



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: HAWAII ISLAND ADULT CARE, INC.

DBA/Trade Name: HAWAII ISLAND ADULT CARE, INC.

Issue Date: 01/06/2026

Status: **Compliant**

Hawaii Tax#: [REDACTED]
New Hawaii Tax#: [REDACTED]
FEIN/SSN#: [REDACTED]
UI#: XXXXXX7693
DCCA FILE#: 49061

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	Exempt
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:

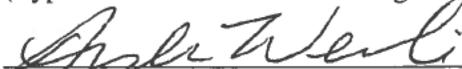
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide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

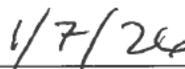
Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with 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.

Hawai'i Island Adult Care, Inc.

(Typed Name of Individual or Organization)


(Signature)


(Date)

Andrea Wernli

(Typed Name)

Executive Director

(Title)

Application for Grants

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

I. Certification – Please attach immediately after cover page

1. Hawaii Compliance Express Certificate (If the Applicant is an Organization)
If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2025.

Certificate of Vendor Compliance attached.

2. Declaration Statement

The applicant shall submit a declaration statement affirming its compliance with **Section 42F-103, Hawaii Revised Statutes.**

Declaration Statement attached.

3. Public Purpose

The applicant shall specify whether the grant will be used for a public purpose pursuant to **Section 42F-102, Hawaii Revised Statutes.**

Hawai'i Island Adult Care 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

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

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

Hawai'i Island Adult Care (HIAC) is a 501c(3) nonprofit organization dedicated to enhancing the quality of life for kūpuna and adults with disabilities throughout East Hawai'i. Since 1976, our mission has been to provide 'ohana with high-quality adult daycare and caregiver services to support aging in place.

Hawai'i Island Adult Care is the ONLY adult daycare center on the island of Hawai'i for kūpuna.

By providing comprehensive adult daycare services, caregiver support, and enrichment activities in a safe, social, and medically supervised setting, Hawai'i Island Adult Care provides essential daycare services to frail elders and adults with disabilities. We primarily serve residents in rural East Hawai'i communities including Hilo, Puna, Ka'u, and Hamakua.

Inspired by the Hawai'i County Office of Aging, HIAC opened our doors at the Kaumana Baptist Church as the first and only adult daycare center for the Island of Hawai'i. HIAC applied for nonprofit status in 1981 and moved into the old Memorial Hospital in 1987. In January 2019, HIAC moved into a newly constructed Hawai'i Island Adult Daycare Center after nearly 10 years of planning and completing a capital campaign.

Since 1981, HIAC has served thousands of East Hawai'i kūpuna with essential aging in place daycare services to assist our island residents.

2. The goals and objectives related to the request;

The vision at Hawai'i Island Adult Care is condensed into these four outcomes:

- 1) Participants will raise their low self-esteem by attending adult daycare program and will exhibit increased self-care - through renewed interest in daily life.
- 2) Participants will age in place and live as long as possible in their homes, preventing premature institutionalization and long-term nursing home stays.
- 3) Caregivers will receive respite and the opportunity to retain employment and continue caring for loved ones as long as possible.
- 4) Tuition assistance is available for all kūpuna needing our services regardless of ability to pay.

Goal 1: Improve access to essential services for aging adults and their caregivers

- Objective 1.1: Conduct individualized assessments for 100% of new participants within 7 days of enrollment
- Objective 1.2: Assist at least 75 participants in applying for or maintaining Medicaid, SNAP, or other benefits
- Objective 1.3: Facilitate 250 care coordination encounters (in-person, phone, or virtual) with medical and social service providers

Goal 2: Reduce caregiver burden and increase family engagement

- Objective 2.1: Host monthly support groups and educational workshops for caregivers (12 per year)
- Objective 2.2: Provide 1:1 counseling and navigation support to at least 200 caregivers annually
- Objective 2.3: Achieve 85% caregiver satisfaction on annual surveys

Goal 3: Enhance program reach and community partnerships

- Objective 3.1: Develop new referral pipelines with 3 healthcare partners
- Objective 3.2: Increase outreach events from 6 to 10 per year
- Objective 3.3: Grow community awareness through regular social media updates and quarterly newsletters (target: 10% audience growth)

3. The public purpose and need to be served;

PUBLIC PURPOSE

Hawai'i Island Adult Care offers person-centered care that includes medical supervision, enrichment activities, meals, social engagement, and individualized support.

