

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
 - b) Personnel salaries and wages No Applicable
 - c) Equipment and motor vehicles
 - d) Capital project details No Applicable
 - e) Government contracts, grants, and grants in aid Not Applicable
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



RONALD D. GARRISON, DIRECTOR NORTH
SHORE FOOD PANTRY

JANUARY 14, 2020

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE



**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:
Church of the Pacific, United Church of Christ The North Shore Food Pantry

Amount of State Funds Requested: \$ 38,779

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

The Church of the Pacific requests a Grant In Aid for the purpose of upgrading and expanding its food pantry. It provides a weekly food distribution line and ohana drops to those who are good insecure on Kauai's North Shore.

Amount of Other Funds Available:

State: \$ _____
Federal: \$ _____
County: \$ _____
Private/Other: \$ 0

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

\$ 0

Unrestricted Assets:

\$ 308,542.14

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:

PO Box 223154
City: State: Zip:
Princeville HI 96722

Contact Person for Matters Involving this Application

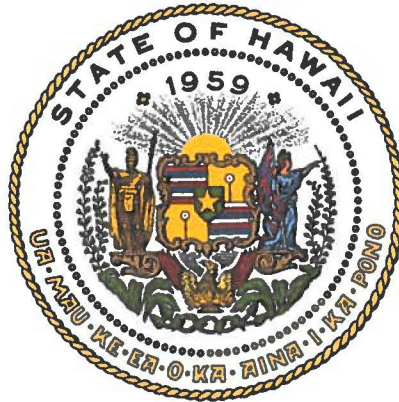
Name: Ronald D. Garrison	Title: Director of Food Pantry
Email: rongarrison94@gmail.com	Phone: 913-449-5995

Federal Tax ID#: [REDACTED]	State Tax ID#: [REDACTED]
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Authorized Signature

Director of North Shore Food Pantry
Name and Title

1/14/2020
Date Signed



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

CHURCH OF THE PACIFIC, UNITED CHURCH OF CHRIST

was incorporated under the laws of Hawaii on 08/10/1983 ;
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 12, 2020

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 proper expenditure of the grant.


- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-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.

Church of the Pacific, United Church of Christ
(Typed Name of Individual or Organization)

 _____
(Signature) 1/14/20
(Date)

Ronald D. Garrison Director of Food Pantry
(Typed Name) (Title)



January 14, 2020

The Church of the Pacific
PO Box 223154
Princeville, HI 96722
info@churchofthepacific.org

The Church of the Pacific requests a Grant In Aid for the purpose of upgrading and expanding its Food Pantry. The Church of the Pacific Food Pantry provides a weekly food distribution on site and Ohana drops to those that are food insecure along Kauai's North shore. The Church's goal is to serve the local community by providing baseline nutritional support for those individuals. The food provided is obtained by arrangement with the Hawaii Food Bank - Kauai Branch in Lihue, 26 miles from the Church, requiring transportation and storage at Church expense. The Grant In Aid is requested to allow purchase of a vehicle, appliances and equipment to replace existing items that have exhausted their practical usefulness. The Church recognizes that North Shore food needs are unrelated to race, religion, sexual orientation or socio-economic relationships and they do not proselytize at the Food Pantry or have any requirements related to religion or religious preference.

Sincerely,

Clyde Fujikawa

Application for Grants

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, 2019.

2. Declaration Statement

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes. Attached

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. See attached memo on Church of the Pacific Letterhead.

II. Background and Summary

The Church of the Pacific, United Church of Christ, is located on the North Shore of Kauai. Since the inception of the church, a primary mission was to be of service to the local community.

In 1997, the Church recognized the troublesome and persistent need for food by a growing segment of North Shore population. A small food pantry was opened to address this condition. Food was distributed twice a month, working with limited resources, space and food, but the need for family food supplement has greatly increased over the last several years. In response to the increased need, the food pantry was expanded to provide food once a week. In addition to conducting local food pantry distribution, on site, the food pantry delivers a major food drop to service needs of the residents of the Hawaiian Homelands area and sponsors a second food pantry drop to a Kilauea. This was made possible by a G.N. Wilcox grant which covers the cost of food.

In 2000, the church moved from temporary facilities to a campus that included permanent space for a Food Pantry. Over the years the Food Pantry infrastructure has served its purpose and now is in serious need for an upgrade.

Until, 2013 the Kauai Food Banks delivered food to the Food Pantry at no cost. When, that service was discontinued, the church purchased a 2000 Ford F150 truck and trailer

to continue the Food Pantry operations. In seven years, the truck and trailer have hauled approximately one million pounds of food to the Pantry. The truck is now 20 years old and has become less dependable.

The church recognizes that north shore food needs are unrelated to race, religion, sexual preference or socio-economic relations, and does not proselytize at the food pantry or have any requirements related religion or religious preference.

Proposal:

The Church of the Pacific Food Pantry proposes that the aid received from this grant would assist in purchase of:

1. Ford T150 Transit Cargo Van	\$33,825
2. Two 21 cubic feet freezers	\$2,030
3. One 17.8 Cubic feet commercial refrigerator	\$900
4. Pallet Jack	\$400
5. Five 150-quart Igloo coolers	\$624
6. One hundred plastic milk crates	\$1,000

Total grant amount requested: \$38,779

The goals and objectives related to this request

1. Goal: To acquire a trustworthy vehicle with enclosed space to transport food and supplies to the Pantry and deliver food packages to home bound and others unable to attend the pantry.

