

House District(s) _____

Senate District(s) _____

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

Log No: _____

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

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

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): _____

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Hawaii Foodbank, Inc.

Dbas:

Street Address: 2611 Kilihau Street. Honolulu, HI 96819-2021

Mailing Address: Same as above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name LAURA KAY RAND

Title Vice President & Chief Impact Officer

Phone # (808) 954-7857

Fax # (808)836-2272

E-mail LKRand@hawaiiifoodbank.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

FOOD PURCHASE FOR OAHU'S NEEDY FAMILIES

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2019: \$125,000.00

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ _____

FEDERAL \$ _____

COUNTY \$125,000.00 (PENDING)

PRIVATE/OTHER \$ _____

INITIALS

1/18/19

MALCOLM INAMINE, INTERIM PRESIDENT & CEO
NAME & TITLE

DATE SIGNED

JAN 19 2018 9:05 AM

Application for Grants

Please check the box when item/section has been completed. 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;
2. The goals and objectives related to the request;
3. The public purpose and need to be served;
4. Describe the target population to be served; and
5. Describe the geographic coverage.

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;
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;
3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and
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.

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
 - a. Budget request by source of funds ([Link](#))
 - b. Personnel salaries and wages ([Link](#))
 - c. Equipment and motor vehicles ([Link](#))
 - d. Capital project details ([Link](#))
 - e. Government contracts, grants, and grants in aid ([Link](#))

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2019.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2019.

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.

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2019 for program funding.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2017.

IV. Experience and Capability

1. Necessary Skills and Experience

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

2. **Facilities**

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

V. Personnel: Project Organization and Staffing

1. **Proposed Staffing, Staff Qualifications, Supervision and Training**

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

2. **Organization Chart**

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

3. **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.

VI. Other

1. **Litigation**

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

2. **Licensure or Accreditation**

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

3. **Private Educational Institutions**

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

4. **Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2018-19 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2018-19, but
- (b) Not received by the applicant thereafter.

5. **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, 2017.

6. **Declaration Statement**

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

7. **Public Purpose**

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. ([Link](#))

Hawaii State Grant in Aid
Applicant: Hawaii Foodbank, Inc.
Project: Oahu Food Purchase

I. Background and Summary

1. A brief description of the applicant's background

Established in 1983, Hawaii Foodbank provides food to over 224,000 Oahu residents each year including the elderly, families, children, and people who struggle to make ends meet. We distribute over 12.8 million pounds of food annually collected from donations, food drives, and food purchases to those in need through our network of 175 member agencies and 29 Ohana Produce Plus Programs.

2. The goals and objectives related to the request

To continue to meet the needs of Oahu residents, Hawaii Foodbank respectfully requests support to purchase canned goods, fresh produce and/or rice to supplement donated food. Over three decades of experience have shown us that these items are not usually donated in sufficient quantities to ensure Foodbank recipients receive the food that they need.

Through this project, Hawaii Foodbank will purchase canned goods, fresh produce and/or rice to be distributed to at least 100 member agencies per month and 29 Ohana Produce Plus Programs, which distribute fresh fruits and vegetables in 20 Oahu communities. The Grant Activity will serve 224,000 Oahu residents, including 32,000 keiki, 33,000 kupuna, low-income families, the working poor, the disabled, veterans, and the under/unemployed.

3. The public purpose and need to be served

Every four years, the Hawaii Foodbank and national affiliate, Feeding America, conduct the *Hunger in Hawaii* study to identify the people most at risk of hunger in our State. The study is based on surveys completed by clients and member agencies.

According to the most recent *Hunger in Hawaii* report in 2014, one in five island residents needed food assistance, compared to the national average of one in seven. The 2014 report also showed a 55% increase in need from 2010.

Foodbank clients are all ages and include children, the elderly living on fixed incomes, low-income families that are at or below the Federal Poverty Level, the working poor, the homeless, the disabled and veterans, and the unemployed or underemployed.

Of the 99,000 Oahu households that rely on Foodbank assistance each year, 75% have incomes that fall at or below the Federal Poverty Level. Sixty-five percent (65%) regularly plan on getting food from a Foodbank member agency to feed themselves.

The study also found that Foodbank clients are often forced to make tough choices between putting food on the table and meeting other basic needs: 65% have had to choose between paying for food or utilities; 64% have had to choose between paying for food or transportation; 59%

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have had to choose between paying for food or medicine/medical care; 51% have had to choose between paying for food or housing.

