

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

CONRAD LOUI,
EXECUTIVE DIRECTOR
PRINT NAME AND TITLE

JANUARY 16, 2020
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 page 3.

2. Declaration Statement

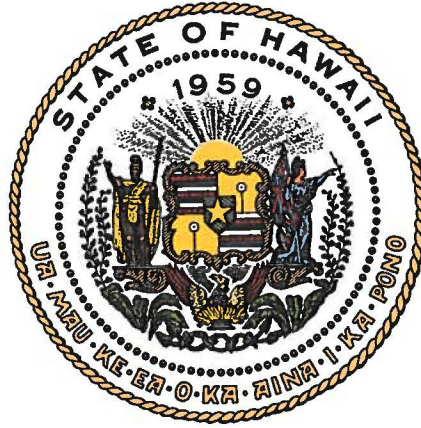
The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes. ([Link](#)).

See page 4.

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](#)).

The public purpose of the Kupuna Creative Aging Program is to support older adults by maximizing their opportunities to age well, remain active and enjoy quality lives in their communities.



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

PALAMA SETTLEMENT

was incorporated under the laws of Hawaii on 07/21/1910 ; 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 15, 2020

Director of Commerce and Consumer Affairs



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

Palama Settlement

(Typed Name of Individual or Organization)



(Signature)

Jan. 16. 2020

(Date)

Conrad Loui

(Typed Name)

Executive Director

(Title)

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;

Palama Settlement has been serving the Kalihi-Palama community since its inception in 1896. Over nearly 125 years, Palama Settlement has responded to the needs of the community by offering services that were relevant to the needs of its neighborhood. Initially this included the first public health visiting nurse (1906), pure milk depot for babies' formulas (1907), and day nursery for working mothers (1907). In 1968, Palama was reorganized to emphasize social welfare and neighborhood development programs.

Currently, Palama's programs focus are on education (alternative learning center for adjudicated teens, afterschool tutoring, music, dance, coding and robotics classes); recreation (swimming, football, basketball and volleyball); leisure activities for seniors, (line dancing, chair yoga, sewing, hula, watercolor, and cooking demonstrations); and for youth (activity center, movie nights and birthday celebrations). Palama's Community Services program houses an on-site emergency food pantry and for older adults and disabled individuals, an emergency hygiene pantry. The Community Services also coordinates surplus food distributions in the community as a partner agency of the Hawaii Food Bank, and coordinates Palama's Keiki Thanksgiving dinner and Community Holiday Event. Palama's mission is to partner with those who have the greatest need in our community, empowering them to enhance their well-being through education, health and recreation.

2. The goals and objectives related to the request;

The overall goal of the Palama Kupuna Creative Aging Program is to address the first of the five statewide goals identified in the 2015-2017 Hawaii State Plan on Aging which is:

Goal 1: To maximize opportunities for older adults to age well, remain active, and enjoy quality lives while engaging in their communities.

Objective 1: Provide older adults with opportunities to select and engage from a variety of class offerings.

Objective 2: Provide the classes at a cost that is affordable for older adults.

Goal 2: Provide opportunities for older adults that emphasizes the positive aspects of growing older through activities that mitigate the risk factors of mental acuity and health.

Objective 1: Offer classes that provide older adults with the challenge of acquiring new skills and knowledge, and a sense of accomplishment.

Objective 2: Offer group classes to older adults that minimizes social isolation.

Objective 3: Offer classes for older adults that provides physical, aerobic exercise.

3. The public purpose and need to be served;

Hawaii's older adult population continues to increase as the baby boomers age. In the 2017-2019 Hawaii State Plan on Aging report, it was projected that by 2020, 25.8% of the State's population would be age 60 and above. The report further indicated that as the population of older adults increases, so does health care costs.

Aging, however, can still remain purposeful and productive. Productive aging, as defined on the National Institute for Occupational Safety and Health is "an approach that emphasizes the positive aspects of growing older and how individuals can make important contributions to their own lives, their communities and organizations, and society as a whole". Research has shown that remaining active, physically and mentally, can mitigate health problems and mental acuity.

