

House District 19

Senate District 10

THE TWENTY-SEVENTH LEGISLATURE
APPLICATION FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant or Subsidy Request:

X 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):

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
KAPAHULU CENTER

Dba:

Street Address: 3410 CAMPBELL AVENUE
HONOLULU, HI 96815

Mailing Address:

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name CASSANDRA TESORO

Title EXECUTIVE DIRECTOR

Phone # 737-1748

Fax # 737-1491

e-mail KAPCENTER@YAHOO.COM

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

DEVELOP, IMPLEMENT AND EVALUATE COMMUNITY BASED ACTIVITIES FOR OLDER ADULTS.

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2015: \$ 100,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$

FEDERAL \$

COUNTY \$

PRIVATE/OTHER \$57,825

TYRE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED SIGNATURE]

CASSANDRA TESORO, EXECUTIVE DIRECTOR

01/29/2014

AUTHORIZED SIGNATURE

NAME & TITLE

DATE SIGNED

Application for Grants and Subsidies

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

I. Background and Summary

1. Brief description of the applicant's background

The mission of Kapahulu Center is to provide a focal point where individuals can come for activities and services necessary to enhance their dignity, support their independence, and encourage their involvement at the Center and in the community.

Kapahulu Center is located at 3410 Campbell Avenue in the middle of Kapahulu, serving the elderly for approximately 30 years. The program was administered by the University of Hawaii at Manoa and later by the Moiliili Community Center. Kapahulu Center became a 501(c)3 non-profit organization in July of 1996.

More than 300 seniors, ages 60 and older, participate in physical, social and educational activities. Such activities enable seniors to maintain healthy, independent lifestyles avoiding unnecessary and costly premature institutionalization. Kapahulu Center provides a variety of classes and activities monthly.

- Educational
 - 5 – educational classes weekly (such as foreign language and culture)
 - 1 – cultural workshop quarterly
- Recreational
 - 20 – recreational classes weekly (such as line dance, bon dance, mah jong and line dance)
- Health and Wellness
 - 9 – exercise classes weekly (such as aerobics, yoga and tai chi)
 - 4 – workshops/seminars (such as Exercise Your Brain workshop, fire safety, pedestrian safety)
- Other Activities
 - 1 – excursion a month (Kualoa Ranch, museums, miniature golfing)

Kapahulu Center provides approximately 1,500 classes annually.

2. The goals and objectives related to the request

The goal of Kapahulu Center is to maintain current activities for older adults that live independently in the community and retain volunteer instructors. Daily activities are conducted by volunteers. The volunteers dedicate over 200 hours a month providing educational, physical and recreational activities.

Seventy-five percent (75%) of the Center's volunteer instructors are senior members and the remaining twenty-five percent (25%) are younger volunteers from within the community. Over the last 3 years, we had cancelled 8 classes and 4 instructors could not be replaced. It is increasingly difficult to find volunteer instructors. Due to this difficulty we continue to find foresee a need to pay some instructors in the future. To retain our instructional volunteers a recognition luncheon is done annually, as well as recruiting new volunteers.

Kapahulu Center has a Program Specialist to plan, coordinate and maintain the Center's current activities. Maintaining the Program Specialist is a critical need for the Center, to allow the Executive Director to carryout overall planning, expanding the Center's needs and administrative responsibilities.

The Center is still in need of a part-time driver for the Transportation Service. Due to the lack of a driver, we have suspended the service with the exception of emergency medical appointments.

3. The public purpose and need to be served

The Center's primary goal is to provide the community especially the elderly with a comfortable place to participate in activities which promote physical, emotional and mental wellness. Providing informational workshops/seminars on health, nutrition and safety is also a main focus.

The Center serves the community by developing community-based activities for seniors, which enhance their quality of life. In doing so, it collaborates with public and private organizations to address issues of health promotion and education along with making community resources available to members.

4. Describe the target population to be served

The target population would be older adults, age 60 and above. Approximately current older adults served are 135 - 60 - 69, 115 - 79 - 79, 75 - 80 - 89 and 15 - 90 years and older. For many, the Center is a major source of physical and emotional well-being, helping them remain independent in the community.

5. Describe the geographic coverage

Kapahulu Center is located at 3410 Campbell Avenue, located in the middle of Kapahulu Center which is conveniently along the bus line. Services are provided to older adults throughout Oahu, primarily within Kapahulu and the surrounding areas.

