

House District _____

Senate District _____

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

Log No: 181-0

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 (LEAVE BLANK IF UNKNOWN): Dept. of Health

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Dbas: Moiliili Community Center

Street Address: 2535 S. King St.

Mailing Address: Honolulu, HI 96826

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name Jill T. Kitamura

Title Senior Program Director

Phone # 955-1555

Fax # 945-7033

e-mail moistrctr@hawaii.rr.com

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:

Senior center program providing activities and services for age 60+ in CT. 1 - 37.
(Maximum 300 Characters)

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2009

FY 2008-2009 \$ 85,000

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 \$ _____

FEDERAL \$ _____

COUNTY \$ 106,278

PRIVATE/OTHER \$ 54,000

TYPE NAME, TITLE OF AUTHORIZED REPRESENTATIVE:

E. Rebecca Ryan
Executive Director

NAME & TITLE

1/31/08
DATE SIGNED

I. BACKGROUND AND SUMMARY:

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

Activities to be provided fall in the following categories of: recreation & leisure, education, physical fitness and exercise, health education and promotion, health screening, and volunteer opportunities. Services are primarily ones that help the senior in accessing services through: transportation, assisted transportation, escort, information and assistance, and language and literacy assistance. To help with social interaction and mental health, friendly visits, counseling and telephone reassurance will be provided.

We anticipate, as outlined in the proposal narrative, that over 50% of participants in each service area will be satisfied by the service received. They will be able to access the service or resource due to assistance. Their attendance in class will be tracked over a three month period to see if they continue with their involvement.

The service area is in urban Honolulu, with a range of income levels, living arrangements, and needs. Activities are planned that cover all cost levels, with subsidies available for those who request it.

Two staff members are bilingual in Japanese and English. There are a large percentage of participants who are non-English speaking needing assistance with letter reading and writing, making phone calls, basic understanding. Volunteers will be asked to assist with other language needs.

The Senior Center program proposes to assist the senior in their day-to-day lives, maintaining their mental, social, and physical health through services and activities. Attending a Senior Center provides a place to meet people, be involved, attain information, and get out into the community.

II. SERVICE SUMMARY AND OUTCOMES

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

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

Many of the seniors participate because of an affinity with a center in their neighborhood; a location where they feel welcome and know others who attend, and they participate in a variety of activities which provide social stimulation and enhances personal growth. Newly retired individuals are seeking activities in which to participate. Families are seeking ways to maintain their once active senior in a supervised setting, involved with others, low cost, and a non-day care atmosphere.

With the establishment of 5 assisted living communities in the East Honolulu area (Arcadia, Kahala Nui, Hawaii Kai, One Kapiolani, and The Plaza at Punchbowl), we have seen an out-flux of members who have moved into these facilities and have begun to participate in their activities. These facilities, with the exception of The Plaza at Punchbowl are reaching the higher income senior citizens. Continual efforts are made by the Moiliili Senior Center to balance the different levels of senior needs and interests with cost factors, appealing to the middle and lower income levels with classes, seminars, and events that are affordable. This includes developing partnerships with organizations to jointly sponsor events/activities to reach a larger senior group, with presentations such as senior options in continuing education, employment, volunteering, and personal growth.

On-going efforts are made to reach out to the frail and homebound elderly, priority given to those with the greatest economic and social needs with special attention to low income, minority individuals.

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

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

The output measure and outcomes noted in the following service activities are what we consider viable for the present facilities and staff:

1. ESCORT

Objective and Output Measures:

Escort services for **8 individuals** to assure safety and accessibility to a service due to functional disabilities and/or language barriers. A total of **60 hours** of service accompanying the individual will be made.

Outcome:

95% of these individuals will be able to successfully access or utilize the resource safely, and with understanding, to be noted at the completion of each service.

Requests are received and assessed, or deemed necessary through staff observation. Staff will provide when volunteers are not available or when service needed requires a staff, such as interpreting at interviews and when confidentiality is important.

2. **HEALTH SCREENING**

Objective and Output Measures:

185 screenings for 50 unduplicated individuals will be provided to help in detecting and or preventing illnesses, in monitoring conditions, that will help them in maintaining their independent lifestyle.

Outcome:

90% of those screened will, through the screening, be able to have early detection of potential problems, have a record of their readings to be shared with their doctors for follow up, and be able to maintain their independent lifestyle.

3. **EXERCISE/PHYSICAL FITNESS**

Objective and Output Measures:

1,200 sessions of exercise and physical fitness activities will be provided to **460 unduplicated individuals**. These include but are not limited to classes that improve their flexibility, strength, endurance, balance, and physical functioning.