The public purpose and need of the Palama Creative Aging Program is to provide a variety of opportunities for older adults that support their ability to continue to live active lives, maximizing their well-being. In contrast to the negative connotations of aging, these opportunities emphasize the positive aspects of growing older and mitigate risk factors of health and mental decline.

With respect of the fixed budgets and limited disposable assets of the older adults, the classes of the Creative Aging Program would be offered at no additional cost to the participants, other than the \$25 per semester Senior Program registration fee. The \$25 entitles participation in any of the Senior Program offerings including line dancing, tai chi, hula and sewing classes. The exceptions are chair yoga and Zumba classes for which the instructor collects an additional \$2 per participant, per class. Should funding be awarded, Palama would have budget to defray the \$2 fee for participants.

4. Describe the target population to be served; and

The target population of this program is older adults, ages 60 and above, and are able to travel to Palama Settlement for the weekly classes.

5. Describe the geographic coverage.

Older adults from throughout the island will be welcomed to participate in the Kupuna Creative Aging Program.

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;

Palama Settlement's Senior Program is conducted on a spring semester (January – May) and fall semester (August – November) schedule. Class registration fees are \$25 per semester which enables the individual to take an unlimited number of classes without extra fee, except for Chair Yoga and Zumba which both currently require a \$2 fee per class.

The Kupuna Creative Aging Program will provide for 12 weekly classes during each of the spring and fall semesters (total of 24 classes) with the following:

Pottery Class – The two hour weekly class will be conducted by a contracted professional potter and an assistant. The potter will provide the clay and glazes for the classes. Firing of the ceramic pieces will be done in Palama's kiln. The potter will provide instruction on various techniques, utilizing different ceramic materials and glazes. Each semester, the class session will be six weeks in length, with a possible break between the next six-week class session.

The potter is a member of the Hawaii Potters Guild and has been teaching pottery classes for over ten years. She is a Teaching Artist with the Hawaii State Foundation on Culture and the Arts through the Artists in the Schools (AITS) and Art in Public Places (APP) programs, as well as at public and private schools. The potter has attended annual classes in the United States, Canada and Italy and is trained to teach sgraffito, Mishima, underglaze transfers, silkscreen, slip trailing, clay mono printing, mocha diffusion, Native American coiling, inlaid porcelain, and many other clay techniques.

Watercolor Class – Watercolor classes will be conducted once per week by a contracted professional artist and volunteer assistants. The watercolor participants will be divided into two 45-minute classes; one for beginners and a second for intermediate-level students who have taken classes by the instructor in the past. Class size will be limited to 16 in the beginners class, and 14 in the intermediate class. Each semester's class session will be six weeks in length with a possible break between the next six class session. The artist will provide the paper, brushes and paints for the classes. Students may, if they prefer, purchase their own supplies. The artist will provide instruction to the beginners on the different brushes, brush strokes, mixing of paint colors, and basic watercolor painting techniques. For the intermediate participants, the artist will provide projects that build on the techniques the participants have acquired. Through critique and instruction of advanced watercolor techniques, the intermediate students will learn to paint pictures with depth and realism.

iPad Class - The iPad classes will be conducted once per week between 1.5 and 2 hours per class. The classes will be instructed by a contracted professional with knowledge of iPad applications and functions. Palama will provide for use of iPads and internet service in its computer lab, thus it will not be a requirement for participants to own an iPad. The class will begin with iPad basics – different buttons and icons, internet connection, requirements and use (cyber security; how to spot a scam and what to do about it; broadband connection, wireless/Bluetooth routers, printers etc.). The class will also learn social media applications that will provide opportunities to stay connected with family and friends, including those who live on the mainland and/or abroad. This may include email, Facetime/Skype, Instagram, Facebook, etc. They will also learn how to take and edit photographs and movies, and to create digital photo books. Each semester, there will be six weekly iPad class sessions with a possible week break, then an additional six week session. Depending on the speed of instruction, the second six week classes may be a continuation of instruction. As a new program, instruction may be based on class requests and direction.

