

**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:

Waikiki Community Center

Amount of State Funds Requested: \$ 830,000

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

The scope of work involves the build out of a certified commercial kitchen and development of the community programs/ services utilizing serving kupuna, families and the wider community. The commercial kitchen will be utilized in two main ways: 1) To produce meals for kupuna and families weekly and 2) To provide enriching, educational experiences around food and nutrition to the greater community.

Amount of Other Funds Available:

State: \$ 830,000

Federal: \$ 0

County: \$ 0

Private/Other: \$ 137,516

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

\$ 350,000 (operating) / \$450,000 (capital)

Unrestricted Assets:

\$ 2,780,677

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:

310 Paoakalani Ave.

City:

State:

Zip:

Honolulu

HI

96822

Contact Person for Matters Involving this Application

Name:
Caroline Hayashi

Title:
President

Email:
chayashi@waikikicommunitycenter.org

Phone:
808-923-1802

Federal Tax ID#:

██████████

State Tax ID#

██████████



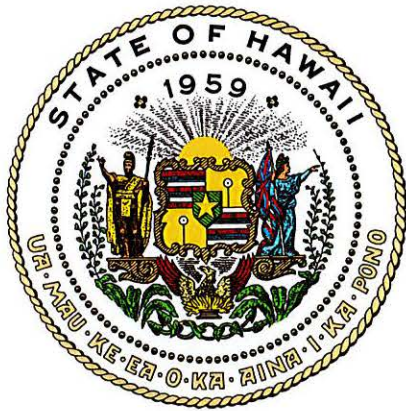
Authorized Signature

Caroline Hayashi, President

Name and Title

1/18/23

Date Signed



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

WAIKIKI COMMUNITY CENTER

was incorporated under the laws of Hawaii on 03/01/1978 ; 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 17, 2023

Director of Commerce and Consumer Affairs

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

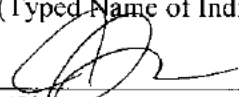
The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided; and
- 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.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

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.

Waikiki Community Center
(Typed Name of Individual or Organization)

1/18/23
(Signature) (Date)

Caroline Hayashi President
(Typed Name) (Title)

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)

See attached Certificate of Good Standing dated January 17, 2023.

2. Declaration Statement

See attached declaration statement affirming compliance with Section 42F-103.

3. Public Purpose

The grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes as follows:

(1) The name of the requesting organization – Waikiki Community Center

(2) The public purpose for the grant– Serving kupuna, families and others in need by meeting food and nutrition needs through a meal service that offers affordable, fresh, nutritious food weekly. (See the narrative in Sections II and III for further details).

(3) The services to be supported by the grant – Construction of a full commercial kitchen on site that will impact thousands of seniors and families, producing more than 45,000 meals annually and providing nutrition education classes and activities for the wider community.

(4) The target groups – Older adults, low to moderate income families with young children, other community members in need

(5) The cost of the grant and the budget – WCC requests an \$830,000 capital grant for the planning, design and build out of a commercial kitchen, costing a total of \$967,516. See budget for details.

II. Background and Summary

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

The mission of Waikiki Community Center (WCC), a 501(c)(3) corporation, is to care for our kupuna, keiki and community as `ohana.

WCC is located at 310 Paoakalani Avenue. It is uniquely positioned as the only community center within Waikiki, serving a diverse population of older adults, families with young children, visitor industry employees and people in need. Recognized as an integral part of the community, it is a safe gathering place where residents, visitors and employees build and strengthen relationships, and where the diverse needs of the community are met each day. Incorporated in 1978, WCC operates three (3) major programs:

A. *Senior Program* – Thousands of residents, ages 60+, participate in evidence-based educational, physical, social and wellness activities at WCC, which enable them to maintain healthy, independent lifestyles and avoid unnecessary and costly premature institutionalization. Hundreds of classes/activities allow older adults to maintain/increase whole-person wellness, addressing mind, body and heart. In addition, WCC seniors participate in the community as active and engaged volunteers. In addition, WCC provides case management, counseling and information and assistance to those in crisis, becoming frail and those in need.

