

**THE THIRTIETH LEGISLATURE  
APPLICATION FOR GRANTS  
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating                       Capital

Legal Name of Requesting Organization or Individual: DbA:  
Whitmore Economic Development Group, WEDG

Amount of State Funds Requested: \$ 401,203.00

Brief Description of Request (Please attach word document to back of page if extra space is needed):

WEDG is requesting funds to support annual operating costs in its PY2019-2020. Expenses will include support for partial FTE salaries and employer costs, consumable supplies, equipment and other costs such as contractual hires, site security (alarm system), and insurance.

Amount of Other Funds Available:

State:            \$ 1,960.00  
Federal:        \$ 0.00  
County:        \$ 0.00  
Private/Other: \$ 21,000.00

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ 57,200.00  
Unrestricted Assets:  
\$ 8,129.00

New Service (Presently Does Not Exist):  Existing Service (Presently in Operation):

Type of Business Entity:

- 501(C)(3) Non Profit Corporation  
 Other Non Profit  
 Other

Mailing Address:

1000 Hoihoi Avenue  
City: Wahiawa                      State: HI                      Zip: 96786

Contact Person for Matters Involving this Application

Name: Lilette A Subedi	Title: Interim President, BOD & Dir of Res Dev
Email: subedililette@gmail.com	Phone: (808) 753-2266

Federal Tax ID#:

██████████

State Tax ID#

██████████



Authorized Signature

Lilette A Subedi, Interim Pres & Dir of Res Dev

Name and Title

01/17/2019

Date Signed

**received**  
1/17/19 3:30p JR

## 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

Lilette A Subedi, Interim President

PRINT NAME AND TITLE

01/17/2019

DATE



**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

**CERTIFICATE OF VENDOR COMPLIANCE**

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs

**Vendor Name: WHITMORE ECONOMIC DEVELOPMENT GROUP**

**DBA/Trade Name: WEDG**

**Issue Date: 01/02/2019**

**Status: Compliant**

Hawaii Tax#:

New Hawaii Tax#: GE053672755201

FEIN/SSN#: XX-XXX6156

UI#: No record

DCCA FILE#: 242063

**Status of Compliance for this Vendor on issue date:**

<b>Form</b>	<b>Department(s)</b>	<b>Status</b>
A-6	Hawaii Department of Taxation	Compliant
	Internal Revenue Service (Compliant for Gov. Contract)	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

**Status Legend:**

<b>Status</b>	<b>Description</b>
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	The entity is compliant with DLIR requirement
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
  - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
  - c) Agrees not to use state funds for entertainment or lobbying activities; and
  - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
  - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

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

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

Whitmore Economic Development Group dba WEDG

(Typed Name of Individual or Organization)



(Signature)

01/17/2019

(Date)

Lillette A Subedi      Interim President, Dir of Resource Development

(Typed Name)

(Title)

Pursuant to Chapter 42F-102, Hawaii Revised Statutes  
Regarding Applications for Grants  
**Verification that the Grant Shall be Used for a Public Purpose**

Requests for the 30<sup>th</sup> Legislature Grants-In-Aid grants shall be submitted to the House Committee on Finance and the Senate Committee on Ways and Means by the deadline of January 18, 2019. The Applicant hereby states that:

