



**Application for Grants  
Chapter 42F, Hawaii Revised Statutes**

**Descriptive Title: Sumner and Kaaahi Emergency  
Shelter Restroom Renovations**

State of Hawaii, The Thirtieth Legislature

Submitted by:



IHS, The Institute for Human Services, Inc.  
546 Kaaahi Street  
Honolulu, HI 96817

**January 17, 2020**

**Contact:**

Kanui Bell, Director of Grants and Evaluation

Phone: (808) 447-2839

Email: [KanuiB@ihshawaii.org](mailto:KanuiB@ihshawaii.org)

## 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) Certificate of Good Standing (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



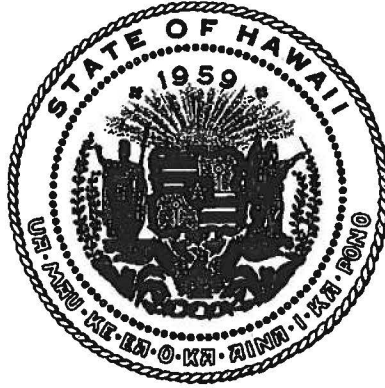
AUTHORIZED SIGNATURE

CONSTANCE MITCHELL, EXECUTIVE DIRECTOR

PRINT NAME AND TITLE



DATE



**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

**IHS, THE INSTITUTE FOR HUMAN SERVICES, INC.**

was incorporated under the laws of Hawaii on 03/04/1980 ; 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: December 30, 2019

*Catherine P. Awai-Cole*

**Director of Commerce and Consumer Affairs**



**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAI'I REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, 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, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
- 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.

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

IHS, The Institute for Human Services, Inc.

(Typed Name of Individual or Organization)

Constance Mitchell

(Signature)

1/16/2020

(Date)

Constance Mitchell

(Typed Name)

Executive Director

(Title)

**Statement of Public Purpose pursuant to Section 42F-102:**

**(1) The name of the requesting organization or individual;**  
IHS, The Institute for Human Services, Inc.

**(2) The public purpose for the grant;**  
Located in urban Honolulu, IHS' Kaaahi (women and families' shelter) and Sumner Service (men's shelter) Centers provide safe emergency shelter, health screening, three meals a day, hot showers, a small amount of storage, mail service, phones, and access to supportive services such as employment and housing placement for anyone experiencing homelessness and seeking assistance. In FY 2019, the Sumner and Kaaahi Shelters served 1,487 unduplicated individuals experiencing homelessness comprising 789 single men, 289 single women and 107 families with 409 individuals, of which 223 persons were children. In total, 93,915 beds were occupied throughout the year, averaging 257 people nightly at the Sumner and Kaaahi shelters. The daily average census was 287 registered guests.

The facility restrooms are key to the shelters' ability to continue to serve those who are homeless. Given the high volume of persons served, 24-hour per day, year round operations and the age of the shelters, our restrooms are badly in need of upgrades.

**(3) The services to be supported by the grant;**  
Funding requested for our FY 2021 GIA CIP, if awarded, will allow IHS to complete three critical capital improvement projects:  
a) Sumner restroom improvements and upgrades, and  
b) Kaaahi restroom improvements and upgrades.

**(4) The target group; and**  
The target groups to be served comprise:  
a) Homeless adult men served at our Sumner shelter, and  
b) Homeless adult women and family individuals (male and female adults and minor children) served at our Kaaahi shelter.

**(5) The cost of the grant and the budget.**  
FY2021 GIA CIP request: \$605,388.

## 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. 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, 2019.

Please see attached Certificate of Good Standing.

#### **2. Declaration Statement**

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes. ([Link](#))

Please see attached Declaration Statement.

#### **3. Public Purpose**

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. ([Link](#))

Please see attached Public Purpose statement.

### **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;**

IHS, The Institute for Human Services, Inc. has provided emergency shelter and supportive services for families and individuals experiencing homelessness on Oahu for over 41 years. Founded in 1978 by Father Claude Du Teil, IHS began with outreach to Chinatown's homeless, later evolving into a drop-in center. In 1985, IHS opened its first shelter at 350 Sumner Street in Iwilei serving men, women and families. In 1997, IHS began providing 24-hour emergency shelter for homeless women and families at our Kaaahi Street shelter located in the Kalihi-Palama area with support from government, churches, businesses, and the public. Since that time, the Sumner Street shelter has focused on serving homeless men.

