

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

**Descriptive Title: Kaaahi and Sumner Emergency
Shelter Operations**

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

THE THIRTIETH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Db:
 IHS, The Institute for Human Services, Inc. IHS

Amount of State Funds Requested: \$ 838,436

Brief Description of Request (Please attach word document to back of page if extra space is needed):

This request for Legislative Grant in Aid funding has two goals: 1. Maintain 24 hour per day, 7 day a week emergency food, shelter, housing navigation, and supportive services availability in Metro Honolulu for Oahu's homeless individuals and families by ensuring continued operations of IHS' Kaaahi and Sumner Emergency Shelters through support for essential personnel, utilities, and repairs/maintenance, and 2. Successfully reinstitute trauma informed, cultural value based life skills groups for shelter guests meeting their needs. +

Amount of Other Funds Available:

State: \$ 2,239,555
 Federal: \$ 0
 County: \$ 263,471
 Private/Other: \$ 1,143,214

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ 24,008,011
 Unrestricted Assets:
 \$ 10,834,822

New Service (Presently Does Not Exist): Existing Service (Presently in Operation):

Type of Business Entity:

501(C)(3) Non Profit Corporation
 Other Non Profit
 Other

Mailing Address:

546 Kaaahi Street
 City: State: Zip:
 Honolulu HI 96817

Contact Person for Matters Involving this Application

Name: Leina Ijacic	Title: Chief Administrative Officer
Email: Leinal@ihshawaii.org	Phone: (808) 447-2845

Federal Tax ID#: <div style="background-color: black; height: 15px; width: 100%;"></div>	State Tax ID#: <div style="background-color: black; height: 15px; width: 100%;"></div>
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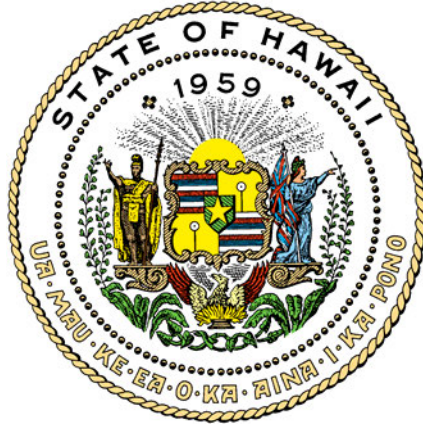
Authorized Signature

Constance Mitchell, Executive Director

Name and Title

1/18/2023

Date Signed



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: January 12, 2023

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;

The Emergency Shelter component addresses the need for maintaining capacity for service enriched emergency shelter for Oahu’s homeless adults and families 24 hours a day by providing essential operating support for personnel, utilities, and repair/maintenance. The Kaaahi and Sumner shelters meet immediate survival, hygiene and safety needs and facilitate coordinated entry, document and income readiness, and navigation to more permanent housing placement and retention. Clinical stabilization for growing numbers of hospital referrals and those referred from outreach, medication management to optimize recovery and independent living and the delivery of a full emergency meals program to the public requires full support.

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

Funding requested will allow IHS to:

- a) Continue to provide 24 hour per day, 7 day a week emergency food, extended shelter, housing navigation, and supportive services availability in Metro Honolulu for Oahu’s homeless individuals and families at the Kaaahi and Sumner Emergency Shelters, and
- b) Reintroduce Life Skills group delivery for shelter guests at the two shelters, providing opportunities for essential skill building and problem solving development to assist clients served with more actively engaging with services and resources available to end their homeless episode and exit into housing.

(4) The target group; and

Target groups for Kaaahi Emergency Shelter comprise homeless single women and families with children residing on Oahu. The target group for Sumner Emergency Shelter comprises homeless single men residing on Oahu.

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

FY2023 GIA Operating request: \$838,436. Total budget: \$4,484,676.

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, The Institute for Human Services, Inc. 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 serves Oahu with 10 emergency and specialty shelter options, daily meal programs, housing support, employment support, health services, homeless outreach programs, and specialized case management. In FY 2022, IHS served more than 5,000 individuals who were homeless, formerly homeless, or at risk of homelessness.

IHS has operated the Sumner Street shelter since 1986. Sumner shelter originally served men, women, and families with children. In 1997, shelter functions for women and families with children were moved to a dedicated location at the Kaaahi street shelter. IHS' Kaaahi and Sumner Emergency shelter programs address Oahu's continuing need for emergency shelter for men, women and families. 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. Both shelters provide 3 meals a day (Sumner open to non-guests), restrooms, showers, phone and computer access, free wi-fi, toiletries and clothing, housing navigation, and support services. The shelters operate 24 hours per day, 365 days a year.

The proposed project will fund uncovered portions of Case Manager (CM) and Guest Services Assistant (GSA) positions, and a full time Custodian position at the Kaaahi and Sumner emergency homeless shelters in Honolulu. Project CM and GSA staff will reintroduce Life Skills (using anger management, emotional intelligence, and stages of change) and Trauma Healing (teaching positivity, resilience, and behavioral change) groups for shelter guests to maximize guest engagement. Integrated into programming will be values clarification and community-building within a framework built on foundational Hawaiian cultural values of Kuleana (responsibility), Malama (to care for), Kulia ika Nu'u (to strive for the highest or pursue excellence) and Alaka'i (to lead one's self), targeting to help clients map and track person positive behavioral changes supporting their individual goals with Kuleana cards. These changes are part of revising and refreshing our service offerings and delivery to best serve the needs of our guests.

These groups aim to focus on teaching skills to apply to coping with everyday stressors. Groups consisting of 5-10 guests will discuss mindful, positive solutions to develop problem solving skills and resilience to current situations to homeless individuals served annually at the Kaaahi and Sumner shelters, offering inclusive service activities of weekly groups for life skills, healing trauma, and community reintegration (Hawaiian values). Case Managers will continue applying the "Kuleana" card to be utilized by guests for community reintegration of Native Hawaiian values to refamiliarize individuals with values for living as part of their case management.

Guests will be educated about group activities and the Kuleana card by Guest Relations Specialists during the shelter intake process and reinforced by the Case Managers during subsequent one-on-one sessions with guests to prioritize goals and objectives for pono living and in preparation for permanent housing. Those guests who experience crises or display other indications that may benefit from participation in group activities will be targeted for motivational enhancement to encourage them to join.

