

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

**Descriptive Title: IHS Sumner Street Shelter Solar
Panel Removal/Reinstallation and Roof Recoating**

State of Hawaii, The Thirty-Third Legislature

Submitted by:



IHS, The Institute for Human Services, Inc.
650 Iwilei Road, Suite 202
Honolulu, HI 96817

January 23, 2026

Contact:

Connie Mitchell, Executive Director

Phone: (808) 447-2829

Email: ConnieM@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) 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

Constance Mitchell

AUTHORIZED SIGNATURE

Constance Mitchell, Executive Director

PRINT NAME AND TITLE

1/15/2026

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.

Amount of State Funds Requested: \$ 164,106

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

This request will provide funding needed to ensure continued delivery of emergency homeless shelter and supportive services by IHS' Sumner Street Shelter program for homeless men. The requested grant will fund hiring contractors to complete recoating of the existing facility roof (built in 1986, recoated in 2005, and repaired in 2013), including the removal and reinstallation of the existing solar panels. The Sumner Men's shelter provides food, clothing, shelter, hygiene access, and safety for Oahu's homeless men 24 hours a day, year round. In FY 2025, the shelter served 553 men. The facility also serves as the home base for IHS' triage health services and meal programs.

Amount of Other Funds Available:

State: \$ 0

Federal: \$ 0

County: \$ 0

Private/Other: \$ 0

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

\$ 27,951,043

Unrestricted Assets:

\$ \$12,825,172

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:

650 Iwilei Road, Suite 202

City: State: Zip:

Honolulu HI 96817

Contact Person for Matters Involving this Application

Name:
Constance Mitchell

Title:
Executive Director

Email:
ConnieM@ihshawaii.org

Phone:
(808) 447-2829

Constance Mitchell

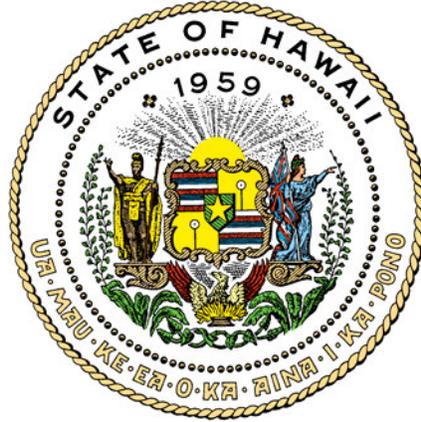
Constance Mitchell, Executive Director

1/22/2026

Authorized Signature

Name and Title

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 15, 2026

Director of Commerce and Consumer Affairs

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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, 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.

(Typed Name of Individual or Organization)

Constance Mitchell

(Signature)

1/15/2026

(Date)

Constance Mitchell

(Typed Name)

Executive Director

(Title)

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

(1) The name of the requesting organization or individual;

IHS, The Institute for Human Services, Inc.

(2) The public purpose for the grant;

This grant addresses the need for maintaining emergency homeless shelter capacity for one of the busiest emergency shelters on Oahu serving homeless single adults men 24 hours a day, year round. The Sumner Emergency Shelter meets immediate food, clothing, shelter, hygiene and safety needs of homeless adult men on Oahu and facilitates coordinated entry, document and income readiness, and navigation to more permanent housing placement and retention. This funding request addresses a vital maintenance requirement. Funding the roof recoating, including the removal and reinstallation of the solar panels, will ensure the continued provision of services at the Sumner Men's Shelter, including shelter, triage health services, and IHS' meals program. 2026 marks the Sumner service center's 40th year of operation. During its tenure, the roof was recoated in 2005 and repaired in 2013, including the installation of solar panels.

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

This grant will support continued provision of emergency homeless shelter, hygiene access, and supportive services for Oahu's homeless men at IHS' Sumner Street shelter 24 hours per day, year-round. This request asks for funds for the recoating of the existing roof for the men's shelter, which includes the removal and reinstallation of existing solar panels. IHS plans to hire a contractor to complete each project through a competitive bidding process. The primary objectives of this request are to: 1) Remove the existing solar panel units and reinstall following the installation of a new roof, and 2) Complete recoating of the Sumner Service Center's roof.

(4) The target group; and

The target group for Sumner Emergency Shelter comprises homeless single men residing in the shelter as well those who are unsheltered homeless in the Iwilei neighborhood. Multiple data points support continued need for services, while also evidencing the highly density of conditions requiring supportive services to assist with stabilization and housing navigation. During the most recent Point in Time Count of Oahu's homeless population conducted January 2024, Regions 1 (Honolulu) and 2 (East Honolulu and Waikiki) combined had 48% of Oahu's Chronically Homeless (having a disabling condition and homeless for a year or more) households. In FY 2025 Sumner Shelter served 553 single men; 18% were aged 55-64 years and 14% were aged 65 years or older. At entry, 33% of those served self-reported chronic health conditions, 40% reported mental illness, and 21% reported drug and/or alcohol abuse. 17% were Chronically homeless and 13% were veterans. At entry, 59% of men had no income from any source and 35% had no health insurance coverage, while only 10% were employed.

