



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Vendor Name: THE KAUAI FOOD BANK, INC.

DBA/Trade Name: Kauai Independent Food Bank

Issue Date: 12/21/2022

Status: **Compliant**

Hawaii Tax#: 40456534-01

New Hawaii Tax#:

FEIN/SSN#: XX-XXX7431

UI#: XXXXXX0161

DCCA FILE#: 98016

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant


Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

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

KELVIN MONIZ | EXECUTIVE DIRECTOR

PRINT NAME AND TITLE

1/17/2023

DATE

**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.

Kauai Food Bank Inc. DBA Kauai Independent Food Bank
(Typed Name of Individual or Organization)


(Signature)

1/17/2023
(Date)

Kelvin A. Moniz
(Typed Name)

Executive Director
(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.

See attachment

2. Declaration Statement

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes.

See attachment

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.

Kauai Food Bank, Inc. agrees that this grant will be used toward the public purpose of food assurance for 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;

The Kauai Independent Food Bank (KIFB) celebrated 30 years of service in 2022. KIFB's mission continues to be: to educate, provide nutritious food for the hungry, and to respond to emergencies. This mission is accomplished through our program coordinators, hardworking staff, and many volunteers. The focus of KIFB's operations revolve around the islands most vulnerable demographics, keiki and kupuna. KIFB has curated long lasting programs and partnerships that ensure foods for these demographics. KIFB prides itself in providing to diverse communities without the need of any requirements or prerequisites to receive foods. As an independent food bank with

only a full-time staff of seven, KIFB sets themselves apart through deep connections with community members and by providing food services directly from the KIFB warehouse.

Developed in 1992 as a grassroots response to Hurricane Iniki, KIFB has extensive experience distributing food to those who need it most. KIFB distributes an average of 220,000 pounds of food annually, providing over 100,000 meals and snacks to those suffering from food insecurity per year.

2. The goals and objectives related to the request;

Funding sought by this grant would support future goals and current operational objectives of four KIFB programs described as follows:

- **Keiki Café** - KIFB supports Kauai student academic enrichment by providing programs with daily after school snacks. Nutritious snacks enable students to focus on what matters most - studying hard and playing harder. Students are provided daily after school snacks through various programs i.e., the Boys & Girls Club. Coordinators say that they are grateful for the snacks provided, as it saves them from having to pay out of pocket for something that is often needed. Things like fresh fruit, yogurts, granola bars, and trail mix are delivered on a weekly basis to all programs, allowing KIFB to provide snacks for over 2,500 students weekly.
- **The Backpack Program** - Students coming from in-need households often rely on free or reduced-priced school lunches. Over the weekends, these families struggle to meet the needs of their hungry keiki. Students may be left to fend for themselves or inevitably go hungry. The KIFB Backpack Program helps to alleviate financial stress. KIFB packs ready to eat foods as well as ingredients for meals that can be stretched over the weekends. Foods are packed in an easy to take home bag and allocated to students through program coordinators at the end of the week. KIFB provides food packages to multiple schools and services upwards of 250 students a week.
- **Kupuna Delivery Program** - Partnering with other prominent non-profit agencies on Kauai (County of Kauai - Agency on Elderly Affairs, Ka Hale Pono, and West Kauai United Methodist Church), KIFB is able to provide food deliveries to low-income, home bound seniors. Agencies receive meal ingredients from KIFB on a monthly basis. With their team of volunteers, each work to pack and distribute boxes to 130 kupuna in different elderly communities around Kauai.
- **Emergency Food Distributions** - Twice a month, KIFB hosts an average of 50 families through scheduled distributions based from the KIFB warehouse. Distributed foods consist of a variety of produce, dairies, meats, breads, drinks. Additionally, non-food items donated by community members, local businesses, hotels, and big box stores, are also distributed.

- Patrons that are not able to attend regularly scheduled distributions are welcome to stop by without an appointment during operating hours. Those in need with dietary restrictions, and food storage and cooking limitations, are accommodated to the best of our ability.

Currently, all programs KIFB host are in need of expansion. This demand for expansion is backed by an alarming 30% increase in demand for food. Tracked through monthly reporting, KIFB correlates this percentage increase as a direct result of pandemic-era food assistance programs coming to an end. As our island continues to open and our economy begins to regain profitability, KIFB is now serving a larger amount people compared to pre-pandemic statistics. Many community members cannot put food on the table amidst the rising cost of living. KIFB initiatives like the backpack program, keiki café, kupuna homebound delivery, and community distribution initiatives are integral toward KIFB's continued growth and to communities' wellbeing.

