

House District(s) 21

Senate District(s) 10

THE TWENTY-NINTH LEGISLATURE  
APPLICATION FOR GRANTS  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

"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.

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

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:

Dba: Moiliili Community Center

Street Address: 2535 South King Street  
Honolulu, Hawaii 96826

Mailing Address:

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name NADINE N. NISHIOKA

Title Executive Director

Phone # (808) 955-1555

Fax # (808) 945-7033

E-mail nadinen@moiliilicc.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
- FOR PROFIT CORPORATION INCORPORATED IN HAWAII
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL
- OTHER

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 #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2019: \$150,000

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 \$ 86,542

[REDACTED]

NADINE N. NISHIOKA, EXECUTIVE DIRECTOR  
NAME & TITLE

01/18/18

DATE SIGNED

JAN 19 2018 *fw*  
11:33 AM

## Application for Grants

*Please check the box when item/section has been completed. If any item is not applicable to the request, the applicant should enter "not applicable".*

### **I. Background and Summary**

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

1.  A brief description of the applicant's background;
2.  The goals and objectives related to the request;
3.  The public purpose and need to be served;
4.  Describe the target population to be served; and
5.  Describe the geographic coverage.

### **II. Service Summary and Outcomes**

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

1.  Describe the scope of work, tasks and responsibilities;
2.  Provide a projected annual timeline for accomplishing the results or outcomes of the service;
3.  Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and
4.  List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

**III. Financial****Budget**

1.  The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
  - a. Budget request by source of funds ([Link](#))
  - b. Personnel salaries and wages ([Link](#))
  - c. Equipment and motor vehicles ([Link](#)) – Not applicable
  - d. Capital project details ([Link](#)) – Not applicable
  - e. Government contracts, grants, and grants in aid ([Link](#))
2.  The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2019.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
37,500	37,500	37,500	37,500	150,000

3.  The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2019.
4.  The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable. - Not Applicable
5.  The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2019 for program funding.
6.  The applicant shall provide the balance of its unrestricted current assets as of December 31, 2017.

**IV. Experience and Capability****1.  Necessary Skills and Experience**

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

2.  **Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

**V. Personnel: Project Organization and Staffing**

1.  **Proposed Staffing, Staff Qualifications, Supervision and Training**

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

2.  **Organization Chart**

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

3.  **Compensation**

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.

**VI. Other**

1.  **Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain. – Not applicable

2.  **Licensure or Accreditation**

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request. – Not applicable

3.  **Private Educational Institutions**

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see Article X, Section 1, of the State Constitution for the relevance of this question. – Not applicable

4.  **Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2018-19 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2018-19, but
- (b) Not received by the applicant thereafter.

5.  **Certificate of Good Standing (If the Applicant is an Organization)**

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2017.

6.  **Declaration Statement**

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes. ([Link](#))

7.  **Public Purpose**

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. ([Link](#)) Not applicable

## **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 primarily in census tracts 01 thru 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 through City grant fall in the following categories: recreation and leisure, education, exercise and physical fitness, health education and promotion to include, health screening and volunteer opportunities. Services are primarily ones that help the senior in accessing services, maintain mental health and safety through: transportation, assisted transportation, telephone reassurance and counseling. Through Grants-in-Aid, we would like to fund a portion of recreation/leisure activities, exercise and physical fitness, assisted transportation, transportation services and meal program.

One staff member is bilingual in Japanese and English and assists with participants who are non-English speaking needing assistance with letter reading and writing, making phone calls and basic understanding. Volunteers and Helping Hands are asked to assist with other language needs.

The Senior Center program receives funds from the Elderly Affairs Division, City and County of Honolulu, Department of Community Services which is used to cover staff salaries and a small portion of the operational expenses as costs constantly rise. Program Income (participant contributions which we increase annually) and program fund raising efforts 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.

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 since 2010, Senior Centers 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 willingness and independence longer; delaying the need for high cost institutionalization.

The Moiliili Senior Center primarily services those living in Census Tract 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), a Lanakila Meals on Wheels (LMOW) group dining site and two other community centers (Kalahulu and Waikiki).

With the establishment of five 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 and provided service per their personal needs. A potential participant is provided information per their request or need – a monthly newsletter “Kaleidoscope” showing activities and classes, a brochure outlining services, current lunch program (soon to be MSC meal program) and other information are 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), a registration card for additional information, a participant agreement form, and a waiver form is given for completion. The participant is given a handbook containing grievance procedures and other program information. 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 and County of Honolulu, Elderly Affairs Division and quarterly to the Executive Office on Aging when GIA funds are received. These reports are based on the number of sessions/units 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 is made to measure progress. A review by the Senior Advisory committee is conducted with regards to any changes that impact the objectives; an analysis is 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 for this GIA request for FY2019 in addition to those provided under the City contract. These services are provided by three full-time and two part-time staff members, who primarily under a contract with the Elderly Affairs Division, City and County of Honolulu. In order to survive the high cost of doing business in 2010, Moiliili Community Center cut back certain budget areas, such as janitorial services time; these cut backs remain and are additional responsibilities that staff must cover. These service activities are what we consider viable for the present facilities and staff:



## 1. EXERCISE/PHYSICAL FITNESS

### **Objective and Output Measures:**

**155 sessions** of exercise and physical fitness activities will be provided to **95 unduplicated individuals**. These include but are limited to classes that improve their flexibility, strength, endurance, balance and physical functioning.

### **Outcome:**

Of the **95** 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 functions. Attendance records are maintained to see the continuity rate in classes. Intermittent evaluations will be asked of members in the class.

## 2. RECREATION AND LEISURE

### **Objective and Output Measures:**

A total of **250 sessions** of recreation and leisure activities will be provided to **90 unduplicated individuals** so time is spent in wholesome, fulfilling, enjoyable 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 **90** people served by this activity, 65% will maintain their social engagement and involvement or connectedness and sustain that involvement for at least three 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, with possible instructors and volunteer leaders recruited.

