

Application Submittal Checklist

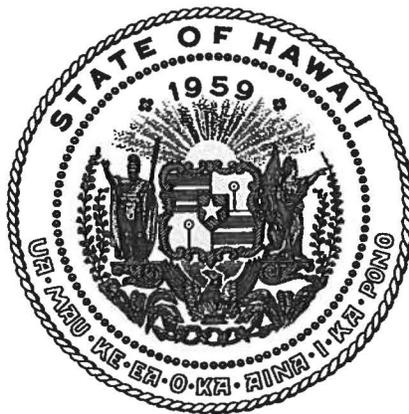
The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - a. Budget request by source of funds ([Link](#))
 - b. Personnel salaries and wages ([Link](#))
 - c. Equipment and motor vehicles ([Link](#))
 - d. Capital project details ([Link](#))
 - e. Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing


AUTHORIZED SIGNATURE

Brian Miyamoto, Executive Director
PRINT NAME AND TITLE

01/17/2019
DATE



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

HAWAII FARM BUREAU FEDERATION

was incorporated under the laws of Hawaii on 12/20/1950 ; 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 18, 2019

Director of Commerce and Consumer Affairs



**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAI'I 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, Hawai'i 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

103, Hawai'i 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, Hawai'i 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, Hawai'i 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 Farm Bureau Federation

(Typed Name of Individual or Organization)


(Signature)

01/17/2019
(Date)

Brian Miyamoto
(Typed Name)

Executive Director
(Title)

II. Background and Summary

1. Applicant's Background.

The Hawaii Farm Bureau (HFB) is a non-profit organization of farming families united for the purpose of analyzing problems and formulating action to ensure the future of agriculture thereby promoting the well-being of farming and the State's economy. In 1948 a small group of farmers on the Windward side of Oahu organized HFB to represent the voice of agriculture in Hawaii. Today, HFB has grown into a statewide organization consisting of over 1,900 members in eleven affiliates located throughout the state.

HFB is the largest agriculture advocacy organization in the State of Hawaii. Our members produce crops year in and year out - some growers are new, some over generations. Among these local crops are vegetables, nuts, coffee, tea, orchard crops, fruit, meat, dairy, livestock, flowers, fish, sugar, seeds, herbs, spices and nursery crops. They produce crops both organically and conventionally, some using aquaculture, hydroponics and aquaponics, some including safe and judicious use of approved chemicals. They are comprised of small, medium and relatively large-scale farms.

HFB's ranks include volunteers, staff, and contractors with a depth of knowledge of virtually all issues affecting agriculture. Our organization features a 'grassroots' structure comprised of 11 county chapters located across the state. HFB is uniquely positioned to advocate for and facilitate communication between farmers, ranchers, and the public, and to build and maintain communication infrastructure and develop content to further the common goals of a broad spectrum of farmers and ranchers, and by extension their chosen farm methods, the crops they produce and the citizens of Hawaii.

HFB has extensive grant administration experience. The 2003, 2004, 2005, 2006, and 2007 Legislature appropriated grants to the Hawaii Farm Bureau for the promotion of Hawaii's agricultural industry through agricultural research and market development projects. The 2015 and 2016 Legislature appropriated grants to assist Hawaii's farmers to comply with the Food Safety Modernization Act. In addition, HFB has received grants from the USDA, State of Hawaii, County of Maui, County of Kauai, County of Hawaii and the City and County of Honolulu.

2. Goals and Objectives.

Funding is requested to contribute toward the concrete spall repair to the Hawaii Farm Bureau Federation office building and perimeter wall concrete spall repair. The spall damage to several areas of the building and perimeter wall poses a safety risk to Hawaii Farm Bureau members and the community. The objective is to remove cracked and dislodged concrete blocks and perform concrete rehabilitation.

3. Public Purpose and Need to be served.

Repairs to the Hawaii Farm Bureau Federation office and perimeter wall will allow HFB to continue to advocate for Hawaii's farmers and ranchers to ensure agriculture's long-term survival and viability by working with government, the private sector, local communities, and individuals.

