

House District \_\_\_\_\_

Senate District \_\_\_\_\_

**THE TWENTY-SEVENTH LEGISLATURE  
APPLICATION FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES**

Log No: \_\_\_\_\_

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST -- OPERATING

GRANT REQUEST -- CAPITAL

SUBSIDY REQUEST

"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.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

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

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

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

**1. APPLICANT INFORMATION:**

Legal Name of Requesting Organization or Individual:  
Lead Agency: IHS, The Institute for Human Services, Inc.  
Other Agencies Included: Kalihi Palama Health Center , Steadfast Housing Development Corporation Gregory House , Kauai Economic Opportunity , HOPE Services Hawaii , Family Life Center  
Dba:  
1980  
Street Address:  
546 Kaaahi St, Honolulu, HI 96817  
Mailing Address:  
546 Kaaahi St, Honolulu, HI 96817

**2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**

Name CONNIE MITCHELL  
Title Executive Director  
Phone # 808-447-2824  
Fax # 808-845-7190  
e-mail ConnieM@ihs-hawaii.org

**3. TYPE OF BUSINESS ENTITY:**

- NON PROFIT CORPORATION
- FOR PROFIT CORPORATION
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL

**6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:**

MATCHING FUNDS TO ASSIST HUD-FUNDED COC PROGRAMS FOR HOMELESS PERSONS

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

**7. AMOUNT OF STATE FUNDS REQUESTED:**

FISCAL YEAR 2015: \$ 500,000.00

**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 \$ \_\_\_\_\_  
FEDERAL \$6,966,502.00  
COUNTY \$ \_\_\_\_\_  
PRIVATE/OTHER \$ \_\_\_\_\_

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONNIE MITCHELL, EXECUTIVE DIRECTOR  
NAME & TITLE

1/31/2014

DATE SIGNED

## Application for Grants and Subsidies

*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. Include the following:

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

Each of the agencies requesting Grant In Aid funds under this application are funded by the Department of Housing and Urban Development (HUD) to provide permanent supportive housing under the continuum of care programs. These agencies are providing shelter and services to homeless persons across the state of Hawaii. The following are brief descriptions of the agencies included in the application:

**IHS, Institute for Human Services, Inc.** – IHS is a 501 c3 non-profit organization working to prevent and end homelessness. The agency was founded by Reverend Fr. Claude Du Teil, an Episcopal priest, in 1978 to help the homeless people of Honolulu and has stayed true to the original mission while greatly expanding services. The agency is governed by a 28-member Board, which employs 110 staff led by Executive Director Connie Mitchell. IHS operates four service centers in urban Honolulu, one dedicated to providing services in a transitional housing setting, one dedicated to housing and employment services and two which include 24-hour emergency shelters and meal services. IHS' services are available to men, women and families with children who are homeless or at risk of becoming homeless. IHS provides an array of homelessness prevention and post-shelter services including housing placement and rental assistance for at-risk families, community-based mental health case management, employment placement, children's enrichment services, health services such as screenings, community re-entry for non-violent offenders, and permanent supportive housing.

**Family Life Center** – Family Life Center was organized in 1982 with a mission to stabilize and empower families and individuals by developing and implementing programs to meet the needs of those who are vulnerable. The target groups served are households who are at or below 80% of Area Median Income, with a focus on those who are homeless or at-risk of homelessness. Family Life Center programs provide access to the basic necessities—food, clothing, and shelter, through *outreach and engagement services, emergency shelter services, housing and rental assistance programs (Shelter Plus Care, and other County and State funded programs), affordable rentals (two agency owned apartment complexes), and other services (Representative payee, food and clothing distribution, case management) that provide supports for housing stabilization.* During the last fiscal year, FLC served over 1,200 individuals. Family Life Center is unique in that each program, while being a standalone service, also complements or provides support for other

programs so that individuals are offered a continuum of services that can be accessed at any level of need.

**Kauai Economic Opportunity, Incorporated (KEO)** – KEO is a private, non-profit community action agency that was chartered in March of 1965. KEO originated as a result of the formation of the national Office of Economic Opportunity, and its efforts to eliminate poverty. For almost 49 years, KEO has provided a wide range of services that alleviate the conditions of poverty and allow disadvantaged individuals and families to attain social and economic self-sufficiency. The agency currently administers and coordinates almost 20 programs that target Kauai's low-income population. These programs include homeless and housing programs; housing development; emergency grant assistance; early childhood and youth programs; mediation; nutrition and food services; emergency food pantry; and energy programs. KEO provides an array of homeless and housing programs that are incorporated within the basic components of a continuum of care system – a concept developed by the Department of Housing and Urban Development (HUD) as the best or proven strategy to break the cycle of homelessness and to assist the homeless to achieve self-sufficiency through Outreach and Assessment, an Emergency Homeless Shelter, a Transitional Housing Program, Permanent Affordable Housing and Supportive Services.

