

**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:
Feeding Hawaii Together Trade Name: The Pantry

Amount of State Funds Requested: \$ 425,644

Brief Description of Request (Please attach word document to back of page if extra space is needed):
Hawaii's food insecure population is growing, given the end of pandemic-related assistance amidst the inflationary price of food. State GIA funds would help ensure The Pantry serves as a sustainable safety net to address food security needs both now and in the long run. Funds would support The Pantry's efforts to build capacity through partnerships with farmers, fisheries, ranchers and distributors, strengthening Hawaii's ability to respond to future emergencies impacting Oahu's local food systems.

Amount of Other Funds Available:	Total amount of State Grants Received in the Past 5 Fiscal Years:
State: \$ <u>0</u>	\$ <u>125,000</u>
Federal: \$ <u>0</u>	Unrestricted Assets:
County: \$ <u>0</u>	\$ <u>674,497</u>
Private/Other: \$ <u>37,000</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	2522 Rose Street
<input type="checkbox"/> Other Non Profit	City: State: Zip:
<input type="checkbox"/> Other	Honolulu HI 96819

Contact Person for Matters Involving this Application	
Name: Jennine Sullivan	Title: Executive Director
Email: Jennine@ThePantry.org	Phone: (808) 888-0779

Federal Tax ID#: <div style="background-color: black; width: 100px; height: 15px;"></div>	State Tax ID#: <div style="background-color: black; width: 100px; height: 15px;"></div>
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<u>Jennine G. Sullivan</u> Authorized Signature	<u>Jennine Sullivan, Executive Director</u> Name and Title	<u>January 11, 2024</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) Hawaii Compliance Express Certificate (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

Jennine G. Sullivan

AUTHORIZED SIGNATURE

JENNINE SULLIVAN, EXECUTIVE DIRECTOR

PRINT NAME AND TITLE

JANUARY 11, 2024

DATE



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: FEEDING HAWAII TOGETHER.ORG

DBA/Trade Name: Feeding Hawaii Together

Issue Date: 01/11/2024

Status: **Compliant**

Hawaii Tax#: [REDACTED]

New Hawaii Tax#:

FEIN/SSN#: XX-XXX1806

UI#: XXXXXX8133

DCCA FILE#: 202613

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

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

The undersigned authorized representative of the applicant certifies the following:

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

Feeding Hawaii Together (Trade Name: The Pantry)
(Typed Name of Individual or Organization)

Jennine G. Sullivan January 11, 2024
(Signature) (Date)

Jennine Sullivan Executive Director
(Typed Name) (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. Hawaii Compliance Express Certificate (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2023.

See attached Certificate of Vendor Compliance.

2. Declaration Statement

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

See attached Declaration Statement.

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](#).

If awarded State Grant-in-Aid, funds would be used for a public purpose as described below in section ***II. Background and Summary***. Funds would be used for capacity building efforts to help ensure Feeding Hawaii Together (Trade Name: The Pantry) has the bandwidth to serve as a sustainable safety net to address food security needs both now and in the long run, particularly during emergencies as Hawaii continues to face ongoing threats to local food systems.

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 Pantry by Feeding Hawaii Together was established in 2002 with the mission of addressing Oahu's hunger crisis by providing consistent and reliable access to nutritional food. Our vision is to serve as a model for food security and sustainability in

Hawaii, ensuring food directly and immediately gets into the hands of hungry individuals and families in need year-round.

The Pantry began 22 years ago in a shared warehouse on the island of Oahu, quickly growing into one of the largest food distribution organizations in Hawaii. Development of the community surrounding the warehouse resulted in a non-renewal of the property lease as the warehouse made way for residential condominium towers, many considered luxury dwellings. For the first time in two decades, The Pantry was forced to shutter its doors in 2016, while searching for an affordable property in which to re-establish operations. With the assistance of a working Board with expertise in real estate, The Pantry located a 13,000-sf warehouse in the heart of Kalihi, which reopened debt-free to the public in April 2020 at the onset of the pandemic, thanks to CDBG funding.

The Pantry is led by Executive Director Jennine Sullivan, an accomplished professional with over 10 years of domestic and international experience in growing businesses from start-up through the enterprise level. Jennine pivoted The Pantry's food distribution services to an eCommerce model that promoted a "grocery style" shopping experience, with free items available weekly on a custom-designed website. Jennine was also instrumental in developing The Pantry App, which went live in June 2022 and is enhancing accessibility for clients through a mobile device providing information on how to tailor food and essentials based on the client's cultural/individual preferences.

