



## 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



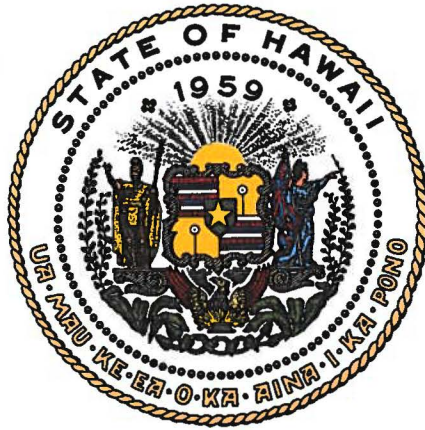
RON MIZUTANI, PRESIDENT & CEO

1-16-19

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

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 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: January 02, 2019

Director of Commerce and Consumer Affairs



**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'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 proper expenditure of the grant.
  
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii'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, Hawaii'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, Hawaii'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 Foodbank \_\_\_\_\_  
(Typed Name of Individual or Organization)

 \_\_\_\_\_ January 2, 2019 \_\_\_\_\_  
(Signature) (Date)

Laura Kay Rand \_\_\_\_\_ VP & Chief Impact Officer \_\_\_\_\_  
(Typed Name) (Title)

## **I. Certification**

**1. Certificate of Good Standing:** Please see attached

**2. Declaration Statement:** Please see attached

**3. Public Purpose:** Hawaii Foodbank serves an important public purpose by providing food to hungry island residents in need free-of-charge. Further details are provided below in response to Section II. Background and Summary, question number 3.

## **II. Background and Summary**

### **1. Brief Description of the applicant's background:**

Founded by John White in 1983, Hawaii Foodbank has a mission to ensure that no one in Hawaii goes hungry. We work to gather food from our communities and distribute it to those in need through a network of nearly 200 partner agencies including food pantries, soup kitchens and other feeding programs. This mission is from the heart and we strive to fulfill our pledge with integrity, humanity and aloha.

The first Hawaii Foodbank warehouse opened on Sand Island Access Road on Oahu in 1983 and our warehouse in Puhi Industrial Park in Lihue on Kauai opened in 2010. Today, Hawaii Foodbank and our network of partner agencies help to feed 1 in 8 people on Oahu and Kauai each year including the elderly, families, children, and people who struggle to make ends meet. We distribute over 12 million pounds of food annually collected through donations, food drives, and food purchases.

### **2. Goals and objectives related to the request:**

Hawaii Foodbank provides food to partner agencies that help feed those in need on Oahu and Kauai each year including the elderly and children who are at-risk of hunger, adults who are low income and single parent families, the homeless/houseless, working poor, the disabled (including veterans), people recovering from substance or domestic abuse, and the unemployed and underemployed.

In addition to our regular partnerships and programs, Hawaii Foodbank also provides vital emergency food assistance during natural disasters. Our experience of serving people impacted by Hurricane Iniki in 1992 has taught us that one disaster can completely expend our reserves of food and funding. That is why we strive to maintain a stable reserve to ensure that everyone gets the food and water they need, when they need it.

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 that all Foodbank recipients receive the food that they need. It is not possible

to predict a precise number of pounds of food that will be purchased, as it depends on the type of foods needed to fill gaps in donated supplies. In previous years, amounts have ranged from 1.8 million pounds to 3.3 million pounds.

Through this project, our network or partner agencies and Ohana Produce Plus public food distribution sites, which distribute fresh produce, dairy products, eggs, as well as baked goods, cereal, and snack foods in communities across the island, will distribute the purchased food to approximately 1 in 8 Oahu residents in need each month.

### **3. The public purpose and need to be served:**

Food insecurity continues to be a significant issue for individuals and families on Oahu. The most recent estimates from Feeding America, the nation's largest network of foodbanks, show that in 2016, 11.4 percent of the island's residents (approximately 112,517 people) were food insecure (Hunger in America 2016). The food insecurity rate is higher for children under 18 than for the population as a whole; 17 percent of children and young people are living in households that experienced food insecurity at some point during the year.

