

**THE THIRTIETH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Db a:

Waikiki Community Center

Amount of State Funds Requested: \$ 75,479

Brief Description of Request (Please attach word document to back of page if extra space is needed):

More than 30% of Waikiki residents are over the age of 60. Eighty-two percent (82%) of seniors live alone, with an older spouse, live on fixed income and/or do not have support systems as they age. WCC provides case management for kupuna in critical situations, including those at-risk for becoming homeless, and evidence-based programs to prevent premature physical, cognitive and emotional decline, which results in costly long term care. WCC's unique combination of services along with strategic partnerships assists thousands of seniors in critical need annually.

Amount of Other Funds Available:

State: \$ 75,479

Federal: \$ _____

County: \$ 85,060

Private/Other: \$ 360,098

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ 339,000 Operating / \$300,000 Capital

Unrestricted Assets:

\$ 1,993,423

New Service (Presently Does Not Exist): Existing Service (Presently in Operation):

Type of Business Entity:

- 501(C)(3) Non Profit Corporation
- Other Non Profit
- Other

Mailing Address:

310 Paoakalani Ave.

City:

Honolulu

State:

HI

Zip:

96822

Contact Person for Matters Involving this Application

Name:
Caroline Hayashi

Title:
President

Email:
chayashi@waikikicommunitycenter.org

Phone:
808-923-1802, ext. 101

Federal Tax ID#:

██████████

State Tax ID#

██████████



Authorized Signature

Caroline Hayashi, President

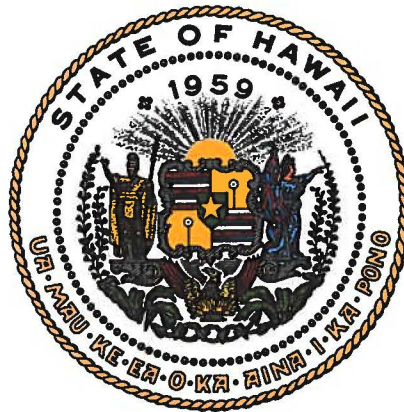
Name and Title

1/16/20

Date Signed

received
01/17/2020

10:05 am



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

WAIKIKI COMMUNITY CENTER

was incorporated under the laws of Hawaii on 03/01/1978 ; 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 09, 2020

Director of Commerce and Consumer Affairs

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

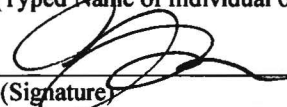
The undersigned authorized representative of the applicant certifies the following:

- 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.

Waikiki Community Center
(Typed Name of Individual or Organization)


(Signature) 1/16/20
(Date)

Caroline Hayashi President
(Typed Name) (Title)

Application Submittal Checklist

The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - a) Budget request by source of funds ([Link](#))
 - b) Personnel salaries and wages ([Link](#))
 - c) Equipment and motor vehicles ([Link](#))
 - d) Capital project details ([Link](#))
 - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



AUTHORIZED SIGNATURE

CAROLINE HAYASHI, PRESIDENT

PRINT NAME AND TITLE

1/16/20

DATE

Application for Grants

I. Certification – Please attach immediately after cover page

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

See attached Certificate of Good Standing dated January 9, 2020.

2. Declaration Statement

See attached declaration statement affirming compliance with Section 42F-103.

3. Public Purpose

The grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes as follows:

- (1) The name of the requesting organization – Waikiki Community Center
- (2) The public purpose for the grant– Serving kupuna in need through preventative wellness and critical case management services. (See the narrative in Sections II and III for further details).
- (3) The services to be supported by the grant – Evidenced-based activities promoting wellness and case management services for seniors in need.
- (4) The target group – Older adults aged 60+
- (5) The cost of the grant and the budget – WCC requests a \$75,479 state Grant In Aid to help support a \$520,637 program budget. See budget for details.

II. Background and Summary

1. A brief description of the applicant's background

The mission of Waikiki Community Center (WCC), a 501(c)(3) corporation, is to care for our kupuna, keiki and community as `ohana.

