

House District 8, 9, 10, 11, 12, 13
Senate District 5, 6, 7

THE TWENTY-NINTH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

"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.

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

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 and Family Service
Dba:

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

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

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name KAREN TAN

Title Chief Program Officer

Phone # (808) 681-1460

Fax # (808) 681-5280

E-mail ktan@cfs-hawaii.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
 FOR PROFIT CORPORATION INCORPORATED IN HAWAII
 LIMITED LIABILITY COMPANY
 SOLE PROPRIETORSHIP/INDIVIDUAL
 OTHER

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

CONSTRUCTION TO RENOVATE CHILD AND FAMILY SERVICE'S NEIGHBORHOOD PLACE OF WAILUKU TO EXPAND COUNSELING SPACES AND MEETING ROOMS AND BRING FACILITY INTO CONFORMANCE WITH CURRENT BUILDING CODES. SERVES WAILUKU, WAIHEE, AND KAHULUI BUT COMMUNITY MEMBERS THROUGHOUT MAUI ACCESS OTHER SERVICES, SUCH AS PARENTING, THERAPY AND CASE MANAGEMENT.

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2018: \$ 1,405,000.00

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 \$ _____

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]
VIVIAN YASUNAGA, CHIEF FINANCIAL OFFICER
NAME & TITLE

01/20/2017
DATE SIGNED



RECEIVED

1/20/17 ma

I. **Background and Summary**

Child & Family Service (CFS) is requesting grant-in-aid funds to support a capital improvement project at our Neighborhood Place of Wailuku (NPW) office located in Happy Valley on the island of Maui. The CFS Neighborhood Place of Wailuku has been offering community services since 2004 to the surrounding community, including parenting educational groups and classes, individual and family counseling and support groups, child abuse prevention, and basic human needs such as a food pantry and clothes closet resources. This proposal requests funding to perform capital improvements to expand the counseling spaces and meeting rooms to better meet the needs of individuals and families in the Happy Valley community and beyond. Without these funds, we may not be able to stay in this building long term as the number of families we serve has increased by **300%** over the past three years: from 458 program participants in FY13 to 1,377 program participants in FY16, and the facility simply cannot handle the volume without significant improvements. Also, this funding will bring the facility into compliance with current building codes, which will improve staff and program participant safety.

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

1. **A Brief Description of the Applicant's Background**

Since 1899, Child & Family Service (CFS), a 501(c)(3), has dedicated its efforts to its mission of **“Strengthening families and fostering the healthy development of children.”** CFS has 48 programs statewide that offer an array of effective and culturally relevant services to Hawaii’s residents in need. The broad spectrum of services provided by CFS include: domestic violence intervention, case management, home-based services for people of all ages, prevention and treatment of senior abuse, counseling/support services for seniors and their caregivers, residential group homes, alternative education for alienated youth, prevention and treatment of child abuse, and family, school, and community-based counseling services for youth and their families. Infants, children, adolescents, young adults, immigrants, older adults, individuals, and families in need benefit from these services.

In Fiscal Year 2016, CFS directly served 10,518 individuals ranging from infants to elder adults. In addition, the organization has “touched” the lives of over 43,500 individuals through hot-line calls, educational presentations, and providing food and clothing resources to those in need.

CFS operates its programs based on four impact areas:

- **Caring for Keiki:** Preventing and Treating Child Abuse and Neglect/Family Strengthening
- **Healing from Trauma:** Preventing or Reducing Domestic Violence and Assisting in Healing and Recovery
- **Empowering Youth:** Helping Young People with Various Challenges to Improve their Lives
- **Honoring Kupuna:** Helping our Seniors Age in Place and Supporting their Caregivers

CFS's programs are responsive, flexible, and focused on positive, quantifiable outcomes. Services are provided in homes, schools and in the community as well as CFS 34 offices throughout the state on the islands of O`ahu, Hawai'i Island, Kaua'i, Maui, Moloka'i, and Lana'i. CFS's strengths lie not only in our size and ability to share expertise and resources statewide but also in our capacity to adapt services so that they are unique and appropriate to the islands and communities we serve. CFS demonstrates our commitment to service excellence and quality care through the provision of services that are responsive, effective and efficient.

