

House District _____

Senate District _____

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

Log No: 72-0

For Legislature's Use Only

Rec'd JAN 28 2011

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):

DEPARTMENT OF HEALTH, EXECUTIVE OFFICE ON AGING

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Db: Moiliili Community Center

Street Address: 2535 South King Street
Honolulu, Hawaii 96826

Mailing Address:
_____ same

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JILL T. KITAMURA

Title Senior Program Director

Phone # (808) 955-1555

Fax # (808) 945-7033

e-mail seniorcenter@moiliilicc.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

SENIOR CENTER PROGRAM PROVIDING ACTIVITIES AND SERVICES FOR AGE 60 AND OLDER LIVING IN CT 01 - 37.

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2011-2012: \$ 100,000

8. 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 \$ 75,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

E. REBECCA RYAN, EXECUTIVE DIRECTOR
NAME & TITLE

1/28/11
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 prevention – 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 their mental, social, and physical health.

Activities to be provided fall in the following categories of: recreation and leisure, education, physical fitness and exercise, health education, and promotion to include 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, mental health and safety, para-professional counseling and telephone reassurance will be provided.

Three 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, and basic understanding. Volunteers are asked to assist with other language needs.

The Senior Center program submitted a proposal to the Elderly Affairs Division, City & County of Honolulu, Department of Community Services in response to their Request for Proposal District I - Senior Center for the Biennium FY 2012 - FY 2013. At flat funding for over 10 years the monies only cover staff salaries and a small portion of the operational expenses as costs constantly rise. Program Income (participant contributions which we increased yearly) cover another portion of the expenses, but the agency must still absorb a large part of the costs. We are asking for some assistance in these areas as outlined in our financial section. We are also requesting assistance in purchasing and replacing a modified mini-van (purchased in 2001 with Federal Transit Authority monies) used to transport seniors for medical and other needs. Cost for repairs in 2010 was over \$6,000 and rising from the previous year.

The Senior Center program assists the seniors 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. Services and activities help to keep seniors from early institutionalization.

II. SERVICE SUMMARY AND OUTCOMES

With an increase of over 70 percent of the age 60+ age group in the State of Hawaii by the 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, delaying 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 includes single family homes to densely populated apartment/condominium areas, from very high income levels to low income State/subsidized housing areas. It includes very transient populations (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 (Kapahulu and Waikiki).

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 participate in the activities offered there. These facilities, with the exception of The Plaza at Punchbowl reach 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 the presentation of 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 community resources and senior options in continuing education, employment, volunteering, and personal growth. Other efforts are on-going 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.

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, less costly, and a non-day care atmosphere.

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" showing activities & classes, a brochure outlining services, lunch program, and other information are discussed on initial contact. Once a decision is made to participate in the Senior Center Program, a registration form (SAMS Kupuna Care as developed by the City's Elderly Affairs Division), a registration card for additional information, and a waiver form is given for completion. A participant handbook containing grievance procedure and other information is being developed. 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 shall be 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 following are service output measures and outcomes submitted to the Elderly Affairs Division, City & County of Honolulu, Department of Community Service for FY 2012 (part of Biennium Proposal for FY 2012 & FY2013). These services are provided by 3 full-time and 2 part-time staff members. In order to survive the high cost of doing business in 2010, Moiliili Community Center cut back in certain budget areas, such as janitorial services time, and these are additional responsibilities that staff must cover. These service activities are what we consider viable for the present facilities and staff:

1. COUNSELING

Objective and Output Measures:

A total of **645 hours** of para-professional counseling services to 117 **unduplicated individuals** will be provided, which includes listening to and discussing problems, assessment of situation to determine the information, referral

or services needed, and assisting the individual in resolving a situation or a temporary relief of stress.

Outcome:

50% of these individuals will be linked to proper agencies or services, or provided information on available resources; 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 will be maintained

2. EDUCATION/TRAINING

Objective and Output Measure:

A total of **130 instructional sessions** and seminars will be offered to **180 unduplicated individuals** which will help them acquire knowledge and skills for vocational, personal, and social enrichment.

Outcomes:

Of the 180 people served by this program activity, 75% 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. Staff members will keep up dated and be cognizant of resources available for presentation to the participants.

3. ESCORT

Objective and Output Measures:

Escort services for **17 individuals** who are unable to utilize other existing systems due to functional disabilities and/or language barriers. A total of **115 hours** of service to individuals will be made.

Outcome:

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

4. EXERCISE/PHYSICAL FITNESS

Objective and Output Measures:

980 sessions of exercise and physical fitness activities will be provided to **380 unduplicated individuals**. These include but are not limited to classes that improve their flexibility, strength, endurance, balance, and physical functioning.

Outcome:

Of the 380 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.

5. HEALTH EDUCATION AND PROMOTION

Objective and Output Measures:

23 sessions of health education and promotional activities will be provided to **75 duplicated 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.