2. The goals and objectives related to the request;

Over 12 months, The Pantry will accomplish the following Goals and Objectives:

Goal 1

To build capacity for The Pantry to serve an estimated 75,000 or more duplicated children and adults through our eCommerce food distribution program

Goal 2

To mitigate The Pantry's reliance on food brought in through ocean freight or air transit while building capacity to withstand natural disasters, inflation, supply chain issues, a rail shutdown or other threats to Oahu's market food supply.

Objectives

1. Register 500 new clients to The Pantry.
2. Recruit and train 300 new volunteers to serve at The Pantry, whether individually, as a group, or part of company/agency community service days/projects.
3. Secure 5 new partnerships with food sources, local farmers, growers and distributors, with all local options explored as the primary source for The Pantry's food distribution.
4. Provide vulnerable populations on Oahu with reliable, weekly access to healthy and nutritious food year-round to mitigate food insecurity.

3. The public purpose and need to be served;

With Oahu dependent on food brought in through ocean freight or air transit to meet daily needs, disruptions to the supply chain and threats of natural/manmade disasters could be catastrophic for food insecure populations.

Food insecurity not only impacts the overall wellbeing of Oahu, it remains one of the major social determinants of health for young and old alike. School-age children who lack adequate nutrition are at a disadvantage, increasing their likelihood of experiencing negative cognitive and academic challenges in subsequent school years. Studies have shown hungry and food-insecure children are more likely to repeat a grade or require special education, ultimately impacting future job prospects. Food insecure children are also more vulnerable to poor development, increased hospitalizations and behavioral health issues.

Hawaii Health Matters estimates approximately 15% of kupuna are food insecure in 2023. Food insecure seniors experience a range of health issues over the course of time, with a staggering 91% twice as likely to develop depression and 66% having heightened risk of suffering a heart attack. In less than 30 years, a projected 8 million seniors across the country will struggle with food insecurity, a disastrous situation for Oahu as 1 in 3 adults will be over 60 by 2035. A meta-analysis of data over 5 years suggests food insecure older adults have a greater incidence of chronic conditions, such as high blood pressure, stroke and arthritis, leading to escalating healthcare costs.

With the rising cost of groceries and the end of SNAP benefit emergency increases, The Pantry offers a sustainable solution to address Oahu's growing food insecurity. Aloha United Way estimates a family of four must make over \$85,000 annually to afford basic household essentials just to survive in Hawaii. Inflation has exacerbated this situation, with families expecting to spend an average of \$14,402 each year on groceries alone. Two in every five working families are now wrestling to make ends meet, with Oahu's overreliance on imported food adding to the cost of items already impacted by inflation.

As the only e-commerce, "grocery-style" free food distribution model in Hawaii, The Pantry pioneers innovative ways to address food insecurity year-round while strengthening sustainable local food systems. Unfortunately, substantial food donations have been diverted to support Maui in the wake of devastating fires, resulting in 66% less donated food along with a 30% increase in the purchase price of food. Within the scope of this project, The Pantry will collaborate with farmers, fisheries, ranchers and distributors to obtain fresh produce and food items through donations or at reduced prices. By offsetting the cost of food, The Pantry will ensure a sustainable supply of locally sourced food for Oahu's food insecure children and adults, promoting healthier nutritional choices while building capacity for the State to respond to potential emergencies that threaten Hawaii's local food system.

4. Describe the target population to be served; and

The Pantry provides a reliable, long-term and sustainable solution to Oahu's growing food insecurity, particularly during emergencies like the pandemic. As leading change agents, The Pantry supports sustainable local food systems through an eCommerce food distribution model that distributes food and essential items inclusively, equitably and with dignity.

The Pantry serves as a critical lifeline directly benefitting keiki to kupuna, ALICE families and the physically or mentally challenged throughout the City and County of Honolulu. All individuals and families register for services through our eCommerce website or app, providing information to document their income does not exceed 185% of Hawaii's poverty level. Reflecting the rich cultural diversity of Oahu communities, every single one of our clients faces financial adversity and wrestles with the challenge of meeting basic needs. A little over 2 in 3 clients are considered ALICE, over 1 in 3 have children in their households, 62% are female-led households, and 2 in every 5 are seniors.

