

House District _____
Senate District _____

THE TWENTY-NINTH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: _____

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Recipient" means any organization or person receiving a grant.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):

HUMAN SERVICES

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
HAWAII MEALS ON WHEELS, INC.

Dbas:

Street Address: 2728 Huapala St. #209, Honolulu, Hawaii 96822

Mailing Address: P.O. Box 61194 Honolulu, Hawaii 96839-1194

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name MICHELLE CORDERO-LEE

Title CEO

Phone # 988-6747

Fax # 988-5719

E-mail michelle@hmow.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
- FOR PROFIT CORPORATION INCORPORATED IN HAWAII
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL
- OTHER

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

EXPANSION OF ROUTES FOR HOT HOME DELIVERED MEALS

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2018: \$ 150,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 0
FEDERAL \$ 600,000
COUNTY \$ 125,000
PRIVATE/OTHER \$ 893,270

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

MICHELLE CORDERO-LEE, CEO
NAME & TITLE

1/19/17

DATE SIGNED

RECEIVED

1/20/17

ma



Application for Grants

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

I. 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 Meals on Wheels (HMoW) was founded on April 29, 1979 to provide home-delivered meals to elderly and disabled persons on Oahu with only \$25 in our bank account, 2 routes, 6 clients and 6 volunteers. The organization has grown since then constantly evolving to meet the needs of Oahu. Now in our 38th year, HMoW maintains 48 routes (46 lunch routes and 2 dinner routes). Our services are throughout the island of Oahu from Waimanalo to Ewa and Mililani to Waikiki.

Our meals are hot and medically-prescribed, therapeutic meals (i.e. chopped, pureed, renal, diabetic, high-calorie, no citrus or other customized diets to fit the dietary needs of the client). All are prepared by 10 partnering hospitals and nursing homes such as Straub, Pali Momi, Pearl City Nursing Home, Queens and many more (see page 5 for full list). In 2016, our volunteer force of 450 drivers, served **97,150 hot** meals to over **700 homebound** individual kupuna and persons with disabilities, providing **socialization and a safety/wellness check**.

Based in the increased demand and growing population of elders, we anticipate delivering 100,000 meals in the coming year.

2. The goals and objectives related to the request;

We are asking for **\$150,000 to expand and establish 6 new routes (up to 16,000 additional meals delivered)**

- **4 new routes in the Central Oahu (Aiea/Pearl City)**
- **1 new route in Wahiawa and**
- **1 new route in Kalihi**
- All to address the growing need of home delivered hot, medically-prescribed, therapeutic meals in those areas.
- Health maintenance of the homebound individual through the provision of a nutritious meal

- Mental wellbeing of the homebound individual through regular social interaction
- Prevention or reduction of injury due to a regular safety check
- Perceived sense of safety of the homebound individual through our wellness check
- Reduction of hospital admissions/readmissions or early entry into a nursing home due to nourishment along the individual's dietary guidelines based on medical condition.
- Volunteer satisfaction, connection and sense of value in giving back to their community.
- People served: In 2017 our goal is to serve 100,000 meals to over 725 kupuna (conservative estimate). In 2016, we served 97,150 meals to over 700 kupuna. In 2015-we served 86,651 served to 687 kupuna.

Our objective to provide *nutrition, socialization and a safety net* allows the homebound clients to live in their own homes as long as possible. The surge in the aging population is accompanied by diminished ability to shop and cook for themselves and lack of caregiving support. Many of Oahu's kupuna are isolated and live below the federal poverty level.

3. The public purpose and need to be served:

Community Priority Need: Food insecurity---being without reliable access to a sufficient quantity of affordable, nutritious food---is prevalent and increasing with the growing elder population, many with chronic medical conditions, e.g., diabetes, hypertension and renal disease. Our kupuna population also have fewer people to care for them. From 2010 to 2015, our 65 years and older residents increased by 17% in Honolulu county compared to 4.8% in the state. (U.S. Census, DBEDT 2035 Series, 2009). Much of the increase is attributed to longevity and the baby boomer population. Hawaii's kupuna have a longer life expectancy than those around the nation. Some lack the ability to shop and cook for themselves because of limited ambulatory ability, danger (forgetting to turn off the stove) or forgetting to eat. There is a lack of social support systems due to family living away or working.