- (1) The name of the requesting organization is Whitmore Economic Development Group, dba WEDG.
- (2) The public purpose for the grant: Congruent with the vision of the State of Hawaii's Whitmore Project, WEDG is poised to increase its capacity to serve both collaborative partners and constituents toward meeting the Hawaii State Constitution's intent of increasing local agricultural production and establishing local area food processing hubs that contribute to building food sustainability and ensuring food safety.
- (3) The services to be supported by the grant: WEDG officially becomes an employer in the North Central Oahu community (Mililani, Wahiawa, Whitmore Village, Waialua), contributing to the goal of revitalizing the socio-economic status of this geographic jurisdiction through agriculture and agribusiness that is both sustainable and diverse. WEDG will increase access and availability to its services at the Pineapple Crate, a precedent-setting shared co-working space featuring 21<sup>st</sup> century technology, specifically for an agriculturally-based clientele (see target population, below), working to create a food processing hub model for the State of Hawaii. Additionally, WEDG will contract with Collaborative Economics for the conduct of a comprehensive needs assessment that identifies essential elements toward the evolution of North Central Oahu becoming the first food processing hub in the State of Hawaii.
- (4) The target population: Collaborative Partners and Constituents. Constituency is defined firstly as community members who are farmers, ranchers, and other food producers including, but not limited to agriculturally-based or affiliated entrepreneurs who create value-added products, 21<sup>st</sup> century technologists and research developers who support and focus on agriculture and agribusiness, middle- and high-school students of local area schools, and postsecondary students in related fields (agriculture, business, technology, STEM, food and nutrition). Collaborative partners include Smart Yields, North Shore EVP, Wahiawa Fresh, Wahiawa Blue Zones Project, Agribusiness Development Corporation, HI State Department of Agriculture, Hawaii Technology Development Center, US Department of Agriculture, Wahiawa Community Business Association, Rotary Club of Wahiawa-Waialua, University of Hawaii's College of Tropical Agriculture and Human Resources, the Leilehua Alumni Community Association, and more.
- (5) The total budget request from the FY2020 Grant-In-Aid Program for Operating Expenses to support the Whitmore Economic Development Group is \$401,203.00.

## **Application for Grants** (Please see attached Narrative)

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

### **I. Certification – Please attach immediately after cover page**

#### **1. 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, 2018.

#### **2. Declaration Statement**

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

#### **3. 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](#))

### **II. 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.

### **III. 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.

#### **IV. 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 2020.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$161,050.75	\$75,550.75	\$76,550.75	\$88,050.75	\$401,203.00

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2020.
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 2020 for program funding.
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2018.

## **V. 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.

## **VI. 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 an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.



## **VII. 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 2019-20 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2019-20, but
- (b) Not received by the applicant thereafter.

## **Application for Grants**

Applicant: Whitmore Economic Development Group

### **I. Certification – Please see attached documents after Cover Sheet**

1. Certificate of Good Standing
2. Declaration Statement
3. Public Purpose

### **II. Background and Summary**

1. Brief description of the applicant's background.

The Whitmore Economic Development Group (WEDG) is a private, 501(c)(3) nonprofit entity established in 2014. Our mission is to provide resources for sustainable and diverse agricultural business communities to achieve our vision of a community where every business thrives. Our rural community is designated as economically disadvantaged. WEDG provides education and resources toward contributing to socio-economic development, focusing on agriculture—including agribusiness, integrated technology, and entrepreneurship.

2. Goals and objectives related to the request.

Our overarching goal relative to this request for operating expenses is to become an employer within the community that we serve. Intended employees will work to achieve WEDG's mission and vision through full-time operation of the Pineapple Crate – North Central Oahu's precedent setting co-working space focusing on agriculture – and the Office of Resource Development housed therein. Heretofore, WEDG has functioned primarily through volunteerism; however, now is the time for dedicated staff to be put into place that will bring forth a slate of opportunities and services designed to meet the needs of collaborative partners and constituents.

## **Application for Grants**

**Applicant: Whitmore Economic Development Group**

Additionally, a key component of moving ahead proactively and contributing to our community's capacity and capability as we evolve into an agricultural/food processing hub, WEDG will contract with Collaborative Economics to conduct a needs assessment. This study will benefit WEDG and our collaborative partners and stakeholders—including the North Shore EVP from whom we are inspired to undertake this critical step—to identify specific gaps that must be filled in order that our North Central Oahu community can effectively work toward achieving economic revitalization. WEDG believes that sustainable and diversified agriculture, with a focus on establishing the first-ever food processing hub in the State of Hawaii, is a main ingredient to ensuring a future of economic stability and growth for our own community and beyond.

Collaborative partners include Smart Yields, North Shore EVP, Wahiawa Fresh (Wahiawa Community-Based Development Organization/WCBDO), Wahiawa Blue Zone Project, Agribusiness Development Corporation (ADC), HI State Department of Agriculture (HDOA), Hawaii Technology Development Center (HTDC), HI State Legislature and City Council, US Department of Agriculture (USDA), Rotary Club of Wahiawa-Waiialua (RCWW), Wahiawa Community Business Association (WCBA), University of Hawaii's College of Tropical Agriculture and Human Resources (UH CTAHR), Leilehua Alumni Community Association (LACA), and more.