Stretching and Zumba Gold – The Zumba Gold is a low-impact, dance exercise class using Latin rhythms, and is based on the world's most popular group-based exercise class, Zumba. The Zumba Gold will be conducted once per week, 45 minutes to an hour per class by a contracted instructor. The instructor will provide warm-up and cool down stretching exercises. Low-impact aerobic dance exercises to lively music is sandwiched between the stretching. The class will be conducted for 12 weeks during each semester.

Field Trips – As older adults, many are limited in their driving and exploration of Oahu's attractions. The proposed field trips are intended to provide additional opportunities for socialization and bonding of the participants of the various Senior Program classes, and a chance to visit places they may not otherwise visit. Field trips may include a ride on the Hawaii Railway in Ewa, a boat ride and tour of Coconut Island (Hawaii Institute of Marine Biology), the Menhune Mac chocolate factory and/or the Manoa Chocolate Factory. It is proposed to conduct two field trips per semester. Sign up will be on a first-come, first-served basis as the chocolate factories have a maximum of 15 per visit. Other locations with low-cost entrance fees continue to be researched.

Palama Settlement will be responsible for contracting and payment of the instructors. Palama staff will also be responsible for arranging for the field trips and related transportation and supervision. Advertising and promotion of the Kupuna Creative Aging Program will be conducted by Palama. Registration to the Senior Program and field trip sign-up will be conducted by the volunteers of the Senior Program.

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

Due to the semester scheduling of the Senior Program, the annual timeline will begin either in January or August. Each of the proposed classes (pottery, watercolor, iPad

and Zumba Gold) will be conducted for a total of 12 weeks per semester, for a total of 24 classes annually. There will be two field trips per semester, for a total of four annually. The spring semester field trips will be conducted in either February, March or May and in the fall, either late August, September or November.

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

Satisfaction surveys of each class will be conducted at each six week interval and following each field trip. The results will be shared with the instructor with the purpose of assuring that the project measurables are being met and/or if improvements are required. In addition to satisfaction, the participants will be asked questions related to any newly acquired knowledge and/or skill; health benefits that may be attributed to the classes/field trips; and their opinion on the impact of the classes to their well-being. An additional indicator of quality will be enrollment and attendance. Initial enrollment would reflect interest and increasing enrollment might indicate positive word-of-mouth promotion of the classes. Consistent attendance may also reflect interest in the class and instructor. If attendance and/or enrollment declines, and/or satisfaction survey results correspond to the decline in interest or disappointment, discussion with the instructor will follow to determine if changes are possible. If improvements are not possible and as a last resort, the second semester of classes and/or field trips may be cancelled.

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.

Goal 1: To maximize opportunities for older adults to age well, remain active, and enjoy quality lives while engaging in their communities.

Objective 1: Provide older adults with opportunities to select and engage from a variety of class offerings.

Measurement 1: Watercolor, Pottery, Zumba Gold and iPad classes will be offered once per week for 12 weeks during each of two semesters.

Measurement 2: At minimum, ten older adult participants will enroll in each of the classes each semester.

Objective 2: Provide the classes at a cost that is affordable for older adults.

Measurement 1: Except for the \$25 registration fee per semester for enrollment in the Senior Program, by the end of six class sessions, participants will not be charged an additional fee for the classes.

Measurement 2: By the end of six class sessions, 90% of respondents in a satisfaction survey will “agree” or “strongly agree” that the cost to attend each class was affordable.

Goal 2: Provide opportunities for older adults that emphasizes the positive aspects of growing older through activities that mitigate the risk factors of mental acuity and health.

Objective 1: Offer classes that provide older adults with the challenge of acquiring new skills and knowledge, and a sense of accomplishment.

Measurement 1: By the end of six class sessions, or following a field trip, 80% of respondents in a satisfaction survey will “agree” or “strongly agree” that they gained a new knowledge or skill by attending the classes or field trip.

Measurement 2: By the end of six class sessions, 70% of the participants will “agree” or “strongly agree” that they felt a sense of accomplishment in their classes.

Objective 2: Offer group classes to older adults that minimizes social isolation and increase their well-being.

Measurement 1: By the end of six class sessions, or following a field trip, 70% of the participants will “agree” or “strongly agree” that they enjoyed socializing with the others.

