

House District 14, 15, 16

Senate District 8

THE TWENTY-EIGHTH 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):

HUMAN SERVICES

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Kauai Food Bank, Inc.

Dbas: Kauai Independent Food Bank

Street Address: 3285 Waapa Road, Suite A, Lihue, HI 96766

Mailing Address: 3285 Waapa Road, Suite A, Lihue, HI 96765

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name KELVIN A. MONIZ

Title Executive Director

Phone # 808-246-3809

Fax # 808-246-4737

E-mail kmoniz@kauaifoodbank.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

CONTINUATION OF OUR KEIKI CAFÉ COMMUNITY ASSISTANCE PROGRAM, DESIGNED TO ALLEVIATE THE NEGATIVE EFFECTS OF CHILDHOOD HUNGER.

ECONOMICALLY DISADVANTAGED YOUTH AGED 7-17 PARTICIPATING IN OUR PROGRAM PARTNERS AFTER-SCHOOL PROGRAMS FROM KEKAHA TO KILAUEA RECEIVE A HEALTHY AND NUTRITIOUS SUPER SNACK IN A SAFE AND SUPERVISED ENVIRONMENT.



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4. FEDERAL TAX ID: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2016: \$ 120,422

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 \$ 48,750

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE

AUTHORIZED SIGNATURE

KELVIN A. MONIZ, EXECUTIVE DIRECTOR

NAME & TITLE

1/23/15

DATE SIGNED

Kauai Food Bank, Inc.
dba



Hawaii State Legislature
28th Legislature 2015

Application for
Grants and Subsidies

Fiscal Year 2015-2016 Budget
(July 1, 2015 to June 30, 2016)



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Application for Grants

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

I. 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;

The Kauai Food Bank was born out of Hurricane Iniki (1992), a Category 5 hurricane and reported as one of the most intense hurricanes to strike American soil. Following this terrible devastation the Kauai Food Bank, initially operated by dedicated volunteers, provided over five million pounds of disaster foods to over 80% of the population through the administrative umbrella of the Oahu-based Hawaii Food Bank. In late 1994 the Kauai Food Bank, Inc. was formally incorporated as an independent organization and in 1995 became an independent 501(c) (3) nonprofit, tax-exempt charitable organization. It has been serving those in need in our community by providing food for the hungry for twenty years of uninterrupted service.

In 2010, DBA (Doing Business As) forms were filed with the Department of Commerce and Consumer Affairs in the name of the "Kauai Independent Food Bank." While the legal name of the organization continues to be the Kauai Food Bank, Inc., the DBA reflects the organization's desire to revitalize operations, refine focus, and rededicate efforts to ending hunger in our Kauai community. In re-branding the organization, the Kauai Independent Food Bank (KIFB) joins hundreds of independent food banks nationwide.

The mission of the KIFB is to "Educate; Provide Nutritious Food for the Hungry; Respond to Emergencies." Our vision is food security for all the people of Kauai and Niihau. The KIFB accomplishes its mission through the following community assistance programs:

Partner Agencies:

48 non-profit partner agencies, food pantries and soup kitchens distribute our food bank products throughout Kauai. These agencies distribute the food products to the elderly, the infirm, the disabled, the homeless, veterans, children, the working poor, indigent families, and people in shelters. Using the Kauai Independent Food Bank items augments non-profit agencies budgets and enables them to continue or expand their important service to our community.

Keiki Café

In 2004, KIFB opened the State of Hawaii's first Keiki Café in partnership with the Boys and Girls Club Waimea. The program is currently in place in thirteen locations. Throughout the school year, economically disadvantaged children between the ages of 7-17 participating in our program partners' after-school activities receive a Super Snack each afternoon. This is in collaboration with the Kauai Boys and Girls Clubs, YWCA, Kama'aina Kids and Department of Education A+ after school programs. During 2014, over 123,000 Super Snacks were provided to the keiki in this program.

Backpack Program

Each Friday the Backpack program provides nutritious food to disadvantaged youth between 7-17 years of age. Each youth receives an unmarked Backpack for the child and their siblings with food for the weekend. This program is currently in 4 locations, 2 in Kekaha and 2 in Kapaa. During 2014, 4,685 Backpacks were provided to the keiki in this program.

