

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

**Descriptive Title: Kaaahi Shelter Window and Floor
Renovations**

State of Hawaii, The Thirty-Second Legislature

Submitted by:



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

January 20, 2023

Contact:

Leina Ijadic, Chief Administrative Officer

Phone: (808) 447-2845

Email: LeinaI@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



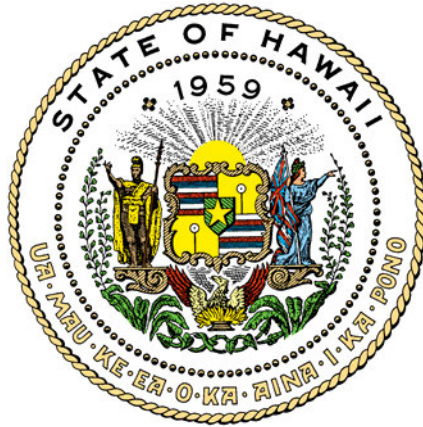
AUTHORIZED SIGNATURE

CONSTANCE MITCHELL, EXECUTIVE DIRECTOR

PRINT NAME AND TITLE

1/17/2023

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 06, 2021

Director of Commerce and Consumer Affairs

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISIED STATUTES**


The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided; and
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

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

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

IHS, The Institute for Human Services, Inc.



(Signature) 1/17/2023

(Date)

Constance Mitchell Executive Director

(Typed Name) (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;

a) Requested Kaaahi third floor dining room and business office window upgrades and first, second, and third floor flooring tile upgrades meet community needs by ensuring service continuity of homeless service programs at the Kaaahi Street emergency shelter for single women and families with children. Window upgrades will allow for the dining room windows to be opened (the current fixtures are frozen), allowing for more effective ventilation of the dining room area, which is also used for groups and classes for shelter users. Window upgrades will also allow for more effective cooling of the business office area, in addition to eliminating the risk of existing jalousie windows breaking and falling, while making cleaning less time consuming. Floor tiling upgrades will facilitate more effective cleaning, maintenance, and increase the ambiance of the facility (dorms, dining room, halls, learning center, children's room, common areas, and offices) for shelter users. The upgrades ensure the shelter is properly equipped to provide services 24 hours per day, year round.

(3) The services to be supported by the grant;

Funding requested for our FY 2023 GIA CIP, if awarded, will allow IHS to complete two critical capital improvement projects at the Kaaahi Street shelter:

- a) Third floor dining room and business office window and window frame upgrades, and
- b) Tile flooring and baseboard upgrades on the first, second, and third floors.

(4) The target group; and

The target groups to be served comprise homeless single women and families with children residing on Oahu.

(5) The cost of the grant and the budget.

FY2023 GIA CIP request: \$675,000. Total budget: \$675,000.

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, 2022.

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](#).

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](#).

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;

Founded in 1978 as the “Peanut Butter Ministry” by Father Claude DuTeil, IHS has established the broadest and most comprehensive continuum of services focused exclusively on ending and preventing homelessness in Hawaii. We remain a core element of Hawaii’s safety net for those in housing crisis, having served a critical need in our community for over 44 years. IHS opened the first homeless shelter on Oahu, and continues to operate one of the State’s largest emergency meal programs, serving 833 meals per day on average in FY 2022 to those experiencing homelessness or at risk of becoming homeless.

IHS serves the island of Oahu, with 10 emergency and specialty shelter options, daily meal programs, housing support, employment support, health services, homeless outreach programs, and specialized case management. IHS has provided emergency shelter and support services 24 hours per day, year round to homeless women and families with children since 1985. Originally co-located at the Sumner Street shelter (now men's shelter) in Iwilei, IHS relocated shelter and support services for women and children to the present Kaaahi Emergency Shelter in Kalihi-Palama in 1997. In FY 2022, the Kaaahi shelter served 205 women and 63 families (105 adults and 124 children) with shelter and support services.

2. The goals and objectives related to the request;

The goal is to ensure the continued provision of emergency homeless shelter, hygiene access, and supportive services for Oahu's homeless women and families with children at IHS' Kaaahi Street shelter 24 hours per day, year round. This request asks for funds for window renovations on the third floor and flooring renovations on all three floors to maintain safe and healthful operations of the program. IHS plans to hire a contractor to complete each of the projects through a competitive bidding process.