B. *Community Programs* - The Waikiki Community Center serves as a ‘one-stop’ resource for health and human services, social support, lifelong education, wellness, and community building for children, families and elderly. Each year, more than 1000 individuals and families in need food from WCC’s Emergency Food Pantry. WCC’s facility is also home to six other nonprofit agencies, and used as a community gathering place for public forums and groups, such as the Waikiki Neighborhood Board. Through WCC’s programs its nonprofit partner agencies, nearly 100,000 people utilize its facilities each year.

C. *Early Childhood Education* – Each year, over 100 preschoolers receive quality early childhood education to build the foundation for learning success in school. WCC Preschool targets low to moderate (LMI) income families to help close the achievement gap between these children and their more advantaged peers. More than 75% of WCC Preschool families are LMI.

2. The goals and objectives related to the request;

WCC’s goal of this capital project is to build a commercial kitchen on its facility that will address a food/nutritional insufficiency amongst the area’s older adult population and families and educate the wider community on the connection between food and holistic health for individuals, the economy and environment. Specifically, the project aims to:

- Design and build a full capacity commercial kitchen on the WCC facility
- Produce fresh, affordable, nutritious, delicious meals for kupuna and families [600 to 900 meals weekly / 45,000 annually]
- Provide enriching, educational experiences around food, nutrition and health to the greater community

3. The public purpose and need to be served;

The proposed commercial kitchen will meet community needs in several ways. First, we will offer a meal service that provides fresh, nutritious, affordable, delicious food that seniors and families can pick up weekly. Many seniors struggle to continue cooking, particularly well-balanced, healthy meals that enable them to maintain their health. Inadequate nutrition in seniors is one of the most common challenges that impact their well-being, leading not only to decreased energy needed to remain active but also can lead to chronic diseases and life-threatening conditions.

The great majority of these seniors remain relatively active and live independently. They are not homebound and are therefore not candidates for food services such as Meals on Wheels nor do they qualify for the subsidized service (see target population regarding ALICE below). However, many are no longer able to cook regularly and have limited incomes. Therefore, there is a need

for affordable, freshly prepared, nutritious meals that cater to the tastes of local households. We will produce more than 45,000 meals annually for 200 to 300 kupuna and families per week.

Hawaii has one of the fastest growing aging populations in the US, with a higher life expectancy of 81, and those 85+ years and older increasing at a rate of 190.8% between 1990 and 2010, compared with a national increase of 29.6% (US Census). In addition, according to Hawaii's own DBEDT through 2035, while the overall state population is expected to grow by 65%, those 60+ will grow by 310% and those over 85 will increase by 1,158%. (Hawaii's 20/20 Vision: The State of Active Aging, State of Hawaii Department of Health, 2013) In just 5 years, the US Census estimates that 25.8% of Hawaii's population will be 60 or over.

In Waikiki, seniors 60+ already constitute 30% of the residents and 23.2% are 65 or older, almost double the state average of 15.1%. [US Census] 82% of seniors live alone or with an equally older spouse, live on fixed income and have few/no family members as a support system when they become frail. Many seniors rely on WCC's services for support.

Second, the kitchen will impact the greater community through educational, cultural and community building events and workshops around food and nutrition. In addition, the kitchen will allow WCC to connect food/nutrition with larger community issues such as our environment and economy (supporting local farmers, small businesses).

