



CATHOLIC CHARITIES HAWAII

January 31, 2007

Senate Committee on Ways and Means
State Capitol, Rm. 210
Honolulu, HI 96813
ATTN: Aaron Nyuha

Dear Senate Committee on Ways and Means:

Enclosed is a copy of a Grant-In-Aid application for Lanakila Multi-Purpose Senior Center, a program of Catholic Charities Hawaii. The GIA requests \$384,949 to operate the Center in FY2008 and FY2009:

If you have any questions regarding the enclosed GIA application, please contact Diane Terada, Division Administrator, at 595-5901. Thank you for your consideration of this request.

Sincerely,

Stella M.Q. Wong
Vice President of Programs

Enclosure: One (1) copy of GIA application



House District 27

Senate District 13

THE TWENTY-FOURTH LEGISLATURE
HAWAII STATE LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: 24-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING GRANT REQUEST - CAPITAL SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST Department of Health/Executive Office on Aging
AND PROGRAM ID. NO. HTH 904

1. APPLICANT INFORMATION:



Legal Name of Requesting Organization or Individual:
Catholic Charities of the Diocese of Honolulu
Dba: Catholic Charities Hawai'i
Street Address: 2745 Pali Highway, Honolulu, HI 96817
Mailing Address: 250 Vineyard Street, Honolulu, HI 96813

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name: Diane M. Terada
Title: Division Administrator
Phone #: (808) 595-5901
Fax #: (808) 595-0811
e-mail: diane.terada@catholiccharitieshawaii.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
- FOR PROFIT CORPORATION
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL

4. FEDERAL TAX ID #: 
5. STATE TAX ID #: 
6. SSN (IF AN INDIVIDUAL): _____

7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

Lanakila Multi-Purpose Senior Center

(Maximum 300 Characters)

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2007 - 2008: \$134,827
FY 2008 - 2009: \$250,123

9. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE

AT THE TIME OF THIS REQUEST:
STATE \$346,444
FEDERAL \$
COUNTY \$
PRIVATE/OTHER \$80,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:


AUTHORIZED SIGNATURE

Jerome E. Rauckhorst, CEO
NAME & TITLE

01/31/2007
DATE SIGNED

TABLE OF CONTENTS

I. Background and Summary	1
1. A brief description of the applicant's background;	1
2. The goals and objectives related to the request:	3
3. State the public purpose and need to be served;	4
4. Describe the target population to be served;.....	5
5. Describe the geographic coverage; and	5
6. Describe how the request will, in the case of a grant, permit the community to benefit from those activities; or for a subsidy, reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.	6
II. Experience and Capability	7
A. Necessary Skills and Experience	7
B. Quality Assurance and Evaluation.....	9
C. Facilities	13
III. Personnel: Project Organization and Staffing	14
A. Proposed Staffing, Staff Qualifications, Supervision and Training	14
B. Organization Charts	17
IV. Service Summary and Outcomes	17
A. Describe the scope of work, tasks and responsibilities.	17
B. The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service.	25
V. Financial.....	27
VI. Other	27
A. Litigation	27
B. Licensure or Accreditation	27

ATTACHMENTS

- Organization Charts
- Budget Forms
- Declaration Statement

Application for Grants and Subsidies

If any item is not applicable to the request, the applicant should enter "not applicable".

I. 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. Include the following:

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

Catholic Charities of the Diocese of Honolulu, dba Catholic Charities Hawai'i, is a private, non-profit, human and behavioral health service organization that has been registered in the State of Hawai'i as a 501 (c)(3) corporation since 1947. It is a member agency of the Aloha United Way (AUW).

The agency has been nationally accredited since 1999 by the Council on Accreditation for Families and Children. (For information on accreditation standards, see website, <http://www.coastandards.org>) The agency provides social services through three program divisions with the support of an administrative section.

Division/Section	Target Population or Function
Community & Senior Services Division (CSS)	Elders, immigrants and refugees, homeless families, individuals with developmental disabilities
Family and Therapeutic Services Division (FATS)	Families and youth, domestic violence victims and offenders
Youth Enrichment Services Division (YES)	Youth with emotional and behavioral problems; youth in need of foster home placement
Administrative Services	Assist and support the agency's programs in the areas of Marketing, Communications, Continuous Quality Improvement, Quality Assurance, Development, Special Events, Finance, Human Resources, Information Technology, Parish Relations, and Social Policy.

Catholic Charities Hawai'i offers a comprehensive array of services throughout the State of Hawai'i across its three program divisions. Over 25,000 people each year receive services from the organization's 38 different programs. Through its programs, Catholic Charities Hawai'i helps individuals of many ages, families, groups, and communities meet their basic needs, enhance social and emotional

functioning, develop potential, and promote general well being. Clients receive services regardless of faith, age, gender, sexual orientation, religion, race, or ethnic origin.

Catholic Charities Hawai'i (CCH) has been providing in-home and community-based services for elders since 1973. Services for elders are provided on the island of Oahu; some services for elders are also available on Hawai'i and Maui. Each year, CCH serves approximately 5,000 elders through a range of services.

The agency provides its services with over 300 employees who have a wide range of job skills, professional training, and commitment to service. In addition, the agency welcomes hundreds of volunteers to assist in its work of providing services to some of Hawai'i's most needy families, adults, children, immigrants and refugees.

Lanakila Multi-Purpose Senior Center was established by the State of Hawaii in 1969. It was built with funding through a Federal grant awarded to Honolulu Community College. The State funded the Center's operations through the Honolulu Community College until the early 1980's when the College decided it was not within its mission to operate a senior center.

CCH (then known as Catholic Social Services) was asked to bid for the State contract to operate the Center when another agency was unable to fulfill the contract requirements. CCH has operated the Lanakila Multi-Purpose Senior Center since 1981.

The Center provides a range of educational, recreational and social services, including:

- Over 20 educational courses, such as Basic English, Beginning Computer, ID Theft Awareness and Pedestrian Safety.
- Over 80 recreational courses, such as Tap Dance, Japanese Minyo Dance, Hawaiian Quilting and Folk Sing Along
- Sponsorship of 7 ethnic clubs that perpetuate ethnic traditions and promote cultural sharing.
- Health promotion and screening activities, such as monthly blood pressure checks, hearing screenings, health fairs, and more.
- Annual special events for education and recreation purposes, such as Volunteer Appreciation Day and Aloha Festivals.
- Onsite access to professional counseling and case management services – a licensed social worker is available to Center members and their families to aid in the transition from independence to interdependence.

The program operates in a State owned facility. Funding for the program was cut nearly in half in 1995 and resulted in severe cuts to programming, staffing and

hours of operation. The funding of the Center over the past 12 years has been uncertain and leaves the program at risk of closure every year.

Funding for FY2008 and FY2009 is needed in order to keep the Center open for use by its 2,000 senior members.

A portion of the Center's funding (\$123,722) is currently in the State Executive Office on Aging (DOH) requested budget for both FY2008 and FY2009. In addition, the Center will have an additional \$99,000 for FY2008 as a result of a carryover from a Grant In Aid approved by the 2006 Legislature. In addition, the Center will raise approximately \$40,000 each year through donations, fundraising activities and membership support.

The above anticipated funding sources are not enough to operate the Center. **This Grant In Aid request asks for:**

- **FY2008: \$134,827**
- **FY2009: \$250,123**

2. The goals and objectives related to the request:

The overall goal of Lanakila Multi-Purpose Senior Center is to provide education, recreation and health promotion activities to help older adults, age 60 and older, remain independent and avoid premature and unnecessary institutionalization.