Currently, the Kaaahi Street shelter provides sleeping accommodations for up to 72 women and 100 family adults and children per night while the Sumner Street shelter provides sleeping accommodations for up to 135 men per night. These two shelters and the clients that they serve make up the sites and beneficiaries, respectively, of this GIA CIP funds request for restroom renovations.

2. The goals and objectives related to the request;

The capital improvements funded through this \$605,388 GIA CIP request will improve health and safety for clients served at the agency's emergency shelters through funded renovation of the restrooms at IHS' Sumner and Kaaahi shelters. Also included in the Sumner renovations are upgrades of the only two restrooms for staff in the facility (Kaaahi renovations do not include staff restrooms). Thusly, staff and volunteers will benefit from these renovations.

3. The public purpose and need to be served;

The public purpose served comprises improvement to the IHS' Kaaahi and Sumner shelter restrooms, who serve the needs of Oahu's homeless. Our restrooms and showers are an important component of the shelters and experience consistent use. Though the restrooms at both facilities have undergone routine maintenance and repairs, the Kaaahi dormitory restrooms have not been renovated since at least 2006 to the dorms and the Sumner restrooms were last renovated in 2013. As a result of high volume usage and aging, the restrooms need to be replaced and upgraded. Improvements will improve the health and safety of the shelters as well as the comfort and dignity of those who use the shelter services. The renovation of the two staff restrooms will benefit agency and partner staff and volunteers.

4. Describe the target population to be served; and

The target population for this project comprises: a) For the Kaaahi restrooms project: Homeless women and families with children served at the IHS Kaaahi Street shelter, and  
b) For the Sumner restrooms project: Homeless men served at the IHS Sumner Street shelter.

5. Describe the geographic coverage.

Women and families served by the Kaaahi Street shelter come from all over the island of Oahu. The men served by the Sumner Street shelter also come from communities across Oahu.

### **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;

Requested GIA CIP funding will supports contractor and project management costs needed to conduct rehabilitation of all restrooms in the Sumner shelter (three client restrooms: one on first floor and two on the second floor as well as two small staff restrooms in the first floor office area) and the two dormitory restrooms (one for families and one for the single women) located on the Kaaahi shelter’s second floor. IHS’ Director of Facilities and Operations will serve as project manager (0.25 FTE requested for salary, fringe and benefits), writing and issuing the request for proposals, overseeing review of proposals and contractor selection (including process documentation), contracting, assisting with and required planning and permitting, and interfacing with the contractor throughout the course of the project. He will also facilitate communications on project timelines and progress to staff. The respective managers will manage communications with shelter clients to keep them updated on progress with renovations and service impacts.

Contractors will be selected through a request for proposals conducted in accordance with IHS’ procurement policy. The scope of work for Kaaahi include includes demolition of existing tile, partitions and fixtures, plumbing and tiling work, replacement of sinks, toilets, and shower fixtures, carpentry and installation of new toilet and shower partitions, mirror replacement, painting, electrical work and light fixture replacement, and final cleaning. The scope of work at Sumner is very similar to the work at Kaaahi, and includes work on the only two employee restrooms in the building. See quote in **Attachments** section for additional details.

Work will be scheduled ensuring that some toilets, urinals, and showers at each shelter remain accessible for use at any given time for each community of users. This will be coordinated between the selected contractor, project manager, and shelter managers.

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

IHS’ Director of Facilities and Operations will provide required management and oversight for the restrooms renovation projects. Our proposed action plan and accompanying timelines are:

Month 1: - Create and release a Request for Proposals for prospective contractors to bid on renovation work.

Months 1-2: - Review bids and select contractor.

Month 2: Execute a contract with the successful bidder.

Months 2-3: Completion of required planning and permitting.

Months 3-11: Initiation and completion of renovation work by contractor (Sumner months 3-6, Kaaahi months 7-11) and final pre-use inspections.

Month 12: Restrooms return to full service.

**Quarterly Schedule**

First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Completion of contract with State	Ongoing communication with staff and shelter users.	Ongoing communication with staff and shelter users.	Ongoing communication with staff and shelter users
Release RFP to contractors	Continue renovation	Start work at Kaaahi.	Continue renovation

Review bids, select contractor	work at Sumner. Complete renovation work at Sumner.	Continue renovation at Kaaahi.	at Kaaahi. Complete renovation work at Kaaahi.
Determine final work schedule	Final Sumner site inspections.		Final Kaaahi site inspections.
Execute contract			Report for 4 <sup>th</sup> Quarter submitted to State agency
Communicate to staff and shelter users, referral sources	Report for 2nd Quarter submitted to State agency	Report for 3 <sup>rd</sup> Quarter submitted to State agency	Close grant.
Complete initial planning and permitting			
Initiate renovation work at Sumner Report for 1 <sup>st</sup> Quarter submitted to State agency			

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

Quality assurance will be monitored by IHS' Director of Facilities and Maintenance through weekly progress checks with the contractor for the work to be completed. Actual progress will be compared against desired timelines to ensure work is completed within the funding period.