CFS's culture is outcomes driven. We are committed to determining what interventions are working for our program participants. If interventions aren't working, CFS analyzes the data and responds with better ways to achieve the desired outcomes. Some proactive steps that CFS has taken to provide effective services include: implementing an Electronic Health Records system so all services are documented uniformly into an organization-wide database and having management and direct service staff strategize together using the data to create mission-based goals and action plans that produce valuable outcomes.

CFS Real Property, Inc. is a 501(c)(3) and is a support organization for CFS. 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 that are accessible to its participants.

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, family center model

located in the neighborhood of Wailuku/Happy Valley, Maui. The programs are renowned on Maui for their inclusion of relevant Native 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. The Neighborhood Place of Wailuku has been offering services including parenting and educational groups and classes, individual and family counseling and support groups, child abuse prevention, and basic human needs such as a food pantry and clothes closet resources to the community since 2004. 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 provides family strengthening activities, programs, and services for families at-risk for child abuse and neglect.

One of the key programs of NPW is the Native Hawaiian cultural values and practices *Kamalama* (the light) program. It is a 10-week course designed to break the cycle of violence and drugs through the wisdom of Hawaiian custom. This promising practice intervention teaches participants 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. Additional parenting class offerings include: Nurturing Skills for Families; Developing Nurturing Skills for Parents and Their School Aged Children; The Nurturing Program for Families in Substance Abuse Treatment & Recovery; Caring Dads; and Cooperative Parenting and Divorce Group.

2. The Goals and Objectives Related to the Request

Our objective is to expand the counseling spaces and group meetings rooms to better meet the needs of our ongoing activities and the community we serve. With additional meeting rooms, CFS will be able to provide increased privacy for the program participants accessing educational groups and counseling services. In addition, CFS will be able to provide 150 increased hours of counseling, 75 increased hours of group sessions, and serve an additional 50 to 100 families annually. These services will help build more resilient families in the community. By bringing the facility into compliance with current building codes, the safety of the staff and program participants will also be improved.

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

CFS measures community, as well as family outcomes for impact of services. 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. Both prevention and treatment services are provided at this location.

3. The Public Purpose and Need to be Served

The number of individuals and families needing our services has increased exponentially over the past few years. The number of individuals directly served by CFS programs increased by **300%** over the past three years: from 458 program participants in FY13 to 1,377 program participants in FY16. Staff hiring to address these needs has resulted in overcrowded work areas and insufficient counseling and group meeting space. The new design of the building takes into account the needs of the participants and programs provided.

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 Happy Valley neighborhood differ greatly and can best be met with a close collaborative network at the local level. Without this funding, CFS may not be able to stay in the Happy Valley Community long-term, as the facility simply can't support the demand for services. CFS did review options for relocation which proved to be the least economical and efficient choice for sustaining the continuity of quality services in this community.

4. Describe the Target Population to be Served

According to U.S. Census reports on the area, the majority of residents in the NPW neighborhood of Kahului, Wailuku, and Waihee fall into low-moderate income levels. CFS data illustrates that 99% of residents of the neighborhood fall into the very low-income category (\leq 30% median income) while experiencing higher unemployment rates. The typical Neighborhood Place of Wailuku (NPW) family has several children, and has very low income. NPW serves 74% females and 26% males. The age breakdown includes: 26% under 20 years old; 22% between 21 to 34; 22% between 35 to 39; 23% between 40 to 49; and 7% over 50 + years. Ethnic breakdown includes: 34% Hawaiian/ part Hawaiian; 32% Caucasian; 19% Filipino; 5% Hispanic/ Latino; 3% Marshallese; and 7% other.

Services designed to meet the needs of our target population are critical to the quality of life for the families in the Happy Valley area and the surrounding areas we serve. Treatment services are urgently needed for troubled youth, domestic violence victims, under-employed adults, and sexual assault victims. In addition, prevention services to strengthen families and to meet concrete needs (such as food) are greatly needed.

5. Describe the Geographic Coverage

The Neighborhood Place of Wailuku is located in the low income area of Happy Valley and primarily serves the residents of Central Maui, including the communities of Kahului, Wailuku, and Waihee. Our drop-in support services such as food pantry, community closet, crisis counseling and youth services are mostly accessed by our neighbors in Happy Valley. However, community members throughout Maui access other services, such as parenting groups, therapy and case management. Residents of the entire island are eligible for assistance and are supported through outreach services when transportation is a barrier.

