

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

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Db:

Kauai Food Bank, Inc.

Kauai Independent Food Bank

Amount of State Funds Requested: \$ 120,957.00

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

To support the Kauai Independent Food Bank's (KIFB) core programs and operations including Emergency Food Distribution, Keiki Cafe, Backpack Program, & Kupuna Program. To allow expansion of all programs in response to an increased demand for food resources on the island of Kauai. To ensure summer coverage for Keiki Cafe and Backpack Programs (ensuring food security for keiki during school holidays/vacations). To support the new Veteran's Food Pantry at the Kauai Community College. Replace outdated technology equipment. Purchase electric pallet truck.

Amount of Other Funds Available:

State: \$ 50,000.00 (2023)

Federal: \$ None

County: \$ 7,000.00

Private/Other: \$ 230,000.00

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

\$ 215,000.00

Unrestricted Assets:

\$ 1,532,340.00

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

Type of Business Entity:

- 501(C)(3) Non Profit Corporation
- Other Non Profit
- Other

Mailing Address:

3285 Wa'apa Road

City:

Lihue

State:

HI

Zip:

96766

Contact Person for Matters Involving this Application

Name:
Kelvin A. Moniz

Title:
Executive Director

Email:
kmoniz@kauaifoodbank.org


Phone:
808-278-6122

Federal Tax ID#:

██████████

State Tax ID#:

██████████



Authorized Signature

Kelvin A. Moniz, Executive Director

Name and Title

01/10/2024

Date Signed

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 ^{see} Attachments:
 - 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

Executive Director
PRINT NAME AND TITLE

1/10/2024
DATE

**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.

KAUAI FOOD BANK, INC DBA KAUAI INDEPENDENT FOOD BANK
(Typed Name of Individual or Organization)

Kelvin A. Moniz
(Signature)

01/10/2024
(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. 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. Please see attached document dated December 12, 2023.

2. Declaration Statement

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

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](#). The Kauai Independent Food Bank hereby agrees that the Hawaii State Grant in Aid will be used solely for the public good: to ensure that the community of Kauai in need of food will have a reliable source to receive healthy foods & education on nutrition and other resources available in the community.

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 Food Bank was created after Hurricane Iniki (1992), a Category 5 hurricane reported as one of the most intense hurricanes to strike American soil. Following this terrible devastation, the Kauai Food Bank, initially operated by dedicated volunteers, provided over five million pounds of disaster foods to over 80% of the population through the administrative umbrella of the Oahu-based Hawaii Food Bank. In late 1994 the Kauai Food Bank, Inc. was formally incorporated as an independent organization and in 1995 became an independent 501(c) (3) nonprofit, tax-exempt charitable organization. It has been serving those in need in our community by providing food for the hungry for thirty years. In 2010, DBA (Doing Business As) forms were filed with the Department of

Commerce and Consumer Affairs in the name of the “Kauai Independent Food Bank.” While the legal name of the organization continues to be the Kauai Food Bank, Inc., the DBA reflects the organization’s desire to revitalize operations, refine focus, and rededicate efforts to ending hunger in our Kauai community. In re-branding the organization, the Kauai Independent Food Bank (KIFB) joins hundreds of independent food banks nationwide.

The mission of the KIFB is to “Educate; Provide Nutritious Food for the Hungry; Respond to Emergencies.” Our vision is food security for all the people of Kauai and Niihau.

KIFB operates **four core programs** on the island: **Emergency Distribution Program, Keiki Café, Backpack Program, & Kupuna Program.**

We respond to approximately 650 requests for emergency food every month through our **Emergency Distribution Program.** Additionally, we operate a bi-monthly community food distribution where clients can come to our Lihue warehouse to receive locally-sourced proteins, fruits, vegetables, and shelf-stable items. KIFB also does community-wide seasonal drive-through distributions; our most recent was Friday, November 17, 2023, at the Kaua’i Veteran’s Center. More than 160 families received hams, local produce, local ground beef, lap chong, & shelf-stable items for their holiday meals.

