

House District 8

Senate District 5

THE TWENTY-SEVENTH LEGISLATURE  
APPLICATION FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN):

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
**Child & Family Service**

Dba:

Street Address: 392 N. Market Street  
Wailuku, HI 96793

Mailing Address: 91-1841 Fort Weaver Road  
Ewa Beach, HI 96706-1909

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name PATTI BATES

Title Executive Vice President & Chief Operating Officer

Phone # 808-681-1434

Fax # 808-681-5280

e-mail pbates@cfs-hawaii.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
- FOR PROFIT CORPORATION
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

**NEIGHBORHOOD PLACE OF WAILUKU CAPITAL IMPROVEMENT PROJECT.**

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2015: \$ 132,700.00

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ \_\_\_\_\_  
 FEDERAL \$ \_\_\_\_\_  
 COUNTY \$ \_\_\_\_\_  
 PRIVATE/OTHER \$ 25,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

**PATTI BATES, EXECUTIVE VICE PRESIDENT & CHIEF OPERATING OFFICER**

NAME & TITLE

DATE SIGNED

1/28/14

## Application for Grants and Subsidies

### I. BACKGROUND AND SUMMARY

Child & Family Service (CFS) is requesting funding from the State of Hawaii to support the Neighborhood Place of Wailuku located in Happy Valley. The Neighborhood Place of Wailuku has been offering services to the community since 2004. These services include 'ohana outreaches and home visits, parenting skills education classes, individual and family counseling and support groups (including "talk-story" counseling and family conferencing), child abuse prevention, information/referral and linkage to community resources, cultural programs, a youth leadership program, and access to basic human needs such as a food pantry and clothes closet. This proposal is a one-time request for funding to perform capital improvements to better the physical comfort of clients and staff utilizing the Neighborhood Place and increase the safety of the facility.

Should the State grant this request for funding, CFS will transfer the funds to CFS Real Property, Inc. to manage the project. The relationship between these separate non-profit organizations is detailed below.

#### 1. Brief Description of Child & Family Service's Background

CFS is a private non-profit service organization and is Hawaii's leader in non-government human services and advocacy for children and families in need. Our mission is "**Strengthening families and fostering the healthy development of children**". CFS maintains a comprehensive integrated delivery system throughout the State on Oahu, Kauai, Lanai, Maui, Molokai, and the island of Hawaii. An array of services, both clinical and non-clinical, address serious social problems that impact the State and the Maui community.

CFS currently operates 37 programs in three major areas, delivering services at 42 locations statewide. The CFS programs are designed to meet the needs of people from all age groups – from pregnant moms and their yet-to-be born keiki to our treasured kupuna. Each year, CFS touches the lives of over 40,000 people while providing direct social and behavioral health services to more than 10,000 people statewide from a wide range of ages, ethnicity, and socioeconomic status. CFS operates the following programs to address current community needs.

- **Early Childhood Services** - Early childhood development and education.
- **Strengthening Families and Prevention/Treatment of Child Abuse and Neglect** - Neighborhood Places, statewide parenting information phone line, child abuse and neglect prevention and intervention, and alternative education for at-risk youth.

- **Adult and Family Services** - Domestic violence shelters and intervention, employment training, supportive home-based elder services.
- **Behavioral Health Services** - Emotional and clinical support of children and adolescents, as well as workplace based counseling.

CFS has an annual budget of \$27 million, with a workforce of 400 employees and approximately 90 volunteers statewide. We are accredited by the National Council on Accreditation (COA) as an organization recognized for delivering quality service. CFS earned its accreditation in 1980 and received a three-year reaccreditation from the COA in 2013.

CFS Real Property, Inc. is a support organization for CFS, a 501(c)(3). It was incorporated in May 1996 as a 509(a)(3) nonprofit support organization. Its purpose is to purchase, hold and develop real property and other investment assets for charitable, scientific, literary or educational purposes and to support CFS. This enables CFS to meet high standards for quality of its facilities and to provide an effective context for delivery of services for its clients.

### **Program Background**

CFS is known in the community for its willingness to work with hard- to-engage individuals and families who are facing difficult problems. As community populations present with increasingly complex problems and circumstances, CFS continues to be at the forefront with the skills, knowledge, and service models to address these needs through innovative practices that are evidence-based.

In October 2012, CFS merged with the Neighborhood Place of Wailuku (NPW) with CFS as the surviving entity. NPW is a grassroots, neighborhood center model located in the neighborhood of Wailuku/Happy Valley, Maui. The programs provided by NPW are renowned on Maui for their inclusion of relevant Hawaiian values that are incorporated into real life practices. Serving primarily Native Hawaiians, the programs provide a full range of services based on the native Hawaiian cultural traditions. Services include: 'ohana outreaches and home visits, parenting skills education classes, individual and family counseling and support groups (including "talk-story" counseling and family conferencing), child abuse prevention, information/referral and linkage to community resources, cultural programs, a youth leadership program, and access to basic human needs such as a food pantry and clothes closet. CFS entered into an agreement with Blueprint for Change to provide family strengthening services through NPW on October 1, 2012. Funding is provided by the Department of Human Services.