Outcomes:

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 be aware of resources available for further information.

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

6. RECREATION AND LEISURE

Objective and Output Measure:

A total of **900 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.

Outcomes:

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.

Ongoing classes are generally led by volunteers. 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.

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. **1,950 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 and to update records.

8. TRANSPORTATION

Objective and Output Measures:

Transportation services to **250 individuals** via MCC vehicles and/or charter buses to and from special activities and service agencies for a total of **4,000 one-way passenger trips**.

Outcome:

Of the 250 individuals receiving this service, 100% of clients will be able to continue being involved with the community, activities and services.

MCC Driver primarily handles daily LMOW run. Driver/Program Assistant assists with special runs. Charter bus may be utilized for excursions. All staff are involved in the planning, implementing, and coordinating of this area. Transportation requests are received and assessments are made as to capability to provide per need for individuals. Program Worker provides one-to-one service using a modified mini-van that is wheelchair accessible. Referrals are made for

those we are unable to provide for or individuals are placed on a wait list.

9. **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 **400 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, generally the modified mini-van, are utilized for this service. Referrals are made when unable to provide.

10. **VOLUNTEER OPPORTUNITIES**

Objective and Output Measures:

Opportunities for **180 individuals** to volunteer their time and expertise for a total of **14,000 hours** to assist program staff in the delivery of services, with program areas instructing or leading groups, in providing service to the community through performances, assisting with projects, and program development.

Outcomes:

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

Volunteers will be asked for input on the project(s) that they have volunteered for to evaluate continuation of those projects. Volunteer instructors will be asked for feedback on needs and other areas that staff could assist with.

TIMELINE

All services are ongoing throughout the year. Completion of the service objectives will be the end of the contract year. Outcome objectives will be obtained at completion of service or on semi-annual basis for classes.

B. QUALITY ASSURANCE AND EVALUATION

An evaluation plan shall demonstrate that support systems, such as coordination and communication, are in place to conduct the program effectively and to ensure the viability of the program. The following measures will provide the necessary data and insights into how well the program is functioning, where the program is in relation to the outcome measurements and output goals, and how it will provide assistance in the planning of current and future programs/services.

1. Hold at least one general meeting a year to solicit input from seniors on changes, policies, types of activities, etc. The Meeting will be hosted by the Advisory Committee of the Senior Center Program as a means of getting honest and open comments without staff presence or pressure.
2. Periodically, survey the members for comments, opinions, suggestions regarding the kinds of activities, opportunities they enjoy or would like to see at the Center. A formal, written survey will be taken semi-annually. For the past years, this survey was conducted annually by students. As many of our participants prefer not to read or write, having students assist in conducting the survey helps in getting a better percentage of returns. If students are not available, the Advisory Committee members are engaged to write and conduct the surveys. Doing this on a semi-annual basis will give a better picture of where we are in relation to our outcome measurements.
3. Obtain members' evaluation of particular classes, activities, excursions to determine what was gained or learned, and whether to continue or change the offering(s). For specific activities and/or workshops, an informal, oral evaluation or at times, a short, written evaluation requesting feedback and comments will assist in future planning of a similar activity. Also, the periodic use of a short request form in our monthly newsletter for suggestions for seminar topics, workshops, excursions, or classes assists in regular planning.
4. Periodically obtain volunteers feedback on the tasks performed and other opportunities they would like to have offered.
5. Regularly review how outreach needs are being met according to client situation and feedback, type or number of agency referrals, and resolution

of problem. Case conferences by the Program Director and staff member involved provides continual follow-up. Sporadic talks with the clients also provides feedback of the services received.

6. Solicit Advisory Committee members' program suggestions.
7. Staff will view other Senior Programs to observe programs, classes, and compare and seek input.
8. Statistics will be kept and monthly reports made to the City & County of Honolulu, Elderly Affairs Division. These reports are analyzed monthly to see if objectives are being met.

III. FINANCIAL

A. BUDGET

1. **Budget for FY 2012 -- Form Attached**
We have included operational expenses that are not in the Elderly Affairs Division grant that keep rising though we try to keep expenses down. Vehicle gas and oil to enable us to continue to provide transportation and assisted transportation. Vehicle repair and maintenance costs that need to be done to keep our vehicles safe, but the needs keep rising as the vehicles age and from daily usage. Utilities cost that keep rising even with energy saving practices. Much of these are allocated to program income, but though we have increased our intake amount, it is still not enough to cover the expenses and must be absorbed by the Community Center.
2. **Budget Justification - Personnel: Salaries & Wages--Form Attached**
In 2010, in order to balance the budget during a tight economic year, Moiliili Community Center chose to cut 10% of the salary for all full-time staff members. Senior Center staff were affected from July 2010. For calendar year 2011, we are looking at restoring 5% of the wages (This is a part of the EAD grant). As other areas were also cut to a bare minimum, responsibilities were placed on staff to complete. These include professional janitorial services cut from daily to 3 times a week then to once a week. All staff needed to be responsible for the upkeep of rooms and the building. Additional responsibilities to be in compliance with Federal, State and City requirements also was placed on staff. These in addition to fund raising, program planning, and basic servicing. We are requesting to increase the part-time Driver/Program Assistant position from 25 hours a week to 30 hours a week.
3. **Budget Justification - Equipment and Motor Vehicle -- Form Attached**
We are requesting \$25,000 to assist in purchasing a new modified mini-van. We will seek other grants to help in this purchase. The modified mini-van is used for daily requests for transportation for medical appointments, shopping assistance, to access resources, etc. for our frail seniors who have difficulty utilizing regular transportation or the Handi-van. The modified mini-van is 10 years old and the cost of maintenance has been several thousand dollars these past years. The air conditioning is

