

House District 45,46,47
Senate District 22,23

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):

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

I. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Wahiawa Community Based Development Organization
Dbas: Wahiawa CBDO
Street Address:
Mailing Address: P.O. Box 861191, Wahiawa, HI 96786

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name Darin Uesugi
Title Executive Director
Phone # 8083828066
Fax # _____
E-mail darin@utopiaus.com

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:

Project Wahiawa Vacuum Cooler
A community based comprehensive approach to creating employment and supporting Agribusiness in Central O'ahu.

4. FEDERAL TAX ID #: _____
5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2016: \$ 333,341.00

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 \$ 20,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

Darin Uesugi, President Wahiawa CBDO
NAME & TITLE

DATE SIGNED

1/26/15



RECEIVED
1/27/2015
D. Uesugi

State of Hawaii
GIA Application
Fiscal Year 2016

For

Project Wahiawa Vacuum Cooler

*A community based comprehensive approach to creating employment and supporting
Agribusiness in Central O`ahu.*

Submitted by:

Wahiawa Community Based Development Organization
P.O. Box 861191
Wahiawa, Hawaii 96786

January 26, 2015

Application for Grants

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

I. Background and Summary

1. A brief description of the applicant's background;

The Wahiawa Community Based Development Organization (CBDO) was officially incorporated in 2009 after more than ten years of effort by local residents to develop a place based organization to improve the quality of life of residents and businesses in the area. In 2009, Wahiawa was designated a U.S. Housing and Urban Development (HUD) NRSAs (Neighborhood Revitalization Strategy Area) on Oahu. The CBDO exists to continually update the neighborhood plan and develop and implement economic development opportunities in the area.

The area which the Wahiawa CBDO works in includes most of Wahiawa town and the agricultural lands and communities extending to Waialua and Haleiwa. Portions of Schofield Barracks and Wheeler Army Air Fields are also part of the NRSA. The CBDO is made up of an all-volunteer board.

2. The goals and objectives related to the request;

Goals: The Wahiawa CBDO is responsible for developing and implementing area-wide projects that will provide a strong economic base and improve the quality of life for area residents.

Our primary objectives related to this request are to (1) develop and operate a vacuum cooler facility, (2) create more jobs, and (3) support farmers in developing higher quality product for distribution.

This project is a primary component of the Agribusiness Resource Center, part of the CBDOs 5 year agribusiness economic development plan.

3. The public purpose and need to be served;

Area farmers are unable to expand into bigger markets because of their inability to address quality and distribution issues. Farmers can improve both product and access into larger markets by sharing a multiple pallet vacuum cooler, in a centrally located, agribusiness hub.

Agribusiness Hubs are critical players in establishing and building strong local food systems. Food hubs can provide efficient local value chain linkages at a vastly reduced scale compared to leading industry players. They also create opportunities for small to mid-sized producers to reach wholesale markets (which provide the majority all food sales).

Opportunities:

Building the infrastructure needed to support a regional food system would help meet rapidly growing demand for local food, and bring about benefits to the NRSA, adjoining communities and the county.

Specifically:

Economic Stimulus: The economic impact of food import replacement is significant. Replacing just 10% of the food we currently import would amount to approximately \$313 million. Assuming a 30% farm share, \$94 million would be realized at the farm-gate which would generate an economy-wide impact of an additional \$188 million in sales, \$47 million in earnings, \$6 million in state tax revenues, and more than 2,300 jobs

Job Creation: Food hubs create jobs from production to management. Additionally, as food hubs encourage growers to grow more and varied crops, additional farm labor will be needed for manual harvesting. In addition to economic benefits, jobs will be created, many from within the NRSA.

- **Increased Farmer Income:** Growers could benefit from the significantly higher market value of fresher, higher quality market crops with due to vacuum cooling and cold storage.
- **Environmental Impact:** The acreage available within the NRSA can a portion of out-of-state produce with locally grown produce thereby reducing environmental costs.
- **Improved Health and Food Access:**
- **Reduces introduction of invasive species:**
- **Self Sufficiency as a component of Food Security:**
- **Return on Investment.** In addition to the Social and Economic benefits described above, this project is expected to generate a Financial ROI of 2-4% starting in year two.
- **Fruits and vegetables begin to deteriorate after they are harvested and separated from their growing environment.** To preserve the quality of produce and maximize profits for growers, it is critical to control the temperature of fresh produce and minimize the amount of time that products are exposed to detrimental temperatures.
- **Proper storage conditions—**are needed to lengthen storage life and maintain quality once the crop has been cooled to the optimum storage temperature.

This project will satisfy the post-harvest storage issues through the installation and operation of vacuum cooler and refrigerated reefers in the Whitmore Agribusiness Hub.