Education, research, advocacy, and cooperative ventures are among the programs and efforts HFB supports for its membership. Taxes, land use, water, pesticide awareness, marketing, legislative and funding issues are some of the areas of concern that the HFB helps the agricultural community address. In addition, public awareness, education, and promotion of the importance of agriculture and farming to Hawaii are a significant part of HFB's mission.

4. Target Population.

The direct target population for this request is all farmers and ranchers in Hawaii. The indirect target population is the citizens of the State of Hawaii.

5. Geographic Coverage.

The geographic coverage will encompass farms and ranches located on all of the major Hawaiian Islands.

III. Service Summary and Outcomes

1. Scope of Work, Tasks, and Responsibilities.

The Hawaii Farm Bureau (HFB) requests \$150,000 to repair our office building in Kalihi. Involved in the scope of work will be concrete and masonry rehabilitation, painting, purlin replacement, and perimeter fence repair.

2. Projected Timeline

The following anticipated timeline assumes that the funding will become available on July 1, 2019:

July 2019	Planning and permitting. Receive and review project bids.
August 2019 – November 2019	Improvements and repairs to office building.
November 2019 – December 2019	Improvements and repairs to the perimeter wall.

3. Quality Assurance and Evaluation Plans.

Brian Miyamoto, HFB Executive Director, will be the day-to-day staff member responsible for overseeing the project. JPB Engineering Inc has already done the initial structural engineering review, will oversee the bid process and construction administration.

Bid Phase

- Use permit documents and specifications as bid documents for competitive bidding.
- Provide assistance during Bid Phase, i.e. pre-bid meeting, answer RFI, review bids, reviewing substitution requests, etc.
- Provide Bid Analysis

Construction Administration (CA) Phase

- Obtain C&C of Honolulu DPP permit approval.
- Provide assistance generating contract for construction using AIA format agreements.
- Provide contract review and execution.
- Coordinate responsibilities and work flow projections.
- Provide assistance during CA phase to reach substantial and final completion, i.e. answering RFI, reviewing submittals, reviewing payment applications, etc.
- Provide structural observations to confirm that work is in accordance with engineering design intent as required by the C&C of Honolulu.
- Provide assistance to obtain project close out documents.

JPB Engineering will provide regular reports to Brian Miyamoto, who will monitor the project and report to President Randy Cabral and Treasurer Larry Jefts who also will oversee the project.

4. Measures of Effectiveness.

The outcomes will be evaluated individually as follows:

Objective #1: repair the office building and perimeter wall.

Objective #2: upgrade the overall safety for members, visitors, and tenants of the building.

IV. Financial

1. Budget. See attached

2. Anticipated Quarterly Funding Requests (Fiscal Year 2020).

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$150,000	\$0	\$0	\$0	\$400,000

3. Other Sources of Funding. None

4. State and Federal Tax Credits. None

5. Government Contracts and Grants it has been and will be receiving for program funding. None

6. Unrestricted Current Assets.

\$566,000 cash on hand

\$564,917 real estate

\$ 1,130,917 Total

V. Experience and Capability

1. Necessary Skills and Experience

HFB's membership includes nearly 2,000 member families in 11 geographical County chapters on all main Hawaiian Islands. These are referred to as Farm Bureau Counties. They include:

- East Oahu County Farm Bureau
- Hamakua County Farm Bureau
- Hilo County Farm Bureau
- Ka'u County Farm Bureau
- Kauai County Farm Bureau
- Kohala County Farm Bureau
- Kona County Farm Bureau
- Maui County Farm Bureau
- Molokai County Farm Bureau
- South Oahu County Farm Bureau
- West Oahu County Farm Bureau

HFB serves Hawaii's agricultural community, including not only farmers and ranchers but also academic and industrial researchers. HFB also has extensive contacts among the industries, academic institutions, government agencies and commodity groups that serve and/or regulate agriculture in Hawaii.

