

Application Submittal Checklist

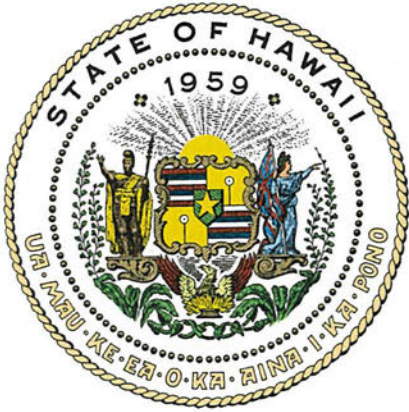
The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 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

KAREN TAN, PRESIDENT & CEO
PRINT NAME AND TITLE

01/20/2023
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 19, 2023

Director of Commerce and Consumer Affairs

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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided; and
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

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

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

 01/20/2023
(Signature) (Date)

Karen Tan President & CEO
(Typed Name) (Title)

**PUBLIC PURPOSE
PURSUANT TO SECTION 42F-102,
HAWAII REVISIED 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: House of Hope, Domestic Abuse Shelter, Confidential Location, Leeward Oahu

- 2) The public purpose for the grant:

Grant-in-Aid request is for a facility renovation to Child & Family Service’s House of Hope, Domestic Abuse Shelter, which **equitably serves** survivors of domestic abuse and their children/families regardless of race, gender identification or socioeconomic factor. The Program provides a **public benefit** to **Hawaii’s adult survivors of domestic violence or intimate partner violence with or without children, who are currently being physically or emotionally abused, or are in imminent danger of abuse and require emergency shelter to ensure their safety.**

The Program provides survivors basic needs that include a warm bed, hot shower, food, clothing, toiletries, and children’s items such as diapers, wipes, clothing, and a playpen for safe sleep. In addition, safety planning, individual therapeutic services, advocacy, group services, mother-child attachment, and family activities. The family is wrapped in the services they need to provide a nurturing permanent home for themselves and their children and conquer self-sufficiency away from their abuser.

The Domestic Abuse Shelter Program is operated by Child & Family Service, a Hawaii nonprofit with its primary source of funding provided through a contractual agreement with the Department of Human Services. All services are delivered on a voluntary basis and available to survivors of domestic violence and their children seeking emergency shelter. It is the survivor’s choice to enter the shelter and the survivor must choose to remain in the shelter on a voluntary basis or to leave by self-choice, unless the program or the individual has entered into an agreement with entities that have the legal authority to mandate placement.

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

For participants and their families, conquering self-sufficiency and trying to live a “normal” life away from their abusers is extremely important. Maintaining proper hygiene such as showering and washing their clothes assists them in this process. Proposed facility improvements consist of renovating two participant bathrooms and enclosing a laundry area, which are well needed to better accommodate disabled participants and due to their extremely high usage.

- 4) The target group:

Adult survivors of domestic violence or intimate partner violence with or without children, who are currently being physically or emotionally abused, or are in imminent danger of abuse, and require emergency shelter to ensure their safety.

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

Grant-in-Aid request is \$120,000.00, for the design and construction to enclose a laundry facility in addition to renovating two participant bathroom facilities at the Domestic Abuse Program at the House of Hope, which is operated by Child & Family Service. CFS Real Property, Inc. will oversee and complete the renovation project on time and with excellent quality.

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 1/20/2023

(Signature) (Date)

Karen Tan President & Chief Executive Officer

(Typed Name) (Title)

GIA Cover Page:

Brief Description of Request: ...continued...

While the bathrooms are currently ADA compliant, the showers are set up with tubs which make it difficult for participants on crutches or in wheelchairs to access the showers. Renovations would update the two bathrooms to include shower set-ups to better accommodate disabled participants. The current laundry area is outdoors and with the extreme usage and exposure to the elements, we replace appliances on an almost annual basis. We would like to enclose the laundry area which would allow for commercial grade appliances in a protected area that can better handle the high usage.