The 2014 *Hunger in Hawaii* report also revealed that:

2,500 households have at least one member who is currently serving in the military.
70% of households say they purchase the cheapest food available, even if they know it isn't the healthiest option, in order to provide enough food for the household.
51% of households water down food or drinks.
35% of households have a child under 18 and/or senior members 60-years or older.
33% of households have a member with diabetes.

According to Feeding America, a nationwide network of more than 200 food banks, "Hunger can affect people from all walks of life. Many Americans are one job loss or medical crisis away from food insecurity; however some people, including children and seniors, are at greater risk than others." The 2014 *Hunger in Hawaii* report reveals that children and seniors in the islands are at significant risk of hunger, with 32,000 keiki and approximately 33,000 kupuna needing food assistance each year.

Kids who do not get enough to eat, especially during their first three years, begin life at a disadvantage. They are more likely to be hospitalized and face higher risks of health conditions like anemia and asthma. Some experience developmental impairments in language and motor skills. Hunger can also affect a child's learning in school and other social situations (Feeding America: Child Hunger Facts 2017). Children who are food secure have a better chance of reaching their full potential as students and as adults.

The elderly face many challenges related to hunger. With higher medical costs, seniors on fixed incomes often must choose between food and paying for medicine or medical care. Seniors that require food assistance are at increased risk of chronic health conditions such as depression, heart attack, asthma, and congestive heart failure (Feeding America: Senior Hunger Fact Sheet 2017).

Charitable food assistance and federal nutrition assistance programs, such as SNAP, form a nutritional safety net for households in need. However, despite participation in one or more of these programs, client households often continue to struggle with food insecurity, which can lead to difficult choices including spending tradeoffs and coping strategies (Hunger in America 2014).

For example, many of our clients face significant health challenges including diabetes (33%) and high blood pressure. Health challenges put a financial strain on households struggling to make ends meet, which can lead to choosing between food and medicine or medical care (Feeding America: Hunger in America 2014).

Hawaii Foodbank and our member agencies work to address hunger on Oahu through a variety of food distribution programs including: distribution directly to clients through member agencies,

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Applicant: Hawaii Foodbank, Inc.
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the Ohana Produce Plus Program, Food 4 Keiki Backpack Program, Feeding our Future summer school lunch program, the Senior Food Box Program, and the Senior Farmers Market Program.

4. Describe the target population to be served

The grant activity will serve 224,000 Oahu residents of all ages, including 32,000 keiki, 33,000 kupuna, low-income families, the working poor, the disabled, veterans, and the under/unemployed.

5. Describe the geographic coverage

The grant activity will serve communities across Oahu through our network of member agencies and Ohana Produce Plus Programs.

II. Service Summary and Outcomes

1. Describe the scope of work, tasks and responsibilities

The grant activity has two proposed outcomes:

Outcome 1: Director of Operations John Valdez will purchase, ship and transport a variety of canned food and fresh produce from the mainland to the warehouse in Honolulu.

The Director of Operations will ensure the best price by contacting a variety of vendors such as: Columbia Fresh Produce, Faribault Foods, Feeding America, Golden Foods Corp., Gulf Pacific Rice Company, Pacific Coast Producers, Purcell International, Seneca Foods, SunFoods, and Western Vegetable.

Outcome 2: The Foodbank will distribute the purchased food to at least 100 member agencies per month and/or 29 Ohana Produce Plus Program agencies through one of three methods:

1. Daily food distribution from the Foodbank warehouse- Agency representatives schedule appointments to visit the warehouse and select food for their programs. Agencies are free to choose what type of food and how much they need based on client demand and outreach capacity. After selection, the food is weighed, and the number of pounds is recorded in the inventory system. A receipt is issued to the agency representative. Food is taken back to the agency where staff and volunteers distribute the food in pantry bags or prepare meals and snacks for those who need it in communities across the island.

2. Scheduled distribution from the Foodbank warehouse- Purchased food may also be distributed on a specific date and time from the warehouse. Announcements via email, fliers, or signs posted in the warehouse will notify agencies of the scheduled distribution. Agencies that wish to receive food sign up for a time to arrive and pickup. On the day of the distribution, pallets of food are placed in the Foodbank parking lot. Agencies arrive in vehicles to load food and return to their facilities where they distribute the food directly to clients.

