

## 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) Hawaii Compliance Express Certificate (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 / Vice President of Programs

PRINT NAME AND TITLE

01/17/2025

DATE

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

Type of Grant Request:

Operating                       Capital

Legal Name of Requesting Organization or Individual:    Dba:

CATHOLIC CHARITIES HAWAII

Amount of State Funds Requested: \$ 175,000

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

This request will support the Lanakila Multi-Purpose Senior Center program. The Center provides education, recreation, exercise, health promotion and health screening activities to support the ability of older adults, age 60+, to live independently and enjoy a good quality of life. Programming is offered in-person at the Center's physical facility, virtual via Zoom, or hybrid. While the program targets older adults living in the area from Ward Avenue to Fort Shafter, seniors from around the island may participate if they do not have access to comparable services in their neighborhood and as space permits.

Over 600 seniors participate in the Center's programs each month. A small staff of five and over 700 volunteers manage the multitude of activities that make the Center a thriving place for seniors.

Amount of Other Funds Available:

State:                      \$ \_\_\_\_\_

Federal:                      \$ \_\_\_\_\_

County:                      \$ 115,005

Private/Other: \$ 139,252

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

\$757,786 (for Lanakila Multi-Purpose Senior Center)

Unrestricted Assets:

\$40,000,000 (for Catholic Charities Hawaii ALL)

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

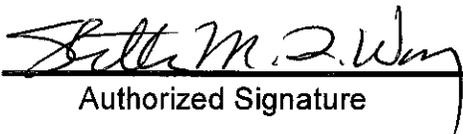
Contact Person for Matters Involving this Application

Name: Diane Terada

Title: Division Administrator

Email: [diane.terada@catholiccharitieshawaii.org](mailto:diane.terada@catholiccharitieshawaii.org)

Phone: 808-527-4702

  
Authorized Signature

Stella M.Q. Wong, Vice President/Programs  
Name and Title

1/17/2025  
Date Signed



STATE OF HAWAII  
STATE PROCUREMENT OFFICE

**CERTIFICATE OF VENDOR COMPLIANCE**

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

**Vendor Name:** CATHOLIC CHARITIES HAWAII

**DBA/Trade Name:** CATHOLIC CHARITIES HAWAII

**Issue Date:** 01/02/2025

**Status:** **Compliant**

Hawaii Tax#: 20270798-01

New Hawaii Tax#:

FEIN/SSN#: XX-XXX3547

UI#: XXXXXX1141

DCCA FILE#: 3825

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Compliant
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

**Status Legend:**

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

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

The undersigned authorized representative of the applicant certifies the following:

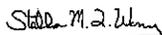
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide 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 (for Lanakila Multi-Purpose Senior Center)**

(Typed Name of Individual or Organization)



(Signature)

**Stella M.Q. Wong**

(Typed Name)

 Digitally signed by Stella M. Q. Wong  
Date: 2025.01.16 16:29:57 -10'00'

**1/17/2025**

(Date)

**Vice President of Programs**

(Title)

# Application for Grants

## I. Certifications

### 1. **Hawaii Compliance Express Certificate**

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. In 2023, Catholic Charities Hawai'i touched the lives of more than 113,000 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 over 5,300 elders each year including over 600 seniors per month at the Lanakila Multi-Purpose Senior 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 AED Training, American Sign Language, Artificial Intelligence, Bereavement Support, Brain Exercises, Caregiver Training, Cooking, CPR Training, Cybersecurity Workshops, Digital Technology (cell phones, computers, and other technology), Energy Conservation and Savings Workshops, Fall Prevention, Financial Literacy

Classes, First Aid Training, Genki Ball Making and Other Environmental Protection Initiatives, Japanese Calligraphy, Japanese Language, Korean Culture and Cuisine, Leadership Training, Mandarin Language, Plant Care and Gardening Workshops, Self-Defense Workshops, Samoan Language, Spanish Language, Tagalog Language.

