

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

Darlene Nakayama, CEO
PRINT NAME AND TITLE

1/16/2026
DATE



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: PALOLO CHINESE HOME

DBA/Trade Name: PALOLO CHINESE HOME

Issue Date: 01/08/2026

Status: **Compliant**

Hawaii Tax#:

New Hawaii Tax#:

FEIN/SSN#:

██████████

UI#:

XXXXXXX1028

DCCA FILE#:

3050

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

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, Hawai'i 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 and meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is incorporated under the laws of the State; or
 - b) Spends at least ninety percent of its operating budget in the State; and
 - c) Registered with the department of commerce and consumer affairs and in possession of a valid certificate of vendor compliance issued by the State that documents the organization's compliance and good standing with the United States Internal Revenue Service, department of taxation, department of labor and industrial relations, and department of commerce and consumer affairs; and
 - d) 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, Hawai'i 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
 - c) If a grant is 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 for 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.

Palolo Chinese Home

(Typed Name of Organization)

 1/16/2026

(Signature)

(Date)

Darlene Nakayama

1/16/2026

(Typed Name)

(Title)



PALOLO CHINESE HOME
Better Care. Better Lives

PUBLIC PURPOSE

The public purpose of this project is to protect public health, ensure continuity of licensed long-term care services, and prevent avoidable public healthcare costs by strengthening critical ventilation and air-conditioning infrastructure at Palolo Chinese Home (PCH), a safety-net long-term care provider serving medically vulnerable seniors in Honolulu.

PCH serves frail and low-income seniors, more than fifty percent of whom rely on Medicaid and other public assistance programs. Many residents have chronic medical conditions, compromised immune systems, limited mobility, and an inability to self-mitigate environmental health risks. In a congregate care setting, reliable indoor air quality and temperature control are not matters of comfort; they are essential to infection prevention, heat-related illness avoidance, and regulatory compliance required to maintain licensed operations. Palolo Chinese Home plays a critical role in Hawai'i's healthcare continuum by serving as a primary discharge destination for hospitals seeking safe placement for medically complex seniors, and failure of essential building systems would directly increase hospital length-of-stay, emergency department boarding, and associated Medicaid costs.

Honolulu has experienced an increase in extreme heat events and prolonged periods of high humidity, conditions that disproportionately endanger elderly individuals in skilled nursing environments. Aging ventilation and air-conditioning systems increase the risk of temperature instability, inadequate fresh air exchange, respiratory illness, and heat-related medical events. For medically fragile seniors, these risks can lead to avoidable emergency transfers, hospitalizations, and disruptions in continuity of care—outcomes that place additional strain on Hawai'i's acute care system and increase Medicaid expenditures.

This project will modernize PCH's outside-air ventilation and air-conditioning systems to ensure safe indoor environmental conditions for residents, staff, and visitors. By reducing the risk of respiratory illness, heat stress, and system failure, the project directly supports public health objectives, safeguards Medicaid resources, and helps prevent avoidable hospital utilization.

If not addressed, continued system degradation could jeopardize PCH's ability to safely operate skilled nursing beds serving vulnerable seniors who have limited alternative placement options. Investment in this project is a preventive public health measure that preserves essential safety-net healthcare capacity, protects frail seniors, and avoids significantly higher public costs associated with emergency medical care and resident displacement.

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)

See attached.

2. Declaration Statement

See attached.

3. Public Purpose

See attached.

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;

Palolo Chinese Home (PCH) is a Hawai'i-based nonprofit organization incorporated under Section 501(c)(3) of the Internal Revenue Code and headquartered at 2459 10th Avenue in Honolulu, Hawai'i. Founded in 1896, PCH was established by 327 prominent members of Hawai'i's Chinese community who petitioned the Legislature of the Republic of Hawai'i for land to create a Chinese hospital and residential facility to care for aging plantation workers.

Although the original hospital did not materialize, the perseverance of the Chinese community led to a \$5,000 legislative grant in 1919. Combined with financial support from local plantations and the broader Chinese community, these funds enabled the opening of Palolo Chinese Home in 1920 in Palolo Valley on a 15-acre campus.