4. Describe the target population to be served; and

This project will primarily serve new and existing farmers who do not have the financial and production capacity to invest in equipment of this type. The CBDO will make every effort to recruit and train low to moderate residents to meet its employee requirements. The improved produce will help farmers gain access to a larger market for its product.

5. Describe the geographic coverage.

The project will primarily serve farmers geographically located in the Central O`ahu plains. Since the project is mobile, it can also be made available to farmers located throughout Oahu.

II. Service Summary and Outcomes

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

This is an economic development project focusing on improving business conditions by supporting area business and creating employment opportunities for residents. Key Project Activities include:

1. Design, Development and Installation of Vacuum Cooler
2. Installation of Refrigerated Reefers
3. Hiring and training of Operations Staff

Design, Development and Installation of Vacuum Cooler

Several precooling methods can be used to reduce field heat and heat of respiration. Current practices include room cooling, forced-air cooling, hydrocooling, package-icing and vacuum cooling. Research and interviews with local farmers indicate that vacuum cooling is the process which would offer greatest benefit to farmers, yet require the most significant capital outlay thus preventing farmers from expanding operations. Vacuum-cooling equipment is expensive and requires skilled operators. To be economically feasible, there must be a large daily and annual output of cooled produce. It is best if the vacuum cooler is located close to a long-season production area, such as the NRSA.

What is vacuum cooling? The product is placed in a vacuum so that the atmospheric pressure around the product is reduced. This reduces the water vapor pressure around the product, and when the pressure is lowered below that inside of the product, water evaporates from the product. This in turn lowers the surface temperature of the product. This method can cool packed produce quickly and uniformly in large loads (usually in 20 to 30 minutes). Its advantages include;

- Cools large volumes and weights of produce rapidly
- Uniform temperature easily obtained
- Optional moisture enhancement systems can reduce weight loss
- Sanitizing agents can be incorporated in moisture enhancement systems

Interviews with area farmers suggest that a one or two pallet vacuum cooler would provide the greatest efficiencies of scale in meeting the needs of the area. A four pallet cooler operating at 80% utilization can cool 400 tons of produce per month.

Installation of Refrigerated Reefers

Two 40 foot long refrigerated containers will be installed during the initial phase of the project. The containers will be used to store produce, processed through the Vacuum Coolers, awaiting pickup by wholesalers. Each container will have the capacity to store 8 pallets representing an average of 5.8 tons of produce at any one time.

Hiring and training of Project Staff

The regulatory environment surrounding food involves many players; each assigned to work with a specific process or product. Currently, the FDA regulates most food handling, using a uniform food code enforced by local or county health departments. The recent 2011 Food Safety Modernization Act (FSMA) expanded the FDA's power to regulate farm and local food production and handling. In 2002, the Bioterrorism Act mandated all food facilities—not including restaurants, retail stores, farmers markets and farms—register with the FDA. Farms that are conducting their own post-harvest handling are exempt from registering with the FDA, but if they are providing these services for products from other farms, they must register. Because agriculture “food” hubs aggregate product from multiple farms and most do not operate as a retail store, it is suggested that food hubs register themselves with the FDA. That is the intent of this hub.

While food hubs are not currently government-mandated to have certain food safety certifications, many wholesalers, however, have specific requirements for the produce they purchase, making it in the hub's best interest to comply with the needs of its customers. This practice will also keep the hub current with food safety regulations should they later be mandated, and allow the hub to transfer such knowledge to growers. With that in mind, hub staff, upon hiring and prior to initial operations, will undergo training in Good Agricultural Practices (GAPs) and Good Handling Practices (GHPs). In addition, the General Manager will be responsible for developing and implementing the Hazard Analysis Critical Control Point (HACCP) plan.

The project in its entirety, will be accountable and responsible to the Wahiawa CBDO with assistance from, the Agribusiness Development Corporation (ADC), The College for Tropical Agriculture (CTAHR), Department of Agriculture, and Hawaii Farm Bureau.

The project will require significant interaction from individuals and entities with Agribusiness experience. To that effect the CBDO has already consulted with and will continue to work with staff from the Agribusiness Development Corporation (ADC) for infrastructure and feasibility support. College for Tropical Agriculture (CTAHR), and the State of Hawaii; Department of Agriculture for training support and the Hawaii Farm Bureau for training and marketing support.

The Project Evaluator/Manager and bookkeeper all have a minimum of ten years' experience in administration of Government grant funds. In addition CBDO and Advisory board members have managed and participated in State and/or Federal funded activities.