NPW utilizes a strengths-based approach to develop the intellectual, emotional, spiritual, social and physical well-being of families and youth participating in programs and services. NPW works with new and existing services to provide the family

strengthening activities, programs and services for families at-risk for child abuse and neglect.

One of the key programs of NPW is a native Hawaiian cultural values and practice program called *Kamalama* (the light). It is a 10-week course designed to break the cycle of violence and drugs through the wisdom of Hawaiian custom. This program teaches how to care for children based on traditional Hawaiian values, how to discipline children with love and dignity and how to speak to children in a way that cherishes them and lifts them up. This curriculum has been taught throughout the State and adapted to other communities.

## **2. Goals And Objectives Related To The Request**

The capital improvements included in this project will better the physical comfort of clients and staff utilizing the NPW facility and increase the safety of the facility. In addition, the necessary repair and renovation **work will provide jobs for the local community**.

CFS measures community, as well as family outcomes. While the family outcomes measure the success of each family in developing a safe and caring home for their children, the community goals measure the increase in community involvement in creating a safe and caring community that nurtures families.

The primary objective of NPW is to engage family members and to provide them with the support and positive family strengthening and family development programs and activities which result in more cohesive family relationships. NPW also provides a *pu'uhonua* (a safe and nurturing place) for families to come and to get the help they need without being judged.

## **3. Public Purpose and Need to be Served**

It is important to have community-based family support services located in the community where families at-risk live so that they can reflect the specific strengths and needs of that community. Although there are basic services that are needed in every community, the resources and stressors of the neighborhoods differ greatly and can best be met with a close collaborative network at the local level. The Neighborhood Place of Wailuku has been providing family strengthening program services to the Happy Valley area since 2004.

## **4. Target Population to be Served**

In FY13, CFS provided prevention and education services to 4,700 children, youth and adults of Maui County. In addition, NPW directly served 195 adults and 460 children

with services last year. The following information is according to data compiled and published by the County of Maui, Department of Housing and Human Concerns:

- Maui has experienced rapid growth during the period from 1990 through 2000. In fact, Maui experienced the most rapid population growth in the State, a 39.8% increase. Since then growth has slowed, but the impact has not. As the population has exploded, the need to provide social services has exploded as well but not the funding or infrastructure to support them.
- Along with the increase in general population, there has been a growth spurt in the population over the age of 60. In Maui County, the aging population increased at a rate faster than the rest of the nation's elderly population.
- In Maui County, life expectancy currently averages 80 years, higher than the national average. In Maui County's case, in-migration of retirees who wish to retire "in paradise" contributes to this higher than national average of older residents. Projections are that by 2030 the elderly population will represent 25% of the people in Maui—one in four will be over the age of 65, one in five over 60.
- The increasing number of older adults will require a significant increase in: social services for older adults and their caregivers; home care personnel and services; medical centers; and living assistance or skilled nursing facilities. On Maui, 20% of the adults care for another kin/friend. Caregivers require extensive assistance, support and knowledge.
- 6.6% of adults in Maui over the age of thirty are grandparents of grandchildren living in their homes, exceeding the national average by 3%. Native Hawaiians are more likely to have grandchildren in the home. On Maui, this may be due to the youth of the parents and a percentage who are single mothers.
- In Maui, as in other rural areas of the State, the use of alcohol and drugs is higher among the young adult population and treatment is less available per the 2006 Department of Health Alcohol and Drug Abuse Division Household Survey.

According to Aloha United Way, the highest cost of living in the State is on Maui.

Based on the work that CFS has been doing on Maui for the past 10 years for sexual assault prevention, education and treatment, 468 children in Maui County reported sexual abuse (Maui County Children's Justice Center, 2009) from 2007 to 2010. Maui County had a 6.1% increase in rape from 2007 to 2008 and the decade trend indicates a steady upward progression (Crime in Hawaii, 2008). Shame and secrecy in a close knit community where everyone knows everyone, like Happy Valley, is often the main reason that prevents many victims from reporting sexual assault which hides the full extent of this problem.

The numbers demonstrate that there is a need to increase protective factors (parental resilience, social connections, concrete support in times of need, knowledge of parenting and child development, and social and emotional competency of children) for both the children and families within the Maui County communities. Research shows that when these factors are present, there is less likelihood that abuse or neglect will occur (Center for the Study of Social Policy, 2009).

The Neighborhood Place of Wailuku facility is situated in Happy Valley, a low-income housing complex with a large native Hawaiian population, within the larger city of Wailuku. There are few social services and charitable or educational organizations operating in this community. The housing is either subsidized housing or former sugar cane plantation shacks that have only basic amenities. One of the main thoroughfares, Lower Market Street, is filled with empty lots.