As the senior population grows, so does the need for hot, home-delivered medically prescribed therapeutic meals, personal interaction, and safety and wellness checks. This is especially significant as many kupuna and disabled cannot afford to live in care institutions and would rather stay in their own homes as long as possible. Those who are discharged from hospitals are particularly vulnerable as they transition to post-hospital care. The Affordable Health Care Act imposes fines on hospitals for readmissions often due to inadequate supports provided at home. HMoW works with hospitals to qualify individuals for our home-delivered meal service contributing to a safe and healthy environment for recovery and rehabilitation.

4. Describe the target population to be served; and
Hawai'i's total population is expected to grow by 21% between 2000 and 2030. However, the number of adults 60 years and older will increase by 93.8% and those 85 years and older will increase by 174.7% during the same period of time. The high rate of growth of the older cohort will affect the age distribution of Hawai'i's population in the future: In general, there will be a smaller proportion of children and younger adults in relation to those 60 years and older.
(http://uhfamily.hawaii.edu/publications/brochures/OlderAdults_DemographicProfile.pdf).

The increase in elder population correlates with our increase in services throughout the years. It also correlates with the increase in requests for elder services through our government partners.

In 2015, total unduplicated meals served was 86,551.
In 2016, total unduplicated meals served was 97,150.
In 2017, target goal 100,000 meals served.

Our 2015 data reflects:

Our median client age is 86 years old.

Over 62% of the clients we serve are female.

About 66% of our clients are within 150% of the federal poverty line and about 30% are on a minimal fixed income

HMoW clearly provides a service that is much needed in the community. We are in the business of serving meals to the most vulnerable in age, income as well as physical and mental disability. All of our clients are frail, home-bound and have 2 unmet activities of daily living (i.e. unable to prepare meals, this includes warming up meals, unable to take baths independently, this includes the use of a shower chair or use of diapers) and one unmet instrumental activity of daily living (i.e. unable to shop or take public transportation), or have a cognitive/mental condition (i.e. dementia). Through our services, all of our clients are able to live the rest of their lives in their home with better nutrition, socialization and an improved sense of mental health and wellbeing.

Why the goal to expand routes?

Our goal is to expand and establish 6 new routes (up to 16,000 additional meals)

- **4 in the Central Oahu (Aiea/Pearl City)**
- **1 in Wahiawa and**
- **1 in Kalihi**
- All to address the growing need of home delivered medically prescribed therapeutic meals in those areas.

The need is great. In December of 2016 the number of seniors waiting for home-delivered meals as provided by the Elderly Affairs Division from the zip codes of 96701(Aiea-16) and 96782 (Pearl City-38) was 54. The number of seniors waiting for home-delivered meals from 96817 (Kalihi) is 17. We have found these areas were of great need as compared with other areas such as 96822 (makiki/manoa/punchbowl) has 7; 96744 (Kaneohe) has 7 and 96815 (Waikiki) was 12.

Although, in December the number on the waitlist for Wahiawa was 12, our desire to expand to expand there is two-fold: 1) there is a large growing elder population in need of services, and 2) there are no services available for hot meal delivery at all in the Wahiawa community. Our belief is that once the community realizes that services such as ours is available, we will receive many more requests. We met with Wahiawa Lions Club last year and they were very interested in volunteering. We have a few volunteers who deliver meals in Mililani and Pearl City and would like to see services available in Wahiawa.

In 2016 we served the following:

Route	TOTAL meals served in 2016 to about 65 clients
AIEA	2526
PC EAST	1639
PC WEST	2372
UPLANDS	2188
WAIMALU	2259

Route	TOTAL meals served in 2016 to about 40 clients
L. Kalihi	2,239
U. Kalihi	2,239

Describe the geographic coverage.