Expansion of KIFB programs will have an overwhelming positive effect on the overall health of the community and our local economy. The money spent supporting local farmers and ranchers stays close to home and is cycled through our local economy. Locally produced food has a shorter transport time and retains a higher nutrient density than imported food. Higher nutrient density allows keiki and kupuna to gain better health benefits while reducing the amount of foods needed to meet health standards and actively avoiding malnutrition. KIFB is working to expand our current capacity to meet the growing needs of our community. We strive to support local farmers and ranchers by prioritizing these purchases over others from big box stores.

Mayor Derek Kawakami, signed Bill No. 2875, Draft 2, to improve the incentive system for Kauai agriculture. The Kauai County Council members commented in article written by the Garden Island Newspaper stating that "Kauai needs to promote food production, livestock, fruits, vegetables, and grains to ensure we can and will be sustainable," and that "the time is now to diversify into co-op ranching." KIFB's priorities to purchase locally grown and raised products are in line with the future of agriculture on Kauai. These priorities align with the priorities directly impacting the quality of life, educational support, and health of those in our community.

3. The public purpose and need to be served;

It is critical to get food to those who need it most. According to most recent data published by Feeding America, Kauai County shows an overall 14.2%, or 10,250 individuals that experienced food insecurity in that given year (2020). This data implores KIFB to expand our time-tested programs to further alleviate or at least aid food insecurity in our community.

4. Describe the target population to be served;

This grants' target population to be served would be those experiencing food insecurity. KIFB also branches to support students in afterschool programs, students who rely on school lunch as a price-reduced meal, and low-income homebound kupuna.

5. Describe the geographic coverage.

This grant would be used to service the geographic area of Kauai while also supporting families and students from Niihau that currently reside on Kauai.

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;

KIFB exists to provide foods for the food insecure of Kauai and Niihau and to alleviate financial hardships that rising costs may cause. KIFB's combined goal as an organization is to ensure that surrounding communities have the necessary access to foods in order to not only survive, but thrive.

The KIFB warehouse acts as an intermediary storage for foods until ready to be allocated. Roughly 15% of foods in the warehouse are purchased first hand. Purchased foods are mainly used for school programs and kupuna homebound delivery. Demand dependent, KIFB may host major community distributions, serving hundreds of families in one day. These major distributions also used purchased foods to ensure equality and food safety in items disbursed.

Donated items account for the other 85% of warehouse inventory. Community members are encouraged to make conscious donations and many even go out of their way to purchase products to donate (these items are still classified as donated and separated from program use). KIFB hosts a multitude of community collections through food drives with different organizations, businesses, and dedicated individuals. Foods that are donated are sorted into a category system, inventoried, examined to ensure food safety, then either put onto our shelves to be allocated. Foods not fit for distribution are either donated to a local pig farmer, recycled, or discarded, then inventoried out accordingly.

KIFB staff begin their day before 8am, preparing the warehouse for daily operations. Warehouse staff start by doing a walk-through of the work area to ensure safe working standards such as but not limited to, clear and clean areas, correct refrigeration temperatures, and vehicle inspections. Warehouse doors open up at 8am. Patrons, donors, and agency shoppers are now welcome without an appointment.

Patrons in need are asked a set of minimally intrusive questions to determine family size, and their ability to cook and store foods properly. Patrons are asked to wait in their vehicle while KIFB warehouse staff prepare a food box. Food boxes are designed to be well rounded using healthy and nutritious donated items. Foods are weighed out of their assorted category and inventoried out of the online data base.

Donors are met at their car by KIFB staff and are assisted in the unloading process. Both perishable and non-perishable foods are accepted as donation. Non-food items are also accepted and may be purchased by agencies or given out through community distributions. Goods are weighed in, separated by category, and given to a second warehouse employee or volunteer to be examined and eventually put on our shelves. Receipts are offered to donors as a tax-deductible expense.

Agencies are welcome without appointment to shop at a shared maintenance fee of \$0.19/ pound. All goods are available to agencies except for foods purchased directly by KIFB. Agencies act as the arms of the food bank. Agencies reach further than KIFB providing food and necessities to niche communities around the island.