Originally created to serve aged, dependent, and physically disabled Chinese men who lacked financial support, PCH has evolved over more than a century into a multi-ethnic nonprofit organization providing a comprehensive continuum of care to seniors of diverse backgrounds. Today, PCH is the largest and only safety-net long-term care provider in Palolo Valley, serving frail and vulnerable elders who rely heavily on government assistance.

PCH's campus is located in the Palolo Valley, surrounded by mountains and a natural stream, and spans approximately 15 acres. The physical campus includes 131 licensed beds across 66 resident rooms housed in three resident care buildings, including a two-story skilled nursing facility. The campus also features a multipurpose community and administrative building, a two-story human resource building, and several one-story support buildings that accommodate maintenance operations, a chapel, hairdressing services, business, and maintenance offices. In addition to services provided on campus, PCH extends care into the community through home-based services.

Through this physical and community-based infrastructure, PCH offers a comprehensive continuum of care, including hospice services, skilled nursing and rehabilitation, intermediate care, adult residential care home services, expanded care, adult day care, home care, home modification services, house cleaning, and Meals-to-Go. Guided by its mission to educate, support, and care for seniors and their families through quality, culturally sensitive care, PCH benefits approximately 900 seniors, employs 150 staff members, and serves more than 13,000 community members annually.

2. The goals and objectives related to the request;

Goal of the Grant Request

The goal of this \$1,000,000 grant request is to protect the health, safety, and quality of life of frail seniors residing at Palolo Chinese Home (PCH) by modernizing critical building systems that directly affect indoor air quality and temperature stability within resident care environments. Grant funding will enable PCH to install a dedicated outside-air ventilation system and replace aging air-conditioning condensing and fan coil units serving skilled nursing buildings that houses nearly 115 residents daily. These infrastructure improvements are essential to reducing the recirculation of stale or potentially contaminated air, improving ventilation with clean, conditioned outside air, and maintaining safe, reliable indoor temperatures that meet licensure and life-safety requirements.

Objectives of the Grant Request

Palolo Chinese Home (PCH) is committed to safeguarding the health and well-being of the frail seniors we serve by ensuring safe, comfortable, and resilient indoor environments. As the largest and only safety-net long-term care healthcare provider in Palolo Valley, PCH delivers essential skilled nursing and medical services to a highly vulnerable population, more than 50 percent of whom rely on government assistance for their care. For these seniors, indoor environmental quality is not a convenience, it is a critical determinant of health, recovery, and dignity.

The specific objectives of this grant request are to:

- *Improve Indoor Air Quality and Infection Control*
Install a dedicated outside-air ventilation system to increase the delivery of fresh, conditioned air and reduce the recirculation of stale or potentially contaminated air within resident care buildings. Design and planning for this system have been completed, required permits were submitted in January 2026, and construction is scheduled to begin in July 2026 with completion by June 2027 to meet licensure requirements.
- *Enhance Thermal Comfort and System Reliability*
Replace two aging air-conditioning condensing units and associated fan coil units serving a skilled nursing building housing 70 residents daily. These units are nearly a decade old and have experienced recurring mechanical failures, increasing the risk of temperature instability that poses serious health concerns for elderly residents with chronic illness.
- *Reduce Health Risks Associated with Heat and Respiratory Illness*
Address the increasing risks posed by rising temperatures and airborne respiratory illness. National and local climate data confirm that hot and humid days on Oahu have increased significantly in recent years, conditions that disproportionately endanger elderly individuals.
- *Strengthen Long-Term Resilience and Quality of Care*
Ensure that PCH's facilities remain compliant, resilient, and capable of providing safe, dignified care amid changing climate conditions. These upgrades will reduce infection risk, improve temperature stability, enhance resident comfort, and strengthen protection for seniors vulnerable to respiratory disease and heat-related illness.