Our goal is to **expand and establish 6 new routes**

- **4 in the Central Oahu (Aiea/Pearl City)**
- **1 in Wahiawa and**
- **1 in Kalihi**
- All to address the growing need of home delivered medically prescribed therapeutic meals in those areas.

Overall, we currently have 48 routes (46 lunch routes and 2 dinner routes) routes throughout Oahu (each route has between 6-12 homes). Our routes are as follows:

Aiea, Aina Haina, Aina Koa, Downtown, Enchanted Lake, Ewa, Haiku, Hawaii Kai, Kailua, Kailua North, Kaimuki, Dinner Kaimuki, Kakaako, Kaneohe East, Kaneohe West, Kapahulu, Kilauea, Kinau, Lower Kalihi, Makiki, Makua Alii, Manoa, McCully, Mililani, Mililani Mauka, Moiliili, Nuuanu, Pacific Heights, Pahoa, Pearl City East, Pearl City West, Punahou, Punchbowl, Salt Lake, Sierra, St. Louis Heights, University, Pearl City/Aiea (Uplands), Upper Kalihi, Lower Kalihi, Upper Palolo, Waikiki, Dinner Waikiki, Waimalu, Waimanalo, Waipahu East, Waipahu West.

Our 10 partnering kitchens where our volunteers pick up meals are the following: **Castle Medical Center, A Catered Experience, Kahala Nui, Lunalilo Home, Maluhia Nursing Home, Oahu Care Facility, Pali Momi Medical Center, Pearl City Nursing Home, Queens Medical Center West, and Straub Clinic & Hospital.**

II. 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:
HMOW staff (14) coordinates a volunteer driving force of 450 from a small two-room office in back of a church. The staff place daily orders to kitchens, conduct client intakes, client advocacy and client triage, volunteer advocacy and volunteer triage, service open routes. Staff also recruit and train volunteers and perform fundraising and administrative tasks.

Volunteer drivers (450) pick up medically prescribed therapeutic hot meals prepared by 10 kitchen vendors at hospitals, care homes, or commercial kitchens where a registered dietician is located on site. Each client receives a hot entrée and vegetable, a cold salad, a fruit or dessert and milk or juice. The volunteers deliver meals through 46 lunch routes and 2 dinner routes. Having volunteers as the primary workforce keeps costs down and enables volunteers to pick up meals in their immediate community and deliver to their neighbors. The result of this human interaction between client and volunteer is twofold: Clients are fed and receive socialization and community support and, in turn, volunteers provide a valuable and rewarding community service activity often within their own neighborhood. Having hot meals delivered daily ensures that there will be a daily check-up on isolated homebound individuals. Meals have to be delivered within an hour to hour and half, this includes the pickup time at the kitchen. This business model ensures that everyone receives his/her meal at lunch or dinner time and within food safety requirements.

Kitchen partners (10): Having meals prepared by hospitals, care homes and commercial kitchens regulated by the Dept. of Health, the Centers for Disease Control and the Dept. of Labor ensures that therapeutic and modified meals can be provided for those that have life-threatening illnesses, health issues or dietary allergies. The use of kitchen vendors also enables us to have a sustainability plan in the event of disasters, kitchen changes or other unforeseen circumstance. Kitchen partners include: Castle Medical Center, A Catered Experience, Kahala Nui, Lunalilo Home, Maluhia Nursing Home, Oahu Care Facility, Pali Momi Medical Center, Pearl City Nursing Home, Queens Medical Center West, and Straub Clinic & Hospital.

Results/Outcomes: Through our daily check in with volunteers and clients and our commitment to constant communication and continuous improvement, we hope to achieve our goals of the following:

- Health maintenance of the homebound individual through the provision of a nutritious meal
- Mental wellbeing of the homebound individual through regular social interaction
- Prevention or reduction of severe injury due to a regular safety check
- Perceived sense of safety of the homebound individual through our wellness check
- Reduction of hospital admissions/readmissions or early entry into a nursing home due to nourishment along the individual's dietary guidelines based on medical condition and timely safety checks.
- Volunteer satisfaction and sense of value in giving back to their community.