2. The goals and objectives related to the request;

This request for Legislative Grant in Aid funding has two goals:

1. Maintain 24 hour per day, 7 day a week emergency food, shelter, housing navigation, and supportive services availability in Metro Honolulu for Oahu's homeless individuals and families

by ensuring continued operations of IHS' Kaaahi and Sumner Emergency Shelters through support for essential personnel, utilities, and repairs/maintenance.

2. Successfully reinstitute trauma informed, cultural value based life skills groups for shelter guests meeting their needs.

The primary objectives of this request within the project year are to:

1. This proposed project intends to increase the total number of guests served in each program with emergency shelter, coordinated entry, housing navigation, meals, and essential supportive services by 7.5% versus FY 2022. Project year (7/1/2023-6/30/2024) goals are to serve: 1) 558 men in the Sumner Men's shelter and 2) 232 single women and 72 families in the Kaaahi Women's and Families' shelter.
2. Successfully reinstitute life skills groups for shelter guests meeting their needs, delivering 48 Life Skills groups at the Kaaahi and Sumner shelters combined.
3. A total of 120 homeless shelter guests per year attend Life Skills group, based on session sign in sheets collated for each session provided.
4. 50% of group participants will show positive changes in responsibility, skill gain, or Hawaiian values application on their group satisfaction surveys, based on a total of 60 Life Skills participants exhibit positive skill gains on post-group participant satisfaction surveys collected by group facilitators.

A Custodial position will ensure the emergency shelter grounds and facilities will maintain its cleanliness. Providing guests with a sanitary living environment to display the care for the shelter community is part of IHS' values.

3. The public purpose and need to be served;

This project addresses the need for housing focused emergency shelter and supportive services for homeless adults and families with children on Oahu by providing operating support to IHS' two emergency shelters in Honolulu: 1) The Sumner men's shelter at 350 Sumner Street and 2) The Kaaahi shelter (for women and families) at 546 Kaaahi Street. The Emergency Shelters focus on meeting household's immediate survival and safety needs, stabilizing crisis situations and any clinical needs, providing diversion from homeless services or facilitating coordinated entry into the homeless service system (as appropriate), document and income readiness, and navigation to more permanent housing placement and retention. This funding request provides support for essential personnel, utilities, and repairs/maintenance to ensure continued 24 hour per day, 7 day a week services.

Oahu's most recent Point in Time count in March 2022 (for both sheltered and unsheltered) identified 3,951 homeless persons, of which 2,355 (60%) were unsheltered and 1,596 (40%) sheltered staying in Emergency Shelters. This project capitalizes on the opportunity to revise and refresh our service and activities to maximize guest engagement as we bring life skills groups back while the COVID-19 pandemic wanes. COVID-19 and social distancing requirements resulted in fewer clients being served from March 2020 onwards (e.g. for Sumner men's shelter, 428 in FY21 vs 836 in FY20) due to shelter beds being taken offline for social distancing. With

safety procedures now in place and vaccinations by all participants in the emergency shelters, gathering in groups to process and apply skills learned will once again become an option for guests to receive ongoing support. We anticipate an increase in clients served towards levels seen in prior years as the percentage of vaccinated persons in the overall population increases.

Prior to cancellation due to COVID-19, Life Skills groups were provided by case managers and interns to clients at the Kaaahi and Sumner shelters from 2010 through 2020. Not funded by any outside entity, these groups were popular with clients and attendees showed positive gains in the areas of improved anger management and interpersonal boundaries skills. Emergency shelter Guest Services and Case Managers have been joined under one leadership unit to maximize the potential of the shelter as a milieu for recovery and healing.

Trauma is pervasive among both the sheltered and unsheltered populations we serve (with studies showing incidences of 50%-100% in homeless adults surveyed), many of whom have undergone multiple experiences of institutionalization. In combination with other clinical conditions, this increases the likelihood that a client will leave shelter prematurely (to avoid feelings of anxiousness and tension) or become engaged in arguments with others. It can also deter persons from seeking or maintaining connection with help. Trauma informed services that foster active client participation are critical to effective engagement and retention. This project will reestablish trauma focused Life Skills education at the Kaaahi and Sumner shelters. The selected interventions were chosen with the objective of actively engaging clients in services to improve both program retention and service outcomes. The single men and single women's populations have high incidence rates of clinical conditions requiring care. Among single men, 70% had one or more conditions, while 86% of single women had one or more conditions. Among families, incidences of clinical conditions are far lower, however, the experience of homelessness tends to exacerbate the pre-existing relationship stressors within the members of the family unit.

4. Describe the target population to be served; and

The target population comprises homeless: 1) Single men, 2) Single women, and 3) Families with children. The target population for the Sumner emergency shelter component comprises homeless adult males, while the Kaaahi emergency shelter component targets homeless adult females and homeless families with children. We expect the features of the population served to closely resemble those served in recent years. The single men's and women's populations have extremely high levels of clinical needs. It is diverse in ethnic and age composition, with singles having high rates of medical, mental health, and substance abuse needs. While families have lower incidences of clinical conditions, they often have complex intergenerational family dynamic issues with limited parenting and financial skills. Also, many have recently arrived from off island and have limited social support, resources, and connections locally.

In FY 2022, Sumner Shelter served 517 single men. 64% were aged 35-61 years and 18% aged 62 and older. At entry, the men's self report of clinical conditions showed 22% with chronic health conditions, 42% with mental illness, and 38% with drug and/or alcohol abuse. By ethnicity, 22% identified as Hawaiian/Pacific Islander, 36% Caucasian, 4% Samoan, 4%

Japanese and 36% others. At entry, 60% of men had no income from any sources and 54% had no health insurance coverage while less than 5% of men were employed.

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 and Sumner emergency shelters comprises the island of Oahu, island wide. Though geographically located in Honolulu's urban core, the two shelters serve homeless households from communities all across Oahu. There is a tendency for the largest volume of clients served to enter the shelters from areas in Metro Honolulu due to proximity. Clients may be referred by other providers (e.g. outreach workers, hospital discharge social workers) or self-present for entry into shelter without a referral.