Kupuna (Seniors) Program

We operate this program in collaboration with the County of Kauai, Agency on Elderly Affairs and Alu Like, for seniors at their Senior Centers, who stop at the KIFB once per month and receive 10-15 pounds of food at no cost. Seniors from Kekaha, Waimea, Kilauea, Koloa, Lihue, and Anahola visit the food bank. During 2014, 1,159 seniors were assisted through this program.

Uluwehi Emergency Food Distribution

This program provides needy residents the opportunity to receive sufficient emergency food to accommodate their needs for 2-3 days, until they can reach one of our agencies which is open.

Vocational Rehabilitation

To help individuals increase their independence, become more employable and self-sufficient (and in turn help break the cycle of poverty and hunger), the Kauai Independent Food Bank (KIFB) provides job training and skills building to numerous volunteers and workers in our warehouse and office. KIFB provides on-the-job training to people in need of employment in office work, warehouse operations, customer service, reception, and computer training, which helps integrate trainees into the Kauai labor force. In 2009 KIFB was named **Kauai Outstanding Employer of the Year** by the State of Hawaii's Department of Human Services, Division of Vocational Rehabilitation.

Emergency/Disaster Response

The KIFB is a disaster agency of Kauai's Civil Defense, under the umbrella of the American Red Cross.

Growing Food Together

This program is an innovative collaboration with several steadfast local donors with large fruit orchards who donate the fruits to us. These fresh fruits are then used in our programs.

The programs of the KIFB serve the County of Kauai, which includes the Island of Niihau.

The subject of this request is our **Keiki Café program**.

2. The goals and objectives related to the request;

Goals:

The goal we are working to address is to alleviate hunger in our Kauai community. Our Keiki Café program is designed to address the effects of childhood hunger. Without a healthy, nutritious diet, children are challenged to thrive physically and their ability to concentrate in school suffers, making it difficult for them to reach their full potential as they grow into adults. Children who are undernourished are more likely to suffer illnesses that force them to be absent from school and to perform poorly on standardized tests. Poor performance in school is a major risk factor for dropping out in later years, and the effects of childhood hunger contribute to an ongoing cycle of poverty and hunger.

An issue is the poverty level and number of food insecure households on Kauai. All but two of Kauai's public schools qualify for free/reduced cost lunches through Federal Title 1 funding, due to the number of economically disadvantaged students. (*Kauai Planning and Action Alliance – Kauai Youth Report 2012*).

Kauai County's percentage of students receiving these lunches has climbed every year from 35% in 2008 to 48.6% in 2012, with Kauai County's percentage being the second highest of the 4 counties of Hawaii. Similarly, the Child Poverty Rate has also climbed every year from 12.5% in 2007 to 18.3% in 2011 with, again, Kauai County being the second highest of the 4 counties. (*The Annie E. Casey Foundation – Center on the Family - Kids Count Data Center*).

Objectives:

The objectives of the Keiki Café are to serve healthy and nutritious foods to a predominantly poverty youth population in a safe and supervised after-school environment and create awareness about hunger on Kauai.

Kid's Café history:

In 1989, two young brothers were found in a community center in Savannah, Georgia. The older child had broken into the center's kitchen to feed himself and his little brother. This event inspired the creation of the nation's first Kid's Café. In 2004, the KIFB opened the State of Hawaii's first Kid's Café - locally known as Keiki Café - in partnership with community resources, and it has continued to flourish and grow each year since. Five days per week throughout the school year, economically disadvantaged children between the ages of 7-17 participating in our program partners' after-school activities receive a nutritious Super Snack, e.g., granola bar, string cheese, fruit cup, fresh fruit, etc. In addition to serving healthy foods to a low-income population, appealing activities are also offered which encourage physical activity, learning about nutrition, and

overall healthy eating and living habits, all while in a safe, structured, and supervised environment. The Super Snacks are provided in after-school programs by our program partners: Boys & Girls Clubs – Waimea and Lihue; YWCA Girlz Zone; Kama'aina Kids, and the Department of Education A+ Program. We are currently serving over 10,000 Super Snacks per month.

3. The public purpose and need to be served;

Need:

More than 16 million children in America live in households that struggle to put food on the table. That is 1 out of 5 children. Hunger prevents children from reaching their full potential. It is an epidemic that is threatening America's future.

School lunch programs are helpful, but only assist a child's nutrition during a part of each day.

In response to this urgent need, the first Kids Café was created in Georgia in 1989, and the Kids Cafés in the nation served over 14.5 million meals to over 155,000 children last year. Kids Cafés were not the result of a government initiative, but sprang from local concern for the welfare of children.

