

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



JAMES CHAN, PRESIDENT

01/15/20

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE

received
1/16/20 JCC

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

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Db:

Hawaii Food Manufacturers Association

Amount of State Funds Requested: \$ 150,000

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

Hawaii Food Manufacturers Association will provide technical assistance services and development support to Hawaii-based manufacturers to help them evaluate, improve, and grow their operations. Primary activities include a one-day manufacturers' symposium; development of a robust manufacturers' resource website with supporting educational materials; and coordination of activities for local manufacturers participating in the Hawaii on the Hill showcase event in Washington, D.C. sponsored by U.S. Senator Mazie Hirono.

Amount of Other Funds Available:

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

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

\$ 40,000.00

Unrestricted Assets:

\$ 0

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:

733 Bishop St Suite 1200

City: Honolulu State: HI Zip: 96813

Contact Person for Matters Involving this Application

Name:
James Chan

Title:
President

Email:
jim@hawaiianchipcompany.com

Phone:
(808) 845-9868

Federal Tax ID#:

██████████

State Tax ID#

██████████



Authorized Signature

James Chan, President

Name and Title

01/15/20

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

HAWAII FOOD MANUFACTURERS ASSOCIATION

was incorporated under the laws of Hawaii on 07/15/1977 ; 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 13, 2020

Director of Commerce and Consumer Affairs



**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: HAWAII FOOD MANUFACTURERS ASSOCIATION

DBA/Trade Name: HAWAII FOOD MANUFACTURERS ASSOCIATION

Issue Date: 12/30/2019

Status: Compliant

Hawaii Tax#: W20344992-01

New Hawaii Tax#:

FEIN/SSN#: XX-XXX4812

UI#: No record

DCCA FILE#: 33886

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
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 REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

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

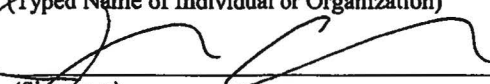
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant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

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

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

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

Hawaii Food Manufacturers Association
(Typed Name of Individual or Organization)


(Signature)

1/13/20
(Date)

James Chan
(Typed Name)

Board President
(Title)

Application for Grants

I. Certification – Please attach immediately after cover page

1. Certificate of Good Standing (If the Applicant is an Organization)

Refer to Certificate of Good Standing enclosed with this application for the applicant entity Hawaii Food Manufacturers Association, dated January 13, 2020.

2. Declaration Statement

Refer to Declaration Statement enclosed with this application signed by the applicant entity's Authorized Organizational Representative.

3. Public Purpose

The applicant will use grants fund to fulfill a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. The project addresses the food manufacturing sector development goals of the State of Hawaii. The project will provide technical assistance, capacity building, and development support to Hawaii businesses operating in the food manufacturing sector. Results from the project will foster more opportunities for companies to grow, access new markets, create jobs, and earn greater revenues, while improving the viability and performance of this important commercial sector in our state.

II. Background and Summary

1. A brief description of the applicant's background:

Hawaii Food Manufacturers Association (HFMA) is a non-profit organization of approximately 150 members that has been promoting Hawaiian grown or manufactured products since 1977. HFMA is the only food manufacturing association in the United States. HFMA works to increase the understanding and appreciation of the unique flavors, quality, and care that go into the production of Hawaii's fine foods and beverages represented by our membership. HFMA members are active in markets around the world and as a collective group of manufacturers. It is our primary goal to provide consumers and institutions worldwide with the freshest and highest quality products at competitive and reasonable prices. HFMA engages members in networking, seminars, trade shows, workshops, and other activities to increase company success and find solutions to industry problems and issues.

2. The goals and objectives related to the request:

The objective of this project is to provide technical assistance services and development support to Hawaii-based manufacturers to help them evaluate, improve, and grow their operations. Primary activities include a one-day manufacturers' symposium; development of a robust manufacturers' resource website with supporting educational materials; and coordination of activities for local manufacturers participating in the Hawaii on the Hill showcase event in Washington, D.C. The project will strengthen peer relationships between manufacturers while also increasing coordination among stakeholder organizations working to achieve shared economic development goals for the manufacturing sector.