From the beginning of the 20th century through the 1940s, Wailuku was the Valley Isle's bustling center of commerce, largely due to the activities of Alexander & Baldwin. According to the Maui County current redevelopment plan, Wailuku was frequented by plantation employees and a "chop suey" of races and cultures and contained a variety of street dances, fish markets "and lots of children."

However, by 1967, the County had designated Wailuku as "blighted," and 75 percent of the buildings were considered substandard, according to the same report. According to Maui County's 2000 Wailuku Redevelopment Plan, community leaders have been trying to redevelop Wailuku town for decades, as businesses left for the new shopping centers in Kahului and as agriculture disappeared and resorts built elsewhere on the island siphoned commerce away from Wailuku, and Happy Valley, as a result. The 2009 annual unemployment rate for the island of Maui was 8.5%, compared to 6.8% in the State of Hawaii overall. In June of 2012, the rate was 7.4%, an improvement but still higher than the state overall rate.

Between 2007 and 2008, the number of cruise ship passengers arriving at Kahului Harbor declined from 496,813 to 254,862. Total per person per day spending outside of the ship amounted to \$44.97, with \$26.51 going toward on-shore tours. 2,075,800 visitors arrived by air during 2008, declining to 1,893,800 during 2009. In 2006, hotel occupancy reached 80% but declined sharply through 2008. Average daily room rates increased while revenue per room decreased through 2008. (This information is from Hawaii State Department of Business, Economic Development and Tourism, Hawaii State Department of Labor and Industrial Relations.)

Happy Valley has long held an unsafe reputation among the general populace of Maui. During 2009, a total of 586 offenses were reported within that area. Crimes against property followed by fraud, vandalism, and narcotics accounted for the highest number of offenses in the area, according to the Maui Police Department. The crime rate has

declined between 2005 and 2009 but a disproportionate amount of crime is committed in the Happy Valley neighborhood relative to the overall population of Wailuku.

According to the AOL Travel site, as written by John Corboy, a well-known travel writer, Happy Valley is summed up this way:

**“Areas to Avoid in Maui:** *A severely economically depressed area, Happy Valley is well known for its rabid illicit activities, with drug-dealing, prostitution, gang-related crimes and violent confrontations occasionally leading to deaths. Happy Valley is therefore number one on the list of areas to avoid in Maui, particularly at night.”*

For all of the above reasons, the provision of services at this site is critical to the quality of life in this community. Services are urgently needed for troubled youth, aging adults, domestic violence victims, under-employed; sexual assault education; and chronic disease education and prevention measures with a focus on diabetes are equally needed.

In recent years, there has been much renovation of this area to re-vitalize Happy Valley and Old Wailuku Town that includes upgraded lights and sidewalks, and new turning lanes and crosswalks, rain drainage and bus stops upgrades all in the effort to make the neighborhood safer and easier to get around. The plan to upgrade the current NPW facility fits in with a sense of much needed re-vitalization in this largely blue collar, working class community.

## **5. Geographic Coverage**

Although located in Wailuku, NPW is open to all families and individuals in need of support services.

## **II. SERVICE SUMMARY AND OUTCOMES**

### **1. Scope of Work, Tasks and Responsibilities**

The project consists of capital improvements to upgrade the electrical service, reslope the driveway and repair the parking area, and install air conditioning. These activities will bring the electrical service into a modern configuration, provide safety and increase the comfort of clients and staff.

For the electrical upgrade, we will utilize the services of licensed electrician working in conjunction with Maui Electric Company to change out the electrical apparatus to single phase to provide sufficient power to add air conditioning.

Several vehicles have experienced damage to the undercarriage as a result of the slope where the driveway meets the sidewalk. We would work with a civil engineer and

licensed contractor to reslope the top of the driveway to correct this problem. In addition, the parking area at the bottom of the driveway has started to deteriorate. Repair of the surface will correct pot holes.

Some of the rooms are air conditioned, but the afternoon heat has increased and is uncomfortable for meetings and work, especially in the summer. Working with a licensed contractor, installing air conditioning in the lobby and back building office would greatly enhance the comfort of staff and clients.

The project is the responsibility of Executive Vice President and Chief Operating Officer Patti Bates. The Director of Properties, Diane Reece, will oversee and manage daily activities with the Director of Facilities and Support Services, Joedee Kamakele. All have extensive experience with renovation projects.

## **2. Annual Timeline for Accomplishing the Results or Outcomes**

CFS anticipates 180-360 days to complete the proposed capital improvements.

- Complete the competitive bidding and contracting for all services and contractors by September 30, 2014;
- Complete electrical upgrade by November 30, 2014;
- Reslope the driveway and complete repairs by January 31, 2015 (weather permitting); and
- Complete air conditioning installations by February 15, 2015.