Our first Keiki Café was initiated in 2004 in Waimea as a partnership between the KIFB and the Boys and Girls Club Waimea Clubhouse.

A hungry child is a disadvantaged child...one that does not grow, develop or learn like other children. Children in poverty tend to exhibit cognitive difficulties, as shown in achievement test scores. Poor performance in school is a major factor for dropping out in later years. The effects of childhood hunger contribute to an ongoing cycle of poverty and hunger. Research by the Center on Hunger and Poverty revealed that children who eat frequently at Kids Cafés earn better grades in school, have more energy, are less fatigued, and are better able to concentrate. Parents have reported overall improvements in their child's learning and health, and also ensuring their child will be fed even when parents need to work non-traditional hours or multiple jobs.

Improving a child's nutrition enhances brain development and physical growth, resulting in not only an enriched childhood, but a better adult life. And the opportunity to interact with others at Keiki Café sites helps build social skills and create friendships. "This data strongly depicts the importance of Kids Cafés in the lives of participants and their families," says Dr. J. Larry Brown, executive director of the Center on Hunger and Poverty. "We know that hunger affects more than just children's bodies – it affects their learning capacity, behavior and even their health status. The research indicates that feeding children better leads to an improvement in their overall well-being."

4. Describe the target population to be served; and

The target population is economically disadvantaged children aged 7-17 participating in our program partners after-school Keiki Café programs on Kauai.

5. Describe the geographic coverage.

Our Keiki Café is in place in thirteen locations on Kauai, stretching all the way from Kekaha on the west side, to Kilauea on the north shore. It is in place at Waimea Canyon Middle School, Waimea High School, Kekaha Neighborhood Center (partner – Boys & Girls Club Waimea); Lihue Court Townhomes, Lihue Clubhouse, Chiefess Kamakahaiei Middle School (partner – Boys & Girls Club Lihue); YWCA and Kapaa Middle School (partner – YWCA Girlz Zone program); Eleele Elementary, Kalaheo Elementary, Koloa Elementary Schools (partner – Department of Education A+ program); Wilcox Elementary, Kilauea Elementary Schools (partner - Kama'aina Kids Program).

II. 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 Keiki Café Super Snacks are provided in after-school programs by our program partners: Boys & Girls Clubs – Waimea and Lihue; YWCA Girlz Zone; Kama'aina Kids, and the Department of Education A+ Program.

We have signed, annual Memorandum of Understanding agreements with each program partner, outlining the duties and responsibilities of each party. KIFB identifies and procures the food items necessary for the operation of the Keiki Cafés. We provide sufficient pre-packaged Super Snacks for each partner's location for their distribution to the keiki five times weekly during the school year, and KIFB delivers the foods to our partners once per week. Delivered foods are stored off the floor and in a secure location. On that delivery day, the KIFB also conducts a food inventory at each location to ensure appropriate distributions, and restocks the items as necessary. Our partners serve the Super Snacks to the keiki in their after-school program and they provide all the non-food supplies and disposables required to prepare and serve the Snacks, such as utensils, plates, cups, napkins, etc. Our program partners are responsible for the identification of any food allergies for the children in their program and informing the KIFB of same.

KIFB provides a primary contact, the program manager, who provides guidance in program implementation. The program manager also ensures that objectives are met

through monitoring inspections and periodic site visits and scheduled meetings to facilitate communication and information sharing.

Our program partners hire, train and supervise their personnel/interns in the Keiki Café program requirements prior to implementation. They perform background searches on staff and volunteers who work with the children and provide proof of background checks for their personnel from the appropriate website. They also attest that they will comply with all applicable Federal and local statutes, ordinances and regulations. They track and record the number of Super Snacks served daily and the number of keiki served, and they maintain all necessary program records. The program partner staff submits their monthly reports to our program manager, stating how many Super Snacks were served to our keiki in their respective program location. These results are then tallied by our program manager to provide an overall Super Snacks number, per month, and then annually. Because we collect monthly numbers, we can track the growth of the program and can plan accordingly with our program budget and food purchases for the program, as many of our Super Snack items are not always warehouse staples and need to be purchased.

