

**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:
Honpa Hongwanji Mission of Hawai'i Project Dāna

Amount of State Funds Requested: \$ 100,000

Brief Description of Request (Please attach word document to back of page if extra space is needed):
Project Dāna will collaborate with at least 24 nonprofit partners to mobilize 60 volunteers that will serve 300 kūpuna and 90 caregivers through an array of services designed to ease the burden of caregiving and address the daily needs of kupuna so that they may age in place and live their best quality of life.

Volunteer activities for kūpuna include: transportation and assistance; social visits; meal delivery and meal preparation; providing respite for caregivers; light housekeeping; personal assistance; care after surgery; and writing notecards or emails.

The Caring for the Caregiver (C4C) program provides a range of services for caregivers, including: individual counseling; support groups; public education; and training sessions.

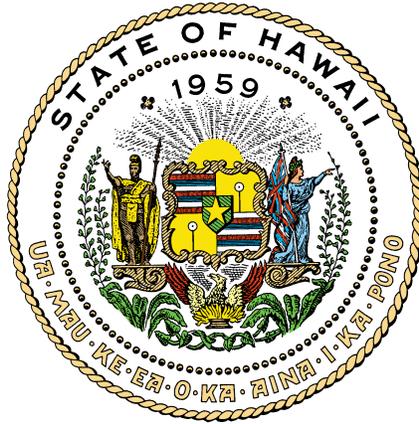
Amount of Other Funds Available:	Total amount of State Grants Received in the Past 5 Fiscal Years:
State: \$ _____	\$ <u>0</u>
Federal: \$ _____	
County: \$ _____	Unrestricted Assets:
Private/Other: \$ _____	\$ <u>1,123,007 (as of 12/31/2023)</u>

New Service (Presently Does Not Exist): Existing Service (Presently in Operation):

Type of Business Entity:	Mailing Address:
<input checked="" type="checkbox"/> 501(C)(3) Non Profit Corporation	1727 Pali Highway
<input type="checkbox"/> Other Non Profit	City: State: Zip:
<input type="checkbox"/> Other	Honolulu Hawaii 96813

Contact Person for Matters Involving this Application	
Name: Derrick Inouye/Toshiyuki Umitani	Title: Business Manager/Bishop
Email: dinouye@honpahi.org & hqs@honpahi.org	Phone: (808) 522-9200

Derrick Inouye / Toshiyuki Umitani *Derrick K Inouye / Toshiyuki Umitani* *JAN 14 2025*
Authorized Signature Name and Title Date Signed
Business Mng / Bishop



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

HONPA HONGWANJI MISSION OF HAWAII

was incorporated under the laws of Hawaii on 10/04/1907 ;
that it is an existing nonprofit corporation; and that,
as far as the records of this Department reveal, has complied
with all of the provisions of the Hawaii Nonprofit Corporations
Act, regulating domestic nonprofit corporations.



IN WITNESS WHEREOF, I have hereunto set
my hand and affixed the seal of the
Department of Commerce and Consumer
Affairs, at Honolulu, Hawaii.

Dated: January 14, 2025

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; 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.

Honpa Hongwanji Mission of Hawaii
(Typed Name of Individual or Organization)


(Signature)

JAN 14, 2025
(Date)

Derrick K Inouye / Toshiyuki Umitani
(Typed Name)

Business Mgr / Bishop
(Title)

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) Hawaii Compliance Express Certificate (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

Derrick Inouye / Toshiyuki Umitani

PRINT NAME AND TITLE

Business Mgr / Bishop

JAN 14, 2025

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. Hawaii Compliance Express Certificate (If the Applicant is an Organization)

The Certificate of Good Standing from the Department of Commerce and Consumer Affairs is attached.

2. Declaration Statement

The Declaration Statement affirming compliance with Section 42F-103, Hawaii Revised Statutes, signed by Honpa Hongwanji Mission of Hawai'i's Business Manager, Derrick Inouye, is included in this proposal.

3. Public Purpose

Honpa Hongwanji Mission of Hawai'i (HHMH) requests program support for Project Dāna, a statewide program that serves the public purpose of supporting caregivers and assisting seniors to age in place with dignity and respect. This purpose is in compliance with Section 42F-102, Hawaii Revised Statutes.

II. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

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

Project Dāna ("dāna " is the Sanskrit term for selfless giving) is a program founded in 1989 within Mō'ili'ili Hongwanji Mission, part of Honpa Hongwanji Mission of Hawai'i (HHMH), to be a community-driven, interfaith effort to provide compassionate support and services to Hawaii's kūpuna and their caregivers, helping them maintain their independence and dignity.

Driven by a small professional staff working with 24 nonprofit organizations that manage over 100 community volunteers across the islands of Oahu, Maui, and Hawai'i. Project Dāna matches kūpuna in need of non-clinical services and activities with volunteers who want to help. Volunteers provide kūpuna with services including: transportation to complete errands, attend medical appointments, or social gatherings; social visits, in person or by telephone call; meal preparation or delivery; light housekeeping; caregiver respite; and other tasks such as writing notes or sending emails. Project Dāna's support for caregivers includes training and education, support groups, and individual counseling. All services are provided free of charge to any kupuna or caregiver in need of assistance.

2. The goals and objectives related to the request;

Project Dāna will collaborate with at least 24 nonprofit partners to mobilize 60 volunteers that will serve 300 kūpuna and 100 caregivers through an array of services designed to ease the burden of caregiving and address the daily needs of kupuna so that they may age in place and live their best quality of life.

3. The public purpose and need to be served;

The disproportionate number of residents joining the senior population has created a persistently increasing demand for support services to assist them to age in place. This is compounded by several intersecting trends: the state has the highest average life expectancy in the U.S., at 80.7 years¹; the exodus of lower- and middle-income residents and young adults relocating to more affordable areas of the country; and the availability of services that support kūpuna as they age.

¹ Arias E, et al. U.S. state life tables, 2020. National Vital Statistics Reports; vol 71 no 2. Hyattsville, MD: National Center for Health Statistics. 2022. DOI:

While some kūpuna and their families that can afford the cost turn to adult residential homes, assisted living facilities, or skilled nursing facilities, the combined capacity of these 430 organizations on Oahu is 6,211, less than 4% of kūpuna in the county.²

Aging at home is the most economical option for kūpuna, and often their preference. However, the state is dealing with a severe shortage of home care aids³, and the cost of in-home support, including chore services, transportation, caregiver respite, and health monitoring are only available to families able to pay out of pocket. Limited Medicaid benefits for seniors is covered for certain conditions and for those living in poverty.

For the overwhelming majority of vulnerable kūpuna, the burden of care falls to their families. Today one in six adults in Hawai'i is a caregiver to a senior in their home, a rate that is projected to double in two years.⁴ This includes an estimated 60,000 adults caring for 31,000 persons aged 65 and older that are living with Alzheimer's Disease.⁵ In a survey of caregivers, more than half cite the emotional stress of caregiving and the toll it takes on their own mental health.⁶ The need to support caregivers is a critical piece in strengthening the safety net for kūpuna as they age.

Unfortunately, not all kūpuna have the benefit of family. In Honolulu County, almost one in five kūpuna aged 65 and older live alone, and this rate increases to 25% among the oldest-old. Older adults who live alone have a greater need for support as the physical and emotion impacts of social isolation are significant.²

4. Describe the target population to be served; and

Project Dāna serves the population of homebound seniors that require assistance to age in place, and the caregivers that support them. Currently 18.6% of the population in Hawai'i is age 65 or older, and this population is projected to be 24% by 2040.⁷ By 2045, within the population of kūpuna: 38.4% will be "young-old" (age 65-74); 34.2% will be "middle-old" (age 75-84); and 27.4% will be the "oldest-old" (age 85+).⁴ In the past decade, the population of oldest-old

² "The Elderly Population in Hawai'i: Current Living Circumstances and Housing Options", Hawai'i Department of Business, Economic Development and Tourism, Research and Economic Analysis Division, December 2021.