NPW has established the following outcomes:

- 90% of the families with no reports of harm during program involvement;
- 90% of the families with no reports of harm within 6 months after receiving services; and
- 80% of the families complete the goals on their individualized family service plan.

## **3. Quality Assurance and Evaluation Plan**

### **Child & Family Service – Commitment to a Responsive and Comprehensive Approach to Performance and Quality Improvement**

CFS is dedicated to providing quality services to the individuals and families served, and to be accountable to those who fund the services. CFS has well established Performance and Quality Improvement (PQI) mechanisms. PQI is an ongoing process that occurs daily as staff members strive to improve the service they provide internally and externally. On a quarterly basis the organization-wide committees meet to review aggregate data, and as programs and administrative department staff review their



outcome data, identify their strengths, discuss compliance issues and troubleshoot areas of concern.

The PQI structure is overseen by the Quality Assurance and Training Department and PQI Committee. The committee receives and evaluates reports from the PQI Subcommittees, which includes departments and programs, for significant trends, and determines whether services meet pre-determined expectations of quality and outcomes. Systematic evaluation of effectiveness and efficiency of services includes review of incident reports, client complaints and grievances, internal and external monitoring reports, client satisfaction surveys, outcomes, case record/utilization reviews, quarterly performance indicators and program accreditation support reports.

CFS Real Property, Inc. (CFSRP) has a long track record with the various counties in successful Community Development Block Grant projects for the facilities that house CFS programs. CFSRP also has experience with successful State Grant-In-Aid capital improvement projects. Through careful and thoughtful planning and execution, construction projects are completed on time and within budget. We conduct pre-job meetings with contractors and engineers to assure strong plans and communication lines. Regular site inspections are held to monitor the work as it progresses and a post job meeting is held to evaluate the work performed. Results are improved, as necessary, through follow-up with the contractors.

#### **4. Measure(s) of Effectiveness**

Measures of effectiveness for performing improvements of the Maui facility include:

- Upgrade the aged electrical system to single phase for safety.
- Improve the air conditioning to increase comfort and the satisfaction of clients and staff with the environment.
- Prevent vehicle damage.
- Complete the projects on time and within budget.

### **III. FINANCIAL**

#### **1. Budget**

The budget forms are attached to this proposal.

#### **2. Anticipated Quarterly Funding Requests for the FY 2015**

The anticipated quarterly funding for this request for FY 2015 is as follows:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
12,200	50,000	70,500	-0-	132,700

### 3. Listing of All Other Sources of Funding for FY 2015

CFSRP will utilize \$25,000 of its own funds towards this project. There are no other sources of funding available at this time.

### 4. Listing of All State and Federal Tax Credits Applied, Anticipated or Granted within the Past Three Years

Not applicable. As a nonprofit, CFS and CFSRP do not qualify nor can we utilize tax credits.

### 5. Balance of Unrestricted Current Assets as of December 31, 2013.

CFS's balance of unrestricted current assets as of December 31, 2013 is \$10,165,466.00.

## IV. EXPERIENCE AND CAPABILITY

### A. Necessary Skills and Experience

CFS and CFSRP have extensive experience with acquisition, design, renovation, and ongoing facility maintenance. CFSRP, Inc. holds title to nine properties which are operating to benefit CFS programs. CFS operates more than 37 programs in 42 locations statewide in a variety of property types. Our Facilities Department provides ongoing maintenance for single family dwellings, group homes, apartments and apartment buildings, offices, elementary school portable buildings and church outbuildings.

Four of these facilities have been acquired and/or renovated with the assistance of CDBG grants in compliance with all federal, county and state administrative rules and regulations. Our Family Center in Kapa'a on Kauai was acquired with the general assistance of a Grant-In-Aid awarded in 2001, and we were awarded a \$2.5 million dollar Grant-In-Aid to construct a new Emergency Shelter and Transitional Housing facility in 2008. Additionally, the acquisition of one facility in Kona is financed through a USDA backed, low-interest loan. Renovations have run the gamut from flooring replacement, bathroom modernization, painting, roof, plumbing and electrical repair and/or replacement and fence installation to many types of ADA compliance renovations and expansion to create additional bedrooms for clients in domestic abuse shelters.

Since 1899, CFS has dedicated its efforts to its mission of "**Strengthening families and fostering the healthy development of children**". CFS offers an integrated and comprehensive human service and behavioral health care delivery system throughout the State. It provides a large array of clinical and non-clinical services that address

serious social problems impacting our community. CFS is known in the community for its willingness to work with hard to engage clients and families facing a multitude of difficult problems. As client populations present with increasingly complex problems and situations, CFS staff consistently strives to provide services based on the latest research on service models to address the changing needs of the community.

CFS demonstrates its commitment to service excellence and quality care through the provision of services that are responsive, effective and efficient. CFS establishes goals to achieve service excellence through its strategic planning process. This process involves all levels of the organization, including clients, community stakeholders, direct service staff, management and the Board of Directors.