WCC is located at 310 Paoakalani Avenue. It is uniquely positioned as the only community center within Waikiki, serving a diverse population of older adults, families with young children, visitor industry employees and people in need. Recognized as an integral part of the community, it is a safe gathering place where residents, visitors and employees build and strengthen relationships, and where the diverse needs of the community are met each day. Incorporated in 1978, WCC operates three (3) major programs:

A. *Senior Program* – More than 3,000 adults, ages 60 and older, participate in evidence-based educational, physical, and social and wellness activities at WCC, which enable them to maintain healthy, independent lifestyles and avoid unnecessary and costly premature institutionalization. Over 300 adult education, recreation, social, health and wellness activities and classes for older adults are conducted each year, as well as educational workshops and talks. In addition, WCC seniors participate in the community as active and engaged volunteers. As part of WCC's continuum of services for older adults, case management, counseling and information and assistance are also provided to enable elders becoming frail and those in need to age in place.

B. Community Programs - The Waikiki Community Center serves as a ‘one-stop’ resource for health and human services, social support, counseling and therapy sessions, lifelong education, wellness, and community building for Waikiki’s children, families and elderly. Each year, more than 1000 homeless and low-income individuals and families receive nonperishable food from WCC’s *Emergency Food Pantry*. Our facility is also home to seven other nonprofit agencies, and is frequently used as a public meeting place for the community, such as the Waikiki Neighborhood Board, Alcoholics Anonymous and condo associations. Through WCC’s programs and those of our nonprofit partner agencies, nearly 100,000 individuals utilize our facilities each year and provide Waikiki community members with a safe place to gather.

C. Early Childhood Education – Each year, over 150 toddlers and preschoolers receive needed quality early childhood education to build the foundation for learning success in school. Our preschool works with children ages 14 months to 5 years old. WCC’s Early Education Center operates 5 days a week, 11 hours a day, 50 weeks a year to help serve the needs of low-to-moderate income families that live in the area and the thousands of employees that work in Waikiki. It is one of the few licensed group preschools in the state that operate these extended hours, and is the only one in the heart of Waikiki. WCC Preschool targets low income families. More than 70% of WCC Preschool families are low income more than 50% percent of receive government subsidies and/or tuition scholarships.

2. The goals and objectives related to the request

The goal of the Senior Services for Waikiki Elders program is to maintain the current continuum of services for the variety of older adults who live independently in the community without ideal support systems, such as family members, living nearby. The program has the following goals and objectives.

Goal: Provide evidence-based activities and programs, such as physical exercise, educational seminars and recreational activities, which support lifelong learning, physical and emotional health, and independent living.

Objective: Over 12 months help 1,000 seniors achieve greater socialization, improve outlook on life, improve physical health and gain new knowledge, skills or interests.

Objective: Over 12 months provide 70 evidence-based activities and programs per month that address the physical, cognitive and emotional needs of older adults.

Goal: Provided needed support services through assessment and case management services for seniors who grow vulnerable, isolated or frail.

Objective: Over 12 months help 300 seniors gain improved access to information, linkages and resources related to aging and/or other issues and challenges.

3. The public purpose and need to be served

The Waikiki Community Center (WCC) is the only community center in Waikiki, serving a diverse population focusing on older adults, families with young children, targeting those in

need. Although Waikiki is known as an affluent visitor hub, those who actually *live* in Waikiki have nearly twice the poverty rate of Honolulu County (almost 17% versus almost 10%). The median household income of almost \$31,000 is significantly below the state average of almost \$50,000. In addition, Waikiki is among the top 16 communities in Hawaii for food insecurity at 23.5%, higher than statewide average of 16.4%. [US Census]

WCC's largest program is its senior services. State and county wide, senior services will continue to become a more critical priority as we have one of the fastest-growing populations of seniors in the country. ***Hawai'i's population is aging much faster than the United States national average, with a higher life expectancy of 81, and with the fastest growing population being those 85 years and older, increasing at a rate of 190.8% between 1990 and 2010,*** compared with a national increase of 29.6% (US Census). According to the state's demographic growth trends from 1980 to 2035 the overall state population is expected to grow by 65% but those 60 and older will increase 310% and those over 85 will increase 1,158% during this same period.