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

PROJECT SCHEDULE																
Organization:		Wahiawa CBDO														
Project:		Vacuum Cooler														
Objectives and Major Tasks	Performed By (Position)	Month														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
(1) Design, Development, and installation of Vacuum Cooler	FM/BPL/ADC	x	x	x	x	x	x	x	x	x						
Vacuum Cooler Operations soft opening	FM/OS											x				
Vacuum Cooler Operations full operations	FM/OS												x	x	x	x
(2) Installation of Refrigerated Reefers	FM/BPL/ADC												x			
Reefer Storage Operations soft opening	FM/OS													x		
Reefer Storage Operations full operations	FM/OS													x	x	x
(3) Hiring and Training of Operations Crew																
Farm Manager/Operator Selection	FM/GS/BPL/Board							x	x	x	x	x	x	x	x	x
Farm Technician, Aide, and Cleaner Selection and Staffing	FM/BPL/Board							x	x	x	x	x	x	x	x	x
Training of Operations Crew	FM/ADC/BPL/GS								x	x						
Definitions																
RFP= subject to RFP. GS/BPL/BP to review																
ADC=Agribusiness Dev. Corporation																
Board=Board Exec. Committee																
GS= Grant Support/Project Liaison																
BPL= Board Project Leader																
FM= Farm Manager																
OS=Operations Staff																

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 Project is designed to produce these outcomes through the following process;

The Project in its entirety will be accountable and responsible to the Wahiawa CBDO. The Project will be both evaluated internally and externally by subject matter experts in qualitative evaluation with the assistance of the CBDO board, its volunteers and staff. Additionally, day-to-day progress of each site will be measured and evaluated through tools used by the Project and Site coordinators. Both quantitative and qualitative assessment techniques will be used. The Project team chose a participatory form of monitoring & evaluation because it is people-centered and promotes the building of community capitals. The Most Significant Change (MSC) approach is a flexible method that can influence a community by helping:

- Foster shared vision
- provide tools for stakeholders to share
- Build staff capacity

- Provide training material for staff
- Celebrate success

The use of MSC will facilitate mid-session improvements to the Project and helps the entire group focus on what participants consider the most important goals.

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 Project's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.**

The purchase, installation, and operation of a Vacuum Cooler will help the Whitmore Agribusiness Hub support agribusiness suppliers, producers, and processors, in a Shared Use Aggregation and cold storage facility for use by area farmers employing more than 100 workers within the Wahiawa NRSA.

A successful project would be represented by the following;

1. At least 4,000 tons of produce vacuum cooled and stored in the first year with 8,000 tons cooled and stored in the second year.
2. At least two dozen area farmers and wholesalers (representing the majority of wholesalers on island) contacted and made aware of project and its services.
3. At least two employees hired, and trained for operations.

III. Financial

Budget

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

See attached budget forms. Attachment VII.D

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
150,000	110,000	35,717	37,624	333,341

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

The applicant is seeking funding from the following agencies for fiscal year 2016:

City & County of Honolulu GIA
CDBG
USDA

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.

The applicant has not applied for or anticipates applying for any state or federal tax credits.

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

The applicant currently has no contracts or grants to support this project.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2014.
The applicant's unrestricted current assets as of December 31, 2014 are \$30,000.

IV. Experience and Capability

A. Necessary Skills and Experience

The CBDO has participated in entrepreneurial and community development activities since its inception.

The organization recent agricultural related projects include;

- The Wahiawa Farmers market which services up to to 250 visitors and 10 vendors per week.
- Lead partner in Mauka to Makai Microenterprise program. The program was designed to help low to moderate income (LMI) individuals who were interested and capable of starting microenterprises learn business basics and gain exposure to potential business opportunities in the agricultural area. The WCBDO members, supplemented by other business experts, provided 40 hours of business training to the microenterprise students. In addition, the WCBDO provided 30 hours of agricultural business training.
- Value Added Agribusiness Technology Forum. This project targets producers and processors looking at establish added sources of produce and introduction to new value added agribusiness opportunities. Access to subject matter experts was provided through two workshops providing exposure in the areas of marketing, food technology and hi-tech produce processing.
- Wahiawa CBDO Farmers Training Project currently is targeting recent immigrants who have acquired at least 5 years of farming experience and are looking at

increasing the scale of their farms. These entrepreneurs are provided a minimum of 6 classroom training sessions in topics related to farm economics, Good Agricultural and Good Handling Practices (GAP and GAH). In addition, course subject matter experts will perform multiple farm site audits to identify, and recommend changes to existing farm practice.

The Wahiawa CBDO, with an active advisory role, includes as its board and advisory members individuals with experience in banking, finance, construction, real estate, federal business and community development. Yukio Kitagawa, board member, with over 50 years of experience in agriculture will play a significant role acting as liaison on behalf of the CBDO with area farmers, ADC, CTAHR, and the Hawaii Marketing Alliance. Administrative staff bring more than twenty years of accounting, bookkeeping, project management, grant support, construction and community development Project experience.

