

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

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: DbA:
The Hawaii Institute of Pacific Agriculture HIP Agriculture

Amount of State Funds Requested: \$ 172,890

Brief Description of Request (Please attach word document to back of page if extra space is needed):
The Hawaii Institute of Pacific Agriculture (HIP Ag) is requesting funds to support our farmer training program and a food HUB expansion for the benefit of the North Kohala community on Hawaii Island. Through these proposed programs we will provide necessary training and education to aspiring farmers and provide an updated facility for the use of both our community outreach programs and the local agricultural community.

Amount of Other Funds Available:	Total amount of State Grants Received in the Past 5 Fiscal Years:
State: \$ <u>0.00</u>	\$ <u>310,000.00</u>
Federal: \$ <u>0.00</u>	Unrestricted Assets:
County: \$ <u>23,249.00</u>	\$ <u>\$149,148.19</u>
Private/Other: \$ <u>260,522.00</u>	

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

Type of Business Entity:	Mailing Address:
<input checked="" type="checkbox"/> 501(C)(3) Non Profit Corporation	52-4700 Akoni Pule Hwy.
<input type="checkbox"/> Other Non Profit	City: State: Zip:
<input type="checkbox"/> Other	Kapaau HI 96755

Contact Person for Matters Involving this Application	
Name: Erika Kuhr	Title: Director of Operations
Email: institute@hipagriculture.org	Phone: 808-896-1331

Federal Tax ID#: [REDACTED]	State Tax ID#: [REDACTED]
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<u><i>Erika Kuhr</i></u> Authorized Signature	<u>Erika Kuhr -Director of Operations</u> Name and Title	<u>1/20/2022</u> Date Signed
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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

Erika Kuhr

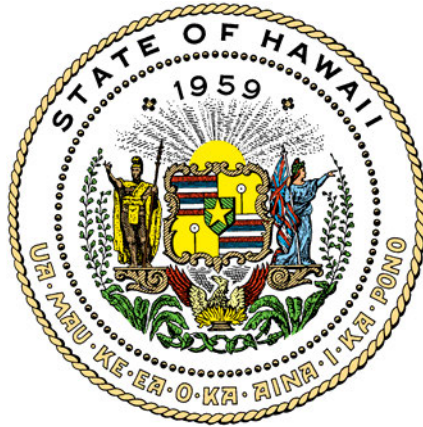
AUTHORIZED SIGNATURE

Director of Operations

PRINT NAME AND TITLE

01/20/2022

DATE



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 INSTITUTE OF PACIFIC AGRICULTURE

was incorporated under the laws of Hawaii on 03/26/2014 ; 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: February 04, 2021

Director of Commerce and Consumer Affairs

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAI'I REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

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

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

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

Hawaii Institute of Pacific Agriculture

(Typed Name of Individual or Organization)

Erika Kuhr

(Signature)

01/20/2022

(Date)

Erika Kuhr (Director of Operations)

(Typed Name)

(Title)

Public Purpose

This notation has been drafted to confirm that The Hawaii Institute for Pacific Agriculture (HIP Ag) has read the Hawaii Legislatures terms stated in Section 42F-102, Hawaii Revised Statutes, and to specify that this grant will be used for public purpose.

The Hawaii Institute of Pacific Agriculture
Erika Kuhr -Director of Operations

Erika Kuhr 01/21/2022

Application for Grants

II. Background and Summary

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

The Hawaii Institute of Pacific Agriculture (HIP Ag) was founded with the principal mission of providing agriculture and nutrition education to students' grades K-20 and adults. Established in 2011, HIP Ag provides programs primarily in Kohala. HIP Ag's mission is to practice and teach regenerative agriculture through programming developed to educate K-20, local farmers, and its community. HIP Ag has a track record of offering successful programming and developing ongoing partnerships to build upon our success. Over the past ten years, we have provided our community with educational programming which includes farm field trips, in-school workshops, infield farmer training, and community events. Within the past five years, we added to our offerings by developing a successful High School Agricultural Mentorship and Internship program. Our 26-acre farm of combined market gardening and tropical agroforestry is utilized as a classroom for our farmer training and educational programming and an avenue to supply F2S (Farm to School) programs within Kohala with fresh fruits and vegetables. Our farmer training programs have provided place based, hands-on farmer training that include class time and workshops supporting young adults to enter the agriculture workforce.

Additionally, in 2019 HIP Ag launched The Kohala Food HUB (KFH) to address multiple needs within our community and the State of Hawaii. We noticed that many farmers in our community, including ourselves, lacked access to good markets and cold storage. We have since completed a fully functional aggregation facility complete with a wash pack and necessary refrigeration to aid and encourage increased produce sales. This aggregation facility has been instrumental in providing local farmers and value-added producers with a site to process and store their goods. The facility is a key step to expanding farm to school sales in the region.

In the year 2020, as a direct response to the ongoing pandemic and food insecurity within the North Kohala community, HIP Ag launched the Kupuna Box, through which we distribute curated boxes of local produce at no cost to our kupuna community members in need. Throughout 2021, this project has yielded positive outcomes and we now support 50+ kupuna weekly and have increased online sales through the Kohala Food HUB online market and CSA. The trials of the pandemic have made it clear that both access to agricultural education and affordable locally grown produce are severely lacking within the North Kohala community. It is our goal to ensure that through offering agricultural education, resources, and community outreach we may aid in building a more sustainable, stable, and resilient community food system.