The primary objectives of this request are to:

1. Remove the existing, obsolescent jalousie windows and frames in 3rd Floor Dining Room and adjoining office area and replace them with A-wing windows and new frames, and
2. Remove the existing floor tiles and baseboards on the first, second, and third floor and replace with new tiles and baseboards.

3. The public purpose and need to be served;

Requested Kaaahi shelter third floor jalousie window and flooring renovations meet community needs by ensuring service continuity of IHS' Kaaahi Emergency Shelter program for women and families with children. The window upgrades will decrease the time required for cleaning and allow for windows to be opened for ventilation. The existing jalousie windows on the third floor are over a decade old and many have frozen working mechanisms which can no longer open. This results in the dining room heating up and requiring fans for ventilation. The adjoining business office area also has similar problems, with the heat admitted competing with the air conditioning system. Renovations will also increase safety by removing the hazard of louvers breaking. There have also been incidences of louvers breaking, scattering glass inside of the dining room and onto the street and sidewalk below.

Replacement of flooring and baseboards on the first, second, and third floors will increase the visual appeal of the shelter environment, decrease the time required for floor cleaning and maintenance, and increase walking safety. The existing floor tiles are over 8 years old and despite regular cleaning and maintenance are in need of replacement due to constant wear and tear. The areas to be renovated include the:

1. First floor front entry, reception and intake office, walkways, learning center, children's activity room, two restrooms, case management office, and operations office.

2. Second floor walkways, women's dorm, family dorm, and case management office.
3. Third floor dining room, walkways, business office, and kupuna dorm.

4. Describe the target population to be served; and

The target population comprises homeless: 1) Single women, and 3) Families with children. Kaaahi emergency shelter component targets homeless adult females and homeless families with children. We expect the features of the populations served to closely resemble those served in recent years. In FY 2022, Kaaahi shelter single women's dorm served 205 women. 44% had chronic health issues, 64% had mental illness, and 39% had drug and/or alcohol abuse. By ethnicity, women were 24% Hawaiian /Pacific Islander, 34% Caucasian, 10% Filipino, 4% Micronesian, 4% Japanese, 4% Korean, and 20% other. Women aged 35-61 years made up 60% of the population and those aged 62 years and over made up 19%. At entry, 51% had no income from any sources and 17% had no health insurance coverage while less than 12% were employed.

In FY 2022, Kaaahi Family dorm served 63 families (105 adults and 124 children). Clinical conditions for family adults were lower, with self-reports at intake showing only 2% having substance abuse disorders and 9% chronic health conditions. Heads of household between 25-34 years of age made up 21%. By ethnicity, Kaaahi family shelter consisted of 52% Micronesian, 15% Hawaiian/Pacific Islander, 9% Caucasian, 7% Marshallese, and 3% Samoan and 14% other. Among family adults, 52% had no income at shelter entry and 30% were employed at intake. 19% of family persons did not have health insurance at shelter entry. We have also seen increases in clinical needs among the families we serve, through to a lesser degree. Density of chronic lifestyle diseases (hypertension, diabetes, heart and lung diseases) is prolific. The family program has a high percentage of families of Native Hawaiian and Other Pacific Islander backgrounds, including COFA nations origin.

5. Describe the geographic coverage.

The geographic coverage for the Kaaahi emergency shelter program comprises the island of Oahu, island wide.

III. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

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

The grant request is to fund hiring a contractor to completion two essential renovations projects at the IHS Kaaahi Emergency Shelter in Honolulu. The scope of work has two key components: 1) Removal of the existing jalousie windows and window frame in the third floor dining room and adjacent business office, haul away of removed materials, and subsequent installation of new window frames and A-wing windows, and

2) Removal of existing floor tiles and baseboards for the first, second, and third floors with haul away of removed materials, and subsequent installation of new floor tiles and baseboards. Dimensions for each of these areas is discussed in section **V.2 Facilities** of this proposal.