Annual Objectives:

1. Provide 370 **Health Screenings** for 135 older adults to help them maintain independent living by detecting/preventing illness, assisting with monitoring chronic conditions.
2. Provide 200 **Exercise/Physical Fitness** sessions for 215 older adults to maintain and improve physical functioning.
3. Provide 6 **Health Education and Promotion** sessions to give 205 older adults tools and information to maintain good health and prevent illness.
4. Provide 685 **Recreation/Leisure** sessions for 470 unduplicated older adults that foster good social and physical health and provide opportunities for meaningful and satisfying use of time.
5. Provide 17 **Education/Training** sessions for 240 unduplicated older adults to help them acquire knowledge and skills for personal/social/vocational enrichment.
6. Provide 80 **professional counseling** hours for 60 older adults to assist them in coping with aging issues and make the transition from independence to interdependence.

7. Provide 120 case management hours for 100 older adults to assist them in securing needed services to help them make the transition from independence to interdependence.

3. **State the public purpose and need to be served;**

The elderly population, age 60 and older, represents the fastest growing segment of Hawaii's population. By the year 2010, this sector of the population is projected to grow by 70% to 299,500 persons, or one in every five persons. Many of the elders will be aging in place with multiple problems and few support systems. It is imperative for the community to support programs that will assist this growing population to stay independent and avoid premature institutionalization.

Some older adults need minimal service while others need multiple services to remain independent. It is more cost effective to provide these services in the community rather than to pay the cost of their institutionalization. Providing community-based services also adds to their quality of life since the majority of elders prefer to remain in their own homes.

Lanakila Multi-Purpose Senior Center is a gathering place where older adults can foster social networks, participate in community service, learn new skills, and receive needed information and services.

The Center encourages the collocation of services at its facility. Its accessible location makes the Center an ideal place for other agencies to provide services to older adults, such as Federal surplus food distribution, a congregate dining site, Department of Education Adult Education classes, and tax assistance. This allows older persons maximum access to available resources.

The Center targets the needs of low-income minority elders and serves as a channel through which information on aging services and programs can be distributed to large numbers of non-English speaking and immigrant elders. The bilingual leaders of the Center's seven ethnic clubs receive annual training on working with others and awareness of resources. Every effort is made to provide information in the native language of the elders served, through written materials, use of translators and bilingual speaking staff, member volunteers and resource persons.

Many older adults are interested in learning about new health information so that they can make needed lifestyle changes to improve their health. Often health challenges that arise in later life provide elders with increased incentive to better physical fitness. The Center will offer a range of exercise classes and other health activities to support the wide interests and abilities of older adults at low cost to members.

Frail elders who have “aged in place” will be able to maintain participation in the Center due proactive intervention by experienced social workers and due to strong social networks that have been created over time. The Center provides needed activity for frail elders and respite for their family caregivers. The Center is a conduit through which frail elders and family caregivers can receive information and referrals to other resources, such as respite care, support groups, and caregiver support groups. On a case-by-case basis, frail members may be required to provide a caregiver or attendant while participating in Center or Club activities.

The Center will also provide leadership and volunteer opportunities that encourage older adults to remain active in their communities. The Center is able to maximize its resources with the use of volunteers. The volunteer contributions of Center participants are a valuable way in which older adults return to the community the benefits that they have received through this government-funded program. The Center staff will encourage members to volunteer their services in the greater community by allowing recruitment for other agencies, such as the Blood Bank of Hawaii, nursing homes, community hospitals, and other community-events, such as the Senior Fair. Volunteer activity gives the seniors a sense of purpose and is a source of recognition and appreciation.

4. Describe the target population to be served;

The Center serves senior citizens, age 60 and older, living in the geographic area described below. Its priority is to serve those in greatest economic and social need, with an emphasis on serving low-income, minority elders.

While the Center primarily serves elders who are independent of Activities of Daily Living (ADLs) and Instrumental Activities of Daily Living (IADLs), frail elders who have “aged in place” will be able to maintain participation in the Center, due to strong social networks developed at the Center over the years and the availability of a Center social worker who provides onsite case management support.

The Center will give priority to serving those in greatest economic and social need, with special attention to low-income minority elders and elders with limited English proficiency. Lanakila has seven ethnic clubs that celebrate and promote knowledge of the following ethnic groups: Japanese, Chinese, Okinawan, Korean, Hawaiian, Portuguese and Filipino. These clubs also provide information and support for seniors who have limited English proficiency.

5. Describe the geographic coverage; and

The Center is targeted to serve elders, age 60 and older, who live within Census tracts 38-66 (Kakaako-Nuuanu/ Punchbowl-Downtown-Liliha/ Kapalama-Kalihi/ Palama-Kalihi Valley-Moanalua). This is the State’s defined geographic area for this State program.

Seniors who reside outside of the targeted geographic area are advised to visit senior centers, senior clubs or congregate meal sites in their communities. If these out-of-area individuals still wish to join the Center, they must agree to perform 300 hours of community service for the Center over a three year period.

This service requirement is waived for out-of-area older adults who are in greatest social need, are physically unable to do volunteer work, have language barriers that prevent them from being able to volunteer or have low-income, minority status.

6. **Describe how the request will, in the case of a grant, permit the community to benefit from those activities; or for a subsidy, reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.**

Institutional nursing home care is approximately \$7,000 a month (equivalent to \$83,000 a year) for one patient. **For less than the cost of institutional care for two frail elders**, Lanakila Multi-Purpose Senior Center provides a range of activities that serves over 1,200 older adults annually to help improve health and maintain wellness.

Lanakila Multi-Purpose Senior Center is a cost-effective, preventive alternative to institutionalization for older adults. This program gives the State the opportunity to save money and to support the desire of older adults to remain independent in their own homes for as long as it is safely possible.

II. Experience and Capability

A. 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.

Each year, CCH serves approximately 5,000 elders through a range of services, including:

- **Case Management Program** – provides professional counseling and case management in designated affordable housing projects and senior centers.
- **Service Unit** – provides in-home and access services with para-professional staff. These services include housekeeping, escort, literacy and language assistance, and counseling.
- **Housing Assistance Program** – provides housing placement and counseling for elders who are homeless or at risk of homelessness, with the goal of securing stable, affordable rental housing.
- **Lanakila Multi-Purpose Senior Center** – provides recreation, education and social services for elders to enable them to improve or maintain independent living.
- **Money Management Assistance** – assists elders with bill payment and reduction of debt. This service is provided on Oahu and Maui.
- **Quality Living Choices** – provides case management for frail adults living in foster home settings. This service is provided on Hawai'i only.
- **Respite Connection** – provides support for family caregivers of elders through linkages to private hire providers and other resources.
- **Transportation Services Program** – door to door transportation for elders who cannot use public transportation.

The Agency's many years of experience in working with the elderly population makes it ideally suited to understand and meet the needs of elderly clients and their caregivers. In addition, staff also have access to other resources within Catholic Charities Hawai'i that help to complement and enhance the services currently provided to elderly clients and their caregivers. For example:

- **Cultural Diversity and Competency** - The Agency is experienced in working with diverse ethnic populations and cultures. Within the agency, there is access to staff bilingual in over 10 languages. There is an agency wide Cultural Competency subcommittee that focuses on training for staff to

increase and enhance their sensitivity and ability to work with clients of diverse ethnic and cultural backgrounds.

- **Strengthening Families** – CCH has many services that seek to strengthen the functioning of families, both naturally occurring families and foster families. Intergenerational issues cross over programs for seniors and youth and program staff work together to seek the best methods and resources to support the needs of the entire family.
- **Special Population Needs** – In addition to its work with elders, the Agency has a reputation for serving special need populations in the areas of domestic violence, abuse and neglect, homelessness and immigration.

