



## Application Submittal Checklist

*The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.*

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
  - a) Budget request by source of funds ([Link](#))
  - b) Personnel salaries and wages ([Link](#))
  - c) Equipment and motor vehicles ([Link](#))
  - d) Capital project details ([Link](#))
  - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing

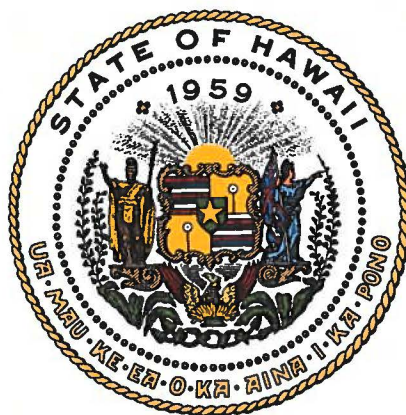
  
AUTHORIZED SIGNATURE

VIVIAN YASUNAGA, EXECUTIVE VP & CFO

PRINT NAME AND TITLE

01/16/2020

DATE



## Department of Commerce and Consumer Affairs

### CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

CFS REAL PROPERTY, INC.

was incorporated under the laws of Hawaii on 03/18/1996 ; 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 07, 2020

Director of Commerce and Consumer Affairs

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAI'I 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, Hawai'i 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, Hawai'i 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.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i 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, Hawai'i 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.

CFS Real Property, Inc.  
\_\_\_\_\_  
(Typed Name of Individual or Organization)

 1/16/2020  
\_\_\_\_\_  
(Signature) (Date)

Vivian Yasunaga Executive Vice President & Chief Financial Officer  
\_\_\_\_\_  
(Typed Name) (Title)



**PUBLIC PURPOSE  
PURSUANT TO SECTION 42F-102,  
HAWAII REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The name of the requesting organization or individual:

CFS Real Property, Inc.  
91-1841 Ft. Weaver Rd., Ste. 300, Ewa Beach 96706

Project location: Kahala House, 91-1841 Ft. Weaver Rd., Ewa Beach 96706

- 2) The public purpose for the grant:

**Grant-in-Aid** request is for the **design** and permitting of a facility renovation to permanently house Child & Family Service's Residential Crisis Stabilization Program, which **equitably serves** its youth participants and their families regardless of race, gender identification or socioeconomic factor.

The Program provides a **public benefit** to **Hawaii youth and their families** as services are available to all eligible youth within the State. Youth that participate in the Program are not able to live at home due to behavioral challenges and are in custody of the State or a guardian. The Program provides a safe living environment, counseling and supportive services with the goal of stabilizing and successfully returning youth participants to a permanent home with their family or guardian. Program funding, eligibility determination and referrals are provided by the State's Department of Health.

The Residential Crisis Stabilization Program is operated by Child & Family Service, a Hawaii nonprofit, through a contractual agreement with the State Department of Health. CFS Real Property, Inc., a Hawaii nonprofit, owns the land and the facility. Child & Family Service is the sole member of CFS Real Property, Inc.

- 3) The services to be supported by the grant:

Design and permitting of a facility renovation to permanently house the Residential Crisis Stabilization Program. The Program provides short-term residential placement for youth. The Program supports the following services to eligible youth referred to the Program from within the State:

- Short-term placement for up to eight youth age 6 to 18 years of age in a safe, therapeutic and engaging environment supported by **trauma-informed** integrated services;
- Life skills learning, academics, vocational rehabilitation, medication management; and
- Comprehensive **counseling for youth** in residence **and their families** to address and support youth participants' mental and/or behavioral health needs.

- 4) The target group:


Grant-in-Aid will benefit youth between the ages of 6 through 18 that are not able to live at home due to behavioral challenges and are in custody of the State or a guardian. The Program provides a safe living environment, counseling and supportive trauma-informed services with the goal of stabilizing and successfully returning youth participants to a permanent home with their family or guardian.