Measurement 2: By the end of six class sessions, or following a field trip, 70% of the participants will “agree” or “strongly agree” that they met someone new.

Measurement 3: By the end of six class sessions, 80% of the participants will “agree” or “strongly agree” that the classes positively impact their sense of well-being.

Objective 3: Offer classes for older adults that provides physical, aerobic exercise.

Measurement 1: By the end of six class sessions, 80% of the Zumba Gold participants will “agree” or “strongly agree” that the classes provided an increase in their weekly exercise regime.

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](#)) - See page 13.
 - b. Personnel salaries and wages ([Link](#)) - See page 14.
 - c. Equipment and motor vehicles ([Link](#)) - See page 15.
 - d. Capital project details ([Link](#)) - See page 16.
 - e. Government contracts, grants, and grants in aid ([Link](#)) - See page 17.

Beginning with the July 1, 2017 to June 30, 2018 Judiciary contract, the compensation was based on fee for service. The fee for service contract value reported on page 17 does not reflect the actual compensation due to the low rates of referrals by the Judiciary to the program.

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
\$ 10,334	\$ 9,229	\$ 10,490	\$ 9,268	\$ 39,321

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

*Palama Settlement operates on a calendar year. The following is a list of the agency's sources of funding which we are seeking for the 2020 calendar year:

- Waterhouse Charitable Trust (a portion related to this project)
- Henry and Colene Wong Foundation (not related to this project)
- Aloha United Way (not related to this project)
- State of Hawaii, Judiciary (not related to this project)
- Harry and Jeanette Weinberg Foundation (not related to this project)
- Clarence T.C. Ching Foundation (not related to this project)
- Friends of Hawaii Charities (not related to this project)
- Individual Contributions (a portion related to this project)
- Legacy and Bequests (not related to this project)
- Corporate and Business Contributions (not related to this project)
- Facility Rentals (not related to this project)
- Special Events Fundraisers (not related to this project)

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.

Palama Settlement has not applied for nor have been granted any state or federal tax credits within the prior three years and does not anticipate applying for state and federal tax credits pertaining to any capital project.

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 page 17.

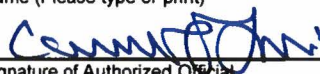
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2019.

As of December 31, 2019, the estimated balance of unrestricted current assets was \$1,808,316.00. This amount is preliminary because there are outstanding invoices dated in 2019 that have not yet been received.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: Palama Settlement

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	10,247			6,120
2. Payroll Taxes & Assessments	1,345			1,087
3. Fringe Benefits	1,888			804
TOTAL PERSONNEL COST	13,481			8,010
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	2,000			
7. Telecommunication				
8. Utilities				
9. Contracted Instructors	21,079			
10. Transportation - Hired Bus	825			
11. Field Trips - Entry Fees	1,936			
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	25,840			
C. EQUIPMENT PURCHASES	0			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	0			
TOTAL (A+B+C+D+E)	39,321			8,010
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	39,321	Donna Taniguchi 848-2517		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		 Jan. 16, 2020		
(d) Total Private/Other Funds Requested	8,010	Signature of Authorized Official Date		
TOTAL BUDGET	47,331	Conrad Loui, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2020 to June 30, 2021

Applicant: Palama Settlement

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Recreation Division Director	1	\$61,200.00	10.00%	\$ -
Program Administrator	1	\$72,200.00	10.00%	\$ 7,220.00
Business Office Manager	1	\$60,547.00	5.00%	\$ 3,027.35
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				\$ -
TOTAL:				10,247.35
<p>JUSTIFICATION/COMMENTS: The Recreation Division Director will provide oversight of Palama's Senior Program. His salary, payroll taxes and benefits will be funded through other sources. The Program Administrator will provide oversight of the grant, ensuring that measurables, data collection and reports are submitted on a timely basis. The Business Manager will provide fiscal oversight of the grant.</p>				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: Palama Settlement

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

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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: Palama Settlement

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: Palama Settlement

Contracts Total:

1,063,696

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Health & Human Services	7/1/15- 6/30/17	State Judiciary	State	375,358
2	Health & Human Services*	7/1/17 - 6/30/19	State Judiciary	State	214,200
3	Health & Human Services*	7/1/19 - 6/30/21	State Judiciary	State	320,000
4	Grant-in-Aid	7/1/17 - 6/30/18	Executive Office on Aging	State	35,000
5	Grant-in-Aid	7/1/18 - 6/30/19	Office of Community Services	State	35,000
6	Grant-in-Aid	10/1/17-9/30/18	Dept of Community Services	Honolulu	52,929
7	Summer Food Service Program	6/1/15 - 7/31/15	DOE-Child Nutrition Prog	State	5,630
8	Summer Food Service Program	6/1/16 - 7/31/16	DOE-Child Nutrition Prog	State	6,291
9	Summer Food Service Program	6/1/17-7/31/17	DOE-Child Nutrition Prog	State	5,778
10	Summer Food Service Program	6/1/18-7/31/18	DOE-Child Nutrition Prog	State	7,394
11	Summer Food Service Program	6/1/19-7/31/19	DOE-Child Nutrition Prog	State	6,116
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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.

As a non-profit incorporated in Hawaii since 1910, Palama Settlement is dependent upon individual and corporate donations, in addition to grants from public entities and private foundations.

Since the 1970's until today, Palama's In-Community Treatment Program has been funded through a contract with the State's Judiciary. Similar to most grants, reports are due quarterly and annually. Recent public funding have included the annual Summer Food Service Program through the Department of Education's Child Nutrition Branch, City and County of Honolulu's Grant-in-Aid (fiscal years 2012, and 2018), and State of Hawaii Grant-in-Aid (fiscal years 2012, 2018 and 2019). The list of private sources include grants from the Hawaii Community Foundation, Aloha United Way, First Hawaiian Bank Foundation, The Clarence T.C. Ching Foundation, Henry and Colene Wong Foundation and etc. Palama has been fortunate to have sufficient cash flow to pay for expenses that are reimbursed by the State and City on a quarterly basis that involves a detailed invoicing process.

Except for the iPad class and field trips, the classes of the Kupuna Creative Aging Program have been offered in the past. Through a State Grant-in-Aid in fiscal 2018, the watercolor and pottery classes were offered at no cost. The watercolor classes began with only seven participants, but over time, and through word-of-mouth solicitation, the classes, which the artist is partially subsidizing, will have close to 20 participants this spring. The pottery class in 2018 had been popular with 16 participants. Due to the costs of materials and instruction, it was prohibitive for Palama to subsidize the program at an affordable fee to which the seniors would agree. The Zumba Gold class was cancelled beginning in 2020 as the result of declining participation most probably due to the additional \$2 fee per class.

As a new offering, the iPad class is geared toward active older adults who participate in the Senior Program. Although the Senior Program has been robust for the past 20 years, the numbers have been declining due to the aging population. Thus the Kupuna Creative Aging Program is geared to attract the interests of the recently retired.

State Grant-in-Aid FY 2018: Contract #PS2018A09; Aaron Arakaki, Executive Office on Aging

State Grant-in-Aid FY 2019: OCS-GIA-19-13; Corie Tanida, Office of Community Services

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.

Palama Settlement spans almost 6.5 acres just outside downtown Honolulu. The campus includes a large gymnasium, outdoor basketball court, swimming pool, industrial kitchen, dining hall, youth game room, computer lab, garden area, open field, and multipurpose classroom. Palama has designated space available that is appropriately outfitted with necessary furniture and equipment for each of the proposed activities in the Kupuna Creative Aging Program. Pottery classes and stretching/Zumba Gold will take place in the dining hall lanai area (on different days), watercolor classes will take place in the multipurpose classroom, and iPad classes will take place in the computer lab. Zumba Gold requires minimal equipment and the pottery and watercolor instructors will bring their own supplies for participant use. Palama recently purchased new iPads for its computer lab, which will be used for the iPad classes. Palama also owns two vans that can accommodate up to 12 passengers each that may be used for small field trips. Palama's campus has ample, free parking for all participants and is directly in front of a bus stop/public transportation for those who wish to participate but do not drive.

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.