- **Exercise and fitness**, including Fusion Exercise, Gateball, Line Dancing, Pickleball, Ping Pong, Sahm Bo Dahn (Korean exercise), Sit Down Tai Chi, Standing Tai Chi, Strength Training, Stretch and Tone, Tap Dancing, Zumba Gold, Yoga, and Walking groups.
- **Recreation** activities such as Arts & Crafts, Chinese Traditional Dance, Concerts, Cribbage, Enka, Karaoke, Excursions to Botanical Gardens/Farms/Historical Places/Museums/Plant Nurseries/Scenic Places/Shopping Centers/Restaurants, Folk Sing Along, Hanafuda, Hula, Karaoke, Korean Dance, Line Dancing, Mah Jong, Okinawan Dance, Salmunori (Korean Percussion), Sewing, Shigin (poetry singing), Sing for Your Life (performing group), Taisho Koto, Travel, Ukulele, and Guitar.
- **Clubs** that perpetuate ethnic traditions and promote cultural sharing – African-American, 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 Balance Assessments, Blood Pressure Checks; Brain Health, COVID-19 and Flu Shots, Cognitive Assessments, Diabetes and other Chronic Illness Presentations; Early Kidney Detection Screening, Fall Risk Screenings, Foot Health, Health and Wellness Fairs, Nutrition, Oral Health Care, Prevention of Incontinence, Stroke Prevention and After Care, Traditional Chinese Medicine, and more.
- **Special events** such as Candidates Fair, Show & Sell Mini Bazaars, Volunteer Recognition, Veterans Appreciation, many Holiday Celebrations, and more.
- **Community services** provided onsite in collaboration with other organizations, such as Eye Glasses and Hearing Aid Collections, Free Tax Assistance (AARP and VITA partners), Going Green recycling (computers, HI-5 containers, cell phones, etc.), Housing and Rent Assistance, SAVERS FUNraiser (re-use clothing and household items), Utility Assistance, and Free Legal Assistance (Legal Aid Society of Hawaii and Volunteer Legal Services Hawai'i partners).

The Center is committed to **evidence-based programming**<sup>1</sup>, and offers an evidence based program, Tai Chi for Arthritis & Fall Prevention. Additionally, the Center recognizes the valuable role that caregivers provide and offers caregiver education and training, including a recent caregiver support group that meets monthly, for Center members who are caregivers as well as caregivers of Center members.

Programming is provided in-person at the Center and virtually via Zoom, with some activities offered as a hybrid of in-person and virtual. Virtual programming, a result from

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

the COVID-19 pandemic, has allowed the Center to: reach seniors outside its target geographic area who do not have access to a neighborhood senior center, continue to engage its Center members who may no longer be able to attend in-person or who are still avoiding group settings, offer the convenience option for seniors to participate from home, and provide seniors with greater access to experts in their fields.

## 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 24.9% of Hawai‘i’s population (295,405 residents).<sup>2</sup> Hawai‘i seniors also continue to enjoy the longest life expectancy (80.7 years) in the United States.<sup>3</sup> 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.<sup>4</sup> **Even moderate exercise and physical activity can improve the health of people who are frail or who have diseases that accompany aging.**<sup>5</sup> 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.<sup>6</sup>

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 engagement in recreational activities lowered their risk of dementia by 38%.<sup>7</sup> 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

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<sup>2</sup> State Department of Health/Executive Office on Aging, Hawaii State Plan on Aging, 2023-2027

<sup>3</sup> *ibid*

<sup>4</sup>Benefits of Exercise, NIH Senior Health, [www.nihseniorhealth.gov](http://www.nihseniorhealth.gov)

<sup>5</sup>*ibid*.

<sup>6</sup>Waehner, Pat, “How to Live Better As You Age”, About.com, Health's Disease and Condition 09-16-09

<sup>7</sup>Scarmeas 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.

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.**<sup>8</sup>

Researchers with the Rush Alzheimer's Disease Center discovered that patients with higher loneliness scores may be twice as likely to develop dementia.<sup>9</sup> 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."<sup>10</sup>

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

In general, the Center for Disease Control found that **physically active people have a lower health care cost than inactive people do.**<sup>13</sup> The projected national median daily rate of a semi-private room in a nursing home in 2025 is \$302 per day (\$110,360 annually) while the projected cost of a semi-private room in a **nursing home in the State of Hawai'i is \$424 per day (\$154,891 annually).**<sup>14</sup> 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.

- **The projected cost of institutional care in 2025 for two seniors in Hawaii (\$309,782) is MORE than the amount requested via this GIA application (\$175,000).** The continuation of Lanakila Multi-Purpose Senior Center provides safe in-person and virtual activities for HUNDREDS of seniors to regularly enjoy and maintain their wellness and independence.<sup>15</sup>

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 family caregivers, training professionals and students; and developments of innovative

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

<sup>9</sup>Wilson Ronald S, Krueger KR, Arnold SE, Schmeider JA, Kelly JF, Barnes LL, Tang Y, Bennett DA, "Loneliness and Risk of Alzheimer's Disease".