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Applicant: Hawaii Foodbank, Inc.
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3. The Ohana Produce Plus Program- Kim Bartenstein, Director of Mission & Quality Assurance, will schedule monthly produce and food deliveries for the 29 agencies that host a community distribution. Director of Operations John Valdez will allocate pounds of food, including purchased food, based on the availability of the agencies scheduled for a distribution that day. Foodbank staff then deliver the food pallets directly to the agencies.

Once delivered, agency staff and volunteers unload the truck and arrange the food for distribution. People are called in groups to receive their food.

Foodbank agencies that receive the purchased food will report the number of people served per month to Hawaii Foodbank using the Hawaii Foodbank Member Agency Monthly Activity Report. Staff and volunteers will compile the data from the reports. Quarterly reports are then generated using this information to track the number of individuals served. The grant activity will be complete when all purchased food has been distributed to agencies and Ohana Produce Plus Programs.

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

July 2018- The Director of Operations places order one-of-one for canned goods and fresh produce. He also arranges shipping for the container(s) of food from the mainland to Honolulu as well as trucking from Honolulu Harbor to the Hawaii Foodbank warehouse in Honolulu.

August 2018- Food arrives at warehouse and is inspected and stored. Warehouse staff create and assign codes for the purchased food in the Foodbank inventory system to track distribution. Distribution dates are scheduled, and member agencies are notified.

Invoices from food, shipping and trucking suppliers are received by the Director of Operations and submitted along with payment requests to the Hawaii Foodbank Accounting Department.

September 2018- Payment checks for all food purchase invoices will be processed and sent to suppliers.

August 2018- June 2019- member agencies receive purchased food until all purchased food is distributed. Food may be distributed through one of three methods: daily food distribution from the Foodbank warehouse, scheduled distribution from the Foodbank warehouse, or through the Ohana Produce Plus Program.

August 2018- June 2019- Hawaii Foodbank complete quarterly reports that include the number of individuals served using the Hawaii Foodbank Member Agency Monthly Activity Reports submitted by member agencies. Reports are due on the 15th of each month.

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

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The Hawaii Foodbank will continue to help feed 224,000 individuals on Oahu by distributing donated and purchased food to individuals and families through our network of member agencies and our established feeding programs.

Outcome 1: The Hawaii Foodbank's Director of Operations will purchase and ship canned foods and fresh produce from the mainland to the Hawaii Foodbank warehouse in Honolulu in a cost-effective manner.

Quality assurance and success measures for this outcome include: the quantity of food purchased, the cost of the food purchase, the cost of shipping, and the cost of trucking the food from Honolulu Harbor to the Hawaii Foodbank warehouse.

Outcome 2: The Foodbank will distribute the purchased food to at least 100 member agencies per month and/or 29 Ohana Produce Plus Programs through one of three methods: daily food distribution from the Hawaii Foodbank warehouse; scheduled distribution from the Foodbank warehouse; and distribution through the Ohana Produce Plus Program.

Quality assurance and success measures for this outcome include: The number of pounds of food distributed to member agencies, number of people served as reported in Monthly Agency Activity reports, formal and informal discussions with partner agencies.

Hawaii Foodbank tracks all food purchases through our internal inventory system. Receipts are issued to each member agency when they come to the warehouse to select foods for their programs. Member agencies and Ohana Produce Plus Programs are also required to submit a Monthly Agency Activity report, which includes information on the number of community members served through their food pantry, soup kitchen, or feeding program each month.

4. List the measures of effectiveness that will be reported to the State agency through which grant funds are appropriated. The measures will provide a standard and objective way for the State to assess the program's achievement or accomplishment.

Hawaii Foodbank will report the number of member agencies and Ohana Produce Plus Programs that receive purchased food each month. We expect the grant activity will serve 100 member agencies and 29 Ohana Produce Plus Programs each month.

III. Financial

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

Please see attached budget forms.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2019.

Hawaii State Grant in Aid
Applicant: Hawaii Foodbank, Inc.
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Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$125,000.00				\$125,000.00

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2019.

Hawaii Foodbank submitted a proposal (pending decision) for \$125,000.00 to the City and County of Honolulu Grant in Aid fund. If granted support, Hawaii Foodbank will receive funding in October 2018, which supports the remaining 50% of the annual food purchase cost for Oahu.

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 requests, if applicable.

Not applicable

5. The applicant shall provide a listing of all federal, state and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2019 for program funding.