While warehouse staff assist with walk-ins, other KIFB staff are also working on background operations including warehouse inventories, data entry, grant writing, operation feasibility, program communications, and donor management.

KIFB also utilize certified drivers to conduct delivery and food donation pick-ups. Drivers begin their day by checking their vehicle for safe and efficient daily use. Foods are weighed out and loaded into KIFB vehicles to take to coordinators. Drivers also have the responsibility of picking up foods at consistent donor locations. Consistent donors can request that our driver add their location to our stop lists. Drivers also work to evaluate food consumption at programs and any upcoming needs that program coordinators may have.

All KIFB staff continuously do their best to stay involved with its community through its presence and participation in outreach and external events. All staff make sure to check-in with unattended walk-ins to make sure they have been helped.

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

A projected annual time line for accomplishing the goals and services related to this grant are represented as follows:

Initially, program needs will be assessed to see current usage and expenditures. Evaluations will be made dependent of funding. With more funding KIFB would work to purchase higher quality and more nutrient dense foods for program use. These changes will be implemented and evaluated by program coordinators and KIFB staff.

Purchasing of program foods related to this grant would be demand dependent. If school is on break, purchases involving school programs will vary. The keiki café program would stop completely, while the backpack program, approaching a short break, would see an influx of purchases to account for a longer period of possible food insecurity. KIFB will distribute a larger set of foods to provide for students and their families over these short breaks. The kupuna program would remain consistent with purchasing for the full duration of this grant. Emergency distribution food purchases would also be demand dependent. During the holiday season data regularly shows an increase in food needs during these months.

Accomplishments will be measured through monthly reporting and held against benchmarks set from reports prior.

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

KIFB intends to assess program feasibility and ensure the quality of plan implementation by external parties through monitoring, and evaluating at every step. Check-ins are done on program delivery days. Monthly, reports are required to be submitted by coordinators to KIFB to assess the functionality of food distribution. Coordinators are encouraged to give feedback on any positive or negative experiences involving the program. Issues that come up are addressed to the best of KIFB's ability and change is implemented accordingly.

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.

KIFB will report measures of effectiveness through general data collection of monies spent, appropriate general demographic information of peoples served that may be needed, in addition to, all grant reporting requirements.

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)

See attachments

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
\$25,000	\$25,000	\$25,000	\$25,000	\$100,000

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

KIFB actively seeks and encourages community contribution. Additionally, KIFB applies for grants through the Hawaii Community Foundation.

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.

NA

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.

See attachment

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

\$595,028.26

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.

Oversight and utilization of grant funds will be done by the KIFB management team. Including Executive Director, Kelvin Moniz, KIFB Programs Coordinator, Controller, and Warehouse Manager.

KIFB has operated these programs for over 10 years with learned success. Annual program reviews with program coordinators, education administration, parents, and KIFB staff, provide the basis for the continued betterment of programs. Years of program operation prove experience pertinent to the request of this grant.

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.

KIFB's facilities located conveniently next to a Kauai Bus route stop at 3285 Waapa Road, Lihue, boasts a 10,000 sq. ft. warehouse. KIFB houses 2 refrigerated vehicles, a transit van, and a Class B box truck. KIFB fully purchased their warehouse building in 2022 and seeks to continue to expand operation facilities for future program development. Business hours are Monday through Friday, 8am to 4pm. Facilities include a large walk-in refrigerator, 5 double door freezers, 2 forklifts, and apt storage for both perishable and non-perishable goods.

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.

KIFB staff have years of combined experience in nonprofit and food security including:

- Executive Director - Kelvin Moniz has over 40 years of experience in responding to emergencies and assisting the community in times of need in both military and

civilian capacities. Kelvin has been with KIFB for 23 years and oversees the operations of the entire organization.

- Controller - Barbara Almeida ensures all income and expenditures relating to KIFB programs and operations are appropriately documented and charged to the correct funding source while monitoring operations for ways in which to save the organization money.
- Warehouse Manager - Rizaldy Tolentino identifies, procures, and stores the foods required for all KIFB programs and oversees delivery to our program partners.
- Development Coordinator - Jennifer Harper is responsible for grant preparation, submission and reporting, donor management, and campaign marketing.
- Programs Coordinator - Kawai Gampon works with programs and agencies through evaluations, reporting, and general communications. Additionally, the planning and implementation of marketing and public events. Also assists with grant reporting and submissions.
- Warehouse/Admin - Ammon Kakazu assists with the warehouse operations and data entry of food donations and distributions.
- Driver - Kaiwi Aki drives to deliver program foods to coordinators, also picks up donated and purchased products. Assists in warehouse operations.
- KIFB Board of Directors - responsible for management and control of affairs relating to KIFB.
- KIFB is also supported by numerous volunteers that assist in the warehouse inventories and distributions.