4. Describe the target population to be served;

The Waikiki Community Center (WCC) is the only community center in Waikiki, serving a diverse population focusing on older adults, families with young children, targeting those in need. Although Waikiki is known as a visitor hub, those who actually *live* in Waikiki have nearly twice the poverty rate of Honolulu County (almost 17% versus almost 10%); a median household income of nearly \$31,000 that is below the state average of almost \$50,000; and is among the top 16 food insecure communities at 23.5%, (vs 16.4% state av). [US Census]

Seniors: Waikiki has the highest concentration of seniors in a state that has one of the fastest-growing senior populations. 30% of residents are age 60+ and more than 23% are 65+ (15% statewide). 15% of seniors 65+ live below the poverty line. [US Census] 82% of seniors live alone or with an older spouse, live on fixed income and have no support system. Many seniors rely on WCC's services for support, to help prevent social isolation and premature decline resulting in costly institutionalization. WCC does not limit its services to seniors residing in Waikiki. Approximately 65% of its seniors come from the area and the remainder from other areas of Oahu. However, its location is key as the state's "hub" of senior residents.

Within this large and growing population of seniors, there is a significant number who are above poverty but do not have sufficient income to meet all of their basic needs. They therefore do not qualify for some subsidized programs such as Meals on Wheels, but yet cannot afford to pay market rate. The Aloha United Way (AUW) coined this population ALICE (Asset Limited Income Constrained Employed), and says that 44% of Hawaii's population was ALICE, including 37% of those 65 and older. The high cost of living makes social security and other fixed income seniors typically receive insufficient to make ends meet.

Young Children: 42% of children in Waikiki are between the ages of 0 to 5 and 26% between the ages of 6 to 10. Most area children (80%) attend public school and 13% live at or below poverty. [US Census] The 3 area elementary schools are all Title I. More than 75% of the children enrolled in WCC's preschool are from low income families. More than half of families receive government subsidies. WCC closes the achievement gap between children from low and high income families. The majority (54%) of families with children in Hawaii are ALICE or below. (AUW ALICE report 2022).

Community: WCC serves those in need through an emergency food bank, case management, and provides office/program space for six other nonprofits, including Waikiki Health, to serve as a one-stop-shop for a variety of human services. Thousands of patrons of the Waikiki Health Center and our other tenant agencies are of low-income, handicapped and disenfranchised groups within the Waikiki community. Included in the target population are young children, families, senior citizens, disabled, handicapped, financially needy, behavioral health patients, and individuals experiencing homelessness. Waikiki is a very diverse, high density urban resort/residential community. Its population includes 22,000 residents (30% of which are senior adults), 40,000 employees and 80,000 visitors.

5. Describe the geographic coverage.

The Waikiki Community Center is located at 310 Paoakalani Avenue, located in the heart of Waikiki. Services are provided to residents throughout Oahu, and many clients come from Census Tracts No. 18.01, 18.02, 19.01, 19.02, 20.01 and 20.02. Note that WCC's services are not restricted to a particular geographic area/census tract and WCC serves community members from across Oahu.

III. Service Summary and Outcomes

1. Describe the scope of work, tasks and responsibilities

The scope of work involves the build out of a certified commercial kitchen and development of the community programs/services utilizing serving kupuna, families and the wider community. The commercial kitchen will be utilized in two main ways: 1) To produce meals for kupuna and families weekly and 2) To provide enriching, educational experiences around food and nutrition to the greater community.

Commercial Kitchen Design & Construction

Design – The design phase will last approximately three months and incorporate architectural design, civil/structural/mechanical engineering, plumbing, and electrical engineering. The design phase will also include schematic design, design development, construction documents and construction administration. Drawings and other material produced will be submitted to the permitting department for review. An architectural design firm will be selected through a competitive RFP process.

Construction – The scope of this project is to repurpose an existing room within the multi-purpose section of the main building of the property into a certified commercial kitchen. The original use for this room was a kitchen, but for many years now it has been used for storage. The room is constructed of CMU walls and a concrete roof slab and is in sound condition. In

addition to the 268sf area of the room, the design intent is to add a connecting, covered space of approximately 100sf within the existing multipurpose room to house a new walk-in cooler/freezer. This expansion will be done with light gauge steel framing and drywall.