Constituents includes farmers and other food producers, agribusiness (value-added) entrepreneurs, related 21<sup>st</sup> century technologists and research developers, middle- and high-school students of local area schools, and postsecondary students in related fields (agriculture, business, STEM).

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Our three objectives are to have: 1) the Pineapple Crate (PC) fully staffed and operational to provide educational programs, services and relevant opportunities for which it was designed; 2) the Office of Resource Development (ORD) provide assistance and direct services to eligible constituents such as (a) Grant writing and research, (b) Back-office business assistance and guidance, (c) Access to materials/supplies/equipment to expand, improve and enhance their agricultural business operations, and, 3) WEDG become more actively involved with collaborative partners to benefit our community in terms of healthy socio-economic development and advocacy.

### **3. Public purpose and need to be served.**

Congruent with the vision of the State's Whitmore Project, WEDG is poised to increase its capacity to serve both collaborative partners and constituents toward meeting the Hawaii State Constitution's intent of increasing local agricultural production and establishing local area food processing hubs that contribute to building food sustainability and ensuring food safety.

### **4. Description of target population to be served.**

WEDG's primary target population includes the farmers and other food producers, agribusiness entrepreneurs (value-added agriculture and food production related goods) and 21<sup>st</sup> century technologists within our geographic purview of North Central Oahu (Mililani and Wahiawa [including Whitmore Village]); and extending toward the North Shore (Waialua and Haleiwa). Specific to funds requested herein, constituents intended to be served by the ORD are Bull-it Hatchery and Lōkahi I Ke Ola (LIKO, an emerging

## **Application for Grants**

Applicant: Whitmore Economic Development Group

Hawaii nonprofit). The Pineapple Crate will serve both collaborative partners and farmer/food producers, local area middle- and high school students, and postsecondary students involved in agriculture, business, and STEM.

### 5. Description of geographic coverage.

WEDG directs its work toward the benefit of Whitmore Village, Wahiawa, and the surrounding North Central Oahu area relative to and congruent with the State's Whitmore Project, more specifically, the Whitmore Agribusiness Technology Park site development located at 1116 Whitmore Avenue, Wahiawa, Oahu.

### **III. Service Summary and Outcomes**

*Detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify results, outcomes, and measures of effectiveness from the request.*

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

The PC requires a full-time director who will be responsible for operating the facility and ensuring access for farmers, food producers, entrepreneurs, technologists and community-based students during appropriate hours for optimal utilization of its educational programs and services. The PC Director will determine hours of operation, planning and execution of collaborative partner activities, outreach and enrollment to expand membership, and recruiting/hiring/scheduling/assigning of staff. The PC Director shall report directly to the WEDG Board of Directors. Staffing will be provided by unpaid volunteers and students receiving stipends. Stipends will be requested from and managed by the WEDG Board of Directors' and Treasurer. Secondary and postsecondary

## **Application for Grants**

**Applicant: Whitmore Economic Development Group**

students are targeted hires as mentors and aides to provide computer tech support educational training to our agriculturally-based constituents. In addition to providing those services, their work will also contribute to their respective service learning and practicums as appropriate and relevant to their educational fields of study and objectives.

The ORD requires a full-time director whose responsibilities include grant research and resource development through grant writing and building collaborative partnerships with diverse individuals, organizations, businesses, government agencies/affiliates, and community leaders. The ORD Director will also be responsible for ensuring programmatic and fiscal compliance, direct service provision, and evaluation/assessment – reporting directly to the WEDG Board of Directors. Supporting the ORD Director, a Fiscal Administrative Assistant (ORD FAA) will be hired. Responsibilities of the ORD FAA shall include assisting the ORD Director with programmatic and fiscal activities and duties. These duties include, but are not limited to, clerical, bookkeeping, programmatic record keeping, data collection, and report preparation. The ORD FAA shall report directly to the ORD Director.

Collaborative Economics will conduct a study to identify specific needs in our community to revitalize our local economy that ultimately impacts the greater Hawaii agricultural community-at-large. Understanding what and where current gaps exist will assist WEDG with developing and implementing appropriate strategies and service delivery that will revitalize our community through the establishment of food processing centers for homegrown plant- and animal/livestock-based foods and products.