Measures of Effectiveness:

We keep track of the following: # meal deliveries as projected per month, per district and meal costs kept within projected budget. # of kupuna and homebound disabled served on a monthly basis # of kupuna and homebound disabled individuals who have stopped services and reasons why. # of volunteers recruited monthly, # of volunteer attrition and reasons why. Feedback summary on our annual client satisfaction survey that includes health and well-being. Feedback summary on our bi-annual volunteer survey.

We conduct an **annual client satisfaction survey** that includes health and well-being. It asks about food quality, timeliness, volunteer interaction; client eating habits, living situation and overall experience with the program.

Research shows that seniors living alone who receive meals daily indicate statistically significant reductions in feelings of isolation, an effect greater than if received weekly. They also felt significantly less lonely, were less worried about

staying in their homes, and said they felt safer. The research also found that those receiving meals experienced fewer falls and hospitalizations.

<http://www.mealsonwheelsamerica.org/docs/default-source/News-Assets/mtam-executive-summary---march-2-2015.pdf?sfvrsn=2>.

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

The projected time line is to establish 1-2 routes a quarter to result in 6 new routes in about a year and year-half.

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

We directly benefit a target population deemed by the state to be most vulnerable-seniors and persons with disabilities who are medically fragile.

Outcomes are:

- Volunteers check in starts at 8 a.m. daily where volunteers for the day are required to call us prior to their route to get the most up to date changes in meals and routes directions. During this time, volunteers also give us feedback on route directions, and how to make our process more efficient and accurate. All information noted in our database tracking system.
- As Volunteers go out on their route, they deliver a meal and check in with the client. If they notice that a client is losing weight, having a difficult time, not answer the door etc. volunteers are required to call us at that time so that we can call the emergency contact of the client. This occurs daily as well. All information noted in our database tracking system.
- Clients call in daily let us know about their week of doctor appointments etc. and many give us feedback on our meals and services.
- We conduct an annual client satisfaction survey that includes health and well-being. It asks about food quality, timeliness, volunteer interaction; client eating habits, living situation and overall experience with the program. All information noted in our database tracking system.
- In addition, we keep track of the following: # meal deliveries as projected per month, per district and meal costs kept within projected budget. # of kupuna and homebound disabled served on a monthly basis # of kupuna and homebound disabled individuals who have stopped services and reasons why. # of volunteers recruited monthly, # of volunteer attrition and reasons why
- We also send out monthly newsletters to our clients to disseminating information on meal changes and or cancellations, to promote unity and help the clients feel they are part of a community and we also have a nutritionist provide an article on nutrition each month.
- Volunteers send out a monthly e-newsletter and a bi-annual survey.

- *In 2017, we plan to have “mini-meetings/coffee talk” with the volunteers by kitchen area so that we can implement trainings such as “how to spot malnutrition” or “how to manage a client with dementia”. At the suggestion of our volunteers, they wanted to be able to meet with other volunteers who conduct the same route and visit some of the same clients to share experiences and best practices.*

Through our daily check in with volunteers and clients and our commitment to communication and continuous improvement. We hope to achieve our goals of the following:

- Health maintenance of the homebound individual through the provision of a nutritious meal
- Mental wellbeing of the homebound individual through regular social interaction
- Prevention or reduction of severe injury due to a regular safety check
- Perceived sense of safety of the homebound individual through our wellness check
- Reduction of hospital admissions/readmissions or early entry into a nursing home due to nourishment along the individual's dietary guidelines based on medical condition and timely safety checks.
- Volunteer satisfaction and sense of value in giving back to their community.

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.

Measurable Milestones:

- # meal deliveries as projected per month, per district and meal costs kept within projected budget.
- # of kupuna and homebound disabled served on a monthly basis
- # of kupuna and homebound disabled individuals who have stopped services and reasons why.
- # of volunteers recruited monthly
- # of volunteer attrition and reasons why
- Feedback summary on our annual client satisfaction survey that includes health and well-being.
- Feedback summary on our bi-annual volunteer survey.