As the shell of the proposed kitchen is intact the major work required will be largely mechanical, electrical and plumbing as the Center's buildings and infrastructure are aging. Ventilation will be provided by a new rooftop exhaust fan connected to an exhaust hood below (with required fire suppression), in addition to make-up air devices as required. Added electrical capacity is not anticipated as most of the larger cooking equipment will use propane gas (provide by a new on-site tank). The plumbing scope will be significant as a new grease interceptor will be required as well as new floor sinks and other drainage devices. This new plumbing scope will require demolition of the existing floor slab to allow for trenching for the new waste main and laterals and to build in required slopes to the new drain locations.

The result will be an efficient, well-outfitted commercial kitchen with high quality equipment to support WCC's mission and serve thousands of kupuna, families and other community members annually.

Programming/Services

Kupuna and Family Meal Service – We will provide a weekly meal service from the kitchen to kupuna and families. We have seen the need for fresh, well-balanced, tasty food made from whole food ingredients, not processed or frozen. The meals will be made fresh every week and meant to be refrigerated in portions in microwavable containers. A three-meal set will be sold for \$30 or \$10 per meal to the community and for kupuna and families who income qualify (ALICE households – see target population above), WCC will provide a subsidy so clients pay \$5 to \$7 per meal, or \$15 to \$21 per week.

WCC will partner with another nonprofit organization, Touch a Heart (TAH), which currently produces meals at their kitchen in Kalihi. TAH's program model is to provide culinary training to people with employment barriers. TAH will staff and manage the meal production in WCC's kitchen. TAH will be able to expand its vocational training program to another site and WCC's clients will be have access to quality meals at an affordable cost.

We project providing meals sets to 200 to 300 kupuna and families per week, for a total of 600 to 900 meals, or 31,000 to 46,800 meals annually.

Food/Nutrition Education/Community Events/Activities - We will partner with local farmers and small businesses to offer a variety of food and nutrition-related classes and events such as food vendor pop ups, cooking classes/clubs/demonstrations, and integrating these activities with those we already have or planned such as the WCC kupuna gardens and WCC monthly market highlighting local small businesses, produce and food products (planned starting summer 2023). These types of regular events and activities take full advantage of our location in Waikiki that attracts both residents and visitors, allowing us to promote and highlight our local produce, foods and other products.

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

TIME PERIOD

Task Name	Duration	Start	Finish
Design	64 days	Tue 7/4/23	Fri 9/29/23
Permitting	130 days	Mon 10/2/23	Fri 3/29/24
Construction	106 days	Mon 3/4/24	Mon 7/29/24
Procurement	86 days	Mon 3/4/24	Mon 7/1/24
Demolition	10 days	Mon 4/1/24	Fri 4/12/24
Sub slab trenching	5 days	Mon 4/15/24	Fri 4/19/24
Sub slab utilities	5 days	Mon 4/22/24	Fri 4/26/24
Install grease interceptor/patch asphalt	4 days	Mon 4/29/24	Thu 5/2/24
Place slab	1 day	Mon 4/29/24	Mon 4/29/24
Construct cooler room	15 days	Tue 4/30/24	Mon 5/20/24
MEP Rough in	10 days	Tue 5/21/24	Mon 6/3/24
Install rooftop exhaust fan	5 days	Tue 6/4/24	Mon 6/10/24
Install wall finishes	5 days	Tue 6/4/24	Mon 6/10/24
Install MEP trim	5 days	Tue 6/11/24	Mon 6/17/24
Punchlist	5 days	Tue 6/18/24	Mon 6/24/24
Install kitchen equipment	14 days	Tue 7/2/24	Fri 7/19/24
Test and commission equipment	5 days	Mon 7/22/24	Fri 7/26/24
Owner acceptance	1 day	Mon 7/29/24	Mon 7/29/24