3. The public purpose and need to be served;

The public purpose of this project is to protect the health and safety of low-income, medically vulnerable seniors through critical improvements to indoor air quality and temperature control at Palolo Chinese Home (PCH), a long-term care healthcare facility serving the Palolo Valley community.

PCH is the largest long-term care provider in Palolo Valley, a community with limited access to alternative skilled nursing and residential care options. More than 50 percent of PCH residents rely on government assistance, and many have chronic medical conditions, compromised immune systems, and limited mobility. These factors significantly increase vulnerability to poor indoor air quality, airborne respiratory illness, and heat-related health risks. For this population, safe and stable indoor environmental conditions are essential to preventing illness, avoiding hospitalization, and preserving dignity and quality of life.

The need for this project is urgent and well documented. Rising temperatures and increased heat exposure in Honolulu have heightened the risk of heat stress and dehydration among elderly residents. At the same time, ongoing concerns

related to airborne respiratory illness underscore the importance of modern ventilation systems that introduce adequate outside air and reduce the recirculation of contaminants in congregate care settings. PCH's existing air-conditioning and ventilation infrastructure is aging and increasingly challenged to meet current requirements for infection control, thermal stability, and climate resilience.

Without this improvement, medically fragile seniors will remain exposed to preventable environmental health risks, and the continuity of essential long-term care services in Palolo Valley may be compromised. By upgrading its outside-air ventilation and air-conditioning systems, PCH will deliver a direct public benefit: improved infection control, safer indoor temperatures, reduced health risks, and strengthened resilience of an essential community healthcare facility serving those with the greatest need. This project directly advances public health, health equity, and responsible stewardship of community healthcare infrastructure.

4. Describe the target population to be served; and

The primary target population served by this project is frail, low-income seniors residing at Palolo Chinese Home (PCH), both now and in the future, many of whom have complex, high-acuity medical needs and limited access to alternative long-term care options. PCH serves seniors who require skilled nursing, intermediate, and supportive long-term care, including individuals with chronic illness, significant functional impairment, cognitive decline, and compromised immune systems.

A substantial portion of PCH residents are medically fragile and clinically complex. Many residents are terminally ill and receiving hospice services, while others require intravenous antibiotics for serious infections, ongoing oxygen therapy, and close medical monitoring. Most residents require total assistance with activities of daily living, including bathing, dressing, toileting, eating, and mobility. In addition, many residents are living with dementia and related behavioral symptoms, requiring specialized care approaches, environmental stability, and consistent infection control practices.

More than 50 percent of PCH residents rely on government assistance, including Medicaid and other public programs, to cover the cost of their medical and daily care. Many have limited financial resources, limited family support, and limited ability to advocate for themselves or relocate to facilities with newer infrastructure. As a result, these residents are highly dependent on the safety, reliability, and environmental quality of the facility in which they receive care. The population served by PCH is culturally and linguistically diverse, reflecting the broader Palolo Valley and Honolulu communities. PCH has a long-standing history of serving seniors from diverse ethnic backgrounds, including individuals with limited English proficiency who benefit from culturally sensitive care. These

residents often experience compounded vulnerabilities related to advanced age, medical complexity, language barriers, and socioeconomic factors.

PCH residents are particularly vulnerable to poor indoor air quality, airborne respiratory illness, and heat-related health risks. Many have underlying respiratory, cardiovascular, or neurological conditions that are worsened by inadequate ventilation or elevated indoor temperatures. Limited mobility and medical dependence further restrict their ability to seek safer environments during periods of extreme heat or compromised air quality.

Secondary beneficiaries of this project include PCH staff, caregivers, families, and visitors. Improved indoor air quality and temperature control will enhance workplace safety, reduce occupational exposure to airborne illness, support staff retention, and promote continuity of care. Families and visitors benefit from a safer, more comfortable environment, while the broader community benefits from a stronger, more resilient long-term care facility that helps reduce preventable hospitalizations and public health strain.