³ Center on Aging helps address Hawai'i's direct care worker shortage, University of Hawai'i at Manoa, <https://www.hawaii.edu/news/2024/06/07/direct-care-worker-shortage-plan/>

⁴ 2023–2027 Hawai'i State Plan on Aging, Department of Health, Executive Office on Aging, May 1, 2023.

⁵ Alzheimer's Association. State Overview: Hawai'i, <https://www.alz.org/professionals/public-health/state-overview/hawaii>

⁶ Van Dyk, D., "Caregiver Burnout: Tips to Prevent and Manage Stress", AARP, <https://www.aarp.org/caregiving/life-balance/info-2019/caregiver-stress-burnout.html>

⁷ "Profile of Aging, Population in Honolulu County", University of Hawai'i at Manoa, Center on Aging, March 13, 2023. <https://manoa.hawaii.edu/aging/>

kūpuna has grown 155%, significantly higher than the 103% growth rate among the population under 60. Almost 71% of oldest-old kūpuna are living with a disability.⁸

Among the kūpuna and caregivers in need of assistance, Project Dāna focuses on serving the "senior gap group": kūpuna whose financial resources are not high enough to afford the high cost of private-pay services, but are not low enough to qualify for regular Medicaid or have levels of care not high enough to qualify for Long Term Care Medicaid.

5. Describe the geographic coverage.

Project Dāna currently serves Oahu, Maui, and Hawai'i Island.

With sufficient funds, Project Dāna intends on making focused efforts to expand to communities on all islands in Hawaii that have large populations of seniors and insufficient affordable support services to meet their needs.

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;

Kūpuna Services. Volunteer activities for kūpuna include:

- Transportation with assistance at the destination is the greatest need among kūpuna served by PD. This includes not only driving kūpuna to a destination, but also assisting them for the duration of the excursion. Volunteers assist kūpuna at birthday parties, funerals/celebrations of life, shopping, medical appointments, community events, and errands.
- Social visits made in-person or by phone call or text are the second most frequent volunteer activity. Approximately 10% of kūpuna served by Project Dāna live alone, and many others are alone all day when their caregiver is at work.
- Meal delivery and meal preparation is the second most in demand service provided by volunteers.
- Other activities include providing respite for caregivers, light housekeeping, personal assistance, care after surgery, or writing notecards or emails.

⁸ Alzheimer's Association. State Overview: Hawai'i, <https://www.alz.org/professionals/public-health/state-overview/hawaii>

Caring for the Caregiver (C4C). The C4C program is in its 22nd year of operation, and provides a range of services, including:

- Counseling is provided to assist caregivers to address their specific needs and challenges. Some caregivers request to meet regularly, while others request counseling to discuss a specific concern. Self-care is an issue for all caregivers.
- Training sessions are provided to caregivers throughout the year. Group training involves inviting experts to address issues relevant to caregivers and teach skills to use in resolving these issues. Past training topics included "Body Mechanics and Caregiver Injury Prevention," CPR, "How to Communicate with your Family Member," "Taking and Monitoring Vitals," and "Assisting Your Loved Ones with Activities of Daily Living." The REACH Community training program is offered one-on-one to caregivers providing care to an older adult diagnosed with dementia or who is showing signs of memory loss and other cognitive impairment.
- Public education sessions offered free of charge are held twice a month for caregivers and potential caregivers. Project Dāna engages experts to present on a variety of relevant community services and resources, including such issues as dementia/memory loss, Medicare coverage of ambulance services and durable medical equipment, advance care planning, disability rights, home care v. home health care, adult day care, and hospice care v. palliative care.
- Support groups meet in-person, by Zoom, and on occasion will organize community excursions. Support group meetings are an opportunity for caregivers to connect with peers that have common concerns.
- With the additional state funding, Project Dana will expand caregiver support services to islands of Hawai'i and Maui. Utilizing established networks in these islands, the Project will increase outreach to caregivers in these islands and offer caregiver public education sessions.

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

Project Dāna services have been ongoing since 1989, slowly expanding to reach more kūpuna and their caregivers as the need for assistance has continued to increase. The timeline of activities is detailed below.

Volunteer recruitment occurs throughout the year, with significant peaks during events such as community resource fairs, senior fairs, volunteer fairs, and other local gatherings.