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, 2022.

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;

Child & Family Service (CFS) is a nonprofit organization, established in 1899, to provide human services and advocacy for children and families in need within the State of Hawai'i. CFS provides multiple community programs throughout the State which include domestic violence emergency services, therapeutic counseling, preschool education, prevention of child abuse and neglect, programs for at-risk youth, employment assistance, and programs for elderly care. In the fiscal year, July 1, 2021 – June 30, 2022, CFS provided direct services to **14,996** individuals and their families and touched another **76,000** lives through phone calls, referrals, educational presentations, and walk-in family centers.

CFS Real Property, Inc. (CFSRP) was incorporated in May 1996 as a 501(c)(3) nonprofit support organization. Its mission is to purchase, hold and develop assets for charitable purposes in support of Child & Family Service. The support

organization eases the burden of property management for CFS, enables CFS to meet high standards for quality of its facilities and to provides an effective context for delivery of services for its program participants.

Child & Family Service has been providing domestic violence services to individuals and families for over 30 years. The House of Hope, Domestic Abuse Shelter Program equitably serves survivors of domestic abuse and their children/families regardless of race, gender identification or socioeconomic factor. The primary source of funding is provided through a contractual agreement with the Department of Human Services. All services are delivered on a voluntary basis and are available to survivors of domestic violence and their children seeking emergency shelter. It is the survivor's choice to enter the shelter and the survivor must choose to remain in the shelter on a voluntary basis or to leave by self-choice, unless the program or the individual has entered into an agreement with entities that have the legal authority to mandate placement.

2. The goals and objectives related to the request;

The goal of this **Grant-in-Aid** request is to secure funds to address two areas in the House of Hope, Domestic Abuse Shelter that experience extremely high usage. The first objective is to renovate two ADA compliant bathrooms to further facilitate access and utilization for disabled survivors. Over 10% of the survivors that enter House of Hope require ADA accessible facilities. Even though the restrooms at House of Hope are currently ADA compliant, the showers are set up with tubs which make it exceedingly difficult for survivors on crutches or in wheelchairs to access the showers. In addition, due to their high usage and age since installation, many components of the bathrooms need to be replaced/addressed.

The second objective is to fully enclose the laundry room area survivors utilize for washing and drying their clothes. Due to the location of both washers and dryers, humidity and exposure to the elements have been one cause of an extremely low life span, further exasperated by high usage. By enclosing the laundry room and reducing the humidity in the environment these appliances are located in, the life span of each commercial appliance will be significantly enhanced.

3. The public purpose and need to be served;

The House of Hope, Domestic Abuse Shelter Program provides survivors of domestic violence and their families basic needs that include a warm bed, hot shower, food, clothing, toiletries, and children's items such as diapers, wipes, clothing, and a playpen for safe sleep. In addition, safety planning, individual therapeutic services, advocacy, group services, mother-child attachment, and family activities are offered. The family is wrapped in the services they need to provide a nurturing permanent home for themselves and their children and

conquer self-sufficiency away from their abuser. The ultimate goal is to provide safety and service to all survivors at imminent risk of domestic violence.

For survivors and their families, conquering self-sufficiency and trying to live a “normal” life away from their abusers is extremely important. Maintaining proper hygiene such as showering and washing their clothes assists them in this process. Proposed facility improvements consist of renovating two survivor bathrooms and enclosing a laundry area, which are well needed to better accommodate disabled survivors and due to their extremely high usage.

4. Describe the target population to be served; and

The target population for the House of Hope, Domestic Abuse Shelter are adult survivors of domestic violence or intimate partner violence with or without children who are currently being physically or emotionally abused, or are in imminent danger of abuse, and require emergency shelter to ensure their safety. Over 225 survivors, including their children, enter the House of Hope, Domestic Abuse Shelter annually. Survivors and their children stay at House of Hope for an average of 63 days.