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

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**Applicant: Whitmore Economic Development Group**

The annual timeline for accomplishing the proposed activities, benchmarks and outcomes are relative to and congruent with the actual provision and release of funds from the designated issuing agency/entity. Anticipated timeline coincides with the State fiscal year beginning July 1, 2019 and ending June 30, 2020. Immediately following receipt of GIA award monies, WEDG will establish itself as an employer with the Hawaii Department of Labor and Industrial Relations (HI DLIR) and hire the PC and ORD directors to provide full-time dedicated service toward meeting the organization's goals and objectives. A preliminary search for the PC volunteers and student hires, as well as the ORD FAA, will begin with notification of the GIA award. Implementation of their scheduling/hiring shall be at the discretion of the PC and ORD Directors, respectively.

Immediately after receipt of 1<sup>st</sup> quarter award amount, the Director of Resource Development, as liaison and on behalf of the WEDG Board of Directors, will finalize and execute an agreement for services with Collaborative Economics. This firm will be hired to conduct a comprehensive gap study and needs assessment to aid WEDG—working with collaborative partners, stakeholders, and constituents—in proactively establishing the North Central Oahu community as an Agricultural and Food Processing Hub congruent with the State of Hawaii Whitmore Project Plan.

The PC operational timeline during the application and use of FY 2020 GIA monies will serve as the basis for developing a schedule of training sessions, classes and activities utilizing the actual shared co-working site and technology equipment therein. The PC Director shall have the discretion and be responsible for developing this schedule, with oversight and advisement from the WEDG Board of Directors, as appropriate.

## **Application for Grants**

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Procurement through purchase/lease agreement of equipment and supplies, and business planning/establishment services as part of the direct service provision from ORD to constituents Bull-it Hatchery and LIKO, shall likewise begin as soon as award funds are received by WEDG. These goods and services will directly and immediately impact the efficacy, efficiency and enhancement of both constituent entities. Services to additional eligible constituents will occur as their individual cases are identified and classified. The ORD Director will also be responsible for conducting the ongoing resource development activities to build WEDG capacity through grant seeking from various and diverse sources. These sources include government (federal, state, county) entities and agencies, private foundations and charitable organizations, and individual donors. Similarly, the ORD will be operational under the discretion of its Director with oversight and advisement from the WEDG Board of Directors.

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

Internal organizational and program assessment will be conducted through the WEDG Office of Resource Development. Staff will collect and compile anecdotal and demographic data. Project data collection will be longitudinal. Assessment will be longitudinal and summative. Data will include, but not limited to: number and type of constituents, age, gender, education levels, English language ability/proficiency, number of classes/training sessions, and resources and services provided. Fiscal responsibility will also be assessed for ROI; analyses will include, feasibility, compliance, and efficacy congruent with program/project goals and objectives. The projected impact includes farmer education relative to compliance, capacity-building, networking, and community



## Application for Grants

Applicant: Whitmore Economic Development Group

and socio-economic development. As appropriate and necessary pending WEDG achieving threshold funding, an external programmatic and fiscal audit would be conducted.

- 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.*

WEDG will submit any and all required reports to the State agency through which grant funds are appropriated, based on data and information assessed on the following measures of effectiveness for PC and ORD, respectively:

Measures of effectiveness guiding the WEDG Pineapple Crate:

- Director is hired and implements full-time operation of the PC. Duties include program and project development, delivery, and documentation of achievement (benchmarks and objectives met).
- Director provides outreach and recruitment of volunteers and student staff, completes initial volunteer scheduling and staff hiring, and establishes work assignments relative to hours of operation and activities.
- Director plans and develops collaborative partner activities that include presentations to PC constituents, community leaders, and other partners toward building organizational and community capacity in diverse and emergent agricultural pursuits.

## **Application for Grants**

**Applicant: Whitmore Economic Development Group**

- Director ensures compliance through record keeping and accounting of programmatic activities and expenses, to be reported quarterly (narrative format) to the WEDG Board of Directors.

Measures of effectiveness guiding the WEDG Office of Resource Development:

- Director is hired and implements full-time operation of the ORD. Duties include resource development, research, direct services to constituents (grant writing, exploration and project planning, identification of needs, etc.), programmatic and fiscal compliance (accountability), evaluation and assessment.
- Director provides outreach and recruitment, leading to hiring and supervision of the ORD Fiscal Administrative Assistant.
- Director procures and provides goods and services for each of the proposed constituents (Bull-it Hatchery and LIKO) congruent with WEDG mission of providing resources impacting the sustainability of agricultural businesses within its jurisdictional community.
- Director contracts Collaborative Economics to conduct a study and needs assessment of North Central Oahu community stakeholders, partners and constituents to identify existing and potential gaps that hinder the successful establishment of the Whitmore Project Agribusiness Tech Park as the first-ever food processing hub in the state of Hawaii. Director shall serve as the liaison between Collaborative Partners and the WEDG Board of Directors.