Palama Settlement's Senior Program is volunteer-driven. The seniors schedule classes, conduct registration, and plan their special events. Most of the instructors are also volunteers, except for the hula instructor whose fees are partially subsidized by a donor, and by Palama, and the chair yoga instructor, who collects \$2 per class from her participants. The Senior Program has been a robust program for the past 20 years.

The Senior Program is under the direct oversight of the Recreation Division Director who has been part of Palama's executive staff since the fall of 2018. The Recreation Division includes the Pakolea sports programs, the Aquatics Academy, as well as its facilities – the Harry and Jeannette Weinberg gymnasium, the Leland Blackfield Youth Activity Center and the swimming pool. The Recreation Director meets monthly with the Senior volunteers and instructors to discuss concerns that may arise and upcoming events.

The Business Office Manager is a veteran employee since 1980, having assumed the role as the Business Office Manager in 2006. She oversees the day-to-day financial operations of Palama and develops, manages and reviews the financial record keeping and procedures in order to maintain sound fiscal control. She ensures that grant funding is properly expensed and recorded.

The Program Administrator is a licensed social worker who has served in her capacity with Palama since 2007. In addition to providing oversight to Palama's programs and staff, she assists in grant-writing and reporting. She communicates directly with the grants' specialists to ensure that measurable are met and accurate reports are submitted on a timely basis.

The pottery instructor is a member of the Hawaii Potters Guild and has been teaching pottery classes for over ten years. She is a Teaching Artist with the Hawaii State Foundation on Culture and the Arts through the Artists in the Schools (AITS) and Art in Public Places (APP) programs, and teaches at both public and private schools. The potter has attended annual classes in the United States, Canada and Italy to expand her skill set and is trained to teach sgraffito, Mishima, underglaze transfers, silkscreen, slip trailing, clay mono printing, mocha diffusion, Native American coiling, inlaid porcelain, and many other clay techniques.

The watercolor artist instructor received her Bachelors of Fine Arts from the California College of Arts, Bachelors of Science in Information Technology from DeVry University and Masters in Business Administration from the University of Phoenix. The artist lived

in Sweden from 2002 where she worked as a strategic communications expert for Volvo Group's research and development. Her visual and creative approach led to her involvement in important initiatives as conceptual designer and problem solver to help produce creative and effective communications. She has been teaching watercolor to the Palama Seniors since 2018 and has developed an increased following.

iPad classes will be taught by the staff of Twiddle Productions. The Twiddle Productions principal has been involved in animation and artwork design since 1989. His credentials include creating character and logo designs for Nickelodeon, Comedy Central, and Warner Brothers. After moving to Hawaii, he worked at Pacific Resources for Education and Learning (PREL) as Art Director for a video game to help struggling 4th grade readers. Twiddle Productions was formed in 2012 initially producing animation shorts. More recently the company has taught coding and robotics to children in private and public schools and at community centers.

The Zumba Gold instructor has been a Zumba instructor since 2010. She is licensed to teach both Zumba and Zumba Gold and has taken classes in Zumba Rhythms2, Zumba Core and Zumba Glutes. She has taught both Zumba Gold and chair yoga at Palama, but enrollment to the Zumba Gold classes were declining, possibly due to the extra \$2 per class participants were required to pay. She is vivacious and energetic which is reflected in her teaching style which is to have fun while exercising.