Volunteer intake begins when an individual expresses interest in becoming a volunteer. Their information is collected, and they are required to initiate the intake process by creating a profile in Mon Ami. This process is followed by training, after which they become eligible to begin accepting available opportunities.

Kūpuna and caregiver recruitment is ongoing, with heightened activity during events such as resource fairs, senior fairs, and local gatherings. These events provide opportunities for

individuals to become acquainted with the services offered by Project Dāna. Services are also listed online and on other online resource databases such as Aloha United Way.

Kūpuna and caregiver intake is initiated when an individual calls Project Dāna. The intake coordinator will determine if our services suit the needs of the recipient. Information is gathered and the recipient is inputted into the Mon Ami database and will be able to request services once assessment is completed.

Volunteers Serve Kūpuna throughout the year. These services have been ongoing since the inception of Project Dāna.

C4C activities occur at this frequency:

- Presentations and trainings are provided at least twice each month. The Project will offer two public presentation sessions in Hawai'i island and two in Mau'i within a year.
- Support Groups 24 times annually. Meetings are scheduled monthly every 3rd Wednesday and 4th Monday. The 3rd Wednesday meeting is offered in person at Honpa Hongwanji Hawaii Betsuin, as well as through Zoom. The 4th Monday meeting is offered through Zoom only.
- Counseling is provided as requested by individual caregivers.
- Milestones: Register caregivers in Mon Ami within a week of intake; facilitate at least two presentations or trainings and one support group per month.

Partner recruitment occurs through outreach to different Community-Based Organizations (CBOs), churches, senior centers, and senior groups within the areas where the target population is large. The partnership is created through conversation on finding interested volunteers and recipients who are in need who are known from those communities and organizations. The process of intaking volunteers and recipients will follow after the partnership is created.

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

Monitoring and evaluating outputs. Project activities will be tracked through Mon Ami, an online software platform that is used by staff, partners, and volunteers to record activities. Mon Ami is used directly by volunteers to sign up, access requests, and enter activities provided for kūpuna and caregivers. Staff utilize Mon Ami at intake and to track all services provided to kūpuna and caregivers. Mon Ami serves as a central online "filing cabinet" for all program activities, and provides Project Dāna with an efficient system for recordkeeping, and reporting. The software was designed specifically for programs like Project Dāna, and includes features such as volunteer and senior matching based on criteria set by Project Dāna staff.

Quality improvement. Satisfaction surveys will be an opportunity for kūpuna, caregivers, volunteers, and partners to assess the value of the services and provide feedback for improvements:

- Kūpuna will have the opportunity to address how the support provided by Project Dāna volunteers helped them to live independently in their home.
- Caregivers will have the opportunity to address how the support provided by Project Dāna helped them manage the demands of being a caregiver.
- Volunteers and partners will have the opportunity to comment on their experiences working with Project Dāna and suggestions for improvement.

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.

Measurable Outcomes. Project Dāna will seek to serve kūpuna and caregivers through an array of services that are designed to ease the burden of caregiving and address the daily needs of kūpuna. This project will include the following deliverables:

Kūpuna:

- **300 Kūpuna** aging in their homes will be served in the project year.
- **60 Volunteers** provide support to kūpuna.
- **960 Kūpuna service encounters** will be provided by volunteers. Service encounters will include a range of activities in the home and community. In home activities include meal preparation, chore services, assistance with letters or emails, and caregiver respite. Services in the community include transportation and assistance at the destination, including medical appointments, shopping, birthday parties, funerals, and other activities that keep them engaged in the world around them.

Caregivers:

- **100 caregivers** will be served. Service to caregivers may include individual counseling, participation in support group meetings, or attendance at educational presentations and trainings.
- **24 Caregiver support group sessions** will be held throughout the year.
- **120 Caregiver individual counseling sessions.** Sessions are provided on demand and at the frequency requested by the caregiver.
 - **28 Caregiver educational presentations** will be organized and provided on a range of relevant topics. Many of the topics covered are requested by caregivers.
- **120 hours of caregiver training** by group and the REACH Community training program.