II. Service Summary and Outcomes

1. Describe the scope of work, tasks and responsibilities

GOAL: To provide a gathering place where older adults can receive recreation, education, physical and social activities that promote wellness and prevent premature institutionalization.

Objective 1: To provide 350 older adults with educational, recreational, physical and social activities.

Objective 2: To provide 20 older adult transportation for medical appointments, shopping and to and from the center.

2. **Projected Annual Timeline**

Time Period	Project Activity
July 2014 - June 2015	Conduct educational, health and recreational classes and social activities for older adults.
July 2014 - June 2015	Conduct informational meetings as requested.
July 2014 - June 2015	Recruit new volunteers
September 2014	Resume transportation service
September 2014	Plan and coordinate retention/recognition event
November 2014 - February 2015	Conduct client satisfaction surveys for quality assurance and project planning

3. Staff will keep data on the services provided, to include demographic and service information. Written surveys will be conducted annually with members to determine the quality of services provided, ongoing and future services. The information gathered will be evaluated to determine services outcome and achievements.

4. The Center will submit a monthly narrative and financial status report.

III. Financial

Budget

1. See attached.
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2015.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$31,825	\$22,725	\$22,725	\$22,725	\$100,000

3. Not applicable
4. Not applicable
5. See attached.

IV. Experience and Capability

A. Necessary Skills and Experience

Kapahulu Center has operated its senior program for approximately 18 years. The Center has served as a focal point for the older adults in the community where they participate and socialize with others to maintain their physical and emotional health. Approximately 46% in recreational, 33% in health and wellness and 21% in educational activities.

The Center currently services over 350 older adults who participate in various activities offered by the Center.

The Center's Executive Board meets monthly to review the Financial Statement, monthly reports and to discuss concerns/issues that arise.

Representatives from various classes meet monthly to address concerns. The information/discussions in the meeting are passed on to the classes by their representatives. The Site Council assigns a class every year to plan the Center's Annual Christmas Party.

Kapahulu Center also provides volunteer opportunities that encourage older adults to remain active in their communities. The Center is able to maximize their resources with the use of volunteers. The staff encourages members to volunteer their services in the greater community by performing at nursing homes, community events and the Senior Fair.

B. Facilities

Services will be provided in the main building of Kapahulu Center. The main building consists to two classrooms, a conference room, ballroom, lounge, lanai and administrative office.

All information is secured in the administrative office.

V. Personnel: Project Organization and Staffing

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Kapahulu Center

Period: July 1, 2014 to June 30, 2015

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1	\$40,000.00	25.00%	\$ 10,000.00
Program Specialist	1	\$27,000.00	100.00%	\$ 27,000.00
PT Driver	0.5	\$10,000.00	100.00%	\$ 10,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				47,000.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: KAPAHULU CENTER

Period: July 1, 2014 to June 30, 2015

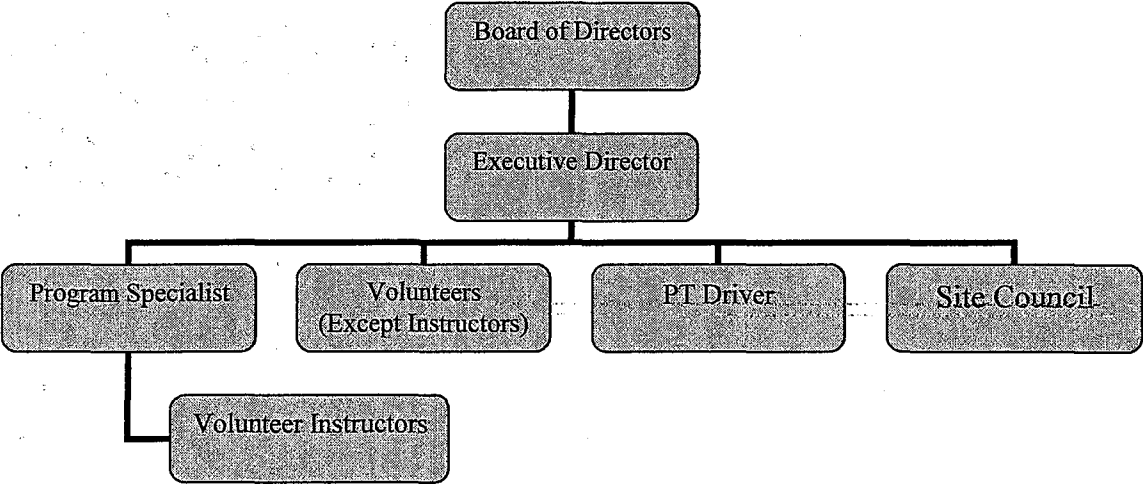
DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Copier	1.00	\$6,700.00	\$ 6,700.00	
Projector	1.00	\$600.00	\$ 600.00	
Laptop	1.00	\$800.00	\$ 800.00	
Refrigerator	1.00	\$1,000.00	\$ 1,000.00	
			\$ -	
TOTAL:	4		\$ 9,100.00	
JUSTIFICATION/COMMENTS:				