In Waikiki, senior services continue to be an immediate priority as more than 30% of Waikiki residents are already over the age of 60. Waikiki has one of the highest numbers of senior citizens per area density on Oahu and it is higher than the percentage of seniors statewide (15.1%). Eighty-two percent (82%) of seniors live alone or with an equally older spouse, live on fixed income and have little or few family members to serve as a support system when they become frail. Many of these seniors rely on WCC's programs and activities for support thus preventing social isolation and premature decline in health resulting in unnecessary, costly long term care.

Building and maintaining informal support systems for older adults is especially challenging in a community such as Waikiki. Elders live in Waikiki's dense community of high rise condominiums and apartment buildings among a diverse, often transient population. There is no community newspaper or means of community-based information sharing. Common outreach efforts, such as going door-to-door, are nearly impossible when 95% of residents live in secured buildings. Word of mouth, multiple contacts and ongoing relationship-building over time with resident managers, community leaders and residents themselves become key strategies in identifying elders in need of assistance. As a result, many elders become increasingly isolated from receiving support.

Studies by the National Council on Aging, National Institute of Senior Centers and other aging experts demonstrate that a three-pronged approach to wellness among older adults that address the whole person – physical, cognitive and emotional/social - directly impact their ability to maintain their health and capacity for independently living. This research has also shown that moderate physical fitness can lower the risk of stroke; cognitive stimulating activities reduce the risk of Alzheimer's disease; and emotional security found through strong friendships reduces loneliness, a risk factor in developing dementia as well as physical deterioration. 2015 National Academy of Science research showed how loneliness causes physical changes in older adults including chronic illness and premature death. Preventing premature institutionalization and serious health issues can save the state and county more than \$100,000 per person in long term care costs each year.

This 3-prong approach includes engaging in physical activity, new learning (or cognitive stimulation) and social connectivity. WCC provides physical fitness, educational and recreational classes and activities to enable these seniors to maintain and strengthen their cognitive, social, emotional and physical health in line with this evidence-based preventative model for successful aging and independent living. Until recently, most classes were taught by senior volunteers. As WCC's senior class instructors have aged, many can no longer continue teaching. This trend has resulted in a diminishing volunteer base to provide classes and activities at no charge or affordable rates so as to minimize financial impact on seniors. WCC has had to find and pay instructors to continue these classes, which are critical to the seniors' health maintenance and quality of life. Since utilizing paid instructors, funding is needed to subsidize class fees to enable seniors, especially those on fixed, limited incomes, to attend activities and classes that help maintain their physical and mental health.

Elderly residents often rely on friends for information on elder issues and services. Sometimes this information is incomplete. In recent years, WCC has identified a growing number of seniors who suffer from increased health problems and/or have difficulty managing life changes, such as death of a spouse and social isolation. The seniors, or their neighbors or condo resident managers, request assistance from WCC to assist them in linking to appropriate support services. Because many of Waikiki's seniors are alone and/or have limited knowledge of existing community-based services, they have difficulty understanding how to access and secure appropriate services amidst the often confusing eligibility requirements. In addition, WCC staff has seen growing numbers of seniors who have recently become homeless or are at urgent risk of becoming homeless due to the number of buildings and units being sold and renovated in Waikiki.

As part of WCC's continuum of services for elders, WCC provides information and assistance on an ongoing basis. Counseling and case management services are provided 5 days a week. Typical needs have included housing assistance for seniors pushed out of Waikiki's high rental market, financial issues, food insecurity, assistance with health and other service benefits, and in-home and caregiver assistance. The case manager also provides referral to senior and other low-income housing options, assists seniors with additional Medicaid benefits that they are not aware they have access to, assistance registering seniors for SNAP benefits and access to services such as housekeeping and adult care. The case manager provides support for seniors in navigating the often complicated systems for accessing services through multiple public and private agencies as one individual often needs assistance with multiple issues. Although there are often social and human services that can potentially help clients they are unable to obtain the assistance because they either do not know of their existence and/or are not able to understand the processes/qualifications needed to obtain such services from public and/or private sources.