CCH also has many years of experience in successfully implementing programs and managing contracts. Currently, the Agency has federal, State and private grants with a variety of funders, including:

- **State** – Department of Human Services, Department of Health, Department of Labor and Industrial Relations, Judiciary, Hawaii Public Housing Authority, Department of Transportation, Office of Hawaiian Affairs.
- **Federal** – Department of Health and Human Services
- **City and County** – Department of Community Services, County of Hawaii, County of Maui
- **Private** – Aloha United Way, Hawaii Community Foundation, private individuals and businesses.

Financial accounting for this contract will be provided by the Catholic Charities Hawai'i Finance Department, which provides this services for the entire agency. The financial accounting system of CCH utilized the Fund Accounting System of Electronic Data Systems, Inc. based in Marietta, Georgia. Separate funds are established for the major categories so that costs can be recorded accordingly.

The Procurement Rules of Chapter 103D of the Hawaii Revised Status (HRS) and the terms of this contract shall be followed. OMB and Chapter 103F HRS cost principles will be used to determine allowable costs and method of allocation. Any costs that the contract defines as unallowable will not be charged as a contract expense.

An independent audit of the organization's financial records is done annually. The present auditor is Choo, Osada & Lee CPAs, Inc. This audit is in addition to specific reviews performed by government agency personnel, or their designee, of agency records. The annual audit is in compliance with the U.S. Office of Management and Budget Circular A-133 requirements and standards. In all audits performed under these guidelines, favorable opinions have been rendered by the auditor that CCH has complied in all material respects, wit the OMB Circular A-133 requirements.

Catholic Charities Hawai'i is governed by a Board of Trustees and a Corporate Board of Directors. These governing bodies serve as program planning/policy and decision making bodies.

B. Quality Assurance and Evaluation

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

CCH is committed to excellence in the provision of service. The Agency holds itself accountable to its clients, constituents, funding sources, and the general public for its programs and the use of its resources. The agency systematically plans its programs and evaluates them regularly in view of their defined purposes, goals, and objectives.

Continuous program monitoring and quality assurance involve staff in a formal, ongoing process aimed at determining the need for agency services as well as their effectiveness and efficiency.

Ongoing Monitoring of Programs

On a monthly basis, each program reports the progress and/or delay in attaining the proposed program goals and objectives to the respective Division Administrator. This process also includes a review of the program's financial status in relation to the planned program budget. Collaboratively, the Division Administrator and the Program Director/Supervisor develop strategies and/or corrective action plans to improve identified weak areas.

CCH also monitors the overall strength and quality of its programs through outcome measurement systems. All programs currently have outcome measurements in place that evaluate the overall effectiveness of the programs. CCH monitors accomplishment of program outcomes specific to Lanakila Multi-Purpose Senior Center.

Additional tools used to measure the effectiveness of the programs include:

- **Stakeholder Satisfaction Surveys** - feedback from external and internal stakeholders
- **Tracking Logs** - to monitor and analyze rates of completion, timeliness, and goal attainment
- **Participant Feedback** - Catholic Charities Hawai'i administers consumer satisfaction surveys to program participants at least twice a year, exceeding the best practice standard's annual requirement. Every May and November 130 copies of the survey have been distributed over a six day period. In 2006 the number of surveys distributed will increase to 500 in an effort to poll

approximately a quarter of the membership which is the estimated maximum number of seniors who can complete the form without any assistance from staffs. To assure results are unbiased, staffs do not help to complete the forms. The survey tool was designed in accordance with the Council on Accreditation requirements and the results are used to identify program and agency strengths and opportunities for improvement. The satisfaction survey tool has six (6) sections:

- Demographics (age, ethnicity, & gender)
- Effectiveness of Service
- Timeliness of Service
- Cultural Sensitivity
- Accessibility to Service/Program
- Follow Up

The results of the satisfaction surveys are entered into a database and semi-annual reports are generated through the Quality Assurance Office. The year-end results of all the surveys are summarized and reported in the agency's annual Quality Assurance Report. The report is reviewed by the Catholic Charities Hawai'i Program Board and is subsequently approved by the agency's Corporate Board

Individual Case Supervision and Peer Review Process

There are two primary types of internal case record review: individual supervision and peer review.

- **Case Supervision** - Regular and timely supervision of employees and case records is essential to enforcement of performance standards, development and monitoring of improvement plans (as needed), and facilitation of professional development.

Regular review of an employee's case records is done by an assigned supervisor. The advice, guidance, and oversight of the supervisor in the handling of cases are a basic element in the agency's assurance of service quality. Record review occurs initially for all new cases within the first two months of a client's enrollment. Thereafter, a designated supervisor is responsible to review active case on a quarterly basis and closed cases upon closure.

Case reviews are documented on an Initial Case Record Review form or an On-going Case Record Review form. After the supervisor reviews each record, corrective action and follow-up on corrections are discussed during monthly individual supervision meetings.

- **Peer Review** - CCH conducts quarterly peer review sessions through which a random sample of open and closed case records is reviewed by teams that are

comprised of professionals who are not directly involved in the specific program. In accordance with best practice standards, CCH targets a 95% confidence level¹ and .01 confidence interval² in its sampling selection.

Upon the completion of each peer review session, the following activities are performed:

- The individual results of each case record are entered into an agency-wide peer review database;
- The original review forms are routed to the respective program supervisors via the division administrators;
- A summary analysis report of the peer review session is written by each program supervisor and submitted to the QA Director via the Division Administrator;
- Corrective action forms are completed for each record that has been given a non-compliant rating and routed to the QA Director via the Division Administrator;
- A summary report of the peer session (statistics, trends, and recommendations for improvement) is prepared by the QA Director and submitted to the VP of Programs and Division Administrator.
- The peer review summary report is concurrently shared with the Catholic Charities Hawai'i's Quality Improvement Committee and Program Board for their review.

On an annual basis, a consolidated peer review report is prepared and included in the annual QA Report to the Catholic Charities Hawai'i Program Board.

Staff Training

Ensuring quality of services also includes timely training and orientation of employees to all applicable state, federal, local, contractual, licensing requirements, and accreditation standards. CCH has an agency wide Staff Training Committee that is responsible to ensure that the agency provides a comprehensive training program, which begins upon hire and progressively builds upon the position's function. Cultural Competency is a subcommittee of the Staff Training Committee.

Risk Management

The Agency has a Staff Risk Management Steering Committee that acts on behalf of CCH to protect its employees, clients, physical and financial assets. The committee is composed of the Quality Improvement Director, and other agency personnel, including administration, program management, technical, and direct service staff. The committee oversees all risk management activities within the

¹ Indicates how certain the sample reflects the entire population

² Indicates the precision level of the results

agency. The QI Director provides oversight to the committee and its activities. The Staff Risk Management Steering Committee has three subcommittees: Environmental Health & Safety, HIPAA, and Workers' Compensation Review.

External Review Mechanisms

The agency also participates in several different kinds of external reviews. In an external review, outside evaluators examine agency operations to determine compliance with either broad or specifically focused performance expectations. The reviewers submit written report summaries to the agency. As needed, the agency responds to noted areas for improvement by developing and implementing corrective action plans. Examples of external reviews are:

- **Accreditation** - conducted every four years by the Council on Accreditation for Children and Family Services.
- **Contract monitoring** - conducted annually or more frequently depending on results of previous monitoring.
- **Fiscal audits** - conducted annually by an independent auditor provider, Choo, Osada & Lee, CPAs, Inc.
- **Risk management** - assessment conducted regularly by the agency's insurance carrier for all agency facilities.