2. The goals and objectives related to the request;

The goal of the HIP Ag's 2022-2023 program supports Governor Ige's goal to make Hawaii more food self-sufficient and to double local food production. We aim to increase the amount of local food produced and distributed to the DOE West Hawaii Complex, Kupuna Box, and other markets. We are working towards this goal by continuing to build a network of local farmers in Kohala and working with them to increase their production and access to local markets. In conjunction, we are continuing to offer and further develop our youth programming that teaches students about agriculture and nutrition, further connecting them to the food they are being served in the cafeteria. Our educational programming is also focused on increasing the number of young people interested in agriculture as a career pathway and to expand students' overall awareness of health through nutrition. We will accomplish these goals through the following objectives:

Objective 1: Kohala Food HUB Expansion: Increase sales and markets for Kohala farmers via farm to school and other markets.

To increase aggregation through the KFH by both increasing our overall network of growers and customer base. We plan to do this by obtaining our DOD vendor status to increase F2S sales, the Kupuna Box program, and our multi-farmer CSA. In order to increase sales, customers want more convenient fresh food items. HIP Ag plans to acquire the necessary processing equipment needed to increase the amount and variety of produce we are capable of processing at the Kohala Food HUB site. Equipment list includes industrial level: Hobart shredder chopper, citrus juicer, and dehydrators. All necessary equipment supplies support the mission of KFH encompassing farmer support services and economic development and will be purchased with funds granted through the Hawaii Farm HUB Hui (HFHH). The KFH currently can wash, pack, and aggregate large quantities of crops such as citrus, turmeric, ginger, coconut, taro, sweet potato, and more. However, we seek to expand this ability to include the processing of coconuts into convenient shaved drinking nuts, 'awa to be ground and sold frozen, dried fruit and taro root to be made into poi. This much-needed equipment will allow local farmers to scale up their businesses and reach larger markets, further enabling the KFH to provide produce to essential programs within the North Kohala community such as our own CSA and Kupuna Box program. The awarded funds would also be utilized to procure a new delivery van for the transport of goods and produce processed at the KFH, and aid in our delivery services provided by the Kupuna Box program. Through the KFH expansion and the addition of the necessary equipment, we seek to increase the number of producers within our growers' network by 100% over the next year. With an increase in local growers, we will in turn increase the overall amount of produce and value-added products being processed and distributed through the KFH. This objective is tied to the need for an increase in the quantity and quality of local produce that farmers are producing.

A. Farm to School (F2S) Provisions:

In recent years HIP Ag has had an immensely successful partnership with the DOE in providing produce for their F2S program and support for the G2C program. We continue to support these programs, however, since the fall of 2020, there have been many setbacks such as public-school uncertainties due to the ongoing pandemic and budget cuts that have made our participation in these programs difficult, however, the KFH still plans to utilize this expansion to extend capacity to provide largely for both F2S. As previously mentioned, we are in pursuit of our DOD vendor status which will allow us to supply public schools in North Kohala and beyond. The Kohala school district has assured us that they are still entirely committed to partnering with our

organization and moving forward we will continue working to bridge local production with the needs of the DOE. On one level, we have been working with our farmers to understand what they grow, how much, and when. We have provided this regional context and data to the DOE to give them a better understanding of what crops grow well in our area and what is currently available and produced in North Kohala. On another level, we are working with the DOE to understand their needs around fresh fruits and vegetables. They have agreed to share it with us to support our understanding of their produce needs throughout the year. From surveying our farmer network, we have identified 16 year-round fruit and vegetable crops, and five seasonal fruit crops that grow well in Kohala and are of interest to the Kohala Cafeteria.

B. Kupuna Box Program and Multi-farmer CSA:

At the beginning of the year 2020, the KFH began working collaboratively with 25+ local farmers to provide an online market and curated produce boxes (*Kupuna Boxes*) aimed at serving the North Kohala community and alleviating some of the hardships that were brought on by the COVID-19 pandemic. Over the past nearly two years that this program has been functioning we have had success in both acquiring growers to supply the boxes as well as participants for the program. Currently, the Kupuna Box program serves an average of 50 kupuna weekly, the KFH offers to pick up at its headquarters in Hawi or home delivery. These options are put in place to provide customers who are elderly or immunocompromised a safe way to receive their products without the risk of exposure to the virus and to ensure convenience for our participants. The Kupuna Box program is successfully serving its participants each week and with demand for the service growing daily. This service allows us to provide the community with access to various kinds of fresh produce without the stress of a financial burden while increasing the interest in and options for nutritional dietary choices. Unfortunately, we currently do not have the required funds to serve more kupuna and are in dire need of an increase in production capacity from within our farmer *hui* (network) to sustain this small program, thus an important part of the dilemma is to increase local production through farmer training and workshops.

C. Education for consumers to increase awareness and readiness with local crops:

To reach our goal of increasing the customer base with KFH, in concert with the workshop series, we will promote the highlighted crop to the public by offering free samples of the food prepared in a variety of options. Following each workshop, there will be a Farm to Fork cooking class for the KFH customers to learn how to pick, prepare, and easily utilize all the crops that we promote through the *Seed to Market* initiative. To support F2S efforts, farm field trips will be offered to all Kohala complex classes to educate students on why and how we can eat locally. Exposing students to where and how the food gets to the cafeteria is an important part of building connections and preference for healthy food options for children.

Objective 2- Increase Farmers and Farmer Capacity for Production: Recruit, train and develop a growers' network of 25 Kohala Farmers.