The Keiki Café Program currently provides daily, nutritious snacks to 603 keiki (kids) enrolled in after-school programs like the Boys & Girls Clubs Hawaii, A+, and public- and Hawaiian charter schools’ after-school programs. KIFB has 12 participating locations across the island of Kaua’i at this time. In summer of 2023, we initiated a pilot program to cover keiki enrolled in various summer activity programs; the response was overwhelmingly positive, with over 500 keiki receiving daily snacks. KIFB would like to see this pilot program become a permanent part of our program offerings.

Our **Backpack Program** began in 2005 when staff at our Keiki Café sites observed students “stocking up” on snacks on Fridays to ensure they had sufficient food for the weekends, when school provided low- or no-cost lunches are available. Today, 524 keiki at 6 locations receive a weekly backpack filled with easy-to-prepare foods for 5-7 meals. This program ensures that participants do not experience food insecurity on weekends. One goal we have for 2024 is to make the Backpack Program year-round, covering the summer keiki programs with Friday backpacks. Our pilot program for Keiki Café was very successful this past summer.

Our **Kupuna Program** provides monthly meal kits to more than 200 home-bound seniors. We partner with RSVP (Retired Seniors Volunteer Program) to deliver heart-healthy, easy-to-prepare foods directly to seniors in their homes. This is a great opportunity for our senior volunteers to remain active and engaged in the community as well as a chance for socialization for home-bound seniors.

2. The goals and objectives related to the request;

To achieve our goals and objectives to ensure food security for our island, we operate four core programs: **Emergency Distribution Program, Keiki Café, Backpack Program, & Kupuna Program.**

We respond to approximately 650 requests for emergency food every month through our **Emergency Distribution Program.** Additionally, we operate a bi-monthly community food distribution where clients can come to our Lihue warehouse to receive locally-sourced proteins, fruits, vegetables, and shelf-stable items. KIFB also does community-wide seasonal drive-through distributions; our most recent was Friday, November 17, 2023, at the Kaua'i Veteran's Center. More than 160 families received hams, local produce, local ground beef, lap chong, & shelf-stable items for their holiday meals.

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In addition to our core programs KIFB is also involved with the following:

Emergency/Disaster Response

The KIFB is a disaster agency of Kauai's Civil Defense, under the umbrella of the American Red Cross.

Growing Food Together

This program is an innovative collaboration with several steadfast local donors with large fruit orchards who donate the fruits to us. These fresh fruits are then used in our programs.

All of our programs are expanding exponentially. The high cost of food and housing, reduction in SNAP benefits, and the end to many COVID-19 related programs have likely contributed. As noted, we increased Keiki Café to include the summer programs/months in 2023, increasing our costs for this program substantially, KIFB would like to include Backpack Program for summer of 2024 in addition to continuing Keiki Café in summer, 2024. As almost 100% of the foods distributed for both Keiki Café and Backpack Program are purchased by KIFB, making them our two most expensive programs to operate. Thus, funding is critical to support these programs and expand them to year-round status permanently.

In 2024, we are also partnering with Kauai Community College to provide an on-site food bank for veterans at the college. Veterans will be able to go directly to the college location to receive food distributions provided by KIFB.

In addition to running and expanding all of our programs, KIFB has the following need for Technology Replacements and Equipment: An important part of our request for a 2024 State GIA (operations) includes a distinct need to update the following: Our current **RICOH copier** is more than 10 years old. Costs of maintenance & repairs as well as difficulties finding parts for this model are making it obsolete. Repair service is not on-island, so request for service takes valuable time from productivity. KIFB would like to replace our current copier with a **Xerox C7125 Stand OS**. The copier is more efficient, and Xerox has offered us a non-profit price for maintenance. Additionally, they provide on-island repair, making repairs costs significantly lower as well as timelier.

In addition to the copier, we need to replace **4** outdated **computers** that are equally as old. We will also need **8 monitors** and **4 battery backups** in order to complete the new computers. Estimates are attached.