We have chosen these partnerships because they offer a multi-faceted approach to addressing the problem of hunger in our community. Because our program partners offer after-school programs that encourage physical activity, healthy eating, nutrition education and overall healthy living habits, we chose to partner with them for our Keiki Cafés. KIFB and our partners foster a mutually beneficial long-term relationship between the parties, providing nutritious foods to needy children and promoting healthy eating practices for our Kauai youth. With our help, our keiki can benefit from the positive effects of a healthy diet and avoid joining the growing number of children nationwide who go to bed hungry each night.

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

Our Keiki Café is an annual program, operating at our program partners sites five days per week throughout the school year. New MOUs are initiated at the beginning of each school year for all program partners.

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

The Kauai Independent Food Bank is dedicated to providing strong and effective services for our clients.

KIFB systematically plans its programs and evaluates them regularly in view of our agency's mission and goals and the goals of its program partners. It is the policy of KIFB to provide quality services to the populations it serves, quality being defined as the extent to which our client needs are met. The quality improvement process is inclusive of partner data and input through satisfaction surveys from all the stakeholders. We conduct

ongoing monitoring inspections and site visits to meet with our program partners and make adjustments as appropriate and feasible.

The partner staff submits their monthly reports to our program manager, stating how many Super Snacks were served, the number of days served, and the number of children served in their respective program location. In addition to providing the Super Snack and keiki served numbers, our program partner's monthly reports to KIFB also include the tracking and recording of changes in attendance, repeat visits, new memberships, etc. Additionally, program partner staff solicits feedback from the keiki and their family members about the impact of the program. They also collect feedback from teachers, staff and volunteers. They also indicate how many volunteers assisted and the number of volunteer hours.

We provide our program partners with a Program Evaluation Form with a rating scale and participants rate the Overall Program Evaluation, Food Variety and Food Quantity, with opportunities for comments and quotes. These Evaluation Forms are reviewed by our Program Manager for any areas of the program that may need reassessment.

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.

Data will be provided indicating how many Super Snacks were served each month, broken down by program partner, i.e., Boys and Girls Club Waimea, Boys and Girls Club Lihue, YWCA Girlz Zone, Kama'aina Kids Kilauea and Lihue, DOE A+ Eleele, Kalaheo and Koloa.

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

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2016.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
42,266	26,052	26,052	26,052	120,422

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2016.

We are planning on seeking funding from the following foundations for fiscal year 2016

Hawaii Hotel Industry Foundation – Visitor Industry Charity Walk
The Bill Healy Foundation
First Hawaiian Bank Foundation
Friends of Hawaii Charities

We will also continue to seek donations from individuals, businesses and corporations to help to fund the program and again will also solicit assistance from our local service clubs – the Lions Clubs, Rotary Clubs, Zonta, and Kiwanis.

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.

None
Not applicable

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

None for the Keiki Café program.

\$1,000 was awarded by the County of Kauai for our Kupuna Program.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2014.

Preliminary figure for unrestricted assets is \$371,230 as of December 31, 2014, until completion of the 2014 annual audit.

IV. Experience and Capability

A. 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.

The first Keiki Café was initiated in 2004 in Waimea as a partnership between the KIFB and the Boys and Girls Club Waimea Clubhouse, and has continued to grow and expand to now thirteen locations across the island.

Our staff has a successful working program model in place, refined over the years through evaluation assessments and working together with our partners, enabling us to not only conduct but to grow the program to its current level.

During the past three years (and longer), the KIFB has annual Memorandum of Understanding agreements for partnerships to provide the Keiki Café with:

1. Boys & Girls Club Lihue (Asaka Herman, aherman@bgch.com, (808) 346-5024). For the Keiki Cafés at Lihue Court Townhomes (Mutual Housing), Boys & Girls Club Lihue Clubhouse, Chiefess Kamakaha Middle School.
2. Boys & Girls Club Waimea (Bernie Brown, bbrown@bgch.com, (808) 356-4683). For the Keiki Cafés at Kekaha Neighborhood Center, Waimea Canyon Middle School & Waimea High School.
3. YWCA Girlz Zone (Leialoha Sanchez, leialoha@ywcakauai.org, (808) 245-5959). For the Keiki Cafés at YWCA and Kapaa Middle School.

