

## 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

MAUI FOOD TECHNOLOGY CENTER, INC.

was incorporated under the laws of Hawaii on 07/21/2004 ; 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 01, 2020

Director of Commerce and Consumer Affairs

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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii 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.

Maui Food Technology Center Inc.

  
(Signature)

January 10, 2020

(Date)

Luana Mahi  
(Typed Name)

President  
(Title)

## 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.

**The Certificate of Good Standing for Maui Food Technology Center Inc dated January 1, 2020 is attached.**

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

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

**The declaration affirming the applicant's compliance with Section 42F-103, HRS is 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. ([Link](#))

**Pursuant to Section 42F-102, the Maui Food Technology Center will use the requested grant in aid funding for a public purpose.**

### **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;

**Maui Food Technology Center (MFTC) is a 501(c) 3 non-profit organization which was formed in 2004. It is focused on growing Hawaii's entrepreneurs through education and creating opportunities to earn a living through value-added products, agriculture, cultural practices, environmental sustainability, technology and economic diversification.**

**MFTC provides both technical and business consultations to existing and emerging food-related businesses primarily to Maui County, although it has done work for businesses on Oahu and Hawaii Island.**

**MFTC maintains a website at [www.mauifoodtechnology.org](http://www.mauifoodtechnology.org).**

**Listed are some of the projects MFTC has handled:**

- **Established the weekly Maui Sunday Market in 2018 to provide opportunities for entrepreneurs to sell their goods and services to residents and visitors.**
- **Assist Maui entrepreneurs expand their markets by participating in trade shows in Japan, including export training. Shows include FoodEx, Tokyo International Gift Show, Food and Beverage Expo, and the International Food Ingredients and Additives Show.**
- **Organized the Maui Supply & Service Expo. It featured speakers on relevant topics, as well as vendors offering business services and products from Oahu, Hawaii island and Maui.**
- **Actively participated in the Maui Agricultural Festival.**
- **Assist with the organization of the Made In Maui County Festival.**
- **Mentor students interested in the food science/technology field.**
- **Speaker at various events on Maui and Molokai.**
- **Provide confidential consulting services, including nutrition labeling.**
- **Partnered with an equipment company to offer workshops on food safety on Oahu, Maui, Kauai, and Hawaii Island.**

2. **The goals and objectives related to the request;**

**This request will provide MFTC the opportunity to bring awareness of mandatory state and federal food regulations. These regulations help assure the public the food has been prepared, packaged, and held under sanitary conditions.**

**While the workshops are primarily for small food manufacturers, others involved in the food industry will benefit since they may be affected by these regulations.**

**Besides food labeling and food safety issues, MFTC is aware that many**

**manufacturers have little knowledge of how to market and price their products to wholesale businesses.**

**The workshop presenters will be available to meet with businesses privately to discuss their concerns. MFTC will work with companies to achieve compliance.**

**Much of MFTC's focus has been Maui-based. Offering workshops on the other islands will provide MFTC the opportunity to expand its services.**

3. The public purpose and need to be served;

**Food manufacturing in Hawaii is a multi-million-dollar industry and provides a way of turning off-grade Hawaii-grown crops into value-added products. Food manufacturing is a way of promoting economic diversity, security and sustainability by providing connections between businesses, farmers, and local communities.**

**Approximately 1 in 6 people in the U.S. becomes sick every year from food that was not labeled correctly, processed properly, or stored appropriately. According to the Centers for Disease Control and Prevention, this leads to 3,000 deaths each year.**

**There are state and federal regulations which all manufacturers must comply with. Unfortunately, start-ups and very small manufacturers have more non-compliant labels on the retail shelf than larger manufacturers. Incorrect labeling is the leading cause of food recalls.**

**Having a food safety plan is also a requirement. It helps the manufacturer identify potential problems areas during the manufacturing process and steps needed to correct it. While there are classes on setting up plans, many still find it confusing. MFTC will offer practical approaches to writing one. It helps assure that the food being made is safe.**

**While providing quality and safe products is imperative, it's important the business be profitable as well.**

4. Describe the target population to be served; and

**The target population includes the business sector, primarily small food manufacturers, but also food distributors, and packaged food retail establishments (such as supermarkets, commissaries, visitor attractions, etc.). Also allied industries (graphic arts, printing companies) as well as regulatory agencies.**