broken, but we are holding off on repair as it is not a safety issue at the moment. Any repair that is a safety issue and basic to the use of the van must be done. Without this van, we cannot service those seniors on wheelchairs who rely on this transport with escort.

4. Budget Justification - Capital Project Details – **Not Applicable**

B. Anticipated quarterly funding requests for fiscal year 2012:

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

C. Other sources of funding for fiscal year 2012:

As noted in the attached budget sheets, we anticipate a State grant of \$106,278 contracted through the City and County of Honolulu Elderly Affairs Division, with the State Executive Office on Aging under the State Department of Health. Moiliili Community Center submitted a proposal for the Biennium of FY2012 and 2013. The contract for FY 2011 was executed.

The program must raise over \$100,000 through donations, various fund raisers, and other means to remain viable at the basic level.

We will be seeking funding to purchase a new modified mini-van, and have yet to identify the possible sources.

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2011 to June 30, 2012)

Applicant: Moiliili Community Center

BUDGET CATEGORIES	Total State Funds Requested (a)	Senior Program Budget (b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	29,000	136,550		
2. Payroll Taxes & Assessments	950	16,400		
3. Fringe Benefits	0	33,300		
TOTAL PERSONNEL COST	29,950	186,250		
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	4,700	10,100		
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training/Conferences		200		
6. Supplies	700	5,100		
7. Telecommunication	900	2,700		
8. Utilities	12,400	15,100		
9. Transportation	8,000	13,728		
10. Audit	3,000	3,300		
11. Professional Fees-Payroll, Bank fees, etc.	5,100	5,800		
12. Contractual Service - Security	2,000	2,000		
13. Contractual Service - Janitorial	3,000	3,000		
14. Repair and Maintenance - Building	3,500	3,500		
15. Repair and Maintenance - Equipment	350	3,300		
16. Printing	800	800		
17. Postage		500		
18. Mileage		300		
19. Other Expenses	600	600		
20				
TOTAL OTHER CURRENT EXPENSES	45,050	70,028		
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES	25,000	25,000		
E. CAPITAL				
TOTAL (A+B+C+D+E)	100,000	281,278		
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	100,000	Heidi Yamamoto 955-1555		
(b) County Funds	106,278	[Redacted] Phone		
(c) Program Income	60,000	[Redacted] 1/28/11		
(d) In-Kind	15,000	Signature of Authorized Official Date		
TOTAL BUDGET	281,278	E. Rebecca Ryan Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Moiliili Community Center

Period: July 1, 2011 to June 30, 2012

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Assistant/Driver	0.75	\$13,842.00	17.00%	\$ 2,947.00
Executive Director	1	\$55,764.00	10.00%	\$ 5,576.00
Accountant	1	\$40,728.00	20.00%	\$ 8,145.60
Office Manager	1	\$34,176.00	10.00%	\$ 3,417.60
Senior Account Clerk	1	\$26,022.00	5.00%	\$ 1,301.10
Payroll Clerk	0.48	\$8,698.00	20.00%	\$ 1,739.60
Accounting Clerk	0.48	\$8,698.00	15.00%	\$ 1,304.70
Receptionist	0.48	\$6,936.00	15.00%	\$ 1,040.40
Parking Attendant	0.48	\$7,056.00	50.00%	\$ 3,528.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				29,000.00

JUSTIFICATION/COMMENTS: In 2010, in order to balance the budget during a tight economic year, Moiliili Community Center cut 10% of the salary for all full-time staff members. Senior Center staff were affected from July 2010. For the calendar year 2011, we are looking at restoring 5% of the wages (This is a part of the EAD grant). As other areas were also cut to a bare minimum, responsibilities were placed on staff to complete. These include professional janitorial services cut from daily to presently just once a week. Additional responsibilities to be in compliance with Federal, State and City requirements also was placed on staff. These in addition to fund raising, program planning, and basic servicing. We are requesting to increase the part-time Program Assistant/Driver position from 25 hours a week to 30 hours a week.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Moiliili Community Center

Period: July 1, 2011 to June 30, 2012

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

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Modified Mini-Van (with wheelchair ramp)	1.00	\$56,000.00	\$ 56,000.00	25,000
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	1		\$ 56,000.00	25,000
JUSTIFICATION/COMMENTS: The modified mini-van is used for daily requests for transportation for medical appointments, shopping assistance, to access resources, etc. for our frail seniors who have difficulty utilizing regular transportation or the Handi-van. The present modified mini-van is 10 years old and the cost of maintenance has been several thousand dollars these past years. The air conditioning is broken and costs too much to repair.				

