

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

AMY MARVIN, PRESIDENT & CEO
PRINT NAME AND TITLE

1-19-22
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: Db a:

Hawaii Foodbank, Inc.

Amount of State Funds Requested: \$ 750,000.00

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

Food purchase and program operations to feed needy families on Oahu and Kauai

Amount of Other Funds Available:

State: \$ _____

Federal: \$ _____

County: \$ 200,000.00

Private/Other: \$ 4,536,724.00

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

\$ 100,000

Unrestricted Assets:

\$ 24,820,166

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:

2611 Kilihau Street

City:

Honolulu

State:

HI

Zip:

96819-2021

Contact Person for Matters Involving this Application

Name:
Laura Kay Rand

Title:
Vice President & Chief Impact Officer

Email:
LKRand@hawaiiifoodbank.org

Phone:
(808) 836-2272

Federal Tax ID#:

██████████

State Tax ID#

██████████



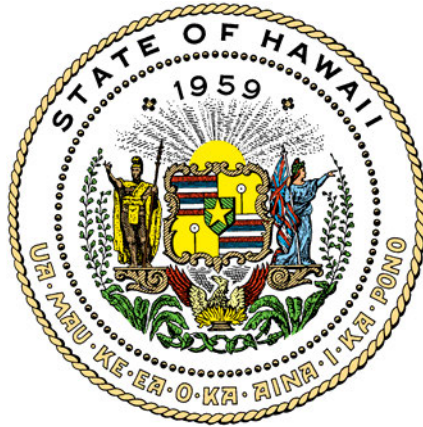
Authorized Signature

Amy Marvin, President & CEO

Name and Title

1-19-22

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 FOODBANK, INC.

was incorporated under the laws of Hawaii on 12/06/1982 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: December 20, 2021

Director of Commerce and Consumer Affairs

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

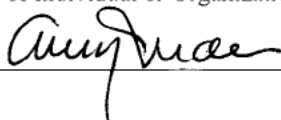
The undersigned authorized representative of the applicant certifies the following:

- 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 Foodbank, Inc.
(Typed Name of Individual or Organization)


(Signature)

12/21/21
(Date)

Amy Miller Marvin
(Typed Name)

President & CEO
(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, 2021.

Attached

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](#).

Hawaii Foodbank, Inc. hereby attests and certifies that this grant will be used for the public purpose of providing food through charitable agencies to those in need.

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;

Established in 1983, Hawaii Foodbank's mission is to provide food so no one goes hungry. This mission is from the heart and is fulfilled with integrity, humanity and aloha. Each year, Hawaii Foodbank distributes millions of pounds of food on Oahu and Kauai to those in need. Hawaii Foodbank has delivered an unprecedented 34 million pounds of food including fresh produce since the onset of the coronavirus pandemic in March 2020.

Hawaii Foodbank and its network of over 200 charitable partner agencies help to feed the 1 in 6 people in Hawaii suffering from hunger, including 82,000 children, working poor, disabled individuals, the elderly, low-income families, homeless/houseless, the underemployed and unemployed, veterans, as well as people struggling with alcohol, substance and/or domestic violence abuse. Hawaii Foodbank serves anyone who needs food assistance regardless of their demographic and financial situation.

2. The goals and objectives related to the request;

To meet the needs of Oahu and Kauai residents facing food insecurity and hunger, Hawaii Foodbank staff and volunteers have worked tirelessly for nearly two years of pandemic response. Although the economy has reopened, Hawaii Foodbank is still serving 50% more people than it did pre-pandemic. While many people have returned to work, they're still recovering from paying their rent/mortgage on their credit cards, through savings, through loans, and are seeking food assistance as they move through their household economy recovery. Still other people have had to adjust to employer changes, such as reduced hours, staggered hours, decreased capacity, etc. We have seen other changes in our community due to these changes, such as the increase in SNAP applications, etc. Hawaii Foodbank's goal is stated in its mission statement, "The people of Hawaii are one 'ohana. Hawaii Foodbank provides food so that no one in our family goes hungry. We work to gather food and support from our communities. We then distribute food through charitable agencies to those in need. Our mission is from the heart, and will fulfill our mission with integrity, humanity and aloha." Simply stated, the Foodbank's goal is that no one goes hungry.

Hawaii Foodbank requests \$750,000 in operating funds, 6% of its budget, to help to offset the additional costs of ensuring that everyone has the food needed during this time of elevated food assistance needs. Part of the funds will be used to purchase food to supplement the food coming in through the donation stream to ensure that there is enough food in inventory to meet the community's need.

Hawaii Foodbank will purchase perishable and non-perishable foods such as but not limited to produce, protein, cereal, rice, pantry items, and more to supplement those received through donations. Nearly 40 years of experience have shown that these items are not usually donated in sufficient quantities to ensure that each Foodbank recipient receives the food that they need. Hawaii Foodbank has made an organizational commitment to increase the amount of food that it purchases from local growers and producers.

Each month, Hawaii Foodbank will purchase perishable and non-perishable food to distribute to partner agencies on Oahu and partner agencies on Kauai who pick up food at Hawaii Foodbank warehouses in Mapunapuna and Lihue. Additionally, through its Ohana Produce Plus program, Hawaii Foodbank will

directly distribute fresh produce, baked goods, and snacks in dozens of communities on Oahu and Kauai. Hawaii Foodbank will serve approximately 1 in 6 Hawaii residents - including keiki, kupuna, low-income families, the disabled, and those in need of emergency food assistance.