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;

IHS' Kaaahi and Sumner emergency shelters meet basic human needs, while other support services assist clients with enhancing opportunities for housing transition while also providing linkage to needed supportive services and resources to assist with the primary goals of achieving housing placement and maintenance. This project reintroduces Life Skills groups, which were a long running feature at the Kaaahi and Sumner shelter from 2010 until the onset of the COVID-19 pandemic in March 2020.

Emergency Shelter Program activities will ensure continued provision of services 24 hours per day, 7 days a week. Guest Services staff will facilitate reintroduction of Life Skills groups and introduce Trauma Healing “talk story” groups for shelter guests. Groups will be held bi-weekly to focus on steps to apply to everyday stressors and to discuss mindful, positive solutions and develop applicable problem solving skills of resilience to current situations. Sumner Men’s Shelter and Kaaahi Women and Family emergency shelters are designed to successfully engage and triage the full range of homeless subpopulations, prioritizing the most vulnerable, those homeless for the longest period of time, and the neediest. Support for utilities and repairs/maintenance ensures a safe and healthful environment.

Jennifer Hickman, MS, Director of Operations, provides oversight for all shelter operations and case management activities delivered in IHS’ shelters. She will oversee the execution of this project. Routine operations for each of the Kaaahi and Sumner shelters are provided by a Guest Services Manager, Raenell Manning (Kaaahi) and Yolanda Nasser (Sumner). A Case Management Program Manager supervises delivery of case management for each of the Kaaahi (Margaret Sane-Gasetoto) and Sumner (Yolanda Nasser) shelters. Guest Service Assistants (GSAs) (3 per shelter per shift) operate and maintain the shelters, providing safety, shelter, food, and clothing 24 hours a day, year round. Guest Service Specialists (GSS) (1 per shift per shelter) conduct guest intakes and exits, including documenting procedures in the HMIS database. Case Managers (4 per shelter) provide guests with linkage to essential support services and resources needed to stabilize clinical conditions and enter housing.

Emergency shelter Case Manager (CM) and select Guest Services Assistant (GSA) staff will facilitate Life Skills groups to guests. Groups will consist of 5-10 persons, meet bi-weekly with opportunities for guests to take ownership and responsibility to grow. Staff facilitating Trauma Healing “talk story “ groups will focus on aspects of positivity, resiliency, and change. Focus areas include awareness of the healing process, maintaining a positive outlook, future planning, stages of change, and learned skills to adapt to future hardship and change. Thus, there will be 24 total groups per shelter per year. Attendance rosters will be maintained for each group by the group facilitator

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

The annual timeline assumes a start date of July 1, 2023. A 2-week period during the first month will be needed to onboard the project Case Manager and Guest Services Assistant staff to the project purpose, goals, teaching material, routine workflow and scheduling to implement the project and any changes they foresee. The project will use some existing staff and some additional hiring is required. Hiring a Custodian will be required as currently, the duties are integrated into other Guest Services positions. Identifying a position exclusively will ensure consistency of sanitation and cleanliness of emergency shelter facilities and allow Guest Service staff to focus on the healing and positive goal attainment with guests.

Ongoing for the year, deliver 48 Life Skills groups at the Kaaahi and Sumner shelters combined. Projections are for Life Skills groups to be held bi-weekly at the Kaaahi and Sumner shelters (alternating weeks for each site) with 4 groups held per month for each of Month.

Director of Operations spearheads overall initiative. Initial staff training, curriculum finalization, and calendar planning will be finalized in the first month. Full services commence in the second month.

Outcomes 1: 120 homeless shelter guests per year attend Life Skills groups at the Kaaahi and Sumner shelters combined). Projections are for 10 new clients per month to engage in Life Skills groups for Kaaahi and Sumner shelters combined.

Outcome 2: 60 Life Skills participants exhibit positive skill gains at the Kaaahi and Sumner shelters combined. Projections are for 5 clients per month to newly demonstrate positive skills gains via satisfaction surveys for each group.

The timeline for this program start date is FY24 (7/1/2023) and ends FY24 (6/30/2024). IHS is estimating a full year to calculate results of outcomes and data. Integrated into program services will be efforts to include values clarification and community-building within a framework built upon foundational Native Hawaiian cultural values of Kuleana (responsibility), Malama (to care for), Kulia ika Nu'u (to strive for the highest or pursue excellence) and Alaka'i (to lead) one's self.

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

Project evaluation activities will be overseen by IHS' Director of Planning and Evaluation and Data Manager at no cost to the program. The Kaaahi and Sumner Guest Services Managers will serve as the primary responsible program persons for this project. IHS has an agency-wide Performance Improvement Program and a Policy and Procedure on "Performance Improvement" that conform to CARF and State of Hawaii contractual requirements covering the agency in its entirety and assure consistent efforts toward performance improvement in all programs. IHS achieved 3-year CARF re-accreditation in 2020 that audits the policies, procedures and administration of services by the agency (see copy of letter in **Attachments**). On a monthly basis, data will be collated and actual outcomes achieved compared against those proposed in the grant. Deviations will be noted and corrective action taken.

Shelter guest intake and exit information will be recorded by Guest Relations Specialists (GRS) during shelter intake and exit interviews and recorded in the HMIS database. Attendance at Life Skills sessions will be demonstrated by sign in sheets for each group session and maintained by the administering staff. Satisfaction surveys from guests will be conducted at the conclusion of each group to gather measurable quantitative data. The "Kuleana" card will be utilized for community reintegration of Native Hawaiian values of Kuleana (responsibility), Malama (to care for), Kulia ika Nu'u (pursue excellence/to strive for), and Alaka'i (leadership). This data is critical because it will be used to ascertain the extent to which changes in attitudes, skills, and applied use of Hawaiian values has taken place for each participant.