Additional partners and supporters in the project include:

Wahiawa CBDO

Wahiawa Community and Business Association

Wahiawa Rotary

North Shore Community Land Trust;

Leilehua Agriculture Learning Center

Leeward Community Center

City & County of Honolulu

Agribusiness Incubator Program at UH

Trainers and mentors in the program currently provide training at Leeward, Windward, and Kauai Community Colleges where the curriculum has been used in a formal program since 2013.

Recognizing the necessity of community support and investment, each partner will continually identify area resources and partnerships, identify and assess potential participants, and promote, organize and manage the CBDO and its ongoing activities. The Wahiawa CBDO has, since inception, operated in a restrictive economic environment due to the extended recession. To survive and achieve its community development objectives, the CBDO has focusing its organizational capacity on adopting a “bootstrapping” attitude towards meeting community needs. This means that the CBDO strives to convert non-financial forms of capital into resource advantages by finding innovative ways to access, utilize and mobilize alternative resources from external sources.

One such example is the organizations use of skilled volunteers to support existing projects and provide board level advice. This project requires significant interaction from individuals and entities with Agribusiness experience. The CBDO has already consulted with and will continue to work with staff from the Agribusiness Development Corporation (ADC) for infrastructure support, Leeward Community College, the College for Tropical Agriculture (CTAHR), and the State of Hawaii; Department of Agriculture for training support and the Hawaii Marketing Alliance for technical support.

Current CBDO agribusiness projects make extensive use of volunteers to provide training, mentoring and technical support. It is anticipated that volunteers will continue to support future agribusiness related projects. As of the date of this submittal, more than 1,200 volunteer hours have been invested in agribusiness related projects this year.

Another example is the sharing of resources for mutual benefit. Access to prime farm land is shared between CTAHR researchers and the CBDO. Researchers get to work on location specific projects and the CBDO gets to apply the researchers' expertise to the project. What financial resources the CBDO has can then be reallocated to other areas. The CBDO will continue to seek grant funding while it ramps up its revenue generating activities.

B. Facilities

The project partners include the State of Hawaii Agribusiness Development Corporation (ADC). ADC will be providing office and processing space for the project.

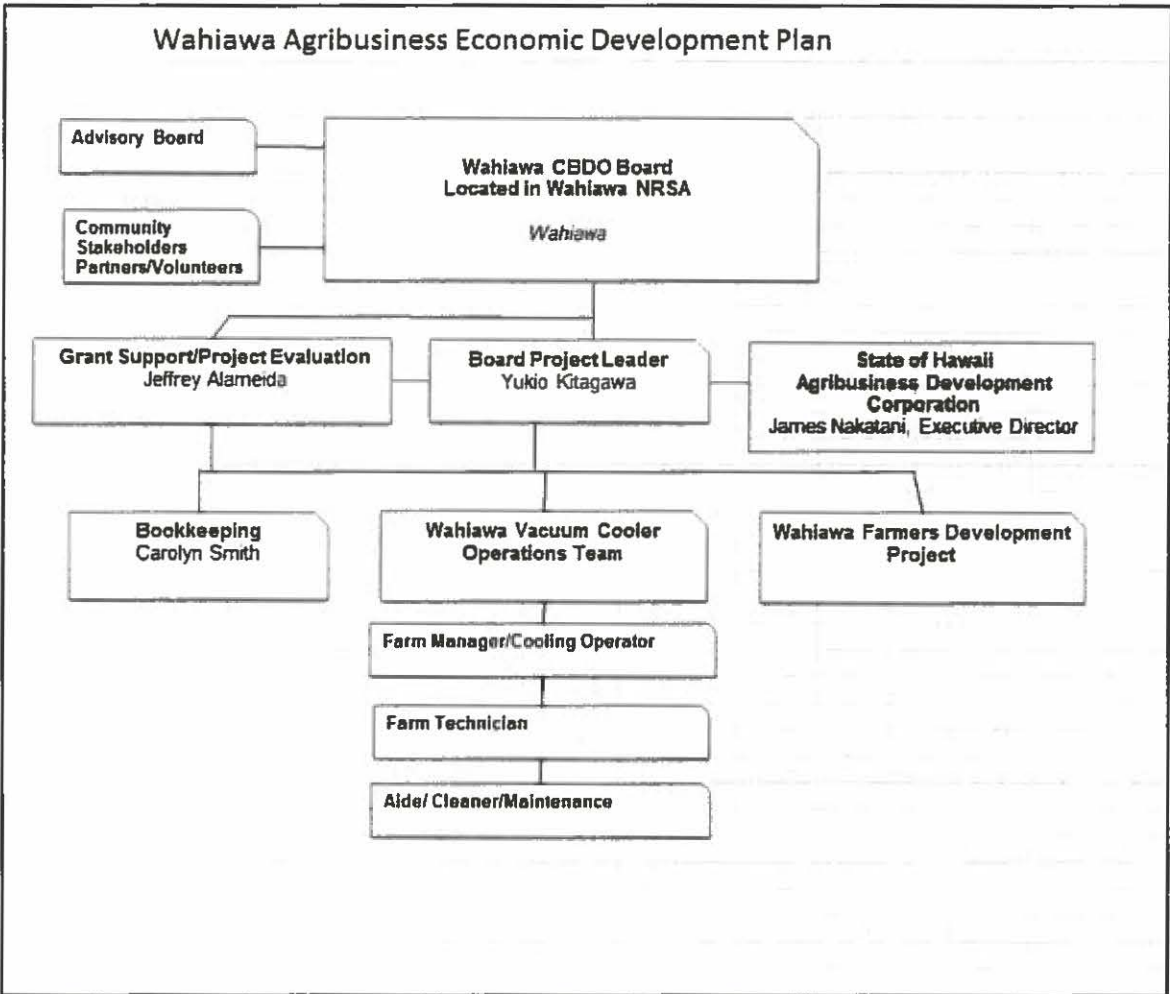
V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

