

## 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 MILLER MARVIN, PRESIDENT AND CEO

PRINT NAME AND TITLE

1-19-23

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:

Hawaii Foodbank, Inc.

Amount of State Funds Requested: \$ 650,000

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

Hawaii Foodbank requests funding to support the purchase of two (2) mobile pantry vehicles to expand its food distribution efforts on the islands of Oahu and Kauai.

Amount of Other Funds Available:

State: \$ 0

Federal: \$ 0

County: \$ 0

Private/Other: \$ 0

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

\$ 300,000

Unrestricted Assets:

\$ \$27,047,423

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

Contact Person for Matters Involving this Application

Name:  
Lucy Thoms

Email:  
lucy@hawaiiifoodbank.org

Title:  
Director of Foundation Relations

Phone:  
808-954-7888

Federal Tax ID#:

██████████

State Tax ID#

████████████████████



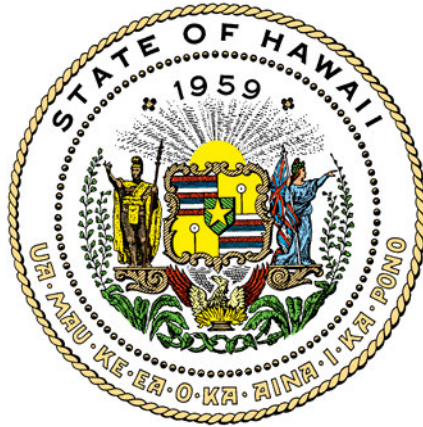
Authorized Signature

Amy Miller Marvin, President & CEO

Name and Title

1-19-23

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: January 16, 2023

Director of Commerce and Consumer Affairs



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

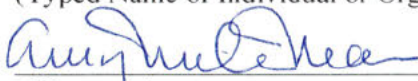
The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, 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; and
- 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.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

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)

1-19-23  
(Date)

Amy Miller Marvin  
(Typed Name) President and 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, 2022.

*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](#).

*Hawai'i Foodbank, Inc. hereby attests and certifies that this grant will be used for the public purpose of distributing food 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;

*In service to our community since 1983, Hawai'i Foodbank's mission is to nourish our 'ohana today and to work to end hunger tomorrow. Each year, Hawai'i Foodbank distributes millions of pounds of food on the islands of O'ahu and Kaua'i, and partners with Maui Food Bank and The Food Basket to help serve Maui and Hawai'i islands.*

*Hawai'i Foodbank and its network of more than 200 charitable agency partners help to provide food for the 1 in 6 Hawai'i residents facing food insecurity, including 1 in 4 children. Hawai'i Foodbank serves anyone who needs food assistance regardless of their demographic or financial situation. Last year, we distributed 17.5 million pounds of food to an average of 122,000 individuals each month.*

*Our partner agencies receive food directly from Hawai'i Foodbank to distribute to those in need through their own programs, such as food pantries, homeless and domestic abuse shelters, residential programs, soup kitchens, and more. In addition, Hawai'i Foodbank administers a number of programs at various locations across O'ahu and Kaua'i in collaboration with our partner agencies. Through its Food 4 Keiki program, the Foodbank supports more than 30 school and keiki pantries and a summer feeding program. 'Ohana Produce Plus food distributions provide keiki, kūpuna, families, and individuals with fresh fruits, vegetables, and other supplementary food items. This distribution is the only source of fresh produce for many in need. Kūpuna Fresh is another program that distributes produce that is easily prepared, cooked, and eaten by kūpuna. Hawai'i Foodbank partners with federal and state agencies to administer two ongoing programs to support Hawai'i's kūpuna: The Senior Farmers' Market Nutrition Program (SFMNP) provides low-income seniors with vouchers to pay for fruits, vegetables, herbs, and honey at local farmers' markets, and the Commodity Supplemental Food Program (CSFP), also known as the Senior Food Box program, provides low-income kūpuna with supplemental foods such as milk, cheese, cereal, juice, peanut butter, rice, canned meats, and produce. Hawai'i Foodbank also administers The Emergency Food Assistance Program (TEFAP), Temporary Assistance to Needy Families (TANF) Memorandum of Effort (MOE) program, and provides emergency assistance to those affected by natural disasters and other emergencies.*