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.

See attachment

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.

Executive Director – \$84,000.00
Controller – \$60,000.00
Warehouse Manager – \$47,112.00

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.

NA

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.

KIFB is compliant and works to uphold the standards of: Department of Health, OSHA/HIOSH, and Fire Safety Requirements.

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.

NA

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

KIFB has a strong long-lasting relationship with its community donors, major individual contributors, and generous grantors. KIFB hopes to uphold these relationships through community outreach and communications. KIFB will continue to seek grants through private sectors, in hopes to expand operation initiatives. KIFB takes into account input from its surrounding communities to actively improve on existing standards and capabilities.

Kauai Independent Food Bank 2022—2023 Organizational Chart

Kauai Food Bank
Board of Directors

Kauai Food Bank
Executive Director
Kelvin A. Moniz

Warehouse Manager
Rizaldy Tolentino

Controller
Barbara Almeida

Development Associate
Jennifer Harper

Programs Coordinator
Kawai Gampon

Program/Warehouse
Ammon Kakazu

WHSE/Driver
TBD

WHSE/Driver
Kaiwi Aki

Kauai Independent Food Bank 2024 Organizational Chart

Kauai Food Bank
Board of Directors

Kauai Food Bank
Executive Director
Kelvin A. Moniz

Assistant Director
TBD

Controller
Barbara Almeida

Programs Coordinator
Kawai Gampon

Development Associate
Jennifer Harper

Warehouse Manager
Rizaldy Tolentino

Program/Development Clerk
Ammon Kakazu

WHSE/Driver
TBD

WHSE/Driver
Kaiwi Aki

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2023 to June 30, 2024

Applicant: Kauai Food Bank, 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
TOTAL:						
JUSTIFICATION/COMMENTS:						

Grant Budget	Overhead to run Programs	Emergency	Kupuna	Keiki	Backpack	TOTAL
ALLOCATION PERCENTAGE	50%	12.50%	12.50%	12.50%	12.50%	100.00%
Cost of Goods	\$50,000.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$100,000.00
5005 - Purchased Food		12,500.00	12,500.00	12,500.00	12,500.00	\$50,000.00
Total - 5000 - Cost of Goods						
5100 - Personnel						
5105 - Salaries	10,000.00					\$10,000.00
5110 - Wages	9,060.00					\$9,060.00
Total - 5100 - Personnel	19,060.00					\$19,060.00
5200 - Payroll Taxes & Benefits						
5205 - Payroll Taxes	3,240.00					\$3,240.00
5210 - Payroll Benefits	\$5,000.00					\$5,000.00
Total - 5200 - Payroll Taxes & Benefits	\$8,240.00					\$8,240.00
5300 - Professional Fees						
5320 - Payroll Processing Fees	\$600.00					\$600.00
Total - 5300 - Professional Fees	600.00					\$600.00
5400 - Occupancy						
5410 - Electricity	\$8,000.00					\$8,000.00
5411 - Water	\$600.00					\$600.00
5425 - Pest Control	\$1,000.00					\$1,000.00
5430 - Trash	\$1,500.00					\$1,500.00
Total - 5400 - Occupancy	\$11,100.00					\$11,100.00
5510 - Vehicle Gas & Oil	\$2,000.00					\$2,000.00
Total - 5500 - Vehicle Expense	\$2,000.00					\$2,000.00
5710 - Warehouse Supplies	\$1,000.00					\$1,000.00
5715 - Program Supplies	\$5,000.00					\$5,000.00
Total - 5700 - Office/Warehouse Expense	\$6,000.00					\$6,000.00
5805 - Telephone	\$1,000.00					\$1,000.00
5810 - Internet	\$1,000.00					\$1,000.00
Total - 5800 - Communications Expense	\$2,000.00					\$2,000.00
6010 - Mileage	\$1,000.00					\$1,000.00
Total - 6000 - Travel, Training & Meetings	\$1,000.00					\$1,000.00
Total - Expense	50,000.00	12,500.00	12,500.00	12,500.00	12,500.00	100,000.00

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2023 to June 30, 2024

Applicant: Kauai Food Bank, Inc.