5. Describe the geographic coverage.

The Pantry is conveniently located in the Kalihi/Palama submarket off of Middle Street with bus stops both ways two blocks down. The Pantry serves clients from Kalihi-Palama and surrounding communities, which encompass homeless shelters, public housing and tax-subsidized low-income rental units. However, The Pantry serves as a food security safety net for hurting children and adults throughout all geographical parts of Oahu, particularly as food insecurity continues to escalate in the wake of the global pandemic and record-high inflation.

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;

As part of this Grant Activity, The Pantry will build capacity essential to ensuring year-round and reliable food security resilience on Oahu both in the short- and long-term.

Over 12 months, The Executive Director will work with the Operations Manager to ensure distribution is streamlined and new clients are registered to the eCommerce site through a computer or The Pantry app, which launched June 2022. The Executive Director and Volunteer & Distribution Coordinator will collaborate with local farmers, fisheries, ranchers and distributors to offset the high cost of food through donations and/or discounted prices, while increasing the percentage of healthy food items such as fresh produce, eggs, dairy or frozen proteins available to clients weekly. Because of our commitment to focus on the health and well-being of the whole family during this

pandemic and beyond, we will also offer key essentials like face masks, hand sanitizer, baby diapers, feminine hygiene products, toiletries, household cleaning supplies and pet food. Through partnerships with nonprofits, agencies and organizations, The Pantry will also connect clients to wraparound services including but not limited to healthcare or assistance with SNAP or Med-QUEST registration.

The Volunteer & Distribution Coordinator will also work with the Executive Director to establish partnerships with businesses and community-based organizations from which to recruit an ongoing corp of volunteers, including seniors and retired kupuna. The Pantry will train and license new volunteers for their food handling certification, so they are able to assist with receiving food, packing orders and distributing selected items to individuals and families. The Warehouse Manager will oversee warehouse management, scheduling pickup and deliveries, while ensuring The Pantry's forklifts, pallet jacks and trucks are maintained and operational.

Qualified individuals will "shop" weekly online for items specific to their needs, including a weekly assortment of fresh fruit and vegetables, meat and dairy products, poultry, eggs and shelf stable goods. Distinct from part-time or popup food distribution services, The Pantry will ensure food directly and immediately gets into the hands of hungry individuals and families in need through our online portal/app or call-center that facilitates curbside grocery pickup.

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

Upon receiving the Notice to Proceed, The Pantry will accomplish the following service outcomes:

- Distribute food weekly to qualified individuals and households.
 - Analyze statistical data and identify trends.
 - Register new clients.
 - Establish partnerships with local farmers/growers and/or distributors.
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 Executive Director will track food purchases and the number of partnerships developed over 12 months with local farmers/growers, foodbanks and other distributors who donate food or offer it at reduced prices.

The Pantry's data management system will provide detailed statistical data on the number of registered users to the eCommerce website. This point-in-time data includes numbers served, as well as percentage of families with at least one member employed to give insight into the number of ALICE households struggling with food insecurity. The system also provides data on the number and percentage of registrants who are children, seniors, veterans and the disabled, as well as household information such as

the number and percentage of adults and children served and the percentage who are eligible for The Emergency Food Assistance Program aka USDA. The Pantry App will enable us to collect more accurate data in real-time, as well as capture self-reported data through questions added to the intake questionnaire, such as whether or not clients need assistance with applying for benefits, such as health insurance. The Executive Director will track data quarterly to ensure the program meets its goals and objectives.

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.

The Pantry will report quarterly progress to the State on the number of individuals served and pounds of food distributed to ensure the project is on track to meet its projected goals.

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 attached Budget Forms.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2025.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$106,411	\$106,411	\$106,411	\$106,411	\$425,644

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2025.

The Pantry submitted a \$200,000 request from City GIA FY2025 in November 2023, with decisions anticipated by Spring 2024. The Pantry will submit additional requests to local and mainland foundations in 2024 to complete funding for this 12-month project. A

\$425,644 award from State Grant-in-Aid would ensure The Pantry builds capacity to provide vulnerable food insecure children and adults with a consistent and reliable food safety net essential to withstand ongoing emergency threats to Hawaii’s local food systems.

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 2025 for program funding.