Through agricultural crop-specific workshops, hands-on farmer training, and volunteer days we will support and grow a network of farmers and gardeners. Our efforts will support increasing the number of growers and the quality and quantity of food they produce. We will provide the network with skills, knowledge, and plant material to help them start their operations. We remain

committed to working with our partners at the Hawaii State Department of Education (HIDOE), Hawaii Public Health Institute, Farm to School Hui, Ulupono Initiative, Dorrance Family Foundation, and the Hawaii Department of Agriculture to address these challenges together so that together we make this program a success.

A. Farmer Workshop Series; Seed to Market; Building Food Security in Kohala:

The HIP Ag will provide an educational workshop series focusing on crops that have high market demand and value, such as coconuts, ‘awa, kalo, citrus, banana, ‘ulu, cassava, turmeric, and cassava. Each workshop will be made available to the community for an in-person hands-on experience, as well as, filmed and made available on HIP’s YouTube channel. We will promote this to be available to the farmer hui and all other residents that are interested in growing more food in Kohala through local newspaper ads, social media, and flyers posted in town.

In 2022, we will also be implementing a new agricultural initiative entitled “*Seed to Market; Building Food Security in Kohala*”. This initiative will consist of bi-monthly free community workshops that will cover the practical step-by-step process of planting and maintaining resilient crops proven to be valuable within the local Kohala market, these crops include but are not limited to kalo, ‘ulu, ‘uala, citrus, and bananas. Additionally, a fruit tree grafting workshop will be hosted by Kahua Pa‘a Mua at HIP Ag Farms. The initiative will also consist of backyard and/or regional group planting events of fruit trees, starch crops, and herbal medicinal crops. The two primary goals of this initiative are to build food security in the region and to strengthen and support local agriculture while offering viable economic pathways for growers. We will employ and teach regenerative agricultural techniques, such as Korean natural farming, syntropic farming, and agroforestry with all participating community members, as we work together toward building a thriving food system that is both owned within the community and actively regenerating the land.

B. Farmer Training:

This piece of the objective provides an opportunity for post-secondary students and/or agricultural enthusiasts to work and learn on HIP Ag’s farm for one year of practical farmer training, through which we will provide hands-on engagement, readings, and educational sessions providing both expertise and an A-Z perspective on what it takes to thrive in the local agricultural industry. HIP Ag is partnering with KUPU, to provide farmer workforce development and housing to four individuals from February 2022-February 2023. The overarching goal of the program is to give more in-depth farmer training to those who are pursuing a career in agriculture and want to increase their knowledge and technical skills. Each farmer in training receives career technical training in food safety, market gardening, agroforestry, beekeeping, crop design, planting, harvesting, herbal medicine making, and value-added food processing. New farmers leave the program with an agricultural certificate.

3. The public purpose and need to be served;

North Kohala has a land area of 141 square miles, of which 85% of lands are currently zoned for agriculture. Despite this productive ag land, the state imports 85-90% of its food. In 2016, Governor Ige committed Hawaii to double its food production by 2020. The economic impact of food import replacement is significant; replacing just 10 percent of the food the state currently imports would amount to about \$313 million, according to a state report. Furthermore, in 2016 the North Kohala Community Development Plan (NKCDP), set a district goal to produce 50% of the food it consumes and to support local agriculture by re-establishing the district's ag-based education programs. One of the biggest challenges that our district faces in meeting this goal is that most farmers in Hawaii are 60 or older and the state doesn't currently have the needed workforce to replace them, thus preventing the expansion and development of new agricultural lands for food production. Additionally, the current issues are the lack of infrastructure, capital, and a workforce that can move the ag industry forward. With the average age of a farmer in Hawaii 60+ years of age, we must encourage our youth to look at careers in agriculture. The future of ag will be in the hands of new farmers who are versed in new technologies and modern farming methods that make the business of agriculture viable.

One of the goals of the Farm to School Initiative is to address the supply and demand issues surrounding the purchasing of local food for our state school cafeterias. We are committed to working with local farmers in our area to provide training and resources that can increase their production and access to markets, along with the DOE to develop a localized food system in Kohala that can be a model for the state. We have identified that procurement from small and local farms within the DOE is one of the biggest challenges to increasing localized production for the F2S program. As a solution and with help from both DOA and GIA State grants, we created the KFH (Kohala Farm Hub) which is a local aggregation center in North Kohala. We launched KFH in the summer of 2019 to address multiple needs within our community and the State of Hawaii. KFH involves local farmers, orchard owners, and backyard gardeners of North Kohala and interacts with them through procurement, education, and advertisement of growers' produce through an online market for consumers. KFH provides cold storage as we noticed that many farmers in our community, including ourselves, lacked access to this necessity. The site additionally supports access to a large wash pack, workshop space, and will eventually house a commercial kitchen with equipment for processing and packaging. In September, the Hawaii Agriculture Research Center (HARC) requested our support in establishing a lab in Kohala for the testing of agricultural water. Our ability to provide this service locally allows us to better support our local growers to meet food safety requirements and respond to their needs. Our tandem goals through KFH are to elevate F2S procurement by aggregating larger quantities and more varieties of products while also supporting small-scale farmers to grow and meet the need for more local food.

According to the Coordinated Framework of Support for Preschool through Post-Secondary Agriculture Education in HI, the UH System Report to the 2019 Legislature states, "To meet the State's aspirations for increased food security, the number of local farms and farmers, the amount of food produced, and funding to agriculture education will need to increase significantly. A primary cause of the shortage in new farmers is the lack of support in agriculture education with an absence of agricultural teachers causing a reduced interest in youth pursuing fields in agriculture or natural resource management." HIP Ag agrees that education is key to increasing the number of future farmers along with healthy and conscious consumers. By expanding this job

sector within our state, it will also advance rural economic development and Hawaii's overall health and food security. To support this vision, we are further developing a replicable agricultural K-20 education pipeline that includes farm excursions, in-school workshops, and a 1-year farmer training program.