The administrative management and service delivery systems of CFS emphasize service excellence. The following components are woven into the day to day practices of the organization:

- Cultural competence – services are delivered with the recognition of the diverse cultural heritage across our community and within our families. Providers represent the communities which they serve whenever possible.
- Person and family centered approach – the types and combinations of services are determined by the needs of the individual and family. Services build on the strengths and natural resources of the client. Individuals and families have easy access to all services, participate in planning of their services, and provide ongoing feedback on their satisfaction.
- Community and stakeholder partnerships – maintaining a strong network of partners and relationships builds approaches for individuals and families that are more comprehensive, coordinated, effective and responsive.
- Positive client outcomes – achieving projected outcomes for persons served is the foundation of service delivery. Mechanisms are in place to measure outcomes, evaluate progress, and implement changes to attain program effectiveness.
- Commitment to learning – development of a broader range of skills and knowledge for an increasingly complex society is critical to meet with the emerging needs of families. CFS has a responsibility to its staff members, as well as to the community, to provide ongoing training and education.
- Quality monitoring – service provision is monitored for quality through multiple mechanisms including program accreditation support visits, clinical coordinator monitoring and support, and numerous organization continuous quality improvement mechanisms.
- Employee excellence – in order to become the “Provider of Choice,” CFS needs to be an “Employer of Choice”. CFS is dedicated to implementing strategies to attract and retain “the best and the brightest” employees.
- Coordination of care – effective coordination is the key to meeting the needs of individuals and families, requiring assessment and development of strategies that effectively engage relevant areas of an individual’s or family’s life.

According to CFS Director of Maui County Programs, Nicole Hokoana, "The Happy Valley neighborhood is in dire need of education and prevention. I envision health/nutrition classes, anger management/anger transformation (men's/women's groups), empowerment groups for our domestic violence survivors, substance abuse groups and parenting. We may also have a daily men's support group for former inmates."

CFS is also developing the concept of family community centers throughout the State, based on two successful centers operating on Kauai. A central component of this concept is a Community Closet, which brings people in for basic goods and, hopefully, for services. A Community Closet has existed in the CFS Kahului office and will be moved to this location. Food, clothing and necessities (including diapers) for families in need are provided, with no questions asked or judgments given. However, a Community Closet does serve as a magnet for hard-to-reach families who are in need. If they come into the Closet, they have access to education, referrals and applications for other available services that they might otherwise not be aware of or not utilizing. The Community Closet is estimated to bring in at least 150 families per year.

## **B. Facilities**

CFS maintains 42 facilities throughout the State which are equipped and appropriately furnished to deliver the full range of services.

- Headquarters: The corporate office is located at 91-1841 Fort Weaver Road, Ewa Beach, Hawaii. CFS maintains 41 other sites throughout the State, on the islands of Hawaii, Kauai, Maui, Molokai, and Oahu.
- ADA Accessibility: Most of the sites meet accessibility requirements of the Americans with Disabilities Act (ADA). While CFS is in the process of ensuring that its sites are accessible, alternative arrangements are provided for those for whom it is needed.

The Neighborhood Place of Wailuku is located at 392 North Market Street in Wailuku and serves families from all Maui communities. Home visits and transportation are offered at the site to make it possible for families to easily access services.

This facility consists of two buildings that were constructed in 1951. The front building is a single story with a sizeable, welcoming entrance, staff cubicles and offices, and a large meeting room with video teleconferencing capabilities. The back building is two stories and was formerly a residence. It has been transformed downstairs into a child playroom and one group meeting room, and upstairs there is a staff office with cubicles, a kitchen and three counseling rooms.

## V. PERSONNEL: PROJECT ORGANIZATION AND STAFFING

### A. Proposed Staffing, Staff Qualifications, Supervision and Training

CFSRP has a history of success with acquisition and renovations. Staffing for this capital improvement plan is comprised of an experienced team. The Executive Vice President and Chief Operating Officer is Patti Bates, who holds a Master's Degree in Social Work from the University of Denver. Ms. Bates has been employed with CFS for 20 years. Bates will provide project oversight and has management experience as well as experience with acquisition and renovation of projects.

The Director of Properties, Diane Reece, is a Certified Property Manager with over 18 years experience in the field of residential management including administration, construction, maintenance and repair of physical assets, fiscal management, insurance and legal issues. Ms. Reece will provide direct facilitation of the construction management of the repairs and renovation. In her 7 years with Child & Family Service, Reece has facilitated three acquisitions and more than 15 construction projects.

The Director of Facilities and Support Services, Joedee Kamakele, manages maintenance of facilities owned, managed and rented by CFS. Ms. Kamakele has been with CFS for 11 years and would work in coordination with Ms. Reece on the construction project.

### B. Organization Chart

The CFS organizational chart is attached.