The Director of Facilities and Operations will report progress and discusses any questions regarding the restroom renovation project, including plans to improve results, if needed, with the IHS' Executive Director and update agency Directors during weekly Directors' meetings.

**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.**

Regular reports to the State agency that will administer the GIA CIP grant will be provided by IHS and its contractors as required to assess successful progress and achievement of the project



scope of work. These will include progress made on quarterly work plan targets. If the level of appropriation is different from that requested in the application, IHS will update the measures of effectiveness and transmit the updated information to the expending agency.

**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](#))

Please see attached budget forms.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2021.

Our anticipated quarterly funding request schedule is outlined below, assuming that completion of the scope of work takes the full 12 month grant period. If the successful bidder indicates that the scope of work can be completed in less time with less disruption to our clients, IHS will inform the administering State agency and request an adjusted schedule.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$151,347	\$151,347	\$157,347	\$157,347	\$605,388

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2021.

IHS has no other funding sources for the requested Kaaahi restroom renovation. For the Sumner restroom renovation, IHS submitted a \$125,000 GIA request to the City and County of Honolulu in November 2019, though with a far more limited scope of work than that proposed here. Our City GIA request was for the Sumner first floor and big dorm client restrooms only (this State request includes the small dorm client restroom as well as the two staff restrooms in the office section of the facility on the first floor) based on tile removal, resealing and some fixture and counter replacements. That grant application is still being reviewed (i.e. is not secured) and IHS will not find out until July 2020 if the request is funded, and if so, at what amount.

The costs derived for this State GIA proposal were obtained from a building contractor who did a courtesy walk through and cost estimation of both shelters for our agency in January 2020 (see copies in **Attachments** section). If CDBG funding for capital improvements is offered by the City and County of Honolulu, IHS plans to submit an application.

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, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2021 for program funding.

IHS has not received any State GIA funding in the last three years. As noted in Section IV, item 3 on the preceding page, IHS did apply for a \$125,000 City and County Grant in Aid (GIA) in November 2019 to support renovation work for the downstairs client restroom and big dorm restroom at the Sumner shelter. This grant application is still under review (not secured), and award decisions are not expected till July 2020, with resulting grants starting in October 2020. The Capital Improvement projects proposed under this State GIA CIP request are not covered by any secured funding sources.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2019.

IHS' total unrestricted current assets as of December 31, 2019 totaled \$332,362.24.

## **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.

IHS has over 34 years of experience providing emergency shelter and supportive services to homeless individuals and families. IHS has not completed any capital improvement projects in the last three years due to lack of funding availability. In the past, IHS has completed CDBG funded capital improvements administered by the City and County of Honolulu to both the Kaaahi and Sumner shelters.

IHS' recent experience includes:

#### **State Homeless Shelter Program #DHS-18-HPO-5018 (first awarded 2003)**

Emergency shelter, case management, and supportive services targeting placement and retention in more permanent living placements for homeless persons on Oahu provided through

two service centers: Kaaahi St. (women and families) and Sumner St. (men).  
Contact: Ms. Anamarie Piloton  
State of Hawaii Department of Human Services, Homeless Programs Office  
1010 Richards Street, Suite 312, Honolulu, HI 96813  
Email: APiloton@dhs-hawaii.gov Phone: (808) 586-7068

Hale Mauiola, Grant # CT-DCS-1900147 (First awarded 8/15/15)

Description: Operate and manage the City's Hale Mauiola Housing Navigation Center at Sand Island, Oahu's first Housing First shelter with accommodations for persons with pet animals and automobiles. Provide center intake, orientation, and exit for homeless adult singles and couples. Support services include onsite case management and housing navigation services, with leveraged services from other IHS staff and other providers.

Contact: Mr. John Chang, Planner  
City and County of Honolulu, Department of Community Services  
Kapalama Hale, Ste. 200, 925 Dillingham Blvd. Honolulu, HI 96817  
Email: jchang8@honolulu.gov Phone: (808) 768-8454

State Rapid Re-Housing Program #DHS-17-HPO-4176 (first awarded 2017)

Provide homelessness prevention (for those at-risk) and rapid rehousing (for those currently homeless) services to qualifying at-risk and homeless households residing on Oahu. Services include assistance with first month's rent and/or deposit, rental arrears, utilities as well as permanent housing search, placement and retention support and referral and linkage to services and resources needed to sustain housing tenure.