Please see attached form: Government Contracts, Grants, and/or Grants in Aid.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2017.

\$6,891,592

IV. Experience and Capability

I. Necessary skills and experience

Founded by John White, the Hawaii Foodbank has a mission to ensure that no one in Hawaii goes hungry. We work to gather food and support from our communities. We then distribute food through charitable partner organizations to those in need. This mission is from the heart, and we strive to fulfill our pledge with integrity, humanity and aloha.

The first Hawaii Foodbank warehouse was opened in 1983 on Sand Island Access Road on Oahu. Our warehouse in Puhi Industrial Park in Lihue on Kauai opened in July of 2010. Today, the Hawaii Foodbank and our network of 175 member agencies help feed more than 287,000 people on Oahu and Kauai each year. Our member agencies distribute food directly to those who need it through food pantries, feeding programs, homeless and domestic abuse shelters, residential programs for the elderly or youth at risk, and soup kitchens.

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The Hawaii Foodbank also feeds those in need through programs that provide fresh produce to families, serves lunches to children at risk of hunger, and provides weekly bags of food to students in need. We also partner with Federal and State agencies to administer the Temporary Assistance for Needy Families (TANF) program and the Commodity Supplemental Food Program (Senior Food Box Program).

Led by Interim President & CEO, Malcolm Inamine, we have a staff of thirty-nine, five of whom work in our Kauai Branch. Hawaii Foodbank works hard to keep administrative and fundraising costs low. Program expenses account for 95% of our total expenses, with administrative and fundraising costs accounting for just 5%. We have received eight consecutive Charity Navigator 4-star ratings for our high standards of financial accountability and transparency.

In 2017, our Oahu and Kauai warehouses received a total of 13.7 million pounds of perishable and nonperishable food, including 3.6 million pounds of fresh produce and 1.2 million pounds of purchased foods. The donated and purchased food reached 224,000 Oahu residents in need through a range of established distribution programs: 59% through the Ohana Produce Plus Program, 22% through member agencies including community food pantries, 7% through Commodity Supplemental Food Box Program (also known as Senior Food Box Program), 2% through shelters and soup kitchens, 10% through other programs.

Below is a summary of our distribution programs and the numbers served:

Ohana Produce Plus- For over 20 years, we have partnered with member agencies to improve access to fresh fruits and vegetables, eggs and dairy products. In 2017, Hawaii Foodbank and 29 member agencies distributed 2.6 million pounds of donated and purchased fresh produce, and 4.8 million pounds of baked goods, dairy products, eggs, and snack foods in communities island-wide.

Food 4 Keiki Backpack Program- This program provides approximately 625 students from low-income or homeless families at Princess Victoria Kaiulani Elementary School and Linapuni Elementary School (new in 2017) in Kalihi with food to take home on weekends when school meals are not available. A total of 13,225 Backpacks were distributed at Princess K during the 2016-2017 school year.

Feeding our Future: For over 12 years, the Sodexo Foundation and Hawaii Foodbank have partnered to organize a summer lunch program for children at risk of hunger. Food is purchased by the Foundation and stored and cooked at the University of Hawaii at Manoa. Participating Foodbank member agencies then pick up the food and distribute it to children. In fiscal year 2017, 10,948 lunches were distributed to 445 students.

The Senior Food Box Program: This program provides more than 2,400 low-income seniors each month with supplemental foods such as milk, cheese, cereal, juice, peanut butter, rice, and canned meats. From July 2016 to June 2017, 25,861 food boxes were distributed.

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The Senior Farmers Market Nutrition Program: This program is a partnership with the State Office of Community Services and the USDA that provides vouchers for qualifying seniors to improve access to fresh fruits and vegetables through farmers markets. In fiscal year 2016, we provided 3,959 seniors with vouchers valued at \$197,950 to purchase fresh produce through the program.

2. Facilities

Hawaii Foodbank's 23,668 square-foot food storage and distribution warehouse is located on Kilihau Street in Honolulu. The facility is open Monday-Friday from 7:00am-3:45pm. The warehouse includes non-perishable and perishable food storage areas such as chillers and freezers and a food inspection area where staff ensure items are fresh and in good condition. There is also a space for our dispatch teams and Agency Affiliations staff who work directly with member agencies. The warehouse has an agency-shopping floor where items are organized and displayed in such a way as to allow member agency representatives to "shop" for the items they need for their food pantries and feeding programs. Hawaii Foodbank warehouse staff processed and distributed nearly 13 million pounds of non-perishable and perishable food during Fiscal Year 2017.