The scope of work, tasks, and responsibilities are summarized in the table below:

<u>TASKS</u>	<u>RESPONSIBILITIES</u>
Secure bids for jalousie window contractor work	Director of Facilities
Secure bids for floor tile and baseboard contractor work	
Secure and develop a contract with successful bidder to perform jalousie window contractor work	Chief Administrative Officer
Secure and develop a contract with successful bidder to perform floor tile and baseboard contractor work	
Oversee completion of jalousie window contractor work	Director of Facilities,
Oversee completion of floor tile and baseboard contractor work	

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

IHS' Director of Facilities will oversee and manage the bidding process for jalousie window and floor tile and baseboard contractor work. IHS' Chief Administrative Officer will manage the contracting with the successful bidders for each of the two respective scopes of work. IHS' Director of Facilities will liaison between the selected contractors and shelter operations staff as well as oversee the completion of the scope of work. The shelter will continue to operate during the renovation period. The timeline assumes a grant award date of 7/1/2023, and maintains a total hedge of four months in the event of time overruns without exceeding 12 months in total duration.

Month 1: Create and release Requests for Proposals for prospective contractors to bid on each of the two projects.

Months 1-2: Review bids and select contractors.

Month 2: Execute contracts with the successful bidders.

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

Months 4-5: Initiation and completion of 3rd floor window upgrade, including removal of jalousie windows and frames, installation of new frames and A-wing windows.

Months 6-7: Initiation and completion of floor tile and baseboard upgrade, including removal of old tiles and baseboards, installation of new tiles and baseboards.

Month 8: Conclude projects.

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

Successful completion of the: 1) 3rd Floor dining room and office jalousie windows and frame removal and subsequent installation of new window frames and A-wing windows, and 2) Removal of existing floor tiles and baseboards for the first, second, and third floors with subsequent installation of new floor tiles and baseboards outlined in the timeline in the previous section will be used to measure the progress of the project. All plans and specifications will be reviewed internally by the Executive Director and the Chief Administrative Officer. The Director of Facilities will maintain direct contact with the contractors and the Executive Director, and will monitor progress against the timelines and project specifications.

Bi-weekly check in meetings will be held by the Executive Director, Chief Administrative Officer, and Director of Facilities to monitor the progress of progress on the scope of work and project timeline. Corrective actions will be taken if activities outlined did not occur as planned.

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 measures of effectiveness for this project are: by the end of the project year, IHS' Kaaahi 3rd Floor dining room and office jalousie windows and frame removal and subsequent installation of new window frames and A-wing windows:

- a. Complete removal of old 3rd Floor jalousie windows and frames, with installation and testing of new 3rd Floor A-wing windows, and
- b. Complete removal of old first, second, and third floor flooring tiles and baseboards, with installation and testing of new works, and
- c. 80% of clients surveyed in the year will report satisfaction with Kaaahi Shelter environment health and safety.
- d. 80% of staff surveyed in the year will report satisfaction with Kaaahi Shelter environment health and safety

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.

- The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2024.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$225,000	\$225,000	\$225,000	\$0	\$675,000

- The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2024.

IHS has not identified any other potential sources of funding for the requested Kaaahi shelter window and floor tiles upgrades that are available at this time.

- 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.

- 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 2024 for program funding.

Federal, State, and County government contracts, grants, and grants in aid IHS has been granted for the Kaaahi shelter in the prior three years and will be receiving in FY 2024 are listed in the tables below.

Shelter Operations

Project/Contract	Contracting Agency/Organization
Homeless Shelter Program Kaaahi Emergency Shelter	State of Hawaii, Department of Human Services, Homeless Programs Office Awarded: FY 19, 20, 21, 22, 23; 24 expected
TANF Maintenance of Effort (MOE)	State of Hawaii, Department of Human Services, Benefit, Employment and Support Services Division (BESSD), Employment and Training Program Office (ETPO) Awarded: FY 19, 20, 21, 22; 23; FY 24 expected
ESG CARES Emergency Shelter Essential Services	City & County of Honolulu, Department of Community Services

(Kaaahi and Sumner)	Awarded: FY 22, 23
ESG CARES Emergency Shelter Operations (Kaaahi and Sumner)	City & County of Honolulu, Department of Community Services Awarded: FY 22, 23
ESG CARES Emergency Shelter Renovations (Kaaahi and Sumner)	City & County of Honolulu, Department of Community Services Awarded: FY 22, 23

Shelter Renovations

ESG CARES Emergency Shelter Renovations (Kaaahi and Sumner)	City & County of Honolulu, Department of Community Services Awarded: FY 22, 23
---	---

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2022.