5. Describe the geographic coverage.

The House of Hope, Domestic Abuse Shelter provides services on the island of Oahu. The program also operates the Domestic Violence (DV) hotline. CFS has received over 2,000 hotline calls to which crisis support and resources were provided. Consultation to the Honolulu Police Department while on duty has also been provided through an existing collaboration. On average, 6-10 calls are received per day.

III. Service Summary and Outcomes

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

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

The scope of work for this project can be broken down into two improvements. CFS Real Property, Inc. will oversee and complete the renovation project on time and with excellent quality.

Bathroom Renovation: The Scope of work to include updating bathrooms shower set-ups, flooring, carpentry, electrical, plumbing, and painting. It is extremely important for CFS to have accommodations that best serve disabled

survivors, as 10% of survivors who enter House of Hope annually require ADA accessible facilities.

Enclose Laundry Room: The current laundry area is approximately 150 square feet and located outdoors. With exposure to the elements in conjunction with high usage, appliances are replaced on an almost annual basis. The current laundry area is on a cement pad. Scope of work to include design, permitting, installation of anti slip flooring, framing and carpentry work, installation of a lockable door, providing proper ventilation, electrical/lighting, and painting.

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 submit a bid proposal for design and permitting of the laundry enclosure. Contractors will also be engaged to submit bids for the proposed scope of work for both restroom and laundry facilities. The scope of work to include without limitation, any and all coordination, application preparation and/or approvals/ authorizations required by appropriate parties 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 renovations to the laundry and restroom facilities. For the restroom facilities this includes 60 days for bidding and award process, 30 days for contract execution, 30 days to identify construction materials and finalize design, and 90 days to complete proposed renovations. Availability of materials and supply chain logistics should be taken into consideration.

For the laundry enclosure, the timeline consists of 60 days for bidding and award process, 30 days for contract execution, 60 days for the design phase, 30 days to prepare and finalize permit submittals, 120 days for permitting and approval, and 60 days to complete proposed renovations.

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

CFS Real Property, Inc. will utilize professional architectural and engineering services to design the laundry enclosure at House of Hope and submit permit applications. CFS Real Property, Inc. will also utilize professional contractors for the bathroom renovations as well as laundry enclosure. The organization's Properties and Planning Manager will oversee the project and ensure milestones and goals are met within the identified timeline. Per procurement policy and internal procedures, each proposal will be reviewed thoroughly prior to selection.

Progress will be monitored utilizing the project schedule and schedule of values submitted by the selected contractor prior to executing a contract. These schedules will work in conjunction with Microsoft Office products such as Excel, To-Do, and Projects. Weekly meetings will also be held to discuss progress, obstacles, and to ensure that the project will be successfully completed on time and of exceptional quality.

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 stringent procurement process to ensure that CFSRP utilizes qualified vendors that provide quality services. CFSRP will evaluate the program measures via timeliness completion of project design, timeliness submittal of permit application, and timeliness completion of project renovations.

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)
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2024.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$60,000	\$30,000	\$15,000	\$15,000	\$120,000.00

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2024.

Grant-in-Aid award, if awarded, will fully support this project in entirety which includes project design, permitting, and construction/renovations.

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 2024 for program funding.

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

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2022.

FY22 \$16,042,053

V. Experience and Capability

1. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

Facility Renovation and Maintenance Experience: CFS Real Property, Inc. has been in existence since 1996. 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.

Public Award Management and Compliance Experience: 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 four 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'omaluu facility supports family programs, services and community activities that directly benefit low- to moderate-income individuals, households, and families received three 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, \$230,545, and \$159,170 for the FY 2019, FY 2021, and FY 2022 respectively.

Staff Skills and Experience:

Management services for CFS Real Property, Inc. are provided by Child and Family Service staff. The current Properties and Planning Manager, Jack Watkins, will manage the project and successfully see it through completion. Mr. Watkins has over 30+ years of experience in the commercial real estate sector. His professional experience consists of managing a diverse array of commercial properties that include construction oversight, contract agreements, timeliness completion of facility improvements, and vendor management. Mr. Watkins is assisted in these duties by additional staff along with engineering and architectural professionals. Project Manager, Robert Saito, will assist on managing the project on a day-to-day basis.

2. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

CFS Real Property, Inc. is located at 91-1841 Fort Weaver Road, 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. Due to the nature of the program, being a domestic abuse shelter, the location on premises is kept confidential.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

The staffing for this project is well equipped to successfully complete the proposed project on time and of high quality.

Properties and Planning Manager, Jack Watkins, will oversee the project. As Properties and Planning Manager, Mr. Watkins, manages properties and drives project planning/execution for CFSRP and Child & Family Service (CFS). Coordinates with the Support Services Manager and CFO or designee on multi-year capital improvement plans, active projects, lease negotiations and property maintenance for both CFS and CFSRP to ensure alignment of resources with plan. Establishes and implements a preventative maintenance schedule for all equipment, buildings, and common areas for owned properties. Conducts regular financial analysis and reporting.

Assisting the Properties and Planning Manager will be the Project Manager. The Project Manager, Robert Saito, will assist with the procurement process of professional services, renovation planning, project operating budget, project management, reporting, and additional duties as needed.

Chief Administrative Officer, Lee Higa-Okamoto as well as Chief Program Officer, Amanda Pump will provide additional support and guidance as needed. Ensuring planned design and renovations are appropriate for survivors at House of Hope is crucial in maintaining a safe and welcoming environment.

2. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

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.

<u>Position Title</u>	<u>Reportable Compensation from CFS Real Property, Inc.</u>
President & CEO	\$240,000-\$260,000 (compensation paid by CFS)
Chief Administrative Officer	\$160,000-\$170,000 (compensation paid by CFS)
Chief Program Officer	\$160,000-\$170,000 (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

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

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

2. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

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

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see Article X, Section 1, of the State Constitution for the relevance of this question.

Not applicable.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2023-24 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2023-24, but
- (b) Not received by the applicant thereafter.

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.

Through these funding sources both the restroom facilities and the enclosed laundry room at House of Hope, Domestic Abuse Shelter will be maintained and well kept, so survivors and their families can utilize these improved areas for years to come.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

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	\$ -	\$ -	\$ -	\$ -
9				
10				
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20				
TOTAL OTHER CURRENT EXPENSES	\$ -			
C. EQUIPMENT PURCHASES	\$ -			
D. MOTOR VEHICLE PURCHASES	\$ -			
E. CAPITAL	\$ 120,000.00			
TOTAL (A+B+C+D+E)	\$ 120,000.00			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	\$ 120,000.00	Robert Saito	808-681-1584	
(b) Total Federal Funds Requested	\$ -	Name (Please type or print)		Phone
(c) Total County Funds Requested	\$ -	<i>Lee Higa-Okamoto</i>		1/19/2023
(d) Total Private/Other Funds Requested	\$ -	Signature of Authorized Official		Date
TOTAL BUDGET	\$ 120,000.00	Lee Higa-Okamoto Chief Administrative Officer		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2023 to June 30, 2024

Applicant: CFS Real Property, Inc.

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2023 to June 30, 2024

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:2022-2023	FY:2022-2023	FY:2023-2024	FY:2023-2024	FY:2024-2025	FY:2025-2026
PLANS						
LAND ACQUISITION						
DESIGN			\$ 20,000.00			
CONSTRUCTION			\$ 100,000.00			
EQUIPMENT						
TOTAL:			\$ 120,000.00			
JUSTIFICATION/COMMENTS:						
Design services will be utilized for the laundry room enclosure which include permitting fees. Construction expenses consist of bathroom renovations and enclosure of laundry room.						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