- 5) The cost of the grant and the budget:

Grant-in-Aid request is \$100,000.00 for the design and permitting of a facility renovation to permanently house the Residential Crisis Stabilization Program, which is operated by Child & Family Service through a contractual agreement with the State Department of Health. CFS Real Property, Inc. will complete the renovation project following design completion. Renovation costs will be funded by private sources including private foundations, individual and corporate donors, and construction loans up to \$1M.

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

CFS Real Property, Inc.  
\_\_\_\_\_  
(Typed Name of Individual or Organization)

 \_\_\_\_\_  
(Signature) 1/16/2020  
(Date)

Vivian Yasunaga \_\_\_\_\_  
(Typed Name) Executive Vice President & Chief Financial Officer  
(Title)

## Application for Grants

*If any item is not applicable to the request, the applicant should enter "not applicable".*

### **I. Certification – Please attach immediately after cover page**

#### **1. Certificate of Good Standing (If the Applicant is an Organization)**

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2019.

#### **2. Declaration Statement**

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes. ([Link](#))

#### **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. ([Link](#))

### **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;

**CFS Real Property, Inc. (CFSRP)** is a nonprofit organization organized in the State of Hawaii to purchase, hold and develop real property for charitable purposes in support of **Child & Family Service**. Child & Family Service is a nonprofit organization organized in the State of Hawaii to provide human services and advocacy for children and families in need in the State. Child & Family Service is the sole member of CFSRP.

Child & Family Service's mission of "strengthening families and fostering the healthy development of children" is fulfilled through comprehensive and **trauma-informed services** including residential care, alternative education, substance abuse prevention and treatment, case management, prevention and treatment of child abuse, behavioral and mental health counseling services, housing and supportive services for victims of domestic violence, and other critical services.

Services are provided in homes and temporary shelters, in schools and in the community.

The **Residential Crisis Stabilization Program** is a trauma-informed, therapeutic, temporary residential placement program for youth with behavioral and/or mental health challenges. The Program provides integrated and specialized services to youth participants and their families to stabilize and successfully return to a permanent home with their family or guardian. The Program is operated by Child & Family Service through a contractual agreement with the State Department of Health.

2. The goals and objectives related to the request;

Purpose of the **Grant-in-Aid** request is to design and permit a facility renovation to permanently house the Residential Crisis Stabilization Program. The facility is located in Ewa Beach, Oahu. CFS Real Property, Inc. owns the facility and commits to design a facility renovation to meet programmatic requirements which include:

1. Safe housing for up to 8 youth participants 24/7 and a welcoming space for youth intake;
2. Private counseling space to support individual and family therapy while youth are in residence;
3. Secure and private outdoor environments that support a therapeutic environment for youth participants; and
4. Comply with all local, State, and federal rules, regulations and licensing requirements.

3. The public purpose and need to be served;

**Grant-in-Aid** request is for the design and permitting of a facility renovation to permanently house Child & Family Service's Residential Crisis Stabilization Program, which **equitably serves** its youth participants and their families regardless of race, gender identification or socioeconomic factor.

The Program provides a **public benefit to Hawaii youth and their families** as services are available to all eligible youth within the State. Youth that participate in the Program are not able to live at home due to behavioral challenges and are in custody of the State or a guardian. The Program provides a safe living environment, counseling and supportive services with the goal of stabilizing and successfully returning youth participants to a permanent home with their family or guardian. Program funding, eligibility determination and referrals are provided by the State's Department of Health.

4. Describe the target population to be served.



Youth ages 6 through 18 referred to the Program are not able to live at home due to problematic behavior that is beyond the family's current ability to manage, are in State custody due to abuse or neglect, and Child Welfare Services is unable to place the youth in a shelter program or resources home due to concerns managing the youth's problematic behavior.

5. Describe the geographic coverage.

The **statewide Program welcomes eligible Hawaii youth**. Youth are referred to the program on Oahu from any island. As appropriate, Child & Family Service works with the Program's treatment team to coordinate family visits and ensure youth maintain healthy connections with their loved ones that reside on neighbor islands.

### **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;

CFS Real Property, Inc. owns the land and facility that will permanently house the Residential Crisis Stabilization Program. The **project scope is to design, cost estimate and permit facility renovations**.