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

JUSTIFICATION/COMMENTS:

NA

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

JUSTIFICATION/COMMENTS:

NA

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Kauai Food Bank, Inc.

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

KAUAI INDEPENDENT FOOD BANK
2023, 2024 & 2025 PROPOSED BUDGETS Final Approved

	PROPOSED 2023	PROPOSED 2024	PROPOSED 2025
4000 CONTRIBUTION REVENUE			
4005 Contributions - Individuals	300,000.00	350,000.00	400,000.00
4010 Contributions - Business	120,000.00	132,000.00	145,200.00
4015 Contributions - Foundations & Trusts	150,000.00	165,000.00	180,000.00
4025 Contributions - Direct Mail	60,000.00	75,000.00	90,000.00
4030 Contributions - Major Donors	30,000.00	40,000.00	50,000.00
4100 IN KIND DONATIONS			
4105 Donated Food	320,000.00	350,000.00	400,000.00
4110 Donated Non Food	5,000.00	5,000.00	5,000.00
4120 Donated Services			
4200 GRANTS - PRIVATE			
4205 Grant Revenue	350,000.00	400,000.00	450,000.00
4230 Foundation/Trust grants			
4300 PROGRAM REVENUE			
4305 SMC Fees	5,000.00	5,000.00	5,000.00
4310 Other Program Revenue	-	-	-
4315 Sale of Donated Assets	5,000.00	5,000.00	5,000.00
4400 INVESTMENT REVENUE			
4405 Interest Income	150.00	200.00	250.00
4410 Dividend Income	5,500.00	7,000.00	7,000.00
4415 Realized Gain/Loss on Investments	20,000.00	20,000.00	20,000.00
4420 Unrealized Gain/loss on Investments	2,500.00	2,500.00	2,500.00
4700 Other Revenue			
4710 Rental Income	57,907.56	57,907.56	57,907.56
TOTAL REVENUE	1,431,057.56	1,614,607.56	1,817,857.56
5000 COST OF GOODS			
5005 Purchased Food	350,000.00	350,000.00	350,000.00
5010 Donated Food	150,000.00	150,000.00	150,000.00
5011 Donated Non-Food	10,000.00	10,000.00	10,000.00
5016 Inventory Adjustment - Discarded Food	90,000.00	90,000.00	90,000.00
Gross Profit	831,057.56	1,014,607.56	1,217,857.56
EXPENDITURES			
5100 SALARIES & WAGES			
5105 Salaries - Full Time	271,638.81	285,220.75	299,481.79
5110 Wages - Full Time	82,160.00	87,360.00	92,560.00
5200 PAYROLL TAXES AND BENEFITS			
5205 Payroll Taxes	20,591.09	21,684.20	22,816.83
5210 Payroll Benefits	38,033.37	40,052.43	42,144.49
5215 Pension	21,227.93	22,354.85	23,522.51
5225 Workers Comp Insurance	14,576.51	15,350.33	16,152.12
TOTAL PERSONNEL EXPENSE	448,227.71	472,022.55	496,677.74

PROPOSED 2023 PROPOSED 2024 PROPOSED 2025

5300 PROFESSIONAL FEES

5305 Professional Fees - Accounting	-	-	-
5310 Audit & Tax Preparation	13,000.00	13,000.00	13,000.00
5320 Payroll Processing Fees	1,950.00	1,950.00	1,950.00
5325 Professional Fees - Investments	8,000.00	8,080.00	8,160.80
5326 Professional Fees - Prop. Mgmt Commissions	4,800.00	5,000.00	5,000.00
5330 Professional fees -Computer	4,000.00	4,200.00	4,400.00
5335 Professional Fees - Computer Backup	-	-	-
5336 Professional Fees - Website	500.00	500.00	500.00
5340 Professional Fees - Fund Raising	5,000.00	5,000.00	5,000.00
5345 Contract Expense	-	-	-
5350 Property Taxes	5,292.94	5,292.94	5,292.94