3. The public purpose and need to be served:

This project fulfills the State of Hawaii's goals to expand the local food manufacturing sector. HFMA and keystone partner Chamber of Commerce Hawaii joined forces in 2016 to work toward diversification of the manufacturing industry and promote the importance of this growing industry in our state. In 2016, there were over 1,000 manufacturers in Hawaii representing 71 percent of the state's export share, providing over 13,500 jobs with an average annual compensation of over \$42,800 per year (Chamber of Commerce Hawaii, 2016). This project aims to build systemic capacity within the manufacturing sector and boost the growth of made-in-Hawaii products, especially food products, which are highly valued in Hawaii, throughout the U.S., and internationally.

This project will strengthen efforts to grow the manufacturing sector by equipping companies with beneficial knowledge, skills, and opportunities necessary to be competitive, access new markets, and scale operations. Project activities will extend the reach of existing efforts to support manufacturers through programs and services, making technical education, mentorship, networking, and other development opportunities more easily accessible to beneficiaries. HFMA will synergize project activities with efforts of other stakeholders working on these issues, including Hawaii Technology Development Corporation INNOVATE Hawaii, University of Hawaii Office of Innovation and Commercialization, King's Hawaiian sweet bread company, and business accelerator program ManaUp.

4. Describe the target population to be served:

The proposed project will serve businesses, entrepreneurs, and stakeholders in Hawaii's manufacturing sector, with a focus on food manufacturers. Businesses include pre-venture, startups, and established enterprises.

5. Describe the geographic coverage.

The proposed project will be delivered to beneficiaries statewide.

III. Service Summary and Outcomes

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

GIA funds will be used to support project activities that provide technical assistance, education, and networking opportunities to Hawaii manufacturers, as follows:

Activity 1. Plan and host a one-day Hawaii manufacturers' symposium to educate and connect at least 100 manufacturing companies and sector stakeholders

A manufacturing symposium will create the necessary space for Hawaii manufacturing companies of all sizes to network, learn best practices, and access resources that can help them grow. The symposium will invite presenters from Hawaii and the U.S. mainland who are subject matter experts to share their knowledge and expertise. As Hawaii's manufacturers scale their operations, both in and out of state, technical knowledge and skills will be critical in helping companies overcome challenges related to production efficiency, capitalization, market access, co-manufacturing arrangements, and exporting, among other areas. The symposium agenda will be curated to address beneficiaries' needs and interests, and an educational resource booklet will be developed and distributed by HFMA at the conference.

<u>Tasks</u>	<u>Responsible Party</u>
Hire project coordinator and project assistant	HFMA
Hire event planner and initiate symposium planning	HFMA
Identify and secure symposium venue	Project Coordinator/Assistant
Identify and secure presenters from Hawaii and U.S.	Project Coordinator, King's Hawaiian and collaborators
Create guest list and send invitations	Project Coordinator/Assistant
Create and print conference materials, including resource booklet	Project Coordinator
Host symposium in March/April 2021	HFMA
Evaluate symposium outcomes	Project Coordinator/Assistant

Activity 2. Develop and launch a Hawaii manufacturers' website as a comprehensive and centralized source of information and service referrals for the sector

Currently, a comprehensive resource website for Hawaii manufacturers does not exist and local companies would greatly benefit from the creation of such a website. At the recommendation of Hawaii Technology Development Corporation, this website would serve as a central location where manufacturing companies can go for assistance. The website would include referrals to federal and state resources as well as contact information for relevant industry and technical assistance organizations. The website may also include a calendar of events (local and national) related to manufacturing, a blog, a directory of all Hawaii manufacturers, and paid advertisement space.

<u>Tasks</u>	<u>Responsible Party</u>
Hire web developer	HFMA
Create website wireframe	Project Coordinator
Aggregate technical resources and create new resources	Project Coordinator, King's Hawaiian and collaborators

Complete beta version of website for internal review	Web Developer
Create launch plan for website to promote	Project Coordinator
Revise and publicly launch website by March 2021	Web Developer
Website promotion ongoing for duration of project	Project Coordinator/Assistant
Evaluate website performance	Project Coordinator/Assistant

Activity 3. Develop valuable marketing and networking opportunities for Hawaii food manufacturers in coordination with the Hawaii on the Hill event

Hawaii on the Hill is an annual event each June held by Chamber of Commerce Hawaii in Washington, D.C. This event serves as a premier opportunity to exhibit Hawaii’s food, culture, and industries to Congressional leaders and national association executives. Taste of Hawaii on the Hill reaches over 2,000 guests who have the opportunity to sample Hawaii-made foods and learn about the variety of industries in the state. This project aims to create greater value for Hawaii companies participating in this event by coordinating additional opportunities for companies to interact with buyers and new markets. The project team will identify potential approaches to utilize, including but not limited to hosting networking events with buyers such as Department of Defense commissary buyers and regional grocery chains.