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
 - a. Budget request by source of funds ([Link](#))
 - b. Personnel salaries and wages ([Link](#))
 - c. Equipment and motor vehicles ([Link](#))
 - d. Capital project details ([Link](#))
 - e. Government contracts, grants, and grants in aid ([Link](#))

The required budget forms are attached, and detail HHMH's request for support of \$100,000 that includes personnel expenses.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2025.

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

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2025.

Revenues. Secured sources of support include the following:

- Private foundation sources: Joseph and Vera Long Foundation (\$15,000); Hawai'i Community Foundation, Kūpuna Aging in Place (\$70,000); Aloha United Way/Kahala Nui (\$50,000), Seto Foundation (\$5,000)
- Government sources: Project Dāna has a contract for services to older adults that is on a reimbursable basis. (estimated at \$60,000 annually).
- Private donors: We have a robust donor list of approximately 700 individuals who have donated at least once over the past 5 years.

Pending funds. A proposal to the McInerny Foundation was submitted in September 2024 (\$50,000), and a proposal to the Honolulu County Grants in Aid program in November (\$150,000). Project Dāna intends to submit applications to Bank of Hawai'i Foundation, the Atherton Family Foundation, Clarence T.C. Ching, and others.

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.

None.

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 2025 for program funding.

Elderly Affairs Division

Caregiver counseling, training, support groups, and pub. Presentation

Services for Older Adults – MA-DCS-2300052

November 2022-September 2024

Fee for service contract, reimbursable upon delivery

Elderly Affairs Division

Caregiver counseling, training, support groups, and pub. presentation

Services for Older Adults – MA-DCS-2500038

November 2024-September 2026

Fee for service contract, reimbursable upon delivery

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2023.

\$1,123,007

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.

Track record of proven outcomes. Project Dāna has expanded over the years to engage more partners and volunteers to serve more kūpuna and their caregivers across the state:

Kūpuna Services. In 2023, Project Dāna volunteers provided over 630 individual service encounters for 300 kūpuna so that they could age in place, including these activities:

- 329 (58%) transportation and assistance at the destination. These activities ensure that kūpuna remain engaged in community as well as excursions that support their healthy physical aging, including medical appointments, trips to the pharmacy, or to a vaccine clinic.
- 124 (22%) social visits made in-person or by phone call or text. These activities are appreciated and important for those kūpuna that live alone or are alone all day when their caregiver is at work.
- 77 (14%) meal delivery and/or meal preparation.
- The other activities included providing respite for caregivers, light housekeeping, personal assistance, care after surgery, or writing notecards or emails.

C4C. In 2023, Project Dāna served 86 caregivers. All of the caregivers served cared for family members, including 60% that are spouses, and the remaining that are parents, siblings, and other relatives. Almost 75% of caregivers live with their kūpuna, and approximately 72% of the kūpuna have experienced cognitive decline. C4C services included:

- 25 caregivers received individual counseling in a total of 140.75 hours. These sessions enable caregivers to receive individualized support for issues directly relevant to their situation at home.
- 38 caregivers were provided training in 122 hours of service.
- 25 public presentations were attended by 178 caregivers and 262 potential caregivers. 27 support group meetings were held to benefit 86 caregivers.

Staff. Since 1989, Project Dāna has served kūpuna and caregivers with a limited professional staff of 3.5, which includes the Executive Director, Data and Evaluation Manager, C4C Program Coordinator, and part-time C4C Assistant Program Coordinator. Funding from this proposal will increase the Project's human resource capacity necessary to achieve the proposed outcomes by adding full-time Intake Coordinator and full-time Outreach Coordinator.

Partners. Project Dāna partners with various churches and temples to host public presentations, training, and other events at zero to low cost. Partnerships with other non-profit organizations and community-based organizations provide the benefit of promoting volunteer opportunities and services. The Project collaborates with experts and speakers who offer their services honorably at a low cost.