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 service outcomes for the proposed project are:

1. Increase the total number of guests served in each program emergency shelter, coordinated entry, housing navigation, meals, and essential supportive services by 7.5% versus FY 2022. Project year (7/1/2023-6/30/2024) service outcomes are to serve: 1) 558 men in the Sumner Men’s shelter and 2) 232 single women and 72 families in the Kaaahi Women’s and Families’ shelter.
2. Deliver 48 Life Skills groups at the Kaaahi and Sumner shelters combined.
 - a. 120 homeless shelter guests per year attend Life Skills groups at the Kaaahi and Sumner shelters combined).
 - b. 60 Life Skills participants exhibit positive skill gains at the Kaaahi and Sumner shelters combined.

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. Due to budget form 205 having only one column (a) for State funds (comprising the funds requested through this GIA grant), the \$2.1 million in contract funds IHS has with the State DHS-HPO (\$1.1 million for each of Kaaahi and Sumner) as well as the \$39,555 of TANF MOE funding partially supporting Kaaahi are included in column (e) as Non-GIA State Funds

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

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$209,609	\$209,609	\$209,609	\$209,609	\$838,436

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

IHS applied for \$349,679 in ESG Shelter Essential Services and \$392,489 in ESG Shelter Operations funds from the City and County of Honolulu in November 2022 to support Sumner shelter. In November 2022, IHS applied for a \$171,981 City and County of Honolulu Grant in Aid for life skills reboot services at the Kaaahi and Sumner shelters. All three of these applications are currently under review, and if awarded would not start until 2024. IHS has two private grants providing \$62,772 in support for program staffing over the first six months of the project period. If ESG funds supporting shelter staffing and other operating costs should become available, we intend to apply for those funds. IHS plans to continue to seek out and apply for government and private funding opportunities to support our services to persons we serve.

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 2024 for program funding.

In the 2023 State Legislative Grant in Aid, IHS was awarded \$350,000 in Capital Improvements (IT System server replacement) and \$1,600,000 in Operating (HTTP operations) funds. IHS has received no other State Legislative GIA awards in the last three years.

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

Kaaahi Emergency Shelter:

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 (Kaaahi and Sumner)	City & County of Honolulu, Department of Community Services 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

Sumner Emergency Shelter:

Project/Contract	Contracting Agency/Organization
VA Sumner Emergency Beds	US Department of Veterans' Affairs, Healthcare for Homeless Veterans Program Awarded: FY 19, 20, 21, 22, 23; 24 expected
Homeless Shelter Program Sumner Emergency Shelter	State of Hawaii, Department of Human Services, Homeless Programs Office Awarded: FY 19, 20, 21, 22, 23; 24 expected
ESG CARES Emergency Shelter Essential Services (Kaaahi and Sumner)	City & County of Honolulu, Department of Community Services 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
ESG Sumner Emergency Shelter Essential Services	City & County of Honolulu, Department of Community Services Awarded: FY 19, 20, 21, 22, 23 FY 24 application still under review
ESG Sumner Emergency Shelter Operations	City & County of Honolulu, Department of Community Services Awarded: FY 19, 20, 21; FY 22 & FY 23 not awarded FY 24 application still under review

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 36 years of experience providing emergency shelter and supportive services to homeless individuals and families. IHS has provided emergency shelter and supportive services for homeless men, women, and families since 1985, originally at the Sumner St. shelter. In 1997, IHS moved shelter services for women and families with children to the Kaaahi St. shelter, with Sumner then being dedicated to serving homeless men.

IHS' experience in the last three years for emergency shelter and related projects includes:

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.

All facilities and resources needed to implement the proposed GIA project components are in place. Project facilities are located at 350 Sumner Street Honolulu HI 96817 (TMK 1-5-007-080-0000-001) serving single men, and 546 Kaaahi Street (TMK 1-5-7:50 Honolulu HI 96817), serving single women and families with children. Both shelters are open 24 hours per day, 7 days a week. Both shelters have controlled access and security camera monitoring.

Built in 1985, the Sumner Street facility is a two-story building. IHS has a 54-year lease (\$1.00 per year) that expires in 2040. The first floor of the Sumner Street facility contains offices, kitchen and a dining/multi-purpose room, bathroom, laundry facilities and the health clinic (staffed by IHS Health Services personnel). The second floor contains offices, bathroom facilities and a large multi-purpose room and smaller meeting room. The multi-purpose rooms on both the 1st and 2nd floor are used for sleeping space at night for up to 141 adult men (overflow capacity for up to 200 total). Access to the second floor is provided by stairs and an elevator.

Since July 1, 1997, IHS has operated an emergency shelter for women and families with children at 546 Kaaahi Street (TMK 1-5-7:50), located at the foot of Liliha/Kapalama. The three story building was purchased and renovated by the City and County of Honolulu, with whom IHS has a 25-year no cost lease/management agreement (expires 2035). The first floor contains case management and operations offices, a computer learning center, family/children 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 furnishings depot area for clients. The shelter also has gardens, and aquaculture tanks used for the Children's and Urban Agriculture Job Skills Training Program. Kaaahi shelter and the Rooftop Training and Education Center (RTEC) meet ADA Title III accessibility requirements including access to the 2nd floor via working elevator and RTEC by ADA man lift

Facilities provide adequate semi-private office space for intake, assessment, case management and facilitation and appropriate storage of documentation. Larger conference/classroom space is

also located at the Men's Shelter and the Women's and Families Shelter has a large multipurpose room and smaller learning center. This learning center has 10 computer stations.

IHS' IT Department provides staff with necessary communications equipment (telephone, fax, email, high speed Internet) and office equipment (devices, copier, and computer network) to serve clients effectively and efficiently. They also ensure that IHS is able to comply with HIPAA regulations that require organizations to secure protected client information.

Sumner and Kaaahi facilities both 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). See copy of IHS' 2020 CARF accreditation letter in Attachments. IHS has an experienced Guest Services staff that ensures a safe and secure working 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 is incorporated as part of IHS overall safety plan. Currently, many guests and some staff of IHS are individuals with disabilities. All entrances, restrooms, parking areas, elevators, and hallways are accessible to people with disabilities.