**HOPE Services Hawaii, Inc.** – Hope remains an organization long trusted in the community for our innovation and people-centered approach to human services. We help those in need help themselves, regardless of their faith. Our goal is consistent with that of the State and national trend to provide access to safe housing without barriers and supportive services for those that are homeless and have a disability. Perhaps the most important aspect of HOPE is that it is people-driven. HOPE programs serve the homeless, the destitute, the disabled, the uninsured, the underinsured, low-income, and the most vulnerable in our community. In response to the communities' needs, HOPE has developed many innovative programs that serve as a safety net for those who may fall through the cracks of a traditional social service model.

**Kalihi Palama Health Center (KPHC)** – KPHC is an independent 501(c)(3) nonprofit organization that provides accessible, affordable, and cost effective primary health care and social services since 1975 to the medically underserved. KPHC plays a crucial role for individuals who face significant health disparities; and are challenged with medical/chronic conditions and barriers that accompany poverty such as illiteracy, health illiteracy, language, and cultural differences. KPHC is located in the heart of Kalihi-Palama – a densely populated, impoverished, and urban inner-city community of Honolulu. It includes the highest concentration of closely populated public housing and tax-subsidized low-income rental units in Hawaii as well as homeless transitional and emergency shelters. Kalihi-Palama residents are amongst the poorest on Oahu – 76% have incomes at or below 100% of the federal poverty level (FPL) and 85% are at 200% or less FPL. 49% have no medical insurance coverage. 41% of new KPHC patients are uninsured. Approximately 80% are Asian and Pacific Islanders (APIs); and up to 54% of KPHC's patients require an interpreter. KPHC main North King Street and satellite clinics offer full-service, comprehensive, integrated, quality, preventative and primary health care and social services that are culturally and linguistically sensitive, accessible, and affordable. Clinical services include: Adult Primary Care Medicine; Pediatrics; Women's Health (Midwifery and Family Planning); Obstetrics & Gynecology; Social Services (Behavioral Health, Counseling Services, Psychiatry

and Community Health); Dentistry; Optometry; Women, Infants and Children's (WIC) Nutrition Special Supplemental Program; and numerous services under the Health Care for the Homeless Project (HCHP). In the fiscal year 2013, KPHC's staff saw an unduplicated number of 17,074 patients.

**Steadfast Housing Development Corporation (SHDC)** – SHDC is a Hawaii private nonprofit entity (incorporated May 4, 1989) with experts in private sector housing and mental health services who provide a continuum of community housing and employment programs to Consumers who are adult, 18 years and older, with a severe and persistent mental illness and or a severe and persistent mental illness with a co-occurring substance use disorder. Each program provide skills training and supports to Consumers to successfully assume their role demands of living, learning, social and work environments.

*Programs:*

- Semi-Independent Group Home Program
- Hale Ulu Pono SRO Program
- 24 Hour Group Home Program
- Housing Support Program
- Bridge Subsidy Program
- Shelter Plus Care Program
- HUD Section 8 Program
- Supported Employment Program

**Gregory House** – Gregory House is a Hawaii 501c3 non-profit organization founded in 1988 as Ho'omana'olana with start up funds from the legislature for an AIDS housing program. In 1989, the agency implemented the emergency housing and rental subsidy programs to meet statewide HIV/AIDS housing needs. In the early 1990's the need for services increased and Gregory House worked with other community partners to increase funding bringing in federal dollars including shelter plus care. Stable permanent housing is essential to long term survival with HIV/AIDS. Without housing, it is very difficult for a person living with HIV/AIDS to maintain access to healthcare, adhere to strict medications regimen, and maintain proper nutrition and access to other services. Studies have shown that housing for persons living with HIV/AIDS reduces morbidity rates, improves health outcomes, and extends life expectancy. Housing for persons living with HIV/AIDS also reduces instances of legal issues or civic costs (arrests/jail or prison, citations, and court proceedings) and usage of emergency services (ambulance, emergency medical care, and crisis intervention). Furthermore, housing reduces new HIV infections as housed persons living with HIV/AIDS are less likely to engage in risky behaviors than on the streets. The agency provides housing to individuals and families who are determined homeless or at-risk of becoming homeless, have very-low incomes and have limited resources.

