

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:

Catholic Charities Hawaii

Amount of State Funds Requested: \$ 275,000

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

Lanakila Multi-Purpose Senior Center will provide education, recreation, exercise, health promotion/screening, and social services to promote the well-being and independence of older adults, age 60+ through classes, clubs and special events/services. Programs are provided in-person, virtual and hybrid to accommodate the needs of diverse older adults. The program targets older adults living in the area from Ward Avenue to Fort Shafter but also serves older adults from around the island who may not have access to comparable services in their area.

Amount of Other Funds Available:

State: \$ _____

Federal: \$ _____

County: \$ 123,722

Private/Other: \$ 88,106

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

\$ 415,000

Unrestricted Assets:

\$ 8,036,733 (unaudited)

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:

1822 Keeaumoku Street

City: Honolulu State: HI Zip: 96822

Contact Person for Matters Involving this Application

Name:
Diane M. Terada

Title:
Division Administrator

Email:
diane.terada@catholiccharitieshawaii.org

Phone:
808-527-4702

Federal Tax ID#:
██████████

State Tax ID#:
██████████


Authorized Signature

Stella M.Q. Wong, VP of Programs
Name and Title

1/19/2023
Date Signed

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

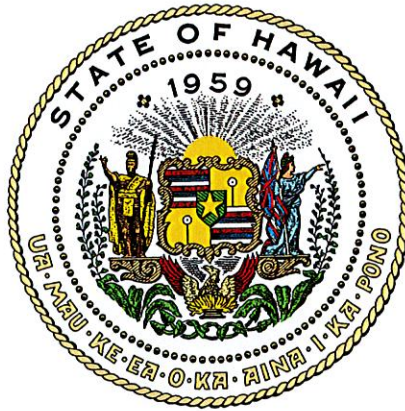

AUTHORIZED SIGNATURE

STELLA M.Q. WONG, VP OF PROGRAMS

PRINT NAME AND TITLE

1/19/2023

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

CATHOLIC CHARITIES HAWAII

was incorporated under the laws of Hawaii on 07/29/1947 ; 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 11, 2023

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:

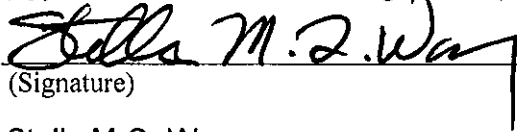
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide 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; and
- 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.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

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.

Catholic Charities Hawaii

(Typed Name of Individual or Organization)



(Signature)

January 19, 2023

(Date)

Stella M.Q. Wong

(Typed Name)

Vice President of Programs

(Title)

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I. Certifications

1. **Certificate of Good Standing (If the Applicant is an Organization)**
See attached, following cover page
2. **Declaration Statement**
See attached, following cover page
3. **Public Purpose**
Catholic Charities Hawai'i confirms that the requested grant will be used for a public purpose pursuant to Section 42F-102, Hawai'i Revised Statutes.

II. Background and Summary

1. A brief description of the applicant's background;

Catholic Charities Hawai'i is a private, non-profit 501(c)(3) organization that has been providing services to the people of Hawai'i since 1947. Each year, Catholic Charities Hawai'i touches the lives of more than 40,000 people throughout the State of Hawai'i.

Catholic Charities Hawai'i's staff and hundreds of volunteers offer a comprehensive array of services to help individuals, families, groups, and communities meet basic needs, enhance social and emotional functioning, develop potential, and promote general well-being. **Clients receive services regardless of faith, age, gender, sexual orientation, religion, race, or ethnic origin.**

Catholic Charities Hawai'i has been providing in-home and community-based services to elders since 1973. The agency serves approximately 5,000 elders each year including approximately 500 seniors per month at the Lanakila Multi-Purpose Senior Center (Center).

The Center was established by the State of Hawai'i in 1969. Honolulu Community College ran the Center until the early 1980s. Catholic Charities Hawai'i took over the program in 1981. The Center operates in a State-owned facility.

Throughout the year, the Center provides a range of **education, health promotion, recreation, socialization and community service activities** including:

- **Education** courses, such as American Sign Language, Ask Jim (home improvement, automotive, and technology), Cooking, Energy and Food Sustainability activities, Fall Prevention Workshops, Japanese Language, Plant Care, Pedestrian Safety, Technology and Cybersecurity.

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- **Exercise and fitness**, including Fusion Exercise, Line Dancing, Pickleball, Ping Pong, Sahn Bo Dahn (Korean exercise), Sit Down Tai Chi, Standing Tai Chi, Stretch and Tone, Tap Dancing, Zumba Gold, and Yoga.
- **Recreation** activities such as Arts & Crafts, Cribbage, Enka, Folk Sing Along, Hanafuda, Hula, Mah Jong, Salmunori (Korean Percussion), Sewing, Armchair Travel, Ukulele, and Guitar.
- **Clubs** that perpetuate ethnic traditions and promote cultural sharing – Chinese, Filipino, Hawaiian, Japanese, Korean, Portuguese, and Okinawan. Seniors are welcome to join any and all clubs, regardless of their ethnic background.
- **Health promotion and screening** activities such as Blood Pressure Checks; Brain Health, COVID-19 and Flu Shots, Diabetes and other Chronic Illness presentations; Early Kidney Detection Screening, Health and Wellness Fairs, Cognitive assessments, Oral Health Care, Fall Risk screenings, and more.
- **Special events** such as Candidates Fair, Show & Sell Mini Bazaars, Volunteer Recognition, Veterans Appreciation, Holiday Celebrations, and more.
- **Community services** provided onsite in collaboration with other organizations, such as Free Tax Assistance (AARP and VITA partners), Going Green recycling (computers, HI-5 containers, cell phones, etc.), SAVERS FUNraiser (re-use clothing and household items), and Free Legal Assistance (Volunteer Legal Services Hawai'i partner).

The Center is committed to **evidence-based programming**¹, and offers two evidence based programs: Tai Chi for Arthritis & Fall Prevention and A Matter of Balance (to reduce fear of falling).

COVID-19 Pandemic Impact

The Center closed its physical doors on March 17, 2020 due to the COVID-19 pandemic. Therefore, the Center developed and provided an array of virtual (Zoom), drive-by, at-home and delivery programs and activities to ensure that Center participants were able to access needed socialization, education and health promotion activities to maintain their emotional and physical health. Upon full reopening on May 3, 2021, the Center has conducted in-person, virtual and hybrid (in-person and virtual) program offerings to meet the needs of its diverse senior client population.

With PPE funding, private grants, and donations, the Center has been able to provide the safety and health of its in-person participants through purchase of hand sanitizing stations, acrylic partitions, and disposable supplies (disinfectant cleaners, gloves, masks, etc.). CCH has also had to invest in technology improvements, including increased wifi capacity throughout the Center, new laptops for staff to allow them faster connectivity

¹ <https://www.ncoa.org/healthy-aging/falls-prevention/falls-prevention-programs-for-older-adults/>

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and flexibility to move throughout the Center, two Zoom paid accounts to allow for different virtual activities to be offered at the same time.

As a result of its efforts to continue to meet the needs of seniors during the pandemic, the Center has increased its membership by **over 700 new seniors** joining during the past three years. However, maintaining this expanded programming and growing client population provides challenges for the very small staff (5 FTEs).