Contact: Ms. Luana Bass  
State of Hawaii Department of Human Services, Homeless Programs Office  
1010 Richards Street, Suite 312, Honolulu, HI 96813  
Email: lbass@dhs-hawaii.gov Phone: (808) 586-5234

ESG Homeless Prevention and Rapid Re-housing #CT-DCS-1800157; \$278,567 (HUD funded through City, first awarded 12/28/2012)

Rapid Re-Housing and Homelessness Prevention services, including rental assistance, for homeless and at-risk households

Contact: Ms. Amber Itokazu, Planner  
City and County of Honolulu, Department of Community Services  
Kapalama Hale, Ste. 200, 925 Dillingham Blvd. Honolulu, HI 96817  
Email: amber.itokazu@honolulu.gov Phone: (808) 768-8842

Permanent Supportive Housing Programs (HUD CoC Funded, first awarded in 2003)

Permanent Supportive Housing placement, rental assistance, and wrap around services for Chronically Homeless adults with disabilities.

- Home Sweet Home 2 Grant; \$130,083 (9/1/18-8/31/19)
- No Place Like Home Grant; \$295,315 (9/1/18-8/31/19)
- Home at Last Grant; \$1,335,231 (4/1/19-3/31/20)
- Permanent Supportive Housing Project; \$219,843 (1/1/19-12/31/19)

Contact: Lisa Kimura, Vice President, Community Impact  
Aloha United Way, 200 N. Vineyard Blvd., Ste. 700, Honolulu, HI 96817-3952

Email: [lkimura@auw.org](mailto:lkimura@auw.org) Phone: (808) 543-2215

Ohana Health Plan (2013-Present), Behavioral Health Case Management

Contract to provide behavioral health case management to CCS, Quest, and Quest Expanded Access (now Quest Integrated) consumers with severe and persistent mental illness.

Contact: Ms. Megan Ichiryu, LMHC, CSAC; phone: (808) 675-7392; email:

[Megan.Ichiryu@wellcare.com](mailto:Megan.Ichiryu@wellcare.com). Address: 'Ohana Health Plan, 949 Kamokila Blvd., 3rd Floor, Ste. 350, Kapolei HI 96707

State Homeless Outreach Program, Contract #DHS-17-HPO-4130 (First awarded 2/1/17)

Provide homeless outreach to unsheltered singles, couples, and families in Regions 2 (Waikiki/East Honolulu) and 4(Lower Windward). Facilitate VI-SPDAT completion for coordinated entry, assist with linkage to services and resources needed for shelter and housing placement, facilitate entry into shelter and housing placements.

Contact: Ms. Dee Kammunkun

State of Hawaii Department of Human Services, Homeless Programs Office

1010 Richards Street, Suite 312, Honolulu, HI 96813

Email: [DKammunkun@dhs-hawaii.gov](mailto:DKammunkun@dhs-hawaii.gov) Phone: (808) 586-7070

Housing First Increment 1 Program, Grant # CT-DCS-1900101 (First awarded 11/1/14)

Description: Outreach, case management, permanent housing placement rental assistance and supportive services for vulnerable, chronically homeless unsheltered and sheltered singles, couples, and family households originating in Urban Honolulu, Waikiki, and the Waianae Coast. External program evaluation conducted by Jack Barile Ph.D. And Anna Smith, Ph.D. from the University of Hawaii Department of Psychology.

Contact: Mr. John Chang, Planner

City and County of Honolulu, Department of Community Services

Kapalama Hale, Ste. 200, 925 Dillingham Blvd. Honolulu, HI 96817

Email: [jchang8@honolulu.gov](mailto:jchang8@honolulu.gov) Phone: (808) 768-8454

## **2. Facilities**

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

The facilities to be renovated with requested funding are IHS' Kaaahi Street shelter for women and families located at 546 Kaaahi Street Honolulu HI 96817 (TMK 1-5-007:050) and Sumner Street shelter for single men located at 350 Sumner Street Honolulu HI 96817 (TMK 1-5-007-080-0000-001).

The Kaaahi Street shelter building was purchased and renovated by the City and County of Honolulu in 1997. IHS has a 25-year management agreement (\$1.00 per year) with the City that expires in 2035. The Kaaahi shelter is a three story facility. The first floor contains case management and operations offices, a computer learning center, classroom for children and families, health clinic, bathrooms and parking garage.