II. Service Summary and Outcomes

1. Describe the Scope of Work, Tasks, and Responsibilities

Owned by CFSRP, the Child and Family Service/Neighborhood Place of Wailuku office is located at 392 N. Market Street on the outskirts of Wailuku in Happy Valley. The property is comprised of two buildings connected by a walkway. Built in 1951, the front 2-story building is 1,672 square feet; and the back 2-story building is 1,676 square feet for a total of 3,348 square feet, 6 parking spaces and a 2-car garage.

The CFS staff moved from a 5,500 square foot rental into the 3,328 square foot Market Street location upon its merger with NPW in 2012. In the three succeeding years, the programs grew significantly and with it the number of staff. In FY13, CFS Maui served 458 program participants, in FY14 CFS served 1,268 program participants, in FY15 CFS served 1,012 program participants, and in FY16 1,377 program participants accessed services, a **300%** growth in the past three years. There is notable overcrowding in staff work areas and insufficient counseling and group meeting spaces. CFS attempted to ameliorate some of the problems by filing a permit application to enclose the garage to increase meeting space in 2013. However, the requirements to conform to current building codes were just too burdensome to economically pursue this option.

The solution we arrived at is to demolish and rebuild the back residential structure. CFS/CFSRP sought and was awarded over \$146,500 in pro-bono grants from Architect's Hawai'i, Ltd., Wilson Okamoto Corporation, SSFM International, WSP Group, Censeo AV + Acoustics, and Paul Sheriff Incorporated

to fund the design, engineering and permitting costs to demolish the back building and rebuild to improve usable office space. We also received the pro-bono services of Arita Poulson General Contracting, LLC to furnish accurate budget figures. The conceptual drawings can be found after this section of the application. The current rear building is 2,180 square feet and the new design provides an additional 2,068 square feet. The new design has better space utilization, providing more useable areas for individual and group services. This project will also bring the property into conformity with current building codes.

2. Provide a Projected Annual Timeline for Accomplishing the Results or Outcomes of the Service

We anticipate submitting for permits in January 2018 and the Department of Public Works estimates 120-180 days for completion. Based on this timetable, relocation would begin in April 2018, followed by approximately 8 months of construction. The project is estimated to be completed by the end of 2018.

3. Describe the Quality Assurance and Evaluation Plans for the Request.

Architects Hawai'i, Ltd. will assign a project manager to provide day-to-day management of the project. CFS Director of Properties, Diane Reece will perform monthly site visits to monitor and evaluate progress. The Board of Directors will provide oversight. Identified deviations from the proposed project will be immediately addressed by the Director of Properties with the assigned Project Manager to resolve issues, and ensure fulfillment of project goals within identified timelines.

4. List the Measure(s) of Effectiveness that will be Reported to the State Agency Through Which Grant Funds are Appropriated (the Expending Agency)

Expanding the counseling spaces and group meetings rooms will align the work environment with our ongoing activities, community and program needs, and service offerings. The renovations made to the facility will improve the appropriateness and quality of services. The space will allow us to offer more group sessions and double the number of night classes available to families and participants. The improved space will promote engagement and increase participation capacity by 10% to 20%. We will be able to provide annually 150 increased hours of counseling, 75 increased hours of group sessions, and serve an additional 50 to 100 families. These services will continue to build stronger families in the community. CFS will report these measures to the State relative to fiscal year outcomes, and budgeted expenditures.

The current facility supported community needs through CFS's Maui programs in 2016, which were able to achieve the following outcomes:

- 92% of families have shown improvement in their ability to protect their children and not generate reports of harm/threatened harm while participating in the program. (Target 80%)
- 100% of non-abusive spouses have learned and applied the ability to recognize the harm to the victim, protect the child, and provide a safe home for the child. (Target: 80%)
- 89% of survivors are able to simultaneously engage in employment activities and domestic violence counseling/services. (Target 60%)

III. 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.

2. **The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2018.**

Anticipated Quarterly Funding for fiscal year 2018:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
			\$1,405,000	\$1,405,000

3. **The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2018.**

CFSRP has applied to the County of Maui for a CDBG grant of \$1,000,000.00 in capital improvement funds.

CFS receives \$1.4M in program funding for its services provided through the NPW facility and anticipates a steady level of funding in fiscal year 2018.

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 and CFSRP have not received nor applied for any State or Federal tax credits within the prior three years. Neither organization anticipates applying for any credits pertaining to any capital project.