### C. Compensation

CFSRP has no employees. The Directors and Officers on both Boards serve without compensation. The annual salaries paid by CFS to the three highest paid employees are:

Employee	Position	Salary
██████████	President & CEO	\$191,791.44
██████████	Executive VP & COO	\$130,041.60
██████████	Executive Vice President	\$115,408.08

## VI. OTHER

### A. Litigation

Neither CFS nor CFSRP have any pending litigation.

## **B. Licensure or Accreditation**

The Council on Accreditation (COA) has accredited CFS since 1980. As a member of COA, CFS maintains the highest standards in organization management and program delivery. CFS has also been a member of the Alliance for Children and Families, a national standard-setting organization, since 1986. Because of its accreditation status and membership in national organizations, CFS has access to current research and best practice models. See attached Accreditation Letter.

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2014 to June 30, 2015)

Applicant: Child & Family Service

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested</b> (a)	(b)	(c)	(d)
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>	<b>132,700</b>			
<b>TOTAL (A+B+C+D+E)</b>				
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	132,700	Diane Reece 808-681-1410		
(b)		Name (Please type or print) Phone		
(c)		[Redacted Signature]		
(d)				
<b>TOTAL BUDGET</b>	<b>132,700</b>	Patti Bates, Executive Vice President & Chief Operation Officer		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Child & Family Service

Period: July 1, 2014 to June 30, 2015

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Not applicable				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				\$ -
<b>JUSTIFICATION/COMMENTS:</b>				



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Child & Family Service

Period: July 1, 2014 to June 30, 2015

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

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Child & Family Service

Period: July 1, 2014 to June 30, 2015

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2012-2013	FY: 2013-2014	FY:2014-2015	FY:2014-2015	FY:2015-2016	FY:2016-2017
PLANS			5,000			
LAND ACQUISITION						
DESIGN			7,200			
CONSTRUCTION			120,500			
EQUIPMENT						
<b>TOTAL:</b>			<b>132,700</b>			
<b>JUSTIFICATION/COMMENTS:</b> Plans include						

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS AND SUBSIDIES 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 and subsidies 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 or subsidy 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 or subsidy 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 or subsidy.
- 2) 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 or subsidy is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, 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.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants or subsidies used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

Child & Family Service  
(Typed Name of Individual or Organization)



(Signature)