*During the COVID-19 pandemic, Hawai'i Foodbank started the Farm to Foodbank program in partnership with Hawai'i Farm Bureau. Locally grown produce is purchased from local farmers to be distributed through Hawai'i Foodbank's programs and/or partner agencies. By purchasing and distributing more fresh produce, we provide our communities with nutritious food, contribute to long-term food sustainability for Hawai'i, and economically support our local farmers. Hawai'i Foodbank prioritizes distributing culturally relevant produce to Hawai'i's diverse communities, such as Okinawan sweet potatoes, long squash, long beans, ulu, taro, and others.*

2. The goals and objectives related to the request;

*Hawai'i Foodbank requests funding to support the purchase of two mobile pantry vehicles that will allow the Foodbank to expand food distribution services on the islands of O'ahu and Kaua'i. Our primary goals are to increase access to*

*nutritious foods, to increase distribution of food in identified areas of need, and to reach more individuals facing food insecurity in Hawai'i.*

*Hawai'i Foodbank will purchase two 16-foot refrigerated trucks that will be deployed to key locations on O'ahu and Kaua'i where current food distribution efforts are not sufficient for the community need. These trucks will include shelving in the refrigerated portion of the truck to display food items in the style of a mini-market or grocery store. The trucks also have awnings, allowing for food displays outside, as well as tables and chairs for staff and volunteer support. Clients will be able to browse offerings, which will include dry goods such as rice, canned meals, and proteins, as well as perishable items, including fresh produce, eggs, dairy, frozen protein, and others. Both trucks will have a portable hand sink station. These trucks are also outfitted with generators, which will be of benefit in case of disaster, as the trucks will be self-sufficient and able to safely store food if there is no power.*

*As we move past the height of the COVID-19 pandemic, Hawai'i Foodbank has been working in various ways to improve equitable food access for the people we serve. In 2022, The Foodbank worked with consultant Hunter Heavilin of Supersistence to overlay food insecurity data with our own food distribution data in order to understand where there are potential gaps in service. Based on the initial maps, there are regions on both O'ahu and Kaua'i where the current food distribution is not adequately meeting the need or are hard to reach, such as the North Shore of O'ahu and several pockets on Kaua'i, such as 'Ele'ele, Anahola, and Ha'ena.*

*Our Strategic Plan FY 22-27 outlines four key pillars that call on the Foodbank to be a collaborative partner across the hunger response landscape; to be a proactive leader in disaster response; to be a healthy option for those experiencing food insecurity; and a partner and leader for efforts to eliminate hunger in our islands. At the heart of this plan is ensuring that we hold the people we serve at the center of all we do. The client choice model, which allows individuals to choose the foods they want rather than the food bank pre-packing for distribution, centers client dignity and autonomy, leads to higher satisfaction, and helps reduce food waste. Hawai'i Foodbank will utilize this model for its mobile pantries and will work with its partner agencies and community partners to understand the types of foods that would be valued by their communities. Currently, the top requests we receive from agency partners and clients are for more protein and produce, which we will be able to provide more of to more locations with mobile pantries in operation.*

*One of the key changes in our distribution model during the last few years has been the shift from being driven by the supply of food available to an approach that measures and understands community need and distributes accordingly. Before the pandemic, we relied heavily on food donations from retailers and distributors. Due to supply chain issues and many other pandemic-related*

*challenges, we dramatically increased our purchasing to meet the need. While this has significantly increased our budget, it has also enabled the Foodbank to be more intentional with the types of foods we distribute and to work towards ensuring every individual has the food they need. Mobile pantries are an important next step in ensuring the food we purchase reaches the people who need it most.*

3. The public purpose and need to be served;

*Food insecurity is a persistent problem in Hawai'i. The pandemic had a tremendous impact not only on demand for services, but on food supply and distribution mechanisms. Now, high costs of living, supply chain issues, and inflation are increasingly affecting people, forcing them to make difficult choices in order to cope with food insecurity. This might mean opting for cheaper, unhealthier foods or skipping meals. To get by, many even forego essential needs like medicine, utilities, transportation, housing, and education. In addition, many live in areas where their grocery options are limited, meaning they might rely on places such as convenience stores or fast food restaurants, where food tends to be less nutritious and sometimes more expensive.*