5. Describe the geographic coverage.

Palolo Chinese Home (PCH) is located in Palolo Valley at 2459 10th Avenue and serves seniors from Palolo Valley and across the island of O’ahu. As the largest and only safety-net healthcare care provider in Palolo Valley, PCH plays a critical role in ensuring access to nursing and supportive care for seniors on O’ahu.

While PCH’s campus is physically situated in Palolo Valley, the population served extends beyond the immediate neighborhood. Residents are admitted from across the island of O’ahu through referrals from hospitals, clinics, and social service agencies throughout O’ahu. For many families, PCH represents one of the few culturally responsive, affordable long-term care options available within reasonable proximity to their homes and support networks.

The geographic area served includes communities that experience barriers to healthcare access, including limited availability of long-term care beds, transportation challenges for families and caregivers, and a high concentration of older adults who rely on public assistance. PCH’s location within Palolo Valley allows it to serve seniors who might otherwise face displacement far from their communities if care were not available locally.

The proposed project will benefit not only residents of PCH, but also the broader Palolo Valley and Honolulu community by strengthening a critical piece of the local healthcare infrastructure. By improving indoor air quality and climate resilience on its campus, PCH enhances the safety, continuity, and reliability of care for seniors across its service area, supporting public health objectives throughout O’ahu.

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;

The ventilation and air-conditioning improvements address distinct system needs and together they form an integrated approach to improving indoor air quality, infection prevention, and climate resilience for medically vulnerable seniors.

Component A: Outside Air Ventilation Improvements

Scope of Work, Tasks, and Responsibilities

Palolo Chinese Home (PCH) will implement a dedicated outside-air ventilation system to improve indoor air quality and reduce the recirculation of stale or potentially contaminated air within resident care buildings. Design and planning for this component have been completed, and required permits were submitted in January 2026. Construction is scheduled to begin in July 2026 and be completed by June 2027.

The scope of work for this component includes:

- 1) Installation of a dedicated system designed to introduce and condition fresh outside air into resident living and care areas.
- 2) Integration of ventilation controls to ensure consistent airflow and appropriate air exchange rates.
- 3) Phased implementation to maintain resident safety and continuity of care during construction.
- 4) Testing, commissioning, and performance verification to confirm proper airflow delivery and system operation.

Responsibilities:

PCH management and a dedicated Project Manager will oversee project implementation and compliance. Licensed engineers and qualified mechanical contractors will perform installation and commissioning. Facilities staff will receive training and assume ongoing operational responsibility.

Component B: Air-Conditioning System Replacement

Scope of Work, Tasks, and Responsibilities

As a complementary but distinct component, PCH will replace two aging air-conditioning condensing units and the related fan coil units that serve a skilled nursing building housing nearly 70 residents daily. These units are nearly a

decade old and have experienced recurring mechanical failures, creating reliability concerns and increasing the risk of temperature instability.

The scope of work for this component includes:

- 1) Removal and replacement of two existing condensing units and fan coil units with new high-efficiency units.
- 2) Upgrades to improve system reliability, cooling capacity, and operational consistency.
- 3) Coordination with the ventilation improvements to ensure stable indoor temperature control.
- 4) Testing and commissioning prior to full operational use.

Responsibilities:

Licensed HVAC contractors will perform equipment replacement and commissioning. PCH facilities staff will manage ongoing maintenance following installation.

The project will be overseen by a Project Manager who is a civil engineer with extensive experience since 1973 in construction and building systems, including thermal storage, air-conditioning for hotels, resorts, educational facilities, and hospitals. His responsibilities include budgeting, cost analysis, scheduling, contractor coordination, and quality assurance to ensure timely, compliant, and cost-effective project delivery.

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

Outside Air System – Project Timeline

PROJECT TIMELINE	STATUS	COMPLETION DATE
Design	Complete	December 2025
Permitting	Pending	April – May 2026
Construction	Pending	July 2026 – June 2027

Air Conditioning Replacement – Project Timeline

PROJECT TIMELINE	STATUS	COMPLETION DATE
Procurement	Pending	July 2026
Construction	Pending	September 2026

The proposed project will be implemented over a clearly defined annual timeline to ensure regulatory compliance, resident safety, and continuity of care while achieving the intended outcomes of improved indoor air quality, infection

prevention, and temperature stability for medically vulnerable seniors at Palolo Chinese Home (PCH).