5. **The applicant shall provide a listing of all federal, state, and county government contracts and grants it has been and will be receiving for program funding.**

CFSRP has applied to the County of Maui for a CDBG grant of \$1,000,000 in capital improvement funds. No other Federal, State, or County contracts or grants for this project exist at this time. The program funding of \$1.4M is not listed because none of this funding can be used for capital improvement projects.

6. **The applicant shall provide the balance of its unrestricted assets as of December 31, 2016.**

The unrestricted current assets for CFS are \$9,120,000.00 as of December 31, 2016.

IV. Experience and Capability

A. Necessary Skills and Experience

CFS and CFSRP have extensive experience with acquisition, design, renovation, and ongoing facility maintenance. CFS Real Property, Inc. holds title to nine properties which are operating to benefit CFS programs and the participants we serve statewide. CFS operates more than 48 programs in 34 locations in a variety of property types on the islands of O`ahu, Kaua`i, Maui, Moloka`i, Hawai`i Island, and Lana`i. 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, State, and County 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 participants in domestic abuse shelters. The Budget Justification – Capital Project Details form is attached. It reflects the CFSRP block grant awarded in 2015 by the Hawaii County Office of Housing and Community Development for renovations of the West Hawaii Domestic Abuse Shelter.

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 participants and families facing a multitude of difficult problems. As participant populations present with increasingly complex problems and situations, CFS staff consistently strive to provide services based on the latest research on service models to address these 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 participants, community stakeholders, direct service staff, management and the Board of Directors. Current strategic initiatives include improving employee recruitment and retention mechanisms, achieving positive participant outcomes, developing manager training and mentoring opportunities, increasing partnerships with other organizations, and increasing non-governmental revenue.

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 of 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 participant. Individuals and families have easy access to all services, participate in the 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 participant 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 organizational 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.

Skills and Experience of Staff

CFS staff provide management services for CFS Real Property Inc.

Howard Garval, President, and CEO of CFS, has the ultimate responsibility for oversight and financial performance of both CFS and CFSRP. Howard has been with CFS for 10 years.

Karen Tan, Chief Program Officer will have overall responsibility for this project. She has been employed with Child & Family service for 11 years, holds a Master’s Degree in Social Work from the University of Hawaii, and has extensive management expertise.

Director of Properties, Diane Reece will manage the project. Diane is a Certified Property Manager (CPM®) through the Institute of Real Estate Management and is a licensed real estate agent (inactive). Diane has over 25 years experience in the field of residential property management including administration, construction, maintenance and repair of physical assets, fiscal management, and legal issues. Diane has managed one State capital grant-in-aid project, two Federal ARRA grant projects, and six CDBG capital improvement projects. Diane has been with Child & Family Service for 11 years.

Vivian Yasunaga, Chief Financial Officer has been with Child & Family Service for 10 years and will monitor all funding for the project and approve disbursements.

The CFSRP Board of Directors members have a wide range of expertise in real property fields and have provided guidance and oversight of all CIP projects.

B. Facilities

Child and Family Service’s corporate office is located at 91-1841 Fort Weaver Road, Ewa Beach, Hawaii. CFS Real Property’s office is located in Suite 300 at that location. CFS maintains 34 sites throughout the state. These sites are located on the islands of O`ahu, Kaua`i, Maui, Moloka`i, Hawai`i Island, and Lana`i. CFS sites meet requirements of the Americans with Disabilities Act (ADA).

The Neighborhood Place of Wailuku is located at 392 North Market Street in Wailuku and serves families from all Maui communities. 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

Staffing for this capital improvement project is comprised of an experienced team. The Chief Program Officer, Karen Tan, is responsible for the program operations and understands the needs of the communities in which CFS provides services.

Vivian Yasunaga is the Chief Financial Officer and is responsible for the overall design, planning, implementation, monitoring, and evaluation of financial functions of CFS and CFSRP to ensure stewardship of corporate assets and accurate and timely financial reporting to management, the Board of Directors and outside agencies. Ms. Yasunaga provides assistance and consultation to the President & CEO and staff regarding financial matters as well as supervisory and technical support to finance staff. She recommends strategic direction and develops the operating strategies for financial management/practices of the organization consistent with strategic planning. During her tenure, Vivian has been involved in the financial oversight of one State capital grant-in-aid project, two Federal ARRA grant projects, and six CDBG capital improvement projects for CFSRP.