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 a staff team with extensive experience delivering shelter, outreach, health services, and supportive services. IHS has provided shelter and supportive services to Oahu's homeless 24 hours per day, year round at our Sumner shelter since 1985 and at Kaaahi since 1997. Key leadership staff and qualifications include the following:

Executive Director, Connie Mitchell, MS, APRN, BC, – has over 42 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. She holds a MSN degree in Psychiatric Mental Health Nursing and is an Advanced Practice Registered Nurse (APRN). Project Director for IHS' CABHI collaborative (2011-2014) and Housing First (2014-present) projects. She participates in Partners In Care (PIC) advocacy and planning committees. She provides overall direction to all IHS programs, and will oversee successful 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 oversees human resources, finance, and shelter operations functions.

Director of Planning and Evaluation, Kanui G. Bell, MBA, MA, CSAC, CCJP, ICADC, ICCJP, has over 18 years of human services experience. He holds master's degrees in business

administration and grant writing, management, and evaluation. He is also dually certified as a substance abuse counselor and criminal justice addictions professional. In collaboration with the Data Manager, he will provide support for program data collection set up, collection, analysis, and reporting.

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.

Director of Operations, Jennifer Hickman, MS oversees all the shelter operations, Kaaahi and Sumner emergency shelters, Hale Mauiola, KURH, TBH1, TB2, VET House, and Kaamahu Service Center to ensure the safety and welfare of guests, visitors and staff including ensuring the hiring, training and supervision of all Guest Services, Shelter Case Management, and Meal Service Staff. She has over five years of experience in clinical counseling and homeless services and holds an MS degree in Counseling/Psychology.

Kaaahi Guest Services Manager, Raenell Manning, has 5 years of homeless services experience. She manages Kaaahi shelter staffing and operations to ensure a safe, secure, warm, and welcoming environment for participants and ensure data and recordkeeping tasks are completed by shelter staff. She also oversees day to day case management functions. Ms. Manning holds a certificate in Medical Assisting from Hawaii Med Assist School.

Sumner Guest Services Manager, Yolanda Nasser, has 5 years of homeless and case management experience. Prior to joining IHS, she worked at Next Step Shelter and has 8 years of experience in business management. She manages Sumner shelter staffing and operations to ensure a safe, secure, warm, and welcoming environment for participants and ensure data and recordkeeping tasks are completed by shelter staff.

Kaaahi Shelter Case Management Program Manager Margaret Sane Gasetoto, supervises Kaaahi shelter case management services for families and singles, coordinates practicum students' activities, and coordinates programming for parents which is often provided by agencies external to IHS. She has over 5 years of experience in delivering homeless services and is fluent in the Samoan language.

Family Case Manager, Karen Alexander, BS provides clinical case management for families. She provides direct clinical case management to an average 8 families at any given time. She holds a BS degree in Psychology. Prior to joining IHS, she worked as a discharge planner at a rehabilitation center (with intermittent furloughs due to COVID-19 pandemic). She has over three years of lived experience in providing care coordination for a family member with complete care needs.

The Case Management leadership team will collaborate as needed with the program in their supervision of case management services. Margaret Sane-Gasetoto supervises case management for Kaaahi families and single women, while currently this position is vacant and in need, Shelter Manager, Yolanda Nasser, performs this function at Sumner Shelter for men. Case

Manager Supervisors report to the Kaaahi (Raenell Manning) and Sumner Shelter Managers (Yolanda Nasser), respectively, who are both supervised by Director of Operations Jennifer Hickman.

While all direct service staff and supervisory positions will have appropriate experience, IHS continues to provide training. Administering staff are fully trained in Critical Time Intervention, Housing First approach, Motivational Interviewing, Person Centered Services, Transtheoretical Model of Change, and Trauma Informed Care skills. Program specific training will be provided as needed.

At IHS, ongoing training in four core areas includes:

1. Mental Health/Substance Abuse Education – Training by skilled IHS personnel, or provided in-service by other experienced professionals, will enhance staff knowledge in the:
 - a. Recovery Model applied to both mental health and substance abuse populations,
 - b. Person-Centered service planning, which assess for individual participant’s strengths and integrates them into service planning,
 - c. Motivational Enhancement, whose principles can be applied to any targeted behavioral change including individuals with a history of mental illness, substance abuse, criminogenic vulnerabilities. These are important to mitigate the potential impact of relapse on employment.
 - d. Trauma Informed Care - to attune staff to the special needs of persons who have experienced trauma as it relates to coping skills important in service participation, job entry and retention.
2. Criminal Justice/Corrections – Due to the high prevalence of criminal justice involvement among homeless adults and the participation of adults being referred by Adult Probation and Parole, Shelter Case Managers and other personnel receive additional training and information from both staff and outside professionals addressing problems unique to individuals with a criminal justice history.
3. Cultural Competency Training – IHS Case Management positions are annually required to participate in local training covering cultural competency issues. This training specifically covers issues related to the growing population of individuals from Compact of Free Association (COFA) island nations as well as the unique perspectives held by chronically homeless persons.
4. Workplace Safety – IHS provides all staff on-going training by experienced staff and professionals from outside of the agency in topics related to safety and emergency training (CPR/First Aid), conflict management and resolution (CPI), and appropriate conduct and boundary setting with the target population.

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 agency-wide organizational chart in the **Attachments** section. Kaaahi and Sumner emergency shelter charts are included on the second page of the organizational chart.

3. Compensation

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

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.

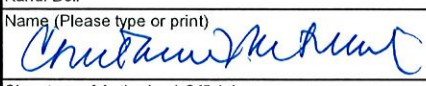
GIA funds requested for the Kaaahi and Sumner components support essential, unfunded program costs. IHS' plan for sustaining the emergency shelters beyond the State GIA grant period includes securing funding in the State's annual baseline budget as this is an important community safety net resource. 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 pandemic, FEMA defined the role of shelter as being the responsibility of local governments, the City and State.

After the one year grant, Kaaahi and Sumner shelters will continue offering inclusive service activities including weekly groups for life skills, healing trauma, and community reintegration (Hawaiian values). The community reintegration of Native Hawaiian values will extend organization-wide to all IHS programs as part of refreshing service delivery to connect to IHS' mission and vision to nurture homeless people toward greater self-direction and responsibility; and empower the homeless with hope, dignity and confidence.