Outcome:

Of the 460 individuals, at least 75% will experience renewed energy, 85% will see an improvement in their flexibility and endurance, and 90% will continue a form of exercise beyond 3 months due to some improvement in their physical functioning.

Attendance records are maintained to see the continuity rate in classes. Intermittent evaluations will be asked of members in the class.

4. **HEALTH EDUCATION AND PROMOTION**

Objective and Output Measures:

10 sessions of health education and promotional activities will be provided to **75 unduplicated individuals**. These activities include but are not limited to seminars on various health issues such as high blood pressure, diabetes,

alternative medicines and life styles.

Outcome:

Of the 75 individuals participating in these activities, 65% will increase their knowledge of health issues that will enable them to make intelligent choices when needed, or know what resources are available for further information.

Participants will be asked to fill a brief evaluation form or asked orally if meaningful information was gained from the seminar.

5. **RECREATION AND LEISURE**

Objective and Output Measure:

A total of 1,025 sessions of Recreation and leisure activities will be provided to 500 unduplicated individuals so time is spent in wholesome, fulfilling and healthful ways. Activities will include but not limited to: craft classes or workshops, games, music, dance, performing for others, and excursions.

Outcome:

Of the 500 people served by this activity, 65% will maintain their social engagement and involvement or connectedness and sustain that involvement for at least 3 months; while 75% will gain mentally and physically through social involvement.

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

6. **FRIENDLY VISITS**

Objective and Output Measures:

92 visits will be made to 24 unduplicated individuals who are socially isolated to help reduce feelings of loneliness and isolation.

Outcome:

75% of these individuals will feel less isolated, showing some form of social connectedness for the period of the visit.

Visits will be scheduled as requests are received and assessed by staff as to time available. Students and volunteers will be assigned per availability. Individuals can be socially isolated even while attending a class or being involved in an activity, ie. those who attend the meal site. Staff or leader observations are vital to see that some interactions take place.

7. **TELEPHONE REASSURANCE**

Objective and Output Measures:

Regularly scheduled telephone calls are made to **10 individuals** living alone, or are temporarily alone, to maintain contact regarding their daily status, to reassure their safety and well being. **2,400 calls** will be made.

Outcome:

100% of these individuals will feel less isolated and safer with a daily check on their well-being. Annual reviews are made to determine service satisfaction.

8. **LITERACY & LANGUAGE ASSISTANCE**

Objective and Output Measures:

200 hours of assistance will be provided to **35 unduplicated individuals** needing help with understanding, reading or writing to apply for entitlements, correspondence, or others due to language barriers, or functional disability.

Outcome:

100 % of these individuals will have a better understanding of their correspondence, are able to submit their applications for entitlements, or are able to access a service through this service intervention.

9. **EDUCATION/TRAINING**

Objective and Output Measure:

A total of **104** instructional sessions and seminars will be offered to **200 unduplicated individuals** which will help them acquire knowledge and skills for vocational, personal, and social enrichment.

Outcome:

Of the 200 people served by this program activity, 85% will gain new knowledge or skills, and 35% will better cope with life situations through knowledge they have gained. Ongoing classes, seminars, workshops, and excursions will be scheduled and published in the monthly newsletter. Attendance sign-up will show the more popular and interesting topics. Participants are also asked for input into areas of interest.

10. COUNSELING

Objective and Output Measures:

A total of **75 hours** of para-professional counseling services to **60 unduplicated individuals** will be provided, which includes listening to and discussing problems, assessment of situation to offer guidance to enable individuals to resolve problems or relieve temporary stress.

Outcome:

50% of these individuals will be linked to proper agencies or services, or provided information on available resources deemed appropriate to the situation. 20% will have less need for counseling. Where appropriate, family members or other relatives would be contacted to work together to relieve the situation. Case records are maintained.

11. TRANSPORTATION

Objective and Output Measures:

Transportation services to **300 individuals** via MCC vehicles and/or charter buses to and from special activities and service agencies for a total of **6,000 one-way passenger trips**.

Outcome:

Of the 300 individuals receiving this service, 100% of clients will be able to continue being involved with the community and its activities and services.

MCC Driver primarily handles daily LMOW run. Driver/Program Assistant assists with special runs. Charter bus is utilized for excursions. Transportation requests are received, and assessments are made as to capability to provide per need. Referrals are made for those we are unable to provide for or individuals are placed on a wait list.