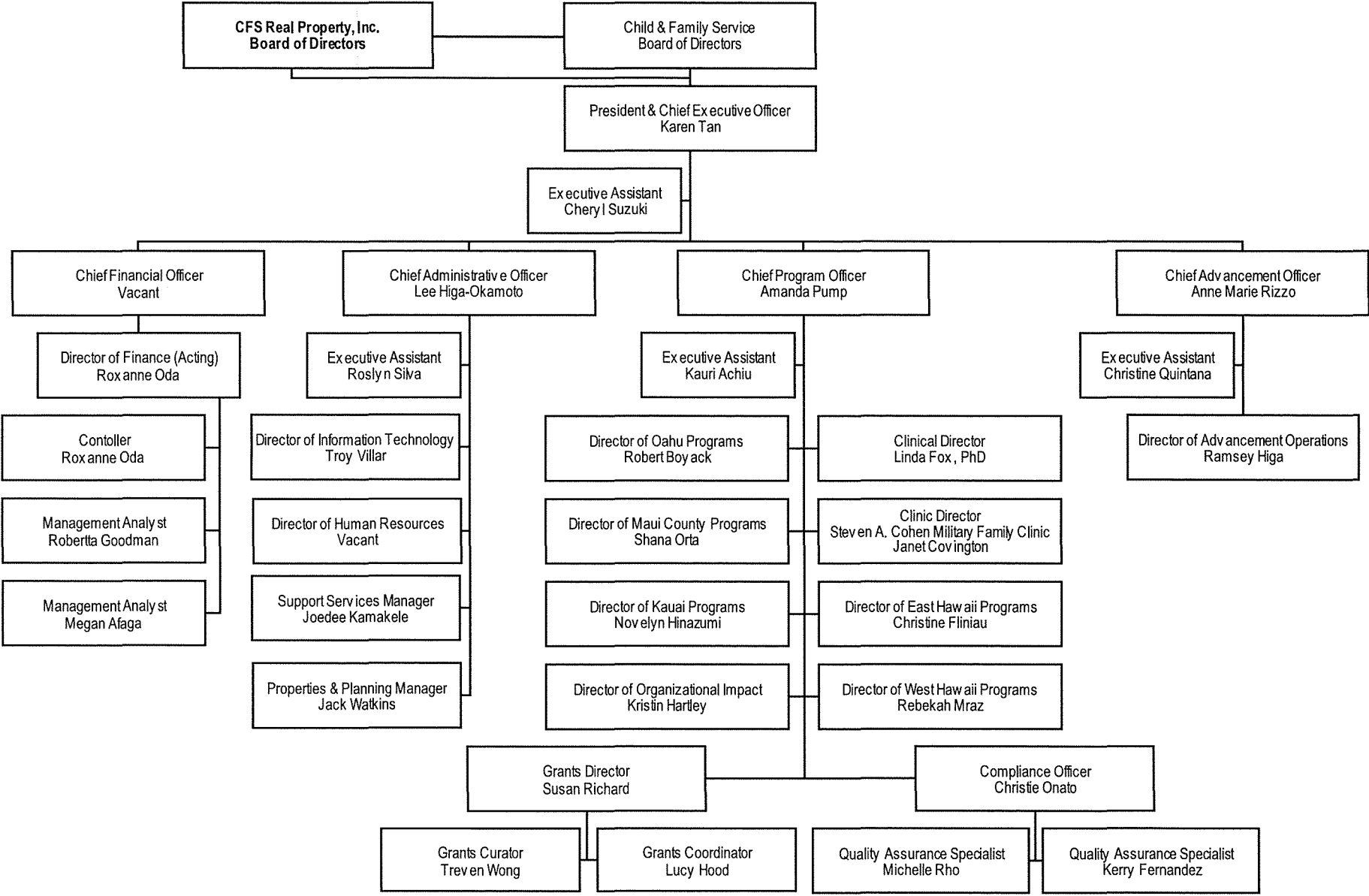
App:

CFS Real Property, Inc.