**It is estimated that 10 companies will attend each workshop, for a total of 70 companies.**

**Outreach to this industry cannot be underestimated since they are responsible for providing safe foods to all residents and visitors.**

5. Describe the geographic coverage.

**The geographic coverage is statewide – Maui, Oahu, Kauai, and Hawaii Island.**

### **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;

**The scope of work, tasks and responsibilities includes the planning and execution of 7 workshops statewide during the 2020-2021 fiscal year.**

**This includes 2 workshops each on Oahu, Maui, and Hawaii Island. There would be 1 workshop on Kauai. The number and scope of the workshops is contingent upon funding.**

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

**Note: Workshop dates will vary but the format will be the same for all.**

- **August 2020 – June 2021:**
  - + **Identify and confirm dates and locations for workshops**
  - + **Secure workshop venue**
  - + **For neighbor island workshops, identify partners that may be interested in attending**
  - + **Prepare appropriate flyers/update MFTC website**
  - + **Marketing Firm, MFTC Board Members, and partners to advertise the workshops**
- **One month prior to Workshop:**
  - + **Confirm venue**
  - + **Confirm attendee registration**
  - + **Finalize logistical details**
- **Day of workshop**
  - + **Provide staffing to handle onsite responsibilities**

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 desired outcome at these events is to raise awareness that the food labeling, and food safety regulations presented are mandated by state and federal law. In addition, a session on marketing and/or pricing session will be included. This grant will assist MFTC in providing outreach and education beyond Maui County.**

**MFTC will follow-up with attendees to determine if additional information or resources are needed for compliance.**

**Evaluation forms will be provided at the conclusion of the workshop to assess satisfaction level and to ask for suggestions for improvement and additional subjects desired.**

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.

**Based on the level of funds appropriated, MFTC will complete as many workshops as possible as specified in Section II.**

**The measures of effectiveness to be reported include:**

- **Number of attendees at each workshop**
- **Overall workshop satisfaction based on exit surveys**
- **Results of follow-ups with attendees**

#### **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](#))  
**See attached.**
  - b. Personnel salaries and wages ([Link](#))  
**Not applicable**
  - c. Equipment and motor vehicles ([Link](#))  
**Not applicable.**



d. Capital project details ([Link](#))

**Not applicable**

e. Government contracts, grants, and grants in aid ([Link](#))

**See attached.**

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
	<b>\$ 15,000</b>	<b>\$10,000</b>	<b>\$ 10,000</b>	<b>\$35,000</b>

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

**MFTC's is seeking funding from both private and public sources. Private funding would be through Hawaii Community Foundation.**

**Public funding sources include Maui County Office of Economic Development, Hawaii Department of Agriculture Marketing Division, Hawaii Tourism Authority, and The Office of Hawaiian Affairs. Most of these funds are project specific.**

**The GIA grant being requested will allow MFTC to expand its outreach beyond Maui County.**

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.

**N/A**

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.

Entity	2018	2019	2020
Hawaii Dept. of Agriculture	\$ 28,000.00	\$ 35,000.00	\$ 40,000.00
Hawaii Tourism Authority			\$ 25,000.00
Maui County Office of Economic Development	\$ 35,000.00	\$ 30,000.00	\$ 71,500.00

**None of these funds are for FY 2021, however, there is some overlap in the funding period.**

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

**As of December 31, 2019, MFTC had \$10,000 in unrestricted assets.**

## **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.

**MFTC's past accomplishments serving primarily Maui County demonstrates it has the capacity and ability to provide a variety of services relating to its mission. MFTC works with consultants who are experts in their field and have experience presenting at workshops, seminars and classes. The most recent presentations were at the Molokai Business Conference in October 2019.**

**The applicant has extensive experience organizing and managing various events in Hawaii and for the Hawaii Department of Agriculture where it was the contractor for several trade shows in Japan.**

### **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 applicant will secure appropriate meeting spaces at each location.**

## **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.

**MFTC will contract with consultants as service providers on its behalf.**

The food safety speaker has more than 30 years of experience as a food safety education specialist and trainer with the Hawaii State Department of Health. He is a Registered Sanitarian (RS) and a Preventive Controls Qualified Individual (PCQI).