<u>Tasks</u>	<u>Responsible Party</u>
Initiate planning to identify approaches and activities that add value to Hawaii on the Hill	HFMA, King’s Hawaiian
Conduct outreach to Hawaii companies to share ideas and receive feedback on approaches	Project Coordinator, HFMA
Select appropriate activities and implement	Project Coordinator, HFMA
Conduct outreach to buyers to secure participation	HFMA, King’s Hawaiian
Develop and print promotional materials	Project Coordinator
Hawaii on the Hill event hosted in June 2021	HFMA, King’s Hawaiian

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

The proposed project will begin on July 1, 2020 and end on June 30, 2021 (12 months). Symposium planning and resource development (i.e., website and educational materials) will primarily occur in Quarters 1 and 2; activity implementation and project evaluation will primarily occur in Quarters 3 and 4.

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

The Project Coordinator will be responsible for implementing the proposed project in accordance with the scope of work and timeline described herein. The Project Coordinator will monitor progress on a monthly basis to ensure benchmarks and milestones are achieved in a timely and thorough manner. Major milestones necessary for accomplishing project objectives include hiring third-party contractors to assist with completion of project activities; advanced preparation

and detailed planning for the symposium event; primary and secondary research to develop the educational resource booklet and website content; engagement with manufacturing companies and technical consultants to secure participation in activities; publication of educational materials and website, and coordination of project collaborators contributing to this project.

In the course of working toward these milestones, the Project Coordinator will seek feedback and recommendations from collaborators and beneficiaries to ensure all activities are responsive beneficiary needs and result in desired outcomes. Should unforeseen circumstances cause project delays or prevent the completion of work, the Projector Coordinator will take immediate action to address the situation, with support from HFMA leadership, in order to find a solution or an appropriate course of action that enables the achievement of project objectives.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated:

The following quantitative and qualitative evaluation measures will be utilized for project activities:

Activity 1. Hawaii Manufacturing Symposium

Number of attendees: at least 100

Number of expert presenters: at least 5

Number of educational resource booklets distributed: at least 100

Collect business information through event registration form and analyze data to create profile

Post-activity written survey to measure participant learning outcomes and satisfaction

Participant observation conducted by project personnel to prepare post-activity analysis

Activity 2. Hawaii Manufacturing Website

Number of website visitors: at least 1,000

Number of resources published on website: 30

Number of technical topic areas addressed on website: 10

Number of third-party entities that promote website: 10

Activity 3. Hawaii on the Hill

Number of participating companies: 10

Direct interviews with participating companies about activity efficacy and extent of satisfaction

Number of participating companies who report new sales as a result of activity: 2

Quantity and quality of media coverage earned

IV. Financial

Budget

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

Refer to required budget forms enclosed with this application.

- 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 2021.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$50,000	\$50,000	\$25,000	\$25,000	\$150,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2021.

Not applicable. The applicant is not seeking sources of funding for fiscal year 2021 from any other sources.

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.

Not applicable. The applicant has not been granted or applied for state or federal tax credits within the prior three years.

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.

Refer to spreadsheet enclosed with this application for summation of previous awards. There are no additional awards obligated to the applicant for fiscal year 2021.

- 2016: State of Hawaii Hawaii Technology Development Corporation (\$9,000)
- 2016: State of Hawaii Department of Agriculture (\$10,000)
- 2017: State of Hawaii Department of Agriculture (\$21,000)
- 2017: City and County of Honolulu (\$10,000)
- 2019: State of Hawaii Department of Agriculture (\$10,000)

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

Not applicable. The balance of the applicant's unrestricted current assets is \$0 as of December 31, 2019.