As well as the warehouse facility, Hawaii Foodbank maintains a fleet of 8 vehicles including refrigerated trucks that help to distribute food across the island.

V. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training (describe proposed staffing pattern and qualifications and experience of personnel.

Over the years, we have successfully managed the purchase of food for our Oahu and Kauai Branch warehouses. Director of Operations John Valdez will be responsible for the purchase of the food on Oahu and for arranging the shipment to the island. The Director of Operations is responsible for inventory management, food purchases and coordinating the transportation of food. Once the food shipment has reached Oahu, the he and his team of twelve will coordinate the delivery, inspection, inventory, and distribution of the purchased food. The Hawaii Foodbank Agency Affiliations team will then work to contact member agencies and schedule appointment times for them to come to the warehouse and select the food needed for their programs.

Below is a summary of key staff qualifications:

Malcolm Inamine, Interim President & CEO: Malcolm Inamine was appointed as Hawaii Foodbank's Interim President & CEO in October 2017. He previously served as the Foodbank's Vice President/ Chief Administration Officer. He joined the organization in 2016. He has over 20 years of experience serving in the private and nonprofit sectors. Malcolm holds an Executive Masters of Business Administration degree and a Bachelor of Business Administration and Human Resource Management from the University of Hawaii at Manoa.

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Laura Kay Rand, Vice President/ Chief Impact Officer: Laura Kay joined the Hawaii Foodbank in 2016 and has 30 years of nonprofit leadership experience. She is responsible for the Foodbank's programs and services, including its member agency network, contract and grants management, fund development, marketing, and volunteer services. Before joining the Foodbank, Laura Kay served on executive leadership teams at Goodwill Hawaii and the Kroc Center Hawaii. She also served the nonprofit sector as a consultant for organizations such as Catholic Charities Hawaii, Hawaii Community Reinvestment Corporation, and Damien Memorial School.

Kim Bartenstein, Director of Mission and Quality Assurance: Kim has worked for the Hawaii Foodbank since 2002 and leads its Impact team, working with the member agency network. Kim is responsible for directing Foodbank programs, such as Ohana Produce Plus, Food 4 Keiki and Feeding Our Future and administering grand-funded programs that provide supplemental food boxes for seniors, farmers market vouchers for low-income seniors, and supplemental and emergency food for low-income individuals and families.

John Valdez, Director of Warehouse Operations: John has been with Hawaii Foodbank since 2013. His predecessor Ken Ito who was the Foodbank's Director of Warehouse Operations for the past 22 years, mentored John. John is responsible for inventory management, food purchases, and coordinating the transportation of food to distribution sites on Oahu.

Connie Bennett, Director of Finance: Connie is responsible for the budgeting, planning, analyses, accounting, expensing and reporting of all finances for Hawaii Foodbank. She has been with the Hawaii Foodbank since 2012 and has over 25 years of experience in the private and nonprofit sectors. Connie holds a Bachelors of Business Administration from the University of Iowa.

2. Organization Chart

Please see attached: Hawaii Foodbank Organization Chart.

3. Compensation

- Malcolm Inamine, Interim President/CEO \$120,000
- Laura Kay Rand, Vice President and Chief Impact Officer \$92,700
- Connie Bennett, Director of Finance \$84,469

VI. Other

1. Litigation

Hawaii Foodbank is not involved in litigation at this time.

2. Licensure or Accreditation

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Hawaii Foodbank is accredited by Feeding America, a nationwide network of 200 foodbanks, and holds food safety certifications from AIB International and the Hawaii State Department of Health.

3. Private Educational Institutions

Not applicable

4. Future Sustainability Plan

Hawaii Foodbank has provided emergency food assistance to needy individuals and families on Oahu for over 34 years. We will continue to fulfill our mission going forward by maintaining our relationships with nearly 300 food growers, manufacturers and other community donors and with 175 member agencies that distribute donated and purchased food directly to individuals.

Beyond the grant period, we will actively solicit monetary and food donations from Hawaii retailers, food manufacturers, the USDA, and Feeding America, and other donors. Many of these sources have organized or taken part in special events that benefit the Hawaii Foodbank for many years. For example, in fiscal year 2016, 26% of revenue was generated by special events including community and corporate food drives and giving campaigns led by organizations such as Safeway, First Hawaiian Bank, and Macy's. Other special events such as the 12th Annual Golf Classic, 27th Annual Food Drive, and the National Letter Carriers' Food Drive, have been instrumental in generating the donations needed to feed Oahu's needy residents.