IHS’ total unrestricted current assets as of December 31, 2022 was \$10,834,822.

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 37 years of experience providing emergency shelter and supportive services to homeless individuals and families. IHS capital improvement projects undertaken in the last three years comprise a CDBG CARES funded HTTP acquisition and renovations project and ESG CARES funded renovation projects at Kaaahi and Sumner shelters, all of which are in process at this time (listed below).

In the past, IHS has completed CDBG funded capital improvements administered by the City and County of Honolulu to both the Kaaahi and Sumner emergency shelters (most recent contract CT-DCS-1500211, 2015-2016). In 2020-2021, IHS completed rewiring of the Kaaahi building IT wiring with \$50,000 in private funding and completed further system upgrades at present with another \$50,000 in private funding in March 2022).

IHS’ experience in the last three years for capital improvements, emergency shelter and related projects includes:

CDBG CARES IHS Non-Congregate Shelter (HTTP), CT-DCS-2200092 (6/10/2021-6/9/2023)

Acquisition and renovation of 551 Dillingham Boulevard site to provide Homeless Triage and Transfer Program for the most vulnerable homeless adults with serious mental illness, chronic substance abuse, medical illnesses, and chronic homelessness who are at risk of COVID-19 infection. Provide engagement, intake, respite, meal, linkage to needed treatments and services, coordinated entry, and linkage to longer term shelter or housing. Project underway.

Contact: Mr. Timothy Ho

City and County of Honolulu, Department of Community Services
Kapalama Hale, Ste. 200, 925 Dillingham Blvd. Honolulu, HI 96817
Email: timothy.ho@honolulu.gov Phone: (808) 768-7818

ESG CARES Sumner and Kaaahi Shelter Renovations, CT-DCS-2200139 (2/4/2022-4/30/2023)

Renovation of Kaaahi (single women and families with children) and Sumner (single men) emergency homeless shelters to prevent, prepare for and respond to the COVID-19 pandemic through health and safety improvements. Project underway.

Contact: Mr. Timothy Ho

City and County of Honolulu, Department of Community Services
Kapalama Hale, Ste. 200, 925 Dillingham Blvd. Honolulu, HI 96817
Email: timothy.ho@honolulu.gov Phone: (808) 768-7818

State of Hawaii, Department of Human Services, Homeless Shelter Program DHS-21-HPO-0019-SA02 (Sumner) and DHS-21-HPO-0018-SA01 (Kaaahi) (First awarded 2003; current contract 7/1/2022-6/30/2023)

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; current contract 6/1/2022-5/31/2023)

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. Bryan Hata

City and County of Honolulu, Department of Community Services
Kapalama Hale, Ste. 200, 925 Dillingham Blvd. Honolulu, HI 96817
Email: bryan.hata@honolulu.gov Phone: (808) 768-7751

State Rapid Re-Housing Program #DHS-21-HPO-0114-SA01 (first awarded 2017); current contract 6/15/2022-6/14/2023

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. Diana Kammunkun

State of Hawaii Department of Human Services, Homeless Programs Office

1010 Richards Street, Suite 312, Honolulu, HI 96813

Email: dkammunkun@dhs-hawaii.gov Phone: (808) 586-7070

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 at Last Grant; \$1,434,966.32 (current contract 6/1/22-5/31/23)

Contact: Kimo Carvalho, Vice President, Community Impact

Aloha United Way, 200 N. Vineyard Blvd., Ste. 700, Honolulu, HI 96817-3952

Email: Kimo@auw.org Phone: (808) 536-1951

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. Theresa Lyons, LCSW; phone: (808) 675-7372; email:

Theresa.Lyons@wellcare.com. Address: 'Ohana Health Plan, 949 Kamokila Blvd., 3rd Floor, Ste. 350, Kapolei HI 96707

State Homeless Outreach Program, Contract #DHS-21-HPO-0104-SA01 (First awarded 2/1/17; current contract 6/15/2022-6/14/2023)

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 Phone: (808) 586-7070

Housing First Increment 1 Program, Grant # CT-DCS-1900101 (First awarded 11/1/14; current contract year runs to 11/1/2022-10/31/2023)

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. Timothy Ho

City and County of Honolulu, Department of Community Services
Kapalama Hale, Ste. 200, 925 Dillingham Blvd. Honolulu, HI 96817
Email: timothy.ho@honolulu.gov Phone: (808) 768-7818