### 3. ASSISTED TRANSPORTATION

#### **Objective and Output Measures:**

Door-to-door transit service with assistance, including escort, to **4 unduplicated individuals** who have physical and/or cognitive difficulties which prevent them from using regular transportation services. This service, utilizing MCC vehicles, will provide a total of **32 one-way passenger trips**.

#### **Outcome:**

90% of clients will be able to access resources, attend, or become involved in activities, to maintain their health, and 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 mini-van, are utilized for this service. Referrals are made for those we are unable to provide for.

### 4. TRANSPORTATION

#### **Objective and Outcome Measures:**

Transportation services to **70 individuals** via MCC vehicles and/or charter buses to and from special activities and service agencies for a total of **170 one-way passenger trips**.

#### **Outcome:**

Of the **70** individuals receiving this service, 100% of clients will be able to continue being involved with the community, activities and services.

The MCC Driver primarily handles the meal program run while the Program Worker/Driver assists with special runs. A charter bus may be utilized for excursions. All staff is involved in the planning, implementing and coordinating of this area. Transportation requests are received and assessments are made on the capability to provide per need for individuals. Program Worker/Driver provides one-to-one service using a mini-van. Referrals are made for those we are unable to provide for or individuals are placed on a wait list.

## 5. MEAL PROGRAM

### **Objective and Outcome Measures:**

To provide a cohesive and comprehensive meal program to **70 unduplicated individuals** that is managed and staffed by Senior Center staff and provided on site to seniors of various income levels ensuring that clients are provided with nutrition, socialization, peer engagement and either increasing or maintaining their physical well-being.

### **Outcome:**

100% of clients will be able to access meals and become involved in activities, to maintain their health and to continue to live independently. Requests or referrals are received and assessments are made as to viability and capability of providing the service.

### **A. 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 a 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 and suggestions regarding the kinds of activities, opportunities they enjoy or would like to see at the Center. A formal, written survey will be taken. For the past years, this survey was conducted annually by student interns. As many of 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 or 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, and 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 will also provide feedback of the services received.
6. Solicit Advisory Committee members' program suggestions.
7. Staff will view other Senior Programs to observe programs and classes, then compare and seek input.
8. Statistics will be kept and reports made to the Executive Office on Aging. These reports are analyzed regularly to see if objectives are being met.

### III. FINANCIAL

#### A. Budget

1. **Budget for FY2019 – Form Attached**
2. **Budget Justifications – Personnel: Salaries & Wages B Form Attached**  
Senior Center staff salaries and benefits are primarily under the Elderly Affairs Division Grant. We are requesting assistance in paying a percentage of these staff salaries as noted on the attached form. We are also requesting a percentage off Community Center personnel salaries that are directly related to the program.
3. **Budget Justification – Equipment and Motor Vehicle - Not Applicable**
4. **Budget Justification – Capitol Project Details - Not Applicable**
5. **Government Contracts And/Or Grants – Form Attached**

#### B. Anticipated quarterly funding requests for fiscal year 2019:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
37,500	37,500	37,500	37,500	150,000

#### C. Other Funding Sources for FY 2019:

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. We await a Request for Proposal for FY2019.

We have a balance of \$217,676 of our unrestricted assets as of December 31, 2017.

## **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 Hongwangji 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 Moiliili Community Center where meals are delivered by Lanakila Meals on Wheels Program but staffed by the Community Center. It is now staffed by Senior Center staff. The management of the Kapahulu 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 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 our Center.

For the past 46 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 the leisure class (Sumi-e) under the 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 Program, providing meeting space, telephone,

equipment usage and staff time to do intake. All intakes 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 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, and the Old Studio. Parking is available on-site.

In the main building on the first floor, the largest multi-purpose room is utilized by our meal program which serves about 50 hot lunches daily to seniors. Two classrooms and the Administrative offices are also on the first level. On the 2<sup>nd</sup> floor there are four classrooms which are utilized daily by seniors for a variety of activities in the mornings until 2:30 p.m. In the afternoon, all classrooms are utilized by children attending Japanese-language school and MCC's after school program. The Senior Center and Children & Families Program offices are maintained on the 2<sup>nd</sup> floor. Located on the 3<sup>rd</sup> floor 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, a lounge/meeting room, and three offices, two of which are rented and one for the Kupuna Support Program, a day care program under MCC. Rentals and 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 all three floors are wheelchair accessible. Renovation of the second and third floor restrooms was completed in 2009 with CBDG funds to be ADA compliant.

The Community Center's Thrift Store is housed on the first floor of the Weinberg building. The 2<sup>nd</sup> 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 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, 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 six vehicles used by the different programs: a 2016 Chevy 34-passenger bus, a 2003 GMC 12-passenger van (assigned to the Kupuna Support program), a 2008 Chevrolet 15-passenger van (assigned to the Children's program), and a 2007 Chevrolet 15-passenger van (assigned to the Senior Program). Also assigned to the Senior Center and Kupuna Support program is a 2016 Toyota Sienna Mini-Van and a 2015 Ford Transit 15-passenger van.

The Senior Center Program primarily utilizes the 2015 van for daily transportation of frail seniors to and from the Center to attend the meals program. The 2007 Chevrolet van is utilized for groups going to special activities, to entertain at different institutions. The minivan 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 and the agency vehicles are not available.



## **V. PERSONNEL: PROJECT ORGANIZATION AND STAFFING**

### **A. PROPOSED STAFFING, STAFF QUALIFICATIONS, SUPERVISION AND TRAINING**

The Moiliili Senior Center staff is under 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 4.77 under the Moiliili Senior Center program. These entail a Program Director (1.0), a Program Coordinator (1.0), a Program Worker (1.0), a Program Assistant (1.0), a Dining Program Worker (0.44) and a Driver (.33 of a full-time position). Based on position counts, this comes to a ratio of 1 paid staff to 245 clients. These positions are primarily paid through a contract with the City and County of Honolulu, Department of Community Services, Elderly Affairs Division. We propose to pay approximately 23% of the salaries for these positions through the Grants in Aid.