3. The public purpose and need to be served;

Hunger is a persistent problem for many Hawaii residents and the COVID-19 pandemic has made it harder for many to feed themselves. Prior to the pandemic, Feeding America reported that food insecurity - a household's inability to provide enough food for every person to live an active, healthy life - was the lowest it had been in decades. In 2020, food insecurity in Hawaii grew by more than 70 percent, representing the fourth highest percentage increase in the United States. "Addressing Hunger and Food Security among Hawaii's Families," a study released in March 2021 by UH Manoa's College of Social Science reveals that 48% of Hawaii families with children are food insecure. The problem persists despite the increase in SNAP, free or reduced-price school meals, and food pantries since the start of the pandemic.

While demand has soared, food donations have slowed. Before the pandemic, the in-kind value of surplus food donated by retailers and wholesalers comprised 70% of Hawaii Foodbank's total food inventory, but donations have dried up as the Hawaii's families emptied store shelves as the entire family was now at home every day, including keiki who normally received two meals through the school system. Even as the retailers and wholesalers worked through extreme consumer purchases and food supply issues and began donations to Hawaii Foodbank again, the demand for food assistance was much more than could be met with donated food.

To meet the continuing demand for food assistance, Hawaii Foodbank now purchases more food than ever before. From March 2020 to June 2021, Hawaii Foodbank purchased more than \$13 million dollars of food. Before the pandemic, Hawaii Foodbank's annual budget was about \$400,000 to purchase food to supplement the donated food received. At this point in the pandemic, Hawaii Foodbank is still serving more than 50% more people than it did pre-pandemic. To meet that need, the organization spends \$600,000 every month on Oahu alone, including \$200,000 on locally-sourced proteins such as local ground beef and fish and 40 different local fresh fruits and vegetables including bananas, carrots, kalo, breadfruit, potatoes, and long beans.

As retailers and wholesalers were able to re-stock their shelves and navigate through the supply chain issues, the Foodbank began to receive donated food from its food partners again. As its first priority is food safety, Hawaii Foodbank maintains strict protocols with a strong focus on food safety and food defense. When food comes through its food partners or through community donations, Hawaii Foodbank staff and volunteer inspect each item to ensure it's safe for the

individual or family who will receive it. Hawaii Foodbank maintains AIB International certification for food safety, the only Hawaii non-profit hunger relief organization to do so.

Hawaii Foodbank's second priority is eliminating food waste. For perishable food that is determined to be unsafe, the Foodbank partners with composting farms and pig farmers to return the food back into benefit for the food system.

During the initial year of the pandemic, Hawaii Foodbank's exponentially increased workload was supported through an outpouring of philanthropic and community funding, as well as CARES dollars. However, funding support has decreased as the pandemic rages on. Still, Hawaii Foodbank continues to serve more than 50% more people than it did pre-pandemic. As the organization continues to serve nearly 150,000 adults and children per month, the Foodbank requests support as its operating costs, which include food purchase, are about 60% more than they were in 2019 and early 2020, before COVID-19.

4. Describe the target population to be served; and

As noted, Hawaii Foodbank continues to serve 50% more people than before the coronavirus pandemic. With support from a State Grant in Aid, Hawaii Foodbank can continue its vital work providing a critical public service to our neighbors who are most vulnerable to hunger, including people suffering from economic and health impacts from COVID, kupuna, persons with disabilities, working families, under-employed individuals, victims of domestic violence, homeless persons, and those suffering from the effects of substance abuse and poor mental health. Many of the people served by Hawaii Foodbank and its food distribution network of more than 200 nonprofit partner agencies are ALICE – Asset Limited Income Constrained and Employed – working families who are challenged by food insecurity. According to Aloha United Way, 60% of all Hawaii households are now ALICE or in poverty.

In addition, Hawaii Foodbank and our network of nonprofit partner agencies is currently serving more than 82,000 keiki in Hawaii. According to Feeding America, Hawaii now holds the second highest projected rate of child food insecurity in the nation. Hawaii Foodbank, which operates more than 30 Food 4 Keiki (F4K) school pantries in title one schools on Oahu and Kauai, plans to open 7 – 8 additional F4K school pantries this year to ensure that our keiki have the food needed for healthy growth and thriving minds ready to learn.

Through its daily operations of acquiring and inspecting donated food for food safety and purchasing supplemental food, Hawaii Foodbank and its partners will distribute this food to continue to ensure that all Oahu and Kauai residents have enough food for their health and wellbeing.

5. Describe the geographic coverage.

A State Grant in Aid would benefit residents in all neighborhoods on Kauai and Oahu.

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;

Hawaii Foodbank's warehouse actively collects, inspects, packs, delivers and provides food to and through its partner agency network of nonprofit food distribution partners. More than 60,000 pounds of food go out of the warehouses each day of operation. Since the pandemic began and the number of people/households served through the distributions grew and then were sustained at a higher level of people seeking food assistance, more food needs to be collected and purchased to ensure that everyone has the food needed.

The lights go on in the warehouse before 5:00 a.m. each day as the drivers and warehouse staff arrive to begin their days. The drivers pull their routes and go out to their vehicles to start their daily inspections before heading on the road going to various retail and wholesale partners to collect the donations being provided. Returning to the warehouse following their initial route, the drivers off-load the product, which heads other areas of the warehouse to inspect the perishable and non-perishable items for food safety. While the drivers have been on the road, the warehouse staff have completed their daily work area inspections for and begun organizing, packaging and palletizing the food to go out to the distributions scheduled that day. The drivers load up the food and head out on their second route of the day, delivering food to partner agencies across the island.