The second floor contains two separate dormitories for single women (capacity 72 individuals) and families (capacity 100 persons in families). Each of the dorms contains a restroom with toilets, sinks, and showers. These dormitory restrooms comprise the primary showers, toilets, and sinks used by Kaaahi shelter guests. The second floor also contains a laundry room and the family case management offices.

The third floor contains administrative offices, case management offices, a conference room, a large dining/multipurpose room used for meals and workshops, the Kokua Korner clothing and household goods dispensary, and the dry food storage area.

The Sumner Street shelter was built in 1985 by the City and County of Honolulu using City and Federal funds, the facility is a two-story building that opened for service in 1986. The first floor contains offices (with two staff restrooms), a certified kitchen, a dining/multi-purpose room, client bathroom (no showers), laundry facilities and the health and wellness center. The second floor contains offices, a two restroom (one in big dorm and one in small dorm) hygiene center of toilets, showers and sinks, a large dormitory, a smaller dormitory and a meeting room. A passenger elevator allows ADA access between the two floors, with a central stairway for foot traffic.

The upstairs dormitories and the downstairs multi-purpose rooms sleep up to 135 adult men. However, capacity can be expanded to accommodate overflow and capacity up to 200. IHS men's case management, veterans' services, and health services program offices are also co-located at the Sumner facility. Sumner shelter maintains a limited clothing closet onsite.

IHS facilities meet ADA Title III accessibility requirements and all other standards required for its 2017 re-accreditation with the Commission on Accreditation of Rehabilitation Facilities (CARF). See copy of IHS' 2017 CARF accreditation letter in **Attachments**. IHS has an experienced Operations Staff that ensures a safe and secure environment. Regularly scheduled fire drills and emergency planning ensure the safety of all staff and clients. CARF standards (plans, training and schedules drills) for all types of emergency preparedness are incorporated as part of IHS overall safety plan. Environmental Safety Plans are in place.

## **VI. Personnel: Project Organization and Staffing**

### **1. Proposed Staffing, Staff Qualifications, Supervision and Training**

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

IHS has sufficient staffing and expertise to execute the proposed GIA CIP project are already in place and IHS can commence work with no ramp up time. The Executive Director will oversee contract fulfillment by IHS. The Director of Facilities and Operations will serve as project

manager including preparing and releasing RFP for prospective bidders, collecting and reviewing bids, overseeing contractor procurement process, contracting, planning and permitting, obtaining needed approvals, and communicating with contractor throughout the project. Salary, fringe, and benefit funding for 0.25 FTE is requested through the GIA CIP for the project manager component of this proposal. All other staff will be leveraged at no cost to the grant.

The Director of Finance staff will manage contractor invoice payments and project billing as well as required supporting documentation and financial reporting activities. The Kaaahi and Sumner Guest Services Managers and their staffs will communicate with shelter users so they are aware of adjusted service availability during demolition and construction work and are kept updated on forecasted disruption time periods and progress towards completion. Core IHS staff for this project and their roles include:

**Connie Mitchell, MS, APRN, BC, Executive Director** – has over 35 years' experience in health care and meeting the needs of underserved populations. Her expertise in psychiatric nursing includes outreach to underserved populations, program development and evaluation, and improving systems of care. Project Director for IHS' CABHI collaborative (2011-2014) and Housing First (2014-present) projects. She serves as current Chair of the PIC Board of Directors. Ms. Mitchell provides overall direction and supervision to all IHS programs, and will provide general responsibility for the execution of this project.

**Anthony McDonald, MBA Director of Finance** provides fiscal oversight for the agency, and is responsible for compliance with State and Federal requirements. He joined IHS in 2016 and has 37 years of finance experience, including mortgage, student loan, hotel and property management and 20 years of senior executive experience in financial institutions. He will manage project financial activities and oversee finance staff supporting the project.

**Gordon K. Ortiz, Sr., Director of Facilities and Operations (0.25 FTE to request)** has served at IHS for 13 years. He is responsible for operating and maintaining the IHS facilities and is the agency's Safety Officer. He will serve as project manager for the GIA CIP, responsible for issuing the request for proposals, reviewing responses from prospective contractors, documenting RFP results, contractor selection, and liaison with the selected contractor through the project.

**Guest Services Manager Bridgette Kahanaoi, MBA** has 17 years of human services experience, 10 years specializing in homeless services. She manages Kaaahi Shelter staffing and operations to ensure a health and safe shelter environment. She will ensure that Kaaahi shelter guests are kept updated on the status of renovation projects and impacts on services. Ms. Kahanaoi holds a master's degree in business administration.