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)	Total Non-GIA State Funds Requested (e)
A. PERSONNEL COST					
1. Salaries	467,565	0	126,775	755,107	1,517,451
2. Payroll Taxes & Assessments	67,750	0	16,174	81,401	218,551
3. Fringe Benefits	63,121	0	13,999	84,723	189,167
TOTAL PERSONNEL COST	598,436	0	156,948	921,231	1,925,169
B. OTHER CURRENT EXPENSES					
1. Airfare (Inter-Island)				0	0
2. Airfare (Out-of-State)				0	0
3. Audit Services				1,367	7,520
4. Contractual Services - Administrative				4,469	2,823
5. Contractual Services - Subcontracts				0	3,435
6. Depreciation				0	0
7. Food				69,640	0
8. Insurance				0	14,464
9. Interest				0	0
10. Lease/Rental of Equipment				0	0
11. Lease/Rental of Motor Vehicle				0	0
12. Lease/Rental of Space				0	0
13. Mileage				502	0
14. Postage, Freight and Delivery				143	3,247
15. Program Activities				2,212	8,283
16. Publication, Printing, and Advertising				11,000	5,000
17. Repair and Maintenance	120,000		23,500	23,500	25,884
18. Staff Training				4,000	0
19. Subsistence/Per Diem				0	0
20. Supplies				72,950	58,073
21. Telecommunication				17,631	15,223
22. Transportation				0	0
23. Utilities	120,000		83,023	7,569	170,434
24. Client Assistance				7,000	0
TOTAL OTHER CURRENT EXPENSES	240,000	0	106,523	221,983	314,386
C. EQUIPMENT PURCHASES	0	0	0	0	0
D. MOTOR VEHICLE PURCHASES	0	0	0	0	0
E. CAPITAL	0	0	0	0	0
TOTAL (A+B+C+D+E)	838,436	0	263,471	1,143,214	2,239,555
SOURCES OF FUNDING		Budget Prepared By:			
(a) Total State Funds Requested	838,436	Kanui Bell		(808) 447-2839	
(b) Total Federal Funds Requested	0	Name (Please type or print)		Phone	
(c) Total County Funds Requested	263,471			1/18/2023	
(d) Total Private/Other Funds Requested	1,143,214			Signature of Authorized Official	
(d) Total Non-GIA State Funds Requested	2,239,555				
TOTAL BUDGET	4,484,676	Constance Mitchell, Executive Director Name and Title (Please type or print)			

Note: As noted in Section IV. Financial in the narrative, the \$2.2 million in combined DAHS HPO funds supporting Kaaahi and Sumner shelters and \$39,55 in State TANF MOE funds are shown in the Total Non-GIA State funds column above.

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2023 to June 30, 2024

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)
Sumner-Guest Services Supervisor	1	\$ 45,000.00	35.00%	\$ 15,750.00
Sumner-Shelter Case Manager	2	\$ 45,000.00	32.67%	\$ 29,403.00
Sumner-Guest Services Assistant	2	\$ 36,400.00	30.00%	\$ 21,840.00
Sumner-Guest Services Assistant	9	\$ 34,070.00	30.00%	\$ 91,989.00
Sumner-Custodian	1	\$ 34,070.00	40.00%	\$ 13,628.00
Kaaahi-Guest Services Manager	1	\$ 54,000.18	25.00%	\$ 13,500.00
Kaaahi-Guest Services Supervisor	1	\$ 45,000.02	25.00%	\$ 11,250.00
Kaaahi-Shelter Case Manager	1	\$ 40,000.22	34.00%	\$ 13,600.00
Kaaahi-Guest Relations Specialist	2	\$ 33,280.00	30.00%	\$ 19,968.00
Kaaahi-Guest Relations Specialist	1	\$ 34,112.00	30.00%	\$ 10,234.00
Kaaahi-Guest Services Assistant	1	\$ 32,136.00	28.00%	\$ 8,998.00
Kaaahi-Guest Services Assistant	7	\$ 31,200.00	28.00%	\$ 61,152.00
Kaaahi-Guest Services Assistant	1	\$ 31,200.00	100.00%	\$ 31,200.00
Kaaahi-Guest Services Assistant	1	\$ 31,200.00	22.40%	\$ 6,989.00
Kaaahi-Guest Services Assistant	1	\$ 31,200.00	25.20%	\$ 7,862.00
Kaaahi-Guest Services Assistant	1	\$ 31,980.00	28.00%	\$ 8,954.00
Kaaahi-Custodian	1	\$ 33,280.00	85.00%	\$ 28,288.00

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2023 to June 30, 2024

Kaaahi-Shelter Case Manager Coordinator	1	\$ 45,000.02	24.00%	\$ 10,800.00
Kaaahi-Family Case Manager	1	\$ 40,000.22	67.00%	\$ 26,800.00
Kaaahi-Children's Program Specialist	1	\$ 35,360.00	100.00%	\$ 35,360.00
TOTAL:				467,565.00
JUSTIFICATION/COMMENTS: Positions are prefixed by shelter service location. See org charts for placement in organization. Annual salary may vary within a position based on years of experience, education/training, and performance. Sumner has a total of 11 GSAs and Kaaahi has 12.				

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	N/A					
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS: Not applicable, no Capital Project funds requested.						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