Our elderly clients are often unable to understand the letters they receive from a variety of agencies in response to requests for assistance and unable to understand what agency staff communicates to them about a variety of documentation/requirements necessary to receive help. They are also unable to manage the multiple agencies, all with different requirements, that can potentially address their multiple issues. Therefore, WCC has provides elders in need with multiple of issues by referring them to various public and private resources and to help them

coordinate multiple services to address multiple challenges. The services seniors need involve critical issues such as risk of homelessness, food insecurity and access to sufficient medical care.

The need for WCC's services has increased substantially over the past several years and our senior services have far exceeded goals in terms of both outputs (number of seniors served) and outcomes. In the last several years, our senior program has increased by over 350%. The increase in the number of cases handled by our case managers (duplicated monthly) has grown exponentially from 124 in 2013 to more than 1,500 in 2019.

4. Describe the target population to be served

The target population to be served is the older adult population, age 60 and older, who live in Waikiki and surrounding neighborhoods. The typical older adult participant at Waikiki Community Center is female, age 75 years or older, on a fixed income and living alone in an apartment without relatives nearby. WCC's senior program provides a well-rounded program of services and opportunities for the maintenance of the physical, mental and social well-being so that seniors can experience a good quality of life with the ability to remain living independently in the community.

When they encounter physical and emotional changes that impact their ability to live independently, such as the onset of health problems or death of a spouse, elders may become confused, lonely, and/or unfamiliar with how to access services and support. WCC's current kupuna services provides them with needed counseling, case management and facilitation of services.

In addition to the fact that both its preventative and case management programs have both increased tremendously over the last several years, the case management staff has also reported that the kupuna issues they are seeing are more urgent and critical in nature than ever before, including kupuna who have recently become homeless or at risk for becoming homelessness (e.g. losing housing in less than 45 days) and food insecurity.

5. Describe the geographic coverage.

The Waikiki Community Center is located at 310 Paoakalani Avenue, located in the heart of Waikiki. Services are provided to residents throughout Oahu, and many clients come from Census Tracts No. 18.01, 180.02, 19.01, 19.02, 20.01 and 20.02. Note that WCC's services are not restricted to a particular geographic area/census tract and WCC senior programs serve older adults from across Oahu.

III. Service Summary and Outcomes

1. Describe the scope of work, tasks and responsibilities

Waikiki Community Center will organize and implement a minimum of 70 activities, classes and workshops per month for adults, age 60 and above, in Waikiki and surrounding neighborhoods that help them maintain overall health and wellness including recreational, educational and physical fitness activities. These activities may include health education, information and

screenings, social events, nutrition education, fitness and wellness classes, cultural outings, etc. A team of WCC staff including the Projects Manager, Programs Director, and Program Officer will plan and coordinate activities and programs for seniors. The current classes and activities are led by volunteers when possible and by paid instructors as needed. During FY 2021, at least 1,000 seniors will participate in these programs.

Qualified case managers with experience with older adults will assist clients by providing case management and information and referral assistance. He/she will assist senior adults to identify their concerns, consider effective solutions and find reliable resources to support their independent living in the community, securing appropriate support services such as housing resources, financial assistance, respite care, food assistance and transportation. A minimum of 300 older adults will receive counseling, case management, information and assistance services during FY 2021 with follow up as needed in order to insure clients' progress and well-being. The case management staff will be on-site at Waikiki Community Center 5 days a week.

WCC will reach out to at least 10 area organizations and/or residential buildings that help elderly residents to ensure that they know about the services provided. WCC will also continue to coordinate other area agencies and companies, both public and private, to provide holistic services for elderly residents.