Source	Amount	Purpose
City GIA FY22	\$199,997	First-Year Start-Up Costs – Support Resilience for Oahu’s Food Insecure
City GIA FY23	\$200,000	A Food Security Safety Net During Covid and Beyond
City GIA FY24	\$200,000	Rebuilding Resilience for Oahu’s Food Insecure
State GIA FY24	\$50,000	Rebuilding Resilience for Oahu’s Food Insecure

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2023.

The balance of Feeding Hawaii Together’s current assets as of December 31, 2023 is \$674,497.

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.

With a skilled and capable workforce, debt-free warehouse and increasing pool of volunteers and partners, The Pantry is well positioned to serve as a catalyst for positive change in addressing food insecurity on Oahu, extending its impact to strengthen the State’s response to future emergencies.

As the only weekly eCommerce free food distribution program in Hawaii, The Pantry offers vulnerable populations an innovative food distribution model addressing systemic barriers that restrict equitable access to food and essential goods. Our cutting-edge client choice pantry model facilitates the acceptance of an array of products to eliminate the stigma of safety net utilization and amplify client voice by empowering individuals to tailor food and items to fit their preferences and unique situations. From 2020 – 2022, The Pantry served nearly 400,000 duplicated children and adults, distributing 6.5 million pounds of food. In 2023 alone, The Pantry experienced a 47% increase in the volume of food distributed compared to last year, distributing more than 2 million lbs of food to a record 106,347 duplicated clients.

Some testimonies from our clients demonstrate our proven success.

“After 14 surgeries and chemotherapy, R.B.’s \$1,200 monthly retirement is barely enough to cover rent and utilities. Coming to The Pantry every week for the past 1 ½ years helps R.B. pay her bills AND age in place.”

“Our family gets food stamps, but it is never enough with the high price of food. Every week, my children enjoy fresh fruits and vegetables we could never afford without the Pantry!”

Our custom-designed website and app enables us to maintain point-in-time data on the number of children, seniors, veterans, female head of households and ALICE families served at any given time. The Pantry App enables access to our online system using any smartphone or web browser to further enhance our capacity to meet the growing demand for a year-round food security safety net. The app enables us to collect accurate data in real-time, as well as capture self-reported data through questions added to the intake questionnaire, such as whether or not clients need assistance with registration through SNAP or Med-QUEST.

The app enables clients to easily check on the status of their order, including when they ordered, their next pickup date and when they are eligible to place a new order. Not only does the app enable our clients to sort their shopping experience by food category (e.g., fresh produce, dry goods, frozen foods, household products, etc.), it also facilitates the ability of volunteers to custom pack orders for clients based on generalized categories, such as “refrigerated”, “frozen” or “add at pickup” to better utilize our shelf space.

Should The Pantry be awarded State Grant-in-Aid funding, we will leverage our experience in effectively managing recent awards, including CDBG funding and grants from State and City Grant-in-Aid, as well as from local foundations and corporations.

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.

Through CDBG funding, The Pantry was able to purchase a 13,000-sf facility in the heart of Kalihi, featuring a parking lot and building connected to a warehouse, with mezzanine office space on fee simple land. Through minor capital upgrades, the facility was brought to building code in early 2020 and approved for use as a pantry, suitable for food deliveries, opening to the public at the cusp of the pandemic. All public areas and functions of the food distribution are ADA compliant, located on the first floor of the warehouse with ample room for refrigeration and pallet shelves. The large adjacent parking lot facilitates food deliveries and a contactless pick-up system for clients.

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.

Executive Director Jennine Sullivan oversees The Pantry's daily operations, as well as supervises and trains volunteers and staff. In 2022, Jennine was honored as "Women Who Mean Business," in recognition of her ability to secure partnerships during COVID, double the size of the Board, create an Advisory Board and train 1,200+ volunteers. While serving as Senior Associate of Business Creation at GE, Jennine was one of seven global employees to receive the GE CEO Award in recognition of her pivotal role in launching three transformative initiatives and creating long-term growth potential. Jennine holds a BSBA from Babson College in Massachusetts.

With a background in marketing research and finance, Executive Director Jennine Sullivan led The Pantry to remain ahead of the COVID curve, transforming operations into the only eCommerce free food distribution program in the state. Jennine is leveraging her expertise to develop a long-range strategic growth plan to not only accommodate the surge in demand, but to continue serving as a reliable lifeline to hurting food insecure families on Oahu, strengthening the state's response to emergencies despite any future challenges that lie ahead.