The program staff is assisted overall by the Community Center's paid administrative staff which include the Executive Director, the Accountant and fiscal staff, clerical staff, receptionist, parking attendants, maintenance, 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. Under the GIA, we are requesting a percentage of these staff member's salaries as outlined in Section III, Financial. The receptionist fields a great percentage of calls for our program. The parking attendants, especially the morning person, not only assists with keeping the parking areas safe, but also sees to the safety of the seniors as they walk through the parking lot areas or while waiting to be picked up.

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. One staff member is bilingual in English and Japanese.

The **Program Director** (has a Master's Degree in Social Work, has been with this program for over 2 years; 12 years total working with senior citizens) . The Director is bilingual in English and Hawaiian. The Director provides overall supervision, maintains channels of communication and works to resolve any difficult situations. Working in the servicing and activities areas, her time was divided amongst all of the specified service outputs. These include working with groups as well as assisting specific events. She is also responsible for handling much of the basic information and referral inquiries, development of programs, preparation of monthly/quarterly /annual reports and grants/contracts and also assists with short-term emergency services needing assistance.

The **Program Coordinator** (who has a Bachelor's Degree in Family Resources and over 30 years of 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 450 individuals monthly. Along with our "team" approach, she assists individuals monthly with other services, such as requests for transportation, or just listening and/or lending a comforting hand.

The **Program Worker** (who has an Associate's Degree in Informational Technology) is bilingual in English and Japanese. He provides information and referral services, assistance with applications and other services as needed or requested. This position also provides assistance with registration, class set-up, receiving telephone reassurance calls, and taking inquiries for participation in the program.

The **Program Assistant** aids the Program Coordinator with the planning of classes, seminars, and activities. Along with the Program Worker, this position provides assistance with registration, class set-up, receiving telephone reassurance calls, taking inquiries for participation in the program, and other clerical duties.

The **Program Assistant/Driver** (this position will possess a high school diploma and valid driver's license) provides information and referral services, assisted transportation services to appointments/shopping/etc., back-up for the regular driver (if available) when the driver is sick or on vacation, and drives for special requests when our regular driver is on his run.

The **Driver** (P/T .33 of full time under MCC, has a CDL and a 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 22 individuals monthly; and to provide transportation for special requests. He is assisted by a volunteer when available.

**The Dining Program Worker** (0.44 position) provides assistance in serving the program meals, facilitating the completion and /or discharge of the application process, and completing and compiling reporting data and recruiting.

The staff is supported by two dedicated office volunteers who assist with registrations, sign-ups, set-ups, close ups, etc. Three 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 Store, 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 1000 registered participants. Each position may have its responsibilities outlined, 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 the following positions are attached: Program Director, Senior Center; Program Coordinator, Senior Center; Program Worker, Senior Center; Program Assistant, Senior Center; Driver/Program Assistant, Senior Center; and Dining Program Worker, Senior 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 IDs. The agency is registered with eCrim to check the background of potential volunteers. 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 Senior Center positions noted above is under the Senior Program Director's direction. 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.

**B. ORGANIZATION CHART**

Attached are:

Organization-Wide Organization Chart  
Program Organization Chart

Also attached are the Job Descriptions for the Senior Center program staff, as well as essential non-Senior Center program staff.

**C. COMPENSATION**

Annual salaries for the three highest paid employees of the Moiliili Community Center are:

Executive Director	\$95,000
Accountant	\$65,000
Program Director, CFP	\$50,000

**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. Federal and County Grants**

As of July 1, 2017, the federal and county grants awarded to our organization is \$106,278. Please refer to the attached document provided in Section III – Financial.

**D. Private Educational Institutions**

Not applicable.

**E. Future Sustainability Plan**

As our program enters its 46<sup>th</sup> year of operation, we understand the importance of sustainability, to be able to continue to service and assist all senior citizens. Year after year, we are faced with many challenges – most obvious is the financial aspect. With the cost of living continuing to rise, the need for funding becomes an essential part of sustaining the program. Our goal is to maintain services and in doing so we need to meet the needs of our budget. Monies requested will help with personnel costs (e.g., salaries, taxes, fringe benefits), related expenses (e.g. insurance, administrative costs (e.g., payroll, bank fees)), and utilities (e.g., water, electricity). Should the funding cease for fiscal year 2018-19 and/or beyond, our program will have to improvise and seek ways to keep the program functioning smoothly. With the State minimum wage increasing over the next few years, we already are faced with potential cutbacks. Part of this funding goes to help with payroll, so without the monies we will need to decrease the amount of hours for

our Program Assistant/Driver from a full-time position to a part-time position, which will affect the efficacy within the office and our program. In addition, we will have to consider more fundraising events throughout the year – and if need be, we may have to eliminate and cutback certain services. Our hope is that we are able to function as conservatively and efficiently as we possibly can, to be able to continue servicing senior citizens.

**F. Certificate of Good Standing**

Attached.