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 40 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

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

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 about 45 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). All men's and women's restrooms on the three floors are wheelchair accessible. Renovation of the second and third floor restrooms was completed in 2009 with CDBG funds to be ADA compliant.

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 heavy usage of the rooms throughout the day by 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), a 2007 GMC 12 passenger van (assigned to the Kupuna Support program) and a 15 passenger van (a 2009 Chevrolet van assigned to the Children's program). 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 bus 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 bus or 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 may be used to provide services for the participants, especially for medical appointments, entitlement appointments, shopping and banking assistance, and other areas when the need is there.

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 (.63), and a Driver (.25 of a full-time position). Based on position counts, this comes to a ratio of 1 paid staff to 245 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 the administrative positions 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. Three 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 31 years, 34 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 coordination with Japanese groups to expand the program.

The **Program Coordinator** (who has a Bachelor's Degree in Family Resources and over 22 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 5 years with the program and innumerable years in customer service) is bilingual in English and Japanese, provides information and referral services, assistance with applications, assistance in transportation for appointments, and other services as requested or needed.

The **Driver/Program Assistant position** (P/T - .63, has a Bachelors in Family Resources, 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 1 year) 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. It is this position that we wish to expand from 25 hours per week to 30 hours. The extra hour per day would really be of help when she is driving, assisting participants, reports, or helping with requirements. When one person is out (vacation or sick leave), the two remaining in the office are kept very busy with phones, walk-ins, classroom set-up or lock-up, etc. Service to participants is the key to the program, but service will suffer without sufficient staff time.

The **Driver** (.25 of full-time under MCC, has a CDL and an "S" endorsement needed for the Children's program) 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 15 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. Four other volunteers assist with the daily telephone reassurance calls. There are over 250 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

MOILILI COMMUNITY CENTER

MOILILI COMMUNITY CENTER

Job Number: F 1

JOB DESCRIPTION

Position Title: Senior Center Program Director

Date: January 15, 2010

Department: Senior Center

FLSA Status: Exempt/Salary

Reports to: Executive Director

Subordinates: Senior Center workers

Primary Responsibilities:

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

Essential Functions:

1. Program Development 30%
 - a. Identifies problems and needs of seniors, develops appropriate program and activities in accordance with government contract and agency mission.
 - b. Plans, monitors, and evaluates program services and activities; modifies services and activities as necessary.
 - c. Prepares program grant proposals, statistical, fiscal, and other reports in accordance with governmental regulations.
 - d. Directs the implementation of program services and activities and coordinates senior center services, as necessary.
 - e. Evaluates program effectiveness; develops methods of improving performance and increasing efficiency.
 - f. Conducts research, need's assessment and reviews current literature on subjects related to aging.

2. Management and Supervision 30%
 - a. Develops program budget, exercises control of expenditures.
 - b. Recruits and interviews applicants for staff positions.
 - c. Maintains system of communications and information sharing through supervisory meetings and written memoranda.
 - d. Supervise staff and volunteers.
 - e. Establishes and conducts appropriate training for staff and volunteers.
 - f. Assures staff and agency compliance with government grant regulations and agency policies and regulations.

- g. Maintains equipment inventory control
 - h. Works with Senior Advisory Committee in program planning, program policies, issues that affect program funding and community relations.
3. Marketing and Community Relations 25%
- a. Directs and approves the development and distribution of program flyers, newsletter and other program information.
 - b. Develops resources and maintains liaison with other similar public and private agencies.
 - c. Represents the Senior Center program at meetings, conferences, and workshops dealing with aging: provide information on senior services and activities.
 - d. Provides opportunities for meaningful volunteerism; recruits volunteers.
4. Other Duties. 15%
- a. Participate in in-service training sessions and staff meetings.
 - b. Perform other related tasks as assigned or as necessary.

Working Conditions:

Employee works indoors in an air-conditioned office setting and outdoors in varying weather conditions.

Equipment Used:

- a. Uses computer, telephone and fax machine and other equipment as appropriate.
- b. May drive 7 and 15 passenger Center vans.
- c. May use radio and/or cell phones while operating Center van. (Cell phones are banned while driving –must pull over).

Work Hours:

Work hours are determined by the Executive Director during the Center's hours of operation: Monday through Friday from 8:00 am to 5:00 pm.