From 6:30 a.m., partner agencies with food pantries are arriving in teams of three people at the warehouse at their appointment time. Each agency team selects the food that best meets the needs of the households who depend on their pantry for food. Agencies who supply food for more households with children may be looking for items like cereal, bananas, apples, chicken noodle soup, rice, etc. Other partner agencies who serve more kupuna may be looking for low-sodium and easier to digest items like oatmeal, yogurt, papaya, ulu, chicken, wheat bread, etc.

Also having appointments throughout the day are partner agencies who prepare and serve hot congregate meals to members of the community. These partners may be looking for items like bulk protein (i.e. chicken, beef), large bags of rice, cases of cabbage and onions, oranges, etc.

Hundreds of volunteers inspect both perishable and non-perishable food generously donated by individuals, community food drives, retailers, and wholesalers. Volunteers work in morning and afternoon shifts.

The programs and agency relations staff, all of whom are certified in food safety, work with the partner agencies to ensure they maintain the strict food safety requirements that are mandated as a Feeding America food bank. Furthermore, at least one person at the partner agency must be certified in food safety and present at every food distribution to ensure safe food protocols are followed. The Foodbank staff assist the partner agencies in developing and maintaining safe and clean food distribution operations, monitor the food storage areas to ensure food is held in a safe and healthy manner, inspect cold storage (i.e. refrigerators, freezers) to ensure the proper temperature is being maintained, ensure that paperwork records are managed and preserved as applicable for each food distribution program operated, and visit food distributions to ensure that the operations and processes are safe, well-organized and executed in alignment with health and food security guidelines.

As a component of this request and a strategic part of its operations, Hawaii Foodbank purchases food to supplement the food collected through donations. The total amount of food in inventory and ready for distribution from its warehouses is driven by community need. There are two primary methods for food purchase.

The Director of Product Resourcing will purchase perishable and non-perishable food and obtain favorable pricing by contacting a variety of vendors including retailers, growers, wholesalers, and manufacturers such as Hawaii Farm Bureau farms and ranchers, C&S Wholesale Grocers, Columbia Fresh Produce, Faribault Foods, Feeding America, and many others.

The Director of Product Resourcing will purchase perishable food, including fruits and vegetables directly from local farmers through Hawaii Farm Bureau farms. The Director of Product Resourcing will send orders based on need to Hawaii Farm Bureau. The Bureau identifies farmers that have the items needed and places an order on behalf of Hawaii Foodbank. In addition, a variety of canned food and other non-perishable items, including but not limited to protein, vegetables, and more will be purchased from local vendors and/or vendors in the continental United States. Shipping, trucking, and delivery of all purchased food to Hawaii Foodbank warehouses will be arranged as needed.

Food is distributed from the Hawaii Foodbank warehouses, either delivered by the Foodbank's fleet of refrigerated trucks or picked up by the partner agencies.

Hawaii Foodbank works with its partners to distribute food through these core programs:

1) *Ohana Produce Plus: In fiscal year 2021, Hawaii Foodbank and over 30 partner agencies distributed more than 10 million pounds of donated and purchased fresh produce, baked goods, dairy products, eggs, dry goods, and non-perishable food items in 18 under-served communities across Oahu. This included 792,000 pounds of locally-grown produce purchased from Hawaii Farm Bureau farmers struggling economically because of the COVID-19 pandemic. Ohana Produce Plus served more than 25,000 people in need on Oahu and nearly 2,000 on Kauai each month.*

2) *Food 4 Keiki: Students on Oahu and Kauai received after-school snacks and five-pound food bags to supplement their family meals outside of school hours. Hawaii Foodbank stocks food pantries at schools and other community locations to ensure that children have reliable and easy access to the food that they need. Food 4 Keiki has grown to serve students in 34 schools and five community pantries. In school year 2019-2020, Food 4 Keiki served 13,500 students and their families, distributing 1.3 million pounds of food. During the pandemic school closures, many community partners stepped up to implement drive-through and contact-free food pickups.*

3) *Commodity Supplemental Food Program, the "Senior Food Box Program": Provided in partnership with the State Office of Community Services, 2,124 low-income seniors on Oahu and Kauai received a monthly box of supplemental foods such as milk, cheese, cereal, juice, peanut butter, rice, canned meats, and produce, for a total of 24,332 food boxes in FY 2020. This program is important to Hawaii's kupuna, to improve the health and mental status of seniors with low-income.*

4) *Senior Farmers Market Nutrition Program: Provided in partnership with the State Office of Community Services, qualifying seniors receive \$50 vouchers to improve their access to fresh fruits and vegetables through farmers' markets. During the most recent fiscal year, 6,267 seniors on Oahu and Kauai received vouchers.*

5) *Kupuna Kare of Farmer Fare Program: Hawaii Foodbank Kauai partnered with the County of Kauai to purchase Kauai-grown produce from farmers impacted by the pandemic. Community volunteers helped the Foodbank deliver fresh produce to high-risk kupuna. Over 100,000 pounds of produce was distributed to over 2,100 kupuna in need.*

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

Hawaii Foodbank has been serving the community since 1983 and would utilize the grant-in-aid funds to help offset its operating costs, including transportation, warehousing, programs and agency relations and the expenses incurred in food

purchase which is used to supplement the food that is collected through donations. The following timeline describes the food purchase component of operating costs.