2. Provide a projected annual timeline for accomplishing the results or outcomes of the service

TIME PERIOD	PROJECT ACTIVITY
July 2020 – June 2021	Conduct 70 recreation, education, and social activities and classes for seniors per month; 1,000 senior participants total
July 2020 – June 2021	Provide 300 client assessments, information & assistance, counseling and case management services
July 2020 – June 2021	Identify available services and facilitate connection with services.
July 2020 – June 2021	Conduct outreach to 10 resident managers, churches, and community organizations and other organizations
July 2020 – June 2021	Maintain monthly contact with clients to ensure quality of services and identify additional services as needed
July 2020 – June 2021	Hire and supervise class instructors
July 2020 – June 2021	Conduct client satisfaction surveys for quality assurance and project evaluation
July 2020 – June 2021	Provide monthly reports to assigned state agency

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

Program quality assurance standards have been established and case records are reviewed on a quarterly basis for data collection and review of case management services. On a monthly basis, staff and case managers will keep data on the services provided to adult seniors in need, including numbers of seniors served and progress made. In addition, written client satisfaction

and outcomes surveys will be conducted with clients to determine the quality of services provided, and ongoing and future services needed and outcomes achieved and progress made of individual clients. The project will be evaluated semi-annually to determine if goals and objectives are being met and service outcomes achieved. WCC works with a professional evaluation firm that developed/monitors its evaluation tools and processes and developed indicators that demonstrate program outcomes. WCC has implemented these evaluation tools since 2015 to measure customer satisfaction and outcomes. WCC will continue to implement these evaluation tools/processes for the kupuna program and utilize data to continuously improve our programs to ensure high impact outcomes.

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.

The service outcomes from the proposed project are:

- 1,000 older adults will participate in health and wellness, educational, and social programs and activities.
- WCC will plan, implement and manage 70 health and wellness, education and socials program and activities per month.
- 300 at-risk older adults and/or their caregivers will be able to access information and services and those aged 60+ will receive appropriate counseling and case management services.
- We will work with at least 10 community organizations/institutions (e.g. resident managers, churches, etc.) to enhance the information and resources available to assist older adults.

	Senior Participants in Health & Wellness, Education, Social Activities/Classes	Number of Health & Wellness, Education, Social Activities/Classes Monthly	Information and Assistance, Counseling and Case Management	Outreach to Other Agencies and Organizations
FY 2021	1,000	70	300	10

IV. 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; b. Personnel salaries and wages;
 - d. Government contracts, grants, and grants in aid
 Please see the attached budget forms.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2021.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$18,870	\$18,870	\$18,870	\$18,870	\$18,870

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2021.

HMSA Foundation, Hawaii Hotel & Lodging Association Charity Walk, Hawaii Community Foundation, Friends of Hawaii Charities, HCF Kupuna Aging in Place, Cooke Foundation, Aloha United Way, City and County of Honolulu Grant in Aid, Weinberg Foundation, individual donations, program fees, Waikiki Community Center fundraising events

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 2021 for program funding.

State Grant-in-Aid, FY 2017 - 2020

City and County Grant-in-Aid, FY 2017 - FY 2020

State Capital Improvement Projects Grants, FY 2019

See attachment p. 10 for details

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2019.

The balance of unrestricted current assets as of December 31, 2019 is \$1,993,423.38.*

*Please note that this is an estimate as we have not yet closed our fiscal year.

V. Experience and Capability

1. Necessary Skills and Experience

Waikiki Community Center has operated its Senior Program for older adults in Waikiki since 1978. During the past 40+ years, WCC has served as a focal point in the community where seniors learn new skills, participate and socialize with others to minimize social isolation and maintain their emotional, physical and cognitive health and avoid premature institutionalization and long term care.

In the last three years, WCC has served almost 18,000 seniors through its wide range of health/wellness classes and activities and case management. Last year, WCC almost 5,000 adults, age 60 or over, through its Senior Services for Waikiki Elders program. The numbers of seniors served through its program has more than doubled over the last few years through its over

70 activities per month and case management assistance for seniors at risk of losing their independence, growing frail and at risk for becoming homeless. The increase in the program demonstrates a clear and growing need for its senior services and WCC has a proven track record of effectively delivering critical and preventative services to the target group.

Administratively, WCC has successfully managed a number of Grants In Aid contracts with the state. WCC also has experience working with a variety of government agencies on projects and is able to comply with the administrative and financial requirements such as the reimbursement process, types of documentation required, programmatic and financial reporting, and tracking beneficiary/service data in a timely and accurate manner.