Services Offered:

- Adult Day Care: HIAC offers structured programs that include socialization, physical activities, and cognitive stimulation tailored for older adults, including those with dementia or Alzheimer's.
- Caregiver Support: The organization provides counseling, training, and monthly support groups to assist family caregivers in managing their responsibilities effectively.
- Respite Care: Temporary relief services are available for caregivers needing short-term breaks.
- Enrichment Activities: Participants can engage in activities such as chair yoga, art therapy, and gardening, all designed to promote well-being and engagement.

NEEDS TO BE SERVED

Ensuring this vital role continues uninterrupted, our community faces: 1) Increased needs from aging participants with chronic conditions and dementia; 2) Service gaps in rural communities with limited geriatric resources; and 3) Rising costs associated with maintaining high-quality, person-centered care.

- **Aging Population**
By 2045, the population of kūpuna in Hawai'i 65 years and older will represent 24%, compared to only 8% in 1980. As the birth rate continues to decline and younger families leave the state, the number of potential family caregivers for seniors over 80 is decreasing rapidly. Hawai'i continues to have the highest life expectancy in the nation at over 80 years of age.
- **Shortage of Health Care Workers**
The state of Hawai'i is grappling with a significant shortage of health care workers, a challenge that has intensified in recent years. This shortage affects various medical professions, including physicians, nurses, and imaging technicians, and is particularly acute in rural areas like Hawai'i County.

The state of Hawai'i is experiencing a deficit of over 1,000 registered nurses and more than 1,000 entry-level health care workers, including certified nurse aides and

medical assistants. While the overall vacancy rate for nursing positions has decreased to approximately 11%, shortages persist, especially in rural areas. Factors contributing to this include high living costs, healthcare worker burnout, geographic isolation, an aging population, and limited local training opportunities.

As of early 2025, there are 636 open CNA positions across Hawai'i, with a substantial number of these vacancies on Hawai'i Island. The shortage is particularly acute in long-term care facilities, where the vacancy rate for home health aides has reached 30%. With the shortages of workers, the pay levels have become more competitive.

- **Caregiver Burnout**

Many kūpuna must attend a daycare program either because of their doctor's order or family concerns about socialization and the lack of safety at home alone all day. Many of the caregivers are employed and would need to leave their jobs if their loved ones did not have the opportunity to attend adult daycare. Family caregivers often struggle to get respite, creating caregiver burnout.

- **Dementia Diagnosis**

As of 2025, dementia continues to be a significant public health concern in Hawai'i. According to the Alzheimer's Association's 2025 report, there has been a 387.3% increase in Alzheimer's-related deaths in Hawai'i from 2000 to 2022, with 575 deaths recorded in 2022.

Currently, nearly 100,000 kūpuna and other individuals in Hawai'i are impacted by Alzheimer's disease or another form of dementia. Additionally, about 14% of Medicare beneficiaries in Hawai'i have been diagnosed with Alzheimer's disease or related dementias (ADRD), with higher prevalence among older adults and women.

The financial impact is also substantial. In 2025, the cost of caring for individuals with Alzheimer's and other dementias in the United States is projected to total \$384 billion, increasing to nearly \$1 trillion by mid-century.

- **Senior Living Costs**

For our aging kūpuna, the financial cost of long term care is skyrocketing. Long-term care financial company Genworth reported in 2024 that the average cost of assisted living in Hawai'i is \$9,340 per month. The cost of nursing homes in Hawai'i is nearly 30% greater than that of assisted living facilities. The average cost for a semi-private nursing home room is \$12,167 per month. Hawai'i's median cost of adult daycare is approximately \$25,763 per year, broken down as \$68 per day or \$2,162 monthly. Hawai'i's Medicaid insurers pay adult daycare providers between \$90 to \$110 per day, depending on the contracted rates.