Food insecurity, particularly in early childhood, can pose a risk to a child's health and development. Children who are food insecure are more likely to be hospitalized and may be at higher risk of developing chronic diseases such as obesity as a result of a lower quality diet, or anemia or asthma. Food insecure children may also be at greater risk for behavioral and social issues including fighting, hyperactivity, anxiety, and bullying ([hawaiihealthmatters.org](http://hawaiihealthmatters.org)).

In addition to food distributed through partner agencies and our regular feeding programs, Hawaii Foodbank serves those affected by natural disasters. Hawaii experienced more than its share of natural disasters in 2018, beginning in April with severe flooding in East Oahu and on the North Shore of Kauai the next day. In May, families and farmers in the Puna district of Hawaii Island began to experience significant loss resulting from the eruption of the Kilauea volcano. In August, Hurricane Lane passed through our island chain, delivering high winds, heavy rain, flash floods, mudslides, power outages and brush fires.

Hawaii Foodbank is dedicated to serving all communities that experience natural disasters by distributing essential supplies through our network of nearly 200 partner agencies. For example, during the Hurricane Lane scare in August 2018, we distributed 47 emergency food boxes to homeless individuals who made their way to our warehouse and delivered a van-full of food boxes to state-run emergency shelters at Farrington and McKinley High Schools. This disaster response was in addition to our daily work to feed Hawaii's hungry.

Natural disasters such as hurricanes, floods, mudslides, and fires can impact communities in many ways including damaging infrastructure, homes and businesses and interrupting vital services. Those affected may find it more difficult, or impossible, to access food, shelter, and regular medical services – resulting in negative consequences for health and well-being. The impact of a natural disaster is amplified for vulnerable populations including those with low-income, the elderly, the disabled, and the homeless/houseless. Those who were struggling before the disaster may sink even further into poverty.

Hawaii Foodbank data shows that 75% of our clients have incomes that fall at or below the Federal Poverty Level. Sixty-five percent (65%) regularly plan on getting food from a Foodbank partner agency to feed themselves and their families. Many are also forced to make tough choices between putting food on the table and meeting basic needs. For example, 65% have had to choose between paying for food or utilities; 64% have had to choose between paying for food or transportation; 59% have had to choose between paying for food or medicine/medical care; and 51% have had to choose between paying for food or housing.

To ensure that we can continue to feed Oahu residents in need, we will purchase canned food, fresh produce and/or rice to be distributed through partner agencies and our own feeding programs.

**4. Describe the target population to be served:**

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

**5. Describe the geographic coverage:**

The purchased food will primarily be distributed through our network of nearly 200 partner agencies to Oahu residents in need.

**III. Service Summary and Outcomes**

**1. Describe the scope of work, tasks and responsibilities:**

The project has two proposed outcomes.

Outcome 1: Director of Warehouse Operations, Tom Luiz, will purchase and organize shipping and trucking for a variety of canned food and fresh produce from mainland suppliers to the Hawaii Foodbank warehouse in Honolulu.

Tom will ensure the best prices by contacting a variety of vendors including: 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: Hawaii Foodbank will distribute the purchased food through food pantries and/or feeding programs hosted by Hawaii Foodbank partner agencies and/or Ohana Produce Plus program public food distributions through one of two methods:

1. Daily food distribution from the Foodbank warehouse – Hawaii Foodbank partner agencies schedule appointments to visit the warehouse and select food for their programs. Agencies are free to choose the types of food and amount 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 it through food pantries in pantry bags or prepare meals and snacks for those who need it in communities across the island.