Physical, Mental and Communication Demands:

- a. Prioritizes work assignments with potentially conflicting deadlines.
- b. Works as part of a team with multiple and potentially conflicting priorities.
- c. Provides care to senior citizens with varying levels of communication and mobility.

Skills/Knowledges:

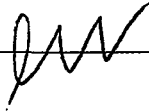
In addition to being able to fulfill the physical, mental and communications demands listed above, must know how to operate appropriate office equipment, follow instructions and safety procedures.

Minimum Qualifications:

- a. Masters 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.
- b. Criminal background Check
- c. Tuberculosis clearance.
- d. Certifiable for Basic First Aid and CPR.
- e. Medical clearance for driving.

Disclaimer: The Moiliili Community Center is an at-will employer with business and program needs that are subject to change. This job description may not comprise all duties that are required. The Executive Director and the MCC Board of Directors reserve the right to modify job descriptions based on business needs and program and/or contract requirements. the Center acknowledges a responsibility to provide reasonable accommodations to qualified individuals with disabilities to enable them to perform the essential functions of this position.

Duties are correct: _____

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke, is written over a horizontal line.

MOILILI COMMUNITY CENTER

MOILILI COMMUNITY CENTER

Job Number: F 2

JOB DESCRIPTION

Position Title: Program Coordinator

Date: January 14, 2010

Department: Senior Center

FLSA Status: Non-exempt/hourly

Reports to: Program Director

Subordinates: Volunteer/paid instructors

Primary Responsibilities:

An employee in this position coordinates the activities of the 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 the direct supervision of the Program Director.

Essential Functions:

1. Program activities 85%
 - a. Plans and schedules all special interest, recreational and educational classes and activities, recruiting or arranging for volunteer instructors.
 - b. Plans and coordinates excursions and off-site activities.
 - c. Maintains registration, attendance, and instructor records and prepares reports.
 - d. Oversees publication of monthly activities newsletter and special flyers to announce and publicize these activities.
 - e. Assists with the writing, duplication, and distribution of materials needed for classes or activities.
 - f. Disperses pertinent information to Center's members.
 - g. Recruits and oversees volunteers for special projects.

2. Service Provision 10%
 - a. Listens to and discusses with seniors their problems, concerns and questions.
 - b. Provides information and/or makes referrals for appropriate services.
 - c. Recruits, assigns and oversees volunteers in planned activities.

3. Other duties: 5%
 - a. Performs other related duties as assigned.

Working Conditions:

Employee works indoors in an air-conditioned office setting and outdoors under varying weather conditions.

Equipment Used:

- a. Uses computer, telephone and fax machine and other equipment as appropriate.
- b. May drive 7 and 15 passenger Center vans.
- c. May use radio and/or cell phone while operating Center Van (Cell phone use banned while driving—must pull over.)

Work Hours:

Work hours are determined by the Program Director during the Center's hours of operation: Monday through Friday from 8:00 am to 5:00 pm.

Physical, Mental and Communication Demands:

- a. Prioritizes work assignments with potentially conflicting deadlines.
- b. Works as part of a team with multiple and potentially conflicting priorities.
- c. Provides care to senior citizens with varying levels of communication and mobility.

Skills/Knowledges:

In addition to being able to fulfill the physical, mental and communications demands listed above, must know how to operate appropriate office equipment, follow instructions and safety procedures.

Minimum Qualifications:

- a. Graduation from an accredited college with Bachelor's Degree in the field of Human Services and 1 year related experience in working with elders, or three years experience in working with elders.
- b. Criminal background check
- c. Tuberculosis clearance
- d. Certifiable for Basic First Aid and CPR.
- e. Medical Clearance for driving.

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Duties are correct:



MOILIILI COMMUNITY CENTER

MOILIILI COMMUNITY CENTER

Job Number: F 3

JOB DESCRIPTION

Position Title: Program Worker

Date: January 14, 2010

Department: Senior Center

FLSA Status: Non-exempt/hourly

Reports to: Program Director

Subordinates: None

Primary Responsibilities:

An employee in this position provides support to the Moiliili Community Center's Senior Program, a comprehensive program designed to meet the needs of individuals 60 years of age and older. This employee receives supervision from the Program Director.

Essential Functions:

1. Outreach services. 95%
 - a. Follows up on information from individuals, agencies, or through personal observations to identify individual needs.
 - b. Assesses needs of clients (i.e. financial, food, medical attention, and support from family members, etc.) and provide direct services as appropriate or make referrals to appropriate agencies.
 - c. Maintains working knowledge of community services and resources.
 - d. Conducts home visits or collateral contacts.
 - e. Assists in the filling, filing, and follow-up of applications for individual clients.
 - f. Assists in providing transportation or escort services per individual client needs.
 - g. Assists in providing marketing or shopping services per individual client needs.
 - h. Prepares reports on activities or services per client; to include case records, monthly statistical reports.
2. Other duties 5%
 - a. Performs other related duties as assigned.