*The mobile pantry concept was developed by a food bank in Michigan in the mid 1990s and has proven to be successful in communities across the United States. During the COVID-19 pandemic, they were a critical solution in many parts of the country where food pantries were forced to close or food access was already a challenge. Mobile pantries provide flexibility in the delivery of foods to vulnerable communities, and allows food banks to transport perishable foods such as produce, meat, and dairy directly to clients, which is especially important if an agency partner doesn't have adequate storage. Bringing this model of distribution to Hawai'i will help us better address food insecurity in a more responsive manner and in the communities where people live, while also prioritizing nutritious and culturally relevant foods that contribute to overall health and well-being.*

4. Describe the target population to be served; and

*Food insecurity can impact anyone at any time. Hunger does not discriminate based on occupation, background, race, religion, political affiliation, or any other factor. As such, Hawai'i Foodbank serves anyone who comes to us in need of assistance.*

*Hawai'i Foodbank continues to serve approximately 50% more individuals than it did prior to the COVID-19 pandemic. More than a third of individuals seeking assistance from Hawai'i Foodbank are employed and many have multiple jobs.*



*Since the pandemic, we have seen an uptick in the number of individuals utilizing the Foodbank for the first time. In 2022, we served an average of 110,000 individuals on O‘ahu and an average of 10,000 on Kaua‘i each month.*

*Even so, we know that not everyone facing food insecurity receives assistance. According to Feeding America and data from the University of Hawai‘i, we estimate that approximately 1 in 6 Hawai‘i residents face food insecurity, or about 220,000 people. This includes almost 70,000 children – Hawai‘i has the second highest rate of child hunger in the United States.*

*From the work done by Supersistence, we know that there are people and regions in Hawai‘i that need additional outreach to reduce food insecurity. Mobile pantries are a convenient way for the Foodbank to get nutritious and preferred foods to these communities.*

5. Describe the geographic coverage.

*A State Grant in Aid would support Hawai‘i residents on O‘ahu and Kaua‘i. Mobile pantry distributions would be scheduled at key locations across the islands in conjunction with community partners.*

### **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;

*Hawai‘i Foodbank has communicated with other food banks in the Feeding America network to learn best practices and to learn about the different types of vehicles. A preliminary model has been selected, and our Director of Agency Relations, the Director of Operations, the Kaua‘i Branch Director, and the Executive Leadership team will make the final decision on the vehicle selection once grant funds are received. The Director of Agency Relations and the Kaua‘i Branch Director will order laptops, tables, chairs, and other supplies needed to execute distributions.*

*Before the vehicles arrive, staff will work to identify key locations for distribution and to create a schedule in conjunction with partner agencies and other community partners that are willing to host the mobile pantry. The Foodbank will then work with these partners to promote distribution events in their communities.*

*All programs, agency relations, and operations staff are certified in food safety, and will work to ensure that all mobile pantry distributions adhere to the food safety requirements mandated by Feeding America.*

*The Director of Product Resourcing and the Product Resourcing Specialist conduct product purchasing for Hawai'i Foodbank. They will incorporate food purchases for mobile pantry distributions into their workflow. Hawai'i Foodbank purchases food from a variety of retailers, growers, wholesalers, and manufacturers, including Hawai'i Farm Bureau, local farms and producers, C&S Wholesale Grocers, Feeding America, and many others.*

*Hawai'i Foodbank's warehouse staff actively collects, inspects, packs, delivers and provides food to and through its partner agency network of nonprofit food distribution partners and for Foodbank programs. More than 60,000 pounds of food go out of the warehouses each day of operation.*

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

*Month One: Place order for mobile pantry vehicles and supplies, to include tables and chairs for staff and for wrap-around service appointments and two laptops for data collection. Estimated delivery time for the vehicles is 16-20 weeks after the order is placed.*

*Months One-Six: Work with partner agencies and community partners to create a schedule for mobile pantry distributions. The Director of Agency Relations, the Kaua'i Branch Director, and the Director of Product Resourcing will develop a purchasing plan for foods to distribute. Foods will include perishable and non-perishable items, including canned goods, frozen protein, fresh produce, dairy, eggs, and other items.*

*Months Four-Six: Receive the truck and prepare to conduct distributions.*

*Months Six-Twelve: Conduct mobile pantry distributions across O'ahu and Kaua'i.*

