

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:

Partners In Care- Oahu Continuum of Care

Amount of State Funds Requested: \$ 144,000

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

Flexible funding for move-in related costs to support households referred to the Landlord Engagement Program and promote rapid exits from homelessness into permanent housing.

Amount of Other Funds Available:

State: \$ 0

Federal: \$ 0

County: \$ 800,000

Private/Other: \$ 0

Total amount of State Grants Received in the Past 5

Fiscal Years:

\$ 0

Unrestricted Assets:

\$ 0

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:

200 N Vineyard Blvd Suite A-210

City:

Honolulu

State:

HI

Zip:

96817

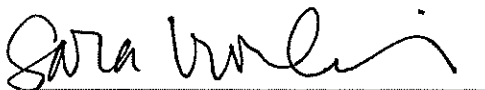
Contact Person for Matters Involving this Application

Name:
Sara Ironhill

Title:
Director of Operations

Email:
sarai@partnersincareoahu.org

Phone:
808-436-2908



Authorized Signature

Sara Ironhill- Director of Operations

Name and Title


01/06/2025

Date Signed

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) Hawaii Compliance Express Certificate (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

 Sara Imhill - Director of Operations 01/15/2025

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE

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. Hawaii Compliance Express Certificate (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2024.

*see attachment

2. Declaration Statement

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes.

*see attachment

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.

For more than a decade, homelessness on O’ahu has fluctuated between 4,000 and 5,000 people on any given night (Point In Time Count 2024). News headlines and reports have shown that the housing supply has not kept pace with the needs of our community and prices have skyrocketed past the ability of many citizens to find and maintain housing. This combination of factors along with the lack of community-based mental health and substance abuse programs has led to a crisis where more than 12,000 individuals are connected with homeless services over the course of a given year. Providers, community members, and policymakers have all brought attention to the crisis of homelessness, and over the last several decades, amazing work has been done to help our neighbors on the streets, but more is needed.

The high costs associated with securing housing—such as application fees, security deposits, and initial move-in costs—are significant barriers for individuals and families transitioning out of homelessness. Even when clients secure stable employment or housing subsidies, these upfront expenses often prevent them from moving into permanent housing, prolonging their cycle of instability.

For low-income individuals, these financial obstacles are compounded by systemic inequities in the housing market, including limited affordable housing inventory, income discrimination, and the rising costs of living. Without access to flexible funding to cover these critical costs, clients are left vulnerable to prolonged homelessness, which

negatively impacts their mental and physical health, employment stability, and overall well-being.

This grant presents an opportunity to address this gap by providing flexible, client-centered financial assistance. With these resources, clients can overcome immediate barriers to securing housing, empowering them to rebuild their lives and achieve long-term stability. Additionally, this funding supports broader community goals by reducing homelessness, strengthening housing retention, and alleviating the strain on public systems like shelters and emergency services.

Through this program, we aim to address a critical need in our community and provide a pathway for individuals and families to transition into stable, permanent housing.

Please refer to the attachments at the end of this document for budget details.

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;

Partners In Care – O'ahu Continuum of Care (PIC) is a coalition composed of representatives of organizations from nonprofit homeless providers, government stakeholders, private businesses, community advocates, public housing agencies, hospitals, universities, affordable housing developers, law enforcement, and persons experiencing homelessness and formerly homeless persons. PIC has over 80 voting member agencies currently.

Located on O'ahu, PIC is a planning, coordinating, and advocacy alliance that develops recommendations for programs and services to fill needs within Oahu's Continuum of Care (CoC) for homeless persons. PIC served as the lead for the Homeless Management Information System (a comprehensive database of people experiencing homelessness), Coordinated Entry System (facilitating the coordination and management of resources that comprise the crisis response system on O'ahu), is the lead applicant for the consolidated NOFO application, and runs the Landlord Engagement Program. PIC also assists partners in developing new programs, while working to preserve or expand effective existing programs. As a member of Hawai'i Statewide Continuum's of Care, PIC works collaboratively with the rural counties CoC, Bridging the Gap.