Each year, our staff and advisory board identify and evaluate potential sources of financial and food support. At the end of the grant period, we anticipate seeking additional support for food purchases from private foundations. If not selected to receive a State Grant in Aid, we will continue to seek funding from other sources.

We have an active, professional fund development team that cultivate and maintains relationships with donors, organizes special events, and encourages food donations in the community. The development team will continue its activities after the grant in aid period and we expect substantial donations of both food and money.

We also encourage community members to donate specific foods that are not found in sufficient quantity in the donation stream including canned meats, canned fruits and vegetables and rice. We provide a list of the 5 most desirable items to all organizers of community food drives and publish the list on our website and on other printed materials to raise awareness for the foods that are most helpful to the community.

5. Certificate of Good Standing

Please see attached: Hawaii Foodbank Certificate of Good Standing.

6. Declaration Statement

Hawaii State Grant in Aid
Applicant: Hawaii Foodbank, Inc.
Project: Oahu Food Purchase

Please see attached: Declaration Statement of Applicants for Grants Pursuant to Chapter 42F, Hawaii Revised Statutes.

7. Public Purpose

As described in Section I. Background and Summary, question number 3, Hawaii Foodbank serves an important public purpose by providing food to hungry island residents in need free-of-charge.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

App

Hawaii Foodbank, Inc.

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Food Purchase	112,256	0	112,256	0
10. Trucking	404	0	404	0
11. Shipping	12,340	0	12,340	0
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	125,000		125,000	
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	125,000		125,000	
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	125,000	Laura Kay Band (808) 954-7857 Phone		
(b) Total Federal Funds Requested		 Signature of Authorized Official		
(c) Total County Funds Requested	125,000			
(d) Total Private/Other Funds Requested		Date 1/18/18		
TOTAL BUDGET	250,000	Malcolm Inamine, Interim President Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2018 to June 30, 2019

Applicant: Hawaii Foodbank, Inc.

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
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				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				
JUSTIFICATION/COM NOT APPLICABLE				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2018 to June 30, 2019

Applicant: Hawaii Foodbank, Inc.

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2018 to June 30, 2019

Applicant: Hawaii Foodbank, Inc.

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: 2016-2017	FY: 2017-2018	FY:2018-2019	FY:2018-2019	FY:2019-2020	FY:2020-2021
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENT Not Applicable						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Apf

Hawaii Foodbank, Inc.

Contracts Total: 1,542,641

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Oahu warehouse and office facility leased for 55 years from State of Hawaii.	1991-2047		State	
2	State of Hawaii TANF Contract DHS-15-ETPO-2153	FY16-FY18	DHS	State	290,000
3	City & County of Honolulu GIA Contract CT-DCS-1600036	FY16	DCS	Hon	150,000
4	State of Hawaii Department of Labor and Industrial Relations' Office of Community Services, USDA's Commodity Supplemental Food Program (Senior Food Boxes) Contract OCS-CSFP-17-01	FY15-FY17	Department of Labor and Industrial Relations' Office of Community Services	State	338,563
5	State of Hawaii Department of Labor and Industrial Relations' Office of Community Services, USDA's FNS Senior Farmers Market Nutrition Program (SFMNP) Contract OCS-SFMNP-17-01	FY15-FY17	Department of Labor and Industrial Relations' Office of Community Services	State	677,893
6	State of Hawaii Department of Labor and Industrial Relations' Office of Community Services, The Emergency Food Assistance Program (TEFAP) Contract OCS-TEFAP-18-01	FY18	Department of Labor and Industrial Relations' Office of Community Services	State	86,186
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**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.

- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.

- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

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

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

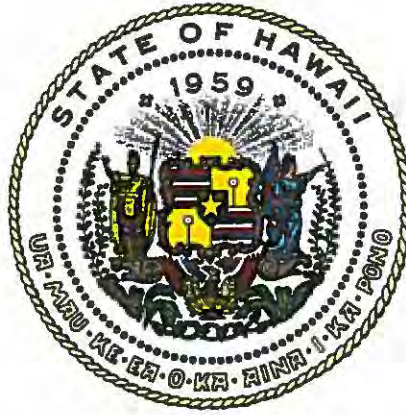
Hawaii Foodbank, Inc.



