenger Center vans.
- c. May use radio and/or cell phones while operating Center van. (Cell phones are banned while driving –must pull over).

Work Hours:

Work hours are determined by the Executive Director during the Center's hours of operation: Monday through Friday from 8:00 am to 5:00 pm.

Physical, Mental and Communication Demands:

- a. Prioritizes work assignments with potentially conflicting deadlines.
- b. Works as part of a team with multiple and potentially conflicting priorities.
- c. Provides care to senior citizens with varying levels of communication and mobility.

Skills/Knowledges:

In addition to being able to fulfill the physical, mental and communications demands listed above, must know how to operate appropriate office equipment, follow instructions and safety procedures.

Minimum Qualifications:

- a. **Masters Degree in the field of Human Services and two years of related work experiences of which one year must be in a supervisory capacity, or Bachelor's Degree in the field of Human Services and four years of related work experience of which two years must be in a supervisory capacity.**
- b. **Criminal background Check**
- c. **Tuberculosis clearance.**
- d. **Certifiable for Basic First Aid and CPR.**
- e. **Medical clearance for driving.**



MOILIILI COMMUNITY CENTER

MOILIILI COMMUNITY CENTER

Job Number: F 2

JOB DESCRIPTION

Position Title: Program Coordinator

Date: January 1, 2018

Department: Senior Center

FLSA Status: Non-exempt/ hourly

Reports to: Program Director

Subordinates: Volunteer/paid instructors

Primary Responsibilities:

An employee in this position coordinates the activities of the Center's Senior program, a comprehensive program designed to meet the needs of individuals 60 years of age and older. The incumbent performs duties under the direct supervision of the Program Director.

Essential Functions:

1. Program activities 85%
 - a. Plans and schedules all special interest, recreational and educational classes and activities, recruiting or arranging for volunteer instructors.
 - b. Plans and coordinates excursions and off-site activities.
 - c. Maintains registration, attendance, and instructor records and prepares reports.
 - d. Oversees publication of monthly activities newsletter and special flyers to announce and publicize these activities.
 - e. Assist with the writing, duplication, and distribution of materials needed for classes or activities.
 - f. Disperses pertinent information to Center's members.
 - g. Recruits and oversees volunteers for special projects.

2. Service Provision 10%
 - a. Listens to and discusses with seniors their problems, concerns and questions.
 - b. Provides information and/or makes referrals for appropriate services.
 - c. Recruits, assigns and oversees volunteers in planned activities.

3. Other duties: 5%
 - a. Performs other related duties as assigned.

Working Conditions:

Employee works indoors in an air-conditioned office setting and outdoors under varying weather conditions.

Equipment Used:

- a. Uses computer, telephone and fax machine and other equipment as appropriate.
- b. Drives 7 and 15 passenger Center vans.
- c. While driving Center vans, uses radio and/or cell phone in vans.(pulls over to use cell phones).

Work Hours:

Work hours are determined by the Program Director during the Center's hours of operation: Monday through Friday from 8:00 am to 5:00 pm.

Physical, Mental and Communication Demands:

- a. Prioritizes work assignments with potentially conflicting deadlines.
- b. Works as part of a team with multiple and potentially conflicting priorities.
- c. Provides care to senior citizens with varying levels of communication and mobility.

Skills/Knowledges:

In addition to being able to fulfill the physical, mental and communications demands listed above, must know how to operate appropriate office equipment, follow instructions and safety procedures.

Minimum Qualifications:

- a. Graduation from an accredited college with Bachelor's Degree in the field of Human Services and 1 year related experience in working with elders, or three years experience in working with elders.
- b. Criminal background check
- c. Tuberculosis clearance

MOILIILI COMMUNITY CENTER

MOILIILI COMMUNITY CENTER

Job Number: F 3

JOB DESCRIPTION

Position Title: Program Assistant/IT/Driver

Date: August 14, 2018

Department: Senior Center

FLSA Status: Non-exempt/hourly

Reports to: Program Director

Subordinates: None

Primary Responsibilities:

An employee in this position provides support to the Moiliili Community Center's Senior Program, a comprehensive program designed to meet the needs of individuals 60 years of age and older. This employee receives supervision from the Program Director.

Essential Functions:

1. Information Technology 60%
 - a. Manage the electronic database of the program clients.
 - b. Prepares reports on activities or services per client; to include case records, monthly statistical reports.
 - c. Create documents and spreadsheets based on program needs.
 - d. Assist clients with online and/or computer related tasks.

2. Outreach services. 25%
 - a. Follows up on information from individuals, agencies, or through personal observations to identify individual needs.
 - b. Assesses needs of clients (i.e. financial, food, medical attention, and support from family members, etc.) and provide direct services as appropriate or make referrals
 - c. Assists in the filling, filing, and follow-up of applications for individual clients.

3. Transportation Activities: 5%
 - a. Assists regular driver when vehicle is over capacity.
 - b. Substitute drives during vacation and sick leave periods of regular driver.
 - c. Assists with the arrangement of other transportation as needed.
 - d. Provides transportation services utilizing agency vehicle to transport senior groups to various venues to perform or participate in activities.
 - e. Provides transportation/escort when needed to assure the safety of the client in reaching destination.
 - f. Maintains vehicles as needed.