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

**Kapahulu Center
Balance Sheet
As of December 31, 2013**

	Jan 31, 13	Feb 28, 13	Mar 31, 13	Apr 30, 13	May 31, 13	Jun 30, 13	Jul 31, 13	Aug 31, 13	Sep 30, 13	Oct 31, 13	Nov 30, 13	Dec 31, 13
ASSETS												
Current Assets												
Checking/Savings												
1001 - BOH Checking Acct	2,855.50	454.57	-2,269.40	12,223.18	26,370.16	-2,386.96	-21.99	7,382.45	4,832.02	5,099.03	5,691.81	3,031.27
1002 - BOH Rental Trust Account 2077	52,204.17	47,491.79	45,429.57	46,067.21	50,865.11	53,761.10	48,658.93	46,826.67	49,594.43	52,492.38	55,780.52	59,928.94
1003 - BOH - H.U.D.	6.83	6.83	6.83	6.83	6.83	6.83	6.83	6.83	6.83	6.83	6.83	6.83
1009 - FHB Checking 9458	45,000.00	45,000.00	44,990.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00
1010 - FHB Savings 6887	55,110.45	55,112.82	55,115.44	55,117.98	55,120.60	55,123.14	55,125.76	55,128.38	55,130.92	55,133.54	55,136.08	55,138.70
1111 - ASB CD 3000105443 04-00-08	12,071.05	12,071.05	12,071.05	12,071.05	12,071.05	12,071.05	12,071.05	12,071.05	12,071.05	12,071.05	12,071.05	12,071.05
1133 - CPB CD 687125 07-23-06	20,173.76	20,173.76	20,173.76	20,173.76	20,173.76	20,173.76	20,173.76	20,178.77	20,178.77	20,178.77	20,178.77	20,178.77
Total Checking/Savings	187,421.76	180,310.82	175,517.25	190,659.99	209,607.50	183,748.92	181,019.35	186,594.15	186,814.02	189,981.60	193,854.86	195,355.56
Other Current Assets												
1210 - Rental Receivable	0.00	0.00	0.00	1,160.00	0.00	800.00	800.00	0.00	0.00	0.00	0.00	0.00
1215 - Special Events Receivable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	460.00	0.00	0.00	0.00	0.00
1300 - Prepaid Expenses												
1301 - Directors & Officers	1,158.00	1,081.60	966.00	888.50	772.00	675.50	579.00	482.50	388.00	289.50	193.00	96.50
1302 - General Liability	2,983.75	2,712.80	2,441.25	2,170.00	1,898.75	1,627.50	1,356.25	1,085.00	813.75	542.50	271.25	0.00
1303 - Property	2,286.28	1,714.69	1,143.12	671.58	0.00	6,195.58	5,632.34	5,069.10	4,505.86	3,942.62	3,379.38	2,816.15
1304 - Auto	1,660.00	1,521.68	1,383.32	1,244.98	1,106.64	968.31	829.98	691.65	553.32	414.99	276.66	138.33
1305 - Workers Compensation	545.48	454.66	363.84	272.73	181.82	90.91	0.00	0.00	0.00	0.00	0.00	0.00
1306 - Health Insurance	0.00	0.00	459.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1308 - GET	0.00	5.40	21.15	0.00	94.50	153.00	139.50	13.77	0.00	0.00	0.00	0.00
1309 - Utilities	0.00	0.00	721.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1310 - Event Expense Prepayments	0.00	0.00	0.00	0.00	0.00	0.00	810.45	0.00	0.00	0.00	0.00	0.00
1311 - Cookbook	0.00	0.00	660.00	680.00	450.00	450.00	270.00	270.00	270.00	0.00	0.00	0.00
Total 1300 - Prepaid Expenses	8,633.49	7,470.31	6,159.15	5,787.77	4,503.71	10,160.80	9,617.62	7,812.02	6,528.93	5,189.81	4,120.29	3,050.98
1400 - Employee Advance	-19.03	-19.03	0.50	0.50	0.50	8.85	-12.44	-4.99	-4.99	-4.99	-4.99	-4.99
Total Other Current Assets	8,614.46	7,451.28	6,159.65	6,839.27	4,604.21	10,969.65	10,405.08	8,067.03	6,523.94	5,184.82	4,115.30	3,045.99