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

FY2027 GIA Capital Improvements request: \$164,106. Total budget: \$164,106.

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, 2025.

Please see attached Certificate of Vendor Compliance.

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 a broad and comprehensive continuum of services focused exclusively on ending and preventing homelessness in Hawaii. IHS remains a core element of Hawaii’s safety net for those in housing crisis, having served a critical need in our community for over 47 years. IHS serves Oahu, with 6 emergency and specialty shelter options, 4 kauhale, daily meals, housing and employment support, rental assistance, health services, family programs, homeless outreach, relocation service, medication-assisted detox and mental health stabilization,

permanent housing, specialized case management, relocation services, and homelessness prevention services. In FY 2025, IHS served over 6,000 people who were homeless or at risk of homelessness.

IHS has operated the Sumner Street Shelter since 1986. The Sumner Shelter originally served men, women, and families with children. In 1997, women's and family shelter services were relocated to the Kaaahi Street Shelter, a dedicated facility. 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. Sumner shelter also hosts IHS' health services center and industrial kitchen. Both shelters provide 3 hot 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.

2. The goals and objectives related to the request;

The goal is to ensure the continued provision of emergency homeless shelter, hygiene access, and supportive services for Oahu's homeless men at IHS' Sumner Street shelter 24 hours per day, year-round. This request seeks funds for recoating the existing roof at the men's shelter, including the removal and reinstallation of the existing solar panels. IHS plans to hire a contractor to complete each project through a competitive bidding process.

The primary objectives of this request are to:

1. Remove the existing solar panel units and reinstall following the installation of a new roof
2. Complete recoating of the Sumner Service Center's roof

3. The public purpose and need to be served;

This grant addresses a vital maintenance requirement. Funding the roof recoating, including the removal and reinstallation of the solar panels, would ensure the continued provision of services at the Sumner Men's Emergency Shelter, including shelter, triage health services, and IHS' meals program. 2026 marks the Sumner service center's 40th year of operation. During its tenure, the roof was recoated in 2005 and repaired in 2013, including the installation of solar panels.

4. Describe the target population to be served; and

The target population for the Sumner Men's Emergency Shelter comprises homeless adult males, many of whom have high levels of clinical needs and are diverse in terms of ethnicity and age distribution. Older adults (55+ years) account for almost a third of the population. Clients served at this location have high prevalence rates of medical,

mental health, and substance abuse needs. In FY 2025, Sumner Shelter served 553 single men; 18% were aged 55-64 years and 14% aged 65 and older. At entry, 33% self-reported chronic health conditions, 40% mental illness, and 21% drug and/or alcohol abuse. By ethnicity, 26% identified as Hawaiian/Pacific Islander (full or in combination), 32% Caucasian, 14% African American, 12% Asian, 11% mixed, and 5% from other backgrounds. 17% were chronically homeless and 13% were veterans. At entry, 59% of men had no income from any sources and 35% had no health insurance coverage while only 10% were employed.

5. Describe the geographic coverage.

The geographic coverage area for the Sumner Men's Emergency Shelter (350 Sumner Street) is the island of Oahu. Although located in Honolulu's urban core, the site serves homeless adult males from communities across Oahu. The largest share of clients served 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. The immediate area comprising Point in Time Regions 1 (Honolulu) and 2 (East Honolulu/Waikiki) combined had 48% of Oahu's Chronically Homeless (having a disabling condition and homeless for a year or more) households during the most recent Point in Time Count conducted in January 2024.

III. Service Summary and Outcomes

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

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

The grant request is to fund hiring contractors to complete an essential renovation project at the IHS Sumner Men's Emergency Shelter in Honolulu. The scope of work includes two main components:

- 1) Removal and reinstallation of existing solar panels upon the recoating of the roof (\$40,548.)
- 2) Recoating of the Roof (\$115,679.)

IHS' Sumner Men's Emergency Shelter meets basic human needs, and other support services help clients enhance opportunities for housing transition and provide linkage to needed supportive services and resources to support the primary goals of achieving housing placement and maintenance. The Sumner Shelter also hosts IHS' health services center and industrial kitchen, responsible for preparing meals for shelters and non-guests outside of Sumner. Funds are requested for 0.05 FTE of Director of Facilities and Maintenance to provide project management (\$6,851 in salaries, fringe, and benefits requested; for overseeing bidding, contracting, execution of work by

contractor, and liaison with shelter operations staff and shelter users). Indirect costs totaling \$1,028 are also requested.