4. Describe the target population to be served;

As of December 2025, 77% of participants enrolled in HIAC's Adult Daycare program are 80+ years old. 69% of enrolled participants are diagnosed with some form of dementia. Currently, we have 18% male participants and 82% female participants.

Participants may have become frail, suffered from a stroke or heart attack, or are battling brain change of dementia. Many do not drive anymore, limiting their independence. Staying home alone is a high-risk factor for falls and accidents, as well as depression.

These individuals must attend daycare either because of their doctor's order or family concerns about socialization and the lack of safety at home alone all day. Many of the caregivers are employed and would need to leave their jobs if their loved ones did not have the opportunity to attend adult daycare.

The Adult Daycare program will serve an estimated 150 unduplicated clients annually, primarily older adults (ages 60–95) and adults with disabilities. Of this group, over 75% are low-income, and more than 60% identify as Native Hawaiian or other Pacific Islander.

The program also supports approximately 250 family caregivers, offering assistance with access to healthcare, transportation, social services, and Medicaid benefits.

5. Describe the geographic coverage.

Hawai'i Island Adult Care (HIAC) uniquely serves as the sole adult daycare center on the entire Island of Hawai'i dedicated to supporting kūpuna (elders). This distinct role ensures that HIAC fills a critical gap in services for elderly residents across the island who require daycare, socialization, and support.

The geographic reach of the HIAC Adult Daycare Program is extensive, accommodating attendees who reside not only within Hilo town, where the center is located, but also in neighboring communities and outlying areas. Participants regularly come from Papaikou, a small community north of Hilo, as well as from more distant regions such as Mountain View, Pahoa, and Pahala. These areas span a significant portion of the island, highlighting the program's importance for families who lack closer alternatives for adult day care services. In essence, HIAC provides a vital lifeline for kūpuna and their caregivers across eastern and southern Hawai'i Island, making it an indispensable community resource.

III. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the

results, outcomes, and measures of effectiveness from this request. The applicant shall:

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

PROGRAM – ADULT DAYCARE

Hawai'i Island Adult Care is a lifeline for families coping with the challenges of aging and disability.

As the only adult daycare center in East Hawai'i for kūpuna and the only one in the state that previously passed the stringent CARF accreditation, HIAC fills a critical gap in long-term care, enabling elders to age in place while giving caregivers the ability to work or rest. Our Adult Daycare program is a safe and socially active program for kūpuna and challenged adults, who have a medical or safety necessity to attend daycare.

For The Participants

Our program provides a structured daily schedule six days a week and includes varied activities to aid mental, physical, creative and memory stimulation. Program participants receive two meals and one snack daily, giving them the nutrition they need to increase strength and maintain their health.

Adult daycare activities include the following:

- Daily exercise/movement, singing/dancing, arts & crafts, games, events, celebrations, ceramics, memory care
- Healthy breakfast, lunch & snack (USDA guidelines)
- Group & individual activities
- Excursions to museums, national parks, community events, and holo holo rides

We offer transportation to those in Hilo with pickup/drop off in North Hilo and Kea'au.

For the Caregivers

HIAC's Care Coordination team provides individualized case management to ensure participants receive appropriate benefits, medical care, and support services. The teams help caregiver families navigate complex systems (Med-QUEST, SNAP, LTC insurance), coordinate care with primary providers, and advocate during transitions such as hospitalization or hospice.

Tuition Assistance

Many families that seek daycare for their loved ones are not able to pay the monthly costs. HIAC works hard to make sure that nobody is turned away – through a Tuition Assistance program that provides scholarships to kūpuna in need. Currently, 47% of daycare participants at HIAC are provided partial tuition coverage, which is serving approximately 20 kūpuna monthly, for an average of 95 days of free daycare monthly. Families-in-need are invited to apply for tuition assistance at HIAC, and scholarships will be awarded to those that show financial need, through income verification.