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Applicant: Whitmore Economic Development Group

- Director continues ongoing search to expand the resource portfolio that supports WEDG and its service delivery venues – PC and ORD.
- Director ensures all aspects of accountability and compliance in accordance with the issuing entity of the GIA award; and, provides reports as necessary and appropriate.
- Director conducts and oversees data collection; subsequently reviews and analyzes data relative to provision of evaluation and assessment of program and fiscal progress and achievement.

**IV. Financial**

**Budget.**

1. Information appears on application forms below.

FYI: Our total GIA OP request:	<b>\$401,203.00</b>
A. Personnel Costs	\$166,803.00
B. Other Current Expenses	161,400.00
C. Equipment Purchases	73,000.00
D. Motor Vehicle Purchases	0.00
E. Capital	0.00

2. Anticipated quarterly funding requests for FY2020.

Qtr 1	\$161,050.75
Qtr 2	75,550.75
Qtr 3	76,550.75

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Qtr 4	88,050.75
TOTAL	\$401,203.00

3. Listing of all other sources of funding being sought for FY2020.

Ulupono Foundation	\$100,000.00
Atherton Foundation	20,000.00
Friends of Hawaii Charities	10,000.00
HEICF	15,000.00
HDOA	12,000.00
USDA	To be determined per NIFA

4. Listing of all federal and state tax credits granted within the prior three years. Additionally, a listing of all state and federal tax credits applied for or anticipated application of such pertaining to any capital project, if applicable.

None, not applicable.

5. 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 FY2020 for program funding.

GIA-CIP	FY 2017	\$55,000.00
ADC	FY 2017	2,200.00

6. Balance of applicant's unrestricted current assets as of December 31, 2018.

\$8,129.00

### **V. Experience and Capability**

1. Necessary Skills and Experience

## **Application for Grants**

**Applicant: Whitmore Economic Development Group**

Collectively, WEDG board members, PC and ORD directors, and advisor(s) have over 125 years of private sector, nonprofit organization, and entrepreneurial, education, business, technology, and administrative experience. Among current board members and specific to the venue of agriculture, two are certified farmers (GO Farm Program graduates); one has been and continues to be heavily engaged in technology and its application to food production and services; another is an aquaculturist entrepreneur focused on prospective high-yield, healthy food production; and, yet another has been responsible for Native Hawaiian culturally-based and diversified agricultural learning centers and socio-economic community development and revitalization. The current interim president and director of resource development has extensive knowledge and experience with federal and private sector funding, grantsmanship, accountability, and compliance issues (see Personnel-Staffing section below).

### **2. Facilities**

WEDG operates the Pineapple Crate, a 1,720 square foot office space located in the ADC's future Whitmore Project Agribusiness Tech Park at 1116 Whitmore Avenue. This facility is a precedent-setting, first-of-its-kind shared co-working space for farmers and food producers, diversified agriculturists, and 21<sup>st</sup> century technologists affiliated with agriculture and agribusiness. It features a large general classroom/meeting area with an 84" Ricoh Smart Board that accommodates interactive touch-screen technology for up to 20 individuals; large co-working office space (where the office hub networked copier, printer, scanner, fax machine is located; small storeroom, two adjacent smaller 1-2-person office spaces. Currently, one of the smaller spaces is occupied by WEDG's Office

## **Application for Grants**

Applicant: Whitmore Economic Development Group

of Resource Development (ORD). It has been operational since the PC's grand opening in July 2018. A separate conference room features a large screen tv monitor. At the end of a short hallway from the large general classroom, a set of stairs leads to the lower split-level floor that serves as the PC's multi-purpose café with double stainless-steel sink. Appliances in the café include a microwave oven, large coffee urn, and frost-free refrigerator. All amenities are available for members' usage, including paper goods and plastic utensils, coffee mugs, and larger serving sized bowls and plates. PC features LED light fixtures, fire/smoke alarms, vinyl plank flooring, security alarm system, and a variety of portable and permanent office furnishings. The front porch area offers three café tables, each with two chairs; and the double-doored exit from the downstairs café leads to a lush verdant open space with picnic tables that can be outfitted with large umbrellas. There is ample parking to meet members' needs in both the front and rear lots. Restrooms are available in the building common areas.