4. Describe the target population to be served; and

The overall target population is North Kohala, where 6,490 individuals are residing, 22% of which are living below the poverty line. The median age in the North Kohala community is 45.1 years of age, and the average per capita income is slightly below the rest of the state (\$35,567.00) at \$33,556.00 (Censusreporter.org). As is common in most rural communities many of our retired and/or elderly residents live in multigenerational households, where they are often responsible for supporting or contributing to the wellbeing of their extended family members, given the immense expenses necessary to sustain average living costs in the state of Hawaii which are generally rated at a 170 out of 100 on the national average. Living within the current financial climate it is easy to sacrifice expenses like that of local organic produce, for more affordable and convenient options, thus the Kohala Food HUB was created to rectify this issue.

Of the youth population, 67% of students in Kohala come from low socio-economic backgrounds. The state average is 48%, which means they are eligible for supplemental educational services. Of the 758 enrolled students, 422 are male, 336 are female. 184 are of Filipino ethnicity, 322 are native Hawaiian, and 124 are white. The average daily attendance is 92.5%, which is low compared to the state average of 94.6%. (Census.gov).

5. Describe the geographic coverage.

Kohala has a rich and historical tradition of large-scale agriculture production. In Hawaiian times, the deep volcanic soils, gentle slopes, and year-round streams made it the most verdant and abundant district of Hawaii, sustaining the largest population of natives on the islands. The district was so productive that it was the ideal location for King Kamehameha the 1st to grow enough food to feed the army that conquered and unified the islands. This historical precedent makes it an ideal place to develop a breadbasket for the state again.

The district of North Kohala is a remote area located in the northwestern corner of the island, at the end of the Akoni Pule Highway and the Kohala Mountain Road, which are the only access routes into and out of Kohala district. Along the western shore of the district, the topography is

relatively level, gently sloping upward from the coast to the Kohala Mountains. In contrast, the windward side of North Kohala contains deep canyon-like valleys and steep vertical cliffs.

The overwhelming majority of Kohala lands are zoned for agriculture; 84.6% (67,977 acres) according to County zoning, and 80.5% in the State Agricultural district (64,713 acres). The sentiment of Kohala residents is generally that they would like to see this land utilized for agriculture. One of the biggest concerns is the misuse of this land for luxury subdivisions and/or “gentlemen estates.” (North Kohala Development Plan, 2008).

III. Service Summary and Outcomes

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

Objective 1: Kohala Food HUB Expansion: Goals and measured results will be carried out by KFH director, manager, and assistant with oversight and support from directors.

Increase sales and markets for Kohala farmers via farm to school and other markets:

- Increase KFH online market sales by 50% from 2021 to 2022
- Launch multi-farm CSA and serve 40 households
- Increase DOE cafeteria sales by 100% from 2020 to 2023
- Increase sales to other markets (restaurants, hotels, food hubs, Hawaii ‘Ulu Coop) by 50% from 2021 to 2023
- Increased value-added sales by 100% from 2022 to 2023

Farm to School (F2S) Provisions:

- Meet with West Hawaii Complex Area Superintendent to build F2S partnerships
- Gain DOD Vendor status
- Build partnership with new Kohala cafeteria Manager/buyer
- Restart farm to school sales to West Hawaii Schools
- Design semi-processed products to be produced at KFH for F2S

Kupuna Box Program:

- Recruit 10 new kupuna in need of fresh produce
- Provide kupuna 10 recipes for produce over year long period
- Monitor kupuna health and happiness via before and after surveys
- Invite and provide kupuna farm tour and farm to table dinner by Spring 2023

Objective 2- Increase Farmer Hui and Farmer Capacity for Production

Farmer Workshop Series; Seed to Market; Building Food Security in Kohala

- Provide workshops to 100+ farmers and aspiring farmers
- Identify and provide consultation to 10 new farm sites
- Provide 8 in ag workshops and record class to be an online resource statewide
- Strengthen our network of farmers by meeting twice a year to discuss needs and challenges

Farmer Training:

- Distribute pre and post surveys to farmers in training.
- HIP Ag staff provides training and mentorship throughout the year segmented into the following management modules including Food Safety, Plant Nursery, Soil Fertility, Irrigation, Orchard design, and crop selection
- Farmers in training receive a survey after each module to evaluate the module and share what they learned. Farm Managers survey new farmers to evaluate the progress of whom they mentored throughout the module.
- Increase subject knowledge by 75%.
- Increase rate of interest in careers in farming by 50%.
- Increase rate of interest in growing food by 75%.
- Increase self-rate of health and physical stamina by 75%
- 50% of farmers in training are residents from Hawaii.

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

From July 2022 to July 2023, HIP Ag will increase the amount of local food accessible and distributed to the Kohala residents and Kohala Complex DOE by addressing the supply issues. The current systems of procurement from small and local farms to the North Kohala community is one of the predominant roadblocks to increasing our local food production. Through the Kohala Food HUB, HIP Ag will combat this challenge by further developing our network of local farmers to provide support and increase their production. In conjunction, HIP Ag will expand on agricultural education to encompass specific modalities to 1. Train 4 new farmers at HIP Ag farm 2. Increase production of Kohala region's most sellable crops 3. Empower and educate local families to easily cook and integrate said crops into the home kitchen. This dedication to teaching the community supports the state's efforts to increase local food sustainability. With the proper DOD vendor certifications in place, HIP Ag will also utilize this increase in production to recommence participation with the Kohala Complex F2S program and provide healthy, local produce to the youth of North Kohala.