2. The goals and objectives related to the request;
 - a. Provide **60** Education/Training sessions for **250** unduplicated older adults to help them acquire knowledge and skills for personal/social/vocational enrichment
 - b. Provide **175** Exercise/Physical Fitness sessions for **250** older adults to maintain and improve physical functioning.
 - c. Provide **25** Health Education and Promotion sessions to give **250** older adults tools and information to maintain good health and prevent illness.
 - d. Provide **625** Health Screenings for **625** unduplicated older adults, to help them maintain independent living by detecting/preventing illness, assisting with monitoring chronic conditions.
 - e. Provide **550** Recreation/Leisure sessions for **600** unduplicated older adults that foster good social and physical health and provide opportunities for meaningful and satisfying use of time.

3. The public purpose and need to be served

Elders, age 60 and older, represent twenty-four percent (24%) of Hawai'i's population (341,760 residents).² Hawai'i seniors also continue to enjoy a longer life expectancy (81.3 years) in the United States.³ These longer life spans lead to **more Hawai'i kūpuna aging in place with multiple health and social challenges.**

Studies have shown that exercise provides many positive health results and older adults can benefit by staying physically active.⁴ **Even moderate exercise and physical activity can improve the health of people who are frail or who have diseases that accompany aging.**⁵ No matter the age, exercise can improve one's quality of life and people don't have to spend a lot of time doing it to see and feel improvements.⁶

Exercise that comes in the form of recreational activities (e.g. hula, tai chi, yoga, ethnic dance) can have the same beneficial effects. A study of 1,772 seniors showed that

² Executive Office on Aging, State Plan on Aging, https://www.hawaiiadro.org/Portals/_AgencySite/State%20Plan/StatePlanOnAging2019_2023.pdf

³ *ibid*

⁴ Benefits of Exercise, NIH Senior Health, www.nihseniorhealth.gov

⁵ *ibid*.

⁶ Waehner, Pat, "How to Live Better As You Age", About.com, Health's Disease and Condition 09-16-09

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engagement in recreational activities lowered their risk of dementia by 38%.⁷ Older adults are more likely to self-refer themselves for exercise that comes in the form of a recreational activity (e.g. dance) and they are likely to continue at it for a longer period of time because it is enjoyable. Lanakila seniors who participate in dance groups also have the added incentive of performing monthly for frail elderly living in institutions which gives them a **sense of purpose and usefulness** that is essential to well-being.

Another critical component to maintaining health in older adults is social connectedness. Social connectedness is central to mental functioning, health and well-being. **Loneliness has a negative impact on cognitive health and increases the risk of dementia.**⁸ Researchers with the Rush Alzheimer's Disease Center discovered that patients with higher loneliness scores may be twice as likely to develop dementia.⁹ In a study of seven senior centers in seven states, "over 90% indicate they have developed close friendships since coming to the senior center...86.9% of the respondents indicated that senior center friends provide them with emotional security."¹⁰

Additionally, research on loneliness indicates that there is a **significant relationship between chronic loneliness and frequency of physician visits.**¹¹ In addition, recent research has shown that **social isolation is associated with a 28% higher risk of dementia.**¹²

In general, the Center for Disease Control found that **physically active people have a lower health care cost than inactive people do.**¹³ The average national median daily rate of a semi-private room in a nursing home in 2022 is \$268 per day (\$97,747 annually) while the median cost of a semi-private room in a **nursing home in the State of Hawai'i is \$423 per day (\$154,515 annually).**¹⁴ Institutional care is expensive, and it is the least desired living situation for older adults. Therefore, it is imperative for the community to support programs that will assist our growing elderly population to stay independent and to avoid premature institutionalization.

Senior centers are designated as community focal points to provide helpful resources for older adults. They also serve the entire community with information on aging; support for

⁷Scarmeas N., Levy G., Tang MX, Manly J., Stern Y "Influence of Leisure Activity on the Incidence of Alzheimer's Disease". *Neurology*. 2001; 57:2236-2242.

⁸Wilson Ronald S, Krueger KR, Arnold SE, Schmeider JA, Kelly JF, Barnes LL, Tang Y, Bennett DA, "Loneliness and Risk of Alzheimer's Disease".

⁹ibid.

¹⁰ Aday, Ronald, "Identifying Important Linkages Between Successful Aging and Senior Center Participation", March 2003.

¹¹ Gerst-Emerson, Kerstin and Jayawardhana, Jayani, "Loneliness as a Public Health Issue: The Impact of Loneliness on Health Care Utilization Among Older Adults", *Am. Journal of Public Health*, March 19, 2015.

¹² Huang, Alison, et al, "Social isolation and 9-year dementia risk in community-dwelling Medicare beneficiaries in the United States", *Journal of the American Geriatrics Society*, <https://agsjournals.onlinelibrary.wiley.com/doi/10.1111/jgs.18140>

¹³Executive Summary: "A New Vision of Aging: Helping Older Adults Make Healthier Choices," Center for the Advancement of Health, Washington, DC, March 2006, p. 1.

¹⁴Genworth Cost of Care Survey 2022: <https://www.genworth.com/aging-and-you/finances/cost-of-care.html>

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family caregivers, training professionals and students; and developments of innovative approaches to aging issues.¹⁵ The **National Institute of Senior Centers found over 90% of senior center respondents reported their health improved or remained the same when compared to a year earlier.**¹⁶ Additionally, they found a “positive relationship between the degree of social support and engaging in healthy behaviors.”¹⁷ Seniors who participated in senior center activities made “positive behavior changes in lifestyle” and subsequently enjoyed “a more positive outlook on life”.¹⁸ Most of Hawai'i's elders will need some type of social service to remain independent. It is more cost effective to provide these services in the community when compared to the cost of institutionalization.

The Center is aligned to the City and County of Honolulu's Four Year Plan on Aging, October 1, 2019 – September 30, 2023¹⁹. The plan outlined four Priority Areas of Concern, including Loneliness resulting from isolation, boredom, and language barriers, and which often leads to depression, poor nutrition, medication mismanagement, and dementia.

As part of its commitment to promoting good nutrition and wellness for seniors and the community, the Center has a “Greening” Project - growing fruit and vegetable garden boxes from recycled wood planks to promote healthy eating (along with nutrition and healthy cooking classes), as well as native flora for use by the Center and community. The Center also invested in two sustainable vegetable stations built by Mountain View Farm to provide fresh vegetables to senior center members daily. This also provides opportunities for seniors to do gardening for exercise and as a volunteer engagement activity.

4. Target population to be served

The Center serves a mix of well elders who can independently manage Activities of Daily Living (ADLs) and Instrumental Activities of Daily Living (IADLs), and frail elders who need some assistance with ADLs/IADLs. Many of these frail elders have “aged in place” over many years of participation in the Center programming, which has been in existence for 50 years. They have been able to maintain participation in the Center due to strong social networks developed at the Center over the years and the availability of a Center case manager/social worker who provides onsite case management support (note: the case manager/social worker position is not part of this GIA request and is funded through a private foundation grant).

¹⁵California Commission on Aging, Senior Center Literature Review, Teresa Dal Santo, Ph.D., 2009

¹⁶Aday, Ronald, “Identifying Important Linkages Between Successful Aging and Senior Center Participation”, March 2003.

¹⁷ibid.

¹⁸ibid.