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

<sup>11</sup> 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.

<sup>12</sup> 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>

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

<sup>14</sup>Genworth Cost of Care Survey: [Cost of Long Term Care by State | Cost of Care Report | Genworth](https://www.genworth.com/aging-and-you/finances/cost-of-care.html)

<sup>15</sup> Genworth Cost of Care Survey: <https://www.genworth.com/aging-and-you/finances/cost-of-care.html>

approaches to aging issues.<sup>16</sup> 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.**<sup>17</sup> Additionally, they found a “positive relationship between the degree of social support and engaging in healthy behaviors.”<sup>18</sup> Seniors who participated in senior center activities made “positive behavior changes in lifestyle” and subsequently enjoyed “a more positive outlook on life”.<sup>19</sup> 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’s programming is aligned to the goals of the Hawaii State Plan on Aging, 2023-2027, Executive Office on Aging, State Department of Health<sup>20</sup>:

STATE GOALS	CENTER ACTIVITIES HELPING TO ACHIEVE STATE GOALS
Goal 1: Hawaii’s older adults have opportunities to live well	Recreation and education activities to support quality of life and social engagement
Goal 2: Hawaii’s older adults are prepared for future health threats and disasters	Health promotion education and education on disaster preparedness; onsite access to health screenings, vaccination clinic, etc.
Goal 3: Hawaii’s underserved populations have equitable access to programs and service	Access to activities available virtually; outreach by Center volunteers to share their talents at care facilities in various locations.
Goal 4: Hawaii’s caregiver have a broad array of services and supports to effective care for their loved ones.	Caregiver support group, caregiver education and access to social worker services.

As part of its commitment to promoting good nutrition and wellness for seniors and the community, the Center has a “Greening” Project – The Center continues to maintain three sustainable vegetable stations built by Mountain View Farms to provide fresh vegetables to senior center members. These investments provide opportunities for seniors to do gardening for exercise and as a volunteer engagement activity.

#### 4. The target population to be served

The Center serves a mix of 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

<sup>16</sup>California Commission on Aging, Senior Center Literature Review, Teresa Dal Santo, Ph.D., 2009

<sup>17</sup>Aday, Ronald, “Identifying Important Linkages Between Successful Aging and Senior Center Participation”, March 2003.

<sup>18</sup>ibid.

<sup>19</sup>ibid.

<sup>20</sup> State Department of Health/Executive Office on Aging, Hawaii State Plan on Aging, 2023-2027

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).

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, 16% of Center participants identify themselves as having income below the Federal poverty level in comparison to the Honolulu County estimate (8% for age 60+)<sup>21</sup>. And 4.4% 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, Filipino, and a newly forming African American Club. Many of 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. 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.

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<sup>21</sup> City and County of Honolulu Four-Year Area Plan on Aging (October 1, 2023 – September 30, 2027).

- 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.

## **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 a mix of in-person, virtual and hybrid (both in-person and virtual) activities, based on availability of instructors and interest of Center participants. Activities are delivered as follows:

### **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.

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.

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.

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.

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. **Projected annual timeline**

<b>ACTION</b>	<b>RESPONSIBLE STAFF</b>	<b>FREQUENCY</b>
---------------	------------------------------	------------------

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
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)

ACTION	RESPONSIBLE STAFF	FREQUENCY
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	Division Administrator	Annually
Participate in intensive evaluation of policies and practices in line with Council of Accreditation standards.	Program Director	Every three years

**3. Quality assurance and evaluation plans, including plans to monitor, evaluate, and improve results**

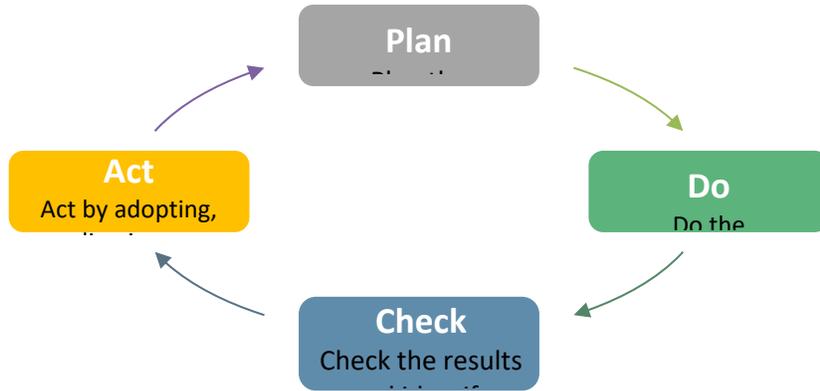
The Performance Quality Improvement (PQI) program is at the foundation of CCH’s Commitment to Excellence, one of our four core values. Our PQI Plan serves as a roadmap to ensure the agency’s mission, vision and values are continuously executed, reviewed, and improved to achieve high quality outcomes, 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.