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

PROGRAM TIMELINE

Ongoing Monthly:

- Enroll and onboard new daycare participants
- Tuition Assistance request reviews and awards
- Care navigation case management ongoing
- Monthly caregiver workshop

Q1: Jul-Sep 2026

- Outreach planning and coordination with referral partners
- Conduct individualized assessments for new participants
- Launch caregiver support group schedule
- Annual PAC training for staff

Q2: Oct-Dec 2026

- Internal quarterly review of program metrics
- Social media and newsletter outreach campaign
- Holiday-themed enrichment activities
- Conduct caregiver satisfaction survey
- Benefits application push before open enrollment deadlines

Q3: Jan-Mar 2027

- Mid-year evaluation report
- Staff training on dementia care and elder abuse awareness
- Plan spring outreach campaign
- Expand rural outreach in Puna and Hamakua
- New healthcare partner collaboration launched
- Caregiver workshop: Medicaid Basics
- Review data trends for hospitalizations and service gaps

Q4: Apr-Jun 2027

- Quarterly metrics update
- Participant/caregiver satisfaction survey distributed
- Document impact stories and testimonials
- Plan for program sustainability and future funding

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

HIAC defines success through measurable improvements in participant well-being, caregiver satisfaction, and access to health and social services. Over the next year, funding will help achieve the following outcomes:

- 1) Provide individualized care for 150 unduplicated participants annually
- 2) Conduct over 250 care coordination encounters to support medical and social service needs
- 3) Assist 75 participants in enrolling in Medicaid, SNAP, or related programs – for an increase in benefits enrollment rates (goal: 80%)
- 4) Host 12 caregiver support groups and workshops
- 5) Maintain satisfaction rates of 85% or higher among participants and caregivers
- 6) Reduce hospitalization and ER use by 10% through preventative care and monitoring

MEASUREMENT

We highly value communication and regular feedback. We have multiple methods to monitor our progress. This progress is tracked through electronic records, surveys from caregivers and participants, counselor reports, workshop evaluations, and benefits logs. The data collected is reviewed quarterly by HIAC leadership and reported to our funders.

CAREGIVER COUNCIL

In addition to these measurement opportunities, our Caregiver Council was established with caregivers whose loved ones are enrolled in our program. Each caregiver's loved one requires a different level of care, which offers diverse perspectives and enhances productivity during our scheduled in-person gatherings.

Since January 2023, the Caregiver Council has been meeting monthly to provide a collaborative environment for HIAC leadership to exchange ideas and gain insights from caregivers. The contributions of this group, and the generosity of their time, have had a significant and positive impact on our organization, allowing us to measure the quality of our services and improve our operations.

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.**

Over the next year, Hawai'i Island Adult Care will achieve the following outcomes as our measures of effectiveness for this grant:

- Provide individualized care for 150 unduplicated participants annually
- Conduct over 250 care coordination encounters to support medical and social service needs
- Assist 75 participants in enrolling in Medicaid, SNAP, or related programs
- Host 12 caregiver support groups and workshops

IV. Financial

Budget

1. **The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.**
- a. **Budget request by source of funds**
 - b. **Personnel salaries and wages**
 - c. **Equipment and motor vehicles**
 - d. **Capital project details**
 - e. **Government contracts, grants, and grants in aid**

Total program cost for the HIAC Adult Daycare Program in FY2027 is \$2,311,000. We are committed to raising \$2.111 million of these funds and request \$200,000 in State of Hawai'i GIA support.

Budgets attached.

2. **The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2027.**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$50,000	\$50,000	\$50,000	\$50,000	\$200,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2027.

Sustainability at HIAC is supported through diversified funding streams:

- Private Pay (40%)
- Medicaid Reimbursements (24%)
- Grants & Contracts (19%)
- Community Contributions (8%)
- Long-Term Care Insurance Reimbursements (6%)
- Transportation Services, Personal Care Fees, and Admissions Fees (3%)

For the Grants & Contracts and Community Contributions segments, HIAC plans to request FY27 funding from the following foundation and corporate donors:

- McInerney Foundation
- Cooke Foundation
- Clarence T.C. Ching Foundation
- Robert M. & Alice K. Fujimoto Foundation
- HCF East Hawai'i Fund
- First Hawaiian Bank Foundation
- Bank of Hawai'i Foundation
- Tradewind Group Foundation
- Alzheimer's Association
- LGA Family Foundation
- Atherton Family Foundation
- County of Hawai'i Elderly Affairs Division

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.