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, 2026. Program, fiscal, and administrative staff will receive initial training on the grant-in-aid contract objectives, deliverables, required reporting schedule, and performance expectations at a convocation meeting in week one, month one of the contract. IHS' Director of Facilities will oversee and manage the bidding process for solar panel removal/installation and the roof recoating. She will also provide project management. IHS' Director of Strategy, Planning and Impact will manage the contracting with the successful bidders for each of the two respective scopes of work. IHS' Director of Facilities will liaise between the selected contractors and shelter operations staff, as well as oversee the completion of the scope of work. The shelter will continue to operate during the renovation period. The timeline maintains a total hedge of four months in the event of time overruns without exceeding 12 months in total duration.

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

Months 1-2: Review bids and select contractors.

Month 2: Execute contracts with the successful bidders.

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

Months 4-7: Solar panels moved; roof recoated; solar panels reinstalled.

Month 8: Conclude projects.

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

IHS will monitor and evaluate results based on successful completion of the following:

1) Initial removal of the solar panels, and 2) Recoating of the roof, 3) Reinstallation of the solar panels. All plans and specifications will be reviewed internally by the Executive Director, the Director of Strategy, Planning, and Impact, and the Director of Finance. The Director of Facilities will maintain direct contact with the contractors and the Executive Director, and will monitor progress against the timelines and project specifications. The Director of Strategy, Planning, and Impact will monitor shelter program outcomes.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the

measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

The measures of effectiveness for this project are: by the end of the project year, IHS' Sumner Men's Emergency Shelter will:

- A. Complete removal of existing solar panels.
- B. Complete recoating of the roof.
- C. Complete reinstallation of solar panels.
- D. 80% of clients surveyed in the year will report satisfaction with Sumner Shelter environment health and safety.
- E. 80% of staff surveyed in the year will report satisfaction with Sumner Shelter environment health and safety.

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
 - a. Budget request by source of funds ([Link](#))
 - b. Personnel salaries and wages ([Link](#))
 - c. Equipment and motor vehicles ([Link](#))
 - d. Capital project details ([Link](#))
 - e. Government contracts, grants, and grants in aid ([Link](#))

Please see attached budget forms.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2027.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$54,046	\$54,046	\$54,046	\$1,970	\$164,106

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2027.

IHS has not identified any other potential funding sources for this capital improvement project at this time. Sumner Men's Emergency Shelter operating sources sought for FY 2027 comprise:

1. A \$1,281,022.00 State DHS HPO Homeless Emergency Shelter grant (66% of the \$1,939,950.84 the Sumner Emergency Shelter program).
2. In other \$94,225.00 government funds from Emergency Solutions Grant (ESG) funding via the City and County of Honolulu, VA funding, and a City GIA that will assist with furnishings, AV, and PA systems upgrades.

3. The remaining \$564,703.84 in Sumner shelter operations funding will come from privately raised funds, including private grants and contributions.
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 2027 for program funding.

IHS is requesting State GIA Assistance does not have any current government or private grants that fund the needed Sumner roof recoating and the solar system removal and reinstallation required for the roof work to be completed.

IHS' Legislative Grants in Aid in the last three years are:
 2023 Capital Improvement: IT Server Replacement
 2024 Operations: \$500,00, Kaaahi and Sumner Operating Funds
 2024 Capital Improvement: \$500,000, Kaaahi window and floor renovations

IHS' City Grants in Aid in the last three years are:
 FY2026: \$143,892, Improving Shelter Experience Through Facility Modernization (Sumner and Kaaahi dining room furniture, AV system, and fans; Sumner PA system replacement)

Government funds supporting operations of the Sumner Men's Emergency Shelter in the last three years and FY 2027 are outlined in the table below.

Sumner Men's Emergency Shelter:

Project/Contract	Contracting Agency/Organization
VA Sumner Emergency Beds	US Department of Veterans' Affairs, Healthcare for Homeless Veterans Program Awarded: FY 23, 24, 25, 26; FY 27 expected
Homeless Shelter Program Sumner Emergency Shelter	State of Hawaii, Department of Human Services, Homeless Programs Office Awarded: FY 23, 24, 25, 26; FY 27 application still under review
ESG CARES Emergency Shelter Essential Services (Kaaahi and Sumner)	City & County of Honolulu, Department of Community Services Awarded: FY 23
ESG CARES Emergency Shelter Operations (Kaaahi and Sumner)	City & County of Honolulu, Department of Community Services Awarded: FY 23

ESG CARES Emergency Shelter Renovations (Kaaahi and Sumner)	City & County of Honolulu, Department of Community Services Awarded: FY 23
ESG Sumner Emergency Shelter Essential Services	City & County of Honolulu, Department of Community Services Awarded: FY 22, 23, 24 FY 25 & FY26 not awarded; FY 27 application still under review
ESG Sumner Emergency Shelter Operations	City & County of Honolulu, Department of Community Services Awarded: FY 24 & 25 FY 23 & FY 26 not awarded; FY 27 application still under review
Grants in Aid City and County of Honolulu	City & County of Honolulu, Department of Community Services Awarded: FY 26 (Split between Kaaahi and Sumner, 12/1/26-11/30/27)

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2025.