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

WCC’s President will work with the Project Manager (consultant) on the RFP process and selection of contractors, including design and construction firms. The Facilities Manager will

provide day-to-day oversight for project operations and meet regularly with project construction staff to monitor progress. The Program Officer will manage contractual and administrative requirements, working with contractors to ensure proper documentation for invoicing/ reimbursement. The Project Manager will provide overall project management, including directing contractors and working out technical issues or problems as needed. The team will meet regularly to assess whether the project is progressing according to contract, timeline schedules, budgets and expected quality. Standard best-practice processes will be utilized at the conclusion of the project to ensure the quality of work is up to standard including a final inspection by appropriate licensed professionals and project management team members.

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 measures of effectiveness will be:

- Work is completed in a timely manner, per contract schedule and timeline
- Costs do not exceed contract amount
- Quality of work is ensured by professional management

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 – See attached
 - b. Personnel salaries and wages – See attached
 - c. Equipment and motor vehicles – See attached
 - d. Capital project details – See attached
 - e. Government contracts, grants, and grants in aid – See attached

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2024.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$83,000	\$124,500	\$207,500	\$415,000	\$830,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2024.

HMSA Foundation, Hawaii Hotel & Lodging Association Charity Walk, Hawaii Community Foundation, Theresa Hughes Persons in Need fund, Cooke Foundation, Aloha United Way, City and County of Honolulu Grant in Aid, Freeman Foundation, Harris Foundation, Ward Village Foundation, Bank of Hawaii Foundation, First Hawaiian Bank Foundation, Central Pacific Bank Foundation, SJ Foundation, Harry and Jeanette Weinberg Foundation, individual donations, program fees, Waikiki Community Center fundraising events

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

Not applicable.

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2024 for program funding.

See Attachment p. 10, 'Government Contracts, Grants, Grant In Aid'

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2022.

\$2,780,677

V. Experience and Capability

1. Necessary Skills and Experience

WCC has operated both its Senior Program for older adults and preschool targeting low to moderate income families since 1978. During the past 40+ years, WCC has served as a focal point in the community where we have extensive experience and contact with seniors, low resource families, and other community members in need. In the last several years, WCC has served more than 20,000 community members and nearly 100,000 people have come through its facility through its own programs, those of its partner agencies located on the property and as a community gathering place.

Programmatically, WCC has extensive experience in developing, implementing, increasing and maintaining quality programs and services. We have a long history of creating or expanding programming to meet community needs, including establishing technology training and education programs for seniors during the pandemic (Virtual Community Center, iPad lending library, Tech Savvy Seniors) and a new matched savings program to help seniors and working families build emergency savings.

WCC also has experience completing several capital projects of similar size/complexity such as the ADA bathroom and ramp project and an electrical transformer project. In addition to staff that have experience overseeing capital projects on the facility, we have several board members who have the requisite professional skills needed for both the capital build out and program development, including the regional VP of TS Restaurants, an architect and project developer (see details in proposed staffing section below).

Administratively, WCC has successfully managed a number of Grants In Aid contracts with the state as well as a \$500k+ capital GIA with the city and county. WCC also has experience working with a variety of government agencies on projects and is able to comply with the administrative and financial requirements such as the reimbursement process, types of

documentation required, financial reporting, and vendor paperwork management in a timely and accurate manner.

2. Facilities

WCC is located on a one-acre facility owned by the Hawaii Department of Land and Natural Resources (DLNR). WCC has had a master lease with DLNR since 1978 for a nominal rate and is responsible for all repairs, maintenance and improvements. The facility contains a variety of spaces that can accommodate a wide variety of activities including smaller and larger groups as well as one-on-one meetings. First floor spaces in the main building can be accessed by those who are physically disabled. In addition, WCC recently built new ADA accessible restrooms and ramp, making the first floor of the facility more fully accessible. The proposed commercial kitchen space is located near the new ADA ramp, which makes the future kitchen entrance fully ADA accessible. The proposed kitchen space is also adjacent to the main auditorium and parking area, creating potential for both community programming/events and efficient food pickup for customers.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

WCC has a team of staff, board members and consultants that together have the skills and expertise to complete this capital project.