Hawaii Foodbank is highly experienced in procuring both large shipments of non-perishable food and frequent smaller shipments of local perishable food and distributing it in a timely and efficient manner to its partner agencies. A timeline of activities is included below:

Month 1- Hawaii Foodbank's Director of Product Resourcing and Director of Mission and Quality Assurance pre-plan the food purchase based on the average amount of food needed to supplement the donated food collected. The food needed is divided into local perishable food to be purchased regularly and bulk non-perishable food purchase by the container load. The Director of Product Resourcing develops a schedule of varied produce and protein purchases to be made through Hawaii Farm Bureau farms for regular weekly delivery and also orders the non-perishable food and arranges transportation of both to the warehouses.

Month 1 to Month 12- Food arrives at the warehouses and is inspected and stored. Warehouse staff creates and assigns codes for the purchased food in the inventory system to track distribution. Distribution dates are scheduled and partner agencies are notified.

Month 1 to Month 12 - Payment of all invoices for perishable and non-perishable will be processed and sent to suppliers.

Month 1 to Month 12 - Partner agencies receive purchased food until all purchased food is distributed from Hawaii Foodbank warehouse.

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

A description of the donated and purchased perishable and non-perishable food and the number of pounds/units received and distributed is recorded in Hawaii Foodbank's inventory systems, AGI and Netsuite. The Operations department tracks all food activity and reports monthly. Agencies that receive and distribute perishable and non-perishable food report the number of people served per month using the Hawaii Foodbank Partner Agency Monthly Activity Report. Quarterly reports are compiled using this data. The grant activity reporting will be completed as food is collected through donations or purchased and distributed to agencies.

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.

Hawaii Foodbank will report these measures of effectiveness: The amount of donated and purchased food that is received and distributed through the warehouse, the number of households, adults, and children served, the number of monthly distributions to its partner agencies and the number of distributions through Hawaii Foodbank Ohana Produce Plus Program.

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)

Form a. Budget request by source of funds and b. Government contracts, grants and grants in aid are attached.

Budget forms b, c, and d are not applicable to this request.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2023.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$300,000	\$150,000	\$150,000	\$150,000	\$750,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2023.

City & County of Honolulu Grant in Aid \$200,000 (requested)

Hawaii Foodbank actively fundraises yearlong to generate support revenue for its operations.

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.

None

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 2023 for program funding.

Attached

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2021.

\$24,820,166

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.

For 39 years, Hawaii Foodbank has provided emergency food assistance to island residents in need through regular feeding programs and partnerships, and during natural disasters. Hawaii Foodbank maintains relationships with nearly 300 food growers, manufacturers and other community donors who support this work year after year with food and monetary donations.

As Hawaii's leading hunger-relief organization, Hawaii Foodbank and its network of more than 200 charitable partner agencies help feed 1 in 6 people in Hawaii who are at risk of hunger, including keiki, kupuna, low-income families, unemployed/under-employed, working poor, houseless, disabled, veterans, as well as people struggling with alcohol, substance, and/or domestic violence abuse.

As Feeding America's food bank for the state of Hawaii, Hawaii Foodbank serves Oahu and Kauai directly while partnering with The Food Basket to serve Hawaii County and Maui Food Bank to serve Maui County. Together, these three partners work to ensure that no one in the Hawaii 'ohana goes hungry.

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.

Hawaii Foodbank operates out of two locations: A 27,272 square-foot warehouse on Kilihau Street in Honolulu, Oahu and a 4,750 square-foot warehouse at 4241 Hanahao Street in Lihue, Kauai. Both warehouses are inspected and certified for food safety by AIB International.

The Oahu warehouse is open Monday-Friday from 6:30 am - 3:45 pm and the Kauai warehouse is open Monday - Friday from 7:00 am - 4:00 pm. Both facilities also have program and administrative staff who work on an alternate schedule.

Both warehouses include non-perishable and perishable food storage areas such as chillers and freezers and a food inspection area where staff ensure items are fresh, safe and in good condition. There are dedicated spaces for dispatch teams and staff who work directly with partner agencies. The warehouses each have a large dedicated area where perishable and non-perishable food is organized and displayed in such a way as to allow partner agency representatives to pick up the items for their food pantries and feeding programs.

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.

Led by President and CEO Amy Marvin, Hawaii Foodbank has 70 staff members statewide, 9 of whom work at Hawaii Foodbank Kauai. Below is a summary of Hawaii Foodbank's leadership and the staff responsible for the proposed services:

Amy Marvin, President & CEO: Amy Marvin joined Hawaii Foodbank in May 2021. She brings to the position more than two decades of experience specializing in nonprofit operations, financial management, and fund development. She most recently served as Senior Vice President and Chief Operating Officer of Bishop Museum. Prior to joining Bishop Museum in 2016, Amy served as the Vice President for Institutional Advancement at the Academy of Natural Sciences in Philadelphia. Before that, she was the Vice President of Institutional Advancement at Bishop Museum. She also worked as the Development and Volunteer Program Coordinator at The Dolphin Institute & Kewalo Basin Marine Mammal Lab.