IHS' total unrestricted current assets as of December 31, 2025 was \$12,825,172.

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 40 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 dedicated to serving homeless men from that point forward.

In the past, IHS has completed CDBG-funded capital improvements administered by the City and County of Honolulu to both the Kaaahi and Sumner emergency shelters (most

recent contract CT-DCS-1500211, 2015-2016). In 2020-2021, IHS completed rewiring of the Kaaahi St. shelter IT wiring with \$50,000 in private funding and completed further system upgrades another \$50,000 in private funding in March 2022).

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-SA06 (Sumner) and DHS-21-HPO-0018-SA07 (Kaaahi) (First awarded 2003; current contract 7/1/2025-6/30/2026; FY 2027 proposals under review)

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-CT-DCS-2400321 (6/1/25-5/31/26) (First awarded 8/15/15)

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

Contact: Mr. Tim Ho

City and County of Honolulu, Department of Community Services

222 N. School St., Honolulu, HI 96817; Email: Timothy.Ho@honolulu.gov Phone: (808) 768-7818

State Rapid Re-Housing Program #DHS-25-HPO-0069 (6/15/25-6/14/26; HPRP contracts since 2017)

Provide rapid rehousing services to qualifying 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

State Homeless Prevention Program #DHS-25-HPO-0073 (6/15/25-6/14/26; HPRP contracts since 2017)

Provide homelessness prevention services to qualifying at-risk 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 Program (HUD CoC Funded, first awarded in 2003)

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

Contact: Kayla Keehu Alexander, Vice President, Community Impact Aloha United Way, 200 N. Vineyard Blvd., Ste. 700, Honolulu, HI 96817-3952; Phone: (808) 543-2263;

Email: kkeehu@auw.org

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

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

Contact: Grace Lumabao, BSN, RN, Behavioral Health Case Management Liaison, Community Care Services (CCS), 820 Mililani St., Ste. 200 Honolulu, HI 96813; Phone: (808) 347-5799; Email: Grace.Lumabao@centene.com

State Homeless Outreach Program, Contracts: #DHS-25-HPO-0058, DHS-25-HPO-0060, and DHS-25-HPO-0059 (6/15/25-6/14/26; outreach contracts since 2/1/17)

Provide homeless outreach to unsheltered singles, couples, and families in HPD D1 Downtown, D5 Kalihi, D6 Waikiki, D7 East Honolulu, and D4 Kaneohe/Kailua/Kahuku. 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 Dee Kammunkun, State of Hawaii Department of Human Services, Homeless Programs Office 1010 Richards Street, Suite 312, Honolulu, HI 96813; Phone: (808) 586-7070; Email: DKammunkun@dhs-hawaii.gov

Housing First Increment 1 Program, Grant # CT-DCS-2400127 (First awarded 11/1/14)

Since 11/1/2014, IHS has provided Outreach, case management, permanent housing placement rental assistance and supportive services for vulnerable, chronically homeless unsheltered and sheltered singles, couples, and family households on Oahu (originally 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. Tim Ho

City and County of Honolulu, Department of Community Services

222 N. School St., 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 are in place. The Sumner Service Center (single men) is located at 350 Sumner Street Honolulu HI 96817. The shelter is open 24 hours per day, 7 days a week; and has 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 room on the 2nd floor are used for sleeping space at night for up to 141 adult men (overflow capacity for up to 200 total based on maximum fire code occupancy). Access to the second floor is provided by stairs and an elevator.

The service site has 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. 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.

The Sumner facility meets ADA Title III accessibility requirements and all other standards required for its 2023 re-accreditation with the Commission on Accreditation of Rehabilitation Facilities (CARF). See copy of IHS' 2024 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 are 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 sufficient staffing and expertise to execute the proposed GIA project in place and can commence work with no ramp up time. Core IHS staff for this project and their roles include:

Connie Mitchell, MS, APRN, BC, Executive Director – has over 42 years' experience in health care and implementing programs to meet the needs of underserved populations. Her expertise in psychiatric nursing includes outreach to underserved populations, program development and evaluation, and improving systems of care. Project Director for IHS' CABHI collaborative (2011-2014) and Housing First (2014-present) projects. Ms. Mitchell provides overall direction and supervision to all IHS programs, and will provide overall responsibility for the execution of this project.

Taumaoe "Moe" Atuatasi, Director of Facilities, Maintenance, and Safety has 24 years of experience in homeless services, with 17 years managing shelters. Assisted by a staff of four, she oversees all agency facilities and vehicles and is IHS' Safety Officer. She will conduct the Request for Proposal process, preparing and releasing the RFP for prospective bidders and collecting and reviewing bids. She will also oversee the contractor work.