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

*The mobile pantry program will be overseen by Kim Bartenstein, Director of Agency Relations, on O'ahu and by Wes Ferreira, Kaua'i Branch Director, on Kaua'i. They will be supported by the Agency Partner Network Manager, the Community Programs Manager, the Kaua'i Community Development Specialist, the Kaua'i Agency Administrator, the Director of Operations, the*

*Director of Product Resourcing, and the Executive Leadership Team, comprised of the President and CEO, Vice President of Operations, Vice President and Chief Impact Officer, and Vice President and Chief Financial Officer.*

*Once the mobile pantries are in operation, Hawai'i Foodbank will monitor the number of people served at mobile pantry distributions, including the number of new people reached; the number of pounds of food distributed; the number of distribution events; and the types of foods that are most popular with clientele. Since this will be a pilot program, Foodbank staff will evaluate and adjust frequently to ensure the program best serves our community.*

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.

*Hawai'i Foodbank documents and tracks all purchased and donated food that is received at its warehouses on O'ahu and Kaua'i using its inventory and accounting systems, AGI and NetSuite. The Foodbank also tracks the distribution of food to partner agencies and records client data using the Partner Agency Monthly Activity Report. In addition to the receipt of the two trucks, Hawai'i Foodbank will track all food distributed through mobile distributions and the number of people served at each distribution event during the grant period.*

## **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)

*Attached.*

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2024.

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|-----------|-----------|-----------|-----------|-------------|
| \$650,000 |           |           |           |             |

- 3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2024.

*Hawai'i Foodbank fundraises year-round to generate support for its programs and general operations. TEFAP Reach & Resiliency funding would support staffing of the mobile pantries, and funding from Feeding America focused on equitable access can be used to purchase food to be distributed via mobile pantries.*

- 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 2024 for program funding.

*Attached.*

- 6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2022.

*\$27,047,423*

**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 40 years, Hawai'i Foodbank has provided emergency food assistance to island residents in need through regular feeding programs and partnerships and during natural disasters. Hawai'i 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 Hawai'i's leading hunger-relief organization, Hawai'i Foodbank and its network of more than 200 charitable partner agencies help feed 1 in 6 people in Hawai'i who are at risk of hunger, including keiki, kupuna, low-income families, unemployed/under-employed, working poor, houseless, and others experiencing hardships.*

*Hawai'i Foodbank serves O'ahu and Kaua'i directly while partnering with The Food Basket to serve Hawai'i County and Maui Food Bank to serve Maui County. Together, these three partners work to ensure that no one in the Hawai'i '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.

*Hawai'i Foodbank operates out of two locations: A 23,668 square-foot warehouse on Kilihau Street in Honolulu, O'ahu and a 4,750 square-foot warehouse at 4241 Hanahao Street in Lihue, Kaua'i. Both warehouses are inspected and certified for food safety by AIB International.*

*The O'ahu facility is open Monday-Friday from 6:30 am - 3:45 pm and the Kaua'i facility is open Monday - Friday from 7:00 am - 4:00 pm.*

*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 and in good condition. There are dedicated spaces for dispatch teams and staff who work directly with partner agencies. The warehouses each have an agency-shopping floor where items are 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 Miller Marvin, Hawai'i Foodbank has 70 staff members statewide, nine of whom work at Hawai'i Foodbank Kaua'i. Below is an overview of*



*Hawai'i Foodbank's leadership team and the staff responsible for the proposed services:*

*Amy Miller Marvin, President & CEO: Amy joined Hawai'i Foodbank in May 2021. She has 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 Hawai'i 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 Hawai'i Foodbank, Laura Kay served on the executive leadership teams at Goodwill Hawaii and Kroc Center Hawai'i and served Hawai'i'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 Hawai'i at Manoa.*

*Curtis Leong, Vice President & Chief Financial Officer: Curtis Leong has oversight of Finance and Administration, Human Resources, and Information Technology. He is a senior executive with extensive non-profit and for-profit experience. Curtis worked as a CFO for the past 20+ years with American Machinery, Girl Scouts of Hawai'i, EA Buck Financial Services, and Asian and Pacific Islander American Health Forum with oversight of numerous functions; Human Resources, IT, Property Management, Finance, Accounting, Licensing and Contracting, and Risk Management. Prior to becoming a CFO, Curtis worked as a Senior Analyst and Internal Auditor with Amfac/JMB Hawai'i, Inc. as well as an audit professional with Coopers & Lybrand in California's Silicon Valley. He has a Bachelor of Science in Accounting degree from San Jose State University and a Master of Business Administration degree from Simon Fraser University in British Columbia, Canada.*