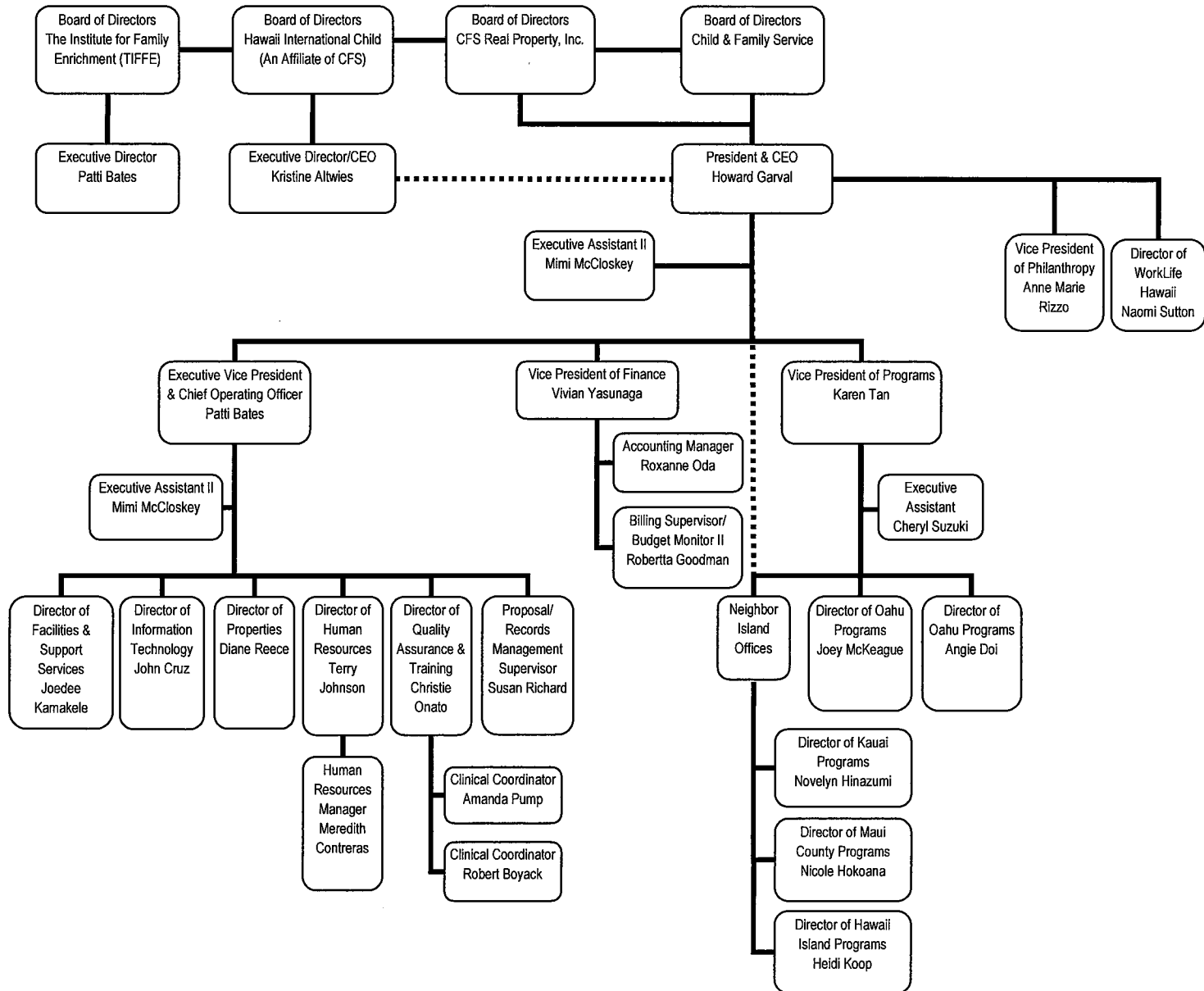
1/28/14

(Date)

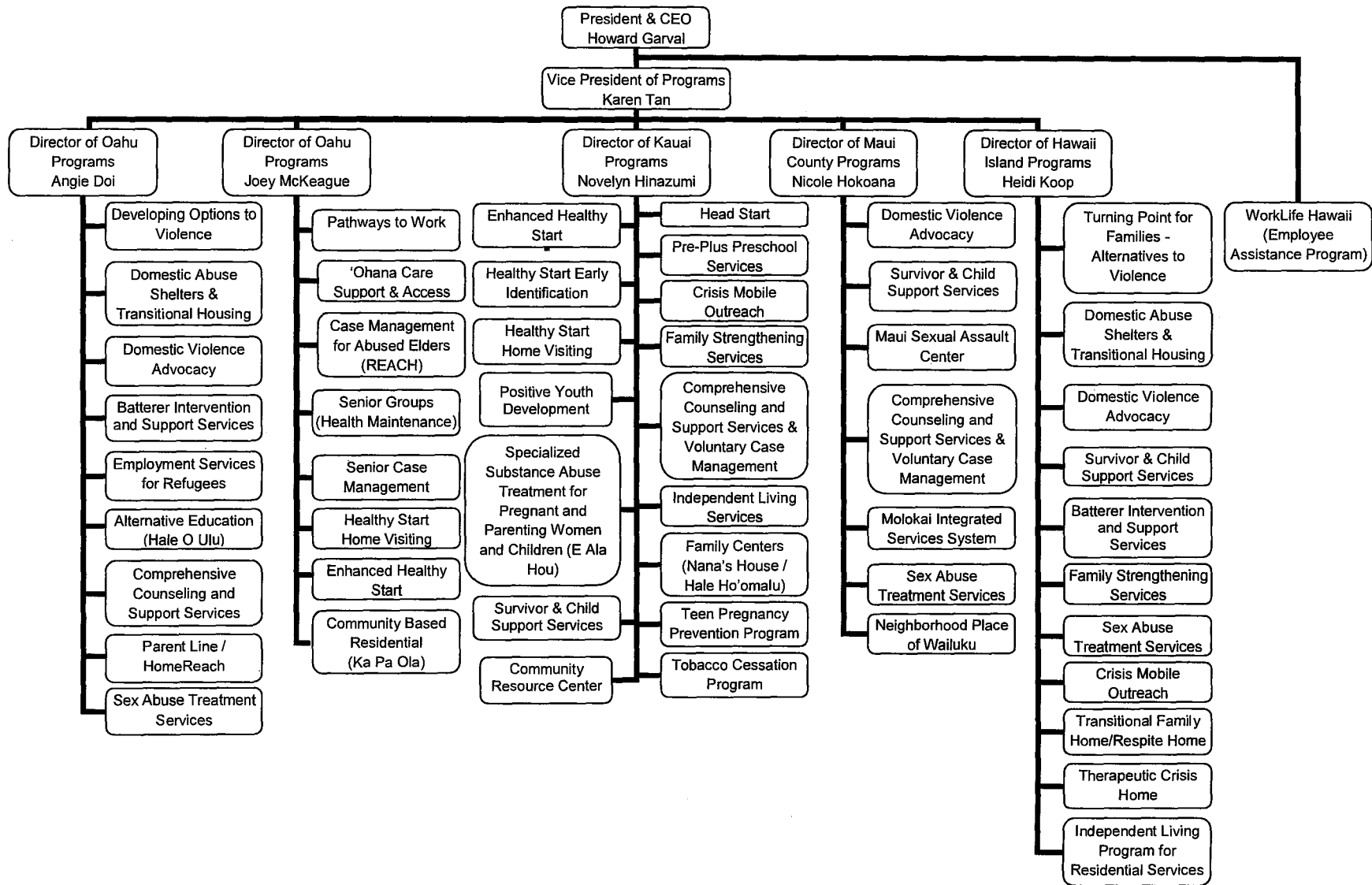
Patti Bates  
(Typed Name)