See attachments in section VII. for descriptions of staff positions and resumes of key staff.

Staff will undergo training in Good Agricultural Practice (GAP) and Good Handling Practices (GHPs) prior to operation of vacuum cooler.

B. Organization Chart



C. Compensation

No officers or directors are compensated for their efforts. The annual salaries of the three highest paid employees are:

Farm Manager/Cooler Operator - \$54,000 annually.

VI. Other

A. Litigation

There is no pending litigation for which Empower Oahu is a party to.

B. Licensure or Accreditation

Project staff will be trained to receive appropriate certifications if food safety.

C. Federal and County Grants

The applicant has applied for two federal and county grants since July 1, 2014. It is currently negotiating scope of services on a Federal grant awarded in 2014. Notice to Proceed is anticipated shortly.

D. Private Educational Institutions

This grant will not be used to support or benefit a sectarian or non-sectarian private educational institution.

E. Future Sustainability Plan

This project forecasts a two year breakeven. Until such time additional funding sources for this and subsequent phases have been identified and will be written for. They include: Sustainable Agriculture Research (SARE) & Education Sustainable Community Innovation Grants

SARE is a competitive grants program providing grants to researchers, agricultural educators, farmers, ranchers, and students in the US. The Sustainable Community Innovation Grants award up to \$15,000 for activities that connect or make links between the farm and non-farm parts of a community, for the purpose of economic development.

Sustainable Agriculture Research & Education Professional Development Grant. Training grants to educate and inspire agricultural professionals such as Cooperative Extension and NRCS so they can better inform their producer clients about sustainable agriculture's benefits and practices. Training activities such as seminars, workshops, farm tours, demonstrations, videos, manuals or other materials usually range between \$20,000 and \$120,000.

Value-Added Producer Grants USDA Rural Development. Competitive matching grant funds to help independent agricultural producers enter into value-added activities; set aside for beginning and socially disadvantaged farmers;

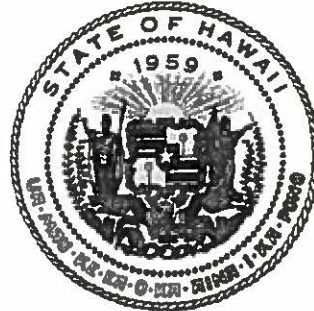
Maximum Grants: \$100,000 Planning and \$300,000 Working Capital

Community Food Projects Competitive Grant Program (CFP), USDA CSREES

These grants are intended to help eligible private nonprofit entities that need a one-time infusion of federal assistance to establish and carry out multipurpose community food projects.

Projects are funded from \$10,000-\$300,000 and from 1 to 3 years.

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



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

WAHIAWA COMMUNITY BASED DEVELOPMENT ORGANIZATION

was incorporated under the laws of Hawaii on 04/17/2009 ; 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 05, 2014



Director of Commerce and Consumer Affairs



To check the authenticity of this certificate, please visit: <http://hbc.ehawaii.gov/documents/authenticate.html>
Authentication Code: 222723-COGS_PDF-22595502

VII. Attachments:

- a. **Project Position Descriptions**
- b. **Key Project Staff**
- c. **Budget Documents**
- d. **Declaration Statement of applicants for grants.**
- e. **Letters of Support**

Farm Manager/Vacuum Cooler Job Description

Job Overview: The Farm Manager will develop and manage all aspects of the Farm production from growing to post production; identifying and selling in local markets and on-site; managing farm apprentices and working with volunteers; and speaking to public groups that frequent the farm for educational days.