12. ASSISTED TRANSPORTATION

Objective and Output Measures:

Door-to-door transit service with assistance, including escort, to **20 unduplicated individuals** who have physical and/or cognitive difficulties which prevent them from using regular transportation services. This service, utilizing MCC vehicles or personal staff vehicles, will provide a total of **360 one-way passenger trips**.

Outcome:

90% of clients will be able to access resources, attend, or become involved in activities, to maintain their health, to continue to live independently. Requests or referrals are received, and assessments are made as to viability and capability of providing the service per time schedule. MCC vehicles or personal staff cars are generally utilized for this service. Coordination for assistance in providing this service is made when deemed necessary.

13. INFORMATION & ASSISTANCE

Objective and Output Measures:

A total of **400 contacts** to **75 unduplicated individuals** (and many unknowns) will be provided, primarily by phone or office visits, to give information on services in the community and or to link or refer to other services.

Outcome:

Of the 75 individuals, 100% will be aware of services in the community, other possible agencies to call, or have access to the Senior Helpline number for further inquiries.

14. VOLUNTEER OPPORTUNITIES

Objective and Output Measures:

Opportunities for **225 individuals** to volunteer their time and expertise for a total of **12,000 hours** to assist program staff in the delivery of services, and program development.

Outcome:

75% of these volunteers will continue their commitment by volunteering more than once over a six month period, gaining personal satisfaction.

III. FINANCIAL

A. BUDGET

1. Budget for FY 2009 - **Attached**
2. Budget Justification - Personnel Salaries & Wages - **Attached**
3. Budget Justification - Equipment & Motor Vehicle - **Not Applicable**
4. Budget Justification - Capital Project Details - **Not Applicable**

B. Anticipated Quarterly funding requirement

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
\$21,250	\$21,250	\$21,250	\$21,250	\$85,000

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2008 to June 30, 2009)

Applicant: Moilili Community Center

BUDGET CATEGORIES	Total State Funds Requested (a)	Senior Program Budget (b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	30,000	134,300		
2. Payroll Taxes & Assessments	3,100	14,200		
3. Fringe Benefits	2,400	27,400		
TOTAL PERSONNEL COST	35,500	175,900		
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	3,160	4,500		
3. Lease/Rental of Equipment	750	750		
4. Lease/Rental of Space				
5. Staff Training		300		
6. Supplies	850	4,950		
7. Telecommunication	1,000	3,050		
8. Utilities	9,300	11,200		
9. Transportation	7,590	15,728		
10. Audit	1,200	2,000		
11. Professional fees - Payroll, Bank Fee	300	750		
12. Contractual service - Janitorial	13,300	13,300		
13. Contractual service - Security	3,850	3,850		
14. Postage	50	450		
15. Repair and Maintenance	8,150	8,150		
16. Mileage		400		
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	49,500	69,378		
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	85,000	245,278		
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	85,000	Name (Please type or print) _____ Phone _____		
(b) County Funds	106,278	Signature of Authorized Official _____ Date _____		
© Program Income	54,000			
(d)				
TOTAL REVENUE	245,278	Name and Title (Please type or print) _____		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Molilili Community Center

Period: July 1, 2008 to June 30, 2009

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
Executive Director	1.00	\$57,780.00	10.00%	\$ 5,778.00
Accountant	1.00	\$42,320.00	20.00%	\$ 8,464.00
Office Manager	1.00	\$35,400.00	10.00%	\$ 3,540.00
Senior Account Clerk	1.00	\$26,880.00	5.00%	\$ 1,344.00
Bookkeeper	0.48	\$13,980.00	20.00%	\$ 2,796.00
Account Clerk	0.48	\$8,800.00	15.00%	\$ 1,320.00
Receptionist	0.48	\$8,960.00	15.00%	\$ 1,344.00
Parking Attendant	0.48	\$7,752.00	50.00%	\$ 3,876.00
Maintenance	0.63	\$10,920.00	5.00%	\$ 546.00
Receptionist	0.48	\$8,280.00	10.000%	\$ 828.00
Clerical	0.48	\$8,200.00	2.00%	\$ 164.00
				\$ -
				\$ -
				\$ -
TOTAL:				\$ 30,000.00
JUSTIFICATION/COMMENTS:				

IV. EXPERIENCE AND CAPABILITY

A. NECESSARY SKILLS AND EXPERIENCE

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

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

For the past 37 years MCC's Senior Center Program, through its contract with the City and County of Honolulu Elderly Affairs Division has provided classes, seminars, special events, workshops, transportation, assisted transportation, para-professional counseling services, telephone reassurance, volunteer opportunities, and information and referral to those living in Census Tracts 01 - 37 (Ward Avenue to Hawaii Kai). With the exception of Adult Basic Education classes (English and Citizenship) and one leisure class (Sumi-e) under Department of Education's Adult Education, all of the classes and groups are led by volunteers.