Corrective Action

Within each area/function described above there are planned opportunities to identify areas for improvement and corresponding opportunities to develop improvement plans. Currently, CCH utilizes both formal and informal plans/strategies to improve identified weakness. Formal plans are written and include specific goals and objectives and are typically used for material and/or repeat findings. Informal plans are loosely written or in verbal form and are typically used to address a minor, initial finding. Each program supervisor and division administrator monitors the implementation of applicable program/divisional specific corrective/improvement plans.

Quality Assurance Oversight

Quality assurance is a shared responsibility that begins at the point of service delivery (micro-level) and is monitored successively through the Program Supervisor, Division Administrator, QA Director, VP of Programs, Senior Management Team/Quality Improvement Committee, CCH Program Board, and ends with the CCH Corporate Board (macro-level).

Summary of Annual Quality Assurance Report

On an annual basis, Catholic Charities Hawai'i prepares an Annual Quality Assurance Report that minimally contains the following:

- Executive Summary
- Summary Report on Peer Review Sessions

- Summary Report on Client and Employee Incidents, Accidents and Sentinel Events
- Summary Report on Client and Employee Grievances
- Summary Report on Program Monitoring Reports
- Program Outcome Trends
- Status Report on Prior Year's QA Report Recommendations
- QA Goals and Objectives for Next Year

The Quality Assurance Report is reviewed by the Catholic Charities Hawai'i Program Board and subsequently approved by the agency's Corporate Board.

C. 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. Also describe how the facilities meet ADA requirements, as applicable.

Lanakila Multi-Purpose Senior Center is located at 1640 Lanakila Avenue. The facility was built in 1969 specifically for use as a multi-purpose senior center.

No rent is paid for this State-Department of Accounting and General Services (DAGS) facility. Requested funding includes projected maintenance and utility cost for the building.

The facility is 100% ADA compliant.

III. Personnel: Project Organization and Staffing

A. 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.

Proposed Staffing, Staff Qualifications

The existing Center staff has a combined 50 years of service with CCH, reflecting the stability and experience that is available to the Center and its members. The following are the specific qualifications and job responsibilities:

Program Coordinator (1 FTE): Required – Bachelor's Degree in human services, experience in gerontology & multi-cultural population. Supervisory experience, PC skills. Responsible for overall coordination and implementation of the Center's programs, services and operations.

Program Specialist (1 FTE): Required – Bachelor's Degree in human services, PC skills, customer relations background and experience with multi-cultural population. Responsible to assist with program planning and provide clerical support for educational and recreational programming at the Center, including special events; handles registration for all classes, logistics for clubs.

Membership Specialist (1 FTE): Required – Bachelor's Degree, PC skills, social services or customer relations background, relates well different ethnic groups and volunteers. Responsible to provide paraprofessional counseling and clerical assistance in the areas of membership and volunteer service; conducts screening of potential members; coordinates other special services (tax, meals, etc.).

Custodian (.5 FTE): Required - High school diploma or equivalent and/or experience with janitorial work. Physically able to perform duties. Able to work with minimal supervision. Responsible to maintain a clean and safe facility. Duties relate to interior and exterior of the facility.

Administrative Support Assistant (.55 FTE): Required – High school diploma or equivalent, PC skills, clerical experience, relate well to different ethnic groups. Oversees timesheets for Senior Community Services Employment Program (SCSEP) workers assigned to Center; handles counting of Program Income donations; ordering of janitorial and office supplies; and other related clerical duties.

Administrative Services: Clerical, fiscal and other support services are provided by the Administrative Unit. See budget for percentages of time.

Volunteers: The Center has 430 volunteers who provide an array of services through volunteer positions such as Instructor, Telephone Receptionist, Greeter/Hostess, Club Officers, Entertainer/Performers, Data Entry, Counting Statistics, Meal Site Servers and more. In addition, volunteers provide bilingual assistance to ensure that non-English speaking members are able to participate fully in the Center activities and receive vital information on needed services and resources.

Supervision and Training

Catholic Charities Hawaii devotes a significant amount of time orienting and training new employees in order to ensure that quality services are provided consistently and effectively.

All new employees are required to attend an all-day CCH New Employee Orientation. This provides general background on the organization, its history, mission, values and strategic goals. In addition, the Community and Senior Services Division conducts a half-day New Employee Orientation that includes information on the organizational structure of the Division, type of services provided by the Division's programs, and Health Insurance Portability Assurance Act (HIPAA) training as it applies to client confidentiality.

Program supervisors are responsible to see that all new employees are also oriented and trained to carry out their specific job duties. Basic areas of orientation and training shall include:

- Review of CCH Code of Conduct policies, including conflict of interest and gratuities. There are stringent procedures defining the handling of money by employees in the course of service provision. In addition, staff are not allowed to accept any type of gratuity, including tips, gifts or other items offered by clients. In situations where it is unavoidable to refuse a monetary gratuity, staff are instructed to inform clients that all gratuities will be turned over to the Agency as a client donation. Food and other non-monetary gratuities will also be turned over to the supervisor for disposition. All employees are required to sign an acknowledgement that they have read the Employee Handbook and agree to abide by the enclosed policies, including the Code of Conduct. Violations of the Code of Conduct policies will result in disciplinary action up to and including involuntary termination. All employees are also required to sign a Conflict of Interest Disclosure Statement.
- Information and techniques on working with elders and their caregivers will be provided. Other topics of instruction will include: proper and safe handling of assistive devices, tips on working with functionally and cognitively impaired elders, and general communication tips.

- Cultural competency training will be provided to ensure that personnel are culturally sensitive to diverse ethnic populations. Information on Agency procedures for language access by elders or caregivers who do not speak (or have limited proficiency in) English will also be shared.
- Information on handling of emergency situations will be provided. All staff are trained in CPR/First Aid and all staff who have contact with clients also receive training in Crisis Prevention and Intervention (CPI). In addition, program supervisors also review disaster procedures with all employees.
- Policies and procedures regarding how services are to be provided are also reviewed. New personnel often "shadow" experienced workers and the program supervisor, as appropriate.

Ongoing Training and Supervision

Ongoing training of personnel is key to ensuring that quality services are provided to elderly clients. The agency wide Staff Training Committee is responsible to coordinate training activities that are required for all personnel on a regular basis. This includes but is not limited to: CPR/First Aid, Crisis Prevention and Intervention (CPI), cultural sensitivity, and more.

Training and information specific to the elderly population and the provision of contracted services are regular in-service training topics at bi-monthly Division staff meetings or monthly program/unit meetings.

Supervisors meet with each direct report staff on a monthly basis to review case records, discuss client issues and address staff progress toward identified professional goals and training needs.

The program supervisor also conducts a formal, written evaluation of each employee at the end of the six-month observation period and annually thereafter to promote continued growth and improvement.

The Community & Senior Services Division Administrator provides supervision of the program supervisor through monthly supervision meetings. The program supervisor also consults with the Division Administrator on an ongoing basis regarding questions, problems, or other needs.

All program supervisors meet together monthly with the Division Administrator. These supervisory team meetings allow for information sharing between programs and problem solving on issues relevant to all programs.

Volunteer Management

The Program is responsible to screen, orient, train and supervise volunteer personnel similar to its procedures for paid personnel. Program supervisors

interview individual volunteers to determine appropriate assignment to the available tasks of the program/unit. The Program conducts reference checks on all volunteers who are being considered for duties that involve access to clients or confidential client information. Volunteer staffs are included in all New Employee Orientation conducted by the Agency and the Division. In addition, volunteers are partnered with experienced staff to gain on-the-job training and regular supervision is provided by the program supervisor or designated line staff in order to ensure the level of quality of services provided.