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

See attached budget spreadsheets

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2018.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$37,500	\$37,500	\$37,500	\$37,500	\$150,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2018.

Two annual appeals each year (spring and winter)
 Monthly donations from clients and families
 2 fundraising event (1 of which is our annual gala)
 Grants Applications (subject to change) (Bank of Hawaii, First Hawaiian Bank, Central Pacific Bank, Carol Kai Foundation, Hawaii Visitor Charity Walk, Friends of Hawaii Charities, Freeman Foundation, Aloha United Way and Combined Federal Campaign, Ward Village Foundation)

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

Not applicable

5. The applicant shall provide a listing of all federal, state, and county government contracts and grants it has been and will be receiving for program funding.

See Government Contracts and/or grants spread sheet

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2016.

The unaudited amount of unrestricted current assets is \$3,220,795.00 (majority is in investments.)

IV. Experience and Capability

A. 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.

Founded in 1979, HMOW is the only charity that serves all of its meals hot. Our business model, using paid kitchen vendors and volunteer delivery labor has been in existence since our inception. We started with 2 routes, 6 clients, 6 volunteers and \$25. We now have 48 delivery routes delivered by 450 volunteer drivers.

For 37 years, the vital aspect of our business model has been volunteer recruitment. This necessitates a practice of constant recruitment. Our volunteer coordinator and support staff are constantly in the community speaking at clubs, companies, organizations, schools and community associations to bring awareness to what we do and recruit for volunteers. In addition, we have a monthly volunteer orientation training session where attendance varies from 3 to over 20 people. We screen and train volunteers on an actual driving route. As volunteers are a valued member of our team, we are in constant communication with the volunteers almost daily and solicit feedback whether by email or over the phone. Our reliance on volunteers to deliver 70% of all route activity allows us to provide a meaningful volunteer avocation for younger retirees, businesses, students and other community-minded citizens.

For example company volunteers such as, First Insurance Company has over 100 volunteers that deliver meals for us weekly in the Punchbowl area. Oceanic Time Warner with over 30 volunteers also deliver meals for us weekly in the Mililani area. Volunteers come from all over Oahu whether they are individuals looking to give back or clubs, schools, churches or businesses.

Our small staff of 14 “home central” handles all program activity, bookkeeping, administration, human resources, and all fundraising. Our entire staff is trained to conduct triage in emergency situations and perform client intakes. HMOW involves the entire community in voluntary efforts. School children and working people, who are unable to deliver lunch or dinner, participate by creating greeting cards and small handmade crafts to lift the spirits of our isolated clients.

HMOW has maintained a strong foundation in our ability to garner city contracts. For more than 10 years we have received funding from the Elderly Affairs Division through Title III and for the past 3 years, we have received City Grant-In-

Aid funds. In addition, we have a partnered with health insurance companies such as United HealthCare, Ohana, (10-year partnership) Kaiser; and HMSA, Quest (2-year partnership) to serve our Medicaid recipients.

B. 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.

HMOW conducts its whole operations from a two-room facility in the back of a church in Manoa Valley. We pay nominal rent as Manoa Valley Church was one of our founding church partners. Our office was originally located at the Lutheran Church of Honolulu and, shortly thereafter, located at Manoa Valley Church with an evergreen lease agreement. The nominal rent allows us to focus nearly all resources on the implementation of grant activity.

V. Personnel: Project Organization and Staffing

A. 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.

Description of Organization's Personnel:

Hawaii Meals on Wheels' paid staff consists of 10 full-time and 2 part-time and 2 casual employees. HMOW leadership team consists of the following: Chief Executive Officer (CEO), Program Coordinator, Fiscal Coordinator, IT and Social Media Coordinator, and Volunteer Coordinator.