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

We continue to work very closely with various programs from the Universities

Moiliili Community Center
Grants-in-Aid Request
FY 2009
Page 14 of 28

(UHM - Nursing, Family Resources, School of Social Work, etc.; HPU) to provide a place where students may do their practicum internships, talk with seniors for specific projects, research questionnaires, observations, seminars. Graduate students from Japan have also requested assistance with their projects and we have worked with them if we find it appropriate for our seniors and the project. Students doing research are asked to share their results with this program to assist us with our planning purposes, if applicable.

We also have established agreements with various groups from Japan.

- a. We work with a non-profit organization International Sports Education and Cultural Foundation, Japan (ISEC) based in Tokyo to host the Hawaiian Culture Academy a few times a year, where Japanese people come to learn hula and Hawaiiana, utilizing our facilities and volunteers, while earning some income for our program.
- c. Since 1998, we have worked with a non-profit and profit sector from Shizuoka, Japan called ZenNihon Kenkoh Ongaku Kenkyukai (All Japan Gymnastics for Health Study Association) to provide training and materials for an exercise program developed by a Professor from Shizuoka University. This program, Rhythm & Life, has grown to where we have over 285 seniors taking the classes (8 different classes), three trained instructors, and constant wait lists for the next beginners class. There is also a chair exercise program that is geared to our frailer seniors. The benefits from this program are very visible in the senior members, aside from the feedback received, it shows increased balance and flexibility, better posture, more energy, lower blood pressure, etc. Our groups go out to a Parks & Rec group and to a Day Care group once a month. As the coordinator with the Japan group, we have brought this program to other Centers - at a senior housing in October '04, a class at Lanakila Multi-Purpose Senior Center in January '05, and a class at DPR Halawa Gym. Hilo began their class at the same time we did. We are constantly looking for potential instructors to train for Oahu and the other islands.

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

B. FACILITIES

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

In the main building on the first floor, the largest multi-purpose room is utilized by the Lanakila Meals on Wheels Program which serves over 75 hot lunches daily to seniors. Two classrooms, and the Administrative offices are also on the first level. On the 2nd floor there are four classrooms which are utilized daily by seniors for a variety of activities in the mornings until 2:30 pm; in the afternoons all classrooms are utilized by children attending Japanese-language school and after school program. Program offices are maintained on the 2nd floor. Located on the 3rd floor room is a studio (with a wooden floor) designed and equipped (mirrors, fans, mats) for classes in dance as well as exercises such as tai chi and ki, a lounge, and three offices. Numerous service organizations use the various rooms for meetings and activities in the evenings or on the weekends.

The main building has stairs on both ends and an elevator, financed through CDBG funds (completed in September 2000). The first floor men's and women's bathrooms are both wheelchair accessible. Construction to renovate the second and third floor bathrooms to be ADA compliant is scheduled for the latter half of 2008.

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

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

Parking on the premises is very limited although there are three areas designated for parking adjacent to the main building and next to the Thrift Shop. There are five designated handicap stalls, four close to the main building and one by the Thrift Shop. Limitation on parking is due to the heavy usage of the rooms throughout the day by the different groups: rentals, senior center program, adult

leisure programs, lunch site, Thrift Shop consumers, along with volunteer and employee parking needs. Many participants walk to the Center, are dropped off, or utilize the bus. We are located very close to the major intersection of University Ave., South King Street, and South Beretania Street, accessible to many bus routes.

Vehicles:

The Community Center has three vehicles used by the different programs. A 29-passenger bus (purchased in 2000), a 19-passenger busette (purchased in 1999), and a 15 passenger van (a 1992 used Dodge van). In addition, a City and County of Honolulu, Department of Community and Social Resources 1993 Dodge 15 passenger van is assigned to the Senior Program. In March 2007, a 15 passenger Chevrolet van was purchased with State funds to accommodate senior needs in transportation. Also assigned to the Senior Center program is a modified mini van (a 2001 Chevrolet Venture PT ActiVan delivered January 2001 with Federal Capital Assistance Funds) equipped with a ramp for wheelchair accessibility.