Volunteers. The large and dedicated corp of volunteers is Project Dāna's greatest asset. They provide significant in-kind donations of time and effort. A conservative estimate of the value of the volunteer contribution to Project Dāna in 2023 is \$137,882. This calculation includes the 1,268 service encounters that took approximately 3,884 volunteer hours, valued at \$35.50/hour.⁹

⁹ **Citation.** [8] Value of Volunteer Time, Independent Sector. <https://independentsector.org/resource/value-of-volunteer-time/>

Recordkeeping. Mon Ami, an online software platform, is used for logging and storing kūpuna, caregiver, and volunteer information, as well as service data, analysis, and reporting. The platform is also utilized to pair volunteers with kūpuna based on location, skills, preferences, and needs. Mon Ami is HIPAA compliant, cloud based, and will eliminate the need for paper forms and surveys, or spreadsheets that require manual entry of data.

Fiscal. Project Dāna contracts a non-profit finance consultant to maintain its accounting and fiscal management system, including: tracking/maintaining grant income & expenses; cost allocation for organizational expenses; assist with historical grant/financial inquiries; accounts payable/receivable; monthly grant invoicing/reporting; general ledger review and journal entries; bank reconciliations; cash flow management; organizational budgeting (includes budget vs. actual reports); preparation and review of financial statements (for management, board and Treasurer); and external reporting and filing of financial reports to grant funding sources. The finance consultant is overseen by the Project Dāna Executive Director, with oversight from the Treasurer of the Project Dāna Advisory Council.

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.

Project Dāna is housed within Mō'ili'ili Hongwanji Mission at 902 University Avenue, Honolulu, HI 96826. The office is equipped with internet-connected laptops. Project Dāna holds a pro Zoom plan to host virtual meetings of up to 100 participants. The office is also equipped with a business printer that includes copier and scanner. Staff are equipped with cellphones, mobile hotspots, and portable laptops.

Partners generously provide space to conduct support groups, trainings, and educational presentations that are open to the public. All facilities used by Project Dāna are ADA compliant.

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.

Staffing: The program employs a small but highly effective team of professionals, including the following:

Executive Director (1.0 FTE)

The Executive Director is responsible for the overall leadership, management, and strategic direction of Project Dāna. This individual ensures that Project Dāna achieves its mission by managing day-to-day operations, leading program development, overseeing financial and human resources, cultivating relationships with stakeholders, and representing the organization in the community. The Executive Director reports to the PDAC and provides updates, as needed, to the boards of Mō'ili'ili Hongwanji Mission and Honpa Hongwanji Mission of Hawaii.

Caring for the Caregiver Program Coordinator (1.0 FTE)

The C4C Program Coordinator is responsible for managing and implementing all aspects of the Caring for the Caregiver Program, including planning and organizing program activities, providing counseling services, and collaborating with volunteers and community partners. This position ensures the program meets the needs of caregivers and complies with funding requirements while promoting Project Dāna's mission of compassionate care and support.

Intake Coordinator (1.0 FTE)

The Intake Coordinator will play a key role in the successful management and onboarding of volunteers and care recipients for Project Dāna. This individual will serve as the primary point of contact for new volunteers and care recipients, ensuring a smooth onboarding process while managing ongoing relationships throughout the volunteer and care recipient engagement lifecycle. The Intake Coordinator is responsible for maintaining accurate records, providing ongoing support, and coordinating services that align with the mission of Project Dāna—offering compassionate care and assistance to seniors living at home.

Outreach and Recruitment Coordinator (1.0 FTE)

The Outreach and Recruitment Coordinator will play a pivotal role in growing Project Dāna's volunteer and care recipient community. This individual will focus on outreach activities, volunteer recruitment, and building awareness of Project Dāna's services across diverse communities. The Outreach and Recruitment Coordinator is responsible for implementing strategies to recruit new volunteers, connecting with potential care recipients, and fostering community partnerships. This position aligns closely with Project Dāna's mission to provide compassionate support for Hawaii's seniors.

Volunteers (in kind)

Friendly Visits

Volunteers provide socialization and companionship to kūpuna through either telephone calls or home visits. These may include reassurance visits—regular telephone calls or brief home visits to check on the health and safety of the kupuna.

Respite Volunteer

Volunteers visit kūpuna in their homes, offering companionship while providing respite for family caregivers.

Errands/Shopping by List

Volunteers assist homebound kūpuna by running errands, such as grocery shopping or picking up medication, using a pre-provided list.