- 1) Michelle Cordero-Lee, CEO
 - Over 15 years in the nonprofit industry (10 of which is nonprofit management)
 - Juris Doctorate
- 2) Deena Ahakuelo, Program Coordinator
 - 20 years combined of management experience in the for-profit sector and nonprofit sector
 - Bachelor's in Social Work (BSW)
 - Member of Aloha United Way Speakers' Bureau

- 3) Andy Merriman, Fiscal Coordinator
 - BS-Science
 - 15 years in nonprofit work (6 years in nonprofit accounting)
- 4) Doug Matsuoka
 - 22 years in nonprofit information and technology
- 5) Brad Akamu
 - Over 5 years in customer service
 - 2 years in event planning and public relations

Additionally, on our Board of Directors consists of a diverse set of professions as there are individuals with a MSW, a Master of Business Administration degree (MBA), a Registered Dietician (RD), Juris Doctorate, Finance and Accounting degrees.

In addition, we have 2 program staff, 1 admin support, 1 volunteer support, 1 part-time development support, 3 drivers and 1 on call driver. The current staff is trained in all basic aspects of the meal delivery program procedures.

- 1) Function of our staff includes:
 - Coordinate all kitchen vendor orders.
 - Use proprietary meal delivery database named ServTracker.
 - Interface on a daily basis with clients and volunteers on 48 routes (including two dinner routes).
 - Triage with volunteers and clients for emergency and non-emergency situations
 - Provide support to volunteers when clients are moved to hospice or have past away.
 - All volunteers and personnel receive in-class and on-route training.
 - All personnel are also trained in customer service, social work values, and fundraising.

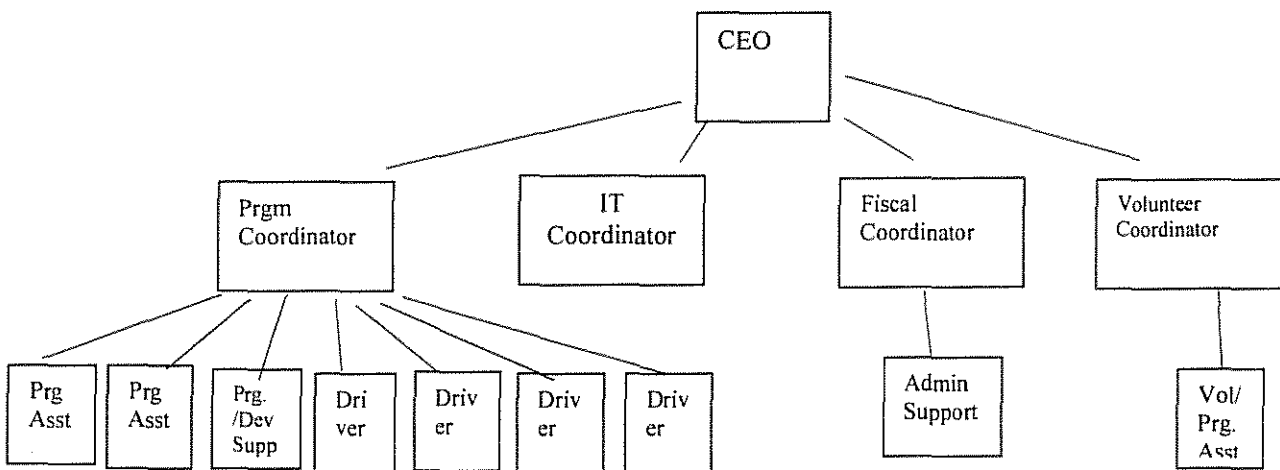
Historically and currently, HMoW staff conducts a criminal history reference check on every registered HMoW volunteer and staff via direct interface or electronic interface with the Hawaii Criminal Justice Data Center. All delivery volunteers and staff are required to submit their proof of TB Clearance prior to the start of volunteer service or employment.

Staff competency and quality are critical as our employees must possess a uniquely diverse skill set. Some necessary characteristics include the ability to have empathy and patience with elderly and disabled individuals, as many suffer from chronic conditions such as dementia and impaired hearing, depression and anger due to loneliness and lack of mobility. Other criteria include: impeccable customer service skills when working on a daily basis with volunteers and clients; the ability to multi-task during emergency situations with fallen or injured clients or those who may not be home. Staff must be able to drive safely and map out

route directions. Our employees possess social work values, such as understanding the need to have professional distance while still being empathic. As a small staff, we all participate in fundraising and event planning.