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. Measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (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**

- 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. Anticipated quarterly funding requests for the fiscal year 2025**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$43,750	\$43,750	\$43,750	\$43,750	\$175,000

- 3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2025.**

- a. City & County Elderly Affairs Division/Department of Community Services  
Catholic Charities Hawai`i has a current contract for fiscal year 2025 in the amount of \$115,005.
- b. Private Foundation funding

Kupuna Agng in Place grant via the Hawaii Community Foundation supports a part-time Social Worker/Case Manager and part of a Membership Specialist position. This grant is crucial to support the needs of Center participants as they age in place. During annual membership assessment, the Membership Specialist conducts cognitive and fall risk screenings, which help to identify Center participants who have seen functional decline and may need to be referred to the Social Worker/Case Manager to support their ability to participate at the Center, to continue living independently in the community and to offer assistance to caregivers as needed.

The program solicits and receives donations from local businesses and organizations to sponsor Center activities. For example, donations were received from the Oahu Contractors Association (annual facility improvements), Rotary Clubs of West Honolulu, Harris United Methodist Church, and AARP (via the Rotary Club of West Honolulu) to build upon the Center’s “Greening” project. Additional donations have been received in recent years from the Elks Lodge of Honolulu, Starbucks, HawaiiUSA Federal Credit Union, HSTA, and others, often on an annual basis, to

support the Center's major activities, such as: Thanksgiving Luncheon, Veterans Day Program, Volunteer Appreciation Day and more. 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 informs the public of its programs, services and needs through its monthly newsletter that is available via hard-copy by mail, at the Front Desk, 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 lanai of the Center and enhancing further the edible, useful and beautiful landscaping throughout the Center grounds.
  - ii. Renovating the green house ceiling, purchasing new storage sheds and storage benches for various garden-related classes and center groups, who are helping to expand the variety of vegetables, fruits, flowering plants, other landscape plants available for center members, the thrift shop and the broader community.

- iii. Installing automatic sprinkler systems in various parts of the front yard to reduce water use and to lessen the workload of the center's custodian.
  - iv. Repainting the door frames of the Activity Room and patio area that are highly used entrance and exit areas.
  - v. Landscaping planted and designed to improve the front yard, the interior court yard, the side yard space, and the back yard of the senior center. Installed more garden furniture in the front yard and patio area to have members and guests relax and enjoy the gardens and socializing.
  - vi. Installed new cabinet locks in almost every room of the Center to safely secure club and class supplies and equipment.
  - vii. Cleaned the entire building from ceiling to floor utilizing over 200 volunteers from the Center, Rotary Clubs, churches, businesses, and student-led organizations throughout the year.
  - viii. Renovated the reception area with new equipment and a event binder system for members to easily sign up for many special events and excursions.
  - ix. Organized and refreshed the bulletin boards that highlight all club and class activities, special center events, and community events.
  - x. Sanitized heavily used surface areas throughout the Center daily through the volunteer efforts of Center members, students from high schools, Re-Employability volunteers, 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 and its subsidiary, Catholic Charities Housing Development Corporation (CCHDC), do not directly receive nor do they expect to apply for any State or Federal Tax Credits for any capital projects.

- 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 2026 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, 2024.**

The balance of agency's unrestricted current assets (unaudited): \$40,000,000.

## **V. Experience and Capability**

### **1. Necessary Skills and Experience**

Each year, Catholic Charities Hawai'i serves approximately 5,300 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.
- *Growing* the Hawai'i Circle of Care for Dementia – provides dementia education for caregivers and providers, as well as delivery of services 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 van transportation for elders who cannot use public transportation. Funded largely through Federal and State (Kupuna Care) funds.
- Benefits Enrollment Center – a project to link low income Medicare beneficiaries with five core benefit programs, funded through the National Council on Aging (NCOA) and a CCUSA/Walmart SNAP grant.
- Volunteer Services for seniors – Phone a Friend, a telephone outreach service for socially isolated seniors; Memory Mentors, a visitation service for persons with memory loss who live alone; and Transportation Friends for Kupuna, a transportation and escort services that complements Catholic Charities Hawai'i's van service.