Laura Kay Rand, Vice President & Chief Impact Officer: With 30 years of nonprofit leadership experience as a team member and consultant, Laura Kay Rand joined

Hawaii Foodbank in December 2016. She is responsible for the Foodbank's programs and services, including its food partner agencies network, contract and grants management, fund development, marketing, and volunteer services. Prior to her position with Hawaii Foodbank, Laura Kay served on the executive leadership teams at Goodwill Hawaii and Kroc Center Hawaii and served Hawaii's nonprofit sector through consulting work. She received her Master of Business Administration degree from the Shidler College of Business and bachelor's degree in Psychology from the University of Hawaii at Manoa.

Kim Bartenstein, Director of Mission and Quality Assurance: Kim Bartenstein has worked for Hawaii Foodbank since 2002 and leads its Agency Relations team, working with the nearly 200-member partner agency network. Kim is responsible for directing Foodbank programs, such as Ohana Produce Plus, Food 4 Keiki featuring School Pantries and Feeding Our Future. Kim also manages and administers State/Federal grant-funded programs that provide supplemental food boxes for seniors, farmers' market vouchers for low-income seniors, and supplemental and emergency food for low-income individuals and families.

Tom Luiz, Director of Operations: Tom Luiz joined Hawaii Foodbank in April 2018. Prior to joining Hawaii Foodbank, he was a store manager for CVS Longs from 2014 - 2018. He has more than 25 years of experience managing retail sales, operations and logistics for corporations including Ikea, Best Buy, Home Depot and Toys R Us.

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

Lillian Rodolfich, Vice President & Chief Financial Officer: Bringing over 30 years of experience in managing accounting and financial operations, Lillian Rodolfich joined Hawaii Foodbank in November 2018. She is responsible for financial management, internal controls, cost analysis, financial planning, cash management, investments, taxes and auditing. She has worked for a variety of organizations, including nonprofits and SEC-traded companies. Lillian received her Executive Master of Business Administration degree and Bachelor of Business Administration from the University of Hawaii at Manoa.

Wesley Perreira, Kauai Director – Wesley Perreira manages daily operations on Kauai and has worked for the Hawaii Foodbank for nine years. He previously worked for 18 years in law enforcement, with positions in patrol, investigative services, and

administration. He has an associate degree in Business Administration from the University of Hawaii at Hilo.

Michelle Panoke, Kauai Agency & Administrative Manager - Michelle Panoke manages Kauai partner agency relationships and conducts community outreach. She has worked for Hawaii Foodbank for nine years and has more than two decades of previous experience in the hospitality and restaurant management industries.

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.

Attached

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.

President & CEO: \$150,000-\$200,000

Vice President 1: \$100,000-\$175,000

Vice President 2: \$100,000-\$175,000

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.

None

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.

Hawaii Foodbank is certified by Feeding America, the nation's food bank network. This means that Hawaii Foodbank operations meet strict national guidelines for the safe handling and distribution of food, financial and administrative practices, and donor/agency relations.

In addition, Hawaii Foodbank is certified to the highest standards of food safety by AIB International.

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 2022-23 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2022-23, but
- (b) Not received by the applicant thereafter.

Hawaii Foodbank has increased fundraising efforts to meet surging need for food assistance that is expected to continue. Although food donations have returned to near pre-pandemic levels after dropping precipitously in 2020, they are inadequate to meet the current higher need. Feeding America projects that significantly elevated levels of food insecurity will persist for at least two or three years.

Hawaii Foodbank has made strategic personnel changes to increase its fundraising capacity. In 2021, Hawaii Foodbank added two development staff positions, one focused on increasing major gifts and the other focused on foundation support and restructured an events coordinator position to include corporate gift solicitation.

Hawaii Foodbank is also working to increase its visibility at the community level. It now regularly sends representatives to neighborhood board meetings in areas of great need like Waimanalo, Waianae, Kalihi, and Makiki. This grassroots outreach informs the residents and decisionmakers about Hawaii Foodbank's community activities.

Hawaii Foodbank has engaged an expert consultant in nonprofit fundraising to officially register the organization to conduct fundraising activities in every state. This will expand the market of potential donors, including "snowbirds" who own second homes in the islands and frequent visitors. Furthermore, Hawaii Foodbank, The Food Basket, and Maui Food Bank are exploring creative ways for Hawaii visitors to contribute to "regenerative tourism, such as using a portion of their time in Hawaii volunteering for a local nonprofit or contributing to support a local nonprofit who supports a cause that is important to them (i.e. food insecurity).

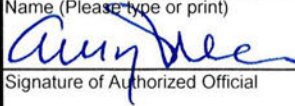
To lower operating costs, Hawaii Foodbank is also continuing its active recruiting and training volunteers to help inspect food donations, to pack food boxes/bags, and to

supplement the volunteer workers from partner agencies who help during food distributions.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

Applicant: Hawaii Foodbank, Inc.

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Property Insurance	7,295			5,968
3. Facility repair and maintenance	22,715			22,140
4. Rent and real property tax	32,598			49,036
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Electricity, Utilities, Refuse	33,692			43,041
9. Local Produce Purchase	226,800			1,179,853
10. Food Purchase	340,465		200,000	3,155,756
11. Fuel	15,670			14,944
12. Truck repair and maintenance costs	54,381			48,336
13. Vehicle Insurance	6,508			7,095
14. Equip maint (forklifts, pallet jacks, scales)	9,877			10,106
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	750,000		200,000	4,536,274
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	750,000		200,000	4,536,274
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	750,000	Laura Kay Rand, VP & Chief Impact Officer (808) 954-7857		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested	200,000			
(d) Total Private/Other Funds Requested	4,536,274	Signature of Authorized Official Date		
TOTAL BUDGET	5,486,274	Amy Marvin, President & CEO Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

Applicant: Hawaii Foodbank, Inc.