Objective: Seek the best price on cube truck or cargo van from a local dealer.

2. Goal: To have a vehicle that can be safely secured and to allow for transport of items in inclement weather.

Objective: Obtain a Ford Transit cargo van from a local dealer.

3. Goal: To acquire two large freezers.

Objective: Seek the best price local price on two 21 cubic ft. freezers that would keep frozen foods at the proper and safe temperature.

4. Goal: Acquire a freezer-less refrigerator.

Objective: Seek the best local price on one 17.8 cubic ft. commercial refrigerator to keep perishable foods at the proper and safe temperature.

5. Goal: Acquire pallet jack.

Objective: Purchase pallet jack to safely transport palleted food items.

6. Goal: Provide method to transport perishable foods.

Objective: Purchase five 150 qt, Igloo coolers.

Scope of work: Church of the Pacific Food Pantry is seeking a Grant in Aid to replace worn out equipment and a new/updated vehicle to help the food pantry operate more efficiently

Tasks: The Food Pantry team lead by Pastor Clyde Fujikawa and Food Pantry Director Ron Garrison will seek to find the best vehicle and equipment for the amount of aid received

Responsibilities: The church council will have the responsibility of overseeing the funds and making decisions based upon the suggestions and findings of Pastor Clyde Fujikawa and Food Pantry Director Ron Garrison.

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

The Church of the Pacific Food Pantry is ready to act upon our proposal once the funds are received. Our projection is that the funds will be utilized during the subsequent two months.

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

The Food Pantry believes that quality is measured by the ability to provide safe and sufficient foods to clients that we deliver to or who appear for distribution. That requires reliable transportation and safe storage of perishable and non-perishable goods. The items to be purchased with this grant were identified with this goal in mind. The food pantry intends to ensure quality by maintaining these items in good condition. The food pantry operates under USDA and Hawaii Food Bank guidelines which requires regular reporting of participation by its clients. Those reports are used to monitor and evaluate results. The church council provides additional oversight and management of the food pantry operations.

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.

Church of the Pacific can provide a documentation of expenditures, summary of pounds of food delivered and copies of participation records.

7. Goal: Obtain standard stackable containers for efficient transportation and storage of non-perishable items

Objective: Purchase one hundred 13X13X11 plastic milk crates.

The public purpose and need to be served:

It is the desire of the Church of the Pacific to reach out to the community and serve those who are in need. We have had a weekly food pantry for the past 20 years. During this time the Food Pantry has served anyone who is in need. Facilitating food distribution has allowed food pantry personnel to provide references to available social services. At times, various agencies have been represented for the purpose of assisting individuals with social service, medical and housing needs.

Describe the population to be served

The North Shore of Kauai is populated with residents that are houseless and living in rough conditions in their cars, in the open or at campsites. Many of these residents walk to the Food Pantry and carry many pounds of food back to their campsites. The church believes that the first steps in assisting such individuals is to provide them with regular nutrition which can enable them focus on further goals. There are many working families in the North Shore area that struggle to pay the rent and put balanced meals on the table. It has been stated that 17% of the children in Kauai County are food insecure. A majority of students attending the Public Elementary Schools in our area qualify for free/reduced lunch. The Food Pantry sponsors a separate program to provide food and snacks to children at the Kilauea Elementary provided to us by the Hawaii Food Bank.

An average of 15,600 people ranging from infants to senior adults have received food assistance over the past three years through the Food Pantry at the Church of the Pacific.

This is the community we strive to serve.

Describe the geographic coverage

The food pantry services the entire North Shore of Kauai which encompasses the 24 mile stretch of campsites, residents and open areas between Anahola and Haena State Park.

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;

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 See Attached
 - b. Personnel salaries and wages Not Applicable
 - c. Equipment and motor vehicles See Attached
 - d. Capital project details No Applicable
 - e. Government contracts, grants, and grants in aid No Applicable

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2021.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$38,779	\$0	\$0	\$0	\$38,779

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2021. None

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. No 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 2021 for program funding. None

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2019. \$308,542.14

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.

The Church Council, members and volunteer staff have been operating the food pantry for 20 years. There is a stable and standard process that allows the distribution to occur each week.

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.

The food pantry occurs each week at the Church of the Pacific campus. There was a dedicated area included in the original construction of the church for a food pantry.

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.

The food pantry is run by unpaid director, assisted by church members and volunteers. The church council provides oversight and budget management for the food pantry.

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. Not Applicable

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. Not Applicable

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. Not Applicable

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. Not Applicable

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. Not Applicable

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2020-21 the activity funded by the grant if the grant of this application is: Not Applicable

- (a) Received by the applicant for fiscal year 2020-21, but
- (b) Not received by the applicant thereafter.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: Church of the Pacific, North Shore Food

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Freezers	2.00	\$1,015.00	\$ 2,030.00	2030
Commercial Refrigerator	1	\$900.00	\$ 900.00	900
Pallet Jack	1	\$400.00	\$ 400.00	400
150 Qt. Igloo coolers	5	\$124.80	\$ 624.00	624
Milk crates	100	\$10.00	\$ 1,000.00	1000
TOTAL:	109		\$ 4,954.00	4,954

JUSTIFICATION/COMMENTS:

These items are needed to support the weekly food pantry operations.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Ford T150 Transit Cargo Van	1.00	33,825	\$ 33,825.00	33825
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	1		\$ 33,825.00	33,825

JUSTIFICATION/COMMENTS:

Needed to replace old pickup truck and trailer currently used to food pantry transportation.