1/18/18
(Date)

Malcolm Inamine
(Typed Name)

Interim President
(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

HAWAII FOODBANK, INC.

was incorporated under the laws of Hawaii on 12/06/1982 ; 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.

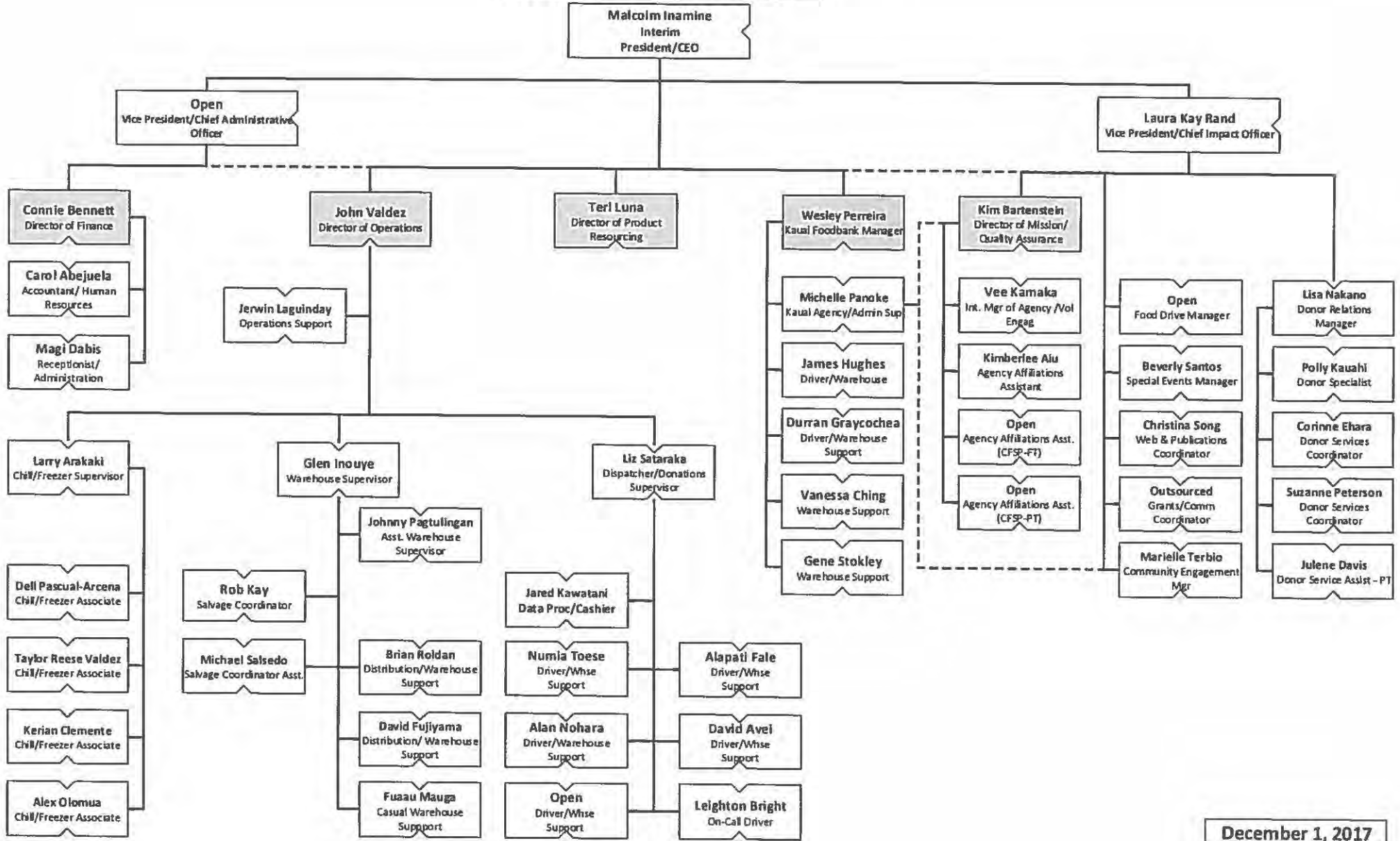


IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: December 27, 2017

Director of Commerce and Consumer Affairs

HAWAII FOODBANK, INC.



December 1, 2017