**G. Declaration Statement, Applicants for Grants and Subsidies, Chapter 42F, Hawaii Revised Statutes**

Attached.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

Applicant: Moilili Community Center

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	57,859		70,034	32,290
2. Payroll Taxes & Assessments	4,426		5,358	1,531
3. Fringe Benefits	8,324		1,235	17,255
<b>TOTAL PERSONNEL COST</b>	<b>70,609</b>		<b>76,627</b>	<b>51,076</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance	8,400		2,150	
3. Lease/Rental of Equipment & Repairs	14,400		1,100	10,000
4. Lease/Rental of Space				
5. Professional Fees	9,600		5,000	1,376
6. Supplies	8,400		4,300	10,000
7. Telecommunication	1,200		2,000	400
8. Utilities			2,000	5,000
9. Postage	60		150	1,590
10. Occupancy	16,800		8,000	1,600
11. Printing	1,200		600	0
12. Travel	10,800		3,600	5,500
13. Conference, Convention & Meeting	100		100	0
14. Other Expenses	8,431		651	
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>79,391</b>		<b>29,651</b>	<b>35,466</b>
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>150,000</b>		<b>106,278</b>	<b>86,542</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	150,000	Norberto S. Sulpico	808-955-1555	
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested	106,278			
(d) Total Private/Other Funds Requested	86,542	Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	<b>342,820</b>	Nadine N. Nishioka - Executive Director		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2018 to June 30, 2019

**Applicant: Moillili Community Center**

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Director	1	\$41,600.00	10.00%	\$ 4,160
Program Coordinator	1	\$37,440.00	10.00%	\$ 3,744
Program Worker	1	\$21,008.00	10.00%	\$ 2,101
Program Assistant	1	\$21,840.00	100.00%	\$ 21,840
Driver	0.33	\$24,960.00	5.00%	\$ 1,248
Accountant	1	\$65,000.00	2.50%	\$ 1,625
Office Manager	1	\$43,000.00	10.00%	\$ 4,300
Senior Account Clerk	1	\$35,000.00	5.00%	\$ 1,750
Payroll Clerk	0.5	\$27,300.00	3.00%	\$ 819
Receptionist	0.44	\$13,221.00	3.00%	\$ 397
Traffic Controller	0.44	\$22,880.00	12.00%	\$ 2,746
Dining Program Worker	0.44	\$13,130.00	100.00%	\$ 13,130
				\$ -
				\$ -
<b>TOTAL:</b>				<b>\$ 57,859</b>
<b>JUSTIFICATION/COMMENTS:</b>				

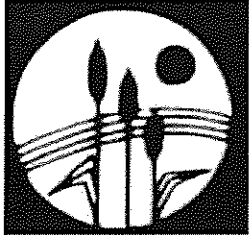


**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

Applicant: Moiliili Community Center

Contracts Total: 296,278

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	MCC2017A09	July 1, 2016 to June 30, 2018	Executive Office on Aging	State	60,000
2	MCC2018A09	July 1, 2017 to June 30, 2018	Executive Office on Aging	State	130,000
3	MA-DCS-1500126	July 1, 2017 to June 30, 2018	Elderly Affairs Division	City & County of Honolulu	106,278
4					
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# **Moiliili Community Center**

A Traditional Gathering Place for the Community

## ***Emergency Procedures and Safety Practices***

***January 2018***

## Table of Contents

Overview .....	3
Use Good Judgement at all Times.....	3
Evacuation procedures .....	4
Meeting Places .....	4
Evacuation Procedures .....	4
TYPES OF EMERGENCIES.....	4
Fire .....	4
Earthquake.....	5
Hurricane .....	5
Tsunami .....	5
Security.....	6
Trespassing .....	6
Lock-Down Procedures.....	6
Contact Numbers .....	7
Emergency.....	7
Victim Assistance.....	7
Hazardous Materials/Poison.....	7
Disaster Assistance.....	7
Temporary Restraining Order .....	7
Management contact list.....	7
First aid kits .....	7
Locations .....	7
Defibrillator .....	8

## OVERVIEW

Unfortunately, incidents and emergencies do occur. Some may be prevented; but in spite of everything there will be situations that call for special actions. Be prepared, stay calm, and review the following emergency and safety practices and procedures.

### USE GOOD JUDGEMENT AT ALL TIMES

#### A. General Responsibilities

- Be prepared
- Participate in the monthly fire drills
- Know your exits and evacuation routes
- Know where the fire pull stations and fire extinguishers are located
- Assess the situation
- Take charge immediately
- Address life safety (first aid, safety of life, etc.), keep written, chronological and detailed notes
- Call 911 (if necessary) and notify the Executive Director and your immediate supervisor
- Evacuate/secure area, notify supervisor/s/staff of emergency

#### B. Staff Responsibilities

##### Executive Director or Supervisors:

- Verify information
- Call 911
- Seal off high-risk areas and preserve scene
- Implement crisis-response procedures
- Notify the Executive Director
- Notify programs, participants, and staff (depending on emergency; students may be notified by teachers)
- Evacuate programs, participants, and staff if necessary
- Refer media to Executive Director
- Implement post-crisis procedures; debrief
- Keep detailed notes of crisis event and complete reports
- Account for all staff and participants

##### Administration, Program Directors, Coordinators, Teachers:

- Verify information
- Follow emergency procedures
- Warn participants, if advised
- Stay with program area during an evacuation, take program roster, and account for all participants
- Keep detailed notes of crisis event

## **EVACUATION PROCEDURES**

At times an emergency situation calls for an evacuation of the Moiliili Community Center. The guidelines below outline our evacuation procedures. Please review the Emergency Procedures and Safety Policies to ensure you are prepared in the event an emergency arises. The attached Evacuation Plan for details on the exit path you are closest to.

### **Meeting Places**

- Small/minor emergencies: Thrift store parking lot
- Major emergencies: Old Stadium Park, Kuhio School or the Willows Restaurant parking lot

### **Evacuation Procedures**

- Evacuate children, seniors, participants by following the exit routes on the Evacuation Plan
- Choose the safest exit route possible
- Take a headcount at the start of the emergency and upon arrival at the Meeting Place
  - CFP Department must conduct frequent headcount
- Do not re-enter building until declared safe by fire or police
- Notify the children, seniors, participants and staff that emergency personnel ended the emergency
- Normal operations may resume when the emergency has ended and the building has been cleared to resume normal operations

## **TYPES OF EMERGENCIES**

### **Fire**

Fire emergencies are any emergency that involves smoke, sparks and/or visible flames. In the event a fire emergency arises please, follow the steps below only if it is safe to do so.

