





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 FOOD BASKET INC.

**DBA/Trade Name:** Hawaii Island's Food Bank

**Issue Date:** 01/17/2024

**Status:** **Compliant**

Hawaii Tax#: [REDACTED]

New Hawaii Tax#:

FEIN/SSN#: XX-XXX9475

UI#: No record

DCCA FILE#: 219167

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, 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.

The Food Basket Inc.

(Typed Name of Individual or Organization)

  
(Signature)

1-19-2024

(Date)

Kristin Frost Albrecht

(Typed Name)

Executive Director

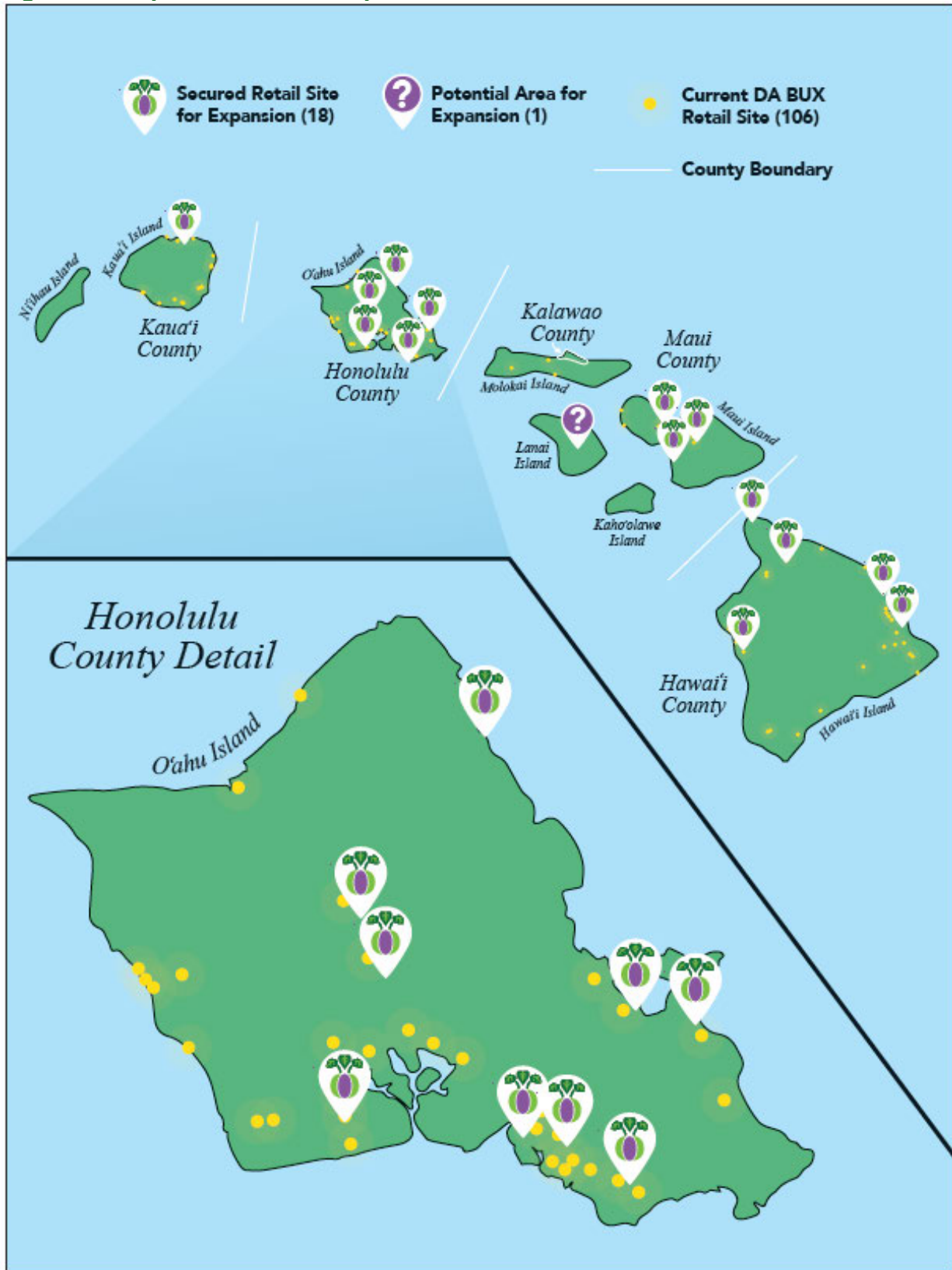
(Title)