4. Other duties

10%

- a. Performs other related duties as assigned.

Working Conditions:

Employee works indoors in an air-conditioned office setting and outdoors under varying weather conditions.

Equipment Used:

- a. Uses computer, telephone and fax machine and other equipment as appropriate.
- b. Drives 7 and 15 passenger Center vans.
- c. May use radio and/or cell phone while operating Center van (cell phone banned while driving -- must pull over).

Work Hours:

Work hours are determined by the Program Director during the Center's hours of operation: Monday through Friday from 8:00 am to 5:00 pm.

Physical, Mental and Communication Demands:

- a. Prioritizes work assignments with potentially conflicting deadlines.
- b. Works as part of a team with multiple and potentially conflicting priorities.
- c. Provides care to senior citizens with varying levels of communication and mobility.

Skills/Knowledges:

In addition to being able to fulfill the physical, mental and communications demands listed above, must know how to operate appropriate office equipment, follow instructions and safety procedures.

Minimum Qualifications:

- a. High School graduate
- b. At least three years of experience working with elderly, or an equivalent combination of training and experience
- c. Access to a car and valid Hawaii State Driver's license
- d. Clean driver's abstract and medical clearance for driving
- e. Criminal background check

- f. Tuberculosis clearance
- g. Certifiable for Basic First Aid and CPR

Preferred Qualifications.

- a. Bachelor's Degree in a field of Human Services
- b. More than three years of experience working with the elderly in a care giving situation
- c. Bilingual (English/Japanese) preferred

MOILIILI COMMUNITY CENTER

MOILIILI COMMUNITY CENTER

Job Number: F 3

JOB DESCRIPTION

Position Title: Program Worker/Driver

Date: July 25, 2019

Department: Senior Center

FLSA Status: Non-exempt/hourly

Reports to: Program Director

Subordinates: None

Primary Responsibilities:

An employee in this position provides support to the Moiliili Community Center's Senior Program, a comprehensive program designed to meet the needs of individuals 60 years of age and older and provides transportation to the program's senior participants. This employee receives supervision from the Program Director.

Essential Functions:

1. Outreach services. 70%
 - a. Follows up on information from individuals, agencies, or through personal observations to identify individual needs.
 - b. Assists in providing transportation or escort services per individual client needs.
 - c. Assists in providing marketing or shopping services per individual client needs.
 - d. Prepares reports on activities or services per client; to include case records, monthly statistical reports.

1. Transportation Activities: 10%
 - a. Assists regular driver when vehicle is over capacity.
 - b. Substitute drives during vacation and sick leave periods of regular driver.
 - c. Assists with the arrangement of other transportation as needed.
 - d. Provides transportation services utilizing agency vehicle to transport senior groups to various venues to perform or participate in activities.
 - e. Provides transportation/escort when needed to assure the safety of the client in reaching destination.
 - f. Maintains vehicles as needed.

2. Other duties 20%
 - a. Performs other related duties as assigned.

Working Conditions:

Employee works indoors in an air-conditioned office setting and outdoors under varying weather conditions.

Equipment Used:

- a. Uses computer, telephone and fax machine and other equipment as appropriate.
- b. Drives 7 and 15 passenger Center vans.
- c. May use radio and/or cell phone while operating Center van (cell phone banned while driving -- must pull over).

Work Hours:

Work hours are determined by the Program Director during the Center's hours of operation: Monday through Friday from 7:30 am to 4:30 pm.

Physical, Mental and Communication Demands:

- a. Prioritizes work assignments with potentially conflicting deadlines.
- b. Works as part of a team with multiple and potentially conflicting priorities.
- c. Provides care to senior citizens with varying levels of communication and mobility.

Skills/Knowledges:

In addition to being able to fulfill the physical, mental and communications demands listed above, must know how to operate appropriate office equipment, follow instructions and safety procedures.

Minimum Qualifications:

- a. High School graduate
- b. At least three years of experience working with elderly, or an equivalent combination of training and experience
- c. Access to a car and valid Hawaii State Driver's license
- d. Clean driver's abstract and medical clearance for driving
- e. Criminal background check
- f. Tuberculosis clearance
- g. Certifiable for Basic First Aid and CPR

MOILIILI COMMUNITY CENTER

MOILIILI COMMUNITY CENTER

Job Number: F 4

JOB DESCRIPTION

Position Title: Program Assistant

Date: January 19, 2018

Department: Senior Center

FLSA Status: Non-exempt/hourly

Reports to: Program Director

Subordinates: None

Primary Responsibilities:

An employee in this position provides support to the Moiliili Community Center's Senior Program, a comprehensive program designed to meet the needs of individuals 60 years of age and older. This employee receives supervision from the Program Director.