2. Organization Chart

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

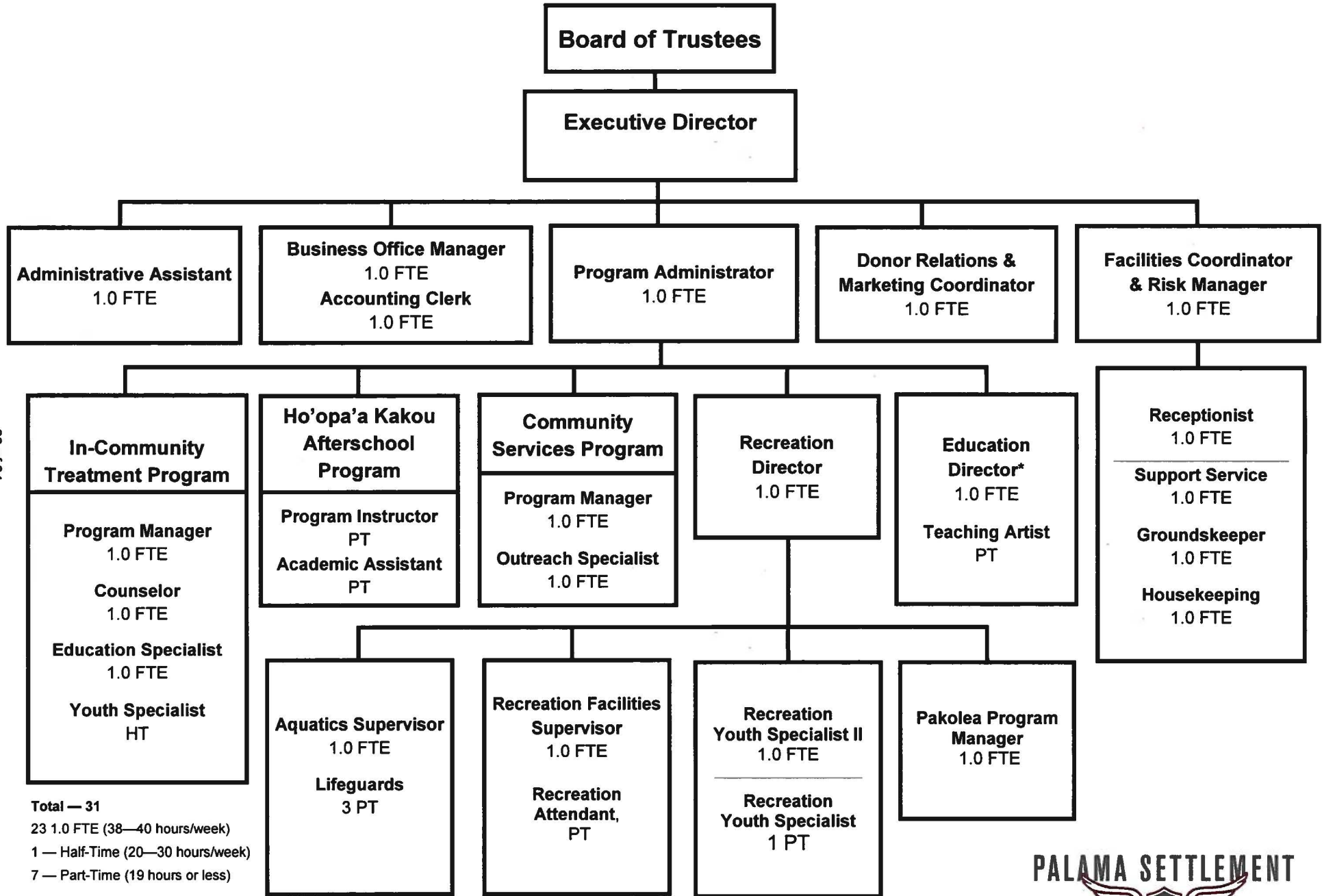
See pages 22 and 23.

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.

Executive Director:	\$100,000 to \$110,000
Program Administrator:	\$ 65,000 to \$ 75,000
Recreation Division Director:	\$ 60,000 to \$ 65,000

PALAMA SETTLEMENT ORGANIZATION CHART



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Total — 31
 23 1.0 FTE (38—40 hours/week)
 1 — Half-Time (20—30 hours/week)
 7 — Part-Time (19 hours or less)