5400 OCCUPANCY

5405 Rent - Building			
5406 Land Lease	53,600.00	53,600.00	53,600.00
5410 Electricity	25,038.00	26,790.66	28,666.01
5411 Water	600.00	700.00	800.00
5415 Other Utilities			
5420 Repairs & Maintenance - Building	3,210.00	3,434.70	3,675.13
5425 Pest Control	749.00	801.43	857.53
5430 Trash	6,420.00	6,869.40	7,350.26
5435 Maintenance Contracts - Equipment			
5440 Equipment Rent	504.00	550.00	600.00

5500 VEHICLES

5510 Vehicle Gas & Oil	4,280.00	4,579.60	4,900.17
5515 Licenses & Fees	2,140.00	2,289.80	2,450.09
5520 Repairs and Maintenance - Vehicles	2,675.00	2,862.25	3,062.61
5525 Shipping	-	-	-

5600 INSURANCE

5605 Vehicle Insurance	6,420.00	6,869.40	7,350.26
5610 General Liability Insurance	12,840.00	13,738.80	14,700.52
5815 Crime Insurance	-	-	-
5620 Directors & Officers Liability Insurance	1,872.50	2,003.58	2,143.83
5625 Volunteer Insurance	428.00	457.96	490.02
5635 TDI Insurance	1,284.00	1,373.88	1,470.05

5700 Office/Warehouse Expense

5705 Office Supplies	3,210.00	3,434.70	3,675.13
5710 Warehouse Supplies	1,140.00	1,140.00	1,140.00
5715 Program Supplies	1,000.00	1,000.00	1,000.00
5720 Printing & Publications	4,950.00	5,445.00	5,989.50
5725 Special Events Supplies	3,000.00	3,000.00	3,000.00
5730 Postage	3,300.00	3,630.00	3,993.00
5735 Equipment Repair	1,000.00	1,200.00	1,400.00
5740 Small Equipment - <\$5,000	3,500.00	4,000.00	4,500.00
5745 Uniforms	1,000.00	1,000.00	1,000.00

5800 COMMUNICATIONS

5805 Telephone	3,000.00	3,210.00	3,434.70
5810 Internet	642.00	686.94	735.03

	PROPOSED 2023	PROPOSED 2024	PROPOSED 2025
5900 Fund Raising Expense	-	-	-
5905 Food Drive Expense	3,000.00	3,000.00	3,000.00
5910 Direct Mail Expense	6,000.00	6,000.00	6,000.00
5915 Marketing & Advertising	10,000.00	10,000.00	10,000.00
6000 TRAVEL, TRAINING & MEETINGS	-	-	-
6005 Vehicle Rental	1,000.00	1,000.00	1,000.00
6010 Mileage	5,000.00	5,000.00	5,000.00
6015 Out of Town Travel	2,500.00	2,500.00	2,500.00
6020 Training	1,500.00	1,500.00	1,500.00
6025 Meetings	500.00	500.00	500.00
6030 Staff Events	500.00	500.00	500.00
6035 Meals & Hotel	535.00	572.45	612.52
6040 Board Meetings	267.50	286.23	306.26
6100 VOLUNTEER COSTS	-	-	-
6105 Volunteer Expense	535.00	572.45	612.52
6500 DEPRECIATION	-	-	-
6505 Depreciation Expense	35,102.39	37,559.56	40,188.72
6900 OTHER EXPENSE	-	-	-
6905 General Excise Tax	64.20	68.69	73.50
6906 GET Rental Tax	2,131.44	2,280.64	2,440.29
6910 Filing Fees	330.00	363.00	399.30
6915 Subscriptions	550.00	605.00	665.50
6920 Bank Fees	100.00	100.00	100.00
6925 Merchant Service Fees	2,750.00	3,025.00	3,327.50
6930 Licenses and Permits	1,100.00	1,210.00	1,211.00
6935 Membership Dues	1,100.00	1,200.00	1,300.00
6940 Software Users Fee	12,795.00	300.00	300.00
6990 Miscellaneous Expense	-	-	-
6995 Bad Debt Expense	-	-	-
TOTAL NON PERSONNEL EXPENSE	277,705.97	275,834.05	286,824.67
Total Expense	725,933.68	747,856.60	783,502.41
NET EXCESS/DEFICIT	105,123.88	266,750.96	434,355.15
Beginning Net Assets	1,152,696.49	1,257,820.37	1,524,571.32
ENDING NET ASSETS	1,257,820.37	1,524,571.32	1,958,926.47