For the outside-air ventilation system, design and engineering were completed in December 2025, including system specifications, integration with existing infrastructure, and construction planning. Required permits are submitted for approval and are expected to be finalized between April and May 2026. Construction is scheduled to begin in July 2026 and continue through June 2027, using a phased approach to minimize disruption to residents and maintain infection control and life-safety standards. Upon completion, the system will be fully operational and will deliver increased amounts of conditioned outside air, reduce recirculation of stale or potentially contaminated air, and significantly improve indoor air quality within resident care areas for buildings housing nearly 115 residents daily.

For the air-conditioning system replacement, procurement of two new high-efficiency condensing units and associated fan coil units is scheduled for July 2026. Installation and construction activities are planned for September 2026 and will include removal of aging equipment, installation of new units, and testing and commissioning prior to full operational use. Completion of this component will improve system reliability, enhance cooling capacity, and ensure stable indoor temperatures for a skilled nursing building housing nearly 70 residents daily.

By June 2027, both project components will be fully completed and operational. The annual outcomes achieved through this timeline include improved indoor air quality, reduced infection risk, stable and safe indoor temperatures, and strengthened climate resilience of critical building systems. This structured and phased timeline ensures that project results are achieved efficiently while maintaining resident safety and continuity of care throughout the implementation period.

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

Palolo Chinese Home (PCH) will implement a structured quality assurance and evaluation plan to ensure that the requested ventilation and air-conditioning improvements are delivered as designed, achieve intended outcomes, and continue to perform effectively over time. The plan emphasizes proactive monitoring, documented performance verification, and continuous improvement.

Quality Assurance During Implementation

To ensure quality and compliance during construction and installation, PCH will:

- 1) Utilize licensed engineers and qualified mechanical contractors to perform all installation, testing, and commissioning activities in accordance with approved designs, permits, and applicable building and healthcare standards.
- 2) Conduct regular project oversight meetings to monitor progress, adherence to specifications, and resident safety protocols.
- 3) Require inspection and sign-off at key project milestones, including system installation completion and commissioning readiness.
- 4) Ensure that all work is performed with minimal disruption to resident care through phased scheduling and coordination with clinical and facilities leadership.

Monitoring and Performance Evaluation

Following installation, PCH will evaluate system performance using objective, measurable indicators, including:

- 1) Verification of outside-air delivery and ventilation performance during commissioning to confirm systems are operating as designed.
- 2) Monitoring of indoor temperature stability and comfort levels within resident care areas served by the upgraded systems.
- 3) Tracking of system reliability indicators, such as unplanned downtime, service interruptions, and emergency repair needs.
- 4) Review of maintenance records and service calls to assess operational efficiency and early identification of potential issues.
- 5) Baseline conditions will be documented prior to full operational use, and post-implementation performance will be compared against these benchmarks to evaluate improvement.

Continuous Improvement and Corrective Action

PCH will use evaluation findings to inform ongoing system optimization and continuous improvement. This includes:

- 1) Adjusting system settings, airflow balance, or operating schedules as needed to enhance performance and comfort.
- 2) Incorporating feedback from facilities staff, clinical leadership, and caregivers regarding system effectiveness and usability.
- 3) Implementing preventive maintenance protocols to sustain long-term performance and reduce future service disruptions.
- 4) Reviewing performance data periodically to identify trends and proactively address issues before they impact resident care.

Accountability and Reporting

PCH will maintain clear documentation of installation, commissioning results, monitoring data, and corrective actions. This information will support internal

accountability, grant reporting requirements, and long-term stewardship of the improved infrastructure.

Through this comprehensive quality assurance and evaluation approach, PCH will ensure that the requested improvements deliver measurable, durable benefits—enhancing indoor air quality, thermal comfort, and system reliability for frail seniors, staff, and caregivers while supporting safe and resilient healthcare 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.