KIFB has an important need for a **pallet truck**. We move food in and out of our warehouse daily, for distributions, deliveries to partner sites, and to receive new deliveries and donations. KIFB currently uses a 20-year-old **manual** pallet truck, whereby warehouse staff manually crank, lift and move thousands of pounds on the current pallet truck. We would like to replace the manual pallet truck with an **electric pallet truck** capable of lifting 3,000 lbs. at one time safely. This electric pallet truck would increase the safety of staff, prevent potential injuries, and allow them to safely and efficiently move food in and out of the warehouse, our walk-in refrigeration room, and our vehicles.

Budget information will reflect the estimates we have obtained to replace the technology equipment

3. The public purpose and need to be served;

Providing food security to the people of Kauai and Niihau is our primary objective. We serve the public without bias of any sort-all who request food are provided with a reliable, nutritious source of foods. The most recent data from Feeding America (2021) reports a food insecurity rate of 10.8% in Kauai County. For keiki (children), that number rockets to 16.7%. Likely those numbers have increased since 2021, as we know we have seen at least a 30% increase in demand for food resources in the past year.

4. Describe the target population to be served; and

The target population is the communities of Kauai and Niihau. All ages, from keiki to kupuna, are provided nutritious foods. KIFB does not discriminate against anyone, and we pride ourselves in serving our community with dignity. No probing questions are asked; we simply ask how many adults/keiki/kupuna is food needed for, any food allergies/restrictions, preferences, and whether clients have a place to store and prepare food.

5. Describe the geographic coverage.

KIFB serves Kauai and Niihau. We have programs from the far west end of Kauai to the north shore. We partner with several local agencies to ensure that people who lack the ability to come to our Lihue warehouse still have access to food. While we do not discriminate against anyone, we are proud to report that about 98% of our keiki enrolled in the Backpack Program report native Hawaiian descent. By targeting keiki & kupuna, we are able to reach out and serve these typically overlooked demographics where the need for food resources is great. KIFB also provides food resources for families and students from Niihau currently residing 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 operates to ensure food supplies for the food insecure of Kauai and Niihau and reduce financial hardships that the rising costs of living in Hawaii cause. Our goal is to not only provide foods for survival, but that our community can thrive, increase their consumption of healthy, nutritious foods, and improve their overall health status and wellbeing.

KIFB purchases the majority of foods for the Keiki Café and Backpack Programs, making them the most expensive of our core offerings. Kupuna Program foods are also a primary

expense. Additionally, donated food items support the Emergency Distributions as well as bi-monthly community food distributions from our warehouse in Lihue.

KIFB holds a plethora of community food drives, donation opportunities, and other food collections at local businesses, schools, and organizations. Donated foods are sorted and inspected for safety, and stored to be allocated to the community. Any foods deemed not fit for distribution are donated to local farmers, recycled, or discarded after being inventoried.

Our staff begin their days long before we open our doors at 8 AM. Warehouse staff ensure that the warehouse is ready for daily operations, including set ups for food distributions to the public. Staff ensure the warehouse is clean, orderly, and ensure refrigeration systems are functioning properly to maintain food integrity.

When we open at 8AM, client can come directly to our warehouse door and request food. Food boxes are packed by warehouse staff taking into account the clients' preferences, number of persons to be served, any potential food intolerances/allergies, and the clients' ability to safely store and prepare foods.

Local agencies across the island come to the warehouse to "shop" for foods to take back to their local pantries, ensuring that people across the island have access to food. These agencies act as additional helper "arms" to KIFB, particularly for those who lack transportation and/or the ability to travel to Lihue.

KIFB uses certified drivers to conduct pickup and delivery of food donations and purchases. Drivers are responsible to check vehicles for safety, maintenance, and refrigeration capabilities when needed.

KIFB staff participate in a variety of community events throughout the year including events like 9/11 Memorial, Spring and Holiday Food Distributions, Visits with Santa, and many others. These events allow staff to reach out to the community and get the word out that KIFB is here for those in need of food resources.