**Guest Services Manager Taumaoe Atuatasi**, has 18 years of homeless services experience. She joined IHS in 2001 as a Guest Services Assistant. Since 2005, she has served as Guest Services Manager at the Sumner St. men's shelter. She will ensure Sumner shelter guests are kept updated on the status of renovation projects and impacts on services.



## **2. Organization Chart**

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

Please see agency-wide Organization Chart in **Attachments** section.

## **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.

The three highest annual salaries in the agency are:

1. Executive Director: \$136,024
2. Chief Administrative Officer: \$120,000
3. Director of Finance: \$88,000

## **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.

IHS 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.

IHS shelter programs are not required to be licensed. IHS' case management services have been accredited by the Commission on the Accreditation of Rehabilitation Facilities (CARF) since 2005 to provide Adult Behavioral Health Case Management. See copy of IHS' 2017 CARF accreditation letter in **Attachments**.

### **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.

No, this grant will not be used to support or benefit a sectarian or non-sectarian private educational institution.

**4. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2020-21 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2020-21, but
- (b) Not received by the applicant thereafter.

If requested funding GIA CIP is provided for fiscal year 2020-21 but not received thereafter, IHS plans to maintain the Kaaahi and Sumner shelter restrooms through routine cleaning and maintenance. Shelter operations are currently supported by a mixture of funding sources, including State DHS, City and County of Honolulu ESG, private funds, and donations. At present, it is expected these support sources will continue. The improvements funded through this proposal will continue to fulfill public service needs throughout their useful life as the shelters continue to serve homeless individuals and families.

IHS currently does not have any secured capital improvement funding. In the past, IHS applied for Community Development Block Grant (CDBG) funds, which support capital improvements to facilities benefiting the public, when these funds were available through the City and County of Honolulu via competitive proposals. IHS plans to seek CDBG funding if available. IHS will continue seeking other public and private funding for capital improvements.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: IHS, The Institute for Human Services, Inc.

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	20,000	0	0	0
2. Payroll Taxes & Assessments	2,210	0	0	0
3. Fringe Benefits	2,183	0	0	0
<b>TOTAL PERSONNEL COST</b>	<b>24,393</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>B. OTHER CURRENT EXPENSES</b>		0	0	0
1. Airfare, Inter-Island	0	0	0	0
2. Insurance	0	0	0	0
3. Lease/Rental of Equipment	0	0	0	0
4. Lease/Rental of Space	0	0	0	0
5. Staff Training	0	0	0	0
6. Supplies	0	0	0	0
7. Telecommunication	0	0	0	0
8. Utilities	0	0	0	0
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>C. EQUIPMENT PURCHASES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E. CAPITAL</b>	<b>580,995</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL (A+B+C+D+E)</b>	<b>605,388</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	605,388	Kanui Bell, Director of Grants and Evaluation (808) 447-2824		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	125,000	<i>Constance Mitchell</i> 1/17/2020		
(d) Total Private/Other Funds Requested	0	Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	<b>730,388</b>	Constance Mitchell, Executive Director Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2020 to June 30, 2021

Applicant: IHS, The Institute for Human Services, Inc.

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Director of Facilities and Operations	1	\$80,000.00	25.00%	\$ 20,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>20,000.00</b>
<b>JUSTIFICATION/COMMENTS:</b> The requested 0.25 FTE of Director of Facilities and Operations will provide project management for IHS' FY 2021 GIA CIP.				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: **IHS, The Institute for Human Services, Inc.**

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not Applicable.				
<b>TOTAL:</b>				
JUSTIFICATION/COMMENTS: No equipment will be purchased with IHS' FY 2021 GIA CIP.				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not Applicable.			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
JUSTIFICATION/COMMENTS: No motor vehicles will be purchased with IHS' FY 2021 GIA CIP.				

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

Applicant: IHS, The Institute for Human Services, Inc.

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2018-2019	FY: 2019-2020	FY:2020-2021	FY:2020-2021	FY:2021-2022	FY:2022-2023
PLANS	0	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0
DESIGN	0	0	0	0	0	0
CONSTRUCTION	0	0	580,995	125,000	0	0
EQUIPMENT	0	0	0	0	0	0
<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>580,995</b>	<b>125,000</b>	<b>0</b>	<b>0</b>
<b>JUSTIFICATION/COMMENTS:</b> IHS has had no capital improvements projects in FY19 and FY20. For basis of cost estimates for FY 2021 State GIA CIP request, see Attachments for quotes supplied by JBA Construction, LLC. completed on 1/14/20.						