Transportation

Volunteers provide transportation to kūpuna who lack access to reliable transportation, helping them get to errands such as medical appointments, banking, grocery shopping, and more.

Chores/Light Housekeeping

Volunteers assist kūpuna with light housekeeping tasks, such as organizing, tidying, and light dusting. No heavy lifting is involved.

Meal Delivery

Volunteers participate in meal delivery programs by delivering meals to kūpuna enrolled in these programs (availability varies by area or site).

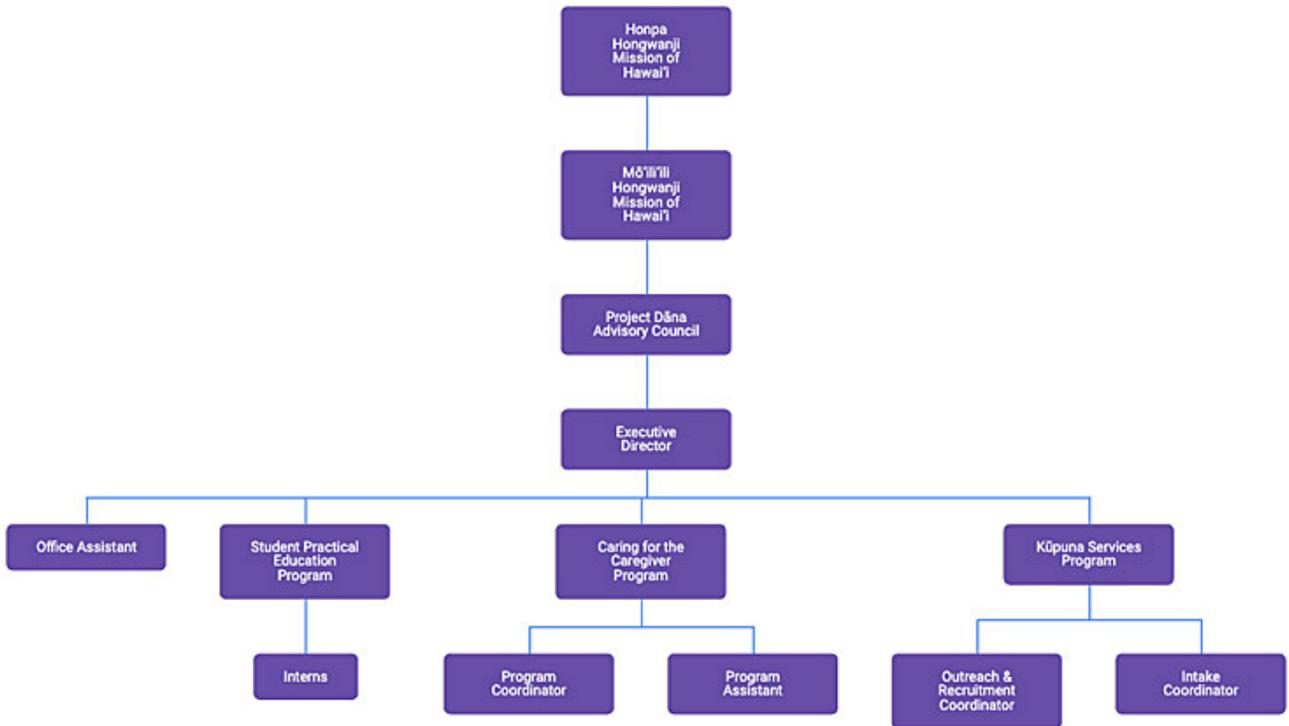
Volunteer Counselor for Caregivers

Volunteers with formal education and training in counseling offer support to family caregivers. These volunteers thoroughly understand the complexities of caregiving and long-term care.

Partners (in-kind).

Project Dāna's community-based partner organizations play a vital role in extending the reach of compassionate care to kūpuna and family caregivers across Hawai'i. These partners help identify kūpuna and caregivers in need of support and connect Project Dāna with volunteers eager to serve. Whether through their staff or volunteer networks, partner organizations foster collaboration, ensuring that essential services like transportation, errands, respite care, and friendly visits reach those who need them most. By working together, we build stronger, more connected communities for Hawai'i's kūpuna.