2. The Ohana Produce Plus program – Kim Bartenstein, Director of Mission & Quality Assurance, will schedule monthly produce and food deliveries for the agencies that host community-based public food distributions. Tom Luiz will allocate pounds of food, including purchased food, based on the availability of the agencies scheduled for a distribution that day. Foodbank staff delivers pallets of food directly to the agencies. Once delivered, agency staff and volunteers unload the truck and arrange the food for distribution.

Partner agencies that receive the purchased food will report the number of people served per month to Hawaii Foodbank using the Hawaii Foodbank Partner 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:**

July 2019 – Tom Luiz, Director of Warehouse Operations, places orders 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 2019 – Food arrives at Hawaii Foodbank’s warehouse and is inspected and stored. Warehouse staff creates and assigns codes for the purchased food in the Foodbank inventory system to track distribution. Distribution dates are scheduled and partner agencies are notified.

Tom Luiz receives invoices from food, shipping, and trucking suppliers and submits them along with payment requests to the Hawaii Foodbank accounting department.

September 2019 – Payment for all food purchase invoices will be processed and sent to suppliers.

August 2019-June 2020 – Partner agencies receive purchased food until all purchased food is distributed. Food may be distributed through daily food distribution from the Foodbank warehouse or through the Ohana Produce Plus program.



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

The canned food, fresh produce, and/or rice purchased through this project will help to feed Oahu residents in need. Partner agencies will receive food from Hawaii Foodbank and will distribute it to those in need in communities across the island. The success of the food purchase and distribution will be determined in the following way:

Outcome 1: Hawaii Foodbank 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 purchased, the cost of shipping, and the cost of trucking the food to the Hawaii Foodbank warehouse.

Outcome 2: The Foodbank will distribute the purchased food through partner agencies and/or Ohana Produce Plus programs.

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 partner agencies when they come to the warehouse to select food for their programs. Partner 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 measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated:**

The grant activity will be conducted by Hawaii Foodbank partner agencies and/or Ohana Produce Plus programs each month. Hawaii Foodbank will document the number of partner agencies and Ohana Produce Plus programs that receive purchased food through regular reporting to the State agency.

**IV. Financial**

**1. Budget:** Please see attached budget forms.

**2. Provide anticipated quarterly funding requests for the fiscal year 2020:**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$125,000				\$125,000

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Hawaii Foodbank, Inc.

**3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2020:**

Hawaii Foodbank submitted a proposal (pending decision) for \$125,000 to the City and County of Honolulu Grant in Aid fund. The remaining \$136,472 is secured from Hawaii Foodbank's general operating revenues.

**4. List all state and federal tax credits: N/A**

**5. List all federal, state, and county government, contracts, grants and grants in aid within the prior three years and will be receiving for fiscal year 2020:**

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

**6. Provide the balance of unrestricted current assets as of December 31, 2018:**

Balance of unrestricted current assets as of November 30, 2018= \$18,808,649.00.

**V. Experience and Capability**

**1. Necessary Skills and Experience (State experience relating to request. Also provide a listing of verifiable experience for related projects or contracts for most recent three years that are pertinent to request):**

For over 35 years, Hawaii Foodbank has provided emergency food assistance to island residents in need through regular feeding programs and partnerships, and during natural disasters such as the recent floods on Oahu and Kauai.

In fiscal year 2018, our Oahu warehouse received a total of 12.9 million pounds of perishable and nonperishable food, including 2.7 million pounds of fresh produce and nearly .5 million pounds of purchased foods. The donated and purchased food reached 1 in 8 island residents in need through a range of established distribution programs: 50% through Ohana Produce Plus program, 34% through partner agencies including community food pantries, 6% through Commodity Supplemental Food Program (CSFP), also known as the "Senior Food Box Program," 2% through shelters and soup kitchens, 8% 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 fiscal year 2018, Hawaii Foodbank and 29 partner agencies distributed 2.5 million pounds of donated and purchased fresh produce, and 3.5 million pounds of baked goods, dairy products, eggs, and snack and non-perishable foods in communities island-wide.