B. 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 organizational chart that illustrates the placement of this request.

See attached Organizational Charts

IV. 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 or outcomes from this request.

A. Describe the scope of work, tasks and responsibilities.

GENERAL RECRUITMENT

The Center will utilize the following methods to recruit members. Low-income minority elder, elders with limited English proficiency and those in greatest social or economic need will be targeted.

- Use available media to provide information to the general public via press releases, articles, etc.
- Inform elderly housing management in the target area about Center services through direct contact, telephone, newsletters, posters, and flyers.
- Utilize bilingual staff and members to communicate information to non-English speaking elders.
- Provide written and oral translations of materials whenever feasible; use other culturally sensitive communication means.

- Encourage cultural activities and interactions that increase tolerance and understanding and promote diversity and acceptance.
- Offer demonstrations by Center participants and promotion of the benefits of joining the Center at targeted senior housing projects.
- Develop Incentive Programs, such as a "Bring A Friend" Campaign to encourage existing Center members to invite their siblings, friends and neighbors to visit and join the Center.
- Provision of an annual Leadership Training series that devotes a session to work with club officers on ways to increase the participation levels of their clubs.

GENERAL INTAKE OF CLIENTS

Any adult, age 60 and over, who lives in census tracts 38-66 is eligible to join the Center. Center members are entitled to participate in any Center-sponsored club, class or special event.

Interested older adults are required to visit the Center at least twice prior to registering for membership. They are welcome to observe any club or class activities of interest to them.

Individuals must complete a membership application. The application includes all NAPIS required data. The Membership Specialist reviews the applications with all individuals. If there is a question regarding a client's ability to participate safely at the Center, the Membership Specialist will consult with the Program Coordinator.

Basic requirements for participation are: has the ability to independently manage ADLs (Activities of Daily Living) and IADLs (Instrumental Activities of Daily Living) as needed on the premises, does not require supervision for wandering and is able to participate in activities without interfering with the rights and safety of other clients.

A frail client who does not meet the above criteria is still eligible to join the Center if s/he is accompanied by a caregiver who will provide the necessary assistance and supervision.

Clients who are deemed inappropriate for Center participation are referred to other programs, including adult day care.

During intake, the Membership Specialist will give clients information on other services and benefits for which they may be eligible or need. Clients who need transportation to the Center will receive referral to Handivan or CCH's Transportation Services Program.

Older adults who do not live within the targeted census tract areas are advised to visit senior centers, senior clubs or congregate meal sites in their communities. If these out-of-area individuals still wish to join the Center, they must agree to perform 300 hours of community service for the Center over a three year period.

This service requirement is waived for out-of-area older adults who are in greatest social need, are physically unable to do volunteer work, have language barriers that prevent them from being able to volunteer or have low-income, minority status.

Upon completion of the membership application and intake by the Membership Specialist, new members are required to attend a New Member Orientation that is held monthly. At the orientation, clients receive the following:

- LMPSC New Member Booklet
- Written grievance procedure
- Project Income Donation letter
- Membership Card

GENERAL TERMINATION OF CLIENTS

Termination of clients will be conducted as follows:

Reason for Termination	Procedure
Death	Volunteers verify death via obituaries or via contact with family/significant others. Sympathy card sent to family. Records terminated in a confidential manner.
Illness (unable to participate) or moved out-of-area	Refer for transportation services as needed. Refer to other needed services if too frail to participate. Records terminated in a confidential manner.
Moved off island	Verify verbally or in writing that client will not return. Records terminated in a confidential manner.
Not interested	Reason is noted and forwarded monthly to Program Coordinator. Information is discussed in monthly meetings with Membership Specialist and Program Specialist for purposes of quality improvement. Records terminated in a confidential manner

Unable to contact	Make several attempts to contact via last known phone number. Termination letter sent to last known address. Records terminated in a confidential manner
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HEALTH SCREENINGS

The majority of Health Screenings will be offered on a short term or weekly basis throughout the year.

The Program Coordinator will be responsible to implement this service, with assistance from the Program Specialist.

Screenings will include blood pressure and hearing.

Screenings will be conducted by individuals who have the appropriate training and skill to provide these activities.

Professionals in the community, on a voluntary basis, will conduct special screenings.

Center meetings, memos, posters, and newsletters will be used to inform members of available screenings.

Members will register for screenings via sign up at the Reception Desk.

Volunteers or screening leaders will maintain screening records for statistical reporting.

The Center will provide training for screening leaders annually to review attendance procedures, purpose for Center activities and other needed topics.

Screening participants will complete an evaluation annually. Screening leaders will receive a summary of these evaluations. The Program Coordinator will discuss negative evaluations with screeners.

EXERCISE/PHYSICAL FITNESS

The majority of the Exercise/Physical Fitness activities will be offered on a short term or weekly basis throughout the year.

The Program Coordinator will be responsible to implement this service, with assistance from the Program Specialist.

Activities will include classes such as tai chi, stretch and tone and rhythm and life.

Instructors for classes will be solicited through various means. Both volunteer and paid instructors will be utilized. Instructors will be screened to ensure that they have the appropriate training and skill to provide these activities.

Professionals in the community, on a voluntary basis, will conduct Exercise/Physical Fitness demonstrations.

Center meetings, memos, posters, and newsletters will be used to inform members of available classes and workshops.

Class registration is conducted quarterly at the Center. At the time of registration, students will have the opportunity to donate toward the cost of each class.

Members will register for other short-term workshops/classes via sign up at the Reception Desk.

Students will pay for needed class supplies.

Instructors or volunteers will maintain attendance records for statistical reporting.

The Center will provide training for instructors annually to review attendance procedures, purpose for Center classes and other needed topics.

Students will complete an evaluation annually. Instructors will receive a summary of these evaluations. The Program Coordinator will discuss negative evaluations with instructors.

HEALTH EDUCATION AND PROMOTION

The majority of the Health Education and Promotion activities will be activities that are offered on a short term basis throughout the year.

The Program Coordinator will be responsible to implement this service, with assistance from the Program Specialist.

Health Education and Promotion topics include healthy diet information, early warning signs of, ways to manage and to prevent disease. Other Health Education and Promotion topics will be identified in the same manner as Education/Training topics.

Instructors for classes will be solicited through various means. Both volunteer and paid instructors will be utilized.

Professionals in the community, on a voluntary basis, will conduct short-term workshops and seminars.

Center meetings, memos, posters, and newsletters will be used to inform members of available classes and workshops.

Members will register via sign up at the Reception Desk.

Students will pay for needed activity supplies.

Volunteers will maintain attendance records for statistical reporting.

RECREATION/LEISURE

The majority of Recreation/Leisure activities will be classes offered on a weekly basis throughout the year. In addition, the Center will offer special short-term or one-time workshops and training.

The Program Coordinator is responsible to implement this service, with assistance from the Program Specialist.

Recreation/Leisure topics include Contemporary Hula, Sewing and Japanese Calligraphy. Other Recreation/Leisure topics will be identified through the following means:

1. Requests from members for particular recreation topics for classes or lectures/seminars.
2. Suggestions from the Center's Program Committee, which is comprised of Center members who represent various clubs and classes.
3. Additional input on possible topics from other community agencies, such as the Community School for Adults.
4. Specific suggestions to clubs and classes to encourage them to provide recreation activities for their individual groups.

The Center will recruit instructors for classes through various means. Both volunteer and paid instructors will be utilized.

Professionals in the community, on a voluntary basis, will conduct short-term workshops and seminars.

Center meetings, memos, posters, and newsletters will be used to inform members of available classes and workshops.