The following project activities will improve access to local foods to 50 kupuna, Kohala residents, and Kohala Complex through increased local production, procurement, and agricultural education efforts. The activities will be carried out within project quarters as follows:

Q1: July 2022 - September 2022

Objective 1:

- Meet with Janette Snelling-West Hawaii Complex Area Superintendent at Hawaii State Department of Education
- Schedule and meet with new Kohala cafeteria manager to understand needs and menu
- Submit DOD vendor application and acquire DOD vendor status
- Purchase a delivery van
- Carry out weekly Kupuna Box programs and track numbers served
- Secure produce from farmer hui for F2S Kohala cafeteria needs
- Promote CSA program via print, web, and social media

Objective 2:

- Promote and implement two “*Seed to Market*” farmer workshop classes via print, web, and social media
-
- Source and buy plant stock for farmers to grow
- Provide 6 classes and readings to farmers in training at HIP farm
- Promote field trip offerings to teachers and administration and begin sign up registration form
- Identify and hire 4 farmers for training program
- Administer farmer survey

Q2: October 2022 - December 2022

Objective 1:

- Restart sales to Kohala Cafeteria
- Start sales to other DOE school locations
- Increase sales to other markets (restaurants, hotels, food hubs, Hawaii ‘Ulu Coop)
- Identify 10 more kupuna to participate in program
- Identify 40-50 members for second round of CSA program
- Distribute \$10,000 in produce to all market outlets

Objective 2:

- Promote and implement one “*Seed to Market*” farmer workshop class
- Provide 6 classes and readings to farmers in training at HIP farm
- Identify 8 new farmers and provide consultation for tree planting program

Q3: January 2023 - March 2023

Objective 1:

- Promote and implement two “*Seed to Market*” farmer workshop classes
- Deliver 40 CSA boxes weekly
- Deliver 50 Kupuna Boxes weekly
- Distribute \$15,000 in produce to all market outlets

Objective 2:

- Promote and implement two “*Seed to Market*” farmer workshop classes
- Provide 6 classes and readings to farmers in training at HIP farm
- Provide two field trips to other farm locations for new farmers
- Identify 8 new farmers and provide consultation and training
- Administer farmer exit survey

Q4: April 2023 - June 2023

Objective 1:

- Deliver 40 CSA boxes weekly
- Deliver 50 Kupuna Boxes weekly
- Distribute \$20,000 in produce to all market outlets

Objective 2:

- Promote and implement two “*Seed to Market*” farmer workshop classes
- Provide 12 classes to farmer training program participants
- Provide two field trips to other farm locations
- Identify 8 new farmers and provide consultation and training
- Administer farmer exit survey

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

HIP Ag follows the cross-sectoral evaluation method from US Department of Agriculture which focuses on public health, community economic development, and education. The applicant is committed to identifying the indicators through the following measures:

Local Procurement:

1 Increase in market opportunities/income generation for local producers, processors, and distributors through sales to school districts and for public consumption.

1.1 Type, quantity, and monetary value of specific local products (i.e., fruits, vegetables) purchased by Kohala Complex DOE and KFH.

1.2 Number and type of local produce offered to both KFH, and Kohala Complex DOE.

1.3 Increase processing equipment available for local producers to increase their use and sales of local produce by creating value-added products.

A 2022-2023 analysis has been compiled which has created a comprehensive baseline for the metrics of success and evaluation laid out in this project plan. Grower and produce management and tracking is the responsibility of the KFH Manager. The monthly metrics tracked include sales, earned revenue to producers, numbers of new and existing producers, varieties and weights of crops aggregated, seasonality, and qualitative data illustrating the successes and challenges.

This data will be measured against the baseline statistics from the previous year to evaluate efficacy.

Farmer Training/Education:

1 Increase in community knowledge about food and its impact on health.

1.1 Knowledge of local foods, where food comes from, and how it is grown.

1.2 Knowledge of food impact on health.

1.3 Attainment of food-related skills, such as recipe development, food preparation, gardening, and cooking.

2 Public access to local, healthy foods in the North Kohala community.

2.1 Number of students/community members participating in, or exposed to, HIP Ag hosted activities including workshops, farm field trips, and farm tours.

2.2 Food preparation strategies used to increase local food availability, accessibility or appeal of local, healthy foods, including the use of culturally appropriate foods in schools.

Within HIP Ag’s educational programming, data is collected through pre and post-surveys distributed to both students and teachers. The surveys include a mixture of qualitative and quantitative information assessing program performance to demonstrate whether core learning objectives are being fully achieved. If learning objective responses imply less than 75% improvement or retention, the curriculum will be revised. Participant tracking includes demographics, length of programming, contact hours, and learning objectives.

HIP Ag in-field staff are trained to be attentive to those being served; observations of the participant’s experience are collected during programs and subsequently organized by the Director of Operations. These in-field observations provide meaningful insight into how programs are being experienced. The executive team reflects on these findings to collaborate on improvements.

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.