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

NOT APPLICABLE

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

NOT APPLICABLE

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2022 to June 30, 2023

Applicant: Hawaii Foodbank, Inc.

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2020-2021	FY: 2021-2022	FY:2022-2023	FY:2022-2023	FY:2023-2024	FY:2024-2025
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						
NOT APPLICABLE						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Attachment G

Applicant: Hawaii Foodbank, Inc.

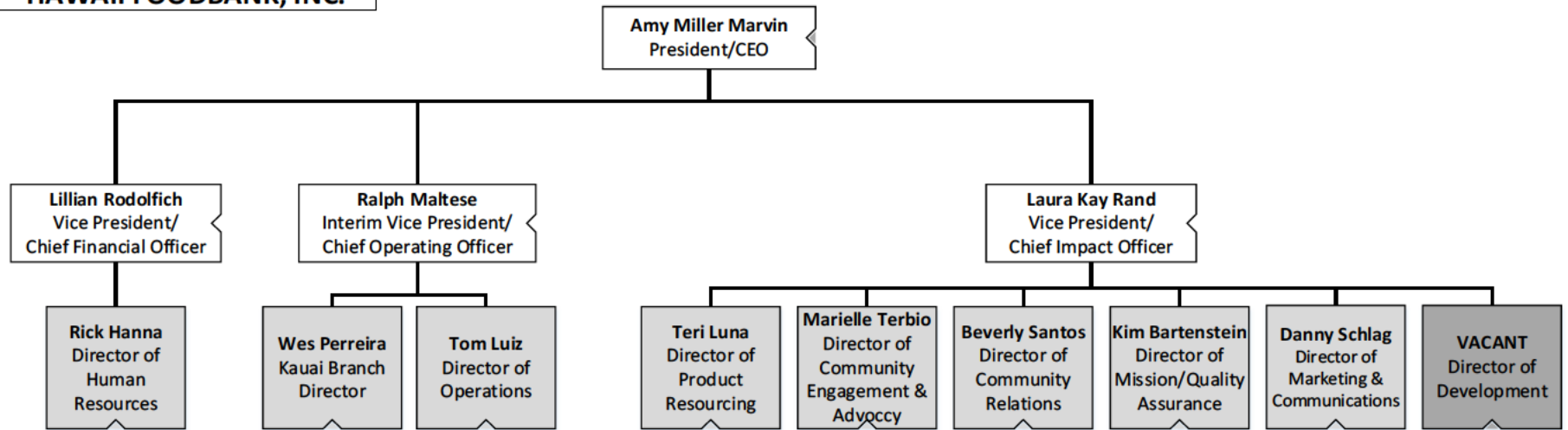
Contracts Total: \$11,126,792.00

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Senior Farmers Market Nutrition Program (Oahu)	CY2019	Dept of Labor	State	\$ 300,661.00
2	Senior Farmers Market Nutrition Program (Kauai)	CY2019	Dept of Labor	State	\$ 16,949.00
3	Senior Farmers Market Nutrition Program (Oahu)	CY2020	Dept of Labor	State	\$ 277,361.00
4	Senior Farmers Market Nutrition Program (Kauai)	CY2020	Dept of Labor	State	\$ 14,922.00
5	Senior Farmers Market Nutrition Program (Oahu)	CY2021	Dept of Labor	State	\$ 299,548.00
6	Senior Farmers Market Nutrition Program (Kauai)	CY2021	Dept of Labor	State	\$ 14,800.00
7	Senior Farmers Market Nutrition Program (Oahu)	CY2022	Dept of Labor	State	\$ 351,593.00
8	Senior Farmers Market Nutrition Program (Kauai)	CY2022	Dept of Labor	State	\$ 19,120.00
9	Temporary Emergency Food Assistance Program (Oahu)	FFY2019	Dept of Labor	State	\$ 135,776.00
10	Temporary Emergency Food Assistance Program (Kauai)	FFY2019	Dept of Labor	State	\$ 10,757.00
11	Temporary Emergency Food Assistance Program (Oahu)	FFY2020	Dept of Labor	State	\$ 187,111.00
12	Temporary Emergency Food Assistance Program (Kauai)	FFY2020	Dept of Labor	State	\$ 82,902.00
13	Temporary Emergency Food Assistance Program (Oahu)	FFY2021	Dept of Labor	State	\$ 263,944.00
14	Temporary Emergency Food Assistance Program (Kauai)	FFY2021	Dept of Labor	State	\$ 21,510.00
15	Temporary Emergency Food Assistance Program (Oahu) (possible add'l funding)	FFY2022	Dept of Labor	State	\$ 109,199.00
16	Temporary Emergency Food Assistance Program (Kauai) (possible add'l funding)	FFY2022	Dept of Labor	State	\$ 8,884.00
17	Oahu Food Purchase CT-DCS-1900029	FY2019	DCS	C&C of Honolulu	\$ 125,000.00
18	Oahu Food Purchase CT-DCS-2000034	FY2020	DCS	C&C of Honolulu	\$ 125,000.00
19	Oahu Food Purchase CT-DCS-2100032	FY2021	DCS	C&C of Honolulu	\$ 125,000.00
20	Oahu Food Purchase CT-DCS-2000023	FY2022	DCS	C&C of Honolulu	\$ 200,000.00