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 about 50 bilingual 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.
- 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 \$60 million that supports numerous programs. Approximately \$23 million is specifically for federal rental assistance and housing stabilization services. The agency has successfully implemented 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 and reporting under generally accepted in the United States of America (i.e., GAAP) and under the uniform administrative requirements, cost principles, and audit requirements established for federal awards to non-federal entities as published by the Office of Management and Budget's (OMB) under Title 2 of the Code of Federal Regulations (2 CFR chapter 200). The financial and fund accounting system of Catholic Charities utilizes 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 and revenue recognized accordingly.

The basic foundation of the internal control for Catholic Charities Hawai`i's financial reporting structure follows best practices under a system of financial checks and balances through the separation of duties and control. The fiscal and financial system is separate from the enterprise operational organization. Information provided by program and operations personnel is used and verified as a basis for revenue billings and disbursement

of funds. Requests for payment and any disbursement are originated by the program staff and require approval by an authorized individual/ supervisor required for all transactions.

CCH's financial management practices and controls consist of timely operational and financial reporting to all department & program managers, senior and executive management on a monthly basis. Bi-monthly financial reports are provided to CCH's Finance & Audit Committee, Executive Board and, the full Board of Directors.

CCH conducts its required annual financial and single audit with its auditors, C.W. Associates, a Hawai'i certified public accounting corporation. As required, the audit is conducted in compliance with the OMB uniform guidance 2 CFR 200. 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 federal agencies, City and County of Honolulu, the County of Hawai'i, various State of Hawaii departments and agencies, Catholic Charities USA, and various private foundations. Program accountants are assigned to individual projects and works regularly with CCH administrative staff, Program Director of the Center, and Community & Senior Services Division Administrator to review budgets and expenditures monthly to avoid large variances. Any costs that the contract defines as unallowable will not be charged as a contract expense.

CCH's procurement policies require that staff obtain the best value for their funds. Much like the procurement system imposed upon all government entities (State of Hawaii and City contracts are essentially aligned with procurement under HRS 103D), prior to making expenditures, CCH solicits quotes from vendors to ensure that the organization is getting the best value out of every expenditure.

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.

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 Program Support Manager. See budget for percentages of time.

Volunteers: In 2023, 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:

- 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)

## **3. Compensation**

The annual salary range paid by Catholic Charities Hawaii to the three highest paid officers, directors, or employees is \$166,500 - \$264,000. 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 Finance/Assistant Treasurer

## **VII. Other**

### **1. Litigation**

CCH has two (2) cases pending litigation that do 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).<sup>22</sup> To attain and maintain accreditation, CCH implements a formal written quality assurance program and is required to complete rigorous reviews and audits.

Lanakila Multi-Purpose Senior Center, meets the COA Service Standard of Coaching, Support and Education Services (CSE).<sup>23</sup> 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.”<sup>24</sup>

CCH is currently accredited through December 31, 2027.

### **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.

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<sup>22</sup> <https://www.social-current.org/engage/how-to-engage/accreditation/>

<sup>23</sup> <https://www.social-current.org/engage/how-to-engage/private-organization-standards/>

<sup>24</sup> <https://www.social-current.org/standard/cse/>

#### 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 grant funds to defray program expenses not included in its general budget, for onsite social work services, 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 (2) senior is MORE 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 regularly enjoy and maintain their wellness and independence.***<sup>25</sup>

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<sup>25</sup> Genworth Cost of Care Survey: <https://www.genworth.com/aging-and-you/finances/cost-of-care.html>