2. Facilities

WCC is located on a one-acre facility and has a variety of spaces that can accommodate a wide variety of activities including smaller and larger groups as well as one-on-one meetings. First floor spaces in the main building can be accessed by those who are physically disabled. The case manager is provided with an enclosed office space to ensure client confidentiality and can also be accessed by those who are physically disabled. All individual client files will be kept in a secured, locked cabinet.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

WCC has a team of staff that has substantial experience planning, managing and implementing the various aspects of the Senior Services for Waikiki Elders program. This staff team has a breadth and depth of knowledge, skills and relationships, that has allowed WCC to substantially increase the number of seniors served over the past several years. Following is a summary of qualifications of the Program's key staff members and their role in the program.

Caroline Hayashi, President – The President is responsible for program oversight - ensuring the program goals and objectives are met, the program remains within budget and produces quality outcomes. Ms. Hayashi has more than 20 years of experience in non-profit management locally, on the mainland and abroad. She has extensive experience in program development, fundraising/marketing, and board development for community-based organizations. Prior to joining WCC, Ms. Hayashi served as the COO of Girl Scouts of Hawai'i. She holds a M.A. in International Development with a concentration in Business Development from The American University and the B.A. in journalism from Boston University.

Merle Okino O'Neill, Program Director – The Program Director plans and helps implement a schedule of community events, educational outings, and talks for seniors throughout the year. She creates/implements strategy for how to best expand and improve programming to better serve and meet the needs of more seniors. She forges relationships with community, government, and other institutions to leverage resources and make greater impact. In addition to programming a wide variety of activities, the Program Director implements initiatives such as disaster preparedness training and free kits for seniors and a wellness-focused fair for older adults. She has implemented these initiatives in partnership with many including Kapiolani Community College, Hawaiiana Management, and Hawaii Meals on Wheels, among others. Ms.

Okino O'Neill has over 20 years of experience in training and developing curricula. She was previously the Director of Public Programs at the San Diego Museum of Natural History and a Program Coordinator for the Hawai'i Department of Education. Ms. Okino O'Neill holds an M.A. in Curriculum and Instruction from San Diego State University.

Jill Okimura, Projects Manager – The Projects Manager is responsible for the recruitment and management of both volunteer and contractual instructors for classes and ensuring the smooth operations and scheduling of the variety of different activities offered. Ms. Okimura has more than 20 years of experience in project, event and human resources management, including volunteer management. Previous to joining WCC she provided human resources management, including volunteers and paid staff for Girl Scouts of Hawai'i. In addition, she has extensive work experience in Waikiki, providing human resources management and executive assistance to Cove Entertainment, Inc. and Royal Hawaiian Showroom.

Daysha Bush, Program Officer - The Program Officer is in charge of contract management and program evaluation/assessment, including data gathering and tracking for contract compliance and outcomes/performance. Ms. Bush has worked with WCC for ten years and has extensive experience working with a wide variety of both government agencies and private funders, including for the Senior Services for Waikiki Elders program.

Trish Lowry, Case Manager (department head) – Ms. Lowry has over 20 years of experience in nonprofit management and has extensive experience providing counseling and case management services during her career. In addition to providing direct services she supervises two other case managers. Her experience includes serving as the Public Health Director for the Red Cross in Georgia and serving as a volunteer for the Friendly Neighbors Program at the Waikiki Health. Previous to joining WCC's staff, she was a volunteer with the senior program, assisting many of our elderly members and developing relationships that have made her successful as a case manager. Ms. Lowry holds a B.A. in Public Health.

2. Organization Chart

See the Organizational Chart attached.

3. Compensation

President/Executive – \$80,000 - \$125,000

Director - \$55,000 - \$75,000

Manager - \$50,000 - \$70,000

VII. Other

1. Litigation

Not applicable.

2. Licensure or Accreditation

Not applicable.

3. Private Educational Institutions

Not applicable.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2020-21 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2020-21, but
- (b) Not received by the applicant thereafter.