The Senior Center Program primarily utilizes the busette for daily transportation of frail seniors to and from the Center to attend the meals program as it is the most accessible to peoples' homes, and for seniors to get in and out of. The C & C van or the new State van is utilized for groups going to special activities, to entertain at different institutions, and as a back up for the busette. The modified wheelchair accessible mini van is utilized daily for the many assisted transportation requests, especially for medical appointments.

In addition to the Center owned vehicles, personal cars are used to provide services for the participants, especially for medical appointments, entitlement appointments, shopping and banking assistance, and other areas when time permits.

V. PERSONNEL: PROJECT ORGANIZATION and STAFFING

A. PROPOSED STAFFING, STAFF QUALIFICATIONS, SUPERVISION and TRAINING

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

Presently, there are five staff members or a total position count of 4.00 under the Moiliili Senior Center program. These entail a Program Director (1.0), a Program Coordinator (1.0), a Program Worker (1.0), a Driver/Program Assistant (.75), and a Driver (.25). Based on position counts, this comes to a ratio of 1 paid staff to 250 clients. The program staff are assisted overall by the Community Center's paid administrative staff which include the Executive Director, the Accountant and fiscal staff, the clerical staff, and the receptionist, and a large core of volunteers. Without the Center's assistance, the program could not function alone, especially in the fiscal area. The contract requirements call for constant accountability; there is no flexibility in hiring for this position under the grant.

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

The **Program Director** (who has a Bachelor's Degree in Human Development, has been with this program for 28 years, 31 years total working with senior citizens) provides overall supervision, maintains channels of communication, and works to resolve any difficult situations. Working in both the servicing and activities area, her time is divided amongst all of the specified service outputs, working with groups as well as assisting specific clients, handling much of the basic information and referral inquiries, and emergency service needs assistance requiring much time on a short term basis. She is bilingual in English and Japanese and does the coordination with the Japanese groups.

The **Program Coordinator** (who has a Bachelor's Degree in Family Resources and over 19 years experience with the program) does the basic planning of classes, seminars, and activities, works with the volunteer instructors and group leaders, and coordinates the monthly newsletter. These activities are utilized by over 600 individuals monthly. Also with the team approach, she assists individuals monthly with other counseling services, such as change in transportation needs, or just listening.

The **Program Worker**, (a high school graduate with over 3 years with the program and innumerable years in customer service) bilingual in English and Japanese, provides information and referral services, assistance in applications, assistance in transportation for appointments, and other services as requested or needed.

The **Driver/Program Assistant position** (P/T - .75, is a high school graduate with a clean driver's abstract, empathy for the older adult, ability to drive up to a 15 passenger van, and has been with the program over 8 years) provides back up for the regular driver when the regular driver is sick or on vacation, or drives for special requests when regular driver is on his run. This position also provides assistance with registration, class set up, receiving telephone reassurance calls or taking inquiries for participation in the program.

The **Driver** (.25 of full-time under MCC, has a CDL) is primarily responsible for the daily pick-up and return of frail elderly to attend the lunch site and other activities at the Center, an average of 10 individuals monthly; and to provide transportation for special requests. He is assisted by a volunteer when available.

The staff are supported by three dedicated office volunteers who assist with registration, record keeping, sign-ups, data inputs, etc. We also have over 245 volunteers who lead the various classes and groups, work in the Thrift Shop, assist group leaders in the classrooms, assist at special events, provide service at community events, and do craft work for other organizations and/or our program.

The quality team approach is used in administering the program with over 1,000 registered participants. Each position may have its responsibilities out lined, but all staff members are required to be aware of all areas and assist where needed. The agency schedules ongoing Staff training, program staff attend seminars, workshops, etc. scheduled by different agencies as applicable to their job positions or requirements. CPR and First Aid are required for all positions.

Job descriptions for all positions funded through the City & County contract are attached:

- Program Director, Senior Center
- Program Coordinator, Senior Center
- Program Worker, Senior Center
- Driver\Program Assistant, Senior Center
- Driver\Maintenance I, Community Center

Policies for volunteers working with proprietary information are discussed with the volunteer during orientation or on their first day of service. These volunteers are issued picture ID's. Training is provided for those working with the functionally impaired by the Program Director.

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

All Community Center personnel on the budget sheet are noted on a percentage basis of service provided toward the Senior Center program.