2. The goals and objectives related to the request;

The application is requesting a portion of the matching funds required by HUD for each agency providing continuum of care services to homeless persons. HUD requires each agency to provide, at minimum, 25% in matching funds. In this application the agencies are requesting approximately a third of the total *matching funds* required, which is just 7% of the total federal

funds this program brings to the state. Providing the matching funds will alleviate some of the administrative burden placed on the agencies. Continuum of care programs are designed to address homelessness through coordinated community-based processes of identifying needs and building a system to address the array of needs. The approach is based on the understanding that homelessness is not only a result of having no shelter, but involves an array of underlying, physical, economic, and social needs.

3. The public purpose and need to be served;

Homelessness is an issue that faces and affects the entire Hawaii community. In 2013 the statewide homeless Point in Time (PIT) count measured over 6,000 homeless persons in the state. According to HUD, homelessness in Hawaii is up 8.6% since 2010. Homelessness is a social services issue, a government issue, a public-health issue, a business issue, a social-justice issue and public-safety issue. Much is being done but much more needs to continue to be done to provide housing with services to support those who are homeless.

4. Describe the target population to be served; and

The targeted population to be served is the homeless in the state of Hawaii.

5. Describe the geographic coverage.

The geographic coverage includes Oahu, Maui, Kauai and the island of Hawaii.

## **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;

The scope of work for activities included in this proposal is comprised of rental assistance and supportive services for disabled homeless persons; supportive services for formerly homeless residents in Permanent Supportive Housing programs operated by the participating providers, housing and rental subsidies for homeless persons. Direct staffing activities are provided by Housing Navigators (case managers, care coordinators, peer, employment and housing specialists) and comprise assessment of resident needs for resources and supportive services to sustain residents in housing and improve their level of independent living skills through tenancy coaching, landlord liaison services, budgeting, medical/psychiatric/substance abuse services (directly provided by participating provider and through brokerage/referral), and navigation to more permanent housing options.

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

NOT APPLICABLE

Each of the seven non-profit agencies requesting Grant In Aid funding have fully staffed and operating HUD-funded Continuum of Care programs in place. Housing and supportive services are ongoing. Case managers, care coordinators, peer, health, employment and housing specialists report on services provided for each client based on each agencies program monitoring, results and outcomes system. For example, case managers at I.H.S. S+C residents provided a monthly report documenting the services that each client received in several areas.

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

-Once per year, CoC providers enter performance data in Esnaps to generate an "Annual Performance Report."

-The APR is reviewed by the City and County, Department of Community Services (Mr. Naeole), Partners in Care (for Oahu CoC; the rest of Hawaii is in the Bridging the Gap CoC), and HUD.

-Data collection for this process to take place via Esnaps could take place one of two ways:

- a. Participating providers have a separate report, other than the APR, that is uploaded to Esnaps, and is reviewed by Mr. Naeole.
- b. Participating providers have their Esnaps configured to include the additional metrics.

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.

The Annual Performance Report (noted above) that is submitted to the City and County, Department of Community Services (Mr. Naeole), Partners in Care (for Oahu CoC; the rest of Hawaii is in the Bridging the Gap CoC), and HUD will now be submitted to the State Agency.

### **III. Financial**

#### **Budget**

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2015.

IHS is submitting as the lead agency for the Grant in Aid. \$500,000 to be distributed according to the CoC grant amounts each organization administers. The funds will then be expended according to the previous year's guidelines for each organization.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$125,000	\$125,000	\$125,000	\$125,000	\$500,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2015.

**IHS FUNDING:**

Permanent Supportive Housing<sup>[1]</sup> Home At Last (HAL) 2013 Renewal (HUD COC competition): \$1,350,670. If awarded, funds available after 10/1/2014.

Permanent Supportive Housing No Place Like Home (NPLH) 2013 Renewal (HUD COC competition): \$286,780. If awarded, funds available after 10/1/2014.

IHS New Permanent Supportive Housing Project 2013(HUD COC competition): \$485,489. If awarded, funds available after 10/1/2014.

City and County of Honolulu Grants in Aid 2015: Urban Honolulu Outreach and Homeless Solutions that Transform Lives: \$298,196.12. Submitted 12/18/2013. 12 month grant period, start on or about 9/15/2014, when Notices to Proceed will be issued.