None.

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 2027 for program funding.

Government Contracts, Grants, and/or Grants In Aid attachment.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2025.

As of December 31, 2025, Hawai'i Island Adult Care's unrestricted current assets are \$8,224,758.

V. Experience and Capability

1. Necessary Skills and Experience

HIAC's longevity, accreditation, and ability to expand services through capital development shows deep regional roots and proven capacity. Our extensive history demonstrates successful implementation of high-quality adult day programs to support aging in place across East Hawai'i.

NETWORK INTEGRATION

HIAC is integrated within a complex network of social and medical service providers, both public and private. Partners include the Department of Human Services, Hawai'i County Coordinated Services, Community Action Network, Kūpuna Collective, Services for Seniors, Adult Protective Services, case management agencies, Legal Aid, Senior Task Force, and others. Our partnerships afford the continuum of services our kūpuna need. Community partners such as AARP, Alzheimer's Association, and Community First are integral to providing the continuum of services for our kūpuna and their caregivers. These partnerships, along with a few other smaller organizations, address the needs of our caregivers. Through educational workshops, together, we can support our caregivers and families.

HIAC also contracts with Hawai'i County Office of Aging for family caregiver counseling and training, which made a significant impact highlighting the greater need and support of care management for caregivers.

VOLUNTEER SUPPORT

Over 50 community volunteers are active at HIAC, primarily providing arts and entertainment offerings for the daycare participants. Over 50 volunteers annually provide their time and talent to serve the kūpuna, through hula performances, live musical entertainment, school groups singing, and art activities brought to the participants.

DEMENTIA CARE SPECIALTY

Hawai'i Island Adult Care (HIAC) has established a transformative partnership with Positive Approach to Care (PAC), an internationally recognized organization specializing in dementia care training. This collaboration has significantly elevated the quality of care and support available to individuals experiencing brain change and their families.

Within just one year, HIAC achieved PAC certifications in Trainer, Coach, Engagement Leader, and Teacher for seven of its employees, becoming the first organization in the state of Hawai'i to earn official PAC designation. This accomplishment reflects HIAC's commitment to leadership and excellence in dementia care.

Our team of PAC-certified professionals now empowers both staff and family caregivers with practical tools to navigate diverse care scenarios. They offer evidence-based communication techniques and tailored strategies to connect meaningfully with individuals living with dementia. Through this training, caregivers learn how to provide the right resources at the right time and foster environments that support independence and dignity.

The PAC approach has shifted our focus from "problem-fixing" to collaborative problem-solving. Our team is equipped to help others see situations from the perspective of those with dementia, preparing staff, caregivers, and participants to walk the unique journey together. This education has deepened our understanding, strengthened relationships, and enhanced the overall quality of life for everyone involved.

2. Facilities

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

The HIAC Adult Daycare Center is located at 561 Kūpuna Place, in downtown Hilo (9,971 sq. ft., owned and built by HIAC). Licensed to serve up to 105 participants daily; the Center serves 150 unduplicated participants annually.

In January 2019, HIAC moved into a newly constructed Hawai'i Island Adult Daycare Center after nearly 10 years of planning and completing a capital campaign. The facility was designed specifically with kūpuna in mind, and operates with details such as:

- Fully operated commercial kitchen
- Two large activity and dining area (games, crafts, music, group programs)
- Outdoor lanai/patio space
- Medication storage/locked cabinet
- Nurse station
- Conference Room
- Staff Lounge
- Admin Office
- Equipment storage (wheelchairs, walkers)
- Wide walkways for walkers/wheelchairs
- Handrails in hallways
- Shower rooms
- Non-slip flooring
- Ramps or step-free entry
- Accessible parking / drop-off area

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

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

STAFFING

Hawai'i Island Adult Care is led by Executive Director, Andrea Wernli, who joined the organization in 2022. Andrea has a wide range of leadership experience in the nonprofit sector and has brought new and innovative ideas and initiatives to HIAC, leading to a 20% increase in daycare enrollment in the first three years.