Working Conditions:

Employee works indoors in an air-conditioned office setting and outdoors under varying weather conditions.

Equipment Used:

- a. Uses computer, telephone and fax machine and other equipment as appropriate.
- b. Drives 7 and 15 passenger Center vans.
- c. May use radio and/or cell phone while operating Center van (cell phone banned while driving -- must pull over).

Work Hours:

Work hours are determined by the Program Director during the Center's hours of operation: Monday through Friday from 8:00 am to 5:00 pm.

Physical, Mental and Communication Demands:

- a. Prioritizes work assignments with potentially conflicting deadlines.
- b. Works as part of a team with multiple and potentially conflicting priorities.
- c. Provides care to senior citizens with varying levels of communication and mobility.

Skills/Knowledges:

In addition to being able to fulfill the physical, mental and communications demands listed above, must know how to operate appropriate office equipment, follow instructions and safety procedures.

Minimum Qualifications:

- a. High School graduate
- b. At least three years of experience working with elderly, or an equivalent combination of training and experience
- c. Access to a car and valid Hawaii State Driver's license
- d. Clean driver's abstract and medical clearance for driving
- e. Criminal background check
- f. Tuberculosis clearance
- g. Certifiable for Basic First Aid and CPR

Preferred Qualifications.

- a. Bachelor's Degree in a field of Human Services
- b. More than three years of experience working with the elderly in a care giving situation
- c. Bilingual (English/Japanese) preferred

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Duties are correct:



MOILILI COMMUNITY CENTER

MOILILI COMMUNITY CENTER

Job Number: F 4

JOB DESCRIPTION

Position Title: Program Assistant/Driver

Date: January 14, 2010

Department: Senior Center

FLSA Status: Non-exempt/hourly

Reports to Program Director

Subordinates: None

Primary Responsibilities:

An employee in this position assists with program activities, services and in providing transportation to the program's senior participants. This employee performs duties under direct supervision of the Program Director.

Essential Functions:

1. Transportation Activities: 45%
 - a. Assists regular driver when vehicle is over capacity.
 - b. Substitute drives during vacation and sick leave periods of regular driver.
 - c. Assists with the arrangement of other transportation as needed.
 - d. Provides transportation services utilizing agency vehicle to transport senior groups to various venues to perform or participate in activities.
 - e. Provides transportation/escort when needed to assure the safety of the client in reaching destination.
 - f. Maintains vehicles as needed.
2. Program Activities: 45%
 - a. Assists Program Coordinator with the implementation of group and/or class activities as needed.
 - b. Assists in the planning and coordinating of activities, seminars, special events, and excursions.
 - c. Greets and assists visitors.
 - d. Registers new members for the Senior Center Program.
 - e. Provides information and referral services to seniors, family members, and others.
 - f. Refers people in need of assistance to appropriate staff or agencies.
3. Other Duties: 10%
 - a. Assists in the preparation and maintenance of statistical records of participants and the services provided by Moilili Senior Center.
 - b. Performs other related duties as assigned.

Working Conditions:

Employee works indoors in an air-conditioned office setting and outdoors under varying weather conditions.

Equipment Used:

- a. Uses computer, telephone, and fax machine, and other equipment as appropriate
- b. Drives 7 and 15 passenger Center vans.
- c. May use radio and/or cell phone while operating van. (cell phone use banned while driving – must pull over).

Work Hours:

Work hours are determined by the Program Director during the Center's hours of operation: Monday through Friday from 8:00 am to 5:00 pm.

Physical, Mental and Communication Demands:

- a. Prioritizes work assignments with potentially conflicting deadlines.
- b. Works as part of a team with multiple and potentially conflicting priorities.
- c. Provides care to senior citizens with varying levels of communication and mobility.

Skills/Knowledge:

In addition to being able to fulfill the physical, mental and communication demands listed above, must know how to operate appropriate office equipment, and be able to follow instructions and safety procedures.

Qualification Requirements.

- a. High School graduate
- b. Clean driver's abstract and current driver's license
- c. Empathy for the older adult
- d. Ability to drive up to a 15 passenger van; Commercial Driver's License not necessary PUC Medical certifiable clearance.
- e. Certifiable for Basic First Aid and CPR
- f. Criminal background check
- g. Tuberculosis clearance

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accommodations to qualified individuals with disabilities to enable them to perform the essential functions of the position.

Duties are Correct:



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MOILIILI COMMUNITY CENTER

MOILIILI COMMUNITY CENTER

Job Number B 2

JOB DESCRIPTION:

Position Title: Lead Driver/Administrative Aide

Date: February 10, 2010

Department: Administration

FLSA Status: Non-Exempt/hourly

Reports to Office Manager

Subordinates: None

Primary Responsibilities:

An employee in this position is responsible for providing guidance to the MCC transportation system and its drivers. Incumbent exercises limited judgment in day-to-day operations and receives general supervision from the Office Manager. Employee is responsible for general grounds maintenance, general repairs, building maintenance and other tasks as assigned by supervisor.