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

Program needs are routinely evaluated each month to determine usage and expenditures. Evaluations for expansion are contingent on funding. In 2023, KIFB has increased our ability to provide locally sourced proteins, fresh fruits, vegetables, and poi to our offerings, thus supporting local agriculture and keeping monies on Kauai. Food purchases are dependent upon enrollment, however, as noted previously, we now plan to run ALL KIFB programs year-round, increasing the need to seek out additional funding sources.

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

KIFB assesses all our programs, inventories, and expenditures, as well as existing funding each month. Compilation of data is performed by our Programs Coordinator and reported directly to the Executive Director, the Controller, and the Board of Directors. Participating program sites (i.e., Keiki Café, Backpack, Kupuna) report monthly enrollment, distribution, and any concerns, as well to the Programs Coordinator.

KIFB is audited annually by an independent auditor and reports are filed with governing agencies as required by law.

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 the collection of all relevant data, including State monies spent, demographics & geography of persons served, and compliance with ALL state 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](#))
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
\$30,239.25	\$30,239.25	\$30,239.25	\$30,239.25	\$120,957.00

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

See Attachment

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

4. 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.

Hawaii State Grant in Aid 2023 (operating): \$50,000. Approved, pending receipt

Hawaii State Grant in Aid 2023 (CIP) \$165,000. Approved, pending receipt.

No federal monies have been received in the prior three years.

County Grant, Kauai: \$7,000. 2023.

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

\$1,532,340.00

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.

Executive Director: Our current executive director has more than three decades of experience in responding to the needs of the hungry on Kauai. With 24 years here at KIFB, Kelvin Moniz has deep, lasting relationships with many Kauai-based businesses, organizations and food purveyors. In his role, Kelvin develops and implements strategies to carry out the mission of KIFB.

Programs Coordinator: Prepares annual MOUs & Program Evaluations & tallies monthly reports from each program partner. Coordinates the planning, implementation, & evaluation of all KIFB programs, including the Backpack Program. Seeks out opportunities to grow all KIFB programs & develops & maintains relationships with KIFB's clientele, vendors, & program staff.

Warehouse Manager: Identifies, procures, & stores all foods required for all KIFB programs. Oversees deliveries to our program partners. Coordinates volunteers and ensures safety regulations in the warehouse are followed. Supervises warehouse worker/volunteers and manages inventory.

Development Coordinator: Responsible for preparing grants, final reports, & interim reports. Fund-raising campaigns including direct mail, community events, & networking with donors.

Routinely seeks out new opportunities for grants, particularly those with interests in Hawaii and food insecurity.

Controller: Ensures all income and expenditures for KIFB programs & operations are appropriately documented & charged to the correct funding source. Guides financial decisions & monitors financial conditions as well as participation in audits. Processes accounts payables & receivables, & facilitates payroll for employees. Carefully monitors grant spending to ensure that all conditions, restrictions, and rules from the grantor are met.

Warehouse/Clerk: Receives & stores purchased & donated foods appropriately. Packs Backpacks, Keiki Café provisions, Kupuna Program meal kits, and assembles Emergency Distribution provisions on demand. Coordinates bi-monthly community food distribution. Weighs and tracks received & distributed foods. Monitors food supplies & participates in inventory. Data entry when part-time data clerk is not on site.

Data Entry Clerk (part-time): Receives invoices, reports, & inventory data from warehouse staff. Inputs data into computerized food bank inventory management systems. Enters donations, issues “mahalo” (thank you) letters to donors, and enters volunteer hours/data.

KIFB has been serving the community for more than three decades. Keiki Café, Backpack Program, & Kupuna Program have all been in operation for more than a decade, while emergency distribution has been in effect since our formation in 1991.

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 facilities are located in Nawiliwili Harbor, next to the port as well as the Kauai Bus stop at 3285 Wa’apa Road in Lihue. The warehouse is 10,000 square feet, with 2 refrigeration vehicles, a transit van, and a Class B box truck. We operated Monday through Friday from 8AM to 4PM. The warehouse houses a walk-in refrigerator, 5 -double door freezers, a forklift, and storage for perishable and non-perishable food items. KIFB will be seeking to replace the refrigeration and freezer systems in the near future as they are 20+ years old and aging out of usefulness.