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

- Proposed Staffing, Staff Qualification, Supervision and Training – WEDG has identified appropriate individuals to serve as Pineapple Crate Director and Director of Resource Development, respectively. They are Brandon Askew and Lilette Subedi. While both are currently serving on the Board of Directors, once funding is in place to hire them into their respective positions, their resignations will be tendered to the board. These key staff serve at the pleasure of the WEDG Board of Directors, will generally operate autonomously based on board purview congruent with the organization's mission, vision, and intent. The roles and responsibilities of the Directors' positions appear above in

## **Application for Grants**

**Applicant: Whitmore Economic Development Group**

Sections III and V. Staffing for the PC, and the position of ORD Fiscal Administrative Assistant are likewise described above in Sections III and V. Secondary and postsecondary students from Leilehua, Mililani, and Waialua High Schools will receive outreach and recruitment services from the PC Director (possibly with the assistance of WEDG board members and collaborative partners. Similarly, outreach and recruitment of postsecondary candidates for Mentor/Instructor and Aide/Instructor position will be provided to University of Hawaii system students and private postsecondary institutions through North Central Oahu community referrals and searches. Priority for participation is based on our Wahiawa, Whitmore Village, Mililani and Waialua community membership.

- **Organization Chart – Please see attached.**
- **Compensation – Heretofore, WEDG has operated as a 501(c)(3) nonprofit in a nontraditional manner. All board officers, members, and advisors are uncompensated volunteers. There has not ever been an Executive Director position, rather, the Board President was responsible for facilitating and guiding WEDG work and discussion regarding community matters, and, leading to the establishment of the Pineapple Crate and Office of Resource Development. Funding of operating expenses through this GIA application will support the immediate hiring of three essential full-time WEDG employees (3.0 FTE) with 70% of their salaries, employer costs and fringe benefits. These positions are the Pineapple Crate Director, Director of Resource Development, and the Fiscal Administrative Assistant. The remaining 30% of funding for salaries, employer costs and fringe benefits will be sought from other resources (see Financial Question #3**

## **Application for Grants**

Applicant: Whitmore Economic Development Group

above, and Future Sustainability Plan section below). Secondary and postsecondary students, with priority given to those individuals living within our economically disadvantaged geographic jurisdiction, will be provided individualized scholarship service contracts, generally paying \$10.00 – \$12.00 per hour.

### **VII. Other**

1. **Litigation**

None, not applicable.

2. **Licensure and Accreditation**

IRS 501(c)(3) Determination, April 2015

3. **Private Educational Institutions**

Not applicable.

4. **Future Sustainability Plan**

Through the fiduciary role of the WEDG Board of Directors who oversees both the PC and ORD, future sustainability is dependent upon these ongoing initiatives and actions:

- A. PC – The Director will continuously provide outreach and enrollment to build PC membership. Membership dues and fees will be unrestricted sources of revenue designated for support of the PC. Additional revenue generated from use of the facility for special collaborative partnership activities/educational opportunities will also be designated as unrestricted funds to support the PC. The ORD will seek grant