Essential Functions:

1. Lead Driver/Transportation Services
 - a. Insures that drivers perform daily preventative services on MCC vehicles. Checks to see that repairs, maintenance and paperwork to include registration, permits etc. are up to date.
 - b. Oversees all drivers of vehicles: training, scheduling, driver safety standard requirements, cleaning of vehicles, and required CDL endorsements.
 - c. Ensures that accurate travel and maintenance records are maintained. Reports any repairs that need to be made immediately.
 - d. Prepares vehicle transportation schedule on a monthly and daily basis, ensuring coordination with the Children and Families, Senior and Adults and Leisure programs.
 - e. Drives for programs as needed. Operates 8 passenger to 40 passenger vehicle.
2. Facility and Grounds Maintenance
 - a. Checks with supervisor for daily scheduled work.
 - b. Checks rooms and performs minor maintenance to include replacing lights etc.
 - c. Cleans A/C filters in rooms each month, or more frequently as required.
 - d. Cleans around the parking lot and other MCC areas and ensures a clean appearance of MCC grounds and buildings.
 - e. Follows all safety guidelines in proper usage of work tools and chemicals and other toxic materials.
3. Performs other duties as assigned:

- a. Makes Juice/Water for C& F programs as requested by Directors.
- b. Keeps maintenance equipment and tools in order.

Working Conditions

Employee works outdoors and in parking area where vehicles are parked. Subject to random drug/alcohol testing by agency.

Equipment Used:

Uses computer, telephone, fax machine, photocopier, typewriter, MCC cell phone and other office equipment as needed. Uses various equipment to maintain and clean vehicles and buses.

Work Hours:

Work hours are determined by the Executive Director during the Center's hours of operation; Monday through Friday from 8:00 am to 5:00 pm.

Physical, Mental and Communication Demands:

- a. Prioritizes work assignments with potentially conflicting deadlines.
- b. Works as part of a team with multiple and potentially conflicting priorities
- c. Checks vehicles and cleans them.
- d. Works on keeping buildings and grounds in good order.
- e. Communicates requirements to other drivers.

Skills/Knowledges:

In addition to being able to fulfill the physical, mental and communications demands listed above, must know how to operate vehicles, utilize appropriate office and buildings and grounds equipment, and follow instructions and safety procedures. Knowledge of mechanical and preventative maintenance procedures. Attends in-house motor training sessions in June and December.

Minimum Qualifications.

- a. Graduation from high school.
- b. Possession of Commercial Drivers License (CDL, class C or better, Endorsement P
- c. Clean traffic abstract and PUC Medical Certificate required.
- d. Subject to background check.

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the right to modify job descriptions based on business needs and program and/or contract requirements. The Center acknowledges a responsibility to provide reasonable accommodations to qualified individuals with disabilities to enable them to perform the essential functions of this position.