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 Kaaahi Street shelter is located at 546 Kaaahi Street (TMK 1-5-007:050), Honolulu HI 96817. The building was purchased and renovated by the City and County of Honolulu in 1997. On July 1, 1997 IHS relocated services for single women and families from the Sumner shelter, where they had previously been served along with single men in one facility (with 3 separate dorms) since 1985. The Kaaahi facility is located in a predominantly industrial-commercial mixed use area of Honolulu's Kalihi-Palama neighborhood, two blocks Ewa-side of Chinatown and one block away from Aala Park. It is about three blocks from the Kuwili Hygiene Center. Major bus lines are accessible via bus stops on King Street. IHS' Housing and Employment program offices are located next door at the Kaamahu Center.

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 open 24 hours a day, year round. The first floor contains case management and operations offices, computer learning center, children's classroom, health clinic, bathrooms and the parking garage. The second floor contains two separate dormitories for single women (capacity 66 individuals, overflow capacity for up to 100) and families (capacity 100 persons), bathrooms and laundry facilities. The third floor contains administrative offices, a conference room, a dining/multipurpose room used for meals, workshops, a separate Kupuna isolation dorm (10 persons max, created in response to COVID-19 pandemic to allow maximum distancing for frail and vulnerable women), and the dry food storage area. The garage contains the *Kokua Korner* clothing and household goods depot for clients.

The Facilities provide adequate privacy for intake, assessment, housing planning, case management and follow up, monthly guest house meetings, classes, and appropriate storage of documentation. Seven computers are available in the Learning Center. Facilities meet ADA Title III accessibility requirements and all other standards required for its 2020 re-accreditation with the Commission on Accreditation of Rehabilitation Facilities (CARF). All entrances, restrooms, parking areas, elevators, and hallways are accessible to people with disabilities. IHS has an experienced Operations Staff that ensures a safe and secure working environment.

IHS's IT Department provides staff with necessary systems, communications equipment (telephone, fax, email, high speed internet) and office equipment (copier, computer and remote workstations and network) to serve clients effectively and efficiently both on site and in the

community. They also ensure that IHS is able to comply with HIPAA and other regulations that require organizations to secure protected client information.

The tiled floor areas subject to this request are approximately 2,500 square feet on the first floor, 2,000 square feet on the second floor, and 2,500 square feet on the first floor, totaling about 7,000 square feet. The third floor dining room louvered area comprises three sections each about thirty feet long, with the louvered business office section being about thirty feet long. The louvered areas are about 74 inches high, include framing.

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 project in place and can commence work with no ramp up time. Core IHS staff for this project and their roles include:

Connie Mitchell, MS, APRN, BC, Executive Director – has over 42 years’ experience in health care and implementing programs to meet 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. Ms. Mitchell provides overall direction and supervision to all IHS programs, and will provide overall responsibility for the execution of this project.

Chief Administrative Officer, Leina Ijacic, BSN, RN, is a registered nurse business owner, realtor and former CFO with over 18 years of financial, clinical and leadership experience. She will oversee human resources, finance, and shelter operations functions. She will oversee contracting with the successful bidders for the Kaaahi renovations.

Director of Facilities Troy C. Hickman, BBA has 22 years of experience in construction and project management at all levels from apprentice through contractor levels. He oversees all facilities and vehicle maintenance activities at IHS. He has three consecutive 5-year OSHA 500 safety instructor certifications. Mr. Hickman will conduct the Request for Proposal process for the jalousie window and flooring removal and installation projects, preparing and releasing the RFP for prospective bidders and collecting and reviewing bids. He will also oversee the contractor work. He is a former United States Marine and holds a bachelor's degree in business administration.

Director of Finance, Kaelin Ryals, BSBA, provides agency fiscal oversight and is responsible for compliance with Federal and State requirements. She has 12 years of experience in

accounting and finance. Ms. Ryals leads the agency's finance staff and will manage project financial activities and reporting for this grant.

Karen Duhaylongsod, BS, Accounts Payable Manager, joined IHS in 2012. She has over 11 years of experience in accounts payable. She holds a BS in Business Management. She will manage invoice receipt and payments to contractors selected to perform the scope of work.

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 the two page agency-wide organizational chart in the **Attachments** section. Key GIA renovations project staff are indicated with asterisks on page 2.