Jennifer Roberts serves as The Pantry's Volunteer & Distribution Coordinator. While working as a firefighter for the Honolulu Fire Department (HFD), Jennifer was instrumental in recruiting and organizing over 300 volunteers annually to facilitate and coordinate food donations and household essentials during Thanksgiving in collaboration with the Kau Kau Wagon, run by retired HFD officer Sharon Black. For 7 of the 18 years with HFD, Jennifer engaged volunteers to prepare and serve Thanksgiving meals to 1,000 houseless people on the Saturday after Thanksgiving. Jennifer helps recruit The Pantry's ongoing corp of volunteers from businesses and community-based organizations, training and licensing new volunteers for their food handling certification.

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 attached Organization Chart

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.

Position Title	Annual Salary
Executive Director	\$111,300
Operations Manager	\$65,000
Volunteer & Distribution Coordinator	\$62,000

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.

Not Applicable

2. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

Not Applicable

3. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see [Article X, Section 1, of the State Constitution](#) for the relevance of this question.

Not Applicable

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2024-25 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2024-25, but
- (b) Not received by the applicant thereafter.

By diversifying revenue streams, growing our base of partnerships and ensuring an ample supply of volunteers, The Pantry will build capacity for a long-term sustainable program able to withstand economic downturns, supply chain disruptions, natural disasters or any future contagious disease outbreaks.

At the close of 2021, The Pantry established a Fund Development Plan that serves as a roadmap to increasing revenue streams through annual giving, targeted solicitations and government funding. While we are implementing growth strategies for fund development, we anticipate this plan to take 2-3 years to achieve results.

Because The Pantry opened at the cusp of COVID, the majority of effort over the past 3 years has been focused on enhancing our eCommerce delivery model to meet the needs of thousands of Oahu residents experiencing food insecurity. Now that COVID numbers have stabilized, The Pantry plans to enhance its base of philanthropic partners through individual and small group site visits. This year, we launched “Pau Hana for the Pantry,” the inaugural year of a fundraiser to celebrate 20 years of service to the community. We anticipate this special event to eventually build momentum to become a stable source of unrestricted operating revenues in the future.

With more and more families on Oahu continuing to struggle amid rising food prices and an exhaustion of pandemic related emergency assistance, The Pantry will be a reliable and year-round part of the solution to mitigate food insecurity throughout the City and County of Honolulu. Collaborations with local distributors for donated or reduced-price food is projected to garner results within 2-3 years, decreasing cost-share of food purchased over time. As private dollars are redirected to support the disaster on Maui, a grant from State GIA would fill a critical funding gap, ensuring The Pantry builds capacity to respond to future emergencies and bring hope to financially struggling families on Oahu in the long-term through its innovative eCommerce model of food distribution.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Applicant: Feeding Hawaii Together (Trade Name: The Pantry)

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested and Committed (d)
A. PERSONNEL COST				
1. Salaries	\$122,650	\$0	\$153,580	\$67,000
2. Payroll Taxes & Assessments	\$0	\$0	\$11,749	\$0
3. Fringe Benefits	\$0	\$0	\$0	\$0
TOTAL PERSONNEL COST	\$122,650	\$0	\$165,329	\$67,000
B. OTHER CURRENT EXPENSES				
1. Professional and Contractual Services	\$62,931	\$0	\$19,509	\$0
2. Insurance	\$28,265	\$0	\$0	\$0
3. Lease/Rental of Equipment	\$0	\$0	\$1,320	\$0
4. Staff Training	\$0	\$0	\$0	\$0
5. Supplies	\$67,200	\$0	\$3,000	\$0
6. Telecommunication	\$0	\$0	\$1,200	\$0
7. Utilities	\$44,598	\$0	\$5,082	\$0
8. Mileage and Parking	\$0	\$0	\$600	\$0
9. Postage	\$0	\$0	\$360	\$0
10. Office Security	\$0	\$0	\$3,600	\$0
11. Supplemental Food Purchase (Disaster Preparedness)	\$100,000	\$0	\$0	\$100,000
TOTAL OTHER CURRENT EXPENSES	\$302,994	\$0	\$34,671	\$100,000
C. EQUIPMENT PURCHASES	\$0	\$0	\$0	\$0
D. MOTOR VEHICLE PURCHASES	\$0	\$0	\$0	\$0
E. CAPITAL	\$0	\$0	\$0	\$0
TOTAL (A+B+C+D+E)	\$425,644	\$0	\$200,000	\$167,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	\$425,644	Jennine Sullivan (808) 888-0779		
(b) Total Federal Funds Requested	\$0	Name (Please type or print) Phone		
(c) Total County Funds Requested	\$200,000	Jennine E. Sullivan January 11, 2024		
(d) Total Private/Other Funds Requested	\$167,000	Signature of Authorized Official Date		
TOTAL BUDGET	\$792,644	Jennine Sullivan, Executive Director		
		Name and Title (Please type or print)		

Note: To date, \$37,000 has been committed toward this project from AUW Safety Net Funding.