Duties are Correct

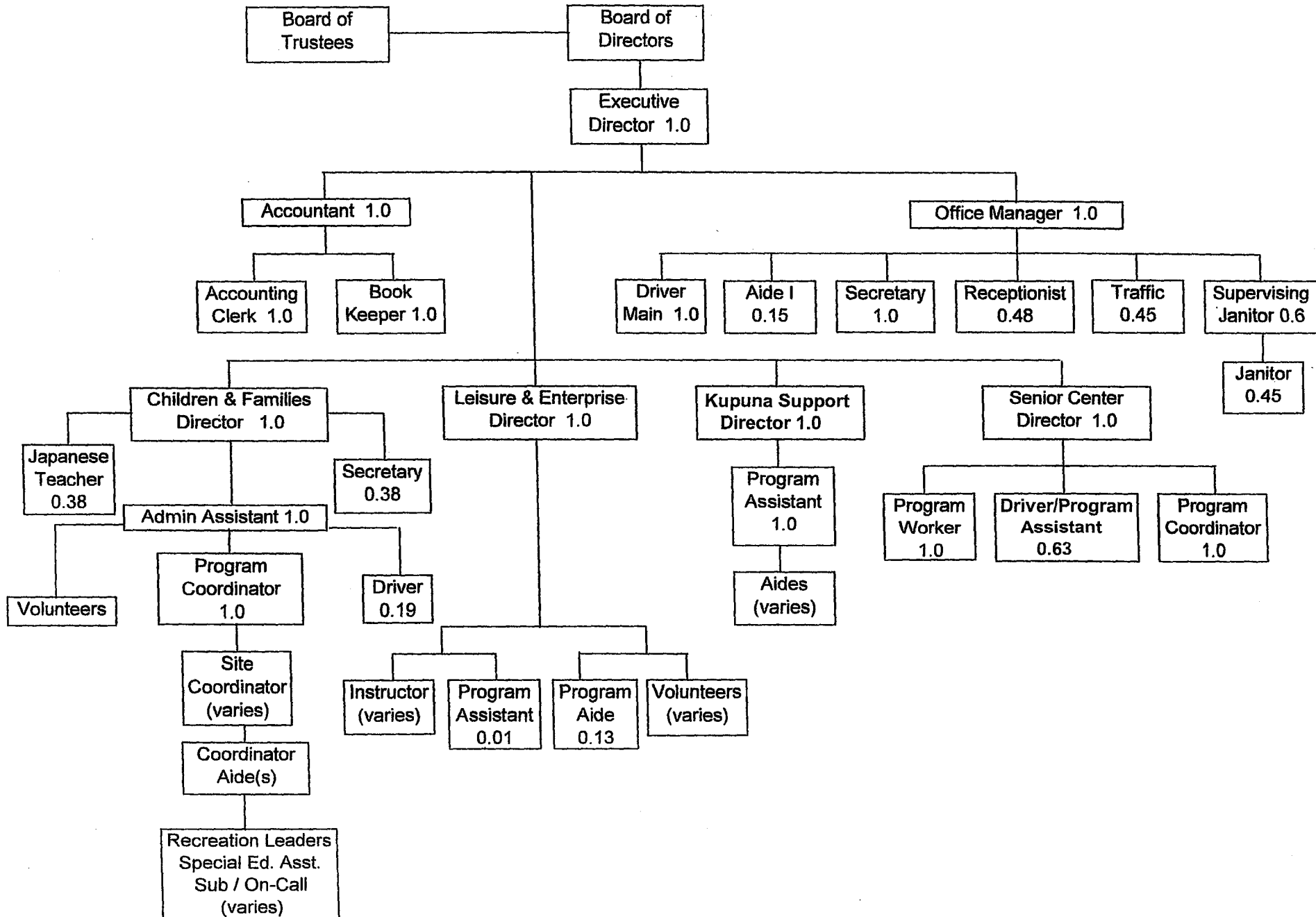
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D. Organization Chart

1. Organization - wide

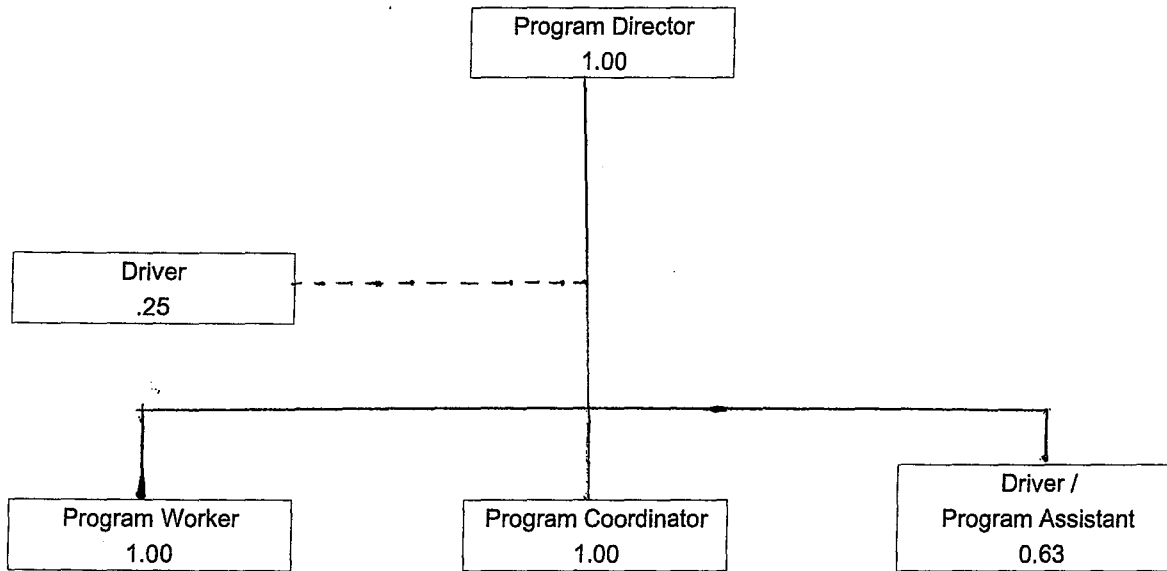
MOILILI COMMUNITY CENTER

Position Structure



B. Organization Charts (cont'd)

2. Senior Program FY 2012 - FY 2013



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

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

Attached.

**DECLARATION STATEMENT
APPLICANTS FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAI'I 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, Hawai'i 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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant or subsidy used for the acquisition of the land.

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

Moiliili Community Center

(Typed Name) (Organization)
 _____
(Signature) (Date) 1/28/11
E. Rebecca Ryan Executive Director

(Typed Name) (Title)