2. The goals and objectives related to the request

Goals

1. Reduce Homelessness

To reduce the number of individuals and families experiencing homelessness by providing financial support for move-in costs and creating pathways to stable

housing.

2. Increase Housing Stability

To support long-term housing stability by ensuring clients can overcome financial barriers to securing housing, such as application fees, deposits, and utility startup costs.

3. Enhance Client Self-Sufficiency

To empower individuals and families by facilitating a smooth transition into permanent housing, enabling them to focus on employment, education, and overall well-being.

4. Foster Equity in Housing Access

To address systemic barriers to housing by providing flexible funding that supports marginalized communities disproportionately affected by homelessness.

Objectives

1. Provide Financial Assistance

- Assist 96 individuals or families with move-in costs, including rental deposits, first month's rent, and utility setup fees, within 12 months (average of 8 requests per month over one year = 96)

2. Offer Flexible and Rapid Support

- Ensure funds are disbursed within two days of a verified housing opportunity and necessary documentation to prevent delays in securing permanent housing.

3. Increase Housing Placement Rates

- Achieve a 95% success rate in placing eligible clients into stable housing through financial assistance programs.

4. Support Long-Term Stability

- Collaborate with case management teams to ensure at least 80% of assisted households maintain housing stability for 6-12 months post-placement.

5. Leverage Community Partnerships

- Add to the 155 current partnered landlords, property managers, or housing agencies to identify and secure affordable housing opportunities for clients.

6. Promote Cost Efficiency

- Allocate entirety of grant funds directly toward client move-in costs, maximizing the impact of the funding on the target population, utilizing alternative funding sources to cover staff salary and operating costs.

7. Measure Impact

- Track and report outcomes such as the number of households assisted, demographics of recipients, and housing stability at 3, 6, and 12 months after move-in.

3. The public purpose and need to be served;

The high costs associated with securing housing—such as application fees, security deposits, and initial move-in costs—are significant barriers for individuals and families transitioning out of homelessness. Even when clients secure stable employment or housing subsidies, these upfront expenses often prevent them from moving into permanent housing, prolonging their cycle of instability.

For low-income individuals, these financial obstacles are compounded by systemic inequities in the housing market, including limited affordable housing inventory, income

discrimination, and the rising costs of living. Without access to flexible funding to cover these critical costs, clients are left vulnerable to prolonged homelessness, which negatively impacts their mental and physical health, employment stability, and overall well-being.

This grant presents an opportunity to address this gap by providing flexible, client-centered financial assistance. With these resources, clients can overcome immediate barriers to securing housing, empowering them to rebuild their lives and achieve long-term stability. Additionally, this funding supports broader community goals by reducing homelessness, strengthening housing retention, and alleviating the strain on public systems like shelters and emergency services.

Through this program, we aim to address a critical need in our community and provide a pathway for individuals and families to transition into stable, permanent housing.

4. Describe the target population to be served:

This program will serve individuals and households experiencing homelessness or at-risk of experiencing homelessness. The program will not discriminate based on race, gender, sexual orientation, or disability.

5. Describe the geographic coverage.

This program will service all residents of O'ahu.

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 proposed program will provide flexible financial assistance to individuals and families transitioning out of homelessness by addressing the high upfront costs of securing housing. This initiative aligns with the critical need to reduce homelessness in our community by removing financial barriers and promoting housing stability.

Scope of Work

This program will deliver client-centered, flexible funding for move-in-related costs, including:

- Security deposits
- Utility deposits
- Rental arrears
- Application fees

The program is designed to bridge the gap between securing housing and move-in readiness, ensuring that individuals and families can access stable, permanent housing promptly.

Tasks and Responsibilities

1. Program Implementation

- Develop guidelines for fund distribution, ensuring equitable access for eligible clients.
- Partner with landlords, utility companies, and service providers to facilitate efficient payment processes.
- Train caseworkers and partner agencies on application procedures to maximize program reach and effectiveness.

2. Client Support

- Collaborate with clients to assess eligibility and identify their specific move-in cost needs.
- Provide tailored assistance that complements other housing subsidies or employment income.
- Offer financial education and resources to promote long-term housing stability.