Palolo Chinese Home (PCH) will report the following standardized, objective measures of effectiveness to the State agency through which grant funds are appropriated. These measures are designed to allow the State to assess project completion, performance outcomes, and public benefit. If the level of appropriation differs from the amount requested, the measures will be revised proportionally and resubmitted to the expending agency for approval.

1. Project Completion and Implementation

- Percentage of planned ventilation system installation completed.
Target: 100% of approved scope completed by June 2027 serving 115 residents daily
- Percentage of planned air-conditioning equipment replacement completed.
Target: Replacement and commissioning of two condensing and fan coil units serving approximately 70 residents daily
- Adherence to approved project schedule.
Target: Completion within the July 2026 – June 2027 project period

2. System Performance and Reliability

- Verification of outside-air ventilation performance at commissioning
Measure: Commissioning reports confirming systems are operating in accordance with approved design specifications
- Reduction in unplanned air-conditioning downtime
Measure: Number of emergency service calls or system outages compared to baseline
Target: Measurable reduction following equipment replacement
- Improved temperature stability in resident care areas

Measure: Maintenance and facilities logs documenting sustained indoor temperature control within acceptable comfort ranges

3. Population Impact

- Number of residents directly ensured reliable cooling and improved ventilation.
Measure: Count of residents served by upgraded systems
Target: Nearly 115 residents in the affected residential care building daily
- Number of staff and caregivers benefiting from improved indoor conditions
Measure: Staff assignments and building occupancy records for served areas

4. Operational Sustainability

- Completion of staff training on system operation and maintenance
Target: 100% of designated facilities staff trained prior to project close-out
- Establishment of preventive maintenance protocols
Measure: Documented maintenance schedules and service plans in place at project completion

5. Reporting and Accountability

- Submission of final project and performance report to the expending agency
Target: Report submitted within required timeframe following project completion

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 ([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](#))

See attached for detailed budget forms.

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
\$610,000	\$210,000	\$90,000	\$90,000	\$1,000,000

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

PCH will continue to seek additional funding for the outside air and air conditioning projects through a diverse range of sources, including federal, state, and city programs, grants, private foundations, and other resources dedicated to public and community benefit.

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.

PCH has not and will not be pursuing tax credits for any current 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 2027 for program funding.

PCH did not receive any funding for the outside air and air conditioning projects.

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

As of November 30, 2024, PCH had \$8 million in unrestricted current assets.

V. Experience and Capability

1. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

PCH is a non-profit health care facility that has served the community for 130 years. The growth of the physical campus and programmatic aspects of the facility over the past thirteen decades demonstrates its experience and ability to plan and manage financial resources and capital development activities. PCH Management and its Environmental Services team have successfully completed multiple construction, renovation, and safety related projects.

Board and Staff Engagement

PCH is governed by a dedicated Board of Directors consisting of 14 members who, together with the organization's professional staff of approximately 150 employees,

provide comprehensive oversight and strategic direction. This structure ensures accountability, effective decision-making, and consistent project monitoring throughout implementation.

Leadership Experience

PCH's Chief Executive Officer, Darlene Nakayama, has over 20 years of experience at Palolo Chinese Home and extensive experience managing complex, grant-funded programs. Under her leadership, the organization has successfully administered multiple public grants, including the federal HUD Older Adults Home Modification Program (OAHMP) and the Kupuna Aging in Place (KAP) Grant. She has also worked on additional CDBG and GIA grant-funded projects, demonstrating familiarity with public funding requirements, compliance, and reporting.

Experienced Partnerships

A key component of PCH's capacity is its long-standing partnerships with qualified professional firms, including Albert Chong Associates, Randolph H. Murayama, and ACL Group. These firms have a proven track record in similar projects within the healthcare and community service sectors. Their expertise in engineering, design, and project management strengthens PCH's ability to execute complex infrastructure projects effectively.