The speaker on food labeling is a Certified Food Scientist (CFS) with more than 40 years of experience in industry, education, and government. She is also a PCQI Lead Instructor. She specializes in product and process development, including regulatory issues.

The speaker on food marketing and pricing has more than 15 years' experience as the owner of a natural and organic products brokerage business, which represents local, national and international brands. She has consulted with numerous small food entrepreneurs and presents workshops on marketing, pricing, and distribution.

## **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.

**The President of MFTC is under the direction of its Board of Directors, who approves the hiring of consultants as needed.**

**MFTC is comprised of a volunteer board with diverse skill sets. There are no paid staff.**

## **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.

**MFTC has no paid staff.**

## **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.

**The grant will not be used to support or benefit a sectarian or non-sectarian private educational institution.**

**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:

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

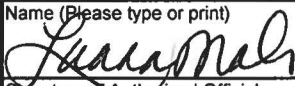
**The workshop(s) will proceed in 2020 for Maui County since funding for the 2020-2021 fiscal year is anticipated. It may be necessary to scale the size and scope if County funding is not adequate.**

**Neighbor island workshops will not be held beyond 2020-2021 if funding is not secured.**

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: Maui Food Technology Center Inc.

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Educational Outreach				
10. Workshops (2 Oahu, 2 Maui, 1 Kauai, 2 Hawaii)				\$ 1,750.00
11. Venue, AV Rental, Parking, Supplies	\$ 5,000.00			\$ 200.00
12. Consulting Services				
13. Three Speakers (includes all travel and Speaker fees)	\$ 21,000.00			\$ 3,000.00
15. Marketing - print, electronic, social media	\$ 4,000.00			
16. Admin Assistant/Project Mgr. (includes travel)	\$ 5,000.00			
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>\$ 35,000.00</b>			<b>\$ 4,950.00</b>
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>\$ 35,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,950.00</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	35,000	Luana Mahi <span style="float: right;">808-878-3652</span>		
(b) Total Federal Funds Requested		Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested	4,950	Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>\$39,950</b>	Luana Mahi, President Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2020 to June 30, 2021

Applicant: Maui Food Technology Center Inc.

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Not Applicable				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: Maui Food Technology Center Inc.

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

Applicant: Maui Food Technology Center Inc.

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	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	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
LAND ACQUISITION	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
DESIGN	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
CONSTRUCTION	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
EQUIPMENT	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
<b>TOTAL:</b>	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
<b>JUSTIFICATION/COMMENTS:</b>						



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

Applicant: Maui Food Technology Center Inc

Contracts Total: \$ 264,500.00

	<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	Export Opportunity & Training G4647 FY18	7/2017 - 6/2018	Maui Office of Econ Dev.	Mau	\$ 35,000.00
2	IFIA 2018 - International Food Ingredient & Additives Show	4/2018 - 12/2018	Department of Agriculture	State	\$ 28,000.00
3	Maui Sunday Market - G4838 FY19	7/2018 - 6/2019	Maui Office of Econ Dev.	Mau	\$ 10,000.00
4	Technical Support G4835 FY19	7/2018 - 6/2019	Maui Office of Econ Dev.	Mau	\$ 20,000.00
5	IFIA 2019 - International Food Ingredient & Additives Show	3/2019 - 12/2019	Department of Agriculture	State	\$ 35,000.00
6	Maui Sunday Market - G4838 FY20	7/2019 - 6/2020	Maui Office of Econ Dev.	Mau	\$ 15,000.00
7	Tech Assist/Japan Trade Show with Export Training G5040	7/2019 - 6/2020	Maui Office of Econ Dev.	Mau	\$ 49,000.00
8	Maui Sunday Market Promotion CON20048	1/2020 - 12/2020	Hawaii Tourism Authority	State	\$ 25,000.00
9	IFIA 2020 - Pending	1/2020 - 12/2020	Department of Agriculture	State	\$ 40,000.00
10					
11	FISCAL SPONSOR FOR				
12	Wailuku Ahupua`a Sign Project G4623	7/2019 - 6/2020	Maui Office of Econ Dev.	Mau	\$ 5,000.00
13	Kula Uka Ahupua`a Sign Project - Pending	1/2020 - 12/2020	Maui Office of Econ Dev.	Mau	\$ 2,500.00
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