And for the past two years, the KIFB has annual Memorandum of Understanding agreements for partnerships to provide the Keiki Café with:

1. Department of Education A+ program, Eleele (Brandee Carlos, bkahalekomo@yahoo.com). For the Keiki Café at Eleele Elementary School.
2. Department of Education A+ program, Kalaheo (Josie Parongao, Josie_Parongao/ELEELE/HIDOE@notes.k12.hi.us, (808) 332-6807). For the Keiki Café at Kalaheo Elementary School.
3. Department of Education A+ program, Koloa (Patricia Ho, bro_lisa@hotmail.com, (808) 639-3344). For the Keiki Café at Koloa Elementary School.
4. Kama'aina Kids, Kilauea (Cheryl Doo, sakilauea@kamaainakids.com, (808) 212-5391). For the Keiki Café at Kilauea Elementary School.
5. Kama'aina Kids, Wilcox (Dr. Millie Johnston, millie@kamaainakids.com, (808) 212-8126). For the Keiki Café at Wilcox Elementary School, Lihue.

B. 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.

The KIFB operates from a 4,000 square foot warehouse centrally located in Nawiliwili, Lihue. It is complete with freezer and chill areas where perishable foods are stored, and non-perishable foods are stored on racks off the floor. It is located right off Nawiliwili Road, allowing easy access for vehicular and foot traffic, with adequate parking. Agency partners shop at the warehouse to feed the hungry at their food pantries and soup kitchens. Emergency Food is also distributed to those in the direst need directly through our warehouse. Food products for our Keiki Café and Backpack programs are stored at the warehouse prior to distribution to our program partners for these programs. Food products for our Kupuna (seniors) program are also stored at the warehouse, and we prepare the special "seniors' food rack" before their visits with their healthy nutritious foods already set out and organized.

The warehouse is ADA compliant. It is on the ground floor without steps and with wide roll-up doors allowing easy wheelchair access. In fact, one or two of the participants in our Kupuna (seniors) program who shop at the warehouse monthly use wheelchairs and appreciate the access into the warehouse for their food supplement distribution.

The Boys & Girls Clubhouses & other partners' school facilities where our Keiki Café and Backpack programs take place are also required to be ADA compliant.

V. Personnel: Project Organization and Staffing

A. 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.

Executive Director

The Executive Director, Kelvin Moniz, oversees all aspects of operations and programs and manages the team responsible for the Keiki Café. He also makes presentations about the Keiki Café to local businesses and service clubs. Kelvin has been with the Kauai Independent Food Bank since 1999, in a variety of different roles, including Director of Food Resources. Kelvin has extensive

knowledge of all aspects of the Keiki Café, having been with the KIFB prior to its inception in 2004. He was appointed interim Executive Director in November 2013, and appointed Executive Director in January, 2014. Kelvin is CDL and Forklift certified.

Development Director

The Development Director, Carol Beardmore, prepares grant proposals and final reports for the program and also creates Keiki Café flyers to present the program to prospective funders.

Carol has international business experience in England, Bermuda, Honolulu and Kauai. She has thirteen years of non-profit experience on Kauai from Wilcox Memorial Hospital, the National Tropical Botanical Garden and the Kauai Independent Food Bank. She has four years of grants management experience from the National Tropical Botanical Garden and the Kauai Independent Food Bank.

Warehouse Manager

The Warehouse Manager, Rizaldy Tolentino, identifies, procures and stores the specialty foods required for the Keiki Café program and oversees the schedule of delivery of the Super Snacks to our program partners by the Driver/Warehouse Helper.

Rizaldy first came to the Kauai Independent Food Bank in 2011 as a volunteer through the SEE (Supporting Employment Empowerment) program of the Department of Human Services. After completion of the program he was hired as Warehouse Helper/Driver, and subsequently rose to his current position. Rizaldy is CDL and Forklift certified.

Program Manager

The Program Manager, Leona Perez, prepares the annual MOUs, Program Evaluation Forms and tallies all monthly reports from each of the program partners. She also conducts site visits and monitoring inspections and is the primary contact for our program partners.

Leona's nine years of experience in food sales at Koa Trading gives her extensive knowledge of food procurement, sales and storage. Leona previously worked at the KIFB from 2002-2003 as Agency Relations/Volunteer Coordinator and returned to the KIFB in January 2013.

Driver/Warehouse Helper

The Driver/Warehouse Helper, Breana Poai, delivers the Super Snacks to our program partner sites around the island each week, conducts a food inventory at each location to ensure appropriate distributions, and restocks the items as necessary.

Breana joined the KIFB in November 2014, and has been trained extensively under the tutelage of the Warehouse Manager in all aspects of Keiki Café program sites, Super Snack delivery, storage and inventory procedures at the program sites.