Essential Functions:

1. **Program Activities:** **70%**
 - a. Assists Program Coordinator with the implementation of group and/or class activities as needed.
 - b. Assists in the planning and coordinating of activities, seminars, special events, and excursions.
 - c. Greets and assists visitors.
 - d. Registers new members for the Senior Center Program.
 - e. Provides information and referral services to seniors, family members, and others.
 - f. Refers people in need of assistance to appropriate staff or agencies.
 - g. Assists in the preparation and maintenance of statistical records of participants and the services provided by Moiliili Senior Center.

2. **Outreach Services** **20%**
 - a. Follows up on information from individuals, agencies, or through personal observations to identify individual needs.
 - b. Assesses needs of clients (i.e. financial, food, medical attention, and support from family members, etc.) and provide direct services as appropriate or make referrals to the Senior helpline.
 - c. Assists in the filling, filing, and follow-up of applications for individual clients.
 - d. Prepares reports on activities or services per client; to include case records, monthly statistical reports.

2. Other Duties: 10%
- a. Performs other related duties as assigned.

Working Conditions:

Employee works indoors in an air-conditioned office setting and outdoors under varying weather conditions.

Equipment Used:

Uses computer, telephone and fax machine and other equipment as appropriate.

Work Hours:

Work hours are determined by the Program Director during the Center's hours of operation: Monday through Friday from 7:30 am to 2:30 pm. This is a half time position.

Physical, Mental and Communication Demands:

- a. Prioritizes work assignments with potentially conflicting deadlines.
- b. Works as part of a team with multiple and potentially conflicting priorities.
- c. Provides care to senior citizens with varying levels of communication and mobility.

Skills/Knowledges:

In addition to being able to fulfill the physical, mental and communication demands listed above, must know how to operate appropriate office equipment, follow instructions and safety procedures.

Minimum Qualifications:

- a. High School graduate
- b. At least three years of experience working with elderly, or an equivalent combination of training and experience
- c. Access to a car and valid Hawaii State Driver's license
- d. Criminal background check
- e. Tuberculosis clearance
- f. Certifiable for Basic First Aid and CPR

Preferred Qualifications.

- a. Bachelor's Degree in a field of Human Services
- b. More than three years of experience working with the elderly in a care giving situation
- c. Bilingual (English/Japanese) preferred

MOILIILI COMMUNITY CENTER

MOILIILI COMMUNITY CENTER

Job Number: F 5

JOB DESCRIPTION

Position Title: Dining Program Worker I

Date: August 9, 2016

Department: Senior Center

FLSA Status: Non-exempt/hourly

Reports to: Program Director

Subordinates: None

Primary Responsibilities:

An employee in this position provides support to the Moiliili Community Center's Senior Program, a comprehensive program designed to meet the needs of individuals 60 years of age and older. This employee receives supervision from the Program Director.

Essential Functions:

1. Meal services. 95%
 - a. Assist in serving the program meals to Qualified Recipients within thirty (30) minutes after the Program Meals arrive.
 - b. Assist in facilitating the completion of the application process by elderly MCC members who participate in the MCC activities to include; recruiting, screening for eligibility, performing an intake interview, and submitting candidates' completed application packet to LMOW for approval.
 - c. Assist in completing and compiling the required reporting data to LMOW.
 - d. Assist in the discharge process for Qualified Recipients who will, voluntarily or involuntarily, no longer receive Program Meals.

2. Other duties 5%
 - a. Performs other related duties as assigned.

Working Conditions:

Employee works indoors in an air-conditioned office setting and outdoors under varying weather conditions.

Equipment Used:

- a. Uses computer, telephone and fax machine and other equipment as appropriate.

Work Hours:

Work hours are determined by the Program Director during the Center's hours of operation: Monday through Friday from 9:00 am to 12:00 pm.

Physical, Mental and Communication Demands:

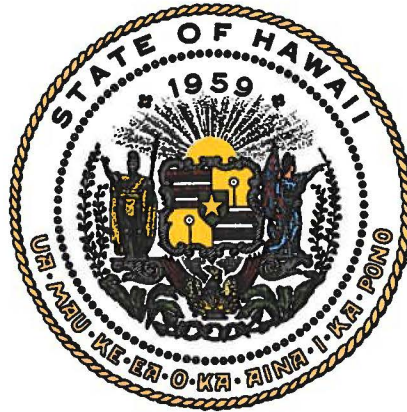
- a. Prioritizes work assignments with potentially conflicting deadlines.
- b. Works as part of a team with multiple and potentially conflicting priorities.
- c. Provides care to senior citizens with varying levels of communication and mobility.

Skills/Knowledges:

In addition to being able to fulfill the physical, mental and communications demands listed above, must know how to operate appropriate office equipment, follow instructions and safety procedures.

Minimum Qualifications:

- a. High School graduate
- b. At least three years of experience working with elderly, or an equivalent combination of training and experience
- c. Access to a car and valid Hawaii State Driver's license
- d. Criminal background check
- e. Tuberculosis clearance
- f. Certifiable for Basic First Aid and CPR



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

MOILILI COMMUNITY CENTER

was incorporated under the laws of Hawaii on 03/09/1945 ; 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: November 20, 2019

Director of Commerce and Consumer Affairs