As the Director of Properties, Diane Reece is primarily responsible for the physical, fiscal and administrative management of CFSRP owned facilities and vehicles, in coordination with the Facilities and Safety Department. This encompasses design and bid solicitation for special projects, renovation planning, the annual operating budget, 20-year capital improvement plans, grant identification and development, and CDBG proposals, project management, and reporting. During her tenure, Diane has conducted the day-to-day oversight of the CDBG projects for CFSRP. Diane has been involved in one State capital grant-in-aid project, two Federal ARRA grant projects, and six CDBG capital improvement projects.

CFS has well-established procedures and expectations for staff training and supervision for direct service staff, as well as management.

B. Organization Chart

The Statewide Organization Chart for CFS and CFSRP are attached to this proposal.

C. Compensation

CFSRP does not have employees. The annual salaries paid by CFS to the three highest paid employees are listed below:

Title	Annual Salary
President Chief Executive Officer	\$204,648
Executive Vice President & Chief Performance Officer	\$137,997
Chief Program Officer	\$129,995

VI. Other**A. Litigation**

Neither Child and Family Service nor CFS Real Property, Inc. is involved in any pending or current 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. In 2013, CFS successfully completed reaccreditation with COA. This was the second consecutive review in which CFS did not have a single citation that needed a response. The reviewers commended CFS on its exemplary client/participant satisfaction responses, dedicated staff, and having one of the best Performance and Quality Improvement (PQI) systems in place with clear and precise reports and a strong PQI committee structure.

C. Private Educational Institutions

Not Applicable.

D. Future Sustainability Plan

CFSRP has developed a 20-year capital improvement plan to maintain each of its properties and the plan is updated annually. CFSRP was formed in 1996 to ease the burden of property management for CFS. Operating expenses are met through rent collected at the properties. Repair and maintenance/upgrades to existing facilities are funded through a 20-year capital improvement plan. We seek out government assistance through CDBG & State grant-in-aid funding for

major projects that respond to unanticipated program needs. These projects help our most vulnerable populations. The CFS Development Department works in conjunction with CFSRP to help fundraise for unexpected projects. This particular project supports CFS's strategic direction to become a family-centered, full-service organization. The Neighborhood Place of Wailuku is the embodiment of this vision; providing quality services to all families in need in their own community.

E. Certificate of Good Standing (If the Applicant is an Organization)

A certificate of good standing is attached to this proposal.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2017 to June 30, 2018

Applicant: Child & Family Service

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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TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	1,405,000		1,000,000	
TOTAL (A+B+C+D+E)	1,405,000		1,000,000	
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	1,405,000	Bobbi Goodman	808-681-1441	
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested	1,000,000		1/19/17	
(d) Total Private/Other Funds Requested			Date	
TOTAL BUDGET	2,405,000	Vivian Yasunaga, Chief Financial Officer		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2017 to June 30, 2018

Applicant: Child and Family Service

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: 2015-2016	FY: 2016-2017	FY:2017-2018	FY:2017-2018	FY:2018-2019	FY:2019-2020
PLANS						
LAND ACQUISITION						
DESIGN	\$ 146,500		\$1,405,000	\$1,000,000		
CONSTRUCTION						
EQUIPMENT						
TOTAL:	\$ 146,500		1,405,000	\$1,000,000		
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS AND / OR GRANTS

Applicant: Child and Family Service

Contracts Total: 146,500

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Community Development Block Grant to renovate the CFS West Hawaii Domestic Abuse Shelter through CFSRP	10/1/15-4/30/17	Office of Housing and Community Development 74-5044 Ane Keohokalole Hwy Kailua-Kona, HI 96740 (808) 323-4300	Hawai'i County	146,500
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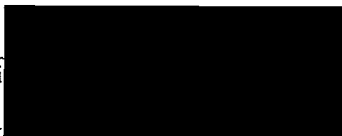
**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISIED STATUTES**