Accountant

The Accountant, Sandra Cummings, ensures that all income and expenditures relating to the Keiki Café are appropriately documented and charged to the correct funding. She also makes sure that all allocations and charges are in compliance with the Federal Cost Principles and Generally Accepted Accounting Procedures. Sandra is an accountant and consultant with experience as Financial Officer for a large non-profit and Manager/Auditor for Hirose, Kato & Co., LLP. She has written complete accounting software for IBM.

B. 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 Executive Director, reports to the President of the Kauai Food Bank Board of Directors.

His responsibilities include managing, directing and monitoring all aspects of KIFB operations via subordinate managers and staff to achieve the organization's mission. He oversees preparation of all reports and media and schedules and coordinates food drives and mail-outs.

The Development Director, reports to the Executive Director.

Her responsibilities include researching grant opportunities, writing grant proposals and final grant reports, meeting all required deadlines and maintains records of grants submitted, and grant prospects. She performs data analytics of donor database, donor prospecting, customization of donor letters, donor stewardship. She produces annual reports, flyers, and mail outs. She supervises the Development Clerk.

The Warehouse Manager, reports to the Executive Director.

His responsibilities include oversight of warehouse operations, including the shopping area, maintaining stock balance, and inventory. He conducts preventive maintenance checks on all vehicles. He supervises the Driver/Warehouse Worker and warehouse volunteers and also serves as KIFB's Safety Manager.

The Program Manager, reports to the Executive Director.

Her responsibilities include coordination of the planning, implementation, and evaluation of all KIFB programs, including the Keiki Café, Backpack Program, Kupuna Program, Uluwehi Emergency Food Distribution and Agency Partner

Distribution. She inputs all data related to food that enters and exits the warehouse. She supervises the Office Clerk.

The part-time Contract Accountant, reports to the Executive Director. Her responsibilities include preparation and posting of various journals, ledgers and accounts, analysis and presentation of financial data, and preparation of financial statements and expenditure reports, review and approval of various vouchers and invoices for payment, analyzing budget requirements, preparing payroll data, and allocation of funds to various accounts or functions.

The part-time Driver/Warehouse Helper, reports to the Warehouse Manager. Her responsibilities include making food pick-ups from our business donors, and making deliveries to Keiki Café and Backpack sites. She is responsible for assisting in the maintenance, cleaning, and sanitation of all vehicles, and cleans and sanitizes areas in and outside of the warehouse. She also assists with scanning and salvage operations.

The following two positions do not provide significant services for the Keiki Café program so are not listed under the Proposed Staffing Pattern.

The part-time Development Clerk, reports to the Development Director (currently trying to fill this position).

Her responsibilities include assisting the Development Director with donor relations management and stewardship. She inputs received donations into the database and creates donor letters for review/customization by the Development Director.

The part-time Office Clerk, reports to the Program Manager.

Her responsibilities include clerical duties and assisting with direct mail-out and food drive documents. She updates the website as instructed.

C. Compensation

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.

Executive Director	\$61,000
Development Director	\$45,000
Warehouse Manager	\$35,700

VI. Other

A. 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.

Not applicable

B. 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.

We are really excited to report that, yet again, we have been accredited by the Better Business Bureau of Hawaii for 2015, meeting all 22 of their required charitable standards. The Kauai Independent Food Bank continues to be the only food bank in the State of Hawaii accredited by the BBB.

C. Federal and County Grants

The applicant shall separately specify the amount of federal and county grants awarded since July 1, 2014.

None for the Keiki Café program.

\$1,000 was awarded by the County of Kauai for our Kupuna Program.

D. 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

E. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2015-16 the activity funded by the grant if the grant of this application is:

- (1) Received by the applicant for fiscal year 2015-16, but
- (2) Not received by the applicant thereafter.

Although fundraising continues to be a challenge in these difficult economic times, our Board of Directors is committed to continuing the Keiki Café with our schools currently in the program. We are determined to find and secure all of the necessary funds to continue this vital program. KIFB and its partners want to continue to give as many underserved children as possible access to nutritious foods to enrich their lives and allow them the opportunity to become productive, healthy adults. We will continue to seek grants, and donations from individuals, businesses and corporations to help to fund the program.