Class registration is conducted quarterly at the Center. At the time of registration, students will have the opportunity to donate toward the cost of each class.

Members will register for other short-term workshops/classes via sign up at the Reception Desk.

Students will pay for needed class supplies.

Instructors or volunteers will maintain attendance records for statistical reporting.

The Center will provide training for instructors annually to review attendance procedures, purpose for Center classes and other needed topics.

Students will complete an evaluation annually. Instructors will receive a summary of these evaluations. The Program Coordinator will discuss negative evaluations with instructors.

EDUCATION/TRAINING

The majority of Education/Training activities will be classes offered on a weekly basis throughout the year. In addition, the Center will offer special short-term or one-time workshops and training.

The Program Coordinator has primary responsibility to implement this service, with assistance from the Program Specialist.

Education/Training topics include Conversational English, Okinawan Language and Defensive Driving for the Older Adult. Other Education/Training topics will be identified through the following means:

1. Requests from members for particular educational topics for classes or lectures/seminars.
2. Suggestions from the Center's Program Committee, which is comprised of Center members who represent various clubs and classes.
3. Additional input on possible topics from other community agencies, such as the Community School for Adults, the Executive Office on Aging and the Elderly Affairs Division.
4. Specific suggestions to clubs and classes to encourage them to provide education/training workshops for their individual groups.

The Center will recruit instructors for classes through various means. Both volunteer and paid instructors will be utilized.

The Program Specialist will submit proposals to Farrington Adult Community School for paid instructors during their Spring, Fall and Winter Sessions.

Professionals in the community, on a voluntary basis, will conduct short-term workshops and seminars.

Center meetings, memos, posters, and newsletters will be used to inform members of available classes and workshops. The media and flyers will be used to inform the general community of new classes and programs.

Class registration is conducted quarterly at the Center. At the time of registration, students will have the opportunity to donate toward the cost of each class.

Members will register for other short-term workshops/classes via sign up at the Reception Desk.

Students will pay for needed class fees and supplies.

Instructors or volunteers will maintain attendance records for statistical reporting.

The Center will provide training for instructors annually to review attendance procedures, purpose for Center classes and other needed topics.

Students will complete an evaluation annually. Instructors will receive a summary of these evaluations. The Program Coordinator will discuss negative evaluations with instructors.

PROFESSIONAL COUNSELING and CASE MANAGEMENT

This service will be performed by a licensed Social Worker (MSW/LSW). Supervision will be provided by the Catholic Charities Hawai'i's Case Management Program (CMP) Supervisor and all CMP Standard Operational Procedures on performance of these services will be followed.

Clients will be referred to the Social Worker by other Center staff or by self-referral. Eligible clients are elders, age 60+, who are potential or current Center members, or who are care recipients of current Center members.

Social Worker will perform an assessment of each counseling/case management client. A service plan will be developed by the Social Worker with input from the client and caregiver(s). This care plan specifies type of assistance to be provided and frequency of service.

The service plan is reviewed with the client and caregiver(s). The service plan must be signed by the client, indicating agreement to comply with the plan. In addition, the following forms are also reviewed with the client before the client signs them: 1) CCH Client Rights and Responsibilities, 2) CCH Grievance Procedure, 3) CCH Consent to Release.

The Social Worker coordinates necessary services and provides supportive counseling, as indicated in the service plan. Adjustments and monitoring to level of service is made as needed and no less than annually.

Counseling and Case Management services will be terminated when:

- a. client is no longer in need of assistance;
- b. client is placed in an institutional setting;
- c. client refuses service;
- d. client is non-compliant with service agreement;
- e. there are health and safety risks;
- f. client moves out of the service area (off island), or
- g. client is deceased

As applicable, clients are verbally informed of closure and a termination letter is sent.

Clients will complete an evaluation annually or upon case closure.

B. The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service.

Action	Responsible Staff	Frequency
Conduct meetings with Program Committee comprised of representatives of all ethnic clubs and a cross-section of classes to work on program planning and center issues.	Program Coordinator	Monthly
Meet with Program Specialist to evaluate activities, review benchmarks, and work on development of new instructors and programs.	Program Coordinator	Monthly
Submit DOE class proposals	Program Coordinator	Quarterly
Publication of Center Newsletter and flyers to advertise activities and encourage participation.	Program Coordinator	Monthly
Registration for Center-Funded classes	Program Specialist	Quarterly

Leadership training for officers that covers membership development, financial planning and overview of social work/community services & resources.	Program Coordinator	Every January
Training for volunteers that covers best practices for their area of volunteer service and overview of social work/community services & resources.	Program Specialist & Membership Specialist	Every January
CCH Volunteer Recognition Program to appreciate and encourage continued service of Center's volunteers.	Program Coordinator	Every April
Selection and special recognition of one outstanding senior volunteer.	Program Coordinator & Volunteer Service Committee	Every December
Meet with Membership Specialist to review membership issues, review benchmarks, to develop new outreach activities and address barriers.	Program Coordinator	Monthly
Coordination with AARP for Volunteer Tax Preparation Services	Membership Specialist	January through April
Coordination with AARP for Defensive Driving Safety class open to the public	Program Specialist	Four times a year
Coordination with Honolulu Community Action Plan for provision of Federal Surplus Food distribution	Membership Specialist	Quarterly
Coordination with Straub Foundation for health seminar	Program Coordinator	Annually
Coordination with other community agencies and business to secure speakers and arrange excursions.	Program Specialist	Monthly
Member donation drive	Program Coordinator	Annually
Show & Sell Craft, Food & White Elephant Bazaar Fundraiser for Clubs and Classes. Evaluation of net profits, concerns and discussion of improvement for next event.	Program Specialist & Program Coordinator	Quarterly
Provide Professional Counseling and Case management services for elders, age 60+, who are potential or existing Center members or who are care recipients of existing Center members.	Social Worker	Ongoing

Conduct meetings with Participant Advisory Board comprised of community, club and class representatives to evaluate center policies, funding, challenges and direction.	Program Coordinator	Six times a year
Submit program evaluation to funders.	Program Coordinator	Annually
Participate in intensive evaluation of policies and practices in line with Council of Accreditation standards.	Program Coordinator	Every three years

V. Financial

Budget

The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

See attached Budget Forms

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Catholic Charities is not involved as a party in any pending litigation and there are no outstanding judgments against it.