Kaelin Ryals, BSBA, Director of Finance, joined IHS in 2022. She provides agency fiscal oversight and is responsible for compliance with Federal and State requirements. She has 15 years of experience in accounting and finance, and holds a BS degree in business administration and accounting. She is assisted by a staff of 12 finance personnel, who perform all financial tasks including control, monitoring, budgeting, invoicing, payments, and reporting using the Sage Intact fund-based accounting system to effectively manage all grant funds awarded to IHS. She will manage project financial activities and reporting for this grant.

Kanui Bell, MBA, MA, CSAC, CCJP, ICADC, ICCJP, Director of Strategy, Planning and Impact is a Certified Substance Abuse Counselor and Certified Criminal Justice Addictions Professional with 21 years of human services experience. He is responsible for setting standards for program structure and data collection across IHS's programs, managing IHS's 20+ government grants. Mr. Bell holds a BA in Psychology, MA in Grant Writing, Management, and Evaluation, and an MBA. He and the Data Manager will assist with data quality, reporting and program evaluation.

Karen Duhaylongsod, BS, Accounts Payable Manager, joined IHS in 2012. She has over 13 years of experience in accounts payable. She holds a BS in Business Management. She will manage invoice receipt and payments to contractors selected to perform the scope of work.

Ana Alualu, Meal Program Manager (Food Service Certified), has 28 years of experience at IHS, with 2 years in shelter operations and 26 years in food service. In

November 2025, she assumed overall management of the Sumner shelter. She manages shelter staffing and operations to ensure a safe, secure, warm, and welcoming environment for participants (“guests”) and ensure data and recordkeeping tasks are completed by shelter staff. She also ensures shelter services are responsive to guest needs and case managers are kept informed of guest behaviors. Ms. Alualu coordinates IHS’ meal services, including the certified commercial kitchen, sourcing (purchasing and donations), storage, transportation, preparation, packaging, and serving. She will ensure shelter operations are coordinated and communications to guests and stakeholders are coordinated.

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 one-page agency-wide organizational chart in the Attachments section, which lists all agency personnel by division. A two-page breakout by operational departments follows.

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 \$125,000-\$210,000. The three highest positions are:

1. Executive Director
2. Director of Strategy, Planning and Impact
3. Clinical Director.

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 judgments.

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' 2024 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.

These funds will provide supplemental funding for shelter operating costs and essential operations staff.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2027 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2027, but
- (b) Not received by the applicant thereafter.

Requested GIA funds support the recoating of IHS' Sumner Men's Emergency Shelter roof, an essential, unfunded capital improvement necessary due to the facility's age. The lifespan of the roof recoat is 20 years. Funds from operational budgets will be allocated for repairs and maintenance to prevent costly future repairs and to maximize life span.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

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

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	5,250			
2. Payroll Taxes & Assessments	614			
3. Fringe Benefits	987			
TOTAL PERSONNEL COST	6,851	0	0	0
B. OTHER CURRENT EXPENSES				
1. Airfare (Inter-Island)				
2. Airfare (Out-of-State)				
3. Audit Services				
4. Contractual Services - Administrative				
5. Contractual Services - Subcontracts				
6. Depreciation				
7. Food				
8. Insurance				
9. Interest				
10. Lease/Rental of Equipment				
11. Lease/Rental of Motor Vehicle				
12. Lease/Rental of Space				
13. Mileage				
14. Postage, Freight and Delivery				
15. Program Activities				
16. Publication, Printing, and Advertising				
17. Repair and Maintenance				
18. Staff Training				
19. Subsistence/Per Diem				
20. Supplies				
21. Telecommunication				
22. Transportation				
23. Utilities				
24. Client Assistance				
25. Indirect Cost Rate (15% of base of supplies and personnel costs, excluding contracts and pass through assistance)	1,028			
TOTAL OTHER CURRENT EXPENSES	1,028	0	0	0
C. EQUIPMENT PURCHASES	0	0	0	0
D. MOTOR VEHICLE PURCHASES	0	0	0	0
E. CAPITAL	156,227	0	0	0
TOTAL (A+B+C+D+E)	164,106	0	0	0
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	164,106	Kanui Bell (808) 447-2839		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0	<i>Constance Mitchell</i> 1/22/26		
(d) Total Private/Other Funds Requested	0	Signature of Authorized Official Date		
TOTAL BUDGET	164,106	Constance Mitchell, Executive Director Name and Title (Please type or print)		

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

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A.			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0
JUSTIFICATION/COMMENTS: N/A.				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A.			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0
JUSTIFICATION/COMMENTS: N/A.				

