

## 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

*Karen Tan*

AUTHORIZED SIGNATURE

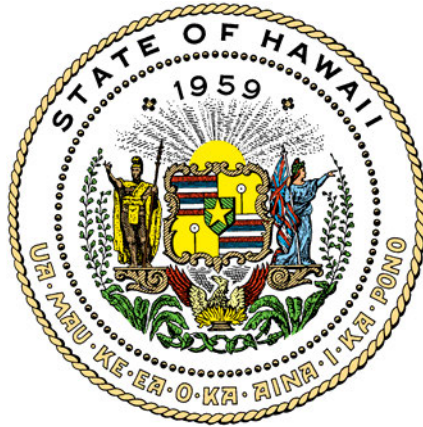
KAREN TAN, PRESIDENT & CEO

PRINT NAME AND TITLE

1/19/2022

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: December 20, 2021

Director of Commerce and Consumer Affairs



**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 \$125,000.00 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 \$2M.

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)

*Karen Tan* 1/19/2022  
\_\_\_\_\_  
(Signature) (Date)

Karen Tan President & CEO  
\_\_\_\_\_  
(Typed Name) (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, 2021.

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

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

#### **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](#).

### **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 and Family Service**. Child and 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 and Family Service is the sole member of CFSRP.

Child and 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 your participants and their families to stabilize and successfully return to a permanent home with their family or guardian. The Program is operated by Child and Family Service through a contractual agreement with the State Department of Health.

2. The goals and objectives related to the request;

The purpose of this **Grant-in-Aid** request is to secure funds to design and permit for a much-needed renovation of a preexisting facility on the Child & Family Service campus. This project would result in a permanent location for the CFS Crisis Stabilization Program. CFS Real Property, Inc. currently owns the facility/home that is in need of renovation. Once design and permitting is completed, CFS Real Property, Inc. is committed to renovating the facility for the eventual use of:

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. Services that comply with all local, State, and federal rules, regulations, and licensing requirements.

3. The public purpose and need to be served;

This **Grant-in-Aid** request is for the design and permitting only. Currently, the program in need of this facility is located in a residential community that is not conducive of healing for youth/children in crisis. By renovating this facility, the program will be able to provide a Trauma Informed environment for youth. CFS Real Property, Inc. is committed to the renovations after the design and permitting is complete. This includes utilizing private foundations and donors to support the renovations.

The Residential Crisis Stabilization program provides a **public benefit to Hawaii youth and their families** as services are available to all eligible youth within the State. For example, suicidal youth, who might otherwise have to stay in an Emergency Department, are provided with a homelike atmosphere while they receive crisis services. Youth that participate in the Program are not able to live at home due to behavioral challenges. The Program provides a safe living environment, counseling, and supportive services with the goal of stabilizing and successfully returning youth 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 and 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 provide permit set of plans for the facility renovation project**.

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. The scope of work to include without limitation, any and all coordination, application preparation and/or approvals/authorizations required by appropriate utility companies and/or governmental/regulatory entities in connection with the same, and any and all related filing fees, costs, and expenses. CFSRP anticipates one year for completion of project design and submittal of permit application; which includes 60 days for bidding and award process, 90 days to identify programmatic requirements, 90 days for the design phase, 90 to identify

construction materials and finalize design, and 30 days to prepare and finalize permit submittals.

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 government funding (if available), and construction loans up to \$2M. Project design and permitting is a critical first step towards securing additional 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 will oversee the project and ensure milestones and goals are met within the identified timeline for design and permitting phase of the project as outlined in the design and permit process.

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 utilize its procurement process to ensure that CFSRP uses qualified vendors that provide quality services. CFSRP will evaluate the program measures via timeliness completion of project design, construction cost estimates and timeliness of the submittal of permit application.

## **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 2023.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$50,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$125,000.00

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2023.

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 2023 for program funding.

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

6. Unrestricted net assets at 6/30/2021, audited: \$18,054,043.00.

## **V. Experience and Capability**

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

**Experience with facility renovation and maintenance:** CFS Real Property, Inc. has been in existence for 26 years. Over this time, CFS Real Property, Inc. has had 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 six federal awards for facility renovation and facility parking lot construction. Our Hilo Shelter received two Community Based Block Grants (CDBG) in FY 2019 and FY 2021 to renovate and revitalize the shelter in the amounts of \$280,500 and \$225,760, respectively. Our Kona Shelter received two CDBG awards in FY 2019 and FY 2021 to renovate and revitalize the shelter in the amounts of \$195,250 and \$157,225, respectively. Our Hale Ho'omalua facility supports family programs, services and community activities that directly benefit low- to moderate-income individuals, households, and families received two CDBG awards to design and build an ADA accessible parking area and to rehabilitate and make the facility ADA compliant in the amounts of \$110,000 and \$230,545 for the FY 2019 and FY 2021, respectively.

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

Management services for CFS Real Property, Inc. are provided by Child and Family Service staff. The current Director of Facilities and Safety, Tim Wong will manage the project. Tim Wong has over 30 years of experience in financial management, accounting, and construction. He has spent the past 15 years overseeing a variety of construction projects and managing buildings operations. The City & County of Honolulu appointed Mr. Wong to the Oahu Workforce Development Board (OWDB). The OWDB collaborates with industry leaders and government to help Oahu's business grow, train, and sustain a globally competitive workforce. Mr. Wong is a former Scout Master with the Boy Scouts of American and is a Certified Public Accountant and Real Property Administrator.

## **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, HI.

## **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, Tim Wong 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 reporting. Mr. Wong is assisted in these duties by additional staff along with engineering and architectural professionals.

Acting Chief Program Officer, Amanda Pump, will advise on facility design to ensure the architectural plans are trauma-informed and clinically appropriate.

**2. Organization Chart**

The 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.

Position Title	Reportable Compensation from CFS Real Property, Inc.
President & CEO	\$250,000-280,000 (compensation paid by CFS)
Chief Advancement Officer	\$150,000-160,000 (compensation paid by CFS)

Compensation of officers not made by CFS Real Property, Inc. **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 and Family Service**. Child and 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 and Family Service is the sole member of CFSRP.

**VII. Other**

**1. Litigation**

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

**2. Licensure or Accreditation**

CFS Real Property Inc is not accredited directly however, Child and 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**

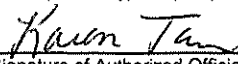
CFS Real Property, Inc. maintains a rolling 20-year capital improvement plan for each of its properties. CFS Real Property, Inc. was formed in 1996 to purchase and hold real property for the benefit of Child and Family Service. Building operating and maintenance expenses are met through lease agreements. 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, government funding (if available) and construction loans up to \$2M. 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, 2022 to June 30, 2023

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)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
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				
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19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	125,000			
<b>TOTAL (A+B+C+D+E)</b>	<b>125,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	125,000	Tim Wong	808 440-8343	
(b) Total Federal Funds Requested		Name (Please type or print)		Phone
(c) Total County Funds Requested			1/19/2022	
(d) Total Private/Other Funds Requested		Signature of Authorized Official		Date
<b>TOTAL BUDGET</b>	<b>125,000</b>	Karen Tan, President & CEO		
		Name and Title (Please type or print)		





## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

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, 2022 to June 30, 2023

Applicant: CFS Real Property, 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: 2020-2021	FY: 2021-2022	FY:2022-2023	FY:2022-2023	FY:2023-2024	FY:2024-2025
PLANS						
LAND ACQUISITION						
DESIGN			125,000			
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>			125,000			
<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: -

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)</b>	<b>CONTRACT VALUE</b>
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**CFS Real Property Inc.  
Organization Chart  
Effective January 2022**