➤ Leadership: Executive Director – Andrea Wernli

Andrea has served as HIAC's Executive Director since September 2022, bringing with her a wide range of leadership experience throughout the nonprofit sector. Additionally, she currently serves as a Captain in the Hawai'i Army National Guard. Her Executive Director role at HIAC includes overseeing all aspects of the facility's operations, including program development, staff management, financial oversight, and regulatory compliance, ensuring high-quality, person-centered care. This role also involves engaging with families, caregivers, and the broader community to foster a supportive environment that reflects local cultural values and addresses the unique needs of Hawai'i Island residents.

➤ Care Team: Staff and Volunteers

Andrea manages a team of 30 compassionate and professional dedicated employees (25 full-time and 5 part-time) and over 50 volunteers and contracted specialists, who are committed to meeting the needs of our participants and family caregivers.

Our care team consists of 7 Care Partner I (activity leaders), 8 Care Partner II (CNA), a Program Manager (CNA), Care Coordinator (CNA), Care Manager (RN), a Program Admin Support, Kitchen Manager, Art Instructor, and 2 Transportation staff.

Our administrative team consists of 6 individuals: Executive Director, HR/Operations Manager, Accounting Manager, Accounting Specialist, Office & Development Manager, Caregiver Counselor, and Community Engagement Coordinator.

Our staff must complete annual background checks, fingerprinting, CPR certification, 2-step TB testing, training, and quarterly leadership events to ensure compliance with licensure, Medicaid, and internal requirements. Additional requirements include driver's training, food handler's certification, and certified nursing assistant (CNA) recertification.

The key staff that directly manage the day-to-day Adult Daycare activities include:

- Care Manager/RN – Jamie Inocencio, RN
Jamie brings over 15 years of nursing experience to HIAC. Her current role includes providing medical expertise, care coordination for our participants, and caregiver navigation services. The Care Manager's role is to ensure the optimal delivery of participant and family-centered care. Care Management emphasizes advocating for participants and or family caregivers by linking them to services that will support them in reaching their desired goals and outcomes.
- Program Manager – Kira Santos, CNA; Positive Approach to Care Coach
Kira oversees the Adult Daycare program, which includes managing participants' daily activities, staff hiring, scheduling, and floor management for the 18-floor staff personnel. Since 2015, Kira has served HIAC in various roles, and she has furthered her education and skills by attaining both the Certified Nursing Association (CNA) and PAC Certified Coach. Kira recently attended the PAC workshop for Teacher certification, which provides training on staff retention and recruitment.
- Care Coordinator – Caitlin Delos Santos, CNA; Positive Approach to Care Coach
Caitlin works in collaboration with the Care Manager to provide up to date care plans for 100+enrolled participants. She serves as a liaison between care services and families and provides supervision to care partners. Caitlin joined HIAC in November 2018 as a Care Partner II, CNA and has since been promoted as the Care Coordinator. She has furthered her education and skills by maintaining her CNA and completed the intensive PAC Certified Coach training.
- Caregiver Counselor – Cheryl Dias, MSW; Positive Approach to Care Trainer
Cheryl joined HIAC in October 2022, after an extensive leadership journey in education, counseling and social work leadership throughout Hawai'i. Her Caregiver Counselor role includes assessing, diagnosing, and treating a range of mental health conditions within the scope of service, conducting initial client biopsychosocial assessments to evaluate mental health status and needs, developing individualized treatment plans based on client needs, conducting therapy/counseling sessions with caregivers, providing a safe and confidential environment while guiding caregivers through exploration of their emotions and caregiving experiences. She provides PAC training for all HIAC care partners and facilitates PAC training in the community.

BOARD OF DIRECTORS

Hawai'i Island Adult Care has a very diverse, 8-member Board of Directors, comprised of accomplished and passionate professionals, leaders in the fields of healthcare, energy, government, and banking. 100% of the 8 board members at HIAC are active contributors within the organization. Board meetings average 85% attendance rate, consistently meeting quorum for board voting. The board of directors meet regularly: monthly finance meetings and every-other-month board meetings.