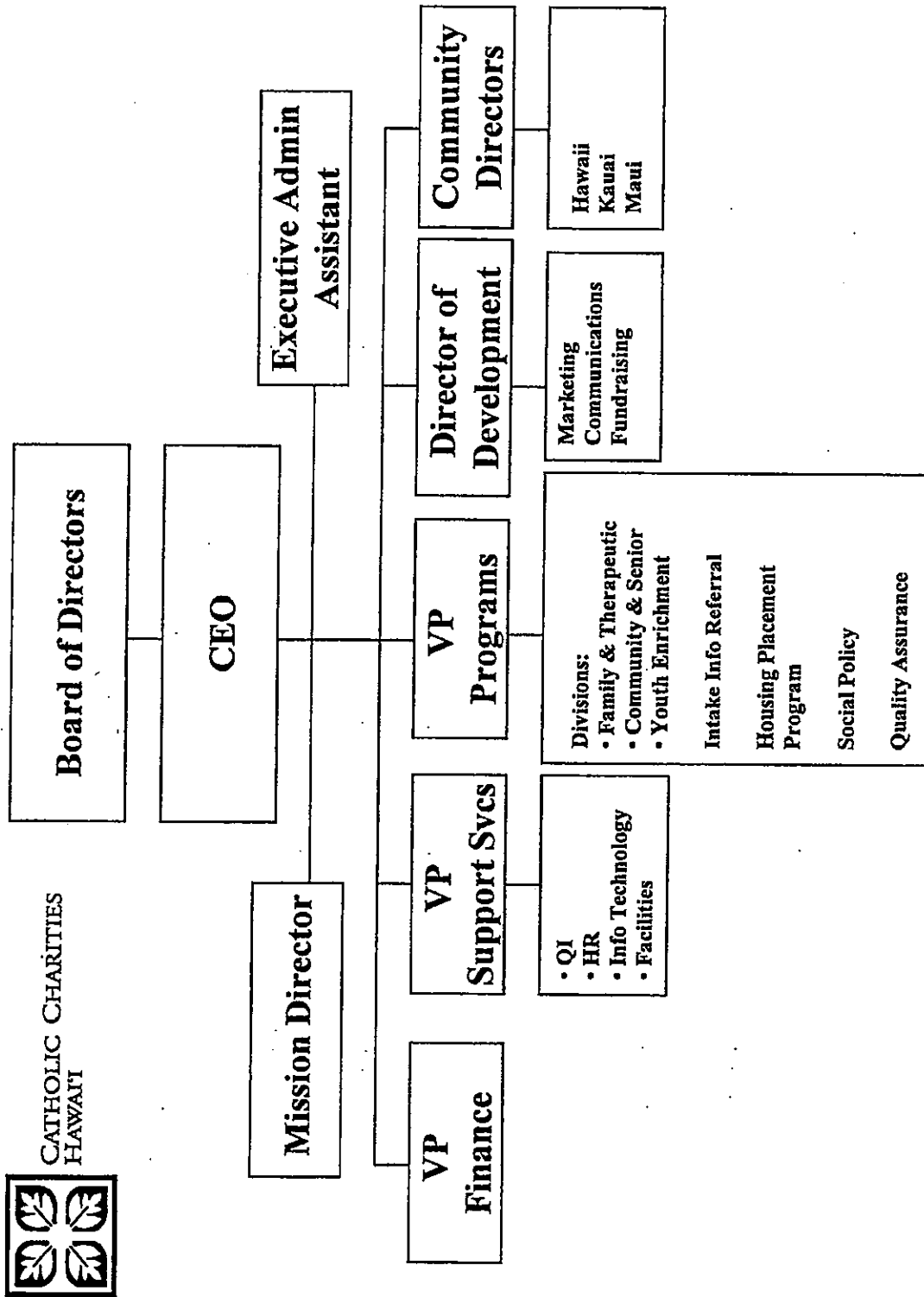
B. Licensure or Accreditation

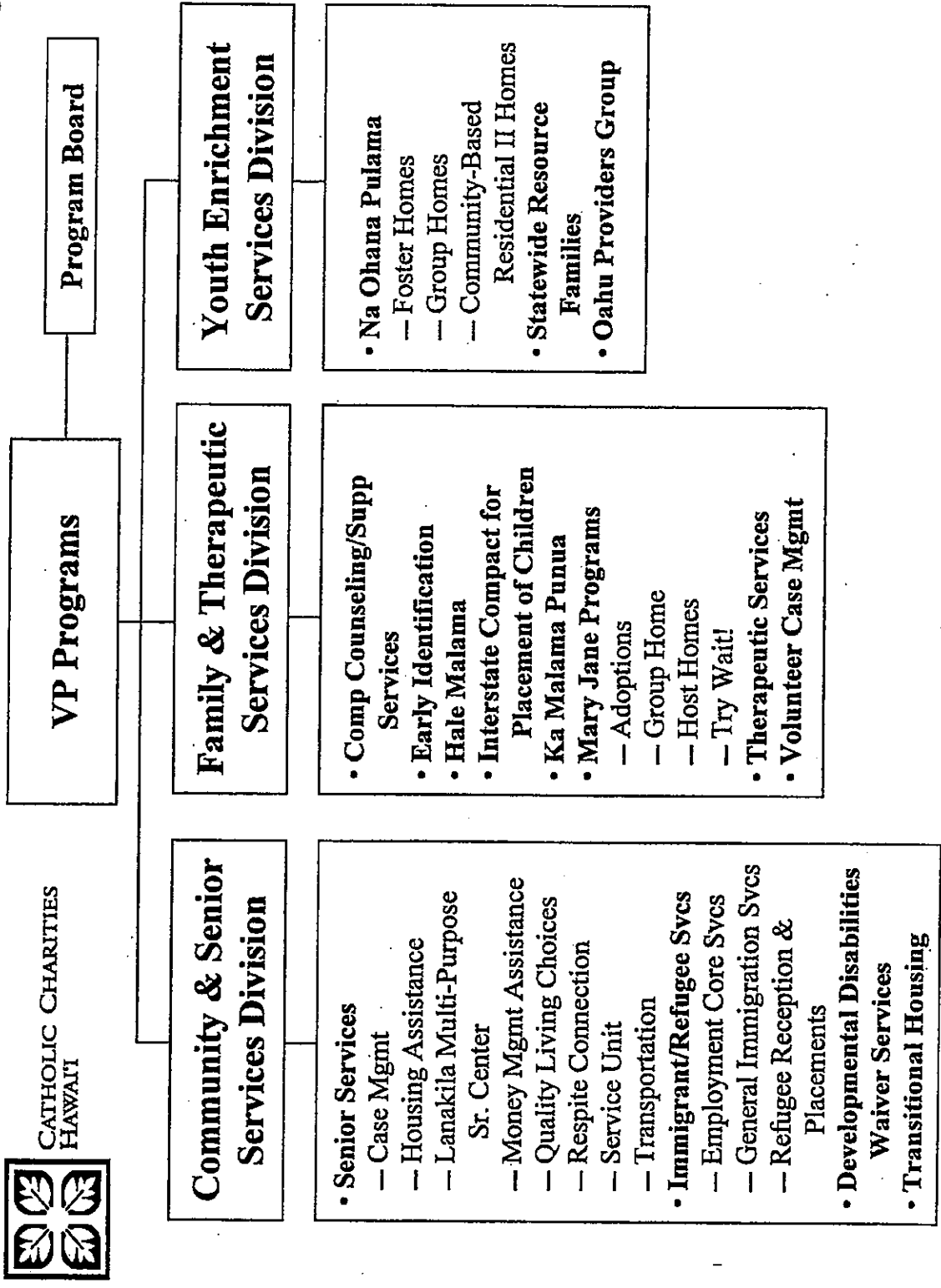
Specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.

1. Council on Accreditation for Families and Children
(Catholic Charities Hawaii received this national accreditation in 2003)
2. Hawaii State General Excise License
3. Center Program Coordinator and Social Worker are licensed social workers in the State of Hawaii

ATTACHMENT:

Organization Charts (3)





CATHOLIC CHARITIES
HAWAII

VP Programs

Program Board

Community & Senior Services Division

- Senior Services
 - Case Mgmt
 - Housing Assistance
 - Lanakila Multi-Purpose Sr. Center
 - Money Mgmt Assistance
 - Quality Living Choices
 - Respite Connection
 - Service Unit
 - Transportation
- Immigrant/Refugee Svcs
 - Employment Core Svcs
 - General Immigration Svcs
 - Refugee Reception & Placements
- Developmental Disabilities Waiver Services
- Transitional Housing