This position requires a strong, practical knowledge of agricultural skills, farm management and operation of equipment including vacuum coolers. The manager has primary responsibility for the planning, coordination and implementation of all work and activities at The Farm.

Key Requirements:

Supervision of farm interns and volunteers (patiently and respectfully);
Coordination with CBDO staff and its advisory team including monthly board reports;
Produce annual field plans;
Maintain standards of production to ensure the highest quality produce;
Maintain farm infrastructure and landscape with the help of interns and volunteers;
Cooperate with community partners;
Seed ordering and material acquisition;
Planning and implementation of weekly planting schedule;
Insect and weed control, fertility monitoring and general field observation;
Cultivation activities;
Infrastructure planning, creation and maintenance;
Irrigation planning and implementation;
Soil building program including composting;
Assist with marketing and outreach efforts of CBDO;
Integration of farm with other CBDO programs;
Participate in planning for long-term farm development;
Coordinate produce needs with culinary, market and educational programs;
Able to work in the field, outdoor classroom and office including hard repetitive physical work;
Some evening or special event hours may be required;
Current driver's license and a clean driving record;
Comfortable driving a cube truck and operating farm equipment including vacuum cooler; and
Good interpersonal skills.

Qualifications:

Experience working in a team environment with proven leadership skills;
Demonstrated ability to work independently;
Demonstrated good organizational and record keeping skills;
Minimum two years' experience of full-season management;
Demonstrated farm planning experience and working knowledge of farm infrastructure;
Experience in growing using organic/biodynamic principles;
Experience working with farm machinery;
Basic carpentry skills;
Interest in working with youth and youth programs;
Demonstrated good communication skills;
Ability to repeatedly lift 50 pounds;
Self-motivated, cooperative and flexible;
Responsibly manage administrative and record keeping tasks related to running the farm business and overall success of the organization;

Farm Technician Job Description

Summary

Under general direction of the Farm Manager, responsible for the day-to-day functions of the Farm Field Facilities. Ensure work assignments and priorities of the field facility is completed in an effective manner while meeting deadlines. Understand various types of farm equipment to maintain teaching, research and mandated protocols for projects. Maintain buildings, grounds and field assigned including irrigation systems, land assignments, storage areas. Record daily activity information, recording rental hours and tracking information, equipment, etc. in computer database.

Primary responsibilities

- Collect crop samples for analysis.
- Record data from experiments.
- Perform research.
- Take soil samples and check for nutrients.
- Check pH of soil.
- Clean, maintain, and supervise the use of testing equipment.
- Prepare culture media.
- Prepare data summaries, reports, and analyses that include results, charts, and graphs in order to document research findings and results.
- Operate spectrometers, nitrogen determination apparatus, air samplers, centrifuges, and pH meters.
- Store samples so nothing gets contaminated.
- Plant seeds.
- Count resulting plants to determine percentage of seeds germinated.
- Oversee pest or weed control initiatives.
- Check plants for disease.
- Identify pests or fungus plaguing plants.
- Propagate standard varieties of plant materials.
- Collect and germinate seeds.
- Conduct insect surveys.
- Apply chemicals using proven methods.
- Train operators.
- Maintain cuttings of plants.
- Control environmental conditions.
- Till, hoe, prune, weed, and harvest crops.
- Clean, maintain, and repair tools.
- Operate tractors, plows, vacuum coolers, mowers, sprayers, earthmoving equipment, and trucks.

Project Aide Job Description - revised 041214

Summary: To act as an assistant to the Farm Manager (FM) in the planning, organization, and implementation of the Project. To assist the FM in achieving the objectives and goals of the organization by providing support services to the FM; to assume the general day to day duties of the of the FM in their absence, as directed by the Project Manager.

Reports To: Farm Manager

Essential Duties and Responsibilities:

- To assist the Farm Manager in the delivery of services contracted for by the FM.
- Organize and coordinate office operations and procedures in order to ensure organizational effectiveness and efficiency.
- File management within office.
- Ensures the organization works in an active partnership with community partners.
- Inventory management re clerical supplies and materials; office equipment, etc.
- Assists with the preparation and presentation of Monthly and Quarterly Reports; statistical data collection, correlation and presentation; preparation of Annual Reports.
- To ensure the collection of meaningful data reflecting services offered through the compilation and correlation of surveys and feedback forms.