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:2024-2025	FY:2025-2026	FY:2026-2027	FY:2026-2027	FY:2027-2028	FY:2028-2029
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION			156,227			
EQUIPMENT						
TOTAL:	0	0	156,227	0	0	0
JUSTIFICATION/COMMENTS: Contractor for Solar Removal and Reinstallation (required for roof recoating work, reinstallation after recoating completed): \$40,548.41. Contractor for Roof Recoating: \$115,678.99. Total: \$156,227.40.						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

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

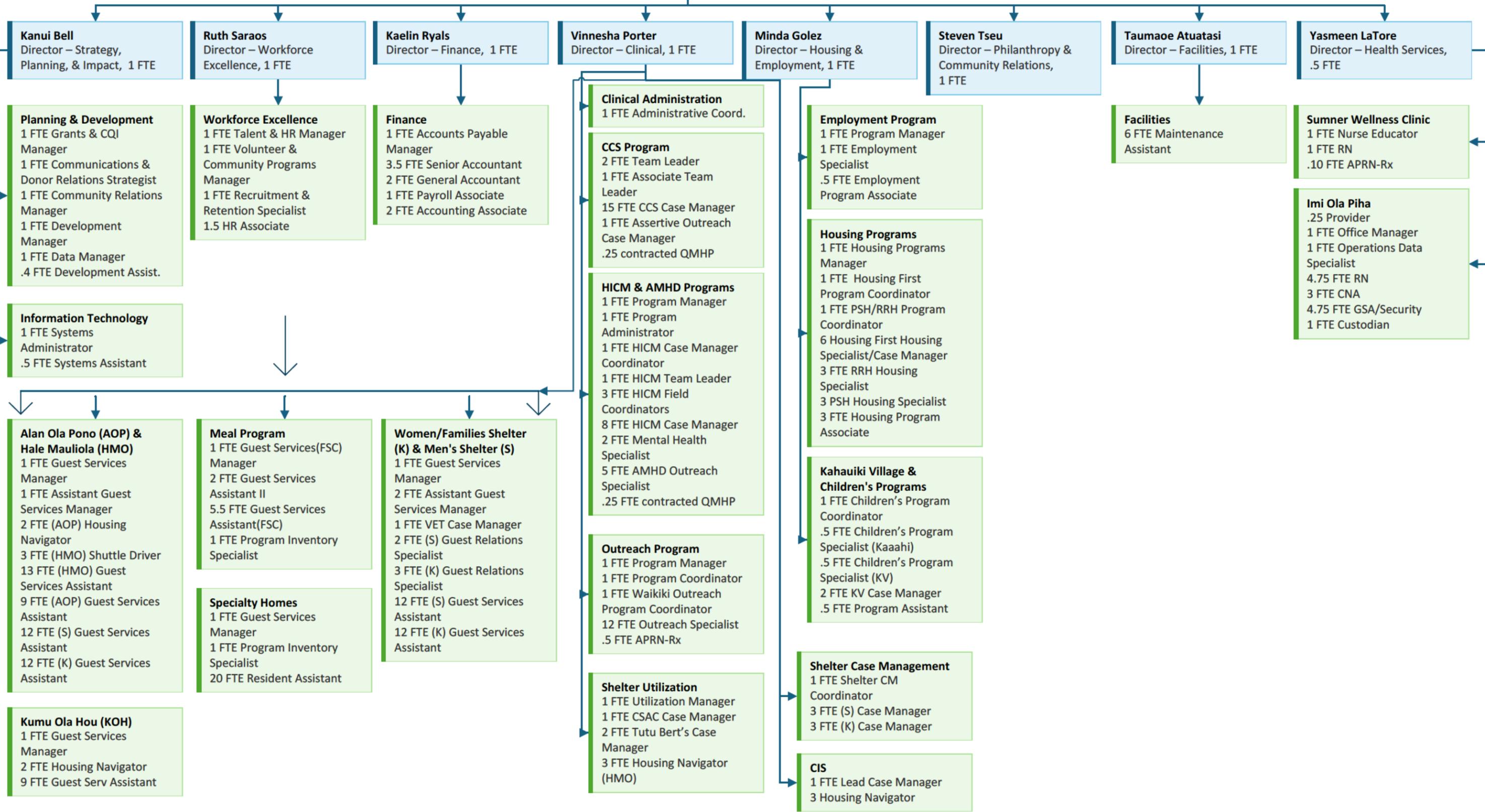
Contracts Total: 9,710,298

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	State Grant in Aid Kaaahi and Sumner)	7/1/23-6/30/24	DHS-HPO	State	500,000
2	Emergency Shelter Program (Sumner) [Requested]	7/1/25-6/30/26	DHS-HPO	State	1,281,022
3	Emergency Shelter Program (Sumner)	7/1/25-6/30/26	DHS-HPO	State	1,155,000
4	Emergency Shelter Program (Sumner)	7/1/24-6/30/25	DHS-HPO	State	1,155,000
5	Emergency Shelter Program (Sumner)	7/1/23-6/30/24	DHS-HPO	State	1,100,000
6	Emergency Shelter Program (Sumner)	7/1/22-6/30/23	DHS-HPO	State	1,100,000
7	VA Sumner Emergency Beds [Expected]	2/1/26-2/1/27	Veterans Affairs	U.S.	106,544
8	VA Sumner Emergency Beds	2/1/25-2/1/26	Veterans Affairs	U.S.	102,952
9	VA Sumner Emergency Beds	2/2/24-2/1/25	Veterans Affairs	U.S.	99,742
10	VA Sumner Emergency Beds	2/2/23-2/1/24	Veterans Affairs	U.S.	96,097
11	VA Sumner Emergency Beds	2/2/22-2/1/23	Veterans Affairs	U.S.	92,856
12	ESG Emergency Shelter Operations Kaaahi & Sumner [Requested]	7/1/26-6/30/27	Dept. Community Svcs.	Honolulu County	127,722
13	ESG Emergency Shelter Essential Services Kaaahi & Sumner [Requested]	7/1/26-6/30/27	Dept. Community Svcs.	Honolulu County	181,720