Local Procurement Activities and Outcomes:

- Obtain DOD vendor certification to supply the Kohala School Complex with local produce. (Q1)
- Procure processing equipment for farmers to process and freeze larger quantities of crops to create value-added products and/or to preserve large harvests for F2S, KFH, and other

markets. HIP Ag's goal is to increase the use of infrastructure by 20% and increase fruit processed by 50%. (Q1-4)

- Facilitate weekly aggregation for F2S, KFH, and Kupuna Box program, including technical assistance, food hub onboarding, and production consultation to producers. (Q1-Q4)
- Coordinate a quarterly meeting of producers to assess needs and collaborate on improved systems and operations. (Q1-Q4)
- Coordinate or co-host six workshops per year on food safety training, increased crop production, and onboarding producers growing for F2S. (Q1-Q4)
- Procure needed supplies and equipment to facilitate increased supply through the food hub, including produce washing, and packing supplies. (Q1-Q4)
- Increase the amount of produce delivered through the F2S program to Kohala Complex DOE by 15% from 2019. (Q1-Q4)
- Track local production, seasonality, and sales through the aggregation center, contributing data to the current state (including HIDOE), county, and independent open-source reporting and analysis. (Q1-Q4)
- Hire a part-time staff person (Q1) to support food hub operations for the duration of the project. (Q2-Q4)

Kohala Food HUB Expansion:

- Expand the CSA Customer base and increase sales by 25% per quarter. (Q1)
- Beginning to accept EBT and SNAP benefits to expand the reach of community members served. (Q1)
- Grow producers' network by an additional 8% per quarter. (Q1-Q4)
- Grow online marketplace and increase online sales by an additional 25% per quarter. (Q1-Q4)
- Expand institutional sales to DOE after obtaining DOD vendor status. (Q1-Q2)
- Hire 1 additional F/T staff member to facilitate sales growth. (Q2)
- Begin supplying local restaurants and hotels with produce that Food HUB produces. (Q2-Q4)
- Identify and recruit regional landowners to plant fruit trees and companion crops on their land and eventually sell those crops through KFH. (Q3-Q4)
- Hire 1 additional F/T staff member to continue to meet demand and facilitate sales growth. (Q4)
- Cultivate partnerships with existing services such as Hawaii Island Food Bank (Food Basket Inc.) to grow and support the Kupuna Care box program. (Q4)

Post-Secondary:

- HIP Ag staff provides farmer training and mentorship to aspiring farmers throughout the year segmented into the following 8-week rotating management modules such as Food Safety Management, Nursery Management, Amendment Management, Irrigation Management, Bee Management, and Communications. participants receive a survey

after each module to evaluate the module and share what they learned. Farm Managers receive a survey to evaluate the progress of the participant whom they've mentored throughout the module. (Q1-Q4)

- Distribute pre and post-surveys to participants. (Q2, Q4)
- Increase participants' subject knowledge by 75%. (Q1-Q4)
- Increase participants' rate of interest in careers in farming by 50%. (Q1-Q4)
- Increase participants' rate of interest in growing food by 75%. (Q1-Q4)
- Increase participants' self-rate of health and physical stamina by 75% (Q1-Q4)
- Partner with a college that can provide college credit to the participants. (Q1-Q4)

IV. Financial

Budget

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

SEE ATTACHED FORMS

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
\$50,844	\$50,845	\$50,844	\$50,846	\$203,379

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

1. Frost Family Foundation - \$50,000
2. Healy Foundation - \$50,000
3. County in Aid (Waiwai Grant Program) - \$40,000
4. Specialty Crop Block Grant - \$15,000
5. Dorrance Family Foundation - \$50,000

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

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.

1. Federal - USDA Farm to School Grant 2020-2021 \$100,000
2. State- Grant in Aid 2019-2020 \$100,000
3. County Grant in Aid (2021-2022) \$47,900, (2020-2021) \$17,250, (2019-2020) \$11,750

2023 unknown= \$0

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

\$149,148.19

V. Experience and Capability

1. Necessary Skills and Experience

Organizational Capacity: Established in 2008, HIP Ag's staff brings together over 50 years of experience in the area of education, agriculture, non-profit management, and community development. Through its partnerships, programs, and numerous foundation grants, HIP Ag has developed successful programs focused on the needs of its community. In developing and implementing these successful programs, HIP Ag demonstrates its proficiency in agriculture, outreach, community building, education, and rural development. We measure the success of our programs through participant surveys. Through these surveys, we track the statistics related to participant engagement including feedback, pre and post-knowledge, and demographics. In addition to asking for community feedback, we have weekly staff meetings to discuss in-depth management and opportunities for organizational improvement. Our advisors and board members are utilized for their expertise in areas including cultural decisions, grant editing, education, financial direction, and property improvements.

Finances: Financial management is measured through QuickBooks. Our accountant supports the monitoring and labeling of grants, expenses, income, invoices, and running reports. HIP Ag directors review monthly financial reports to analyze the organization's ability to meet goals and financial needs. A CPA is hired to file 990 non-profit tax filings annually and advises on financial matters.

Partners: Ulupono Initiative, Hawaii DOE Farm to School 'Aina Pono, Hawaii Farm to School Hui, HARC, Kohala DOE, Hawaii DOE, Hawaii DOA, HCF, Hawaii Tourism Authority, Hawaii Forest Institute, Hawaii Island Food Alliance, Dorrance Family Foundation, Hawaii Public Health Institute, FoodCorps Hawaii, Kamehameha Schools, County of Hawaii, State of Hawaii, Hawaii Farmers Union United

2. Facilities

HIP Ag has excellent facilities to implement the program and the program will take place at two main locations.

1) **HIP Ag Main Farm** - leases land on a 26-acre property called Starseed Ranch that is divided into two sections, the main farm area, and the lower orchard. The main farm area has approximately 12 acres, with 3 acres of arable lands that we can utilize for crop production, and the rest in orchards, timbers, and farmworker housing. Near the barn, two additional units house the farm manager and farmworkers. In the agricultural area, there is an intercropping of papaya, breadfruit, banana, plantain, and tropical fruits which are utilized as a classroom for our field trips, workshops, and farmer training. The fruit will be harvested for the F2S program. The lower orchard is approximately 16 acres, including a 6-acre orchard of citrus, avocado, breadfruit, coconut, and bananas.