Caroline Hayashi, President – The President is responsible for program and project oversight, including coordinating efforts of staff, board members with relevant professional skills, other skilled volunteers, businesses and consultants to successfully complete the capital project as well as the program development/implementation. She has extensive experience in program/project development, fundraising/marketing, and board development. Prior to joining WCC, Ms. Hayashi served as the COO of Girl Scouts of Hawai'i and leadership positions on the Continent and abroad. She holds a M.A. in International Development with a concentration in Business Development from The American University.

Chad Johnston, Project Manager – Mr. Johnston will provide construction management for this project. He is an experienced project manager who has worked on large Hawaii commercial projects such as the Ritz Carlton and the Alder Street Judiciary building. He has also volunteered with Habitat for Humanity and WCC, managing our last ADA project.

David Asakura, Advisor – Mr. Asakura is a board member who has professional experience managing development projects. He will serve as an advisor, helping us make industry connections and lending his expertise.

Ann Kutaka, Advisor – Ms. Kutaka is a board member who is an architect and owner of Inform Design. She will serve as an advisor, especially on items such as the design/design RFP, connecting us with any contacts needed and lending her expertise.

Dylan Ching, Advisor – Mr. Ching is a board member and the regional head of TS Restaurants (Duke’s, Hula Grill) who will lend his restaurant management experience to advise us on both capital project and food program design and operations.

Donna Sallas, Facilities Manager – Ms. Sallas has managed WCC’s facility for the past 10 years. She will serve as the contact person on site on a day-to-day basis when construction begins. She successfully served as the operational point person for WCC’s other large facility improvements.

Jill Okimura, Projects Manager – The Projects Manager will ensure the smooth implementation of kitchen programming, including the meal program, educational classes/events and managing partnerships. Ms. Okimura has more than 20 years of experience in project, event and human resources management, including volunteer management. In addition, she has extensive work experience in Waikiki in conventions and event management.

Daysha Bush, Program Officer - The Program Officer provides contract management, including serving as contact person for the contractor, architect and other vendors to ensure proper documentation. Ms. Bush has worked with WCC for more than ten years and has extensive experience working with a wide variety of both government agencies and private funders, including for past state and city capital grants.

2. Organization Chart

See the Organizational Chart attached.

3. Compensation

President/Executive – \$85,000 - \$140,000

Director - \$55,000 - \$80,000

Manager - \$45,000 - \$75,000

VII. Other

1. Litigation

Not applicable.

2. Licensure or Accreditation

Not applicable.

3. Private Educational Institutions

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

4. Future Sustainability Plan

WCC is always working towards increasing the number of sources of income for its programs, and becoming more self-sustaining by working to find new sources and creative ways to increase its current sources of income. For example, we offer some activities that are popular with both visitors and local residents such as hula as well as tours such as neighbor island trips that target

seniors who have higher incomes. The funds that we earn from these activities help subsidize the cost of services that assist lower-income seniors and the majority of our activities, which are low-cost or free.

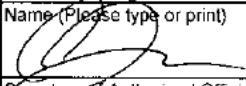
The proposed commercial kitchen has the potential to earn some self-generating income, particularly given its location in Waikiki. WCC could develop high quality, culturally enriching programming as food-related activity is popular with residents and visitors alike. Proceeds from paid activities could help subsidize services for seniors and other community members in need.