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Hawaii Foodbank, Inc.

Food 4 Keiki Backpack program: This program provides 550 students from low-income or homeless families at Princess Victoria Kaiulani Elementary School and Linapuni Elementary School in Kalihi with food to take home on weekends, holidays and over school breaks (including Winter and Spring) when school meals are not available.

Food 4 Keiki Feeding Our Future program: For over 13 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 partner agencies then pick up the food and distribute it to children. Over 11,000 lunches were distributed to 362 students in the summer of 2018.

Commodity Supplemental Food Program (CSFP), the "Senior Food Box Program:" This program, provided in partnership with the Office of Community Services, provides more than 1,700 low-income seniors each month with supplemental foods such as milk, cheese, cereal, juice, peanut butter, rice and canned meats.

Senior Farmers Market Nutrition Program (SFMNP): This program is a partnership with the Hawaii Office of Community Services and the USDA. The program provides vouchers to qualifying seniors to improve their access to fresh fruits and vegetables through farmers' markets. During the most recent fiscal year, Hawaii Foodbank provided 5,798 seniors with vouchers.

Led by President & CEO, Ron Mizutani, we have a staff of forty-two, five of whom work in our Kauai Branch. For over 35 years, we have successfully managed the purchase of food for our Oahu and Kauai warehouses. Hawaii Foodbank also has an effective inventory management system and systems to ensure the timely and safe distribution of food to those in need.

We have successfully secured the following support for food purchases over the past 3 years:

<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVT ENTITY</b>	<b>CONTRACT VALUE</b>
Temporary Assistance to Needy Families	2016	Department of Human Services	State	290,000
Commodity Supplemental Food Program (Oahu)	FY2016	Department of Labor	State	133,293
EFSP - Phase 34 (Kauai)	FY2016	U.S. Department of Homeland Security Federal Emergency Management Agency (DHS/FEMA)	Federal	3,200
EFSP - Phase 34 (Oahu)	FY2016	U.S. Department of Homeland Security Federal Emergency Management Agency (DHS/FEMA)	Federal	38,000

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Senior Farmers Market Nutrition Program (Oahu)	FY2016	Department of Labor	State	217,265
Temporary Emergency Food Assistance Program (Oahu)	FY2016	Department of Labor	State	45,141
Temporary Emergency Food Assistance Program (Kauai)	FY2016	Department of Labor	State	12,457
Commodity Supplemental Food Program (Oahu)	FY2017	Department of Labor	State	141,989
Commodity Supplemental Food Program (Kauai)	FY2017	Department of Labor	State	15,156
EFSP - Phase 35 (Kauai)	Nov 2018 - May 2019	U.S. Department of Homeland Security Federal Emergency Management Agency (DHS/FEMA)	Federal	4,000
EFSP - Phase 35 (Oahu)	Nov 2018 - May 2019	U.S. Department of Homeland Security Federal Emergency Management Agency (DHS/FEMA)	Federal	40,000
Senior Farmers Market Nutrition Program (Oahu)	2017	Department of Labor	State	260,552
Temporary Assistance to Needy Families	2017	Department of Human Services	State	290,000
Temporary Emergency Food Assistance Program (Oahu)	FY2017	Department of Labor	State	49,186
Temporary Emergency Food Assistance Program (Kauai)	FY2017	Department of Labor	State	3,750
Senior Farmers Market Nutrition Program (Kauai)	2018	Department of Labor	State	12,890
Senior Farmers Market Nutrition Program (Oahu)	2018	Department of Labor	State	277,592
Temporary Assistance to Needy Families	2018	Department of Human Services	State	290,000
Temporary Emergency Food Assistance Program (Oahu)	FY2018	Department of Labor	State	78,602
Temporary Emergency Food Assistance Program (Kauai)	FY2018	Department of Labor	State	6,661
Oahu Food Purchase RGP-DCS-1900029	FY2019	DCS	C&C of Honolulu	125,000