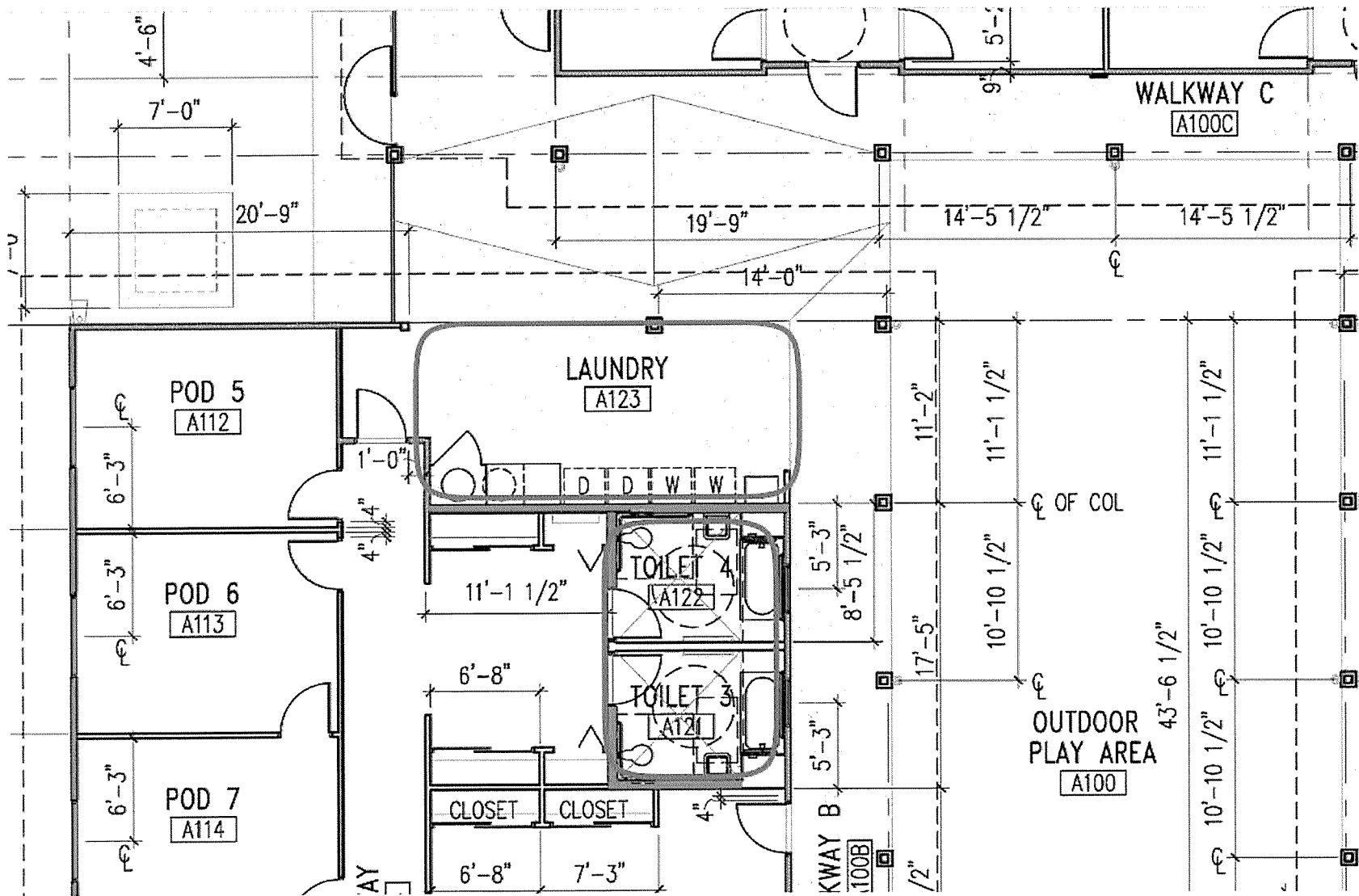
Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	None				-
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Child & Family Service Organization Chart



Facility Map



Laundry Area