*Gene Caliwag, Vice President of Operations: Gene Caliwag oversees all operations for both the O'ahu and Kaua'i branches. He joined Hawai'i Foodbank in March 2022 and brings more than 30 years in leadership roles for both for-profit and nonprofit organizations, with over 25 years' experience in distribution, transportation, supply chain and warehouse operations. He most recently was the general manager for C&S Wholesale Grocers Hawai'i, one of the largest privately-held retail grocery distribution companies in the nation with over \$30B in annual revenue. He was also the CEO for Pacific Historic Parks (USS Arizona Memorial) and held executive positions with Hawai'i Pacific Health, OfficeMax/Office Depot and Cardinal Health. He has a bachelor's*

*degree in business administration from San Jose State University, associate of arts degree from Chabot College and completed the executive education program with the University of Notre Dame, Mendoza College of Business.*

*Kim Bartenstein, Director of Agency Relations: Kim Bartenstein has worked for Hawai'i Foodbank since 2002 and leads the Agency Relations team, working with the Foodbank's partner agency network. Kim is also responsible for directing Foodbank program, such as 'Ohana Produce Plus, and she oversees state and federal programs such as the Commodity Supplemental Food Program (CSFP), the Senior Farmers' Market Nutrition Program (SFMNP), The Emergency Food Assistance Program (TEFAP), and Temporary Assistance for Needy Families (TANF).*

*Wesley Perreira, Kaua'i Branch Director – Wesley Perreira manages daily operations on Kaua'i and has worked for Hawai'i Foodbank for over 10 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 Hawai'i at Hilo.*

*Bartenstein and Perreira will work with the operations, agency, and programs teams at the Foodbank to implement the mobile pantry program.*

## **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.

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

*In addition, Hawai'i 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 2023-24 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2023-24, but
- (b) Not received by the applicant thereafter.

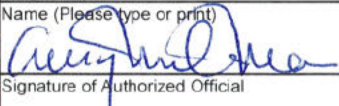
*Hawai'i Foodbank fundraises year-round to ensure we are able to meet the needs of those in our community facing food insecurity. We continue to purchase food at a significantly higher rate than pre-pandemic and anticipate continuing this model for the foreseeable future. We also anticipate that the need for food assistance will remain at an elevated level for at least two-three more years. In 2021-22, we increased our staff capacity in purchasing, fundraising, and programs to better serve our communities.*

*This State GIA will allow Hawai'i Foodbank to make a strategic investment that will increase our distribution activities across the islands of O'ahu and Kaua'i for several years to come. We will continue our fundraising efforts to cover the ongoing costs, such as staffing, vehicle maintenance, food purchase, and fuel, associated with operating the mobile pantry program.*

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

Applicant: Hawaii Foodbank, Inc.