B. Organization Chart

Attached are:

- Organization-Wide organization chart
- Program Organization chart
- Staff Job Descriptions

Moilili Community Center
Position Description

POSITION: SENIOR CENTER PROGRAM DIRECTOR

POSITION DESCRIPTION:

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

MAJOR DUTIES AND RESPONSIBILITIES:

% of time

- | | | |
|----|---|-----|
| A. | <u>Program Development</u> | 30% |
| | 1. Identify problems and needs of seniors , develop appropriate program and activities in accordance with government contract and agency mission. | |
| | 2. Plan, monitor, and evaluate program services and activities; modify services and activities as necessary. | |
| | 3. Prepare program grant proposals, statistical, fiscal, and other reports in accordance with governmental regulations. | |
| | 4. Direct the implementation of program services and activities and coordinate senior center services, as necessary. | |
| | 5. Evaluate program effectiveness; develop methods of improving performance and increasing efficiency. | |
| | 6. Conduct research, need assessment and review current literature on subjects related to aging. | |
| B. | <u>Management and Supervision</u> | 30% |
| | 1. Develop program budget, exercise control of expenditures. | |
| | 2. Recruit and interview applicants for staff positions. | |
| | 3. Maintain system of communication and information sharing through supervisory meetings and written memoranda. | |
| | 4. Supervise staff and volunteers. | |
| | 5. Establish and conduct appropriate training for staff and volunteers. | |
| | 6. Assure staff and agency compliance with government grant regulations and agency policies and regulations. | |
| | 7. Maintain equipment inventory control. | |
| | 8. Work with Senior Advisory Committee in program planning, program policies, issues that affect program funding, and community relations. | |
| C. | <u>Marketing and Community Relations</u> | 30% |
| | 1. Direct and approve the development and distribution of program flyers, newsletter, and other program information. | |

2. Develop resources and maintain liaison with other similar public and private agencies.
3. Represent the Senior Center program at meetings, conferences, and workshops dealing with aging; provide information on senior services and activities.
4. Provide opportunities for meaningful volunteerism; recruit volunteers.

D. Other Duties 10%

1. Participate in in-service training sessions and staff meetings.
2. Perform other related tasks as assigned or as necessary.

QUALIFICATION REQUIREMENTS:

Master's Degree in the field of Human Services and two years of related work experiences of which one year must be in a supervisory capacity; or Bachelor's Degree in the field of Human Services and four years of related work experience of which two years must be in a supervisory capacity.

08/2007

Moilili Community Center
Position Description

POSITION: SENIOR CENTER PROGRAM COORDINATOR

POSITION DESCRIPTION:

This position is located in the Moilili Community Center's Senior Program, a comprehensive program designed to meet the needs of individuals 60 years of age and older. The incumbent performs duties under direct supervision of the Program Director.

MAJOR DUTIES AND RESPONSIBILITIES:

% of time

A. Program Activities

85%

1. Plans and schedules all special interest, recreational and educational classes and activities, recruiting or arranging for volunteer instructors.
2. Plans and coordinates excursions and off-site activities.
3. Maintains registration, attendance, and instructor records and prepares reports.
4. Oversees publication of monthly activities newsletter and special flyers to announce and publicize these activities.
5. Assists with the writing, duplication, and distribution of materials needed for classes or activities.
6. Disperses pertinent information to Center's members.
7. Oversees volunteer corps of instructors, assistants, with class needs.
8. Recruits and oversees volunteers for special projects.

B. Service Provision:

10%

1. Listens to and discusses with seniors their problems, concerns, and questions.
2. Provides information and/or makes referrals for appropriate services.
3. Recruits, assigns and oversees volunteers in planned activities.

C. Other Duties:

5%

Performs other related duties as assigned.

Minimum Qualifications Requirements

Graduation from an accredited college with Bachelor's Degree in the field of Human Service and 1 year related experience in working with elders, or three years experience of working with elders.

8/2007

Moiliili Community Center
Position Description

POSITION: SENIOR CENTER PROGRAM WORKER

POSITION DESCRIPTION:

This position is located in the Moiliili Community Center's Senior Program, a comprehensive program designed to meet the needs of individuals 60 years of age and older. The incumbent performs duties under direct supervision of the Program Director.

MAJOR DUTIES AND RESPONSIBILITIES:

% of time

- | | | |
|----|--|-----|
| A. | Outreach services: | 95% |
| 1. | Follow up on information from individuals, agencies, or through personal observations to identify individual needs. | |
| 2. | Assess needs of clients (i.e. financial, food, medical attention, support from family members, etc.) and provide direct services as appropriate or make referrals to appropriate agencies. | |
| 3. | Maintain working knowledge of community services and resources. | |
| 4. | Conduct home visits or collateral contacts. | |
| 5. | Assists in the filling, filing, and follow-up of applications for individuals clients. | |
| 6. | Assist in providing transportation or escort services per individual client needs. | |
| 7. | Assist in providing marketing or shopping services per individual client needs. | |
| 8. | Prepare reports on activities or services per client; to include case records, monthly statistical reports. | |
| B. | Other duties: | 5% |
| | Perform other related duties as assigned. | |

MINIMUM QUALIFICATIONS:

Bachelor's Degree in a field of Human Services, or High School graduate with three years work or volunteer experience with the elderly. Empathy for the elderly. Access to a car. Bilingual (English/Japanese) capabilities preferred.