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2024 to June 30, 2025

Applicant: Feeding Hawaii Together (Trade Name: The Pantry)

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1 FTE	\$111,300.00	50.00%	\$ 55,650.00
Coordinator	1 FTE	\$67,000.00	100.00%	\$ 67,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				\$122,650
JUSTIFICATION/COMMENTS: State GIA Funds would support a portion of the salaries of staff essential to accomplishing the Goals and Objectives of this project.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2024 to June 30, 2025

Applicant: Feeding Hawaii Together
 (Trade Name: The Pantry)

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2024 to June 30, 2025

Applicant: Feeding Hawaii Together (Trade Name: The Pantry)

FUNDING AMOUNT REQUESTED - Not Applicable						
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: 2022-2023	FY: 2023-2024	FY: 2024-2025	FY: 2024-2025	FY: 2025-2026	FY: 2026-2027
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Feeding Hawaii Together (Trade Name: The Pantry)

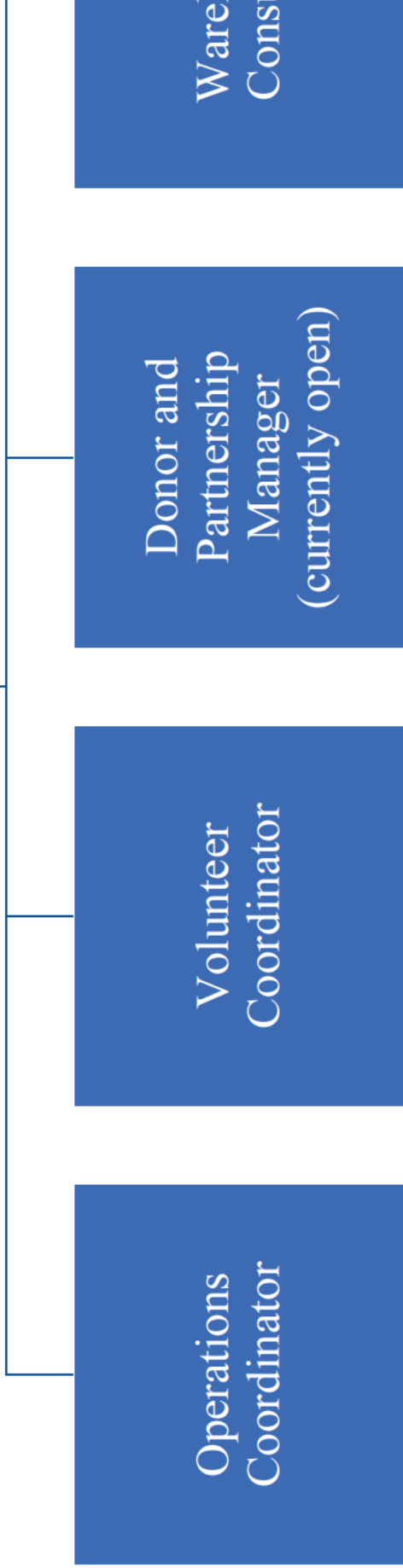
Contracts Total: \$649,997

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	State Grant-in-Aid FY2024	TBD	Office of Community Services	State	\$50,000
2	City Grant-in-Aid FY2024	10/1/23 - 9/30/24	Department of Community Services	Honolulu	\$200,000
3	City Grant-in-Aid FY2023	10/1/22 - 9/30/23	Department of Community Services	Honolulu	\$200,000
4	City Grant-in-Aid FY2022	10/1/21 - 9/30/22	Department of Community Services	Honolulu	\$199,997
5					
6					
7					
8					
9					
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11					
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14					
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16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27		10			Application for Grants



BY FEEDING HAWAII TOGETHER

Executive Director



Operations
Coordinator

Volunteer
Coordinator

Donor and
Partnership
Manager
(currently open)

Warehouse
Consultant