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

Upon award of Grant-in-Aid, CFS Real Property Inc. will engage architectural and engineering firms to design and permit the facility renovation to meet programmatic requirements. CFSRP anticipates 180 days for completion of project design and submittal of permit applications.

CFS Real Property, Inc. will complete the renovation project following design completion and permit approvals. Future renovation costs will be funded by private sources including private foundations, individual and corporate donors, and construction loans up to \$1M. Project design and permitting is a critical first step towards securing private funding to complete the planned renovations.

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

CFS Real Property, Inc. will engage professional architectural and engineering services to design the facility renovation and submit permit applications. The

organization's Director of Facilities and Safety and its Properties and Planning Manager will oversee the project and ensure milestones and goals are met within the identified timeline.

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 organization will report program measures via completion of project design, cost estimate and submittal of permit applications.

#### **IV. Financial**

##### **Budget**

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

Please see attached budget forms

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2021.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$60,000	\$40,000			\$100,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2021.

Grant-in-Aid award will fully support project design, cost estimate and permitting. CFS Real Property, Inc. will subsequently complete the renovation project with private funding and loans.

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.

CFS Real Property, Inc. has not received nor applied for any State or Federal tax credits within the prior three years. The organization does not anticipate applying for any credits.

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 2021 for program funding.

No Federal, State, or County contracts or grants for this project currently exist.

6. Unrestricted net assets at 6/30/19, audited: \$16,891,293.00.

## **V. Experience and Capability**

### **1. Necessary Skills and Experience**

**Experience with facility renovation and maintenance:** CFS Real Property, Inc. has extensive experience with acquisition, design, renovation, and ongoing facility maintenance. The organization holds title to nine properties in the State and maintains 34 locations in a variety of property types on the islands of O`ahu, Kaua`i, Maui, Moloka`i, and Hawai`i Island. The Facilities and Safety Department provides renovation project management and ongoing maintenance for a variety of property types, including residential facilities (e.g. single-family dwellings, group homes, apartments), offices, public schools, portable buildings and church outbuildings. Renovations include roof and flooring replacement, bathroom and kitchen modernization, interior and exterior painting, plumbing and electrical repair, fence installation and replacement, and various projects to comply with ADA standards.

**Experience with public award management and compliance:** Four of the organization's owned facilities were acquired and/or renovated with the assistance of public funds in compliance with all federal, State and county rules, regulations and contract requirements. In the past three years, CFS Real Property, Inc. was awarded four federal awards for facility renovation and facility parking lot construction. .

### **Skills and Experience of Staff**

Management services for CFS Real Property, Inc. are provided by Child & Family Service staff:

Director of Facilities and Safety, Carlos Rowe will manage the project. Carlos is a prior Marine Corps Officer and Executive Director of USO Hawaii, a military nonprofit organization. Mr. Rowe has over 25 years of experience in the field of operations management including administration, military construction, maintenance and repair of physical assets, fiscal management, and logistics. Mr. Rowe has been with Child & Family Service for 3 years.

Properties and Planning Manager, Tammie Omoto will assist Mr. Rowe in managing the project. Ms. Omoto has over 20 years of experience in the commercial real estate, legal and healthcare industries. As the Properties and Planning Manager, Tammie manages

real estate and other asset matters, such as acquisitions, leases, and improvement project planning and execution, among other key compliance, risk management/insurance, and strategic priorities for the organization.

Executive Vice President and Chief Financial Officer, Vivian Yasunaga, will monitor project funding and approve disbursements.

## **2. Facilities**

CFS Real Property, Inc. is located at 91-1841 Fort Weaver Road, Suite 300, Ewa Beach, Hawaii 96706. The Facilities and Safety Department maintains and renovates all owned and leased facilities totaling 34 sites across the State of Hawaii.

The project location is 91-1841 Fort Weaver Road, Ewa Beach.

## **VI. Personnel: Project Organization and Staffing**

### **1. Proposed Staffing, Staff Qualifications, Supervision and Training**

Staffing for this capital improvement project is comprised of an experienced team.