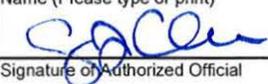
# Attachment A

## Budget Forms

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

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)
<b>A. PERSONNEL COST</b>				
1. Salaries	254,443	105,902	68,169	80,372
2. Payroll Taxes & Assessments	25,590	10,561	6,856	8,173
3. Fringe Benefits	55,742	21,128	14,934	19,680
<b>TOTAL PERSONNEL COST</b>	<b>335,775</b>	<b>137,591</b>	<b>89,959</b>	<b>108,225</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Contractual Services - Subcontracts				
3. Insurance	7,208	2,939	1,931	2,338
4. Lease/Rental of Equipment	1,009	411	270	328
5. Lease/Rental of Space		0	0	0
6. Licenses, Permits & Fees	200	82	54	64
7. Mileage	26	11	7	8
8. Postage, Freight & Delivery	1,000	408	268	324
9. Publication, Printing & Advertising	200	82	54	64
10. Repair & Maintenance	1,500	612	402	486
11. Staff Training/ Development		0	0	0
12. Subscriptions	835	340	224	271
13. Supplies	13,000	4,596	3,483	4,921
14. Telecommunication	6,163	2,513	1,651	1,999
15. Utilities	22,989	9,372	6,159	7,458
16. Depreciation	329	134	88	107
17. Indirect Cost	39,023	15,909	10,455	12,659
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>93,482</b>	<b>37,409</b>	<b>25,046</b>	<b>31,027</b>
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>429,257</b>	<b>175,000</b>	<b>115,005</b>	<b>139,252</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	175,000	Sandy Luong		
(b) Total Federal Funds Requested		Name (Please type or print)		
(c) Total County Funds Requested	115,005			
(d) Total Private/Other Funds Requested	139,252	Signature of Authorized Official		
		527-4422		
		Phone		
		11/17/25		
		Date		
<b>TOTAL BUDGET</b>	<b>429,257</b>	Ashley Joy Cambe - Controller		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2025 to June 30, 2026

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

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Division Administrator	1.00	111,443.00	10.00%	\$ 11,144.00
Program Director I	1.00	77,030.00	50.00%	\$ 38,515.00
Membership Specialist	1.00	52,499.00	25.00%	\$ 13,125.00
Program Specialist	1.00	52,499.00	25.00%	\$ 13,125.00
Program Support Assistant	1.00	38,904.00	30.00%	\$ 11,671.00
Custodian	1.00	32,679.00	40.00%	\$ 13,072.00
Administrative Coordinator	1.00	52,499.00	10.00%	\$ 5,250.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>105,902.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2025 to June 30, 2026

Applicant: Catholic Charities Hawaii/Lanakila Multi-Purpose Senior Center

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

JUSTIFICATION/COMMENTS:

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2025 to June 30, 2026

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:2023-2024	FY:2024-2025	FY:2025-2026	FY:2025-2026	FY:2026-2027	FY:2027-2028
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						

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

Applicant: Catholic Charities Hawaii/Lanakila Multi-Purpose Senior Center

Contracts Total: 1,357,150

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)</b>	<b>CONTRACT VALUE</b>
1	Senior Center, District II, MA-DCS-2400020	10/1/23-6/30/25	Elderly Affairs Division	City & County	228,705
2	Grant In Aid, CCH2025A*	7/1/24-6/30/25	Exec. Office on Aging	State	100,000
3	Grant In Aid, CCH2024S09	7/1/23-6/30/24	Exec. Office on Aging	State	150,000
4	Senior Center, District II, MA-DCS-2000138	7/1/21-9/30/23	Elderly Affairs Division	City & County	371,159
5	ASO Log No. 22-232	3/1/22-6/30/23	Exec. Office on Aging	State	507,286
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\* Pending final execution

# 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 2025 for Program Funding**

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

<b>Contracts/Grants/Grants in Aid</b>	<b>Contracting Agency/Organization</b>
Lanakila Multi-Purpose Senior Center	State Executive Office on Aging* <ul style="list-style-type: none"> <li>Grant In Aid (7/1/24-6/30/25) ASO Log No. CCH2024A</li> </ul>
Lanakila Multi-Purpose Senior Center	City & County of Honolulu, Dept of Community Services, Elderly Affairs Division (EAD) <ul style="list-style-type: none"> <li>Senior Center, District II funding Contract No. MA-DCS-2400020 (10/1/23-6/30/25)</li> </ul>
Lanakila Multi-Purpose Senior Center	State Executive Office on Aging <ul style="list-style-type: none"> <li>Grant In Aid (7/1/23-6/30/24) ASO Log No. CCH2024A09</li> </ul>
Lanakila Multi-Purpose Senior Center	City & County of Honolulu, Dept of Community Services, Elderly Affairs Division (EAD) <ul style="list-style-type: none"> <li>Senior Center, District II funding Contract No. MA-DCS-2000138 (7/1/21-9/30/23)</li> </ul>
Lanakila Multi-Purpose Senior Center	State Executive Office on Aging <ul style="list-style-type: none"> <li>Senior Center funding (3/1/22-6/30/23) ASO Log No. 22-232</li> </ul>