Executive Vice President & COO  
(Title)

# Child & Family Service Organization Chart



# Child & Family Service Organization Chart



**Subject:**

FW: COA Email Notification of Accreditation - Org ID# 295

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From: Marissa Kirshenbaum [mailto:mkirshenbaum@coanet.org]



10/18/2013

Howard Garval  
President and CEO  
Child & Family Service

Dear Mr. Garval:

On behalf of the Council on Accreditation (COA), I am delighted to inform you that Child & Family Service has been reaccredited. In addition, Child & Family Service was expedited through the Pre-Commission Review Report (PCR) process as a result of not receiving any out of compliance ratings in any of the fundamental practice standards. Congratulations on this amazing achievement.

Because Child & Family Service was expedited, you will not be receiving a PCR. As a next step, I would like to encourage you to share this wonderful accomplishment with your staff, board of trustees, funders, regulatory bodies and all of your other stakeholders.

In four weeks, you will be receiving your formal reaccreditation notification letter, Final Accreditation Report, and an accreditation plaque. We encourage you to display this plaque in an accessible public space where staff and clients can easily take notice and feel confident and proud to be part of Child & Family Service. In addition, you will receive a web link that will enable access to COA's Post Accreditation Outreach (PAO) Plan and Tool Kit. The PAO Plan and Tool Kit will help you maximize the value of your COA accreditation to internal and external stakeholders.

As a next step and in order to ensure accuracy of information in all of your accreditation materials including, but not limited to, the Final Accreditation Report, please go

to [http://coa.formassembly.com/231879?tfa\\_12=0015000000LJJo3&tfa\\_25=a0r500000097PLJ](http://coa.formassembly.com/231879?tfa_12=0015000000LJJo3&tfa_25=a0r500000097PLJ) within the next five (5) business days to review and confirm all of your organization/program's contact information.

Please note that if we do not receive your confirmation or revisions within the provided time window, COA will create all of your accreditation materials with the information contained in the link.

COA's program of quality improvement is designed to identify providers that have met high performance standards and have made a commitment to their stakeholders to deliver the very best quality services. COA is proud to recognize Child & Family Service as one of these outstanding providers, and we wish you the very best in your continuing work with the individuals you serve.

On behalf of the COA staff and board of trustees, congratulations again on your achievement.

Sincerely,



Richard Klarberg

President & CEO

**Council on Accreditation**  
**45 Broadway, 29th Floor, New York, NY 10006**  
**[www.coanet.org](http://www.coanet.org) | (212) 797-9000**



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**Richard Klarberg**  
President & Chief Executive Officer

**Timothy F. Noelker**  
Chair, Board of Trustees

**Sponsoring Organizations**

- Alliance for Children and Families
- Association of Jewish Family and Children's Agencies
- Catholic Charities USA
- Children's Home Society of America
- Child Welfare League of America
- Foster Family-based Treatment Association
- Joint Council on International Children's Services
- Lutheran Services in America
- National Council For Adoption
- National Foundation for Credit Counseling
- National Network for Youth
- National Organization of State Associations for Children
- Volunteers of America

**Council on Accreditation**

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212.797.3000  
Fax 212.797.1428

[www.COAnet.org](http://www.COAnet.org)  
[www.COASTandards.org](http://www.COASTandards.org)  
[www.COACanadastandards.org](http://www.COACanadastandards.org)  
[www.COAafterschool.org](http://www.COAafterschool.org)

November 6, 2013

Howard Garval  
President and CEO  
Child & Family Service

Dear Mr. Garval:

Greetings! Congratulations on your organization's achievement of reaccreditation through the Council on Accreditation (COA). As part of COA's celebration of this wonderful milestone, you will be receiving your organization's complimentary accreditation plaque within two to three weeks. In addition, enclosed please find a packet containing your two complimentary certificates, COA decals and a logo sheet.

Howard, I have also taken the liberty of enclosing a reorder form, if you would like to order additional plaques, certificates, decals and/or logo sheets.

Please feel free to contact me either by email at [htorres@coanet.org](mailto:htorres@coanet.org) or by telephone at 212.797.3000, extension 250, if you have any questions.

Again, congratulations!

Sincerely,

Helen Torres  
Client Relations Associate

Enclosure





CREDIBILITY • INTEGRITY • ACHIEVEMENT

## COUNCIL ON ACCREDITATION

*Attests That*

**Child & Family Service  
Ewa Beach, HI**

*Is*

**ACCREDITED**

**Achieving the Highest Standards of Professional Practice for the Services It Provides**

**Accredited Through**

**12/31/2017**