

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



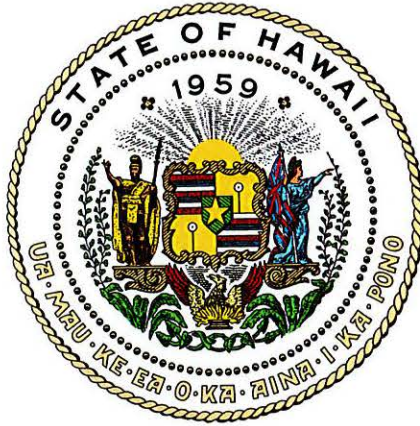
AUTHORIZED SIGNATURE

CAROLINE HAYASHI, PRESIDENT

PRINT NAME AND TITLE

1/20/22

DATE



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

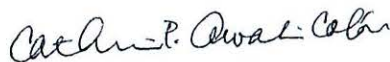
I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

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 20, 2022



Director of Commerce and Consumer Affairs

Application for Grants

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

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 20, 2022.

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 \$75,383 state Grant In Aid to help support a \$557,762 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 residents, 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 100 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-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 700 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 250 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 live in Waikiki have nearly twice the poverty rate of Honolulu County (almost 17% versus almost 10%). The median household income of just under \$31,000 is significantly below the state average of nearly \$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] Waikiki is convenient for seniors as one of the few walkable neighborhoods in the state, is easily accessible by city bus lines and consists of housing units with minimum square footage, making them more affordable as well as having affordable senior housing.

Seniors are among the most vulnerable groups to COVID-19, making senior services of even more urgent priority than before the pandemic. Hawaii has one of the fastest growing aging populations in the US, with a higher life expectancy of 81, and 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). In addition, according to Hawaii's own DBEDT through 2035, while the overall state population is expected to grow by 65%, those 60+ will grow by 310% and those over 85 will increase by 1,158%. Several factors are contributing to this growth including immigration of seniors from the mainland, our higher life expectancy, improved public health practices, advances in medical care and declining birth rates for most groups. (Hawaii's 20/20 Vision: The State of Active Aging, State of Hawaii Department of Health, 2013) In just 5 years, the US Census estimates that 25.8% of Hawaii's population will be 60 or over.

In Waikiki, seniors 60+ already constitute 30% of the residents and 23.2% are 65 or older, almost double the state average of 15.1%, making seniors a high priority. [US Census] 82% of seniors live alone or with an equally older spouse, live on fixed income and have few/no family members as a support system when they become frail. Many seniors rely on WCC's services for support, to help prevent social isolation and premature decline resulting in costly institutionalization. WCC does not limit its services to seniors residing in Waikiki. Approximately 65% of its seniors come from the area and the remainder from other areas of Oahu. However, its location is key as the state's "hub" of senior residents.

The continued growth of the senior population statewide and increasing demand for senior services have caused WCC's services to increase exponentially. Our senior program has averaged an over 660% increase with senior health, wellness/education activities more than doubling from 1600 seniors in 2012 to 2,844 2020 and exponential growth in case management from 124 cases in 2012 to 1,181 in 2020.

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 an average of \$112,000 per person in long term care costs each year.

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 has grown exponentially from 124 in 2013 to nearly 2,000 annually in the last several years (duplicated monthly) and in 2020 WCC staff conducted more 8,917 individual sessions with seniors.

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. Since COVID-19, WCC developed a Virtual Community Center (VCC), where seniors have been accessing both live and recorded activities hosted/developed by WCC instructors as well as other local and national organizations. We will be facilitating access to a combination of virtual recorded, virtual live, in-person and hybrid (some participants in-person, some participants live online), as conditions allow. 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 2023, at least 700 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 250 older adults will receive counseling, case management, information and assistance services during the year 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, 40 hours per 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 2022 – June 2023	Conduct 70 recreation, education, and social activities and classes for seniors per month; 700 senior participants total
July 2022 – June 2023	Provide 250 client assessments, information & assistance, counseling and case management services
July 2022 – June 2023	Identify available services and facilitate connection with services.

July 2022 – June 2023	Conduct outreach to 10 resident managers, churches, and community organizations and other organizations
July 2022 – June 2023	Maintain monthly contact with clients to ensure quality of services and identify additional services as needed
July 2022 – June 2023	Hire and supervise class instructors
July 2022 – June 2023	Conduct client satisfaction surveys for quality assurance and project evaluation
July 2022 – June 2023	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:

- 700 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, using a combination of virtual, in-person and hybrid activities as conditions allow.
- 250 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 2023	700	70	250	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 – See attached
 - b. Personnel salaries and wages – See attached
 - c. Equipment and motor vehicles – Not applicable
 - d. Capital project details – Not applicable
 - e. Government contracts, grants, and grants in aid – See attached

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2023.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$18,846	\$18,846	\$18,846	\$18,846	\$75,383

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2023.
 HMSA Foundation, Hawaii Hotel & Lodging Association Charity Walk, Hawaii Community Foundation, Friends of Hawaii Charities, Theresa Hughes Persons in Need fund, Cooke Foundation, Aloha United Way, City and County of Honolulu Grant in Aid, 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 2023 for program funding.

See attachment p. 10

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2021.

The balance of unrestricted current assets as of December 31, 2021 is \$2,434,727.*

*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 senior center services. 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, including nine years in her position at WCC. 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.