09/2007

Moilili Community Center
Position Description

POSITION: SENIOR CENTER DRIVER/PROGRAM ASSISTANT

POSITION DESCRIPTION:

This position is located in the Moilili Community Center's Senior Program, a comprehensive program designed to meet the needs of individuals 60 years of age and older. The incumbent performs duties under direct supervision of the Program Director.

MAJOR DUTIES AND RESPONSIBILITIES:

% of time

- | | | |
|----|---|-----|
| A. | Transportation Activities: | 50% |
| | 1. Assists regular driver when vehicle is over capacity. | |
| | 2. Substitute drive during vacation and sick leave periods of regular driver. | |
| | 3. Assist with the arrangement of other transportation as needed. | |
| | 4. Provide transportation services utilizing agency vehicle to senior groups to various venues to perform or participate in activities. | |
| | 5. Provide transportation/escort when needed to assure the safety of the client in reaching destination. | |
| | 6. Maintain vehicles as needed. | |
| B. | Program Activities: | 45% |
| | 1. Assist Program Coordinator with the implementation of group and/or class activities as needed. | |
| | 2. Assist in the planning and coordinating of activities, seminars, special events, excursions. | |
| | 3. Greet and assist visitors. | |
| | 4. Register new members for the Senior Center Program. | |
| | 5. Provide information and referral to seniors, family members, and others. | |
| | 6. Refer people in need of assistance to appropriate staff or agencies. | |
| C. | Other duties | 5% |
| | 1. Assist in the preparation and maintenance of statistical records of participants and the services they receive. | |
| | 2. Perform other related duties as assigned. | |

MINIMUM QUALIFICATIONS:

High School graduate. Clean Driver's abstract. Empathy for the older adult. Ability to drive up to a 15 passenger van; Commercial Driver's License not necessary. Able to be certified for Basic First Aid and CPR and PUC medical.