2. Organization Chart



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.

- The salary range of the Executive Director is between \$75,000 to \$85,000
- The salary range of the C4C Program Coordinator is \$50,000 to \$60,000
- The salary range of the Intake Coordinator and Outreach/Recruitment Coordinator is \$45,000 to \$50,000

VII. Other

1. Litigation

HHMH does not have any pending litigation or outstanding judgments.

2. Licensure or Accreditation

HMMH is a nonprofit in good standing in the State of Hawai'i.

3. Private Educational Institutions

Not applicable. Funds will not 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 2024-25 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2024-25, but

If funding is received, Project Dāna will be able to put in place activities that improve the ease and efficiency of operations in order to expand our capacity to recruit more volunteers and serve more kūpuna and caregivers in need. We are currently assessing our operations across all sectors and have submitted grant proposals to support these activities:

- Implement Mon Ami software to manage and track intake, volunteer matching, service activities, kūpuna and caregiver demographics, satisfaction surveys, and reporting.
- Rebranding and marketing with a new design, website, and collateral materials to raise awareness of Project Dāna services and how to access them, for caregivers, kūpuna, and potential volunteers.
- An Intake Coordinator will take the burden off our partners, many of which do not have the resources to conduct intake, collect data, and submit forms. An Outreach and Recruitment Coordinator will focus on outreach activities, volunteer recruitment, and building awareness of Project Dāna's services across diverse communities.

- (b) Not received by the applicant thereafter.

Project Dāna is in the process of increasing and diversifying its funding streams so that it is not dependent on any single source. If funding is not received after this project, Project Dāna may need to reduce recruitment and admission activities, and reduce the number of services provided to kūpuna and caregivers. However, we anticipate that the demand for the services that assist kūpuna to age in place will continue to grow, and are committed to meeting this need.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant: Honpa Hongwanji Mission of Hawai'i

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	74,500			
2. Payroll Taxes & Assessments	6,489			
3. Fringe Benefits	16,313			
TOTAL PERSONNEL COST	97,302			
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	2,698			
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	2,698			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	100,000			
SOURCES OF FUNDING		Budget Prepared By: MARIA MORALES 808 945 3736		
(a) Total State Funds Requested		Name (Please type or print) Phone		
(b) Total Federal Funds Requested		Signature of Authorized Official Date		
(c) Total County Funds Requested		<i>[Signature]</i> JAN, 14 2025		
(d) Total Private/Other Funds Requested		Name and Title (Please type or print)		
TOTAL BUDGET		Business Manager / Bishop		

Budget calculations

Expense description			Amount
Personnel	FTE	Salary	
Executive Director	0.10	\$80,000.00	\$8,000.00
Caring for the Caregiver Coordinator	0.25	\$66,000.00	\$16,500.00
Intake Coordinator	0.50	\$50,000.00	\$25,000.00
Outreach Coordinator	0.50	\$50,000.00	\$25,000.00
Total salaries	1.35		\$74,500.00
Payroll taxes and assessments			
FICA	7.65%		\$5,699.25
SUI	0.21%		\$156.45
TDI	0.50%		\$372.50
EPLI rate	0.35%		\$260.75
Health insurance		\$1,007.00	\$16,313.40
Total taxes and benefits			\$22,802.35
Other expenses			
Telecommunications			\$2,697.65
Total other expenses			
Total request			\$100,000.00

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2025 to June 30, 2026

Applicant: _____

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

JUSTIFICATION/COMMENTS:

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

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2025 to June 30, 2026

Applicant: Honpa Hongwanji Mission of Hawai'i

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:2023-2024	FY:2024-2025	FY:2025-2026	FY:2025-2026	FY:2026-2027	FY:2027-2028
PLANS			NA			
LAND ACQUISITION			NA			
DESIGN			NA			
CONSTRUCTION			NA			
EQUIPMENT			NA			
TOTAL:						
JUSTIFICATION/COMMENTS: Not applicable						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Honpa Hongwanji Mission of Hawai'i

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1					
2					
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