| BUDGET CATEGORIES                       | Total State Funds Requested<br>(a) | Total Federal Funds Requested<br>(b)   | Total County Funds Requested<br>(c) | Total Private/Other Funds Requested<br>(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. Insurance                            |                                    |  |                                     |  |
| 3. Lease/Rental of Equipment            |                                    |  |                                     |  |
| 4. Lease/Rental of Space                |                                    |  |                                     |  |
| 5. Staff Training                       |                                    |  |                                     |  |
| 6. Supplies                             | 5,000                              |  |                                     |  |
| 7. Telecommunication                    |                                    |  |                                     |  |
| 8. Utilities                            |                                    |  |                                     |  |
| 9                                       |                                    |  |                                     |  |
| 10                                      |                                    |  |                                     |  |
| 11                                      |                                    |  |                                     |  |
| 12                                      |                                    |  |                                     |  |
| 13                                      |                                    |  |                                     |  |
| 14                                      |                                    |  |                                     |  |
| 15                                      |                                    |  |                                     |  |
| 16                                      |                                    |  |                                     |  |
| 17                                      |                                    |  |                                     |  |
| 18                                      |                                    |  |                                     |  |
| 19                                      |                                    |  |                                     |  |
| 20                                      |                                    |  |                                     |  |
| TOTAL OTHER CURRENT EXPENSES            | 5,000                              |  |                                     |  |
| C. EQUIPMENT PURCHASES                  |                                    |  |                                     |  |
| D. MOTOR VEHICLE PURCHASES              | 645,000                            |  |                                     |  |
| E. CAPITAL                              |                                    |  |                                     |  |
| <b>TOTAL (A+B+C+D+E)</b>                | <b>650,000</b>                     |  |                                     |  |
| <b>SOURCES OF FUNDING</b>               |                                    | Budget Prepared By:  |                                     |  |
| (a) Total State Funds Requested         |                                    | Lucy Thoms   | 808-954-7888                        |  |
| (b) Total Federal Funds Requested       |                                    | Name (Please type or print)  | Phone                               |  |
| (c) Total County Funds Requested        |                                    |  | 1-19-23                             |  |
| (d) Total Private/Other Funds Requested |                                    | Signature of Authorized Official   | Date                                |  |
| <b>TOTAL BUDGET</b>                     | <b>650,000</b>                     | Amy Miller Marvin, President and CEO   |                                     |  |
|   |                                    | Name and Title (Please type or print)  |                                     |  |





## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2023 to June 30, 2024

Applicant: Hawaii Foodbank, Inc.

| DESCRIPTION<br>EQUIPMENT | NO. OF<br>ITEMS | COST PER<br>ITEM | TOTAL<br>COST | TOTAL<br>BUDGETED |
|--------------------------|-----------------|------------------|---------------|-------------------|
|                          |                 |                  | \$ -          |                   |
|                          |                 |                  | \$ -          |                   |
|                          |                 |                  | \$ -          |                   |
|                          |                 |                  | \$ -          |                   |
|                          |                 |                  | \$ -          |                   |
| TOTAL:                   |                 |                  |               |                   |

JUSTIFICATION/COMMENTS:

| DESCRIPTION<br>OF MOTOR VEHICLE           | NO. OF<br>VEHICLES | COST PER<br>VEHICLE | TOTAL<br>COST | TOTAL<br>BUDGETED |
|---|--------------------|---------------------|---------------|-------------------|
| 16-foot Park It Market Refrigerated Truck | 2.00               | \$322,500.00        | \$ 645,000.00 |                   |
|   |                    |                     | \$ -          |                   |
|   |                    |                     | \$ -          |                   |
|   |                    |                     | \$ -          |                   |
|   |                    |                     | \$ -          |                   |
| TOTAL:                                    | 2                  |                     | \$ 645,000.00 |                   |

JUSTIFICATION/COMMENTS 16-foot Par It Market Refrigerated trucks plus shipping. The truck quote we based this request on is an International CV515 truck outfitted with doors  
 an awning, shelving, generator, HFB branding, and hand sink. Quote received from Cooler Management LLC via Westmoreland Food Bank in 2022.

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2023 to June 30, 2024

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: 2021-2022                                | FY: 2022-2023 | FY:2023-2024          | FY:2023-2024                     | FY:2024-2025                         | FY:2025-2026 |
| PLANS                                   |  |               |                       |                                  |                                      |              |
| LAND ACQUISITION                        |  |               |                       |                                  |                                      |              |
| DESIGN                                  |  |               |                       |                                  |                                      |              |
| CONSTRUCTION                            |  |               |                       |                                  |                                      |              |
| EQUIPMENT                               |  |               |                       |                                  |                                      |              |
| <b>TOTAL:</b>                           |  |               |                       |                                  |                                      |              |
| JUSTIFICATION/COMMENTS: Not applicable. |  |               |                       |                                  |                                      |              |

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

Applicant: Hawaii Foodbank, Inc.