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 annual salary range paid by IHS, The Institute for Human Services, Inc. to the three highest paid officers, directors, or employees is \$100,000-\$249,000. The three highest positions are:

1. Executive Director
2. Chief Administrative Officer
3. Director of Workforce Excellence/Director of Planning & Evaluation

Members and officers of the Board of Directors serve as volunteers and do not receive compensation.

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' 2020 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 2023-24 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2023-24, but
- (b) Not received by the applicant thereafter.

GIA funds requested for the Kaaahi shelter support essential, unfunded capital improvements costs that are necessary due to high level of use the facility experiences. IHS' plan for sustaining the emergency shelters beyond the State GIA grant period includes securing funding in the State's annual baseline budget as this is an important community safety net resource. The vital role of the shelters in the community safety net as an essential service staffed by essential workers, similar to first responders and healthcare providers has been amply demonstrated during the COVID-19 pandemic. While seeking resources to maintain service continuity during the COVID-19 pandemic, FEMA defined the role of shelter as being the responsibility of local governments, the City and State. Future funding plans include using interns and volunteers to supplement staffing needs and securing more diverse funding sources (e.g. expanding fee for service, earned income, and national level foundation grants) to support operations.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

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)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST	0	0	0	0
B. OTHER CURRENT EXPENSES				
1. Airfare (Inter-Island)				
2. Airfare (Out-of-State)				
3. Audit Services				
4. Contractual Services - Administrative				
5. Contractual Services - Subcontracts	675,000			
6. Depreciation				
7. Food				
8. Insurance				
9. Interest				
10. Lease/Rental of Equipment				
11. Lease/Rental of Motor Vehicle				
12. Lease/Rental of Space				
13. Mileage				
14. Postage, Freight and Delivery				
15. Program Activities				
16. Publication, Printing, and Advertising				
17. Repair and Maintenance				
18. Staff Training				
19. Subsistence/Per Diem				
20. Supplies				
21. Telecommunication				
22. Transportation				
23. Utilities				
24. Client Assistance				
TOTAL OTHER CURRENT EXPENSES	675,000	0	0	0
C. EQUIPMENT PURCHASES	0	0	0	0
D. MOTOR VEHICLE PURCHASES	0	0	0	0
E. CAPITAL	0	0	0	0
TOTAL (A+B+C+D+E)	675,000	0	0	0
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	675,000	Kanui Bell (808) 447-2839		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0	<i>Constance Mitchell</i> 1/18/2023		
(d) Total Private/Other Funds Requested	0	Signature of Authorized Official Date		
TOTAL BUDGET	675,000	Constance Mitchell, Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2023 to June 30, 2024

Applicant: IHS, The Institute for Human Services, Inc

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A.			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS: No equipment costs requested.				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A.			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS: No vehicle costs requested.				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2023 to June 30, 2024

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	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2021-2022	FY: 2022-2023	FY:2023-2024	FY:2023-2024	FY:2024-2025	FY:2025-2026
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION			675,000			
EQUIPMENT						
TOTAL:			675,000			
<p>JUSTIFICATION/COMMENTS: The \$675,000 in State Legislative GIA funds are requested to hire contractors to complete two projects at the 546 Kaaahi St. Honolulu HI 96817 shelter building: 1) Removal of existing jalousie windows and frames in 3rd floor dining room and adjoining office, and 2) Replacement of tile flooring on all three floors.</p>						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: IHS, The Institute for Human Services, Inc for Kaaahi Shelter Window & Flooring Upgrades Contracts Total: 1,706,740

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	ESG CARES Emergency Shelter Renovations (Kaaahi and Sumner)	Pending NTP FY 23	Dept. Community Svcs.	Honolulu County	1,706,740
2	*Kaaahi shelter has had no other government contracts, grants, or grants in aid funding capital improvements funds in the last				
3	three years, and none are anticipated for FY 2024.				
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					