2) **Kohala Food HUB** - This site includes an office, walk-in coolers, one walk-in freezer, a wash pack area, a loading zone, and a parking lot. The landowner donated the aggregation site rental fees for the first two years, we have a 10-year lease with low affordable rent and a high electric bill. The location also has a kitchen that we plan to develop into a certified kitchen. There is ample space for processing equipment on site.

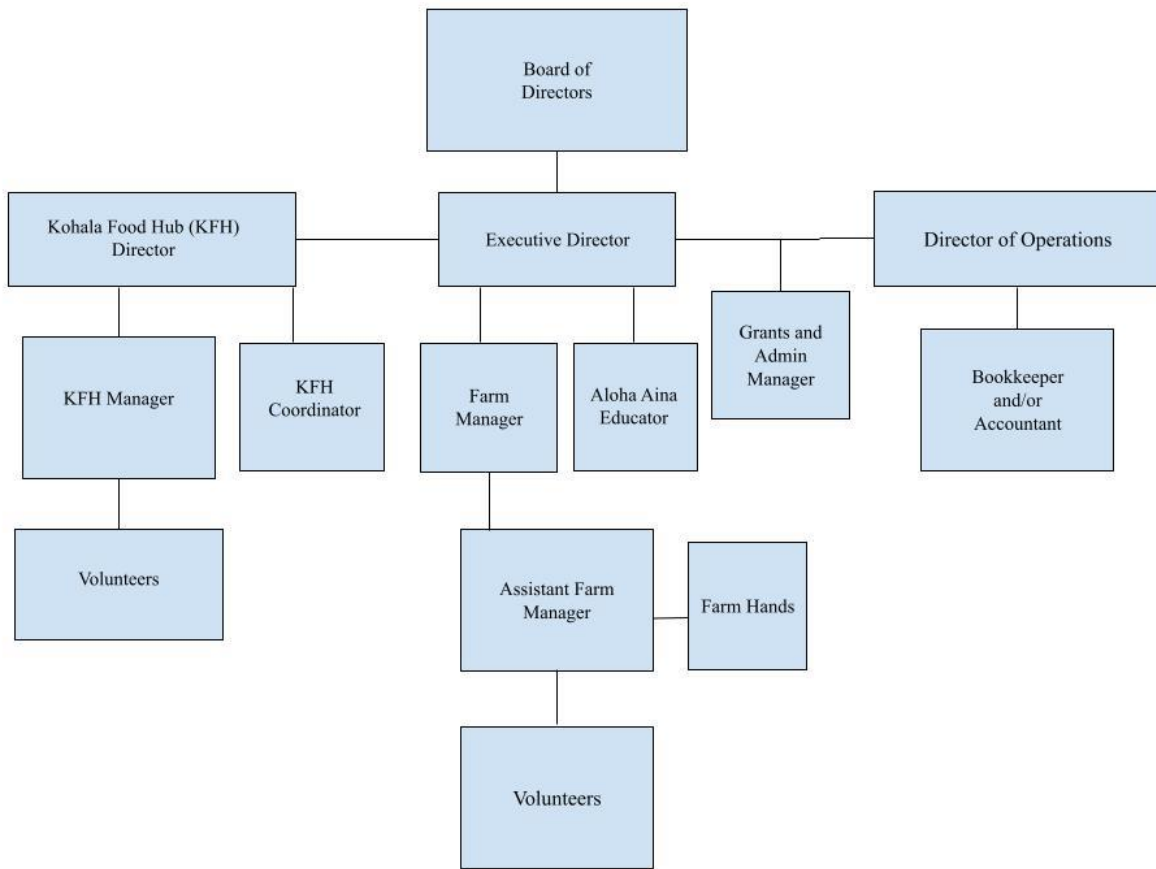
VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

HIP Agriculture and Kohala Food HUB have 13 years of farmer training, food production, and food distribution experience in the North Kohala region. The administrative and management team has the skills and experience necessary to implement the planned educational programming and food hub expansion. The proposed staffing pattern and proposed service capacity appropriate for the viability of the request is highlighted by our team's biographies and experience below. We have also attached an organizational chart showing how we structure the implementation of our programs.