V. Experience and Capability

1. Necessary Skills and Experience:

HFMA has extensive experience administering successful educational programs for its members and the public in the forms of seminars and workshops held 8-10 times per year. HFMA invites experts from across the U.S. to educate participants on a range of topics including food safety, marketing, capitalization, production optimization, exporting, and more. HFMA will utilize its keystone partnership with Chamber of Commerce Hawaii to leverage this capacity in order to implement the proposed project.

2. Facilities:

Through its partnership with the Chamber of Commerce Hawaii, HFMA has access to office and meeting spaces. For larger events, HFMA utilizes the Homer Maxey Building in the Foreign Trade Zone. For project activities, HFMA will research multiple sites and select one in Honolulu for hosting the one-day symposium. HFMA will utilize currently available space to conduct project-related meetings with collaborators and contractors.

VI. Personnel: Project Organization and Staffing

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

HFMA is a member-based nonprofit organization with a volunteer board of directors and does not have any paid employees. Through a partnership agreement, Chamber of Commerce Hawaii serves as HFMA's secretariat to provide administrative support for HFMA's activities. HFMA is under the leadership of its Board of Directors, which includes President Jimmy Chan (Hawaiian Chip Company), Vice President Gary Yoshioka (Diamond Head Bakery), Secretary Rudy Balala (Maui Pineapple Company), and Treasurer Shawn Mawae (Hawaii Coffee Company). Chamber of Commerce Hawaii serves as HFMA's executive director and works closely with the board to carry out HFMA's mission and programs.

Qualified independent contractors will be hired as a project coordinator and project assistance to carry out the project under the supervision of the board. Professionals hired for these positions must possess at least 7 and 3 years of experience, respectively, in project management, economic development, and public engagement in Hawaii. Technical professional services will be obtained from an event planner, web developer, graphic designer, photographer/videographer, and technical consultants to execute essential activities to achieve project objectives.

HFMA will also be supported by the collaborators who will contribute to the completion of project activities and work with the applicant to sustain activities beyond the project period. Collaborators include:

Chamber of Commerce Hawaii

As the “Voice of Business” in Hawaii, the Chamber of Commerce Hawaii is a statewide, non-profit organization whose mission is to serve as the advocate for business in Hawaii. The Chamber works on behalf of its 2,000+ member organizations to advance the state’s economic climate and help the business community to thrive locally, nationally and globally. The Chamber is the primary host of Hawaii on the Hill and is an active supporter of manufacturing sector expansion.

Hawaii Technology Development Corporation INNOVATE Hawaii

INNOVATE Hawaii assists manufacturers looking to improve their business and are willing to invest time and resources to grow their company. INNOVATE Hawaii builds the strength and competitiveness of Hawaii manufacturers through an array of programs and services, including coaching and training, consulting, collaboration-focused industry programs, and grant opportunities.

University of Hawaii Office of Innovation and Commercialization

The OIC is tasked with managing the research and innovation developed at all 10 campuses within the University of Hawaii System, protecting intellectual property and technology assets and sharing those assets with a broader community to address the challenges and opportunities faced by Hawai‘i and the world. The Office of Innovation and Commercialization is actively working to advance food manufacturing capacities and innovation at community colleges and through collaboration with public and private organizations.

King’s Hawaiian

King’s Hawaiian is the largest Hawaiian sweet bread bakery in the world and started its operation in Hilo, Hawaii, in 1950. For the past five years, King’s Hawaiian has provided corporate sponsorships and other contributions to bolster manufacturing expansion efforts in Hawaii through technical assistance, mentorship, and market promotion.

ManaUp

ManaUp is a business accelerator program with the mission to create Hawaii's next 100 product companies earning over \$10 million in annual revenues. ManaUp’s vision is to fuel an economic growth engine for Hawaii that can generate success for the local economy, support the high cost of living in Hawaii, and create well-paying, interesting jobs for local people.

2. Organization Chart:

HFMA’s organization is structured as follows in order of descending authority:

1) Executive Director - Oversee all operations while advising the Board of Directors. The nonprofit entity Chamber of Commerce Hawaii serves in this capacity through a partnership agreement with HFMA.