Total Current Assets	196,036.22	187,762.10	181,676.90	197,599.26	214,111.71	194,718.57	191,424.43	194,661.18	193,337.96	195,166.22	197,980.16	198,401.55
Fixed Assets												
1500.00 - Land-3410 Campbell Avenue	408,509.89	408,509.89	408,509.89	408,509.89	408,509.89	408,509.89	408,509.89	408,509.89	408,509.89	408,509.89	408,509.89	408,509.89
1510.00 - Building - 3410 Campbell Avenue	13,490.11	13,490.11	13,490.11	13,490.11	13,490.11	13,490.11	13,490.11	13,490.11	13,490.11	13,490.11	13,490.11	13,490.11
1520.00 - Improvements - 3410 Campbell Av	737,154.14	737,154.14	737,154.14	737,154.14	737,154.14	737,154.14	737,154.14	737,154.14	737,154.14	737,154.14	737,154.14	737,154.14
1530.00 - Furn, flxt & eqpt-General	15,882.91	15,882.91	15,882.91	15,882.91	15,882.91	15,882.91	15,882.91	15,882.91	15,882.91	15,882.91	15,882.91	15,882.91
1530.30 - Furn, flxt & eqpt-GIA Grant	6,381.63	6,381.63	6,381.63	6,381.63	6,381.63	6,381.63	6,381.63	6,381.63	6,381.63	6,381.63	6,381.63	6,381.63
1550.00 - Vehicles-General	48,802.00	48,802.00	48,802.00	48,802.00	48,802.00	48,802.00	48,802.00	48,802.00	48,802.00	48,802.00	48,802.00	48,802.00
1550.30 - Vehicles-GIA Grant	628.82	628.82	628.82	628.82	628.82	628.82	628.82	628.82	628.82	628.82	628.82	628.82
1600.00 - Accumulated depreciation	-187,298.63	-189,344.48	-171,392.33	-173,440.18	-175,488.03	-177,535.88	-179,583.73	-181,631.58	-183,679.43	-185,727.28	-187,775.13	-189,822.98
Total Fixed Assets	1,061,562.87	1,059,506.02	1,057,457.17	1,055,409.32	1,053,361.47	1,051,313.62	1,049,265.77	1,047,217.92	1,045,170.07	1,043,122.22	1,041,074.37	1,039,026.57
TOTAL ASSETS	1,267,609.09	1,247,268.12	1,241,134.07	1,253,008.58	1,267,473.18	1,246,032.19	1,240,689.20	1,241,879.10	1,238,508.03	1,238,288.44	1,239,054.53	1,237,438.28
LIABILITIES & EQUITY												
Liabilities												
Current Liabilities												
Accounts Payable												
2000 - Accounts Payable	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	4,642.71	5,950.80	3,000.00
Total Accounts Payable	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	4,642.71	5,950.80	3,000.00
Other Current Liabilities												
2100 - Payroll Liabilities												
2101 - 941 Payroll Liabilities	699.34	711.04	707.78	716.16	701.88	692.60	711.94	686.70	678.26	1,059.50	669.90	676.68
2103 - Fed withholding payable	501.00	541.00	508.00	518.00	501.00	493.00	512.00	486.00	478.00	759.00	470.00	477.00
2104 - State withholding payable	293.08	305.92	298.82	300.85	294.20	290.08	298.69	287.65	284.13	447.60	280.57	283.39
Total 2100 - Payroll Liabilities	1,493.42	1,557.96	1,515.60	1,535.01	1,497.08	1,475.68	1,522.63	1,460.35	1,440.39	2,266.00	1,420.47	1,436.97

KAPAHULU CENTER
Organizational Chart



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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant 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.
- 2) The applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants or subsidies 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.

Kapahulu Center

(Typed Name of Individual or Organization)

(Signature)

1/29/2014

(Date)

Cassandra Tesoro

(Typed Name)

Execurive Director

(Title)