**2. Facilities (describe facilities and demonstrate its adequacy in relation to request):**

Hawaii Foodbank's 23,668 square-foot food storage and distribution warehouse is located on Kilihaui Street in Honolulu. The facility is open Monday-Friday from 6:30am-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 Relations staff who work directly with

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partner agencies. The warehouse has an agency-shopping floor where items are organized and displayed in such a way as to allow partner agency representatives to pick up the items they need for their food pantries and feeding programs. Hawaii Foodbank warehouse staff processed and distributed over 11 million pounds of non-perishable and perishable food during fiscal year 2018.

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

Partner agencies are essential to our mission of providing food to individuals and families who struggle to meet their own needs. Hawaii Foodbank works with nearly 200 partner agencies across Oahu. To become a partner agency, an organization must operate in compliance with Federal regulations and Feeding America standards, including annual civil rights training, biannual food safety training, maintaining IRS 501(C)3 determination, adhering to site inspections, complying with monthly reporting requirements, and audits.

## **VI. Personnel: Project Organization and Staffing**

### **1. Proposed staffing, staff qualifications, supervision and training:**

Hawaii Foodbank has purchased food for our Oahu warehouse for over 35 years. Director of Warehouse Operations, Tom Luiz, will be responsible for purchasing the food and arranging for shipment to Oahu. Tom is responsible for inventory management, food purchases and coordinating the transportation of food. Once the food shipment has reached Oahu, he and his team will coordinate the delivery, inspection, inventory, and distribution of the purchased food. The Hawaii Foodbank Agency Affiliations team will then notify partner 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 involved in food purchases and distribution and their qualifications:

**Ron Mizutani, President & CEO:** Ron Mizutani joined Hawaii Foodbank in 2018 following a 33-year career as a news reporter and anchorman. Between his news career, Ron served as Vice President of Corporate Communications for Hawaiian Telcom and as Senior Vice President at Communications Pacific. Ron previously served on the board of Easter Seals Hawaii and has volunteered with Special Olympics Hawaii, the Duke Kahanamoku Foundation, and many more.

**Laura Kay Rand, Vice President & Chief Impact Officer:** Laura Kay Rand joined Hawaii Foodbank in 2016 and has over 30 years of nonprofit leadership experience. She is responsible for the Foodbank's programs and services, including its partner 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.

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**Kim Bartenstein, Director of Mission and Quality Assurance:** Kim Bartenstein has worked for Hawaii Foodbank since 2002 and leads its Agency Relations team, working with the partner agency network. Kim is responsible for directing Foodbank programs, such as Ohana Produce Plus, Food 4 Keiki and Feeding Our Future, and administering grant-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.

**Tom Luiz, Director of Warehouse Operations:** Tom Luiz joined Hawaii Foodbank as Director of Warehouse Operations in April 2018. He oversees the Foodbank's warehouse and transportation activities, including food purchases, storage, safety, equipment maintenance and repair, and the timely distribution of inventory. Prior to joining Hawaii Foodbank, Tom was a store manager for CVS Longs from 2014 - 2018. He has more than 25 years of experience managing retail sales, operations and logistics for corporations including Ikea, Best Buy, Home Depot and Toys R Us.

**Teri Luna, Director of Product Resourcing:** With a decade of experience in sales, logistics, distribution services and merchandising, Teri Luna joined Hawaii Foodbank in April 2017 as Director of Product Resourcing. She is responsible for the Foodbank's food acquisition strategies, including identifying, securing and maintaining food donations from Hawaii's food retailers, wholesalers, brokers, distributors, manufacturers and farmers. Prior to her position with Hawaii Foodbank, Teri served as a District Supervisor for TNG, and has held management positions with The News Group, The Islander Group and Aston Hotels and Resorts. She is a member of the Hawaii Food Industry Association (HFIA), Hawaii State Volunteer Organizations Active in Disasters (HSVOAD) and Hawaii Farmers Bureau.