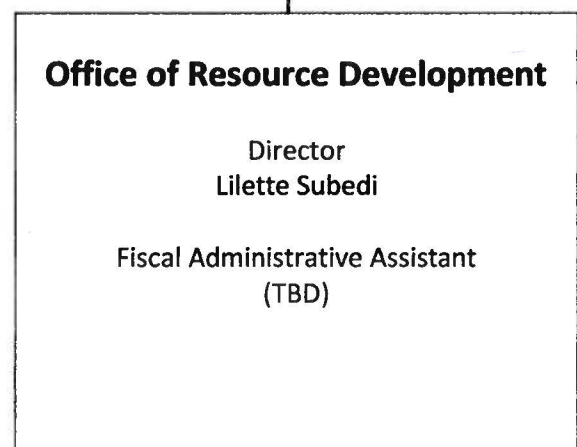
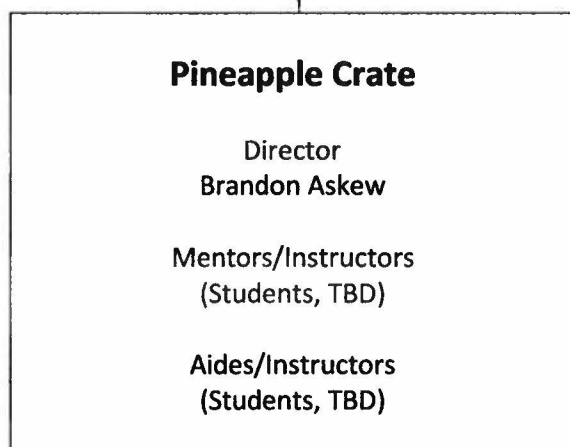
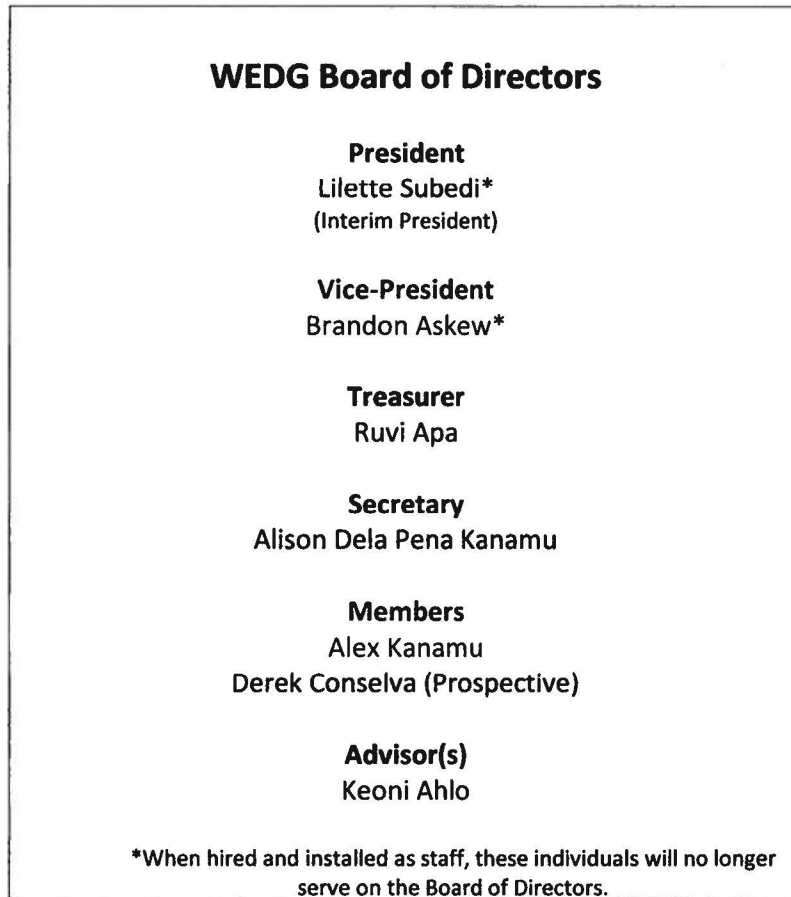
## **Application for Grants**

**Applicant: Whitmore Economic Development Group**

and other funding to support administrative costs for the PC until such time as the PC is able to generate revenue to be self-sustaining.

- B. ORD – The Director will continuously provide grantsmanship services seeking funds to support administrative costs as necessary and appropriate. These funds will be sought from governmental agencies and entities, private foundations and charities, through bequests, and individual donors. Additionally, the ORD Director will work with the WEDG Board of Directors to develop a capital campaign to establish an endowment fund; and, a Social Entrepreneurship arm for the organization. The latter endeavor is a for profit arm to generate revenue to support the parent 501(c)(3) WEDG. The nature of the for-profit venture is yet to be determined. Prospective ventures include but are not limited to education and training programs, and, value-added product development and sales.