- Be prepared
- Pull the nearest fire alarm
  - Fire alarms are located in rooms: 102, 106, 202, 208, 302, 308 and 306
- Stay calm
- If an area is unsafe, use caution and move to safety
- Call 911
- Call the Executive Director
- Shut all doors, close all windows and turn off lights
- Use fire extinguisher when appropriate
  - Extinguishers are located in: the Main office, the kitchen, the utility room and in rooms 102, 106, 201, 202, 208, 302, 303 and 306
- Evacuate when necessary

## **Earthquake**

### Indoors

- Move participants under desks, tables, supported doorways and interior hallways. Avoid exterior building walls and falling objects
- If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building
- Do not evacuate buildings unless exits and egress paths are safe
- Also note that during an earthquake, the electricity may go out or the sprinkler systems or fire alarms may turn on

### Outdoors

- If outdoors, stay outdoors, do not enter buildings
- Stay in the open, away from objects, beware of fires, downed power lines, aftershocks and broken water mains

## **Hurricane**

- Learn the community hurricane-evacuation routes and how to find higher ground; determine where you would go and how you would get there if you needed to evacuate
- Monitor the Emergency Alert System radio stations: KSSK 590 AM, KAIM 870 AM
- Bring all persons inside the building
- Close windows and blinds, tape windows
- Secure/tie down loose objects outdoors
- Fill containers with water
- Check emergency kit for extra supply of batteries, candles, flashlights and first aid supplies
- MCC will comply with civil defense instructions regarding advisability of closing facilities if an early warning is issued
- Avoid using the phone, except for serious emergencies
- Stay indoors during the hurricane and away from windows and glass doors
- Close all interior doors – secure and brace external doors
- Keep curtains and blinds closed. Do not be fooled if there is a lull; it could be the eye of the storm – winds will pick up again
- If an emergency is announced before work starts, the Executive Director will make the decision on closing the Center and notify the supervisors; an announcement will be posted at the Center and on the telephone greeting in the Main Office
- Supervisors will make arrangements to notify their staff and participants

## **Tsunami**

- Monitor Emergency Alert System radio stations: KSSK 590 AM, KAIM 870 AM
- Follow emergency information and instructions
- Remain at MCC until all-clear signal is given

- Remember to help those who may require special assistance: infants, the elderly and individuals with access or functional needs

## SECURITY

### **Trespassing**

Any person or group of individuals that are not authorized to be on MCC property will be considered to be trespassing. These individual(s) should be asked to vacate the premises. If at any time you feel threatened or unsure do NOT approach the individual(s) call 911. Should you encounter someone trespassing please follow the instructions below.

- Notify Executive Director and/or immediate supervisor
- Ask another staff to accompany you before approaching these individual
- Politely greet individual(s) and identify yourself
- Offer assistance
- Inform the individual(s) that the Center is for program participants. If you are alone and the individual(s)'s agitated, seek assistance
- If the individual(s)'s purpose is not legitimate, ask him/her to leave. Accompany individual(s) to exit
- If the individual(s) refuses to leave inform them that you will call the police
- Notify the main office and Call 911 if individual(s) still refuses to leave. Give police full description of individual(s)
- Keep a safe distance from these individual(s) if he/she indicates a potential for violence
- Be aware of the individual(s)'s actions at this time (where he/she is located in the Center, whether he/she is carrying a weapon or package, etc.)
- Issue lock-down procedures if necessary (see Lock-down Procedures section) 2/10

### **Lock-Down Procedures**

Lock-down procedures are used in situations involving dangerous individuals or other incidents that may result in harm to persons at the Center

- Contact main office to announce the lock-down by sounding bells: (3) long rings, (3) times
- Direct children, seniors, participants and staff into securable rooms or buildings shielding staff and people from the threat
- Clear hallways, restrooms and other rooms that cannot be secured
- Account for everyone in the program room or office
- Lock doors and external doors/gates if the threat is outside the building
- Close/lock and cover windows along walkways
- Move all persons away from windows and doors, and turn off the room lights
- Do not respond to anyone at the door unless the "all-clear" signal has been given by the Executive Director or by a supervisor

- Do not let anyone out of rooms until the "all-clear" signal is given by the Executive Director or a supervisor
- If students or seniors are moved out of rooms, assist them in moving as quietly and quickly as possible, follow any instructions provided by emergency responders

## CONTACT NUMBERS

### **Emergency**

Emergency: Fire, Ambulance and Police.....	911
Non-emergency: Police.....	(808) 529-3111
Department of Attorney <u>General</u>	(808) 586-1500
Civil Defense .....	(808) 733-4300
(Hawaii Emergency Management Agency)	
Crime Stoppers-----	(808) 955-8300

### **Victim Assistance**

Domestic Violence Hotline -----	(808) 841-0822
Sex Abuse Treatment Center <u>Hotline</u>	(808) 524-7273
Child Welfare Service -----	(808) 832-5300

### **Hazardous Materials/Poison**

Hazardous Materials leak or spill-----	(808) 586-4249
Poison Center -----	(800) 222-1222
Environmental Concern Hotline .....	(808) 768-3300

### **Disaster Assistance**

American Red Cross -----	(808) 734-2101
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### **Temporary Restraining Order**

Family Court -----	(808) 538-5959
Civil Court	(808) 538-5151

### **Management contact list**

Nadine Nishioka, Executive Director-----	(808) 391-8145 cell
Brenda Nakamura, Director, Children & Families.....	(808) 294-4644 cell
Norberto Sulpico, Accountant .....	(808) 426-3086 cell
Ronyl "Kiki" Roller, Office Manager -----	(808) 375-7911 cell
Rachel Yamashita, Director, Kupuna Support/Senior Program	(808) 728-1113 cell
Paula Regidor, Coordinator, Senior Program.....	(808) 429-4886 cell
Bonnie Parsons, Thrift Store Manager.....	(808) 271-7437 cell