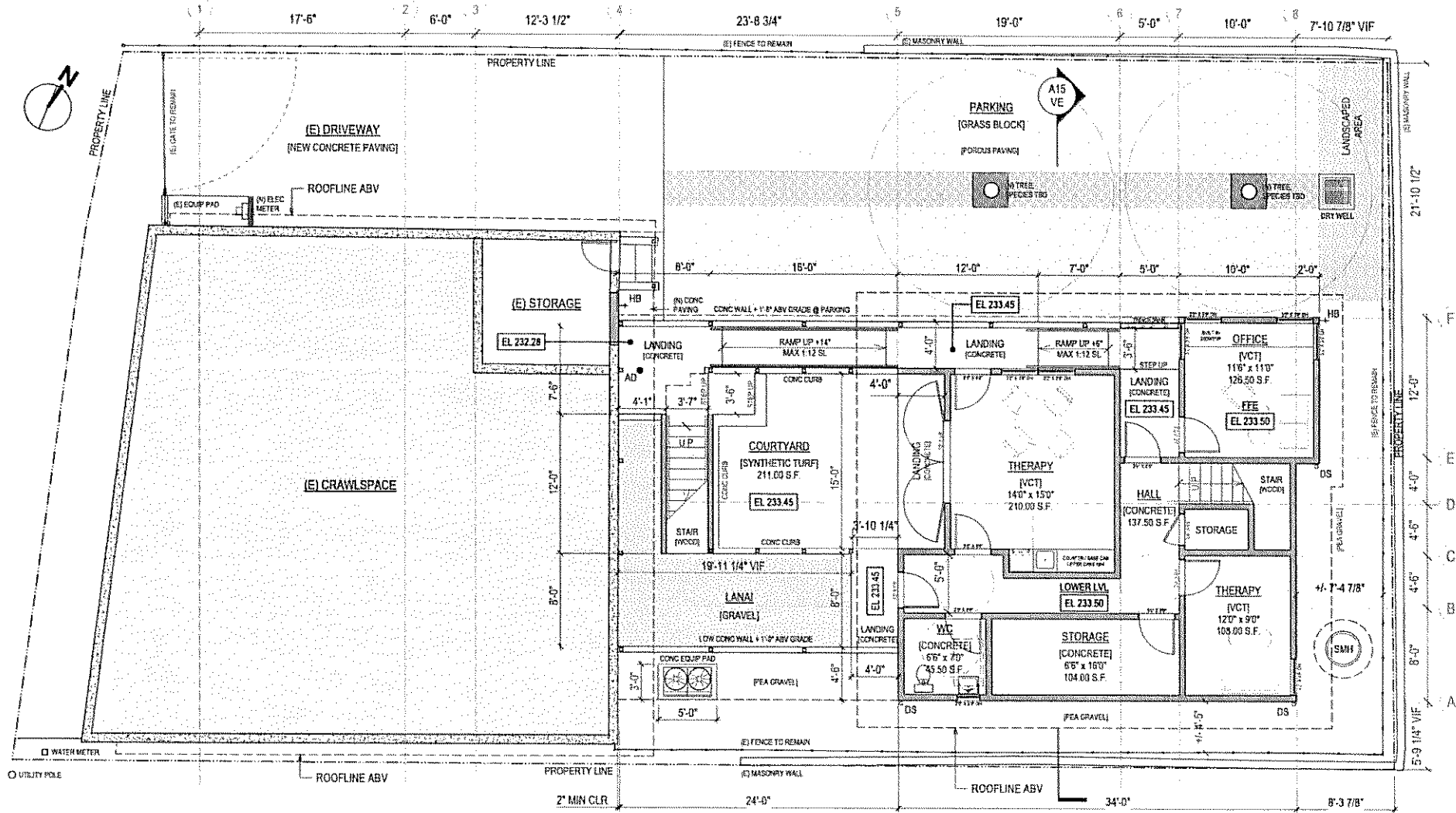
The undersigned authorized representative of the applicant certifies the following:

- 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.
- 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 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.

<u>Child and Family Service</u> (Typed Name of Individual or Organization)	
	01/20/2017 (Date)
Vivian Pasunaga (Typed Name)	Chief Financial Officer (Title)



NOTE: FURNISHINGS SHOWN BY OTHERS, N/C, U/O.