Contracts Total: \$ 13,715,761.18

|    | <b>CONTRACT DESCRIPTION</b>  | <b>EFFECTIVE DATES</b> | <b>AGENCY</b> | <b>GOVERNMENT ENTITY<br/>(U.S./State/Hawaii/<br/>Honolulu/ Kauai/<br/>Maui County)</b> | <b>CONTRACT VALUE</b> |
|----|--|------------------------|---------------|--|-----------------------|
| 1  | Senior Farmers Market Nutrition Program (Oahu)                               | CY2020                 | Dept of Labor | State  | \$ 277,361.00         |
| 2  | Senior Farmers Market Nutrition Program (Kauai)                              | CY2020                 | Dept of Labor | State  | \$ 14,922.00          |
| 3  | Senior Farmers Market Nutrition Program (Oahu)                               | CY2021                 | Dept of Labor | State  | \$ 299,548.00         |
| 4  | Senior Farmers Market Nutrition Program (Kauai)                              | CY2021                 | Dept of Labor | State  | \$ 14,800.00          |
| 5  | Senior Farmers Market Nutrition Program (Oahu)                               | CY2022                 | Dept of Labor | State  | \$ 351,593.00         |
| 6  | Senior Farmers Market Nutrition Program (Kauai)                              | CY2022                 | Dept of Labor | State  | \$ 19,120.00          |
| 7  | Senior Farmers Market Nutrition Program (Oahu)                               | CY2023                 | Dept of Labor | State  | \$ 337,369.66         |
| 8  | Senior Farmers Market Nutrition Program (Kauai)                              | CY2023                 | Dept of Labor | State  | \$ 15,950.00          |
| 9  | Temporary Emergency Food Assistance Program (Oahu)                           | FFY2020                | Dept of Labor | State  | \$ 187,111.00         |
| 10 | Temporary Emergency Food Assistance Program (Kauai)                          | FFY2020                | Dept of Labor | State  | \$ 82,902.00          |
| 11 | Temporary Emergency Food Assistance Program (Oahu)                           | FFY2021                | Dept of Labor | State  | \$ 263,944.00         |
| 12 | Temporary Emergency Food Assistance Program (Kauai)                          | FFY2021                | Dept of Labor | State  | \$ 21,510.00          |
| 13 | Temporary Emergency Food Assistance Program (Oahu) (possible add'l funding)  | FFY2022                | Dept of Labor | State  | \$ 109,199.00         |
| 14 | Temporary Emergency Food Assistance Program (Kauai) (possible add'l funding) | FFY2022                | Dept of Labor | State  | \$ 8,884.00           |
| 15 | Temporary Emergency Food Assistance Program (Oahu)                           | FFY2023                | Dept of Labor | State  | \$ 181,640.35         |
| 16 | Temporary Emergency Food Assistance Program (Kauai)                          | FFY2023                | Dept of Labor | State  | \$ 17,149.32          |
| 17 | Oahu Food Purchase CT-DCS-2000034  | FY2020                 | DCS           | C&C of Honolulu  | \$ 125,000.00         |
| 18 | Oahu Food Purchase CT-DCS-2100032  | FY2021                 | DCS           | C&C of Honolulu  | \$ 125,000.00         |
| 19 | Oahu Food Purchase CT-DCS-2000023  | FY2022                 | DCS           | C&C of Honolulu  | \$ 200,000.00         |
| 20 | State Emergency Food Assistance Program                                      | FY2023                 | Dept of Labor | State  | \$ 1,326,600.00       |