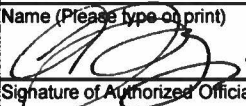
WCC is always working towards increasing the number of sources of income for its programs, including its Senior Program, and becoming more self-sustaining by working to find new sources and creative ways to increase its current sources of income. For example, we offer some activities that are popular with both visitors and local residents such as hula as well as tours such as neighbor island trips that target seniors who have higher incomes. The funds that we earn from these activities help subsidize the cost of services that assist lower-income seniors and the majority of our activities, which are low-cost or free.

WCC's board is also active in fundraising, particularly for its annual fundraising events and has been working to increase its sponsorship sources for both events. The board and staff are also working to identify and cultivate individual major donors in order to further diversify WCC's funding sources.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: Waikiki 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)
A. PERSONNEL COST				
1. Salaries	61,540		70,860	131,668
2. Payroll Taxes & Assessments	4,708		5,421	10,073
3. Fringe Benefits	9,231		8,779	30,269
TOTAL PERSONNEL COST	75,479		85,060	172,010
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				30,800
3. Lease/Rental of Equipment				4,000
4. Lease/Rental of Space				
5. Staff Training				1,500
6. Program Supplies				
7. Telecommunication				4,000
8. Utilities				15,000
9. Program Contractors				85,000
10. Program Activities				28,000
11. Facility Maintenance/Repair				15,000
12. Office Supplies				3,288
13. Mileage				500
14. Postage				1,000
15				
16				
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20				
TOTAL OTHER CURRENT EXPENSES				188,088
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	75,479		85,060	360,098
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	75,479	Caroline Hayashi 808-923-1802		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested	85,060	 1/16/20		
(d) Total Private/Other Funds Requested	360,098	Signature of Authorized Official Date		
TOTAL BUDGET	520,637	Caroline Hayashi, President Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2020 to June 30, 2021

Applicant: Waikiki Community Center

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Kupuna Case Manager	1	\$58,000.00	40.00%	\$ 23,200.00
Program Officer	1	\$40,000.00	27.00%	\$ 10,800.00
Programs Director - Seniors	1	\$52,000.00	27.00%	\$ 14,040.00
Projects Manager/Volunteer Coordinator	1	\$50,000.00	27.00%	\$ 13,500.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
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				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				61,540.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: Waikiki Community Center

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

JUSTIFICATION/COMMENTS:

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

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

Applicant: Waikiki Community Center

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2018-2019	FY: 2019-2020	FY:2020-2021	FY:2020-2021	FY:2021-2022	FY:2022-2023
PLANS	n/a	n/a	n/a			
LAND ACQUISITION	n/a	n/a	n/a			
DESIGN	n/a	n/a	n/a			
CONSTRUCTION	n/a	n/a	n/a			
EQUIPMENT	n/a	n/a	n/a			
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Waikiki Community Center

Contracts Total: 895,036

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	FY17 Grants-in Aid Malama Senior Program	May 2017 - April 2018	Dept. of Community Services	City & County of Honolulu	76,650
2	FY17 Office of Community Services. Provide Senior services for Waikiki Elders.	April 2017 - March 2018	Office of Community Services	State of Hawaii	75,000
3	FY18 Grant Senior Programs	April 2018 - March 2019	Executive Office of Aging	State of Hawaii	75,000
4	FY18 Grant in Aid Malama Senior Program	May 2018 - April 2019	Department of Community Services	City & County of Honolulu	76,650
5	FY19 Grant Senior Programs	April 2019 - March 2020	Executive Office of Aging	State of Hawaii	70,000
6	FY19 Grant in Aid Malama Senior Program	May 2019 - April 2020	Department of Community Services	City & County of Honolulu	78,269
7	ADA and Security Improvements	January 2019 - June 2022	Department of Health	State of Hawaii	300,000
8	FY20 Grant in Aid Malama Senior Program	May 2020 - April 2021	Department of Community Services	City & County of Honolulu	78,467
9	FY20 Grant Senior Programs	April 2020 - March 2021	Executive Office of Aging	State of Hawaii	65,000
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Attachment VI.2: Waikiki Community Center Organizational Chart