14	ESG Emergency Essential Services and Shelter Operations	3/20/34-1/31/25	Dept. Community Svcs.	Honolulu County	390,000
15	ESG Emergency Shelter Essential Services	2/1/22-4/30/23; 3/1-3/30/24 (ext.)	Dept. Community Svcs.	Honolulu County	221,012
16	[Requested]	12/1/25-11/30/26	Dept. Community Svcs.	Honolulu County	150,000
17	City and County of Honolulu Grant in Aid FY26, Kaaahi & Sumner	12/1/25-11/30/26	Dept. Community Svcs.	Honolulu County	143,892
18	ESG CARES Emergency Shelter Renovations (Kaaahi and Sumner)	2/4/22-9/30/23	Dept. Community Svcs.	Honolulu County	1,706,740
19	*Sumner shelter has had no other government contracts, grants, or grants in aid funding capital improvements funds in the last 3 years				
20					

Attachments

1. Organization Chart
2. CARF Accreditation Letter
3. Certificate of Vendor Compliance

1. Organization Chart



Executive Director
 C. Mitchell, MS, APRN, BC 1.0 FTE

Director of Finance
 K. Ryals
 1.0 FTE

Director of Workforce Excellence/HR
 R. Saraos
 1.0 FTE

Director of Strategy, Planning & Impact
 K. Bell, MBA, MA, CSAC, CCJP, ICADC, ICCJAP
 1.0 FTE

Director of Philanthropy & Community Relations
 S. Tseu 1.0 FTE

Director of Operations
 Vacant 1.0 FTE

Accounts Payable Mgr.
 K. Duhaylongsod
 1.0 FTE
Accounting Associate
 M. Martinez
 1.0 FTE
Senior Accountant
 P. Lam 1.0 FTE
 Q. Kim .5 FTE
AR Mgr
 E. Sanchez
 1.0 FTE
General Acct.
 K. Perez 1.0 FTE
Payroll Associate
 D. Maldonado
 1.0 FTE

Talent & HR Manager
 G. Pe Benito
 1.0 FTE
Recruiting & Retention Specialist
 Rochell A.
 1.0 FTE
HR Associate
 Kaitlyn C.
 1.0 FTE
 V. Agbayani
 .50 FTE
Volunteer & Community Programs Manager
 B. Acierto
 1.0 FTE