## FIRST AID KITS

### **Locations**

First-Aid kits can found in the following locations:Kupuna Support, room 302

Moiliili Community Center

Revised January 2018

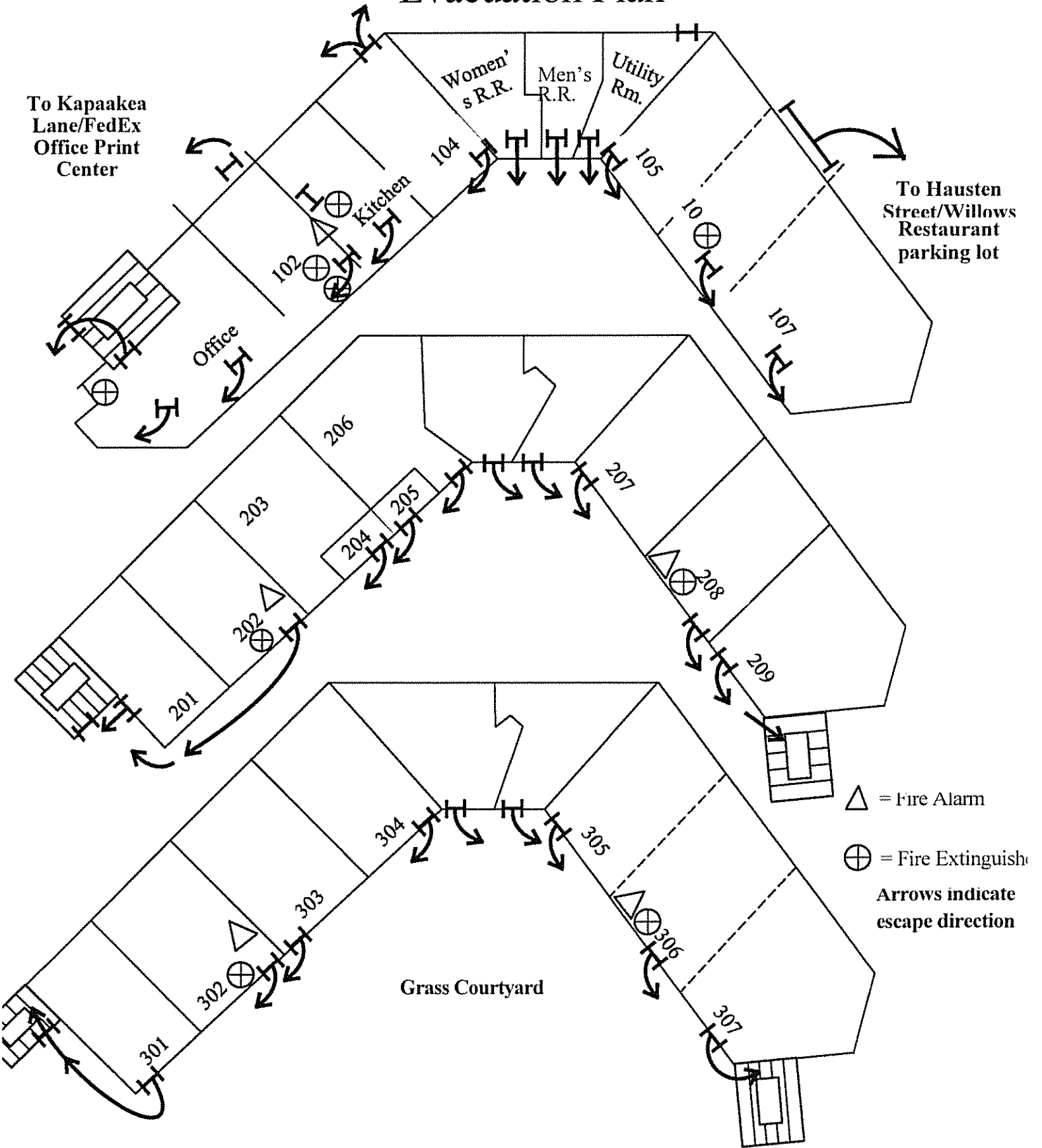


- Senior Center office, room 203
- CFP, Room 205
- Main Office

### **Defibrillator**

Moilili Community Center has a defibrillator that is located in the Main Office near the Executive Director's office.