Competency

- At least three years' experience in a people oriented environment or community social services sector (preferred).
- Experience working within a volunteer and/or non-profit organization (desirable).
- Planning, organization, communications, and administrative management skills.
- Proven competencies in software applications and programs, particularly Microsoft Office Professional including Skype, Excel, Word, Publisher, Power Point, Access, and Outlook, and Dropbox.
- Comfortable working in a "Virtual Office" environment
- Must be Bondable and provide current, clean Criminal Record Check.
- Excellent client service skills and superior telephone manner. Excellent interpersonal skills, helpful friendly attitude. Must possess personal tact, discretion and good judgment. Excellent written and verbal communication skills.
- Ability to prioritize assignments and workload within limited timeframes; ability to handle a demanding workload with limited direct supervision.
- Good working knowledge of office equipment and procedures. Public relations, oral, written and interpersonal communication skills.
- Well-developed planning, organizing, and decision making skills.
- Ability to deal tactfully with sensitive issues.

Education and/or Experience

Minimum two years office experience in a people oriented environment or community social services sector.

Experience working within a volunteer and/or non-profit organization (desirable).

Certification in Microsoft Office (preferred).

Proficiencies will be tested.

Hours

Approximately 10 – 20 hours per week.

Key Project Staff Statement of Qualifications

Jeffrey Kalani Alameida, CFP – Executive Director, SME

Summary

- Over 20 years of entrepreneurship experience
- Over 15 years of financial literacy training with various socio-economic groups.
- Over 15 years of financial planning experience with emphasis in asset building, small business development, networking and multi-generational planning.
- Over 10 years of Community Development work emphasizing low to moderate income communities
- Demonstrated ability to integrate social and cultural capital into building successful training programs.

Relevant Experience

Program Manager/Executive Director *Empower Oahu,*

Responsible for the management of a non-profit organization comprised of the 10 most economically distressed communities on the island of Oahu. Empower Oahu provides funding and technical assistance for economic development projects in the member communities. Duties include the review and assessment of economic development funding request, monitor and evaluate projects, and provide technical assistance with the evaluation and design of community development projects. Direct assistance in developing three Community Based Development Organizations and the submittal of three Neighborhood Revitalization Strategy Area applications.

Program Evaluator

More than ten years experience in evaluating organizations, program strategy and program execution as a monitoring, learning and evaluation (MLE) expert, including:

Identifying key strategic decisions and learning questions; formulating logic models, goals and target-setting; developing results frameworks; and conducting MLE planning in conjunction with program execution planning.

Work effectively with clients to develop a deep understanding of issues, create strategies for change, secure clients' buy-in to solutions, and work alongside clients and colleagues to make those solutions occur.

Conduct and produce professional, thorough, rigorous and insightful analyses and evaluative outputs, including program evaluations; program reports/dashboards of targets, progress, and results; briefing documents; portfolio reviews; project lessons learned; etc.

Formulate strong evaluation and study designs suitable to a variety of research and programmatic questions and priorities.

Certified Financial Planner

Develop and implement financial plans for individuals, businesses, and organizations, utilizing knowledge of tax and investment strategies, securities, insurance, pension plans, and real estate: Interviews client to determine client's assets, liabilities, cash flow, insurance coverage, tax status, and financial objectives. Analyzes client's financial status, develops financial plan based on analysis of data, and discusses financial options with client. Prepares and submits documents to implement plan selected by client.

Education

**Masters in Community Development Candidate,
Certified Financial Planner ®,
Bachelor of Environmental Design,**

University of Nebraska,
CFP Board of Standards
University of Colorado Boulder

Carolyn Abraham Smith –Project Finance, SME

Summary

- Over 25 years' experience in full service accounting and bookkeeping.
- 15 years' experience working with nonprofit organizations.
- Proficient in financial analysis, strategic planning and system design. Excellent interpersonal skills. Strong oral and written communication and technical skills.

Relevant Experience

Subject Matter Expert

Financial system design and implementation for schools, non-profits and small-to-medium-sized businesses – from start-up to complete overhauls of existing systems. Areas of specialty include special fund reporting (private, state, federal grants), budget planning and reporting, staffing analysis, preparation for external audit. Clients include Empower Oahu, Hawaii Youth Opera Chorus, Windward Spouse Abuse Shelter, Ultimate Cremation Services, Camp Mokule'ia, Kawainui Construction, Waianae United Methodist Church.

Chief Financial Officer/MIS Manager *BOZELL ADVERTISING WORKS (\$20 million advertising/public relations agency)*

Directed Finance Department, generated monthly financials, supervised A/R and A/P staff, audited payroll and managed retirement plans. Split co-mingled operations for merger with Bozell Worldwide and full external audit. Converted financial system from pegboard system to computerized network accounting system. Directed agency transition from outdated MACS into 50 station Novell network (cross platform running PCs, Macs, printers, scanners) and created in-house Technology Department.