¹⁹City and County of Honolulu, Department of Community Services, Elderly Affairs Division, Four-Year Area Plan on Aging. https://www.elderlyaffairs.com/Portals/_AgencySite/docs/Area_Plan_2019-2023_FINAL_DRAFT_10-01-19.pdf

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The Center gives priority to serving those in greatest economic and social need, with special attention to low-income minority elders and elders with limited English proficiency. In FY2022, 17.6% of Center participants identify themselves as having income below the Federal poverty level in comparison to the Honolulu County average (7.9% for age 60+) ²⁰. And 6.4% are identified as having a language barrier. Lanakila has seven ethnic clubs that celebrate and promote knowledge of the following ethnic groups: Japanese, Chinese, Okinawan, Korean, Hawaiian, Portuguese and Filipino. These clubs also provide information and support for seniors who have limited English proficiency.

5. Describe the geographic coverage.

The Center targets elders who live within Census tracts 38-66 (Kakaako-Nuuanu / Punchbowl-Downtown-Liliha / Kapalama-Kalihi / Palama-Kalihi Valley-Moanalua). This is the State's defined geographic area for this State program.

Seniors who reside outside of the targeted geographic area are advised to visit senior centers, senior clubs or congregate meal sites in their communities. If these out-of-area seniors are unable to find an activity in their neighborhoods, they are then allowed to join the Center.

III. Service Summary and Outcomes

1. Describe the scope of work, tasks and responsibilities;

GENERAL RECRUITMENT. The Center will recruit members by:

- Word of mouth by current center members.
- Using media to provide information to the general public via press releases, articles, social media sites, etc.
- Informing elderly housing management in the target area about Center services through direct contact, telephone, newsletters, flyers and email.
- Utilizing bilingual staff and volunteers to communicate information to non-English speaking elders.
- Providing written and oral translations of materials whenever feasible; use other culturally sensitive communication means.
- Encouraging cultural activities and interactions that increase tolerance and understanding and promote diversity and acceptance.
- Having staff do outreach at public events attended by older adults
- Doing outreach to groups of retirees on the benefits of Center membership.
- Developing new activities to attract new members.

²⁰ City and County of Honolulu, Department of Community Services, Elderly Affairs Division, Four-Year Area Plan on Aging. https://www.elderlyaffairs.com/Portals/AgencySite/docs/Area_Plan_2019-2023_FINAL_DRAFT_10-01-19.pdf

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GENERAL INTAKE OF CLIENTS

Any adult, age 60 and over, is eligible to join the Center, with priority for those who live in census tracts 38-66.

Interested older adults are required to visit the Center at least twice prior to registering for membership. They are welcome to observe any club or class activities of interest to them.

Individuals must complete a membership application. The Membership Specialist reviews the applications with all individuals. Cognitive and fall risk screenings are conducted to establish a baseline for each new client. If there is a question regarding a client's ability to participate safely at the Center, the Membership Specialist will consult with the Center's part-time Social Worker.

Basic requirements for participation are: has the ability to independently manage ADLs (Activities of Daily Living) and IADLs (Instrumental Activities of Daily Living) as needed on the premises; does not require supervision for wandering, and is able to participate in activities without interfering with the rights and safety of other clients.

A frail client who does not meet the above criteria is still eligible to join the Center if s/he is accompanied by a caregiver who will provide the necessary assistance and supervision.

Clients who are deemed inappropriate for Center participation are referred to other programs, including adult day care.

During intake, the Membership Specialist will give clients information on other services and benefits for which they may be eligible or need. Clients who need transportation to the Center will receive referral to Handi-Van or CCH's Transportation Services Program.

Upon completion of the membership application and intake by the Membership Specialist, new members are required to attend a New Member Orientation that is held monthly. At the orientation, clients receive the following: 1) new member handbook, 2) written grievance procedure, 3) project income letter, and 4) membership card.

METHOD OF PROGRAM DELIVERY

The Center has re-instated all in-person activities. However, some of the activities have returned as hybrid (in-person and virtual) in order to accommodate those seniors who are still concerned about participating in in-person activities due to COVID-19, as well as seniors who prefer the convenience to participating from their home (and avoiding transportation/parking/access issues).

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Additionally, some of the activities will continue as virtual only activities due to preferences of the volunteer instructors and/or class participants.

HEALTH SCREENINGS

The majority of Health Screenings will be offered on a short term or weekly basis throughout the year.

The Program Director will be responsible to implement this service, with assistance from the Program Specialist.

Screenings will include blood pressure, hearing testing and medication management. The Membership Specialist also conducts cognitive and fall risk screenings on all participants when first joining the Center and annually thereafter. When there are significant cognitive or fall risk concerns, the Membership Specialist will refer the individual to the Social Worker for follow up.

Screenings will be conducted by individuals who have the appropriate training and skill to provide these activities.

Professionals in the community, on a voluntary basis, will conduct special screenings.

Center meetings, memos, posters, and newsletters will be used to inform members of available screenings.

Members will register for screenings via sign up at the Reception Desk.

Volunteers or screening leaders will maintain screening records for statistical reporting.

EXERCISE/PHYSICAL FITNESS

The majority of the Exercise/Physical Fitness activities will be offered on a short term or weekly basis throughout the year.

The Program Director will be responsible to implement this service, with assistance from the Program Specialist.

Activities will include classes such as Sahm Bo Dahn (Korean exercise), Sit Down Zumba, Stretch and Tone, Tai Chi, and Yoga.

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Instructors for classes will be solicited through various means. Both volunteer and paid instructors will be utilized. Instructors will be screened to ensure that they have the appropriate training and skill to provide these activities.

Professionals in the community, on a voluntary basis, will conduct Exercise/Physical Fitness demonstrations.

Center meetings, memos, posters, and newsletters will be used to inform members of available classes and workshops.

Class registration is conducted quarterly at the Center. At the time of registration, students will have the opportunity to donate toward the cost of each class.

Members will register for other short-term workshops/classes via sign up at the Reception Desk.

Students will pay for needed class supplies.

Instructors or volunteers will maintain attendance records for statistical reporting.

The Center will provide training for instructors annually to review attendance procedures, purpose for Center classes and other needed topics.

HEALTH EDUCATION AND PROMOTION

The majority of the Health Education and Promotion activities will be activities that are offered on a short-term basis throughout the year.

The Program Director will be responsible to implement this service, with assistance from the Program Specialist.

Health Education and Promotion topics include Fall Prevention, nutrition, early warning signs of and ways to manage and prevent disease. Other Health Education and Promotion topics will be identified in the same manner as Education/Training topics.

Instructors for classes will be solicited through various means. Both volunteer and paid instructors will be utilized.

Professionals in the community, on a voluntary basis, will conduct short-term workshops and seminars.

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Center meetings, memos, posters, and newsletters will be used to inform members of available classes and workshops.

Members will register via sign up at the Reception Desk.

Students will pay for needed activity supplies.

Volunteers will maintain attendance records for statistical reporting.

RECREATION/LEISURE

The majority of Recreation/Leisure activities will be classes offered on a weekly basis throughout the year. In addition, the Center will offer special short-term or one-time workshops, trainings, and excursions.

The Program Director is responsible to implement this service, with assistance from the Program Specialist.

Recreation/Leisure topics include Beginning and Advanced Ukulele, Hula and excursions. Other Recreation/Leisure topics will be identified through the following means:

1. Requests from members for particular recreation topics for classes or lectures/seminars.
2. Suggestions from the Center's Program Committee, which is comprised of Center members who represent various clubs and classes.
3. Specific suggestions to clubs and classes to encourage them to provide recreation activities for their individual groups.