**Figure 1. Proposed DA BUX Expansion**











**Hawai'i Good Food Alliance (HGFA):** HGFA is the primary advisory group for DA BUX. HGFA is a 501c3 non-profit composed of a diverse statewide coalition of community leaders, including Maui Food Bank, MA'O Organic Farms, and Sust'ainable Molokai, who share a dedication to the production, aggregation, and distribution of food to re-build thriving community food systems. TFB is one of the founding organizations of HGFA.

**Dr. Vanessa Buchthal:** Dr. Buchthal of the University of Hawai'i Office of Public Health Studies will provide external evaluation of our Objective 1-2 that estimates our planned onboarding of 18 new food retailers will expand our program geographic reach to 90% of SNAP households in the state. Dr. Buchthal will also oversee our annual data collection of participant surveys statewide.

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

| Project Activity Milestones   | Project Completion Date |
|---|-------------------------|
| Objective 1-1: Expand DA BUX to 18 additional food retailers—14 grocery stores and 4 food hubs.   | Dec 31, 2024            |
| Program evaluator, Dr. Vanessa Buchthal, completes GIS spatial analysis to evaluate progress towards reaching Objective 1-2.<br>Objective 1-2: By Dec 31, 2024, 90% of SNAP households in the state will live within "normal" shopping distance of a DA BUX access point for in-person shopping or order pick-ups. Baseline result in 2022 was 83%. | Jun 30, 2025            |
| Complete retailer data collection and analysis of local produce sales to SNAP shoppers to evaluate progress towards reaching Objective 2-1.<br>Objective 2-1: Increase aggregate local produce sales to SNAP shoppers at participating food retailers by 50% between the one-month time periods Apr 1-30, 2024 and Apr 1-30, 2025.                  | Jun 30, 2025            |
| Complete retailer data collection and analysis of the number of Hawai'i farmers supported by DA BUX to evaluate progress towards reaching Objective 3-1.<br>Objective 3-1: Increase the aggregate number of Hawai'i farmers supplying fruits and vegetables to participating food retailers by 20% between calendar years 2023 and 2024.            | Jun 30, 2025            |
| Submittal of State Project Closeout Documents   | Aug 1, 2024             |



SNAP households are living within “normal” shopping distance of a DA BUX retailer (see goals and objectives section for the definition used for “normal” shopping distance), and a narrative will be included to report percentage increases in program access between calendar year 2022 and 2024. This research brief will be a measurement of effectiveness in achieving Objective 1-1.

**Measure #2**

DA BUX will submit a 3-5 page report that will summarize our progress in achieving all project goals and objectives. The report will include a combination of written narrative, data visuals, farmer and SNAP participant testimonies, and links to relevant publications.

**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-Budget forms a & e.

Budget forms b-d are not applicable.

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 |
|-----------|-----------|-----------|-----------|-------------|
| \$500,000 | \$500,000 | \$500,000 | \$500,000 | \$2,000,000 |

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

| Funding Source                                       | Amount Seeking |
|--|----------------|
| USDA-NIFA Gus Schumacher Nutrition Incentive Program | \$2,000,000    |

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

No state and federal tax credits granted in the prior three years. No state and federal tax credits have been applied for or anticipate applying for.

- 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.

Contracts Total: \$8,137,528

| <b>GOVERNMENT CONTRACTS, GRANTS, AND/OR GRANTS IN AID</b>      |                  |                  |   |                |
|--|------------------|------------------|---|----------------|
| Contract Description   | Effective Dates  | Agency           | Government Entity<br>(U.S./State/Hawaii/<br>Honolulu/Kauai/<br>Maui County) | Contract Value |
| Expansion of DA BUX SNAP Incentive Access to Rural Hawai'i     | 9/1/21-8/31/24   | USDA-NIFA        | U.S.  | 2,637,528      |
| Building Resilient Food Security for Hawai'i's SNAP Households | 9/1/21-8/31/24   | USDA-NIFA        | U.S.  | 5,000,000      |
| Expand Hawaii Healthy Food Incentives (Act 153)                | 9/28/23-12/31/24 | State Dept of Ag | State   | 500,000        |