WCC's board is also active in fundraising, particularly for its annual fundraising events and has been working to increase its sponsorship sources for both events. The board and staff are also working to identify and cultivate individual major donors in order to further diversify WCC's funding sources.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

Applicant: Waikiki 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	0	0	0	55,500
2. Payroll Taxes & Assessments				4,246
3. Fringe Benefits				7,770
TOTAL PERSONNEL COST	0	0	0	67,516
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				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES	250,000			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	580,000			70,000
TOTAL (A+B+C+D+E)	830,000			137,516
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	830,000	Caroline Hayashi	808-923-1802	
(b) Total Federal Funds Requested	0	Name (Please type or print)	Phone	
(c) Total County Funds Requested	0		1/18/23	
(d) Total Private/Other Funds Requested	137,516	Signature of Authorized Official	Date	
TOTAL BUDGET	967,516	Caroline Hayashi President		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2023 to June 30, 2024

Applicant: Waikiki Community Center

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
NA				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				NA
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2023 to June 30, 2024

Applicant: Waikiki Community Center

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Walk in cooler/freezer	1	42,475	\$ 42,475.00	
Walk in Shelving	13	480	\$ 6,240.00	
Dishtable	1	1,010	\$ 1,010.00	
Dishwasher, Ventless	1	19,073	\$ 19,073.00	
Soiled Dishtable	1	1,920	\$ 1,920.00	
Worktable, stainless steel	1	7,830	\$ 7,830.00	
Hand Sink	2	1,855	\$ 3,710.00	
Undercounter Refrigerator	1	5,710	\$ 5,710.00	
Exhaust System	1	25,500	\$ 25,500.00	
Griddle, Gas, Countertop	1	14,350	\$ 14,350.00	
Frymaster, gas, floor model	1.00	\$22,685	\$ 22,685.00	
Worktable Stainless Steel top	1	\$3,110	\$ 3,110.00	
Reach-in undercounter freezer	1	\$4,580	\$ 4,580.00	
Combi Gas Oven	1	\$72,925	\$ 72,925.00	
Work table, stainless steel	1	\$2,504	\$ 2,504.00	
Work table, stainless steel	1	\$3,538	\$ 3,538.00	
Plastic shelving unit	2	\$795	\$ 1,590.00	
Tax			\$ 11,250.00	
TOTAL:	8		\$ 250,000.00	
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2023 to June 30, 2024

NA			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
TOTAL:			\$	-
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2023 to June 30, 2024

Applicant: Waikiki Community Center

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2021-2022	FY: 2022-2023	FY:2023-2024	FY:2023-2024	FY:2024-2025	FY:2025-2026
PLANS						
LAND ACQUISITION						
DESIGN			80000	20000	0	0
CONSTRUCTION			500000	50000	0	0
EQUIPMENT			250000		0	0
TOTAL:			830,000	70,000	0	0
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Waikiki Community Center