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

**2. Organization Chart:** Please see attached.

**3. Compensation:**

President & CEO \$140,000-\$200,000  
Vice President 1 \$90,000-\$140,000  
Vice President 2 \$90,000-\$140,000

**VII. Other**

**1. Litigation:**

Hawaii Foodbank is not involved in litigation.

**2. Licensure or Accreditation:**

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

**3. Private Educational Institutions: N/A**

**4. Future Sustainability Plan:**

Hawaii Foodbank has provided emergency food assistance to needy individuals and families on Oahu for over 35 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 nearly 200 partner agencies that distribute donated and purchased food directly to those who need it.

Beyond the grant period, we will continue to encourage both monetary and food donations from Hawaii retailers, food manufacturers, the USDA, Feeding America, and other donors. Many of these sources have organized or taken part in special events that benefit Hawaii Foodbank. For example, in fiscal year 2018, 22 percent of revenue was generated by special events held by corporate and community organizations such as Safeway, First Hawaiian Bank, and Macy's. Other special events such as the Annual Golf Classic, 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.

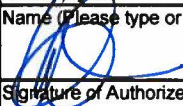
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## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

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)
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
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	103,652		103,652	116,500
10 Shipping Purchased Food	20,648		20,648	19,222
11 Trucking Purchased Food	700		700	750
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>125,000</b>		<b>125,000</b>	<b>136,472</b>
<b>C. EQUIPMENT PURCHASES</b>	<b>0</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>0</b>			
<b>E. CAPITAL</b>	<b>0</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>125,000</b>		<b>125,000</b>	<b>136,472</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	125,000	Laura Kay Rand (808) 954-7857		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	125,000			
(d) Total Private/Other Funds Requested	136,472	Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	<b>386,472</b>	Laura Kay Rand, Vice President & Chief Impact Officer		
		Name and Title (Please type or print)		





## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant: Hawaii Foodbank, Inc,

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

**JUSTIFICATION/COMMENTS:**

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

**JUSTIFICATION/COMMENTS:**

**NOT APPLICABLE**

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2019 to June 30, 2020

Applicant:     Hawaii Foodbank, Inc.    

### 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						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						

**JUSTIFICATION/COMMENTS:**

**NOT APPLICABLE**

**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

Appl

Hawaii Foodbank, Inc.

Contracts Total: 2,334,734

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)</b>	<b>CONTRACT VALUE</b>
1	Temporary Assistance to Needy Families	2016	Department of Human Services	State	290,000
2	Commodity Supplemental Food Program (Oahu)	FY2016	Department of Labor	State	133,293
3	EFSP - Phase 34 (Kauai)	FY2016	U.S. Department of Homeland Security Federal Emergency Management Agency (DHS/FEMA)	Federal	3,200
4	EFSP - Phase 34 (Oahu)	FY2016	U.S. Department of Homeland Security Federal Emergency Management Agency (DHS/FEMA)	Federal	38,000
5	Senior Farmers Market Nutrition Program (Oahu)	FY2016	Department of Labor	State	217,265
6	Temporary Emergency Food Assistance Program (Oahu)	FY2016	Department of Labor	State	45,141
7	Temporary Emergency Food Assistance Program (Kauai)	FY2016	Department of Labor	State	12,457
8	Commodity Supplemental Food Program (Oahu)	FY2017	Department of Labor	State	141,989
9	Commodity Supplemental Food Program (Kauai)	FY2017	Department of Labor	State	15,156
10	EFSP - Phase 35 (Kauai)	Nov 2018 - May 2019	U.S. Department of Homeland Security Federal Emergency Management Agency (DHS/FEMA)	Federal	4,000
11	EFSP - Phase 35 (Oahu)	Nov 2018 - May 2019	U.S. Department of Homeland Security Federal Emergency Management Agency (DHS/FEMA)	Federal	40,000
12	Senior Farmers Market Nutrition Program (Oahu)	2017	Department of Labor	State	260,552
13	Temporary Assistance to Needy Families	2017	Department of Human Services	State	290,000
14	Temporary Emergency Food Assistance Program (Oahu)	FY2017	Department of Labor	State	49,186
15	Temporary Emergency Food Assistance Program (Kauai)	FY2017	Department of Labor	State	3,750