The Center will recruit instructors for classes through various means. Both volunteer and paid instructors will be utilized.

Professionals in the community, on a voluntary basis, will conduct short-term workshops and seminars.

Center meetings, memos, posters, and newsletters will be used to inform members of available classes and workshops.

Class registration is conducted quarterly at the Center. At the time of registration, students will have the opportunity to donate toward the cost of each class.

Members will register for other short-term workshops/classes via sign up at the Reception Desk.

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Students will pay for needed class supplies.

Instructors or volunteers will maintain attendance records for statistical reporting.

The Center will provide training for instructors annually to review attendance procedures, purpose for Center classes and other needed topics.

EDUCATION/TRAINING

The majority of Education/Training activities will be classes offered on a weekly basis throughout the year. In addition, the Center will offer special short-term or one-time workshops and training.

The Program Director has primary responsibility to implement this service, with assistance from the Program Specialist.

Education/Training topics include American Sign Language, Car Fit, Pedestrian Safety, Financial Fraud and Cybersecurity, and Defensive Driving for the Older Adult. Other Education/Training topics will be identified through the following means:

1. Requests from members for particular educational topics for classes or lectures/seminars.
2. Suggestions from the Center's Program Committee, which is comprised of Center members who represent various clubs and classes.
3. Additional input on possible topics from other community agencies, such as the Executive Office on Aging and the Elderly Affairs Division.
4. Specific suggestions to clubs and classes to encourage them to provide education/training workshops for their individual groups.

The Center will recruit instructors for classes through various resources. Both volunteer and paid instructors will be utilized.

Professionals in the community, on a voluntary basis, will conduct short-term workshops and seminars.

Center meetings, memos, posters, and newsletters will be used to inform members of available classes and workshops. The media and flyers will be used to inform the general community of new classes and programs.

Class registration is conducted quarterly at the Center. At the time of registration, students will have the opportunity to donate toward the cost of each class.

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Members will register for other short-term workshops/classes via sign up at the Reception Desk.

Students will pay for needed class fees and supplies.

Instructors or volunteers will maintain attendance records for statistical reporting.

The Center will provide training for instructors annually to review attendance procedures, purpose for Center classes and other needed topics.

Instructors are evaluated annually; classes are evaluated at the end of each session of classes.

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

ACTION	RESPONSIBLE STAFF	FREQUENCY
Conduct meetings with Program Committee comprised of representatives of all ethnic clubs and a cross-section of classes to work on program planning and center issues.	Program Director & Program Specialist	Monthly
Meet with Program Specialist to evaluate activities, review benchmarks, and work on development of new instructors and programs.	Program Director	Monthly
Publication of Center Newsletter and flyers to advertise activities and encourage participation.	Program Director & Program Specialist	Monthly
Registration for Center-Funded classes	Program Specialist	Quarterly
Leadership training for cultural club officers that covers membership development, financial planning and overview of social work/community services & resources.	Program Director	Every January
Training for volunteers that cover best practices for their area of volunteer service and overview of social work/community services & resources.	Program Director & Membership Specialist	Every January

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ACTION	RESPONSIBLE STAFF	FREQUENCY
CCH Volunteer Recognition Program to appreciate and encourage continued service of Center's volunteers.	Program Director	Every April
Selection and special recognition of one outstanding senior volunteer.	Program Director & Program Committee	Every December
Meet with Membership Specialist to review membership issues, review benchmarks, to develop new outreach activities and address barriers.	Program Director	Monthly
Coordination with AARP for Volunteer Tax Preparation Services	Membership Specialist	January through April
Coordination with AARP for Defensive Driving Safety class [open to the public]	Program Specialist	Four times a year
Coordination of an annual LMPSC Health and Wellness Fair and health fairs with Hawai'i Pacific Health Services and local universities for health seminar	Program Director	Every June, September, and November
Candidates Fair	Program Director & Program Specialist	July (in election years only)
Coordination with other community agencies and business to secure speakers and arrange excursions.	Program Director & Program Specialist	Monthly
Member donation drive	Program Director	Annually
Show & Sell mini bazaar Fundraiser for Clubs and Classes. Evaluation of net profits, concerns and discussion of improvement for next event.	Program Specialist & Program Director	Quarterly
Conduct meetings with Participant Advisory Board comprised of community, club and class representatives to evaluate center policies, funding, challenges and direction.	Program Director	Six times a year
Submit program evaluation to funders	Program Director	Annually
Participate in intensive evaluation of policies and practices in line with Council of Accreditation standards.	Program Director	Every three years

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

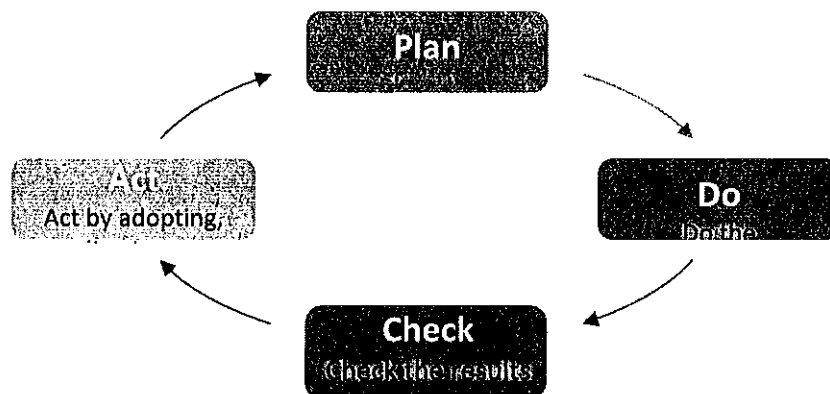
Application for Grants

The Performance Quality Improvement (PQI) program is at the foundation of CCH's Commitment to Excellence, one of our four core values. Our PQI Plan serves as a roadmap to ensure the agency's mission, vision and values are continuously executed, reviewed, and improved to achieve high quality outcomes, in every level of the organization, in every service, at every location. This organization-wide system not only promotes quality service delivery, but also advances the efficiency of resources, effective management practices, and supports CCH strategic goals.

PQI ensures program goal and outcomes, accrediting standards, funder requirements, and licensing regulations are met or exceeded. The plan integrates measures to ensure the requirements of our national accrediting body, COA, and all external monitors including but not limited to: Department of Health (DOH), Elderly Affairs Division (EAD), and other city, county and federal departments are met or exceeded.

The structure of CCH's PQI program is comprehensive. It is critical to the integrity of the PQI efforts that staff at all levels, clients, volunteers, board of directors, subcontractors, independent contractors and our community partners are involved in the agency's ongoing performance improvement. Not only does the program include services provided by CCH, but it also includes administrative functions such as facilities, vehicles, accounting, Human Resources, Information Technology. CCH's PQI program is enterprise wide utilizing various types of instruments to monitor quality.

Methodologies - CCH utilizes Plan/Do/Check/Act (PDCA), a widely-accepted quality control and improvement methodology used to correct weaknesses and proactively identify more efficient and effective ways to serve our clients. *PDCA* has four steps for continuous improvement of processes and outcomes: **Plan**: Plan the improvement; **Do**: Do the improvement; **Check**: Check the results and identify lessons learned; **Act**: Act by adopting, adjusting or abandoning the change.