2) HFMA Board of Directors:

A. Officers - Serve as board members and assist the Executive Director with administrative functions. Officers include:

President - Facilitate meetings and publicly represent HFMA

Vice President - Fill in for the President, as needed

Secretary - Maintain records including meeting minutes and communications

Treasurer - Assist Executive Director with financial management

B. Directors - Serve as board members by attending board meetings and providing perspectives and recommendations to the Executive Director

3) Committee Chairpersons - Report to the Board of Directors while organizing projects and events

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. HFMA does not have any paid officers, directors, or employees.

VII. Other

1. Litigation

Not applicable.

2. Licensure or Accreditation

Not applicable.

3. Private Educational Institutions

Not applicable. The project will not be used to support or benefit a private educational institution.

4. Future Sustainability Plan:

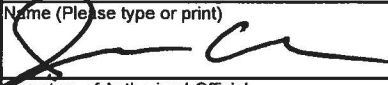
Applicant: Hawaii Food Manufacturers Association

HFMA has successfully funded its operation and activities year after year through membership dues, workshop fees, corporate sponsorships, and ticketed events. Additionally, HFMA has received small grants from state and county sources in the past, and will pursue similar awards in the future to sustain activities beyond the project period. Potential sources of grant funding to be considered include U.S. Department of Agriculture Rural Business Development Grant Program, USDA Specialty Crop Block Grant Program, U.S. Small Business Administration Program for the Investment in Microentrepreneurs, and U.S. Department of Commerce Economic Development Agency Regional Innovation Strategies Grant Program.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: Hawaii Food Manufacturers Association

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	0	0	0	0
2. Payroll Taxes & Assessments	0	0	0	0
3. Fringe Benefits	0	0	0	0
TOTAL PERSONNEL COST	0	0	0	0
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	8,000	0	0	0
2. Insurance	0	0	0	0
3. Lease/Rental of Equipment	0	0	0	0
4. Lease/Rental of Space	10,000	0	0	0
5. Staff Training	0	0	0	0
6. Supplies	5,000	0	0	0
7. Telecommunication	0	0	0	0
8. Utilities	0	0	0	0
9. Printing and reproduction	5,000	0	0	0
10 Advertising	5,000	0	0	0
11 Contractual	90,000	0	0	0
12 Airfare, U.S. mainland	9,000	0	0	0
13 Ground transportation	1,000	0	0	0
14 Lodging and per diem	8,000	0	0	0
15 Food purchase	8,000	0	0	0
16 Postage	1,000	0	0	0
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	150,000	0	0	0
C. EQUIPMENT PURCHASES	0	0	0	0
D. MOTOR VEHICLE PURCHASES	0	0	0	0
E. CAPITAL	0	0	0	0
TOTAL (A+B+C+D+E)	150,000	0	0	0
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	150,000	James Chan (808) 845-9868		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0			
(d) Total Private/Other Funds Requested	0	Signature of Authorized Official Date 1/15/20		
TOTAL BUDGET	150,000	James Chan, President Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2020 to June 30, 2021

Applicant: Hawaii Food Manufacturers Association

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Funds are not requested for salaries	-	-	-	\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				0.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: Hawaii Food Manufacturers Association

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST
Funds are not request for equipment.			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
TOTAL:			\$ -

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST
Funds are not requested for motor vehicles.			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
TOTAL:			\$ -

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

Applicant: Hawaii Food Manufacturers Associatic

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: 2018-2019	FY: 2019-2020	FY:2020-2021	FY:2020-2021	FY:2021-2022	FY:2022-2023
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:	0	0	0	0	0	0

JUSTIFICATION/COMMENTS: Funds are not requested for a capital project.

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Hawaii Food Manufacturers Association

Contracts Total: 60,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	2016 Taste Awards & Education and Training Events	2/3/2016	High Technology Development Corporation	Hawaii State	9,000
2	Marketing grant for 2016 TASTE Awards	4/28/2016	Department of Agriculture	Hawaii State	10,000
2	Marketing grant for 2017 TASTE Awards	11/1/2016 - 12/1/17	Department of Agriculture	Hawaii State	21,000
3	Marketing grant for 2017 TASTE Awards	6/22/2017	City & County	Honolulu	10,000
4	2019 HFMA Guidebook	11/1/18 - 10/1/20	Department of Agriculture	Hawaii State	10,000
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