Vice President *DICARLO & WOODRUM ADVERTISING (\$3 million advertising agency)*

Managed all accounting functions and provided strategic market planning, media planning/buying and copywriting as needed.

Education

**UNIVERSITY OF DALLAS
SOUTHWESTERN UNIVERSITY**

MBA, International Business
General Business and English

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2015 to June 30, 2016

Applicant: Wahiawa CBDO

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	30,000	49,999	101,000	
2. Payroll Taxes & Assessments	4,284	7,140	14,423	0
3. Fringe Benefits	1,500	2,500	5,050	0
TOTAL PERSONNEL COST	35,784	59,638	120,473	
B. OTHER CURRENT EXPENSES				
1. Space Lease	0			24,000
2. Utilities	20,000	20,000		
3. Bldg Maint./Repair/Security				4,800
4. Consumable Office Supplies		1,800		
5. Equip Maint. Contract		12,500		
6. Refuse Collection		14,400		
7. Fuel Costs Vacuum Cooler	2,400			
8. Insurance	12,000			
9. Marketing/Promotion	7,400			
10. Telecommunications	3,600			
11. HR Management	7,157	11,928	24,095	
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	52,557	60,628	24,095	28,800
EQUIPMENT PURCHASES	245,000	40,000	0	0
C. MOTOR VEHICLE PURCHASES	0	0	0	0
D. CAPITAL	0	0	0	0
E.	333,341	160,266	144,567	28,800
TOTAL (A+B+C+D+E)				
SO (a) Total State Funds Requested	333,341	Budget prepared by: Darin Uesugi 8083828066		
(b) Total Federal Funds Requested	160,266	Name (Please type or print) Phone		
(c) Total County Funds Requested	144,567	42,029		
(d) Total Private/Other Funds Requested	28,800	Signature of Authorized Official Date		
TOTAL BUDGET	666,974	Darin Uesugi President, Wahiawa CBDO Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2015 to June 30, 2016

Applicant: Wahiawa CBDO

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Vacuum Cooler-Mobile - 2 pallet	1.00	\$245,000.00	\$ 245,000.00	245000
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	1		\$ 245,000.00	245,000

JUSTIFICATION/COMMENTS cornerstone for agribusiness development project.

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: Wahiawa CBDO

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: 2013-2014	FY: 2014-2015	FY:2015-2016	FY:2015-2016	FY:2016-2017	FY:2017-2018
PLANS	Not Used					
LAND ACQUISITION						
DESIGN	Not Used					
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS AND/OR GRANTS

Applicant: Wahiawa CBDO

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1.	Value Added Agribusiness Forum CT-MAY-1400367	6/14-6/15	Office of Economic Development	Honolulu	10,000
2.	Wahiawa Farmers Training CT-MAY-1400356	6/14-6/15	Office of Economic Development	Honolulu	30,000
3.	Wahiawa CBDO Farmers Market	6/13-6/14	Office of Economic Development	Honolulu	10,000
4.	NRSA Weed& Seed	1/15-1/16	FGU CDBG	Honolulu	452,988
5.					
6.					
7.					
8.					
9.					
				TOTAL	502,988.00

**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.

Wahiawa Community Based Development Organization (CBDO)
(Typed Name of Individual or Organization)


01/26/2015

 (Signature) (Date)

Darin Uesugi President

 (Typed Name) (Title)

114

115



January 26, 2015

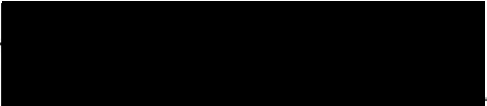
Senator Jill Tokuda
Chair, Senate Ways and Means Committee
Hawaii State Capitol, Room 207
415 S. Beretania Sreet
Honolulu, Hawaii 96813

Aloha Senator Tokuda and Committee Members:

The Wahiawa Community and Business Association (WCBA) is in full support of the Wahiawa Community Based Development Organization's Vacuum Cooling Project to supplement the Whitmore Agriculture Hub. While a novel program, the Project would provide the long awaited support to small and large farms that should lay the groundwork for the renaissance of agribusiness development in Wahiawa. It will also serve to create an array of diverse economic development opportunities that should incentivize new farmers into this area.

With important issues such as food access, sustainability and security, this project will be an important food safety and money-saving component for farmers. It would help create a shared community resource that improves business viability, lends itself to agriculture research, and provides jobs for low to moderate income residents of Wahiawa.

The unique vacuum cooler service seeks to become a self-sustaining enterprise that will truly serve to have the Whitmore Agriculture Hub become the Island's future breadbasket.


R. Doug Aton
President, Wahiawa Community & Business Association
243 Kilea Place
Wahiawa, Hawaii 96786