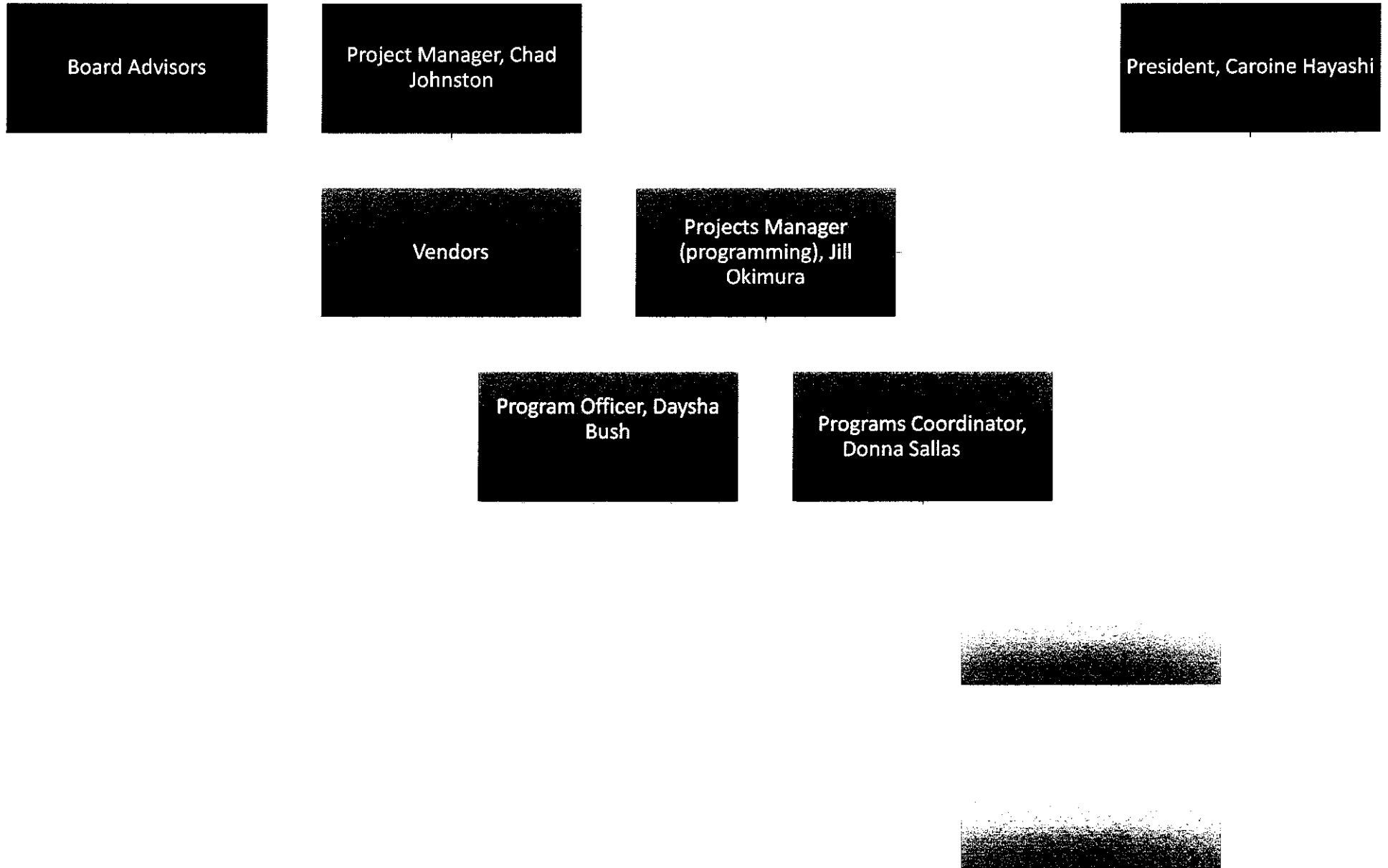
Contracts Total:

678,715

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	FY20 Grant in Aid Senior Programs	June 1, 2020 - June 30, 2021	Executive Office of Aging	State of Hawaii	65,000
2	FY20 Grant in Aid Malama Senior Program	October 1, 2020 - March 31, 2022	Department of Community Services	City & County of Honolulu	78,467
3	FY21 Grant in Aid Malama Senior Program	April 1, 2022 - March 31, 2023	Department of Community Services	City & County of Honolulu	85,060
4	FY22 Grant in Aid Malama Senior Program	April 1, 2023 - March 31, 2024	Department of Community Services	City & County of Honolulu	85,188
5	EOA-SC 2021	March 1, 2022 - February 2023	Executive Office of Aging	State of Hawaii	150,000
6	FY22 Grant in Aid Malama Senior Program	Upon Approval	Office of Community Service	State of Hawaii	65,000
7	FY22 CIP Grant (1) Improved Access to Facility Through Repair/Extension of Parking Area, (2) Improve Safety/Minimize Property Damage through Pine Tree Removal, (3) Improve Safety through Installation of New Windows in Auditorium	Upon Approval	Department of Health	State of Hawaii	150,000
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Commercial Kitchen Capital Project Organizational Chart



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

CAROLINE HAYASHI, PRESIDENT

PRINT NAME AND TITLE

1/18/23

DATE