2. Organization Chart

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

Organization Chart attached.

3. Compensation

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

- Executive Director: \$75,000 - \$100,000
- Care Manager: \$55,000 - \$65,000
- HR/Operations Manager: \$50,000 - \$65,000

VII. Other

1. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

Not applicable.

2. Licensure or Accreditation

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

Certifications and Licensure:

- Licensed by the State of Hawai'i Department of Health to serve up to 105 participants daily as an Adult Day Care Center (1 year certification: 1/1/2026-12/31/2026). Licensed through the Office of Health Care Assurance.
- Community Ties of America certifies and re-certifies the Adult Day Care Centers in Hawai'i for which there are over 30 currently, including Hawai'i Island Adult Care, Inc.. Community Ties implements the licensing requirements of the Hawai'i Revised Statutes (HRS) 346-83 and Hawai'i Administrative Rules (HAR) Chapter 17-1424 and any revised rules. Each adult day care center, statewide, is reviewed on an annual basis.

Note: The Hawai'i Certification and Licensure division of Community Ties of America, Inc., serves as the primary regulatory reviewer of Community Care Foster Family Homes and their respective Case Management Agencies, and Adult Day Care Centers for the State of Hawai'i Department of Health Office of Health Care Assurance.

3. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see Article X, Section 1, of the State Constitution for the relevance of this question.

Not applicable.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2027 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2027, but**
- (b) Not received by the applicant thereafter.**

FUTURE SUPPORT PLANS

Sustainability at HIAC is supported through diversified funding streams -- Private Pay (40%), Medicaid Reimbursements (24%), Grants & Contracts (19%), Community Contributions (8%), Long-Term Care Insurance Reimbursements (6%), and Transportation Services, Personal Care Fees, and Admissions Fees (3%).

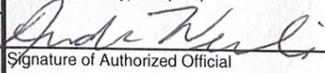
Through this variety of earned income and fundraising programs, HIAC has been able to faithfully serve our kūpuna throughout East Hawai'i over the last 50 years.

HIAC actively pursues financial support from local donors, including McNerny Foundation, Atherton Family Foundation, Clarence T.C. Ching Foundation, County of Hawai'i Elderly Affairs Division, Hawai'i Community Foundation, and other private donations. We also expect increased Medicaid reimbursement through expanded participation and navigator-led enrollment support.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

Applicant: Hawai'i Island Adult Care, Inc.

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	90,567	0	20,000	1,000,000
2. Payroll Taxes & Assessments	17,433	0	4,000	210,000
3. Fringe Benefits	7,000	0	1,000	75,000
TOTAL PERSONNEL COST	115,000	0	25,000	1,285,000
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0	0	0	8,000
2. Insurance	2,000	0	0	40,000
3. Lease/Rental of Equipment	0	0	0	0
4. Lease/Rental of Space	0	0	0	0
5. Staff Training	10,000	0	0	10,000
6. Program Supplies & Materials	25,000	0	5,000	65,000
7. Telecommunication	3,000	0	0	3,000
8. Utilities	15,000	0	0	50,000
9. Program Support	30,000	0	0	70,000
10. Direct Client Assistance	0	0	20,000	185,000
11. Taxes, Licenses, Fees	0	0	0	70,000
12. Depreciation	0	0	0	60,000
13. Facility Operations, Occupancy, Maintenance	0	0	0	150,000
14. Professional Fees, Contractors	0	0	0	65,000
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	85,000	0	25,000	776,000
C. EQUIPMENT PURCHASES	0	0	0	0
D. MOTOR VEHICLE PURCHASES	0	0	0	0
E. CAPITAL	0	0	0	0
TOTAL (A+B+C+D+E)	200,000	0	50,000	2,061,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	200,000	Andrea Wernli		808-480-3721
(b) Total Federal Funds Requested	0	Name (Please type or print)		Phone
(c) Total County Funds Requested	50,000			1/22/2026
(d) Total Private/Other Funds Requested	2,061,000			Signature of Authorized Official
TOTAL BUDGET	2,311,000	Andrea Wernli, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2026 to June 30, 2027

Applicant: Hawai'i Island Adult Care, Inc.