# Evacuation Plan

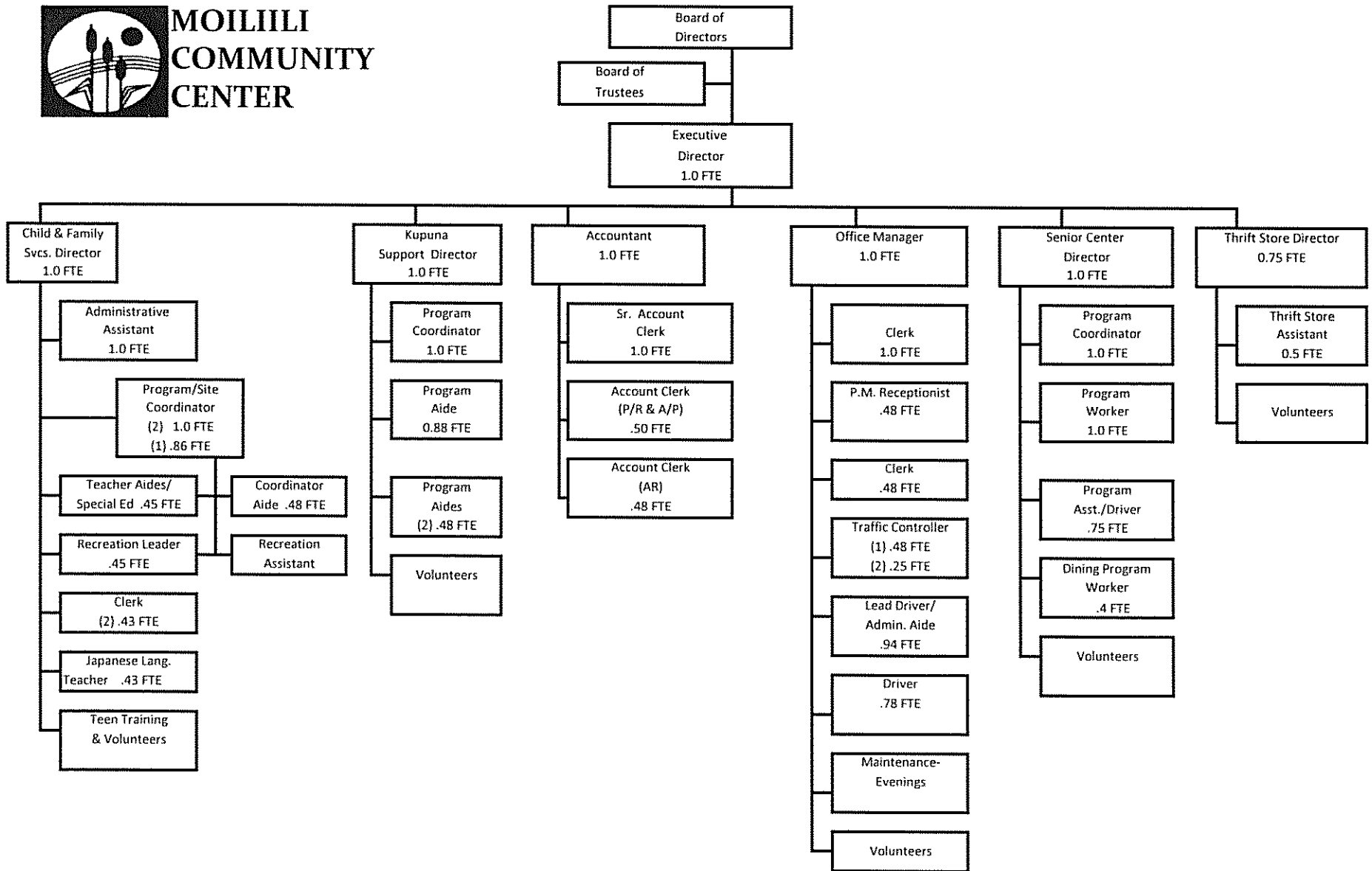


△ = Fire Alarm

⊕ = Fire Extinguisher

Arrows indicate escape direction

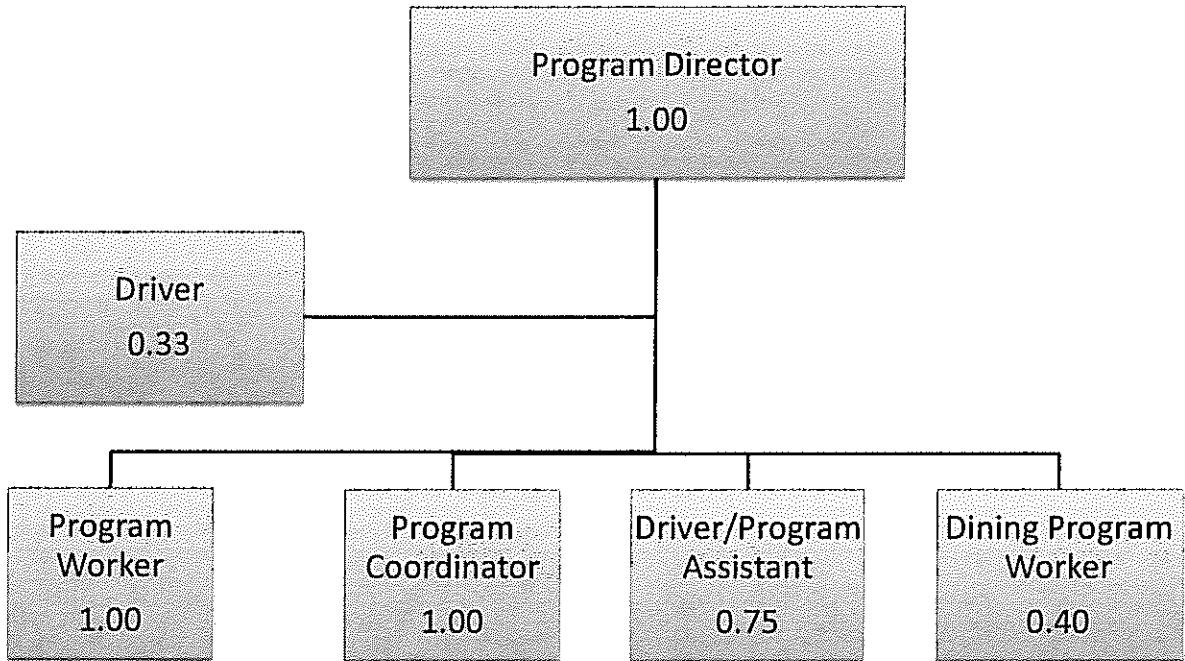
# ORGANIZATIONAL CHART



Moilili Community Center  
Grant in Aid Request  
FY 2019

B. Organization Charts (cont'd)

2. Senior Center Program



MOILIILI COMMUNITY CENTER

MOILIILI COMMUNITY CENTER

Job Number: F 1

JOB DESCRIPTION

Position Title: Senior Center Program Director

Date: January 1, 2018

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.