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

\$6,504,291

## **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.

The Food Basket has 7+ years of experience working with SNAP nutrition incentives. The Executive Director and Director of Healthy Food Access Initiatives have been the primary individuals leading DA BUX administration since its launch in August 2017 and have administered four federal SNAP incentive awards – a \$500,000 award in 2017, a \$985,652 award in 2019, a \$2,637,528 award in 2021, and a \$5,000,000 award in 2021. The continued growth of the DA BUX program solidifies these two have the necessary experience and knowledge to not only continue successfully administering this program, but to support a hopeful future expansion.

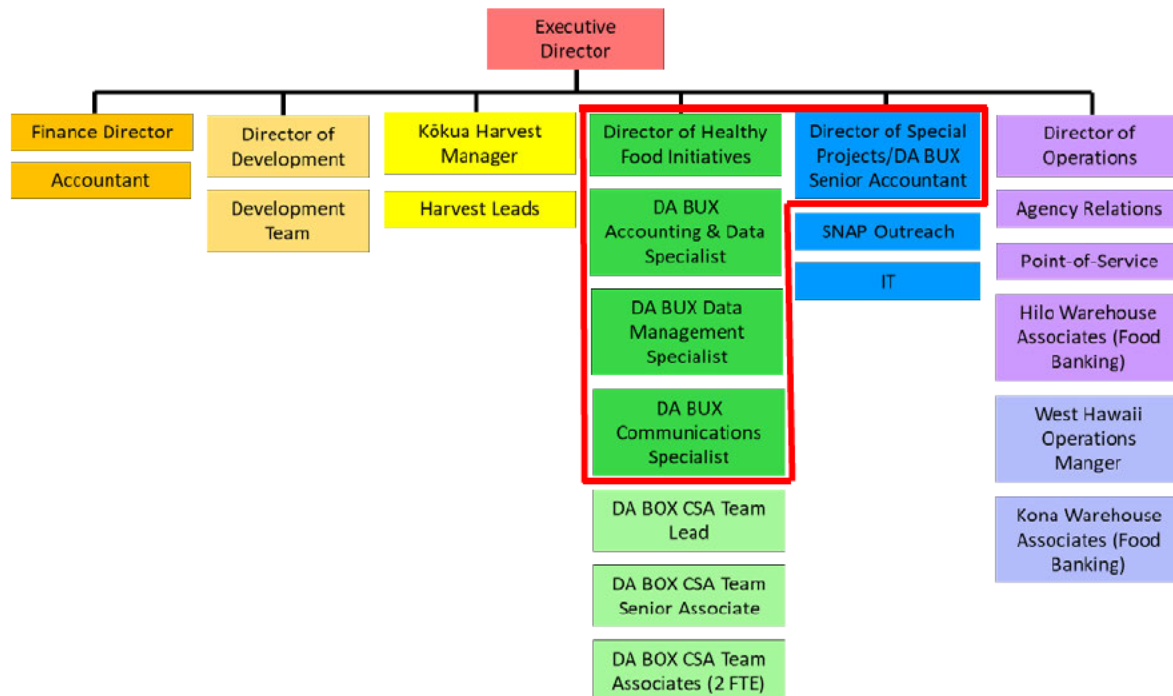


**Director of Healthy Food Access Initiatives, Chelsea Takahashi:** Ms. Takahashi assumed her first management role with TFB in 2014 as the program manager for our community-supported agriculture (CSA) program. Currently, Ms. Takahashi has oversight of 9 FTEs across three program areas—4 FTEs in the DA BUX program, 4 FTEs in the CSA program, and 1 FTE in the newly formed Mālama Da Farmer technical assistance program. Ms. Takahashi holds a Master of Agribusiness from Texas A&M University and a Bachelor of Arts in Environmental Science & Policy from Chapman University.