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

Applicant: IHS, The Institute for Human Services, Inc.

Contracts Total: 125,000

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)</b>	<b>CONTRACT VALUE</b>
1	City and County of Honolulu Grants in Aid 2021 (requested Nov. 2019, still under review, not yet awarded)	If awarded, will run 10/1/20-9/30/21	Department of Community Services	City and County of Honolulu	125,000
2					
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**Applicant: IHS, The Institute for Human Services, Inc.**

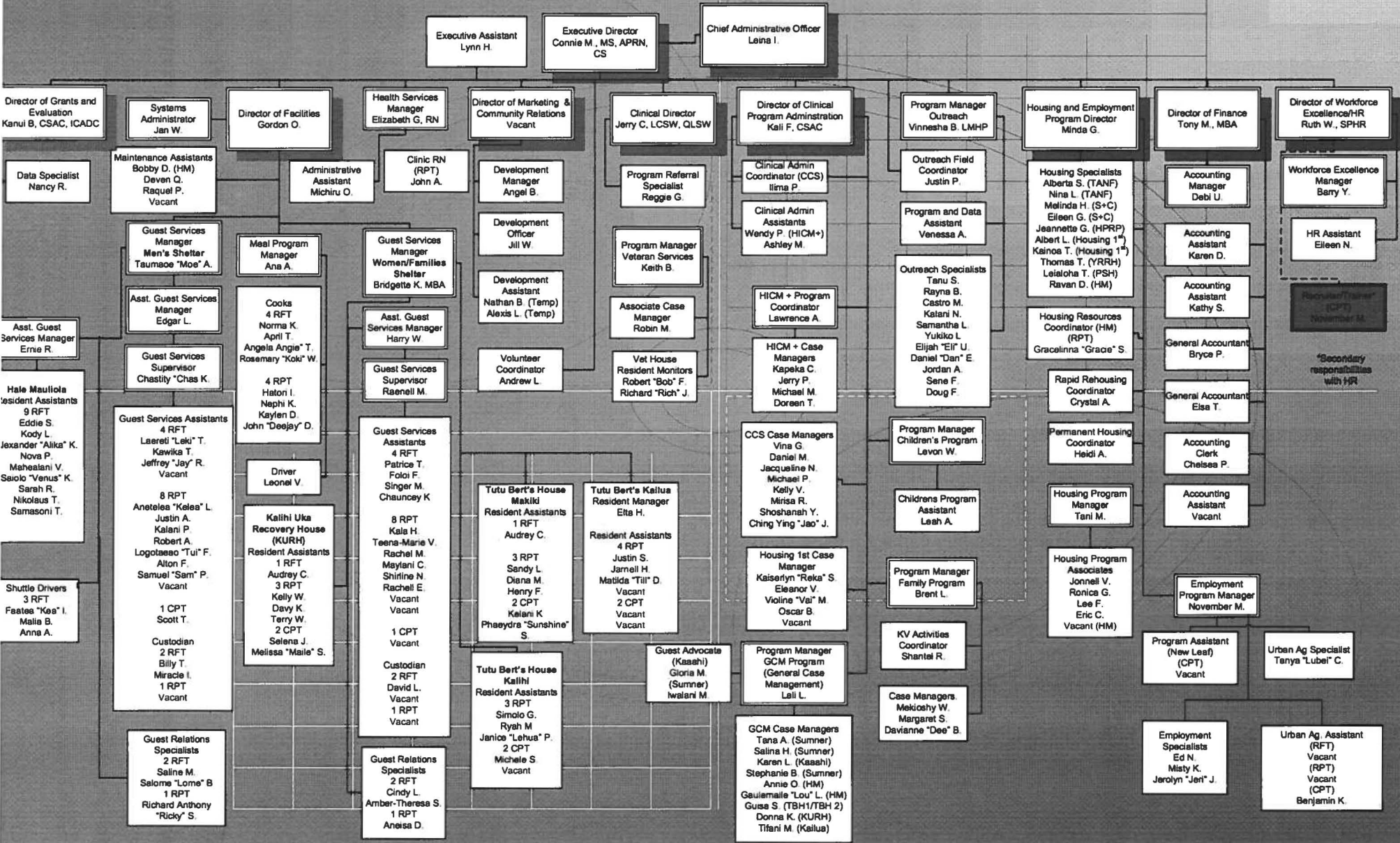
## **Attachments**

1. Organization Chart
2. Renovation Quotes
3. CARF Accreditation Letter

Applicant: IHS, The Institute for Human Services, Inc.