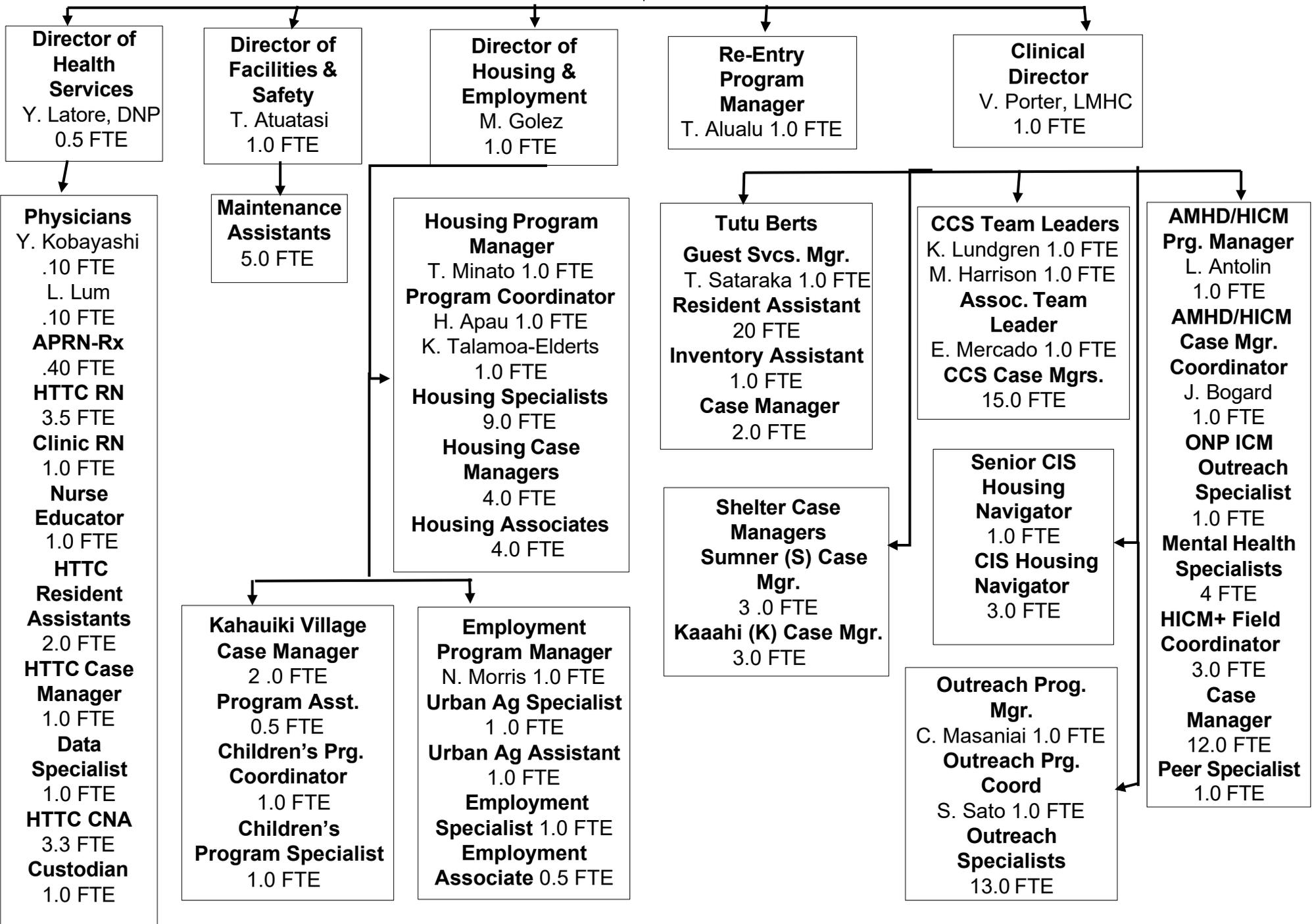
Data Specialist
 N. Ruan 1.0 FTE
Systems Administrator
 J. Watanabe
 1.0 FTE
Systems Asst.
 1.0 FTE
Grants & CQI Manager
 H. Henderson
 1.0 FTE
Communications & Donor Relations Strategist
 J. White 1.0 FTE
Community Relations Manager
 A. Knight 1.0 FTE
Donor Relations Manager
 Dylan Y. 1.0 FTE
Development Associate
 N. Barker .30 FTE

Kaaahi (K) Guest Svcs. Manager
 R. Manning 1.0 FTE
Sumner (S) Guest Svcs. Manager (FSC)
 A. Alualu
K – Asst Manager
 Amber S 1.0 FTE
S – Asst. Manager
 Vacant 1.0 FTE
K - Guest Relations Spec.
 3.0 FTE
S – Guest Relations Spec.
 2.0 FTE
K - Guest Svcs. Asst
 11.0 FTE
FSC Guest Svcs. Asst
 9.0 FTE
S – Guest Svcs. Asst
 11 FTE
Inventory Specialist
 1.0 FTE

Kumu Ola Hou (KOH) Guest Svcs. Manager
 T. Johnson 1.0 FTE
Case Manager
 2.0 FTE
Guest Svcs. Asst.
 9.0 FTE

Hale Mauiola (HMO)/Alana Ola Pono (AOP)/Pae Pae Hou (PPH) Guest Svcs. Manager
 R. Wong-Fernandez
 1.0 FTE
Asst. Manager
 T. Keanu-Lua
 1.0 FTE
HMO Resident Asst.
 10 FTE
HMO Shuttle Driver
 2.0 FTE
HMO Housing Navigator
 3.0 FTE
AOP Guest Svcs. Asst.
 9.0 FTE
AOP Housing Navigator
 2.0 FTE
PPH Resident Assistant
 1.0 FTE

Executive Director
 C. Mitchell, MS, APRN, BC 1.0 FTE



2. CARF Accreditation Letter

January 26, 2024

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, 2026. 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.

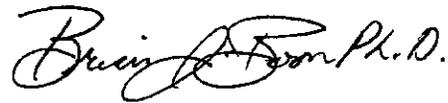
Your organization should take pride in achieving this high level of accreditation. CARF will recognize this accomplishment in its listing of organizations with accreditation and encourages your organization to make its accreditation known throughout the community. Communication of the accreditation to 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 order additional certificates from Customer Connect (<https://customerconnect.carf.org>).

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 style.

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

Enclosures

3. Certificate of Vendor Compliance



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

DBA/Trade Name: IHS, THE INSTITUTE FOR HUMAN SERVICES, INC.

Issue Date: 01/09/2026

Status: **Compliant**

Hawaii Tax#: [REDACTED]

New Hawaii Tax#:

FEIN/SSN#: [REDACTED]

UI#: XXXXXX1352

DCCA FILE#: 42856

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