Proven Track Record

PCH has demonstrated successful management of large-scale and multi-phase projects, including the opening of additional buildings to increase the capacity to serve more seniors in the community. These projects were completed effectively and provided tangible benefits to the community, reflecting PCH's ability to manage scope, timelines, and resources.

Collectively, PCH's experienced leadership, skilled staff, strategic partnerships, and history of successful project implementation demonstrate the organization's readiness and capability to carry out the proposed project and achieve the intended outcomes.

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.

PCH operates on a 15-acre campus in Palolo Valley, Honolulu. The PCH campus supports services that include skilled nursing, rehabilitation, adult residential care, adult day care, hospice, and meals-to-go. Additionally, the campus hosts a wide variety of community events throughout the year. Outside of the campus, PCH also supports home care services.

The proposed electrical infrastructure upgrades will be integrated into current buildings on the PCH campus. PCH has the physical space, utilities access, and operational

capacity necessary to carry out the proposed improvements without disruption to essential services. Facility upgrades will allow PCH to deliver better care, enhance safety, resilience, and long-term operational efficiency for residents, staff, and the community.

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 directions relative to the request.

PCH will utilize its existing leadership and administrative staff to oversee the proposed project, with support from a Project Manager, licensed engineers, and qualified contractors as needed.

Darlene H. Nakayama, CEO, has experience administering grant-funded programs and capital improvement projects and will be responsible for project coordination, contractor supervision, compliance monitoring, and financial oversight.

PCH maintains established procedures for supervision, reporting, and compliance. Training related to project oversight, safety, and regulatory requirements will be provided as needed to personnel involved in monitoring the project.

2. Organization Chart

The applicant shall illustrate the position of each member of 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.

See attached for organization chart.

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.

Position	Annual Salary Range
Chief Executive Officer	\$200,000 - \$280,000
Administrator in Training	\$120,000 - \$200,000
Director of Finance and Business Operations	\$110,000 - \$190,000

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.

PCH has no pending litigation or outstanding judgements.

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.

Not applicable to PCH's outside air and air conditioning projects.

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.

The grant request is to support enhanced air quality and cooling within the facility. Funding will not support or benefit a sectarian or non-sectarian private education institution.

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.

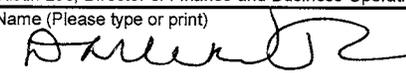
This project is a one-time capital improvement investment to enhance air quality and is committed to the ongoing pursuit of grant funding to enhance and sustain our air-cooling efforts. The ongoing expenditures related to sustaining these new and enhanced systems will be absorbed in the operating budget for PCH.

Our community of seniors and their loved ones across O'ahu benefit from access to high-quality health care facilities given the remote location and geographic isolation of the Hawaiian Islands.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

Applicant: Palolo Chinese Home

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				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES	250,000			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	750,000			
TOTAL (A+B+C+D+E)	1,000,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	1,000,000	Justin Lee, Director of Finance and Business Operations 808-564-5228		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0	 01/16/26		
(d) Total Private/Other Funds Requested	0	Signature of Authorized Official Date		
TOTAL BUDGET	1,000,000	Darlene Nakayama, CEO Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2026 to June 30, 2027

Applicant: Palolo Chinese Home

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2026 to June 30, 2027

Applicant: Palolo Chinese Home

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Air conditioning condensing units	2.00	\$80,000.00	\$ 160,000.00	160,000.00
Air conditioning fan coil units	6.00	\$15,000.00	\$ 90,000.00	90,000.00
			\$ -	
			\$ -	
			\$ -	
TOTAL:	8		\$ 250,000.00	250,000.00
JUSTIFICATION/COMMENTS:				

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2026 to June 30, 2027

Applicant: Palolo Chinese Home

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			750,000			
EQUIPMENT			250,000			
TOTAL:			1,000,000			
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Palolo Chinese Home

Contracts Total: 1,224,925

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	HUD OAHMP Funds	10/2024 - 10/2027	HUD	U.S.	1,224,925
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
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PALOLO CHINESE HOME
1/1/2026