WALL LEGEND: EXISTING PARTITION TO REMAIN
 NEW CONSTRUCTION
 EXISTING MASONRY WALL TO REMAIN

1 LOWER LEVEL FLOOR PLAN
 A1-VE Scale: 1/8" = 1'-0"

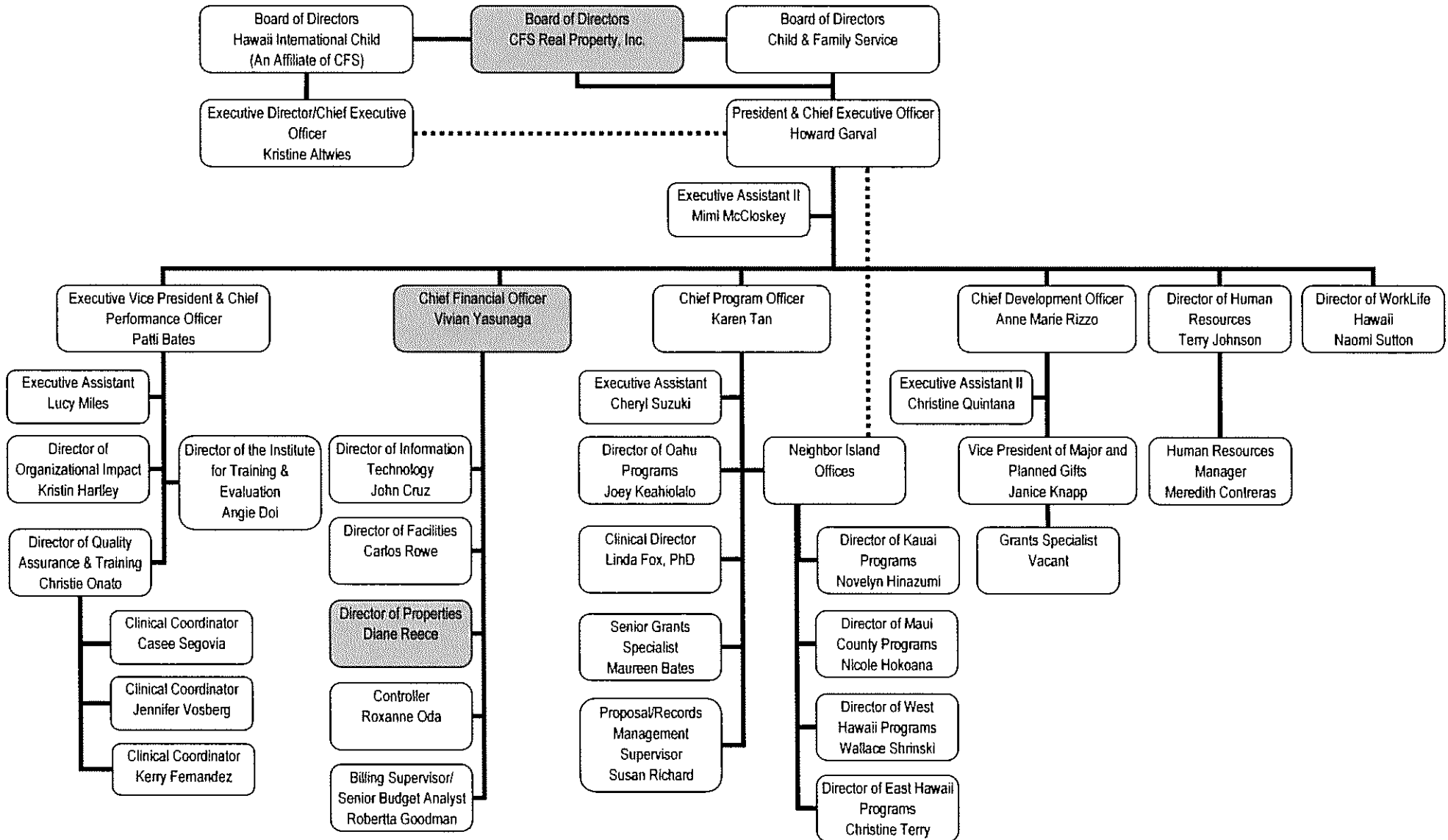
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CHILD & FAMILY SERVICE - NEIGHBORHOOD PLACE OF WAILUKU