Application for Grants

CCH applies the PDCA model of improvement to a wide range of quality improvement activities, including all of the quality improvement activities for the program, including but not limited to the Quarterly Peer Reviews, Quarterly Grievance Reports, Quarterly Review of Training, Client Satisfaction Survey, and many other activities.

- health, welfare and safety;
- permanency of life situation;
- quality of life; and
- other outcomes as appropriate to the funding source or contract.

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.

Effectiveness of Program and Services will be measured through two surveys of the general membership conducted annually:

1. Client Impact Survey
2. Client Satisfaction Survey

Outcomes:

1. **85%** of participants will experience better health through participation in Center programs.
2. **85%** of participants will experience less loneliness through participation in Center programs.
3. **78%** of participants will learned to improve their safety through participation in Center programs.
4. Average **client satisfaction** score will be at least 4.5 (note: agency benchmark for all programs is 4.1 out of 5.0)

IV. Financial

Budget

1. Please see Attachment A, Budget Forms, including:

Application for Grants

- a. Budget request by source of funds
- b. Personnel salaries and wages
- c. Equipment and motor vehicles – n/a
- d. Capital project details – n/a
- e. Government contracts, grants, and grants in aid

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2024.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$68,750	\$68,750	\$68,750	\$68,750	\$275,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2024.

a. City & County Elderly Affairs Division/Department of Community Services
 Catholic Charities Hawai'i has a current contract for fiscal year 2023 in the amount of \$123,722. The Request for Bid (RFB) for FY2024 has not been issued yet.

b. Private Foundation funding
 Received a \$10,000 grant from the 2022 Visitor Industry Charity Walk for Enrichment Programming.

Received a \$10,000 grant in 2022 from AlohaCare for a Healthy Foods for Seniors Program

Will solicit and receive donations from local businesses and organizations to sponsor Center activities, such as Thanksgiving Luncheon, Veterans Day Program, Volunteer Appreciation Day. The Center has been successful at receiving community support for these types of events that often include lunches for the participants.

c. Voluntary Contribution Method
 All clients are informed that donations are welcomed and are used to support the program operations. Donations are accepted on an ongoing basis and a membership drive is generally held annually.

Clients register for classes during four class sessions. Clients are asked to contribute a recommended donation amount per class.

The Center also tries to inform the public of its programs, services and needs through its monthly newsletter that is available via hard-copy by mail, at the Front Desk,

Application for Grants

posted electronically on the Catholic Charities Hawai'i web-site, and sent via an email to over 1,350 stakeholders. The newsletter and media coverage of special events frequently results in donations from the public. These are acknowledged with a thank you letter. Donations are used to cover program expenses.

- d. Additional fundraising that is primarily client driven:
1. Thrift Shop – The Center continues to solicit donations of donated items which volunteers price and resell through its “Thrift Shop” activity.
 2. Show & Sell mini bazaars - A quarterly event where the Center's seven cultural clubs and about 40 classes and groups can make crafts, food items, etc. A portion of the proceeds goes to the club and classes and a portion goes to the Center to support center programs and events.
 3. Concession Stand – Members who are crafters, quilters, etc., are welcomed to sell their creations via the Center's showcase with a percentage of proceeds donated to the Center.
 4. Recycling activities – Members and community service organizations recycle an array of items. The Center receives income from vendors that pay for various items like HI-5 beverage containers, used cooking oil, clothing and household goods, and other recyclables.
 5. The Center receives significant in-kind services and support from the community that helps defray operational expenses. During the past year, this has included donated supplies, furniture, equipment, and manpower for numerous projects including (but not limited to):
 - i. Re-painting the exterior walls of the Center and enhancing further the edible, useful and beautiful landscaping throughout the Center grounds.
 - ii. Renovating the green house, including new roofing.
 - iii. Repainting the exterior walls and outdoors ceiling of the large kitchen area.
 - iv. Landscaping the front yard, the interior court yard, the side yard space, and the back yard. Built several garden benches in the front yard to have members and guests relax and enjoy the gardens.
 - v. Installed new cabinets in almost every room of the Center from a donation of furniture from a law firm that was downsizing.
 - vi. Renovating the outside storage room, installing new shelving, and a work bench to increase program space and storage areas for Show and Sell items.
 - vii. Cleaning the entire building from ceiling to flooring utilizing over 100 volunteers from the Center, Rotary Clubs, churches, businesses, and student-led organizations on over a dozen occasions throughout the year.
 - viii. Renovating the reception area with new furniture.

Application for Grants

- ix. Reorganizing and refreshing the bulletin board that highlights all club and class activities.
- x. Sanitizing heavily used surface areas throughout the Center daily through the volunteer efforts of Center members, students from high schools, and various community service groups.

e. In-House Agency Resources

1. The Development Office of Catholic Charities Hawai'i is responsible for generating additional revenue from donor individuals, corporations and foundations to supplement available funding for the agency's programs. The Development Office conducts major fundraising events to support program and administrative costs.
 2. The Agency also receives support from the Aloha United Way (AUW) and the Combined Federal Campaign.
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.

Catholic Charities Hawai'i does not directly receive nor does it expect to apply for any State or Federal Tax Credits.

Please note, however, that its subsidiary, Catholic Charities Housing Development Corporation (CCHDC), has received previous State and Federal tax credit awards to partially finance the development of Kahului Lani and Hale Pilina projects on Maui, and Meheula Vista development projects in Mililani (Oahu), both affordable senior housing projects being built to address the tremendous housing needs of low to moderate income seniors. CCHDC also intends to apply for additional tax credits in the near future year for the next phase of Hale Pilina and Fort Street Mall.

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 2024 for program funding.

Please see Attachment B for listing.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2022.

The balance of agency's unrestricted current assets (unaudited): \$8,036,733.

Application for Grants

V. Experience and Capability

1. Necessary Skills and Experience

Each year, Catholic Charities Hawai'i serves approximately 5,000 elders through a range of services, including:

- Case Management Program – provides professional counseling and case management in designated affordable housing projects and Lanakila, through nongovernment funds.
- Hawai'i Circle of Care for Dementia – provides dementia education for caregivers and providers, as well as delivery of services (case management and volunteer Memory Mentors) for individuals with dementia who live alone.
- Housing Assistance Program – provides housing placement and counseling for elders who are homeless or at risk of homelessness, with the goal of securing stable, affordable rental housing. Funded through Federal funds.
- Transportation Services Program – door to door transportation for elders who cannot use public transportation. Funded largely through Federal and State (Kupuna Care) funds.
- Benefits Enrollment Center – a Federally funded project to link low income Medicare beneficiaries with five core benefit programs.

The Agency's many years of experience in working with the elderly population makes it ideally suited to understand and meet the needs of elderly clients and their caregivers. In addition, staff also has access to other resources within Catholic Charities Hawai'i that help to complement and enhance the services currently provided to elderly clients and their caregivers. For example:

- Cultural Diversity and Competency - The Agency is experienced in working with diverse ethnic populations and cultures. Within the agency, there are 50 bilingual/trilingual staff who speak 16 languages other than English. CCH has well-established policies and procedures pertaining to the delivery of services to Limited English Proficient populations. Agency staff is annually required to review the Limited English Proficiency Plan, including the procedures to engage interpreters/translators. In addition, cultural competency training is an annual requirement for all staff to ensure that staff continue to learn and increase their awareness of the impact of culture on the delivery of services to people in need.
- Strengthening Families – Catholic Charities Hawai'i has many services that seek to strengthen the functioning of families, both naturally occurring families and foster families. Intergenerational issues cross over programs for seniors and youth and program staff work together to seek the best methods and resources to support the needs of the entire family.