1. **Dash Kuhr, Executive Director & Lead Educator:** Manages overall strategic and operational responsibility for HIP Ag staff, programs, expansion, and execution of its mission. Works closely with Kohala Complex to ensure strong partnership with schools and the success of youth education and farm-to-school programs. With over a decade of youth education, agriculture, and non-profit experience, he brings expertise and understanding of how to work with multiple stakeholders including administration, teachers, students, and parents to build successful programs within the school. He is the lead educator for the farmer training programs.
2. **Erika Kuhr - Director of Operations & Programs:** Manages and leads all educational programs including K-12 educational workshops and field trips. Her role includes coordinating, booking, managing the education team, maintaining schedules, applications, outreach, survey distribution, and record tracking. She has a BS in Nutrition and Food Sciences and uses her passion for health towards farming, educating youth and adults on gardening, eating healthy, and teaching cooking with local ingredients grown in Hawaii. She has been sharing with others her love of local cuisine in Hawaii for over 10 years. Additionally, Erika manages operations of the non-profit which includes financials, procuring materials, and securing compliance for business operations.
3. **Maya Parish - Food HUB Director:** Maya Parish has been serving as the Director of Kohala Food HUB since December 2021, where she oversees all aspects of the project and is organizing the launch of a new multi-farm CSA in April 2022. She has a long-standing professional relationship with HIP Ag, having produced the non-profit organization's large-scale and multi-faceted annual fundraiser for three consecutive years, which hosted over 2,000 attendees, educators, performers, vendors, and staff in 2019. In 2020 Parish produced and directed a 16-episode educational series with HIP Ag about regenerative farming techniques and healthy cooking with locally grown tropical starches, entitled 'Āina Lessons. She is also currently co-creating and organizing HIP Ag's "Seed to Market Initiative", a year-long project consisting of community educational workshops and planting activities to build food security in the region and to strengthen and support local agriculture to offer viable economic pathways for more community members.
4. **Perry Dorsey - Food HUB Manager:** Perry Dorsey is the Food HUB Coordinator, supporting the Kohala Food HUB's operations and assisting with developing infrastructure and program services to create and maintain relationships with farmers and producers in the region and help better serve the community. A native of Monterey, California, and a graduate from Sonoma State University's Hutchins School of Liberal Studies, Perry has developed a keen interest in community development and building resilient communities to create enduring relationships between local leaders, organizations, and the communities in which they serve.

2. Organization Chart



3. Compensation

- Executive Director: \$50,000.00
- Director of Operations: \$50,000.00
- Kohala Food HUB Director: \$30,000.00 PT

VII. Other

1. Litigation

NOT APPLICABLE

2. Licensure or Accreditation

NOT APPLICABLE

3. Private Educational Institutions

NOT APPLICABLE

4. Future Sustainability Plan

As we move forward into the fiscal year 2022-2023 HIP Ag will be implementing a revised model of our past sustainability plan in which we focus more heavily on our donor relations and increasing our donor cultivation. However, we will continue to pursue new foundations alongside individual donor relationships. The combination of these two elements will ultimately reduce our need for state funding and alleviate some of our reliance on pursuing multiple grants proposals throughout the year. We are currently and will continue to work strategically to develop organizational financial sustainability by creating multiple streams of revenue which will include federal and state grants, private foundational grants, individual donors, farm sales, our annual event, and fees for our service programs. HIP Ag will utilize these proceeds by circulating funds directly back into our programs. Additionally, we have also created a business plan utilizing 3-years' worth of financial projections that provide us with key financial targets necessary for self-sufficiency. The KFH program also plans to achieve financial sustainability over the next three to five years through projected annual increases of aggregation which will yield a higher net margin to cover all essential operating costs.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

HIP AGRICULTURE

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	112,200		27,500	120,700
2. Payroll Taxes & Assessments	18,240		4,085	20,995
3. Fringe Benefits	12,960		4,020	18,156
TOTAL PERSONNEL COST	143,400		35,605	159,851
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter Is and				
2. Insurance	1,000		0	2,000
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	10,200		2,000	43,000
5. Staff Training				1,500
6. Supplies & Equipment KFH				20,000
7. Telecommunication	2,600		2,000	7,700
8. Utilities	690			5,310
9. Mileage reimbursement				
10. Program Supplies- Kupuna Care Box,	18,489		12,000	67,000
11. Program Supplies - Seed to Market				10,500
12. Service Fees- KUPU farmer training	12,000			36,000
13. Service fees - Seed to Market Ag specialists				13,000
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	44,979		16,000	206,010
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES	15,000			13,000
E. CAPITAL				
TOTAL (A+B+C+D+E)	203,379		51,605	378,861
SOURCES OF FUNDING	203,379	Budget Prepared By:		
(a) Total State Funds Requested		Erika Kuhr 808-896-1331		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	51,605	<i>Erika Kuhr</i> 01/21/2022		
(d) Total Private/Other Funds Requested	378,861	Signature of Authorized Official Date		
TOTAL BUDGET	633,845	Erika Kuhr Director of Operations		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2022 to June 30, 2023

HIP AGRICULTURE

POSITION TITLE	FULL TIME EQUIVALENT
EXECUTIVE DIRECTOR	100
DIRECTOR OF OPERATIONS	100
FARM MANAGER	100
FOOD HUB MANAGER	100
FOOD HUB ASSISTANT	100
CONTRACT: KFH DIRECTOR	50
TOTAL:	
JUSTIFICATION/COMMENTS:	

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2022 to June 30, 2023

ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
\$50,000.00	75.00%	\$ 37,500.00
\$50,000.00	75.00%	\$ 37,500.00
\$36,000.00	50.00%	\$ 18,000.00
\$45,000.00	100.00%	\$ 45,000.00
\$40,000.00	100.00%	\$ 40,000.00
\$30,000.00	100.00%	\$ 30,000.00
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		208,000.00

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

HIP AGRICULTURE

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

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Ford Transit Cargo Van T-250 GVWR Sliding RH pick-up/van (USED)	1	\$28,000.00	\$28,000	28000
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ 28,000.00	28,000

JUSTIFICATION/COMMENTS:

**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN
HIP AGRICULTURE**

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY
1	COUNTY IN AID - AINA LESSONS	7/1/2021-6/30/2022	COUNTY OF HAWAII
2	COUNTY IN AID - KOHALA FOOD HUB	7/1/2021-6/30/2022	COUNTY OF HAWAII
3	COUNTY IN AID - HIGH SCHOOL MENTOR.	7/1/2021-630/2022	COUNTY OF HAWAII
4			
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AID

Contracts Total: 47,700

GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
HAWAII COUNTY	7,400
HAWAII COUNTY	20,000
HAWAII COUNTY	20,300