We already receive fresh local fruits, in season, from our Growing Food Together partnerships, which is a tremendous boost to providing locally-grown fresh and nutritious fruits for our keiki. An event for our Growing Food Together program was recently held, in which our main donor in this partnership assisted us with cultivation of new partnerships for this mutually beneficial program, and interest has been expressed by several new donors in this same agricultural area. Discussions are underway to meet with these new donors and, in fact, another donor has just joined the program this week.

Also, we hold several food drives each year with great community support. Although we provide our food drive partners with listings of preferred items, we often receive food items that we can use for agency and emergency food distributions, but which do not necessarily meet our criteria for our Keiki Café. In getting creative in our efforts to maintain this wonderful program, we are planning for a future food drive to target the specific food items we provide in our Keiki Cafés, rather than a generic food drive. Our Keiki Café touches so many lives on Kauai. We know our community will be excited at the opportunity to fundraise for the dedicated foods when we hold our “Keiki Café Healthy Food and Fund Drive”. This will partially offset our direct purchase of these healthy and nutritious foods for our keiki.

F. 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, 2014.

Please find attached the Certificate of Good Standing from the DCCA, dated January 16, 2015

ADDITIONAL ATTACHMENTS:

1. IRS 501 (c) (3) Determination Letter
2. Board of Directors listing 2015
3. Keiki Café vignette

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2015 to June 30, 2016

Applicant: Kauai Independent Food Bank

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	29,000			3,411
2. Payroll Taxes & Assessments	3,858			381
3. Fringe Benefits	2,124			0
TOTAL PERSONNEL COST	34,982			3,792
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-island	760			0
2. Insurance	2,540			0
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	7,200			3,228
5. Staff Training	100			0
6. Supplies	1,700			240
7. Telecommunication	1,185			240
8. Utilities	8,265			600
9. Accounting/Audit	6,828			900
10. Program Materials	39,000			38,850
11. Vehicle Costs	1,650			900
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	69,228			44,958
C. EQUIPMENT PURCHASES	16,212			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	120,422			48,750
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	120,422	Sandra Cymmings 808-246-3809		
(b) Total Federal Funds Requested		Name, (Please type or print) Phone		
(c) Total County Funds Requested		[REDACTED] 1/23/15		
(d) Total Private/Other Funds Requested	48,750	Signature of Authorized Official Date		
TOTAL BUDGET	169,172	Kelvin Moniz, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2015 to June 30, 2016

Applicant: Kauai Independent Food Bank

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1	\$61,000.00	10.00%	\$ 6,100.00
Development Director	1	\$45,000.00	10.00%	\$ 4,500.00
Warehouse Manager	1	\$35,700.00	20.00%	\$ 7,140.00
Program Manager	1	\$32,000.00	25.00%	\$ 8,000.00
Driver	0.5	\$10,868.00	30.00%	\$ 3,260.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				29,000.00

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2015 to June 30, 2016

Applicant: Kauai Independent Food Bank

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Dell Optiplex 7020 w/24 inch monitor	1	\$1,361.42	\$ 1,361.42	1362
Cyber Power battery backup	1	\$139.95	\$ 139.95	140
Ricoh MPC2503 copier	1	\$14,710.46	\$ 14,710.46	14710
			\$ -	
			\$ -	
TOTAL:	3		\$ 16,211.83	16,212

JUSTIFICATION/COMMENTS:

The Dell computer will process the records necessary to provide services for the program. Our current copy machine is 14 years old with limited capabilities and significant down-time. The new multi-function copier will be used in place of outside vendors to produce brochures/flyers as well as stationery necessary for the program.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2015 to June 30, 2016

Applicant: Kauai Independent Food Bank

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: 2013-2014	FY: 2014-2015	FY:2015-2016	FY:2015-2016	FY:2016-2017	FY:2017-2018
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS AND/OR GRANTS

Applicant: Kauai Independent Food Bank

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
				TOTAL	

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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, 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.