## **1. Organization Chart**

IHS, The Institute for Human Services, Inc. Agency Wide Organizational Chart





Applicant: IHS, The Institute for Human Services, Inc.

## **2. Renovation Quotes**

**Construction Schedule of Values**

Job # **TBD**  
 Job Name: **Summer IHS**  
 Date: **January 14, 2020**




Cost Description	Base Bid Total	Comments
		Trash Bins, Project Management and Final Cleaning
		Onsite Supervision, Carpentry Labor and Materials
		Remove tile, scrape floors, plumbing fixtures, sinks and accessories. Provide Roll off Bin and Hauling for 6 Restrooms (2 upstairs, 4 Downstairs including Staff Bathrooms)
		Replace Light Fixture one for one over sinks / mirrors
		Supply and Install 2x2 Floor Tile and 12x24 wall tile at 6 Restrooms Water proofing included only at 2nd Floor Restrooms
		Concrete Spauling and Repair at Existing CMU where noticeable
		Supply and Install 9 mirrors at sinks
		2 sinks at Employee Restrooms
		SS Counter Tops with Integral Sinks
		Replace Toilets and Shower Head one for one at existing locations
		Paint Ceilings and Walls
		Replace (1) Door and hardware
<b>Subtotal - Direct Construction Costs</b>	<b>\$ 273,205</b>	
<b>Overhead &amp; Fee</b>	<b>\$ 27,321</b>	
<b>Insurance</b>	<b>\$ 2,732</b>	
<b>Permit</b>	<b>\$ -</b>	Permit not included
<b>Bond</b>	<b>\$ -</b>	Bond not included
<b>General Excise Tax</b>	<b>\$ 3,921</b>	
<b>Total Construction Cost</b>	<b>\$ 307,179</b>	

**Acceptance of Proposal**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

**JBA Construction LLC**  
 General Contractor

by:   
 Title: \_\_\_\_\_  
 date: \_\_\_\_\_

Owner or Owner's Representative

by: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 date: \_\_\_\_\_





Applicant: IHS, The Institute for Human Services, Inc.

### **3. CARF Accreditation Letter**

June 29, 2017

Connie K. Mitchell, M.S., APRN  
IHS, The Institute for Human Services, Inc.  
546 Kaaahi Street  
Honolulu, HI 96817

Dear Ms. Mitchell:

It is my pleasure to inform you that IHS, The Institute for Human Services, Inc. has been issued CARF accreditation based on its recent survey. The Three-Year Accreditation applies to the following program(s)/service(s):

Case Management/Services Coordination: Mental Health (Adults)

This accreditation will extend through June 30, 2020. This achievement is an indication of your organization's dedication and commitment to improving the quality of the lives of the persons served. Services, personnel, and documentation clearly indicate an established pattern of conformance to standards.

The survey report is intended to support a continuation of the quality improvement of your organization's program(s)/service(s). It contains comments on your organization's strengths as well as any consultation and recommendations. A Quality Improvement Plan (QIP) demonstrating your organization's efforts to implement the survey recommendation(s) must be submitted within the next 90 days to retain accreditation. The QIP form is posted on Customer Connect ([customerconnect.carf.org](http://customerconnect.carf.org)), CARF's secure, dedicated website for accredited organizations and organizations seeking accreditation. Please log on to Customer Connect and follow the guidelines contained in the QIP form.

Your organization should take pride in achieving this high level of accreditation. CARF will recognize this accomplishment in its listing of organizations with accreditation and encourages your organization to make its accreditation known throughout the community. Communication of the accreditation to your referral and funding sources, the media, and local and federal government officials can promote and distinguish your organization. Enclosed are some materials that will help you publicize this achievement.

Your organization's complimentary accreditation certificate will be sent separately. You may use the enclosed form to order additional certificates.

If you have any questions regarding your organization's accreditation or the QIP, you are encouraged to seek support from Daniel Miller by email at [dmiller@carf.org](mailto:dmiller@carf.org) or telephone at (888) 281-6531, extension 7129.

Ms. Mitchell

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June 29, 2017

CARF encourages your organization to continue fully and productively using the CARF standards as part of its ongoing commitment to accreditation. CARF commends your organization's commitment and consistent efforts to improve the quality of its program(s)/service(s) and looks forward to working with your organization in its ongoing pursuit of excellence.

Sincerely,

A handwritten signature in black ink that reads "Brian J. Boon, Ph.D." in a cursive style.

Brian J. Boon, Ph.D.  
President/CEO

Enclosures