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.

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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.

Please 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.

Please see attachments.

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.

KIFB is compliant and upholds the standards of the Department of Health, OSHA/HIOSH, and Fire Safety Requirements.

KIFB has a current Certificate of Vendor Compliance from the Hawaii Department of Taxation, the Internal Revenue Services, the Hawaii Department of Labor and Industrial Relations, and the Hawaii Department of Commerce and Consumer Affairs.

We maintain a current Certificate of Good Standing with the Department of Commerce and Consumer Affairs.

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.

KIFB has long-standing relationships with many community agencies, partners, local farmers, ranchers, as well as generous donors, major individual contributors, and our generous grantors. KIFB has every intention of both maintaining these partnerships and bonds, as well as seeking new grants, donations, and other fund-raising opportunities. We continue to seek community input and feedback regularly from our partners as well as our clients to ensure that we are fulfilling our mission to “Educate, Provide nutritious foods for the hungry, and Respond to Emergencies”

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Appik, Inc DBA Kauai Independent Food Bank

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	17,000			
2. Payroll Taxes & Assessments	3,000			
3. Fringe Benefits	2,000			
TOTAL PERSONNEL COST	22,000			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	1,000			
7. Telecommunication	1,000			
8. Utilities	1,000			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	3,000			
C. EQUIPMENT PURCHASES	18,457			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	43,457			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	120,957	Barbara Almeida 808-278-6121		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	7,000	<i>Kelvin Moniz</i> 1/10/2024		
(d) Total Private/Other Funds Requested	230,000	Signature of Authorized Official Date		
TOTAL BUDGET	357,957	Kelvin Moniz Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2024 to June 30, 2025

Applicant: Kauai Food Bank, Inc. DBA Kauai Independent Food Bank

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Xerox C7125S2	1.00	\$6,299.00	\$ 6,595.81	6595.81
4 Computers Simply NUC 1TB 16gb RAM Win 11 Pro	4	\$1,249.00	\$ 5,231.42	5231.42
Monitors HP 24mh FHD 23.8' IPS display	8	\$149.96	\$ 1,256.21	1256.21
Cyber Power 1500VA/900 Watts UPS battery backups	4	\$149.99	\$ 628.23	628.23
Uline Electric Pallet Truck - 3000 lbs #H-4709	1	\$4,050.00	\$ 4,745.53	4745.53
TOTAL:	18		\$ 18,457.20	18,457

JUSTIFICATION/COMMENTS:

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

JUSTIFICATION/COMMENTS:

See attached estimates

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2024 to June 30, 2025

Applicant: _Kauai Food Bank_DBA Kauai Independent Food Bank_

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: 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: N/A						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: _Kauai Food Bank, Inc / DBA Kauai Independent Food Bank_

Contracts Total: 327,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	State GIA operations 2023	7/1/2023-06/30/2024	State GIA	State of HI	50,000
2	County of Kauai (Kupuna Program)	8/17/2023-08/31/2024	County of Kauai	County of Kauai	7,000
3	COK Kupuna Expansion Farmers & Ranchers	2023	County of Kauai	County of Kauai	10,000
4	COK Kupuna/Backpack Farmers and Ranchers	2022	County of Kauai	County of Kauai	20,000
5	COK Kupuna Farmers and Ranchers	2021	County of Kauai	County of Kauai	10,000
6	HCF-Various	Various		N/A	200,000
7	BOH-various	Various		N/A	30,000
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25	Total				327,000
26					

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
TBD

Development Associate
Jennifer Harper

Warehouse Manager
Rizaldy Tolentino

Program/Development Clerk
Melanie Goto

WHSE/Worker
Ammon Kakazu

WHSE/Driver
TBD



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: 12/12/2023

Status: **Compliant**

Hawaii Tax#: [REDACTED]
New Hawaii Tax#: [REDACTED]
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