Family & Therapeutic Services Division

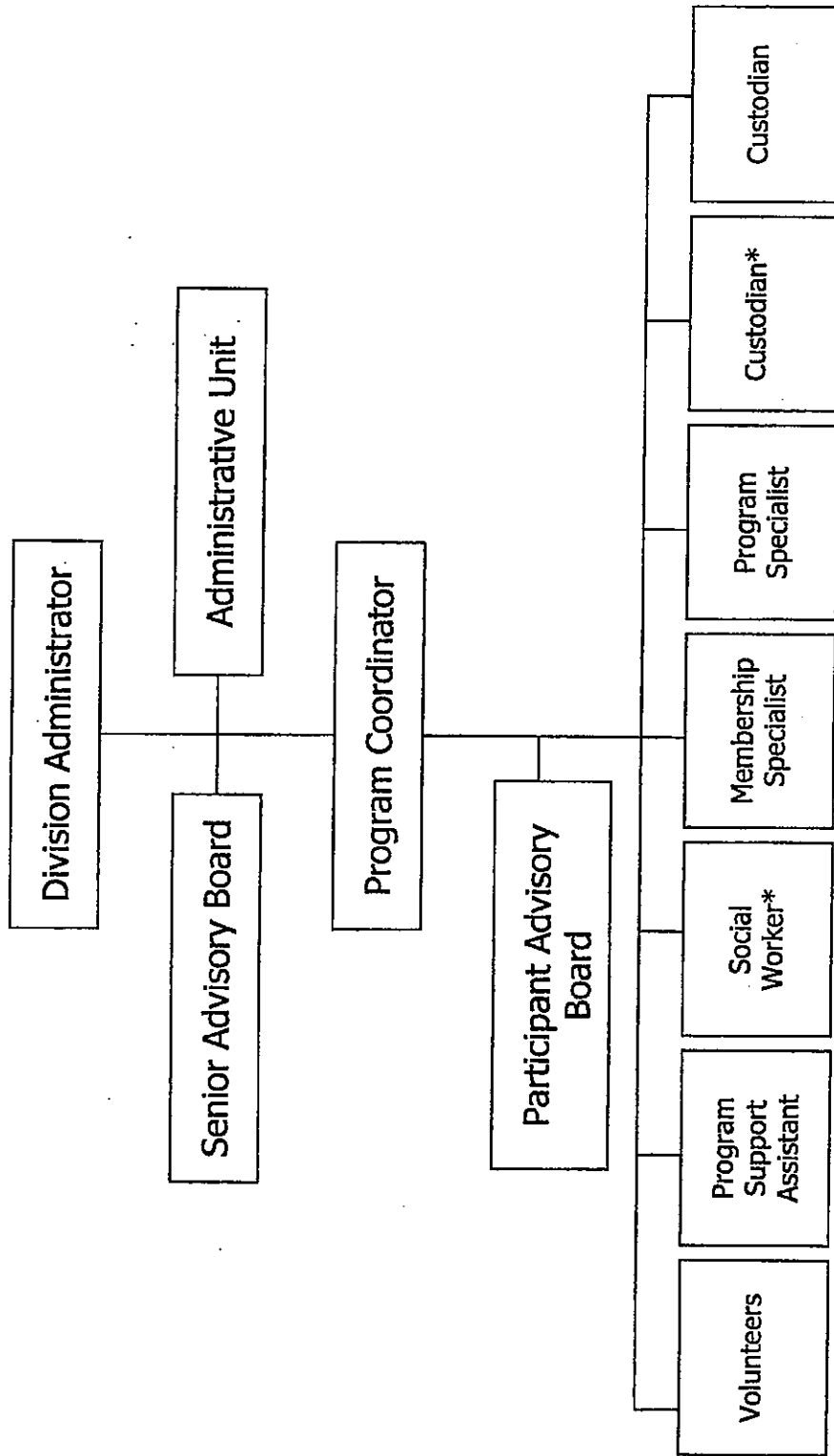
- Comp Counseling/Supp Services
- Early Identification
- Hale Malama
- Interstate Compact for Placement of Children
- Ka Malama Punua
- Mary Jane Programs
 - Adoptions
 - Group Home
 - Host Homes
 - Try Wait!
- Therapeutic Services
- Volunteer Case Mgmt

Youth Enrichment Services Division

- Na Ohana Pulama
 - Foster Homes
 - Group Homes
 - Community-Based Residential II Homes
- Statewide Resource Families
- Oahu Providers Group



CATHOLIC CHARITIES HAWAII
COMMUNITY & SENIOR SERVICES DIVISION
LANAKILA MULTI-PURPOSE SENIOR CENTER



* No funding requested for: Social Worker and 1 Custodian

ATTACHMENT:

Budget Forms

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2007 to June 30, 2009)

Applicant: Catholic Charities of the Diocese of Honolulu dba Catholic Charities Hawaii
Lanakila Multi-Purpose Senior Center

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	TOTAL BUDGET (d)
A. PERSONNEL COST				
1. Salaries	217,396			450,031
2. Payroll Taxes & Assessments	25,740			53,284
3. Fringe Benefits	56,653			102,417
TOTAL PERSONNEL COST	299,789			605,731
B. OTHER CURRENT EXPENSES				
1. Recruitment Ads	586			1,041
2. Insurance	1,323			12,582
3. Lease/Rental of Equipment	3,341			3,341
4. Audit Fees	420			745
5. Staff Training	726			1,289
6. Supplies, Office & Janitorial	13,261			15,840
7. Telecommunication	4,726			7,826
8. Utilities	0			31,094
9. Payroll Services	889			1,579
10. Contractual Svs (Instructors)	0			11,729
11. Postage/Printing	1,755			3,120
12. Janitorial/Maint Service	3,479			4,904
13. Equip Maintenance	591			3,057
14. Subscrip/Membership Dues	475			842
15. Staff Mileage	414			2,314
16. Rent	0			702
17. Program Mgmt Fee	47,175			97,657
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	79,161			199,662
C. EQUIPMENT PURCHASES	6,000			6,000
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	384,949			811,393
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	384,949	Diane Terada 595-5901		
(b) Program Income	80,000	Name (Please type or print) Phone		
(c) Other	346,444	Signature of Authorized Person Date		
(d)				
TOTAL REVENUE	811,393	Lisa Sakamoto, Vice President of Finance		
		Name and Title (Please type or print)		

Applicant: Catholic Charities of the Diocese of
 Honolulu dba Catholic Charities Hawaii
 Lanakila Multi-Purpose Senior Center

Period: July 1, 2007 to June 30, 2009

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Telephohne System New system	1.00	\$6,000.00	\$ 6,000.00	6000
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	1		\$ 6,000.00	6,000

JUSTIFICATION/COMMENTS: Telephone system is outdated. Maintenance is no longer possible due to unavailability of parts. Repair is not possible due to parts issue and lack of maintenance ability due to outdated system.

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

JUSTIFICATION/COMMENTS:

Applicant: Catholic Charities of the Diocese of
 Honolulu dba Catholic Charities Hawaii
Lanakila Multi-Purpose Senior Center

Period: July 1, 2007 to June 30, 2009

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ANY OTHER SOURCE OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED		FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2005-2006	FY: 2006-2007	FY:2007-2008	FY:2008-2009	FY:2009-2010	FY:2010-2011
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

ATTACHMENT:

Declaration Statement

**DECLARATION STATEMENT
APPLICANTS FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant acknowledges that said applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to section 42F-103, Hawaii Revised Statutes:

- (1) 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 or subsidy is awarded;
- (2) Comply 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;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy 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 assuring the proper expenditure of the grant or subsidy.

In addition, a grant or subsidy may be made to an organization only if the organization:

- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.


Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

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

Catholic Charities of the Diocese of Honolulu dba
Catholic Charities Hawai'i

(Typed Name of Individual or Organization)



(Signature)

1/31/2007

(Date)

Jerome E. Rauckhorst

(Typed Name)

Chief Executive Officer

(Title)