MOILILI COMMUNITY CENTER

MOILILI COMMUNITY CENTER

Job Number: F 2

JOB DESCRIPTION

Position Title: Program Coordinator

Date: January 1, 2018

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. Assist 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. Drives 7 and 15 passenger Center vans.
- c. While driving Center vans, uses radio and/or cell phone in vans.(pulls over to use cell phones).

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

MOILILI COMMUNITY CENTER

MOILILI COMMUNITY CENTER

Job Number: F 3

JOB DESCRIPTION

Position Title: Program Worker

Date: January 1, 2018

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

## MOILILI COMMUNITY CENTER

MOILILI COMMUNITY CENTER

Job Number: F 4

### JOB DESCRIPTION

Position Title: Program Assistant/Driver

Date: January 1, 2018

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

MOILIILI COMMUNITY CENTER

MOILIILI COMMUNITY CENTER

Job Number: F 4

JOB DESCRIPTION

Position Title: Program Assistant

Date: January 1, 2018

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. Program Activities: 70%
  - 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.
  - g. Assists in the preparation and maintenance of statistical records of participants and the services provided by Moiliili Senior Center.
  
2. Outreach Services 20%
  - 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 the Senior helpline.
  - c. Assists in the filling, filing, and follow-up of applications for individual clients.
  - d. Prepares reports on activities or services per client; to include case records, monthly statistical reports.

2. Other Duties: 10%
- 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:

Uses computer, telephone and fax machine and other equipment as appropriate.

Work Hours:

Work hours are determined by the Program Director during the Center's hours of operation: Monday through Friday from 7:30 am to 2:30 pm. This is a half time position.

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 communication 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. Criminal background check
- e. Tuberculosis clearance
- f. 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

MOILILI COMMUNITY CENTER

MOILILI COMMUNITY CENTER

Job Number: F 5

JOB DESCRIPTION

Position Title: Dining Program Worker I

Date: January 1, 2018

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 Moilili 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. Meal services. 95%
  - a. Assist in serving the program meals to Qualified Recipients within thirty (30) minutes after the Program Meals arrive.
  - b. Assist in facilitating the completion of the application process by elderly MCC members who participate in the MCC activities to include; recruiting, screening for eligibility, performing an intake interview, and submitting candidates' completed application packet to LMOW for approval.
  - c. Assist in completing and compiling the required reporting data to LMOW.
  - d. Assist in the discharge process for Qualified Recipients who will, voluntarily or involuntarily, no longer receive Program Meals.
  
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.



#### Work Hours:

Work hours are determined by the Program Director during the Center's hours of operation: Monday through Friday from 9:00 am to 12:00 pm.

#### Physical, Mental and Communication Demands:

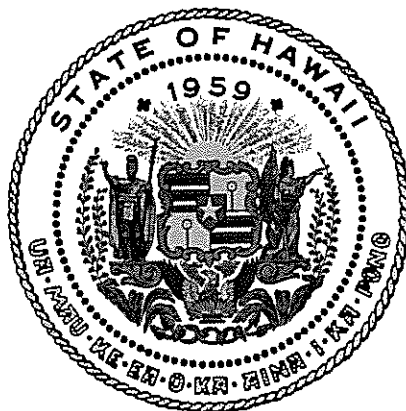
- a. Prioritizes work assignments with potentially conflicting deadlines.
- b. Works as part of a team with multiple and potentially conflicting priorities.
- c. Provides care to senior citizens with varying levels of communication and mobility.

#### 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. Criminal background check
- e. Tuberculosis clearance
- f. Certifiable for Basic First Aid and CPR



## Department of Commerce and Consumer Affairs

### CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

**MOILILI COMMUNITY CENTER**

was incorporated under the laws of Hawaii on 03/09/1945 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

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

Dated: January 17, 2018

Director of Commerce and Consumer Affairs





# CERTIFICATE OF LIABILITY INSURANCE

OP ID: IT

DATE (MM/DD/YYYY)

01/16/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Mutual Underwriters 680 Iwilei Road, Suite 760 Honolulu, HI 96817 James K Fujioaka		<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: <b>MOILI-2</b>	
<b>INSURED</b> Moiliili Community Center 2535 S. King St. Honolulu, HI 96826		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Riverport Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 36684	

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	X	RIC0014174	01/01/2018	01/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Emp Ben. \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X	RIC0014174	01/01/2018	01/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$ \$ \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE \$ RETENTION \$		REL0014175	01/01/2018	01/01/2019	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A					WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
**SEE ADDENDUM FOR ADDITIONAL INSURED STATEMENT. (GRANT PROVIDED FOR SENIOR PROGRAMS)**

<b>CERTIFICATE HOLDER</b>  SOH1011  STATE OF HAWAII EXECUTIVE OFFICE ON AGING 250 S.HOTEL ST #406 HONOLULU, HI 96813-2831		<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE James K Fujioaka	
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**NOTEPAD:**

HOLDER CODE SOH1011  
INSURED'S NAME Moiliili Community Center

MOILI-2  
OP ID: IT

PAGE 2  
Date 01/16/2018

STATE OF HAWAII, ITS OFFICERS & EMPLOYEES ARE NAMED AS ADDITIONAL INSURED WITH RESPECT TO FUNDING FOR INSURED S PROGRAMS PER RICO0014174 08/05, IS PRIMARY WHEN WRITTEN CONTRACTUAL ARRANGEMENT SPECIFICALLY REQUIRES THIS INSURANCE TO BE PRIMARY ; AUTO ADDITIONAL INSURED PER FORM RECA-7102-0805.

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS 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 pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
  - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
  - c) Agrees not to use state funds for entertainment or lobbying activities; and
  - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
- 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 used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

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

Moiliili Community Center

  
(Signature)

01/18/18  
(Date)

Nadine N. Nishioka  
(Typed Name)

Executive Director  
(Title)