|    |   |                      |   |         |               |
|----|---|----------------------|---|---------|---------------|
| 21 | State of Hawaii Grant in Aid                | FY2023               | Dept of Labor   | State   | \$ 200,000.00 |
| 22 | Commodity Supplemental Food Program (Oahu)  | FFY2020              | Dept of Labor   | State   | \$ 134,388.00 |
| 23 | Commodity Supplemental Food Program (Kauai) | FFY2020              | Dept of Labor   | State   | \$ 16,952.00  |
| 24 | Commodity Supplemental Food Program (Oahu)  | FFY2021              | Dept of Labor   | State   | \$ 142,347.00 |
| 25 | Commodity Supplemental Food Program (Kauai) | FFY2021              | Dept of Labor   | State   | \$ 17,964.00  |
| 26 | Commodity Supplemental Food Program (Oahu)  | FFY2022              | Dept of Labor   | State   | \$ 135,969.00 |
| 27 | Commodity Supplemental Food Program (Kauai) | FFY2022              | Dept of Labor   | State   | \$ 17,159.00  |
| 28 | Commodity Supplemental Food Program (Oahu)  | FFY2023              | Dept of Labor   | State   | \$ 162,280.00 |
| 29 | Commodity Supplemental Food Program (Kauai) | FFY2023              | Dept of Labor   | State   | \$ 18,515.00  |
| 30 | Temporary Assistance to Needy Families      | CY2020               | Dept of Human Services  | State   | \$ 375,000.00 |
| 31 | Temporary Assistance to Needy Families      | CY2021               | Dept of Human Services  | State   | \$ 375,000.00 |
| 32 | Temporary Assistance to Needy Families      | CY2022               | Dept of Human Services  | State   | \$ 375,000.00 |
| 33 | Temporary Assistance to Needy Families      | CY2023               | Dept of Human Services  | State   | \$ 450,000.00 |
| 34 | SNAP Outreach                               | FFY2023              | Dept of Human Services  | State   | \$ 369,417.85 |
| 35 | EFSP Phase 37 (Kauai)                       | July 2020 - May 2021 | U.S. Dept of Homeland Security Federal Emergency Management Agency (DHS/FEMA) | Federal | \$ 7,020.00   |
| 36 | EFSP Phase 37 (Oahu)                        | July 2020 - May 2021 | U.S. Dept of Homeland Security Federal Emergency Management Agency (DHS/FEMA) | Federal | \$ 33,300.00  |
| 37 | EFSP Phase CARES (Kauai)                    | July 2020- Oct 2021  | U.S. Dept of Homeland Security Federal Emergency Management Agency (DHS/FEMA) | Federal | \$ 23,770.00  |
| 38 | EFSP Phase CARES (Oahu)                     | July 2020- Oct 2021  | U.S. Dept of Homeland Security Federal Emergency Management Agency (DHS/FEMA) | Federal | \$ 77,700.00  |
| 39 | EFSP Phase 38 (Kauai)                       | July 2020- Oct 2021  | U.S. Dept of Homeland Security Federal Emergency Management Agency (DHS/FEMA) | Federal | \$ 28,979.00  |

|    |  |                       |   |                 |                 |
|----|--|-----------------------|---|-----------------|-----------------|
| 40 | EFSP Phase 38 (Oahu)   | July 2020- Oct 2021   | U.S. Dept of Homeland Security Federal Emergency Management Agency (DHS/FEMA) | Federal         | \$ 129,971.00   |
| 41 | EFSP Phase 39 plus ARPA (Kauai)  |                       | U.S. Dept of Homeland Security Federal Emergency Management Agency (DHS/FEMA) | Federal         | \$ 79,972.00    |
| 42 | EFSP Phase 39 plus ARPA (Oahu)   |                       | U.S. Dept of Homeland Security Federal Emergency Management Agency (DHS/FEMA) | Federal         | \$ 642,922.00   |
| 43 | Building a More Resilient Hawaii DCS-2100241.v2                            | Nov 2020 – Jan 2021   | Dept of Community Service   | C&C of Honolulu | \$ 200,000.00   |
| 44 | City & County of Honolulu, 20-HCF-106259                                   | Aug 2020 – Nov 2020   | In partnership w/ Hawaii Community Fdn  | C&C of Honolulu | \$ 15,832.00    |
| 45 | 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 |
| 46 | 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   |
| 47 | Rise Resiliently Kauai   | Sept 2020 – Dec 2020  |   | County of Kauai | \$ 225,000.00   |
| 48 | Kupuna Kare 4 Farmers Fare Phase II  | June 2020 – Sept 2020 |   | County of Kauai | \$ 150,000.00   |
| 49 | Kupuna Kare 4 Farmers Fare   | Mar 2020 – May 2020   |   | County of Kauai | \$ 106,700.00   |
| 50 | Kauai County Food Distribution Program                                     | May 2020 – June 2020  |   | County of Kauai | \$ 50,000.00    |
| 51 | City & County of Honolulu, for Mass Distributions                          | Apr 2020 – July 2020  | Dept of Community Service   | C&C of Honolulu | \$ 1,225,000.00 |
| 52 | CARES 1.0 Remainder PO-May-220007v1  | July 2021-Dec 2021    | Dept of Budget & Fiscal Services  | C&C of Honolulu | \$ 800,000.00   |



# HAWAII FOODBANK, INC.

**Amy Miller Marvin**  
President/CEO