B. 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.



C. Compensation

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.

CEO- \$85,000
Program Coordinator- \$59,988
Fiscal Coordinator- 52,748

VI. Other

A. 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.

There is no pending litigation.

B. 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.

No license or accreditation

C. 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

D. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2017-18 the activity funded by the grant if the grant of this application is:

- (1) Received by the applicant for fiscal year 2017-18, but
- (2) Not received by the applicant thereafter.

Beyond the FY 2018 grant period, HMOW will sustain and/or expand activities through:

Developing a Strategic Plan accompanied by a Business Plan to support the current and future demands of the program. These plans will keep HMOW up to date and provide guide posts for operations, program implementation and revenue development opportunities. Continuing to seek and leverage different income stream opportunities: client contributions, private individual donations, periodic direct mail requests, working with corporations and foundations, partnering with workplace-giving organizations such as Aloha United Way and the Combined Federal Campaign and holding special fundraising events. We intend to aggressively seek larger, multi-year revenue sources such as foundation grants, and major donor development including planned giving.

In 2016, 50% of our 2 million dollars' revenue stream came from private fundraising and the other half was from government funds.

E. Certificate of Good Standing (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2016.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2017 to June 30, 2018

Applicant: Hawaii Meals on Wheels, Inc.

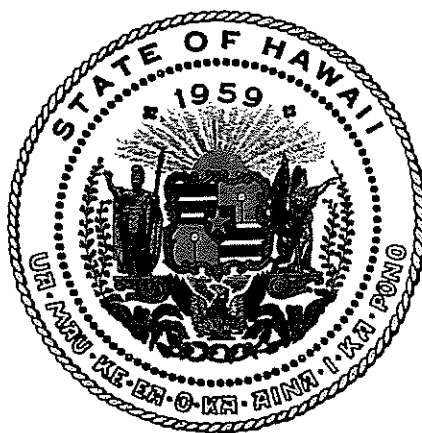
BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	22,014	32,085		537,382
2. Payroll Taxes & Assessments	2,759	4,021		64,835
3. Fringe Benefits	4,149	6,048		97,520
TOTAL PERSONNEL COST	28,922	42,154		699,737
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				0
2. Insurance				9,275
3. Lease/Rental of Equipment				5,500
4. Lease/Rental of Space				9,175
5. Staff Training				18,375
6. Supplies				102,140
7. Telecommunication				12,520
8. Utilities				2,700
9. Meal Costs	111,078	506,326	125,000	0
10. Delivery Costs	10,000	51,520		0
11. Contracted Services				33,848
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	121,078	557,846	125,000	193,533
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	150,000	600,000	125,000	893,270
SOURCES OF FUNDING	Budget Prepared By:			
(a) Total State Funds Requested	Andrea Merriam		808-988-6747	
(b) Total Federal Funds Requested	Name (Please type or print)		Phone	
(c) Total County Funds Requested	[Redacted]		1/20/17	
(d) Total Private/Other Funds Requested			Date	
TOTAL BUDGET	Michelle Cordova - Lee, CEO Name and Title (Please type or print)			

GOVERNMENT CONTRACTS AND / OR GRANTS

Applicant: Hawaii Meals on Wheels, Inc.

Contracts Total: 841,395

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Title III Funding via City & County EAD	10/1/16-9/30/17	Elderly Affairs Division	U.S.	600,000
2	Grant-in-Aid	10/1/16-9/30/17	City & County	C&C of Honolulu	125,000
3	Nutrition Service Incentive Program (NSIP)	1/1/2016-12/31/16	U.S. Dept. of Agriculture	U.S.	116,395
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

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

HAWAII MEALS ON WHEELS, INC.

was incorporated under the laws of Hawaii on 03/27/1979 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 19, 2017

Director of Commerce and Consumer Affairs