As the Director of Facilities and Safety, Carlos Rowe is primarily responsible for the physical, fiscal and administrative management of CFS Real Property Inc. owned facilities and vehicles, in coordination with the Properties and Planning Manager. This encompasses design and bid solicitation for special projects, renovation planning, the annual operating budget, a rolling 20-year capital improvement plan, grant identification and development, and Community Development Block Grant proposals, project management, and reporting. Mr. Rowe is assisted in these duties by additional staff along with engineering and architectural professionals.

Vivian Yasunaga, Executive Vice President and Chief Financial Officer, is responsible for the overall design, implementation and evaluation of the organization's financial systems and reporting. Ms. Yasunaga advises the Board of Directors, President & CEO and staff regarding financial matters and provides supervisory and technical support to finance staff. Ms. Yasunaga maintains financial oversight of all grants, contracts and capital improvement projects.

Chief Program Officer, Joey Keahiolalo, will advise on facility design to meet the needs of the Program.

### **2. Organization Chart**

The statewide organization chart for CFS Real Property, Inc is attached to this proposal.



### **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.

## **VII. Other**

### **1. Litigation**

Neither Child & Family Service nor CFS Real Property, Inc is involved in any pending or current litigation.

### **2. Licensure or Accreditation**

Child & Family Service is accredited by the Council on Accreditation (COA) and as an accredited organization, maintains the highest standards in organization management and program delivery.

### **3. Private Educational Institutions**

Not Applicable.

### **4. Future Sustainability Plan**

CFS Real Property, Inc. maintains a rolling 20-year capital improvement plan for each of its properties. CFS Real Property, Inc. was formed in 1996 to purchase and hold real property for the benefit of Child & Family Service. Building operating and maintenance expenses are met through lease agreements. Public benefit renovation projects are assisted with public awards.

Upon award of Grant-in-Aid, CFS Real Property Inc. will design and permit the facility renovation to meet programmatic requirements. CFS Real Property, Inc. will complete the renovation project upon approval of permits. The renovation will be funded by private sources including private foundations, individual and corporate donors, and construction loans up to \$1M. Project design and permitting is a critical first step towards securing private funding to complete the planned renovations.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: CFS Real Property, Inc.

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (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				
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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>\$100,000.00</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>\$100,000.00</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	\$100,000.00	Carlos Rowe (808) 440-8343		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		1/16/2020		
(d) Total Private/Other Funds Requested		Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	<b>\$100,000.00</b>	Vivian Yasunaga, Executive VP & CFO		
		Name and Title (Please type or print)		



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: CFS Real Property, Inc.

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

Period: July 1, 2020 to June 30, 2021

Applicant: CFS Real Property, Inc.

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: 2018-2019	FY: 2019-2020	FY:2020-2021	FY:2020-2021	FY:2021-2022	FY:2022-2023
PLANS						
LAND ACQUISITION						
DESIGN			100000			
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>			<b>100,000</b>			
<b>JUSTIFICATION/COMMENTS:</b> CFS Real Property, Inc. will complete the renovation project following design completion and permit approvals. Future renovation costs will be funded by private sources including private foundations, individual and corporate donors, and construction loans.						

**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

Applicant: CFS Real Property, Inc.

Contracts Total: 854,155

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)</b>	<b>CONTRACT VALUE</b>
1	West Hawaii Domestic Abuse Shelter - Renovations Project (CDBG)	11/04/19 - 6/30/2020	U.S. HUD	County of Hawaii	195,250
2	Hale Ohana Domestice Abuse Shelter - Renovations Project (CDBG)	11/12/19 - 7/31/2020	U.S. HUD	County of Hawaii	280,500
3	Kauai Family Center Parking Lot Accessibility Project (CDBG)	7/1/2019 - 6/30/2021	U.S. HUD	Kauai County Housing Agency	100,000
4	West Hawaii Domestic Abuse Shelter - Renovations Project (CDBG)	11/30/2017 - 05/30/2018	U.S. HUD	County of Hawaii	278,405
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**CFS Real Property Inc.  
Organization Chart  
Effective January 2020**