# HAWAII FOODBANK, INC.

**Ron Mizutani**  
President/CEO

**Lillian Rodolfich**  
Vice President/  
Chief Financial Officer

**Malcolm Inamine\***  
Vice President/  
Chief Operations Officer

**Laura Kay Rand**  
Vice President/  
Chief Impact Officer

**Connie Bennett\***  
Director of Finance

**Teri Luna\***  
Director of Product  
Resourcing

**Tom Lutz\***  
Director of Operations

**Wesley Pereira**  
Kauai Branch Director

**Kim Bartenstein**  
Director of Mission/  
Quality Assurance

**Marielle Terbio\***  
Director of Community  
Engagement & Advocacy

**Beverly Santos**  
Director of  
Food Drive & Events

**Carol Abejuela\***  
Accountant/ Human  
Resources

**Lillian Shiraki\***  
Hospitality/Wellness  
Coordinator

**Michelle Panoke**  
Kauai Agency/Admin Sup

**Chyenne Beach**  
Agency Relations Asst.

**James Hughes**  
Driver/Warehouse  
Support

**Durrant Graycohea**  
Driver/Warehouse  
Support

**Wendy Vergara\***  
CFSP Coordinator

**Naomi Save\***  
Food Partner Network  
Coordinator

**Jared Kawatani\***  
Agency Relations Asst./  
Wellness Coordinator

**Kirsten Yale\***  
Community Engagement  
Assistant (P/T)

**Tammi Byerly-Zahn**  
Food Drive & Events  
Assistant

**Lisa Nakano**  
Donor Relations  
Manager

**Amanda Blythe**  
Donor Specialist

**Magi Dabis**  
Donor Services  
Coordinator

**Julene Davis**  
Donor Services  
Assistant - PT

**Danny Schlag**  
Web & Publications  
Coordinator

**Suzanne Peterson**  
Grants/Comm  
Coordinator (PT)

**Open**  
Chill/Freezer Supervisor

**Glen Inouye**  
Warehouse Supervisor

**David Fujiyama\***  
Dispatch/Donations  
Supervisor

**Johnny Pagtulingan**  
Asst. Warehouse  
Supervisor

**Kerian Clemente\***  
Chill/Freezer Associate

**Rob Kay\***  
Receiving/Inventory  
Specialist

**Joanie Falelva\***  
Data Processing/  
Cashier

**Numia Toese**  
Driver/Warehouse  
Support

**Douglas Save\***  
Distribution/Warehouse  
Support

**Michael Salsedo**  
Salvage Coordinator

**Tiana Teves\***  
Salvage Coordinator

**Alan Nohara**  
Driver/Warehouse  
Support

**Alapati Fale**  
Driver/Warehouse  
Support

**James Yamanoha**  
Distribution/Warehouse  
Support

**Aupi-Savea Ah You**  
Distribution/Warehouse  
Support

**Fuaau Mauga\***  
Distribution/Warehouse  
Support

**Open**  
Driver/Warehouse  
Support

**David Avei**  
Driver/Warehouse  
Support

**Archie Pascual\***  
Distribution/Warehouse  
Support

**Jerwin Laguinday**  
Operations Support  
On-Call

**Open**  
Casual Warehouse  
Support

**Brian Roldan\***  
Driver/Warehouse  
Support (Non-CDL)

**Leighton Bright**  
On-Call Driver

\* designates First Aid/CPR/AED Certified

December 31, 2018