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Manager	1.0 FTE	\$50,232.00	25.00%	\$ 12,558.00
Care Manager	1.0 FTE	\$60,000.00	51.00%	\$ 30,600.00
Art Instructor	1.0 PTE	\$25,000.00	25.00%	\$ 6,250.00
Care Coordinator	1.0 FTE	\$38,000.00	25.00%	\$ 9,500.00
Kitchen Manager	1.0 FTE	\$60,882.00	52.00%	\$ 31,658.64
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				90,566.64
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2026 to June 30, 2027

Applicant: Hawai'i Island Adult Care, Inc.

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0
JUSTIFICATION/COMMENTS: Not Applicable				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0
JUSTIFICATION/COMMENTS: Not Applicable				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2026 to June 30, 2027

Applicant: [Hawai'i Island Adult Care, Inc.](#)

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:2024-2025	FY:2025-2026	FY:2026-2027	FY:2026-2027	FY:2027-2028	FY:2028-2029
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:	0	0	0	0	0	0
JUSTIFICATION/COMMENTS: Not applicable.						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Hawai'i Island Adult Care, Inc.

Contracts Total: 554,080

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Hawaii Child Nutrition Program	07/01/23-06/30/24	USDA	State of Hawaii	88,150
2	Hawaii Child Nutrition Program	07/01/24-06/30/25	USDA	State of Hawaii	101,894
3	Hawaii Child Nutrition Program	07/01/25-06/30/26	USDA	State of Hawaii	89,836
4	Hawaii Child Nutrition Program	07/01/26-06/30/27	USDA	State of Hawaii	89,836
5	Contingency Relief Fund	07/01/23-06/30/24		Hawaii County	9,000
6	Family Caregiver Connection	07/01/23-06/30/24	Office of Aging	Hawaii County	55,117
7	Family Caregiver Connection	07/01/24-06/30/25	Office of Aging	Hawaii County	38,545
8	Family Caregiver Connection	07/01/25-06/30/26	Office of Aging	Hawaii County	37,840
9	Family Caregiver Connection	07/01/26-06/30/27	Office of Aging	Hawaii County	37,840
10	Better Choices Better Health	07/01/24-06/30/25	Office of Aging	Hawaii County	753
11	Better Choices Better Health	07/01/25-06/30/26	Office of Aging	Hawaii County	5,269
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

HIAC ORGANIZATION CHART

*Our mission:
"We provide 'ohana with high-quality adult
daycare and caregiver services to support aging
in place"*

Participants & Caregivers



**CARE PARTNER II
CNA**
Diana
Melca
Gardenia
Lino
Debra
Jessica

**CARE PARTNER I
ACTIVITY LEADER**
Virginia
Slyvia
Michaela
Anessa
Kaedynce
Keona
Lily

Momi Tellio
PROGRAM ADMIN
SUPPORT

Caitlin Delos Santos
CARE COORDINATOR
PAC COACH

Ronnie Burrus
TRANSPORTATION
MAINTENANCE

Donny Cortez
TRANSPORTATION
MAINTENANCE

Stacyn Sakuma
COMMUNITY
ENGAGEMENT
COORDINATOR

Kira Santos
PROGRAM MANAGER
PAC COACH

Jamie Inocencio
CARE MANAGER

Julie Del Bono
TRANS/MAINT.
COORDINATOR

Mona Vance
ACCOUNTING
SPECIALIST

Samanatha Bechert
OFFICE DEVELOPMENT
MANAGER

Cheryl Dias
COUNSELOR
PAC TRAINER

Joan Umehara
ACCOUNTING
MANAGER

Nicole Rodrigues
KITCHEN MANAGER

Admin Team



Care Team



Board of Directors

Andrea Wernli
EXECUTIVE DIRECTOR

Suzanne Wang
ART INSTRUCTOR



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

Andrea Wernli, Executive Director

PRINT NAME AND TITLE

1/7/20
DATE