3. Program Monitoring and Evaluation

- Track the number of households served, funds distributed, and housing outcomes achieved.
- Collect and analyze data to assess program impact on reducing homelessness and improving housing retention.
- Prepare regular reports for stakeholders to ensure accountability and transparency.

This program will empower clients to overcome immediate financial barriers, reduce homelessness rates, and strengthen overall community well-being.

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

The monies will be distributed based upon client need. It is anticipated that we will have approximately 8 households requesting assistance each month based upon 2024 data. Each of the households requesting assistance through the flexible fund will be placed into permanent housing. The monies will be fully expended by the end of the contract cycle.

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

The LEP quality assurance is verified through the comprehensive policy and procedures on eligibility for flexible funding requests. The policy and procedure is as follows:

Eligibility for LEP funds request:

- Client, case management/service provider, and landlord must all be in partnership with LEP

- Requests may only be made within the first two years of household's tenancy
- Household has annual income at or below 30% median family income for the area
- Documentation required to submit request:
 - Client's LEP Participant Packet
 - Agency Partnership Agreement
 - Landlord Partnership
 - Landlord's W-9
 - Signed Lease Agreement
 - Proof of financial need: i.e. three months of bank statements AND at least one of the following: three months of pay stubs, most current W-2, up-to-date Social Security or other benefit award letter.

Procedure for requesting financial assistance through LEP:

1. The LEP Specialist assigned to the client screens for potential financial need at intake
 2. Upon identifying a prospective unit that is suitable to the client's needs, the LEP Specialist notifies the landlord or property manager of the LEP's intention to provide financial assistance to the client and the timeline for providing financial assistance based on the following steps.
 3. The LEP Specialist works with the client to gather the required documents
 4. The LEP Specialist submits the required documents to the LEP Manager, who will review them and determine whether the request is approved or denied based on the above eligibility criteria.
 5. The LEP Manager submits the request to the Finance Manager for review.
 6. Upon approval from the Finance Manager, the LEP Manager will generate a promissory note to send to the landlord or property manager.
 7. The Finance Department will cut the check to the designated entity within seven to ten business days of approval.
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.**

Our organization is committed to maintaining transparency and accountability in the use of grant funds and will report clear, measurable outcomes to the State agency. Currently, we submit monthly reports to the City and County of Honolulu - Department of Community Services, and they will be available to the State as well.

The measures of effectiveness that will be reported include:

1. Households Served

- The number of households receiving move-in cost assistance, broken down by demographics and household type (e.g., families, individuals, veterans, or youth).

2. Landlord Engagement

- The number of landlords or property managers engaged, with details on housing units secured for program participants.
- 3. Move-In Costs Distributed**
 - The total number and dollar amount of move-in cost requests processed, including first month's rent, security deposits, utility deposits, and application fees.
- 4. Damage Mitigation Fund Requests**
 - The number and total dollar amount of damage mitigation fund requests processed and approved, along with the outcomes of those requests (e.g., repairs completed or claims resolved).
- 5. Housing Stability Outcomes**
 - Follow-up data on the percentage of households maintaining housing at 3, 6, and 12 months post-assistance to demonstrate long-term program impact.

These reports will provide the State with a standardized and objective framework to assess the program's achievements, track fund utilization, and evaluate the program's contribution to reducing homelessness.

If the level of appropriation differs from the amount requested in this application, we will work with the expending agency to update and align the measures of effectiveness with the adjusted program scope.

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](#))**
*Document attached to the end of the application
 - b. Personnel salaries and wages ([Link](#))**
*Document attached to the end of the application
 - c. Equipment and motor vehicles ([Link](#))**
*Document attached to the end of the application
 - d. Capital project details ([Link](#))**
*Document attached to the end of the application
 - e. Government contracts, grants, and grants in aid ([Link](#))**
*Document attached to the end of the application
- 2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2026.**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$36,000	\$36,000	\$36,000	\$36,000	\$144,000

- 3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2026.**

City and County of Honolulu, Department of Community Services Landlord Engagement Program FY2026 - \$400,000. *Contract attached to end of application.