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

Contracts Total: 18,516,365

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Emergency Shelter Program (Sumner) [Expected]	7/1/23-6/30/24	DHS-HPO	State	1,100,000
2	Emergency Shelter Program (Sumner)	7/1/22-6/30/23	DHS-HPO	State	1,100,000
3	Emergency Shelter Program (Sumner)	7/1/21-6/30/22	DHS-HPO	State	1,100,000
4	Emergency Shelter Program (Sumner)	7/1/20-6/30/21	DHS-HPO	State	1,100,000
5	Emergency Shelter Program (Sumner)	7/1/19-6/30/20	DHS-HPO	State	1,000,000
6	Emergency Shelter Program (Kaaahi) [Expected]	7/1/23-6/30/24	DHS-HPO	State	1,100,000
7	Emergency Shelter Program (Kaaahi)	7/1/22-6/30/23	DHS-HPO	State	1,100,000
8	Emergency Shelter Program (Kaaahi)	7/1/21-6/30/22	DHS-HPO	State	1,100,000
9	Emergency Shelter Program (Kaaahi)	7/1/20-6/30/21	DHS-HPO	State	1,100,000
10	Emergency Shelter Program (Kaaahi)	7/1/19-6/30/20	DHS-HPO	State	1,000,000
11	TANF Maintenance of Effort (MOE) [Expected]	1/1/24-12/31/24	DHS-BESSD-HTPO	State	350,000
12	TANF Maintenance of Effort (MOE)	1/1/23-12/31/23	DHS-BESSD-HTPO	State	250,000
13	TANF Maintenance of Effort (MOE)	1/1/22-12/31/22	DHS-BESSD-HTPO	State	250,000
14	TANF Maintenance of Effort (MOE)	1/1/21-12/31/21	DHS-BESSD-HTPO	State	250,000
15	TANF Maintenance of Effort (MOE)	1/1/20-12/31/20	DHS-BESSD-HTPO	State	250,000
16	TANF Maintenance of Effort (MOE)	1/1/19-12/31/19	DHS-BESSD-HTPO	State	250,000
17	TANF Maintenance of Effort (MOE)	1/1/19-12/31/19	DHS-BESSD-HTPO	State	250,000
18	ESG CARES Emergency Shelter Essential Services (Kaaahi and Sumner)	1/1/21-1/22/22	Dept. Community Svcs.	Honolulu County	1,055,235
19	ESG CARES Emergency Shelter Operations (Kaaahi and Sumner)	1/1/21-1/22/22	Dept. Community Svcs.	Honolulu County	572,071
20	ESG CARES Emergency Shelter Renovations (Kaaahi and Sumner)	Pending NTP FY 23	Dept. Community Svcs.	Honolulu County	1,706,740
21	VA Sumner Emergency Beds [Renewal app pending]	2/2/23-2/1/24	Veterans Affffairs	U.S.	96,097
22	VA Sumner Emergency Beds	2/2/22-2/1/23	Veterans Affffairs	U.S.	92,856
23	VA Sumner Emergency Beds	2/2/21-2/1/22	Veterans Affffairs	U.S.	90,228
24	VA Sumner Emergency Beds	2/2/20-2/1/21	Veterans Affffairs	U.S.	89,571
25	VA Sumner Emergency Beds	8/1/19-2/1/20	Veterans Affffairs	U.S.	32,850
26	VA Sumner Emergency Beds	8/4/18-7/31/19	Veterans Affffairs	U.S.	65,700
27	ESG Emergency Shelter Essential Services [Applied]	Pending award decision	Dept. Community Svcs.	Honolulu County	Application for Grants 349,679

28	ESG Emergency Shelter Essential Services	2/1/22-1/31/23	Dept. Community Svcs.	Honolulu County	221,012
29	ESG - Essential Services & Shelter Operations	12/28/20-1/31/22	Dept. Community Svcs.	Honolulu County	324,593
30	ESG - Essential Services & Shelter Operations	3/6/20-1/31/21	Dept. Community Svcs.	Honolulu County	254,258
31	ESG Emergency Shelter Operations	Pending award decision	Dept. Community Svcs.	Honolulu County	392,489
32	ESG Emergency Shelter Operations	12/28/20-1/31/22	Dept. Community Svcs.	Honolulu County	168,901
33	ESG Emergency Shelter Operations	5/20/19-6/30/20	Dept. Community Svcs.	Honolulu County	125,000
34	ESG Emergency Shelter Operations	2/1/18-3/31/19	Dept. Community Svcs.	Honolulu County	229,085

Attachments

1. Organization Chart
2. CARF Accreditation Letter

1. Organization Chart

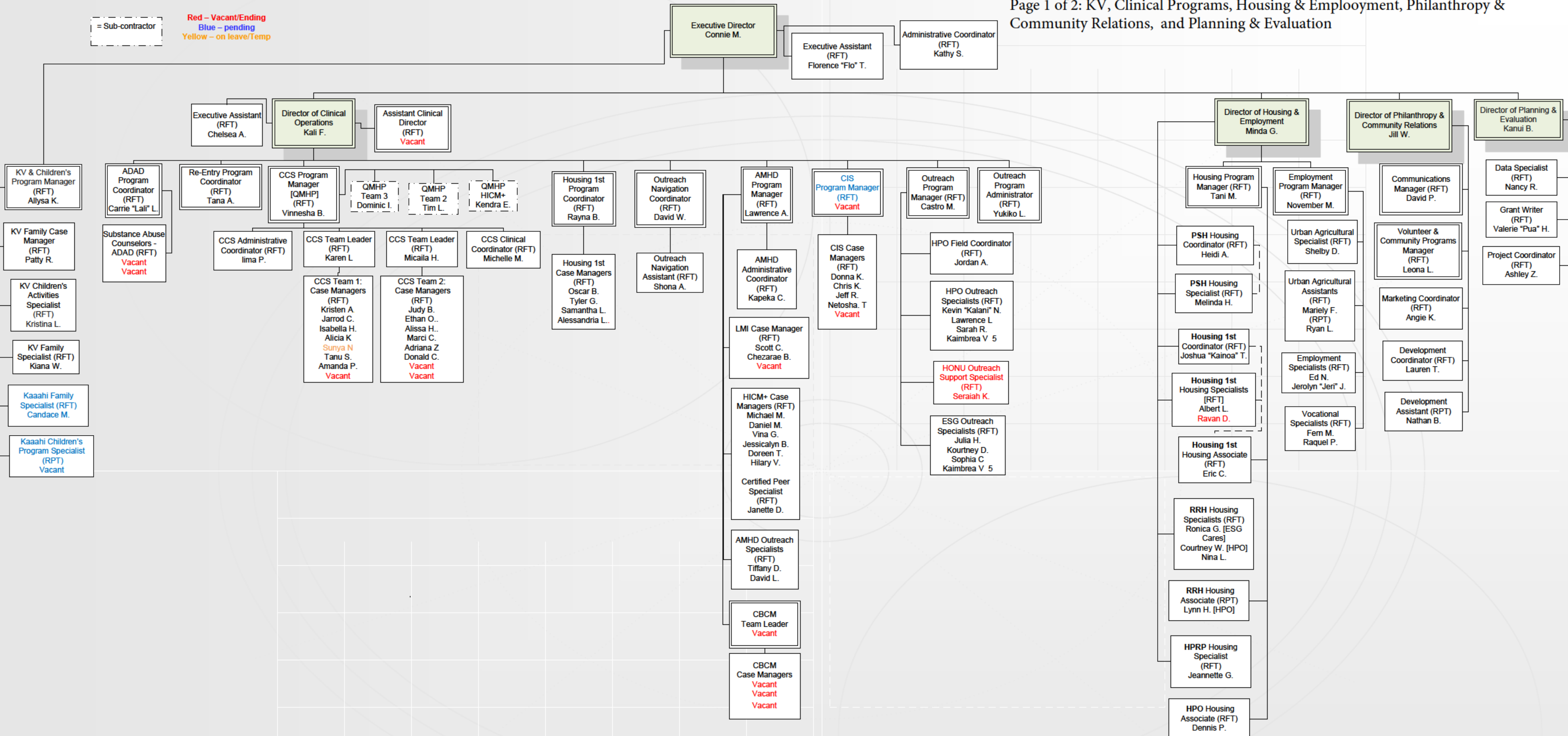
IHS, The Institute for Human Services, Inc.