Kauai Independent Food Bank
(Typed Name of Individual or Organization)



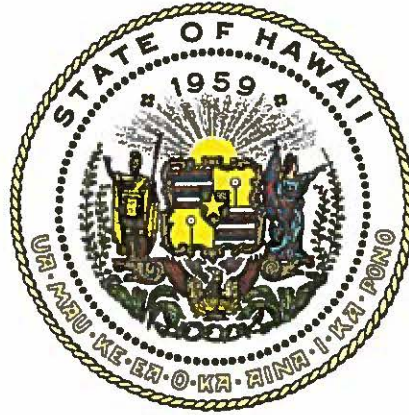
(Signature)

1/25/15

(Date)

Kelvin A. Moniz
(Typed Name)

Executive Director
(Title)



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

THE KAUAI FOOD BANK, INC.

was incorporated under the laws of Hawaii on 12/16/1994 ; 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 16, 2015

Interim Director of Commerce and Consumer Affairs



INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: ~~03/27~~ 20 1999

KAUAI FOOD BANK INC
3285 WAAPA ST
LIHUE, HI 96766

Employer Identification Number:

DLN:

17053100757029

Contact Person:

FRANCIS E BERNHARDT

ID# 31258

Contact Telephone Number:

(877) 829-5500

Our Letter Dated:

April 1995

Addendum Applies:

No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,


District Director

Letter 1050 (DO/CG)

**The Kauai Food Bank Inc, dba Kauai Independent Food Bank
Governing Board of Directors - 2015**

Name/Company	Contact Information	Title/Committee	Year Joined
Rowena Cobb Cobb Realty Instructor	PO Box 157 Koloa, HI 96756 (808) 742-9497 hawaii39@gmail.com	President	2009
Brad Nagano Vice President Mokihana Insurance	4393 Kukui Grove Street Lihue, HI 96766-1640 (808) 245-9573 Office (808) 651-7918 Cell (808) 246-9092 Fax bradn@mokihana.net	Vice President	2012
Judy Arrigo JAA & Associates	5700 Olohena Road Kapaa, HI 96746 (808) 822-3148 Office (808) 822-3346 Fax jaa-assoc@hawaii.rr.com	Treasurer	2007
John Sydney Yamane Hawaii Link Internet	2950 Kress Street Lihue, HI 96766 (808) 246-9300 Office (808) 651-7964 Cell jsv@hawaiilink.net	Secretary	1995
Randy Kozerski Pacific Island Financial, LLC	1928 Haleukana Street Lihue, HI 96766 (808) 378-4433 Office (808) 631-8264 Cell (808) 270-5044 Fax rkozerski@pacislandfinancial.com		2010
Tom Lodico Ameriprise Financial	2644 Alaekea Street Lihue, HI 96766 (808) 245-4950 Office (808) 635-5404 Cell (808) 245-5650 Fax Tlodico@gmail.com		2004
Eileen Winters Winters Realty	6740 Makana Road Kapaa, HI 96746 (808) 822-3470 Office (808) 822-2155 Fax Eileen@WintersRealtv.com		2007
Brandan Nakamoto DuPont Pioneer	P.O. Box 650 Lawai, HI 96765 (808) 634-3489 Cell brandansden@gmail.com		2013
Derek Habu Wilcox Memorial Hospital	3-3420 Kuhio Hwy. Lihue, HI 96766 (808) 651-1340 Cell rockvderek@gmail.com		2014
Jett Jasper JJ's Broiler	2281 Hulemalu Rd. Lihue HI 96766 (808) 652-5122 jettjamesjasper@gmail.com		2014

Kauai Independent Food Bank—Keiki Café



Myranda, Gr. 1

"The Food Bank gives us snacks that make us healthier and help us give energy. I like the healthy snacks because they taste good and sweet, and they're good for us. Thank you very much for the food and helping us stay healthy."

Jessa, Gr. 2

"I love the Keiki Café! The snacks are awesome! It gives us healthy strength! My favorite snacks are fruit cups and Gogurt. Thank you for the delicious and yummy snacks, it nourishes our bodies."

Janessa, Gr. 3

"The Food Bank provides healthy snacks to the Boys and Girls Club everyday after-school. I like the healthy snacks because it helps me get taller, stronger, and help us get smarter. Thank you for giving us healthy snacks."

Valor, Gr. 4

"One thing I like about the Keiki Café is that they donate healthy food to the Boys and Girls Club of Lihue Clubhouse. I'm thankful because I get to eat the healthy food after a long day of school."



Raiden, Gr. 7

"The Food Bank helps the Boys and Girls Club of Lihue Clubhouse by providing healthy snacks that will keep me and the other kids healthy. Thanks to the Food Bank, the healthy snacks give us more energy. Thank you Food Bank for giving us a chance to make and live a healthier lifestyle."

Tialei, Gr. 8

"The Keiki Café gives us healthy and good snacks to enjoy everyday at the Boys and Girls Club. Thank you Food Bank for providing us with awesome snacks to keep us healthy, give us more energy, and nourishing us."