Within the DA BUX program, Ms. Takahashi manages the daily workflows and processes carried out between the Senior Accountant, Accounting and Data Specialist, Data Management Specialist, and Communications Specialist. Ms. Takahashi has developed Standard Operating Procedures for the DA BUX team’s most common tasks, such as those related to data collection, data management, data auditing for compliance with federal SNAP/GusNIP rules, check reimbursement to our retailers for their issued discounts, and purchase approvals. Due to the financial nature of our program services, the DA BUX team’s core operational activities center around data auditing and financial accounting. In addition, Ms. Takahashi also has lead project management with contractors providing services to DA BUX, such as our digital marketing designer, external evaluator, and keiki nutrition educators.

## 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.





### 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.

| Employee Title                              | Salary Range       |
|---|--------------------|
| Executive Director                          | \$90,000-\$100,000 |
| Director of Finance                         | \$85,000-\$95,000  |
| Director of Healthy Food Access Initiatives | \$70,000-\$80,000  |

## 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.

The Food Basket has no pending litigation.

### 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.

The grant funds will not be used to support or benefit a private educational institution.

### 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.



## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Applicant: The Food Basket 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                             |                                    | 320,000  |                                     |  |
| 2. Payroll Taxes & Assessments          |                                    |  |                                     |  |
| 3. Fringe Benefits                      |                                    | 118,400  |                                     |  |
| TOTAL PERSONNEL COST                    |                                    | <b>438,400</b>   |                                     |  |
| B. OTHER CURRENT EXPENSES               |                                    |  |                                     |  |
| 1. Travel                               |                                    | 15,000   |                                     |  |
| 2. Insurance                            |                                    | 2,000  |                                     |  |
| 3. Lease/Rental of Equipment            |                                    | 5,000  |                                     |  |
| 4. Lease/Rental of Space                |                                    | 36,000   |                                     |  |
| 5. Staff Training                       |                                    |  |                                     |  |
| 6. Supplies                             |                                    | 40,000   |                                     |  |
| 7. Telecommunication                    |                                    | 10,000   |                                     |  |
| 8. Utilities                            |                                    | 15,000   |                                     |  |
| 9. Hawaii-grown produce incentives      | 2,000,000                          | 900,000  |                                     |  |
| 10. Marketing and Promotion             |                                    | 200,000  |                                     |  |
| 11. Evaluation                          |                                    | 60,000   |                                     |  |
| 12. Keiki Nutrition Education           |                                    | 178,600  |                                     |  |
| 13. Food Hub Technical Assistance       |                                    | 100,000  |                                     |  |
| 14                                      |                                    |  |                                     |  |
| 15                                      |                                    |  |                                     |  |
| 16                                      |                                    |  |                                     |  |
| 17                                      |                                    |  |                                     |  |
| 18                                      |                                    |  |                                     |  |
| 19                                      |                                    |  |                                     |  |
| 20                                      |                                    |  |                                     |  |
| TOTAL OTHER CURRENT EXPENSES            | <b>2,000,000</b>                   | <b>1,561,600</b>   |                                     |  |
| C. EQUIPMENT PURCHASES                  |                                    |  |                                     |  |
| D. MOTOR VEHICLE PURCHASES              |                                    |  |                                     |  |
| E. CAPITAL                              |                                    |  |                                     |  |
| <b>TOTAL (A+B+C+D+E)</b>                | <b>2,000,000</b>                   | <b>2,000,000</b>   |                                     |  |
| <b>SOURCES OF FUNDING</b>               |                                    | Budget Prepared By:  |                                     |  |
| (a) Total State Funds Requested         | 2,000,000                          | Mercy Nakayama, DA BUX Accountant  |                                     | 808-437-3044                               |
| (b) Total Federal Funds Requested       | 2,000,000                          | Name (Please type or print)  |                                     | Phone                                      |
| (c) Total County Funds Requested        | 0                                  |  |                                     | 1/18/2024                                  |
| (d) Total Private/Other Funds Requested | 0                                  |  |                                     | Signature of Authorized Official           |
| <b>TOTAL BUDGET</b>                     | <b>4,000,000</b>                   | Kristin Frost Albrecht, Executive Director   |                                     |  |
|   |                                    | Name and Title (Please type or print)  |                                     |  |

## 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

  
AUTHORIZED SIGNATURE

KRISTIN FROST ALBRECHT  
PRINT NAME AND TITLE

1/19/23

DATE