Organizational Chart

Page 1 of 2: KV, Clinical Programs, Housing & Employment, Philanthropy & Community Relations, and Planning & Evaluation

= Sub-contractor

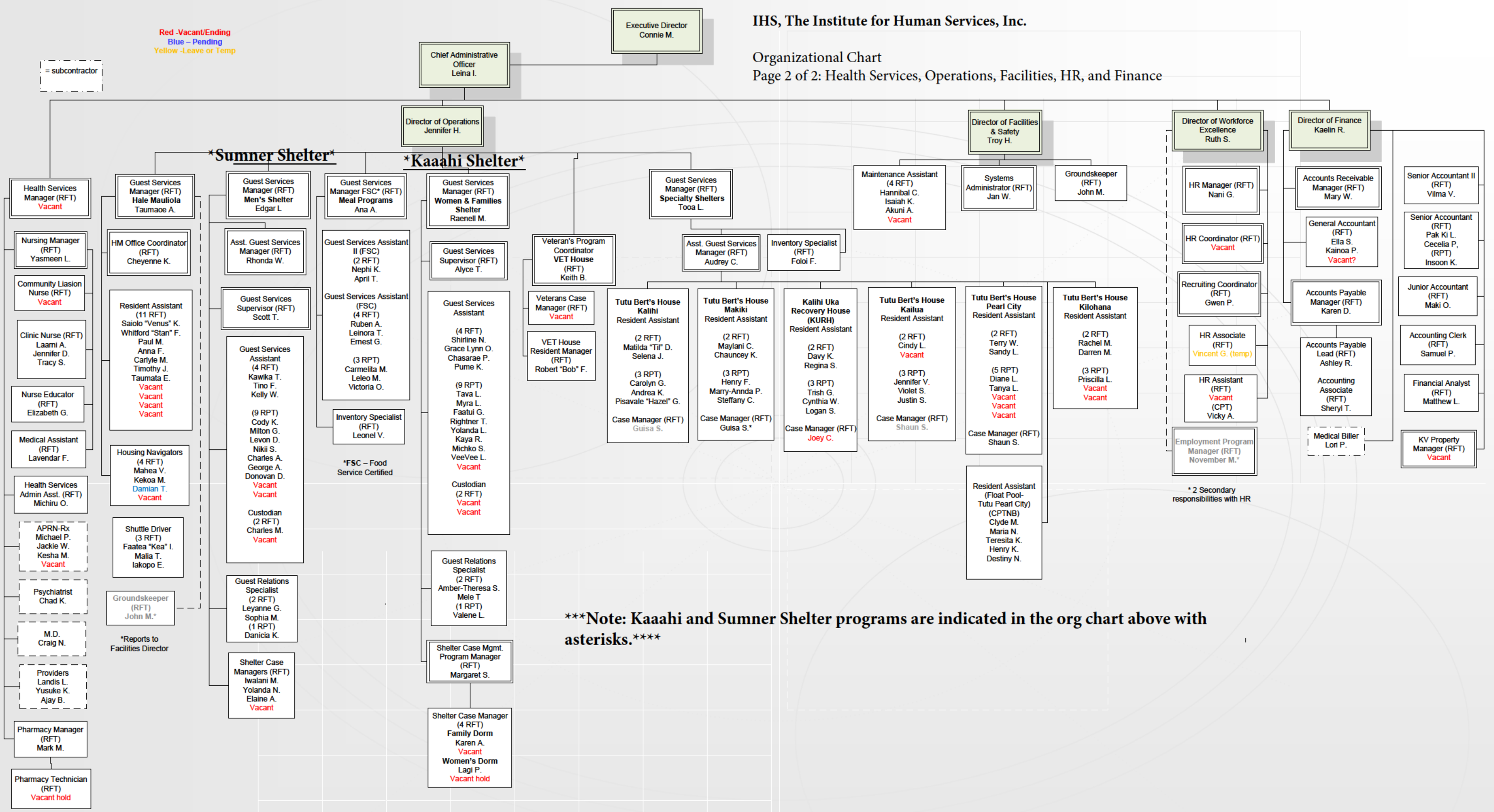
Red - Vacant/Ending
Blue - pending
Yellow - on leave/Temp



Organizational Chart

Red - Vacant/Ending
Blue - Pending
Yellow - Leave or Temp

= subcontractor



Note: Kaaahi and Sumner Shelter programs are indicated in the org chart above with asterisks. *

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.

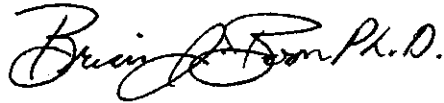
Your organization should take pride in achieving this high level of accreditation. CARF will recognize this accomplishment in its listing of organizations with accreditation and encourages your organization to make its accreditation known throughout the community. Communication of the accreditation to 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