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

Not applicable for Partners In Care

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 2026 for program funding.**

*Document attached to the end of application

6. **The applicant shall provide the balance of its unrestricted current assets as of December 31, 2024.**

*Not applicable, Partners In Care does not have any unrestricted assets

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.

PIC has been successfully operating the LEP since 2020. The past four years have shown significant growth within the program, beginning with just one staff person and since adding three additional staff. These staff have collectively served over 2200 households, created and maintained 155 partnerships with landlords, and secured 38 agency partnerships.

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.

No additional facilities will be needed, all key project staffing have access to facility they need to fulfill the requirements of this grant application.

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.

PIC has developed a staffing structure designed to ensure the effective implementation, management, and oversight of the proposed flexible funding program.

1. Program Manager

- Role: Oversees program operations, ensures compliance with grant requirements, and manages partnerships with landlords and housing providers.
- Capacity: Responsible for supervising staff, monitoring disbursement of funds, and ensuring timely reporting.
- Qualifications: Bachelor's degree in Social Work, Public Administration, or a related field; 5+ years of experience in program management, preferably in homelessness services or housing assistance.

2. LEP Specialists (3)

- Role: Work directly with clients to assess eligibility, coordinate move-in support, and provide follow-up services to ensure housing stability.
- Capacity: Each Case Manager will serve approximately 20-30 clients per month, depending on the complexity of cases.
- Qualifications: Bachelor's degree in Social Work or related field; OR 2+ years of experience in housing placement or homeless services; strong communication and problem-solving skills.

Qualifications and Experience of Personnel:

Our team is composed of experienced professionals with a strong background in homelessness services, housing advocacy, and case management. Staff members regularly participate in continuing education, including training on trauma-informed care, housing-first principles, and cultural competence.

Examples of Staff Expertise:

- Program Manager: Managed similar grants for a regional homelessness initiative, achieving 95% housing placement success rates.
- Case Managers: Competent in motivational interviewing and housing navigation, with a history of successful client transitions into stable housing.

Ability to Supervise, Train, and Provide Administrative Direction

1. Supervision:

- Weekly team meetings to review cases, address challenges, and ensure consistent service delivery.

- Regular one-on-one supervision to provide guidance and support for professional development.
- 2. Training:
 - All staff undergo onboarding training covering program policies, fund disbursement protocols, and client engagement strategies.
 - Annual training sessions on best practices for housing placement and financial assistance management.
- 3. Administrative Direction:
 - PIC utilizes a cloud-based case management system to track client progress and fund usage.
 - A dedicated compliance officer ensures adherence to grant requirements and timely reporting.

With this staffing pattern and operational framework, our organization is well-equipped to deliver high-quality services and meet the objectives of the grant request.

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.

Executive Director – responsible for executive oversight

Director of Operations – responsible for oversight of LEP program

LEP Program Manager – responsible for oversight of day-to-day operations of the LEP and approval of all fiscal requests

LEP Specialist x 3 – responsible for connecting clients with available units from the housing unit inventory, maintaining housing unit inventory, engaging and recruiting landlords.

*Organizational Chart attached at end of the application

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.

- Executive Director \$123,200 - \$126,800
- Director of Operations \$70,000 - \$90,000
- Director of System Improvement \$70,000 - \$90,000

VII. Other

1. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

Partners In Care does not have any pending litigations.

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.

Not Applicable

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.

This grant will not be used to benefit a sectarian or non-sectarian private educational institutions.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2026 the activity funded by the grant if the grant of this application is:

- (a) **Received by the applicant for fiscal year 2026, but**
- (b) **Not received by the applicant thereafter.**

Partners In Care is committed to sustaining the activities funded by this grant beyond fiscal year 2026, even if this funding opportunity is not renewed. To ensure long-term viability, we have developed a multi-faceted sustainability strategy focused on diversification of funding, strategic partnerships, and operational efficiency.