HFB has extensive grant administration experience and has managed a number of similar successful projects in the past. The 2003, 2004, 2005, 2006, and 2007 Legislatures appropriated grants to the Hawaii Farm Bureau for the promotion of Hawaii's agricultural industry through agricultural research and market development projects. The 2015 and 2016 Legislature appropriated a grant to assist Hawaii's farmers to comply with the Food Safety Modernization Act. In addition, HFB has received grants from the USDA, State of Hawaii, County of Hawaii, County of Maui, County of Kauai and the City and County of Honolulu.

2. Facilities

The Hawaii Farm Bureau Federation is the sole owner of the Hawaii Farm Bureau Office located at 2343 Rose Street, Honolulu, HI 96819.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

All construction will be performed in accordance with Federal, State, County and ADA requirements under the direction of licensed contractors. Staffing will consist of an Executive Director and the Project Contractor, JPB Engineering. The Project Contractor oversee the structural engineering review, bid process, and construction administration. JPB Engineering was

started in February of 2008 by Jonathan Brandt, S.E. Mr. Brandt has over 19 years of structural engineering design experience and is proficient in all types of structural building design. Prior to obtaining his structural and civil licenses, he spent over four years in the field as a journeyman carpenter in the construction industry. He is a licensed structural and civil engineer in Hawaii and a licensed civil engineer in the State of California and Guam. As principal of JPB Engineering, he is responsible for all phases of the design and works closely with the project architect and contractor to ensure the quality of the project.

2. Organization Chart See attached

3. Compensation

Executive Director: \$85,000

Government Affairs Manager: \$46,000

Administrative Assistant: \$35,360

VII. Other

1. Litigation. None

2. Licensure or Accreditation. None

3. Private Educational Institutions. None

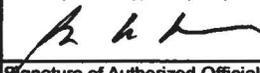
4. Future Sustainability Plan.

This is a one-time repair of the building and perimeter wall.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

Applicant: Hawaii Farm Bureau Federation

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	0			
2. Payroll Taxes & Assessments	0			
3. Fringe Benefits	0			
TOTAL PERSONNEL COST	0			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0			
2. Insurance	0			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	0			
5. Staff Training	0			
6. Supplies	0			
7. Telecommunication	0			
8. Utilities	0			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	0			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	150,000			
TOTAL (A+B+C+D+E)				
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	150,000	Brian Miyamoto 808-848-2074		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested		Signature of Authorized Official 1/17/19 Date		
TOTAL BUDGET	150,000	Brian Miyamoto, Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2019 to June 30, 2020

Applicant: Hawaii Farm Bureau Federation

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				\$ -

JUSTIFICATION/COMMENTS:
 No State funds will be used for personnel costs.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant: Hawaii Farm Bureau Federation

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

No State funds will be used for equipment.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

No State funds will be used for motor vehicles.

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2019 to June 30, 2020

Applicant: Hawaii Farm Bureau Federation

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: 2017-2018	FY: 2018-2019	FY:2019-2020	FY:2019-2020	FY:2020-2021	FY:2021-2022
PLANS			0			
LAND ACQUISITION			0			
DESIGN			0			
CONSTRUCTION			150000			
EQUIPMENT			0			
TOTAL:			150,000			
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Hawaii Farm Bureau Federation

Contracts Total: 590,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	2016 Hawaii State Farm Fair	7/16/2016	HDOA	State	35,000
2	2017 Hawaii State Farm Fair	7/15/2017	HDOA	State	35,000
3	2018 Hawaii State Farm Fair	7/14/2018	HDOA	State	35,000
4	2016 Food Safety Grant in Aid	7/1/2016	HDOA	State	400,000
5	2018 Small Farm Equipment Expo	6/12/2018	HDOA	State	40,000
6	2016 Molokai Farm Bureau & 4-H Fair	1/31/2016	OED	Mau	15,000
7	2017 Molokai Farm Bureau & 4-H Fair	12/17/2016	OED	Mau	15,000
8	2018 Molokai Farm Bureau & 4-H Fair	12/7/2017	OED	Mau	15,000
9					
10					
11					
12					
13					
14					
23					
24					
25					
26					
27					
28					
29					
30					

HFB STAFF ORGANIZATION CHART