Application for Grants

- Special Population Needs – In addition to its work with elders, the Agency has a reputation for serving special need populations in the areas of domestic violence, abuse and neglect, homelessness and immigration.

Catholic Charities Hawai'i has an Administrative Services Department to assist and support the agency's programs in the areas of Marketing, Communications, Continuous Quality Improvement, Quality Assurance, Development, Special Events, Finance, Human Resources, Information Technology, Parish Relations, and Social Policy.

Catholic Charities Hawai'i currently manages a budget of approximately \$92 million that supports numerous programs. Approximately \$60 million is specifically for federal rental assistance and housing stabilization services. The agency has experience successfully implementing programs for the needy under federal, state and private grants and contracts, as well as Aloha United Way, Combined Federal Campaign, and various private foundations.

Catholic Charities Hawai'i follows accounting principles generally accepted in the United States of America (i.e., GAAP). The financial accounting system of Catholic Charities utilizes Sage MIP Fund Accounting System based in Austin Texas., which is software widely used by other nonprofit organizations. Separate funds are established for the major categories so that costs can be recorded accordingly.

The basic foundation of the internal control for Catholic Charities Hawai'i's financial reporting structure is a system of checks and balances through the separation of duties. The system is separate from the operational end of the organization. Information provided by the operations personnel is used as a basis for revenue billings and disbursement of funds. Requests for payment are generated by the program staff and approval by an authorized individual is required for all transactions.

CCH's financial management practices involve monthly reporting to all department & program managers, senior and executive management. Bi-monthly financial reports are provided to CCH's Board Executive and Finance & Audit Committees, as well as the full Board of Directors.

Catholic Charities also completes the required annual audit with its auditors C.W. Associates, a Hawai'i certified public accounting corporation. As required, the audit is conducted in compliance with the U.S. Office of Management and Budget Circular A-133. The independent auditor reports its findings and opinion of the agency's financial statements to the Board Finance & Audit Committee.

CCH provides regular reports to the Aloha United Way, City and County of Honolulu, the County of Hawai'i, various State departments, Catholic Charities USA, and various

Application for Grants

foundations. An accountant who is assigned to the project works regularly with CCH administrative staff, Program Director of the Center, and Community & Senior Services Division Administrator to review budgets and expenditures to avoid large variances.

CCH's procurement policies require that staff obtain the best value for their funds. Much like the procurement system imposed upon all government entities, prior to making expenditures, CCH solicits quotes from vendors to ensure that the organization is getting the best value out of every expenditure.

An accountant who is assigned to the project works regularly with CCH administrative staff and the Program Director of the Lanakila Multi-Purpose Senior Center to review budgets and expenditures to avoid large variances.

The Procurement Rules of Chapter 103D of the Hawai'i Revised Status (HRS) and the terms of this contract shall be followed. OMB and Chapter 103F HRS cost principles will be used to determine allowable costs and method of allocation. Any costs that the contract defines as unallowable will not be charged as a contract expense.

See Attachment B for listing of contracts, grants and grants in aid for the most recent three years that are pertinent to the request.

2. Facilities

The Lanakila Multi-Purpose Senior Center is located at 1640 Lanakila Avenue, Honolulu, Hawai'i. The facility is a State-owned one that is maintained by the State Department of Accounting and General Services. As the program operator, Catholic Charities Hawai'i handles routine maintenance and janitorial services. This State-owned facility, as well as all of CCH senior services offices, are accessible to individuals with physical disabilities, near convenient bus lines, and have available parking facilities.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

The existing Center staff has many years of experience in social services. The following are the specific qualifications and job responsibilities.

Note: positions are not charged 100% to the proposed Grant-In-Aid.

Program Director: Responsible for overall coordination and implementation of the Center's programs, services and operations.

Application for Grants

Program Specialist: Responsible for assisting with program planning and to provide clerical support for educational and recreational programming at the Center, including special events; handles registration for all classes, logistics for clubs.

Membership Specialist: Responsible for providing paraprofessional counseling and clerical assistance in the areas of membership and volunteer service; conducting screening of potential members; coordinating other special services (tax, meals, etc.).

Case Manager/Social Worker, part-time: Responsible for assessment, counseling, case management, advocacy and service linkages.

Custodian: Responsible for maintaining a clean and safe facility. Duties relate to interior and exterior maintenance of the facility.

Program Support Assistant: Consolidates staff statistics; handles counting and deposit of Program Income donations; ordering of janitorial and office supplies; and other related clerical duties.

Division Administrative Services: Oversight of all aspects of program operations, advocacy and contract support, and other support services are provided by the Division Administrative staff, including the Division Administrator and Administrative Manager. See budget for percentages of time.

Volunteers: In 2022, the Center had **652 volunteers** who provided an array of services through volunteer positions such as Instructor, Telephone Receptionist, Greeter/Hostess, Club Officers, Entertainer/Performers, Data Entry, Counting Statistics, Meal Site Servers and more. In addition, volunteers provide bilingual assistance to ensure that non-English speaking members are able to participate fully in the Center activities and receive vital information on needed services and resources.

SUPERVISION AND TRAINING. Catholic Charities Hawai'i devotes a significant amount of time orienting and training new employees in order to ensure that quality services are provided consistently and effectively.

All new employees are required to attend an all-day CCH New Employee Orientation. This provides general background on the organization, its history, mission, values and strategic goals. In addition, the Community and Senior

Program supervisors are responsible to see that all new employees are also oriented and trained to carry out their specific job duties. Basic areas of orientation and training shall include:

Application for Grants

- Review of CCH Code of Conduct policies, including all employees are also required to sign a Conflict of Interest Disclosure Statement.
- Information and techniques on working with elders and their caregivers.
- Cultural competency training to ensure that personnel are culturally sensitive to diverse ethnic populations, including information on Agency procedures for language access.
- Information on handling of emergency situations, including CPR/First Aid.
- Health Insurance Portability Assurance Act (HIPAA) training as it applies to client confidentiality.
- Policies and procedures regarding how services are to be provided are also reviewed. New personnel often “shadow” experienced workers and the program supervisor, as appropriate.

Ongoing training of personnel is provided to include but not limited to: CPR/First Aid, de-escalation, and cultural competency.

Supervisors meet with each direct report staff on a monthly basis to discuss client and program issues and address staff progress toward identified professional goals and training needs.

The program supervisor also conducts a formal, written evaluation of each employee annually to promote continued growth and improvement.

The Community & Senior Services Division Administrator provides supervision of the program supervisor through monthly supervision meetings. The program supervisor also consults with the Division Administrator on an ongoing basis regarding questions, problems, or other programmatic needs.

All program supervisors meet together monthly with the Division Administrator. These supervisory team meetings allow for information sharing between programs and problem solving on issues relevant to all programs.

VOLUNTEER MANAGEMENT. The Program is responsible to screen, orient, train and supervise volunteer personnel similar to its procedures for paid personnel. Program supervisors interview individual volunteers to determine appropriate assignment to the available tasks of the program/unit. The Program conducts reference checks on all volunteers who are being considered for duties that involve access to clients or confidential client information.

2. Organization Chart

See Attachment C, Organizational Charts (Agency-Wide and Program).