\* Contract pending final execution

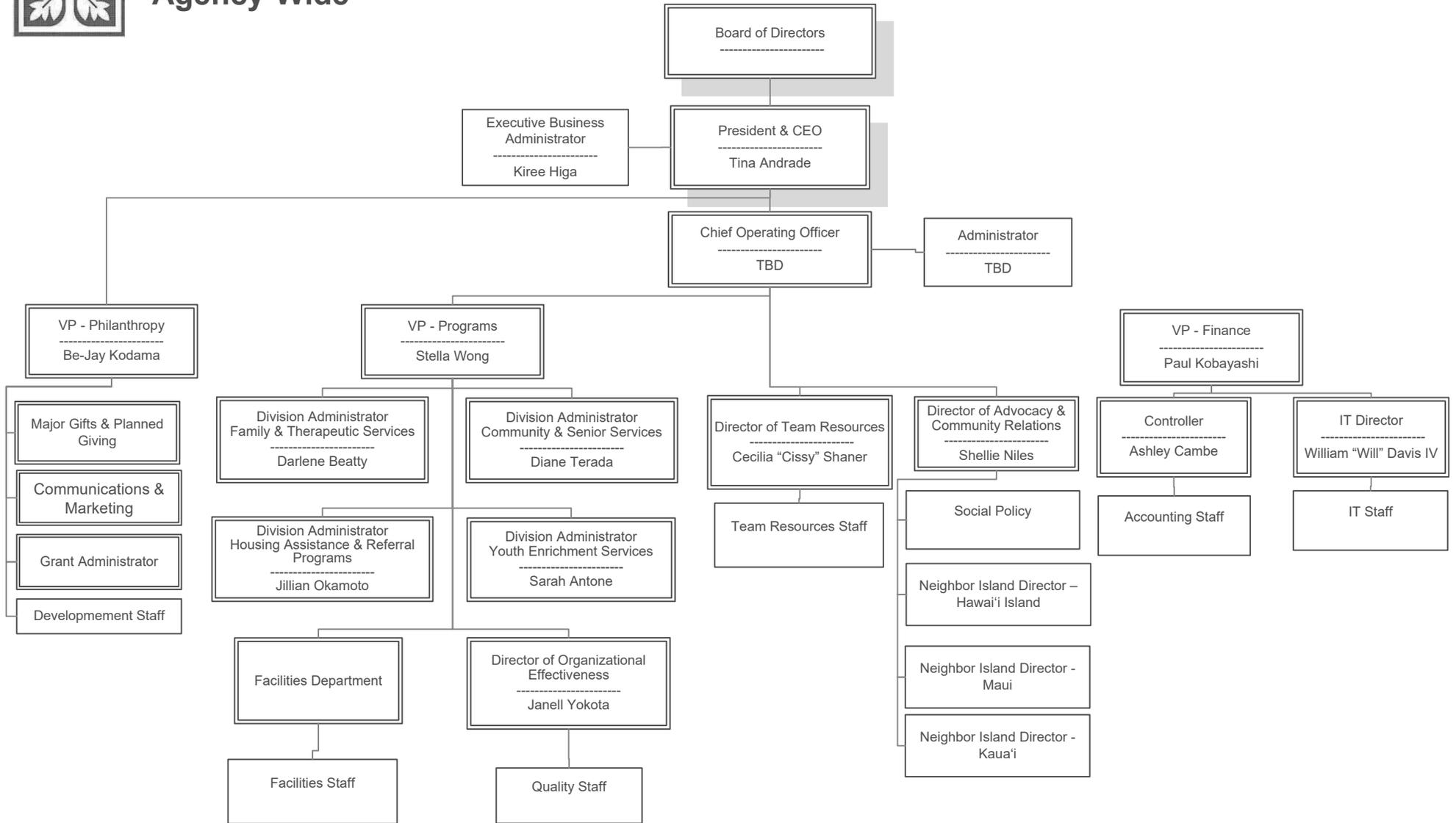
# Attachment C

## Organizational Charts

### (Agency-Wide and Program)



# Catholic Charities Hawai'i Agency-Wide



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



**Notes:**

**\*Funded through private grant funds.**

**All positions (except CM/SW) will be partially paid by the requested funding.**

**Rev. 2024.01.17**