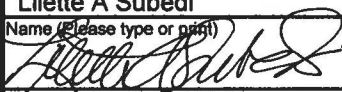
**Whitmore Economic Development Group  
2019 Organizational Chart**



## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

Applicant: Whitmore Economic Development Group

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	\$118,300.00			50,700.00
2. Payroll Taxes & Assessments	10,647.00			4,563.00
3. Fringe Benefits	37,856.00			16,224.00
<b>TOTAL PERSONNEL COST</b>	<b>166,803.00</b>			<b>71,487.00</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance	1,000.00			
3. Lease/Rental of Equipment				1,200.00
4. Lease/Rental of Space				5,160.00
5. Staff Training				
6. Supplies	5,400.00			
7. Telecommunication				
8. Utilities				
9 Payroll Processing	3,000.00			
10 Scholarship Stipends	27,000.00			
11 Collaborative Economics Contract	125,000.00			
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>161,400.00</b>			<b>6,360.00</b>
<b>C. EQUIPMENT PURCHASES</b>	<b>73,000.00</b>			<b>12,000.00</b>
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>0.00</b>			<b>0.00</b>
<b>E. CAPITAL</b>	<b>0.00</b>			<b>0.00</b>
<b>TOTAL (A+B+C+D+E)</b>	<b>\$401,203.00</b>			<b>89,847.00</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	\$401,203.00	Lilette A Subedi (808) 753-2266		
(b) Total Federal Funds Requested	0.00	Name (Please type or print) Phone		
(c) Total County Funds Requested	0.00	 01/17/2019		
(d) Total Private/Other Funds Requested	89,847.00	Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	<b>\$491,050.00</b>	Lilette A Subedi, Interim President Name and Title (Please type or print)		

### BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2019 to June 30, 2020

Applicant: Whitmore Economic Development Group

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Director of Resource Development	1.0	65,000.00	0.70	\$ 45,500.00 -
Pineapple Crate Director	1.0	62,500.00	0.70	\$ 43,750.00 -
Fiscal Administrative Assistant	1.0	41,500.00	0.70	\$ 29,050.00 -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>\$118,300.00</b>

**JUSTIFICATION/COMMENTS:** These three (3) full-time positions fill the need for permanent paid staffing to operate the WEDG Pineapple Crate and Office of Resource Development. WEDG becomes an employer in the North Central Oahu community of Mililani, Wahiawa-Whitmore Village. Projected hires live in this community. We are requested 70% of funding for 3.0 FTEs, or \$189,787.00.

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant: Whitmore Economic Dev Group

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
SkidPro Brush Cutter Attachment1	1	8,000.00	\$ 8,000.00 -	8,000.00
Pond Liner, Roll	1	18,000.00	\$ 18,000.00 -	18,000.00
Solar Pumps	10	3,500.00	\$ 35,000.00 -	35,000.00
Feed Pellet-Making Machine	1	12,000.00	\$ 12,000.00 -	12,000.00
			\$ -	
<b>TOTAL:</b>				<b>\$73,000.00</b>

**JUSTIFICATION/COMMENTS:** WEDG is providing direct services to producer Bull-it Hatchery with equipment that will enable actual processing and enhancement of the operation. The brush cutter attachment will aid in clearing vegetation which will be used as the main ingredient in fish food pellets for the hatchery. Pumps, pond liner, and pellet-making machine move the producer's operation to an actual processing level.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
None Requested			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

**JUSTIFICATION/COMMENTS:** Not Applicable

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2019 to June 30, 2020

Applicant: Whitmore Economic Development Group

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>						
<b>JUSTIFICATION/COMMENTS:</b> NO FUNDING REQUESTED FOR CIP, NOT APPLICABLE						

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

Applicant: Whitmore Economic Development Group


Contracts Total: \$57,200.00 -

	<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	GIA-CIP	FY 2017	Legislature	State	55,000.00
2	ADC, Branding (Grown/Produced in Whitmore)	FY 2017	ADC	State	2,200.00
3					
4					
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**TRANSMITTAL MEMORANDUM**

Thursday, January 17, 2019

TO: Senate Committee on Ways and Means  
State Capitol, Rm 208

FR: Lilette Subedi   
Whitmore Economic Development Group  
WEDG-ORD

RE: Grant-In-Aid Application

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Aloha mai!

Please find the enclosed proposal application for the 30<sup>th</sup> State Legislature Grant in Aid Program. Per the instructions, we are submitting to the Senate Committee on Ways and Means one (1) completed original application.

Should there be questions or concerns, I can be reached via email or phone at subedililette@gmail.com or (808) 753-2266>

Mahalo in advance.