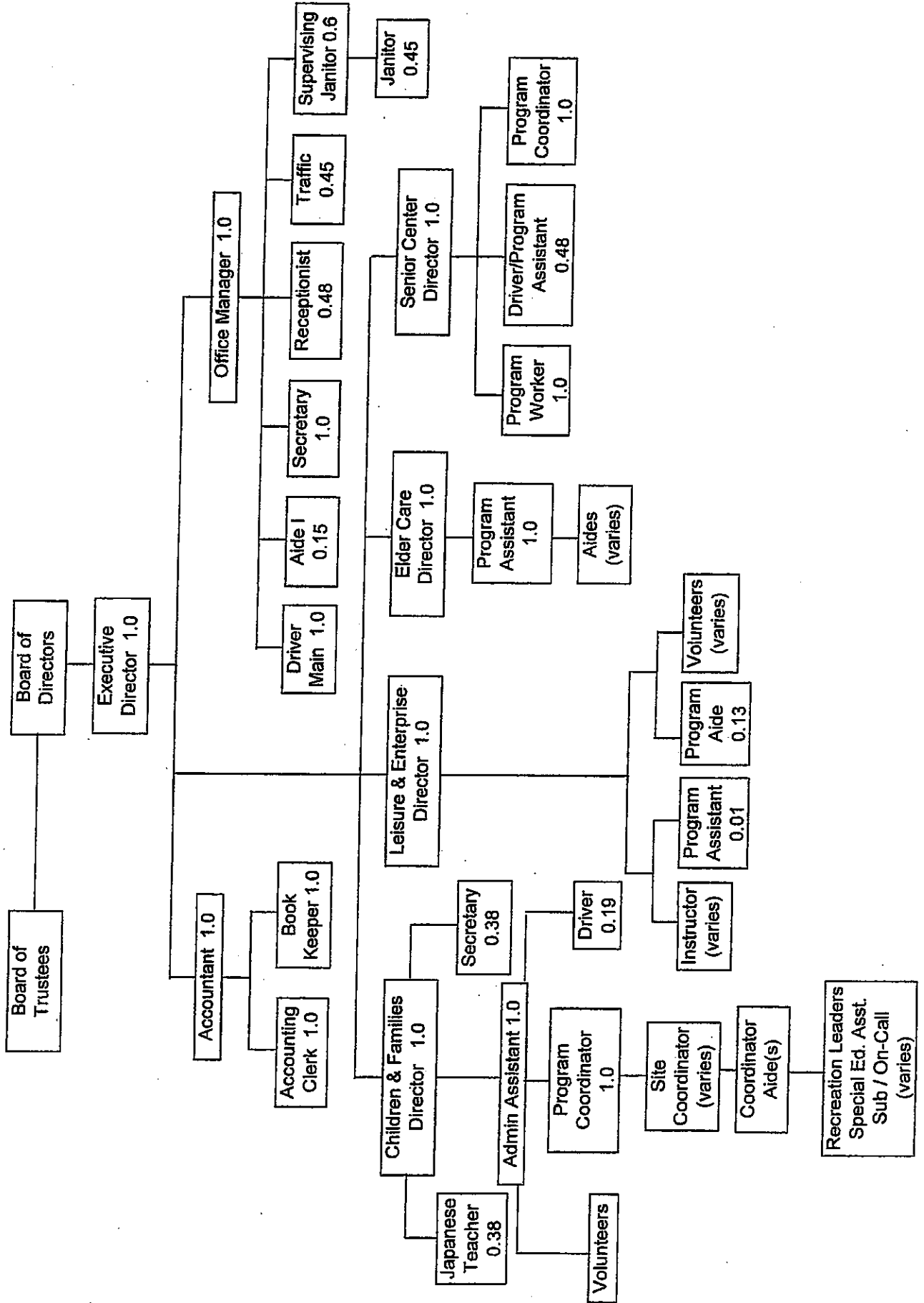
09/2007

D. Organization Chart

1. Organization - wide

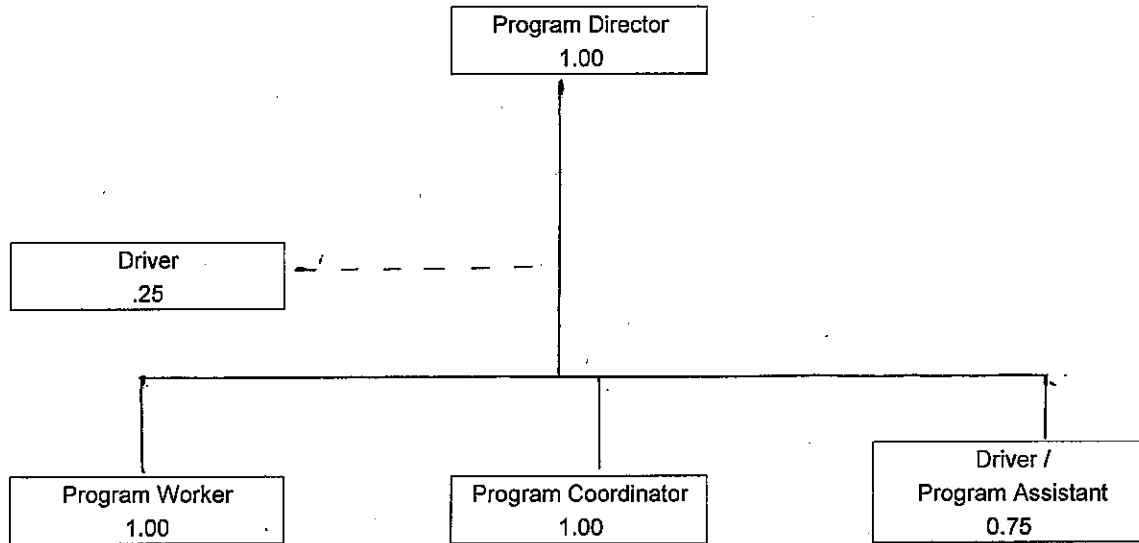
MOILILI COMMUNITY CENTER

Position Structure



B. Organization Charts (cont'd)

2. Senior Program FY 2009



VI. OTHER (cont'd)

A. LITIGATION

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

B. LICENSURE OR ACCREDITATION

Not Applicable

**DECLARATION STATEMENT
APPLICANTS FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAII REVISED 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.

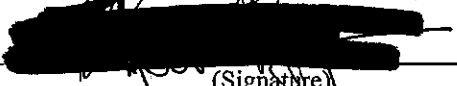
Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (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.

Moiliili Community Center

(Typed Name of Individual or Organization)



(Signature)

E. Rebecca Ryan

(Typed Name)

11/31/08

(Date)

Executive Director

(Title)