A1-VE

Child & Family Service Organization Chart Effective July 1, 2016



**Child & Family Service
Organization Chart
Effective July 1, 2016**

President & Chief
Executive Officer
Howard Garval

Chief Program Officer
Karen Tan

Director of Oahu
Programs
Joey Keahiolalo

- Alternative Education (Hale O Ulu)
- Coalition Building Partnership Program
- Community Based Residential (Ka Pa Ola)
- Comprehensive Counseling and Support Services
- Developing Options to Violence
- Domestic Abuse Shelters
- Domestic Violence Advocacy
- Domestic Violence Services for Families
- Employment Services for Refugees
- Healthy Families Home Visiting
- Long Term Support Services
- Ohana Care Program
- Ohana Support Services
- REACH (Responsiveness, Encouragement and Assistance through Counseling & Help)
- Senior Case Management
- Sex Abuse Treatment Services
- Strong Families Home Visiting
- The Parent Line/HomeReach
- TIFFE Community-Based Parenting Education
- TIFFE Evaluation and Outpatient Services
- TIFFE Intensive Independent Living Skills
- TIFFE Intensive In-Home Therapy
- TIFFE Together We CAN (Care, Aspire and Nurture)
- TIFFE Youth Outreach Program Community Based
- TIFFE Youth Outreach Program School Based
- Transitional Housing for Victims of Domestic Violence

Director of Kauai
Programs
Novelyn Hinazumi

- Comprehensive Counseling and Support Services
- Crisis Mobile Outreach
- Domestic Violence Services for Families
- Early Identification Services
- Family Strengthening Services
- Head Start and Early Head Start
- Healthy Families Home Visiting
- Immigrant/Community Resource Center
- Neighborhood Places (Nana's House & Hale Ho'omalulu)
- Ohana Support Services
- Project Ho'ohuli (Girls Court)
- Specialized Substance Abuse Treatment for Pregnant and Parenting Women and Children (E Ala Hou)
- Strong Families Home Visiting
- The Parent Line/HomeReach
- TIFFE Community-Based Parenting Education
- Voluntary Case Management
- Youth Independent Living Services (Positive Youth Development)

Director of Maui County
Programs
Nicole Hokoana

- Comprehensive Counseling and Support Services
- Domestic Violence Advocacy
- Domestic Violence Services for Families (Molokai)
- DV Support Services Maui
- Kū Hanohano Truancy Prevention
- Maui Sexual Assault Center (Maui and Molokai)
- Molokai Integrated Services System
- Neighborhood Place of Wailuku
- Ohana Support Services
- Sex Abuse Treatment Services
- The Parent Line/HomeReach
- TIFFE Community-Based Parenting Education
- Voluntary Case Management

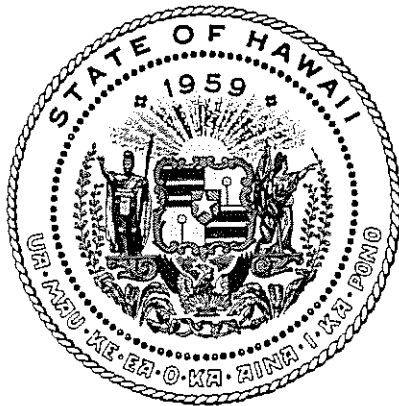
Director of East Hawaii
Programs
Christine Terry

- Crisis Mobile Outreach
- Domestic Abuse Shelter
- Domestic Violence Advocacy
- Domestic Violence Services for Families
- Family Strengthening Services
- Ohana Support Services
- Sex Abuse Treatment Services
- Strong Families Home Visiting
- The Parent Line/HomeReach
- Therapeutic Crisis Home
- TIFFE Community-Based Parenting Education
- TIFFE Evaluation and Outpatient Services
- TIFFE Functional Family Therapy
- TIFFE Intensive In-Home Therapy
- TIFFE Multisystemic Therapy
- Transitional Family Home/Respite Home
- Transitional Housing for Victims of Domestic Violence
- Turning Point for Families Alternatives to Violence

Director of West Hawaii
Programs
Wallace Shrinski

- Crisis Mobile Outreach
- Domestic Abuse Shelter
- Domestic Violence Advocacy
- Domestic Violence Services for Families
- Independent Living Program for Residential Services
- Ohana Support Services
- Sex Abuse Treatment Services
- The Parent Line/HomeReach
- Therapeutic Crisis Home
- TIFFE Community-Based Parenting Education
- TIFFE Evaluation and Outpatient Services
- TIFFE Functional Family Therapy
- TIFFE Intensive In-Home Therapy
- TIFFE Multisystemic Therapy
- Transitional Family Home/Respite Home
- Turning Point for Families Alternatives to Violence

WorkLife Hawaii
(Employee Assistance Program)



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

CHILD AND FAMILY SERVICE

was incorporated under the laws of Hawaii on 01/11/1941 ; 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 19, 2016

Director of Commerce and Consumer Affairs