Application for Grants

3. Compensation

The annual salary range paid by Catholic Charities Hawaii to the three highest paid officers, directors, or employees is \$160,000 - \$245,000. This range reflects salaries for the following employees who also serve as Subordinate Officers of the Board of Directors. Their dual titles are listed below:

1. President & Chief Executive Officer
2. Vice President of Programs/Assistant Vice President
3. Vice President of Mission Integration/Assistant Vice President

VII. Other

1. Litigation

CCH has one (1) case pending litigation that does not affect the type or quality of services that funding is being requested for. Additional information can be provided upon request.

2. Licensure or Accreditation

CCH is accredited by the Council on Accreditation (COA).²¹ To attain and maintain accreditation, CCH implements a formal written quality assurance program and is required to complete rigorous reviews and audits. The Council on Accreditation (COA) is an international, independent, non-profit human service accrediting organization. Founded by the Child Welfare League of American and Family Services America (now the Alliance for Strong Families and Communities), COA partners with human service organizations to improve service delivery outcomes by developing, applying, and promoting accreditation standards that result in the well-being of individuals, families, and communities.

Lanakila Multi-Purpose Senior Center, meets the COA Service Standard of Coaching, Support and Education Services (CSE).²² Services under this standard are “non-clinical, community-based programs and activities designed to support families and individuals of all ages. Services emphasize personal growth, development, wellness, and situational change and can be provided to individuals, families, or groups.”²³

CCH is currently accredited through December 31, 2023. Preparations are underway for reaccreditation in October 2023.

²¹ <https://coanet.org/>

²² <https://coanet.org/accreditation-search/703/>

²³ <https://coanet.org/standard/cse/> (Need to input email address to access standard)

Application for Grants

3. Private Educational Institutions

Catholic Charities Hawai'i does **NOT** intend to use this grant to support or benefit a sectarian or nonsectarian private educational institution.

4. Future Sustainability Plan

Catholic Charities Hawai'i (CCH) continually seeks and applies for funding opportunities that align with the programs it provides. In addition, Lanakila Multi-Purpose Senior Center encourages client contributions, including an annual membership drive.

The Center has received small grant funds to defray program expenses not included in its general budget, for building improvements and other operating needs, including funding to subsidize activity and supply fees for low-income seniors to participate in activities that have admission/entry ticket expenses and supply/equipment costs.

If the requested Grant In Aid is not received, Catholic Charities Hawai'i will have to seriously consider whether it is able to provide a level of programming to effectively meet the needs of the seniors that the Center serves. Safety issues must be considered as the program simply cannot be operated without a minimum staff coverage due to the frailty of existing seniors who rely on the Center activities to maintain independent living. If these seniors are unable to participate in their Center activities, they become at risk of higher levels of care. As a cost comparison:

- ***The current cost of institutional care for TWO seniors is LESS THAN the amount requested via this GIA application. The continuation of Lanakila Multi-Purpose Senior Center provides safe in-person and virtual activities for HUNDREDS of seniors to enjoy and maintain their wellness and independence.***²⁴

Additionally, continuing hybrid activities (in-person and virtual) requires additional technology and staffing costs that the Center will be unable to maintain without this requested funding. The continuation of virtual activities is vital to ensure that seniors who have ongoing health and safety concerns due to COVID-19, or who are physically unable to travel to the Center, are able to reduce social isolation and maintain wellness at home.

²⁴ Genworth Cost of Care Survey 2022: <https://www.genworth.com/aging-and-you/finances/cost-of-care.html>

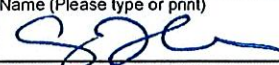
Attachment A

Budget Forms

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

Applicant: Catholic Charities Hawaii (Lanakila Multi-Purpose Senior Center)

BUDGET CATEGORIES	Total Annual Program Cost	Total State Funds Requested (a)	Total County Funds Requested (b)	Total Private/Other Funds Requested (c)
A. PERSONNEL COST				
1. Salaries	280,306	158,854	71,226	50,226
2. Payroll Taxes & Assessments	29,835	16,751	7,581	5,504
3. Fringe Benefits	61,361	33,378	15,592	12,391
TOTAL PERSONNEL COST	371,502	208,983	94,399	68,120
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	5,983	3,380	1,520	1,083
3. Lease/Rental of Equipment	1,118	632	284	202
4. Lease/Rental of Space		0	0	0
5. Staff Training	750	424	191	135
6. Supplies	30,000	17,818	7,623	4,559
7. Telecommunication	4,583	2,589	1,165	829
8. Utilities	21,060	11,896	5,351	3,813
9. Repair and Maintenance (bldg/equip)	1,100	621	280	199
10 Alarm /Security	1,121	633	285	203
11 Mileage Reimbursement		0	0	0
12 Contracted Services (instructors, Recruitment ads)	1,200	678	305	217
13 Postage	3,500	1,977	889	634
14 Printing, Publication, Advertisement	200	113	51	36
15 Depreciation	194	110	49	35
16 Licenses, Permits & Dues	100	56	25	19
17 Subscription	160	90	41	29
18 Indirect Cost	44,257	25,000	11,264	7,993
19				
20				
TOTAL OTHER CURRENT EXPENSES	115,326	66,017	29,323	19,986
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	486,828	275,000	123,722	88,106
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	275,000	Sandy Luong		527-4422
(b) Total Federal Funds Requested		Name (Please type or print)		Phone
(c) Total County Funds Requested	123,722			1/18/23
(d) Total Private/Other Funds Requested	88,106	Signature of Authorized Official		Date
TOTAL BUDGET	486,828	Ashley Joy Cambe - Controller		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2023 to June 30, 2024

Applicant: Catholic Charities Hawaii (Lanakila Multi-Purpose Senior Center)

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
<i>Not Applicable</i>				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
<i>Not Applicable</i>				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2023 to June 30, 2024

Applicant: Catholic Charities Hawaii (Lanakila Multi-Purpose Senior 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: 2021-2022	FY: 2022-2023	FY: 2023-2024	FY: 2023-2024	FY: 2024-2025	FY: 2025-2026
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

Not Applicable

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Catholic Charities Hawaii (Lanakila Multi-Purpose Senior Center)

Contracts Total: 123,722

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Senior Center, District II (pending RFB issuance	7/1/23-6/30/24	Elderly Affairs Division	C&C	123,722
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Attachment B

List of federal, state, and county government
Contracts, grants and grants in aid
within the prior three years

Catholic Charities Hawai'i

**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 2024 for Program Funding**

Note: This list includes related government contracts, grants, and grants in aid specific to the Lanakila Multi-Purpose Senior Center program.