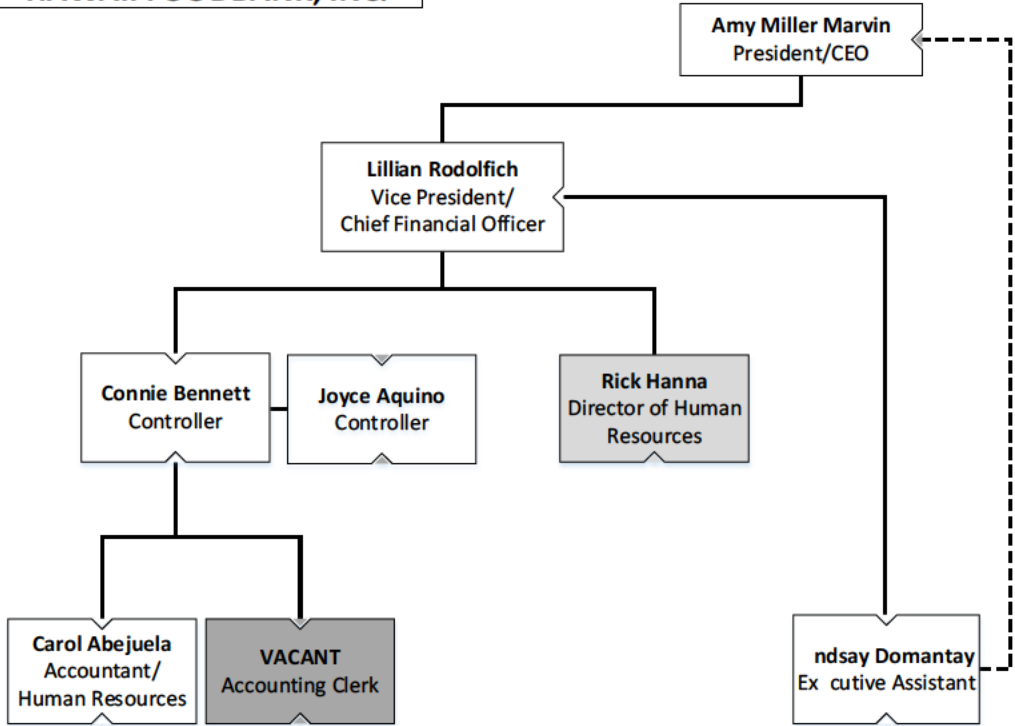
21	State of Hawaii Grant in Aid	FY2019	Dept of Labor	State	\$ 100,000.00
22	Commodity Supplemental Food Program (Oahu)	FFY2019	Dept of Labor	State	\$ 132,625.00
23	Commodity Supplemental Food Program (Kauai)	FFY2019	Dept of Labor	State	\$ 16,079.00
24	Commodity Supplemental Food Program (Oahu)	FFY2020	Dept of Labor	State	\$ 134,388.00
25	Commodity Supplemental Food Program (Kauai)	FFY2020	Dept of Labor	State	\$ 16,952.00
26	Commodity Supplemental Food Program (Oahu)	FFY2021	Dept of Labor	State	\$ 142,347.00
27	Commodity Supplemental Food Program (Kauai)	FFY2021	Dept of Labor	State	\$ 17,964.00
28	Commodity Supplemental Food Program (Oahu)	FFY2022	Dept of Labor	State	\$ 135,969.00
29	Commodity Supplemental Food Program (Kauai)	FFY2022	Dept of Labor	State	\$ 17,159.00
30	Temporary Assistance to Needy Families	CY2019	Dept of Human Services	State	\$ 375,000.00
31	Temporary Assistance to Needy Families	CY2020	Dept of Human Services	State	\$ 375,000.00
32	Temporary Assistance to Needy Families	CY2021	Dept of Human Services	State	\$ 375,000.00
33	Temporary Assistance to Needy Families	CY2022	Dept of Human Services	State	\$ 375,000.00
34	EFSP Phase 37 (Kauai)	July 2020 - May 2021	U.S. Dept of Homeland Security Federal Emergency Management Agency (DHS/FEMA)	Federal	\$ 7,020.00
35	EFSP Phase 37 (Oahu)	July 2020 - May 2021	U.S. Dept of Homeland Security Federal Emergency Management Agency (DHS/FEMA)	Federal	\$ 33,300.00
36	EFSP Phase CARES (Kauai)	July 2020- Oct 2021	U.S. Dept of Homeland Security Federal Emergency Management Agency (DHS/FEMA)	Federal	\$ 23,770.00
37	EFSP Phase CARES (Oahu)	July 2020- Oct 2021	U.S. Dept of Homeland Security Federal Emergency Management Agency (DHS/FEMA)	Federal	\$ 77,700.00
38	EFSP Phase 38 (Kauai)	July 2020- Oct 2021	U.S. Dept of Homeland Security Federal Emergency Management Agency (DHS/FEMA)	Federal	\$ 28,979.00