1. Diversification of Funding Sources

- **Corporate Partnerships:** We will strengthen relationships with local businesses and pursue sponsorships, employee giving programs, and in-kind contributions.
- **Grant Opportunities:** Our team will actively seek new grant opportunities from foundations, corporations, and government entities that align with our mission and activities.

2. Building Strategic Partnerships

We will collaborate with other service providers, housing organizations, and community stakeholders to leverage resources and share costs. This includes co-locating services, sharing administrative functions, and aligning efforts with other nonprofits or government initiatives.

3. Community Support and Advocacy

PIC will continue to strengthen community ties by engaging local stakeholders, including city and county officials, to advocate for ongoing support of

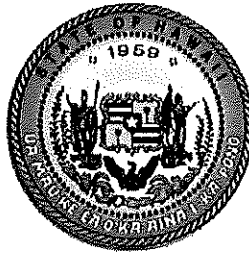
homelessness prevention and rapid rehousing initiatives. This advocacy can lead to future municipal funding or policy changes that bolster our services.

4. Operational Efficiency and Program Adaptation

- We will conduct regular program evaluations to ensure cost-effectiveness and impact. By using data-driven decision-making, we can adapt programs to meet emerging needs while reducing inefficiencies.
- Utilizing technology to streamline processes, such as digital client intake and case management, will further reduce administrative costs.

5. Development of Reserve Funds

We aim to build a reserve fund through surplus revenues and targeted savings to cover short-term funding gaps or unexpected expenses. This will be done, in part, by targeted engagement of the Partners In Care board of directors and executive leadership to identify and assist in securing major gifts and drive strategic decisions, therefore committing to reserve-building efforts.



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Vendor Name: PARTNERS IN CARE - OAHU CONTINUUM OF CARE

DBA/Trade Name: PARTNERS IN CARE - OAHU CONTINUUM OF CARE

Issue Date: 01/06/2025

Status: **Compliant**

Hawaii Tax#:

New Hawaii Tax#:

FEIN/SSN#: XX-XXX5573

UI#: No record

DCCA FILE#: 223645

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

**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.

Partners In Care – O'ahu Continuum of Care
(Typed Name of Individual or Organization)


(Signature)

1/14/2025
(Date)

Laura Thielen
(Typed Name)

Executive Director
(Title)

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

App Partners In Care- Oahu Continuum of Care

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			220,031	
2. Payroll Taxes & Assessments			12,233	
3. Fringe Benefits			61,912	
TOTAL PERSONNEL COST			281,943	
B. OTHER CURRENT EXPENSES				
Flexible funding	144,000			
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Operating Costs			45,926	
10. Indirect Costs			32,931	
11. Damages/move-in/eviction prevention			39,200	
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	144,000		400,000	
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	144,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	144,000	Sara Ironhill 808-380-9444		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested	400,000	45,672		
(d) Total Private/Other Funds Requested		Signature of Authorized Official Date		
TOTAL BUDGET	544,000	Sara Ironhill - Director of Operations Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2025 to June 30, 2026

Applicant Name: Partners In Care- Oahu Continuum of Care

POSITION TITLE		FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
TOTAL:					

JUSTIFICATION/COMMENTS: NOT APPLICABLE FOR PARTNERS IN CARE

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2025 to June 30, 2026

Applicant: Partners In Care- Oahu Continuum of C

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				
Not applicable for Partners In Care				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2025 to June 30, 2026

NOT APPLICABLE FOR PARTNERS IN CARE

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2024 to June 30, 2025

Applicant: Partners In Care- Oahu Continuum c

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: 2022-2023	FY: 2023-2024	FY:2024-2025	FY:2024-2025	FY:2025-2026	FY:2026-2027
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS: <div style="text-align: center; font-size: 1.2em;">Not applicable for Partners In Care</div>						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Partners in Care - Oahu Continuum of Care

Contracts Total: 800,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Landlord Engagement Program	08/26/2024-08/25/2026	City and County	Honolulu County	800,000
2	*salary/fringe, operating costs, damages				
3	*limited flexible use				
4	*contract is 2 years @ \$400,000 each				
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Partners In Care- Oahu Continuum of Care Organization Chart