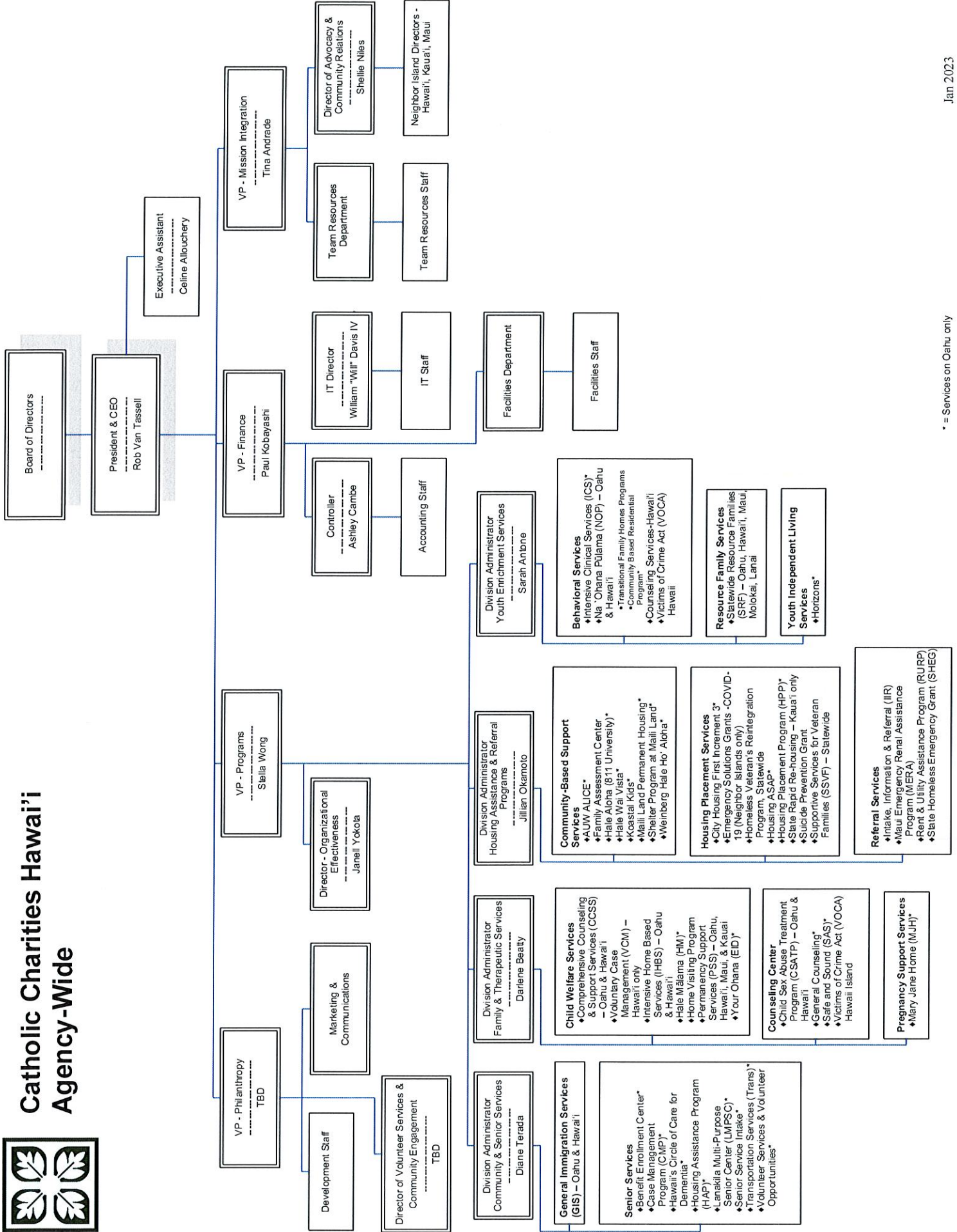
Contracts/Grants/Grants in Aid	Contracting Agency/Organization
Lanakila Multi-Purpose Senior Center	City & County of Honolulu, Dept of Community Services, Elderly Affairs Division (EAD) <ul style="list-style-type: none"> • Senior Center, District II funding Contract No. MA-DCS-2000138 (6/19/20-6/30/23)
Lanakila Multi-Purpose Senior Center	State Executive Office on Aging <ul style="list-style-type: none"> • Senior Center funding (3/1/22-6/30/23) ASO Log No. 22-232 • Grant In Aid, FY2020 (7/1/19-6/30/21) ASO Log No. CCH2020A09

Attachment C

Organizational Charts (Agency-Wide and Program)

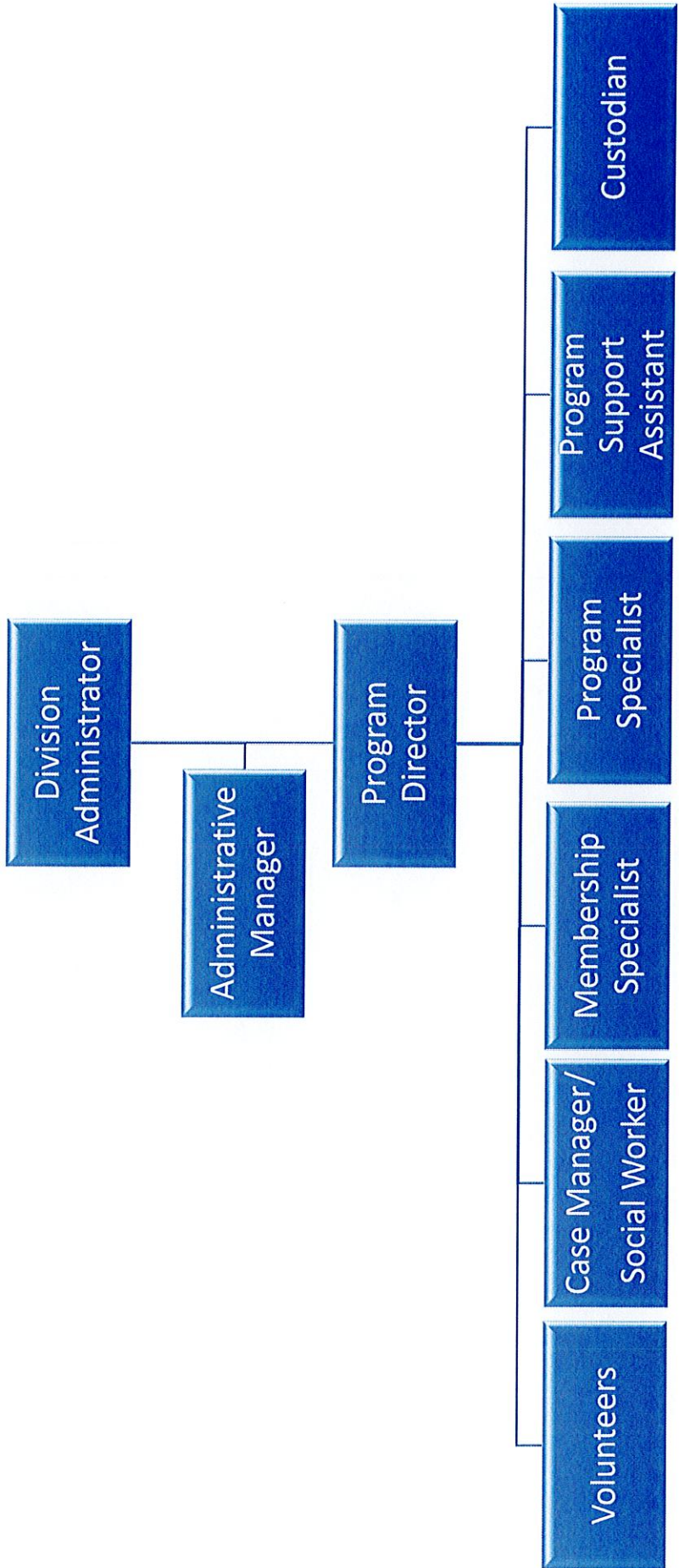


Catholic Charities Hawaii' Agency-Wide



* = Services on Oahu only

Catholic Charities Hawai'i
 Community & Senior Services Division
 Lanakila Multi-Purpose Senior Center



Notes:

- All positions are not charged 100% to the GIA funding request.