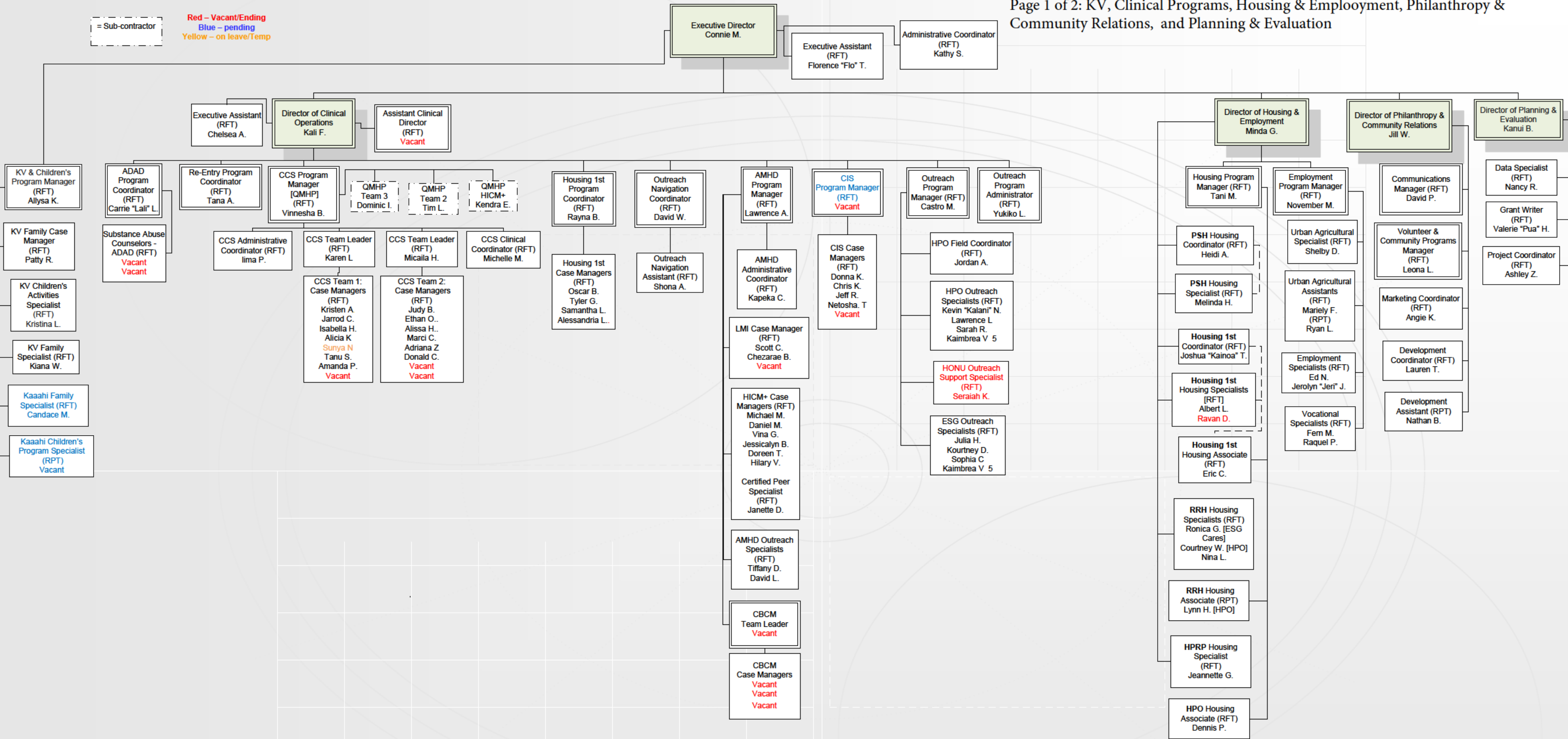
Attachments

1. Organization Chart
2. CARF Accreditation Letter

1. Organization Chart

= Sub-contractor

Red - Vacant/Ending
Blue - pending
Yellow - on leave/Temp



2. CARF Accreditation Letter

July 21, 2020

Connie K. Mitchell, MS, 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, 2023. 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 accreditation 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), 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.

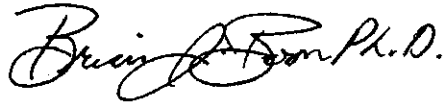
Your organization should take pride in achieving this high level of accreditation. CARF will recognize this accomplishment in its listing of organizations with accreditation and encourages your organization to make its accreditation known throughout the community. Communication of the accreditation to 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 Vidal Ramirez by email at vramirez@carf.org or telephone at (888) 281-6531, extension 7131.

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 script.

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

Enclosures