City and County of Honolulu Grants in Aid 2015: Central Oahu/North Shore Outreach Solutions that Transform Lives: \$502,521.85. Submitted 12/18/2013. 12 month grant period, start on or about 9/15/2014, when Notices to Proceed will be issued.

Total value of government grant applications pending decision: **\$2,923,656.97.**

<sup>[1]</sup> All CoC competition items turned in to City and County of Honolulu Department of Community Services (OCS) 1/3/2014; CoC application will be completed DCS and turned in to HUD on 2/3/2014. I.H.S. projects were selected for inclusion by CoC; notice received on 1/17/14.

**HUD-FUNDED COC PROGRAM FUNDING FOR SEVEN AGENCIES:**

*\*\*\$500,000 to be distributed according to the percentages of the total award amount for each agency as follows:*

Kalihi Palama Health Center	\$2,145,754.00
I.H.S., Institute for Human Services	\$1,713,719.00
Steadfast Housing Development Corporation	\$1,697,570.00
Gregory House	\$516,801.00
Kauai Economic Opportunity	\$89,400.00
HOPE Services Hawaii	\$439,662.00
Family Life Center	\$363,596.00
<b>TOTAL</b>	<b>\$6,966,502.00</b>

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.

IHS has not applied for any Federal or State tax credits.

5. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2013.

Unrestricted current assets at 12/31/2013 in the amount of \$1,739,827.00

#### **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.

NOT APPLICABLE

Each of the seven non-profit agencies requesting Grant In Aid funding have fully staffed and operating HUD-funded Continuum of Care programs in place with the proven necessary skills and experience required for funding from the HUD to provide these services to Hawaii's homeless. For example, IHS has ten years of experience (awarded in 2003) as a Housing Opportunities with Meaningful and Engaging Supports (HOMES) Shelter Plus Care (S + C) provider. S + C is a supportive housing program providing housing subsidies along with long-term supportive case



management services to chronically individuals who also have a disability. Individuals pay 30% of their income toward rent with the program subsidy providing the remaining dollar amount.

**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. The applicant shall also describe how the facilities meet ADA requirements, as applicable.

NOT APPLICABLE

Each of the seven non-profit agencies requesting Grant In Aid funding have fully staffed and operating HUD-funded Continuum of Care programs in place. Facilities compliance is a federal requirement that has already been met by each of the agencies.

**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.

NOT APPLICABLE

Each of the seven non-profit agencies requesting Grant In Aid funding have fully staffed and operating HUD-funded Continuum of Care programs in place. The requested amount is merely a small portion of the overall program cost to alleviate some of the burden from non-profits administering homelessness services across the state. For example, I.H.S. currently serves 320 total occupied PSH units with four dedicated housing specialists whose efforts are highly leveraged by Outreach Specialists, Case Managers, a Health Services RN, psychiatrist, and collaborations with substance abuse and other collateral provider types. Rental assistance tracking, billing, and payments are administered by the IHS Finance staff, comprising a total of five individuals, who also attend to other finance tasks for the organization overall.

**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 organizational chart that illustrates the placement of this request.

NOT APPLICABLE

Each of the seven non-profit agencies requesting Grant In Aid funding have fully staffed and operating HUD-funded Continuum of Care programs in place. The requested amount is merely a small portion of the overall program cost to alleviate some of the burden from non-profits administering homelessness services across the state. Organizational charts for each agency can be provided if required.

**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.

NOT APPLICABLE

Each of the seven non-profit agencies requesting Grant In Aid funding have fully staffed and operating HUD-funded Continuum of Care programs in place. The requested amount is merely a small portion of the overall program cost to alleviate some of the burden from non-profits administering homelessness services across the state. Compensation amounts can be provided if applicable and required.

**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.

NONE

**B. Licensure or Accreditation**

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

NOT APPLICABLE

## BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2014 to June 30, 2015)

Applicant: IHS, Institute for Human Services, Inc., Family Life Center, Kauai Economic Opportunity, Incorporated (KEO)  
 HOPE Services Hawaii, Kalihi Palama Health Center (KPHC), Gregory House,  
 Steadfast Housing Development Corporation (SHDC)

IHS is submitting as the lead agency for the Grant in Aid.

\$500,000 to be distributed according to the CoC grant amounts each organization administers.

The funds will then be expended according to the previous year's guidelines for each organization.

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(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				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
<b>TOTAL (A+B+C+D+E)</b>				
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested		Name (Please type or print) _____ Phone _____		
(b)		Signature of Authorized Official _____ Date _____		
(c)		Name and Title (Please type or print) _____		
(d)				
<b>TOTAL BUDGET</b>				