39	EFSP Phase 38 (Oahu)	July 2020- Oct 2021	U.S. Dept of Homeland Security Federal Emergency Management Agency (DHS/FEMA)	Federal	\$ 129,971.00
40	Building a More Resilient Hawaii DCS-2100241.v2	Nov 2020 – Jan 2021	Dept of Community Service	C&C of Honolulu	\$ 200,000.00
41	City & County of Honolulu, 20-HCF-106259	Aug 2020 – Nov 2020	In partnership w/ Hawaii Community Fdn	C&C of Honolulu	\$ 15,832.00
42	Food Distribution for Families in Need due to COVID-19 Oahu, 20HCF-103901	July 2020 – Dec 2020	In partnership w/ Hawaii Community Fdn	C&C of Honolulu	\$ 2,950,000.00
43	Food Distribution for Families in Need due to COVID-19 Kauai, 20HCF-103901	July 2020 – Dec 2020	In partnership w/ Hawaii Community Fdn	C&C of Honolulu	\$ 200,000.00
44	Rise Resiliently Kauai	Sept 2020 – Dec 2020		County of Kauai	\$ 225,000.00
45	Kupuna Kare 4 Farmers Fare Phase II	June 2020 – Sept 2020		County of Kauai	\$ 150,000.00
46	Kupuna Kare 4 Farmers Fare	Mar 2020 – May 2020		County of Kauai	\$ 106,700.00
47	Kauai County Food Distribution Program	May 2020 – June 2020		County of Kauai	\$ 50,000.00
48	City & County of Honolulu, for Mass Distributions	Apr 2020 – July 2020	Dept of Community Service	C&C of Honolulu	\$ 1,225,000.00
49	CARES 1.0 Remainder PO-May-220007v1	July 2021-Dec 2021	Dept of Budget & Fiscal Services	C&C of Honolulu	\$ 800,000.00

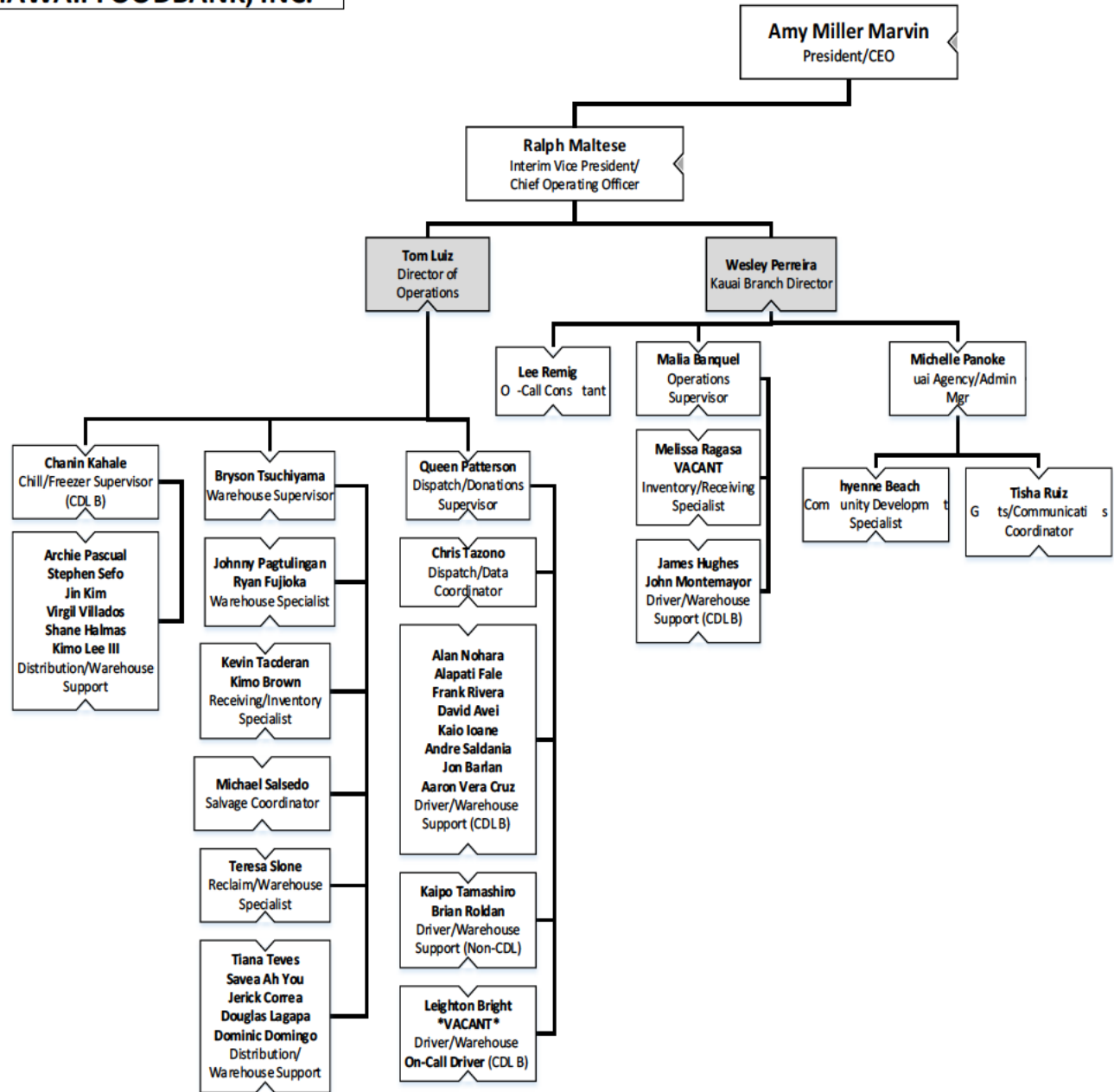
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