Case Managers work directly one-on-one and in groups with seniors to coordinate services to provide whatever assistance is needed to ensure seniors' holistic health and wellness. They coordinate a unique combination of services for seniors depending on their individual needs. They develop and maintain effective relationships with a variety of service partners to meet a holistic array of needs. WCC's senior program currently has two case managers, one full and part time.

Crystal Antonio, Case Manager – Ms. Antonio has worked with our seniors as a case manager for the past five years, and previously spent several years working as a lead teacher at WCC's preschool. She assists nearly 100 seniors monthly, coordinating holistic services for each individual. Ms. Antonio has led the implementation of new initiatives, including the Tech Savvy Senior program, iPad lending library/training, and Senior Safe Ride program. She holds an MA in social work.

Trish Lowry, Case Manager – Ms. Lowry has over 20 years of experience in nonprofit management and has extensive experience providing counseling and case management services during her career. She has been with WCC for nine years. 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.

Merle Okino O'Neill, Kupuna Program Coordinator (consultant) – The Kupuna Program Coordinator helps plan and implement a schedule of community events, educational outings, and talks for seniors throughout the year as well as works on ongoing community initiatives such as disaster preparedness and pedestrian safety. 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.

Mary Moran, Community Liaison/Programs Coordinator – This position develops and implements new programs and activities for seniors in coordination with other staff and community partners. Ms. Moran is an entrepreneur who built and managed a successful small business and has built positive relationships within our local community, particularly within the artist, musician and Hawaiian culture community. She has helped develop engaging, educational, innovative senior programming for WCC for the past six years, including tours and activities in Kakaako, Hawaiian culture and music talks/mini concerts, and starting and managing a garden club.

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 Malama Senior Program.

In addition to the above direct program staff, there are several other staff members that are an integral part of the program team. As many activities take place on site at WCC, we work closely with the Facilities Manager, Resident Manager, and cleaning staff to ensure a safe and healthy environment, especially during the pandemic. We have specific protocols in place to mitigate health risks that include scheduling strategy, size of groups allowed, set up for social distancing, indoor versus outdoor space planning and frequent sanitation and cleaning. In addition, the Emergency Food Pantry assistant runs the food pantry once a week, which has many kupuna clientele as many of our seniors use food assistance.

2. Organization Chart

See the Organizational Chart attached.

3. Compensation

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

Director - \$55,000 - \$70,000

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

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.

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISED 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)

1/20/22
(Date)

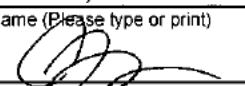
Caroline Hayashi
(Typed Name)

President
(Title)

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

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	65,182		62,046	213,307
2. Payroll Taxes & Assessments	4,986		6,932	25,541
3. Fringe Benefits	5,215		5,276	33,779
TOTAL PERSONNEL COST	75,383		74,253	272,627
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				46,931
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				2,344
7. Telecommunication				6,785
8. Utilities				37,862
9. Program Contractor			15,000	10,000
10. Audit Services				10,000
11. Postage				1,310
12. Printing & Publication				5,267
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TOTAL OTHER CURRENT EXPENSES			15,000	120,499
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	75,383		89,253	393,126
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	75,383	Caroline Hayashi	808-923-1802	
(b) Total Federal Funds Requested	0	Name (Please type or print)	Phone	
(c) Total County Funds Requested	89,253		1/20/2022	
(d) Total Private/Other Funds Requested	393,126	Signature of Authorized Official	Date	
TOTAL BUDGET	557,762	Caroline Hayashi, President Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

Applicant: Waikiki Community Center

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2022 to June 30, 2023

Applicant: Waikiki Community Center

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2020-2021	FY: 2021-2022	FY:2022-2023	FY:2022-2023	FY:2023-2024	FY:2024-2025
PLANS	NA					
LAND ACQUISITION	NA					
DESIGN	NA					
CONSTRUCTION	NA					
EQUIPMENT	NA					
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Waikiki Community Center

Contracts Total: 911,984

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	FY19 Grant Senior Programs	April 2019 - March 2020	Executive Office of Aging	State of Hawaii	70,000
2	FY20 Grant in Aid Senior Programs	June 1, 2020 - June 30, 2021	Executive Office of Aging	State of Hawaii	65,000
3	FY19 Grant in Aid Malama Senior Program	May 1, 2019 - April 30, 2020	Department of Community Services	City & County of Honolulu	78,269
4	Capital Improvement Grant ADA Accessible Bathrooms and entrance to main building	January 1, 2019 - June 30, 2022	Department of Health	State of Hawaii	300,000
5	FY20 Grant in Aid Malama Senior Program	October 1, 2020 - March 31, 2022	Department of Community Services	City & County of Honolulu	78,467
6	FY21 Grant in Aid Malama Senior Program	April 1, 2022 - March 31, 2023	Department of Community Services	City & County of Honolulu	85,060
7	FY21 Grant in Aid Senior Center Service Provision Under Covid Restriction	December 15, 2021 - December 15, 2022	Department of Health, Executive Office on Aging	State of Hawaii	150,000
8	FY22 Grant in Aid Malama Senior Program	April 1, 2023 - March 31, 2024	Department of Community Services	City & County of Honolulu	85,188
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Waikiki Community Center Senior Program Organizational Chart