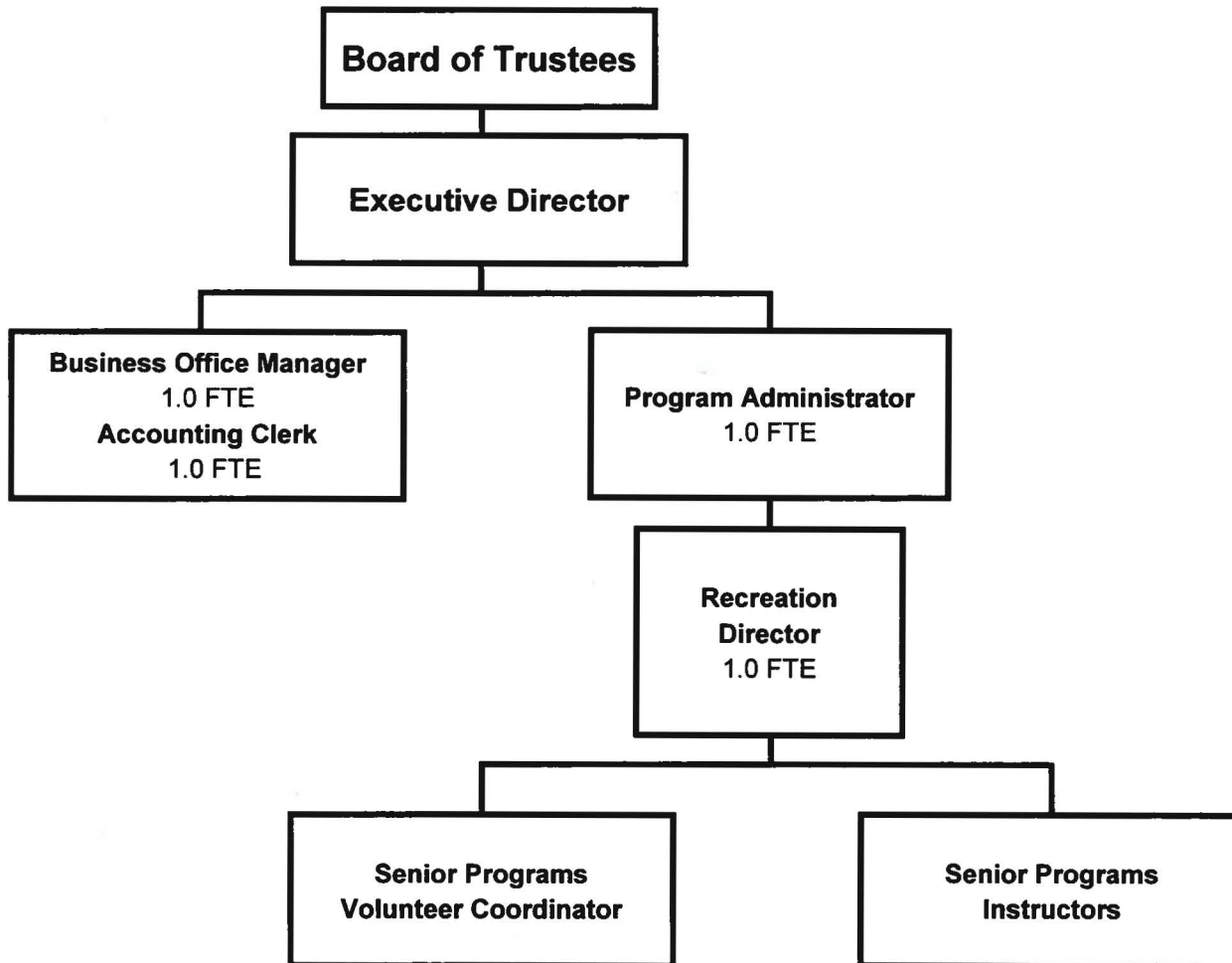
Updated October 2019

*The Education Director oversees the educational components of ICTP, Recreation, Ho'opa'a Kakou, and Community Services.





PROGRAM SPECIFIC ORGANIZATION CHART for the Kupuna Creative Aging Program



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.

Palama Settlement is not party to any pending litigation or outstanding judgement.

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.

Palama's Program Administrator is a licensed social worker in the State of Hawaii.

The Zumba Gold instructor is a licensed Zumba and Zumba Gold instructor.

The watercolor instructor received a Bachelors of Fine Arts.

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.

Grant funding will not be used to support or benefit a sectarian or non-sectarian private educational institution.

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.

Palama Settlement will continue to seek funding to provide classes that prove to be of interest and fulfilment to the older adult participants. The intent is to keep registration fees at \$25 per semester with no additional fees for classes.