Purchase Pricing PROPOSAL



Presented to KAUAI INDEPENDENT FOOD BANK

By Frank Reilly

On 12/6/2023

Xerox VersaLink C7125 Color-capable copier / printer / scanner / fax
 25 page-per-minute Copy / Print speed in both color and B&W
 130 sheet SINGLE-PASS Duplexing Auto Document Feeder
 Two paper drawers (520 sheet, up to 11" x 17" paper) plus bypass tray and cabinet stand
 Negotiated Contract : 072611607

Solution

Item	Product Description	Agreement Information	Trade Information	Requested Install Date
1. C7125S2 (XEROX C7125 STAND OS)	- Digital Ps3 Kit - Embedded 1-line Fax	Purchase Price: \$6,039.00 Customer Ed: \$100.00 Analyst Services: \$160.00	- Ricoh Mp C2503 Trade-In to Xerox	12/27/2023
Total Purchase Amount		\$6,299.00 (Excluding Applicable Taxes)		

Maintenance Pricing

Item	Monthly Minimum Payment	Print Charges			Maintenance Plan Features
		Meter	Volume Band	Per Print Rate	
1. C7125S2	\$14.00	1: Black and White Impressions	All Prints	\$0.0088	- Term: 60 Months - Consumable Supplies Included for all prints - Pricing Fixed for Term
		2: Color Impressions	All Prints	\$0.0501	
Total	\$14.00	Minimum Payments (Excluding Applicable Taxes)			

All information in this proposal is considered confidential and is for the sole use of KAUAI INDEPENDENT FOOD BANK. If you would like to acquire the solution described in this proposal, we would be happy to offer a Xerox order agreement. Pricing is subject to credit approval and is valid until 1/5/2024.

For any questions, please contact me at (808)245-3511



1-800-295-5510
 uline.com
 customer.service@uline.com

**PRICING
 REQUEST**

REQUEST # 11408370

Thank you for your interest in Uline!

PROVIDED TO: KAUAI INDEPENDENT FOOD BANK
 3285 WAAPA RD
 LIHUE HI 96766-8614

SHIP TO: KAUAI INDEPENDENT FOOD BANK
 3285 WAAPA RD
 LIHUE HI 96766-8614

CUSTOMER NUMBER			SHIP VIA	REQUEST DATE	
27616351			DEPENDABLE - HX	01/10/24	
QUANTITY	U/M	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXT. PRICE
1	EA	H-4709	ELECTRIC PALLET TRUCK - 3,000 LB	4,050.00	4,050.00

SUB-TOTAL 4,050.00	SALES TAX 213.55	SHIPPING/HANDLING 481.98	TOTAL 4,745.53
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NOTE:

DELIVERY TIME 13 BUSINESS DAYS VIA DEPENDABLE - HX.
 ATTENTION: KELVIN MONIZ

Kukui IT
3083 Akahi Street Ste. 202
Lihue, HI 96766



ADDRESS

Kaua'i Independent Food Bank

Estimate 1282

DATE 01/02/2024

ACTIVITY	QTY	RATE	AMOUNT
Custom Computer Simply NUC 1TB 16gb RAM Win11 Pro	4	1,249.00	4,996.00

SUBTOTAL	4,996.00
TAX (4.712%)	235.41
TOTAL	\$5,231.41

Accepted By

Accepted Date

Shopping Cart

[Deselect all items](#)

Price



HP 24mh FHD Computer Monitor with 23.8-Inch IPS Display (1080p) - Built-In Speakers and VESA Mounting - Height/Tilt Adjustment for Ergonomic Viewing - HD...

\$149.96

In Stock

prime

Gift options not available. [Learn more](#)

Pay in 3 monthly payments of **\$49.99** per item

Qty: 4

[Delete](#)

[Save for later](#)

[Compare with similar items](#)

[Share](#)

Subtotal (4 items): \$599.84




\$149.99

CyberPower 1500VA/900Watts Simulated Sine Wave UPS Battery Backup with Surge Protection

- 10 NEMA 5-15R Outlets
- 1x USB Type-A, 1x USB Type-C PD Charge Ports @ 30W Total Output
- Automatic Voltage Regulation
- Multifunction LCD Panel
- Surge Protection/1500

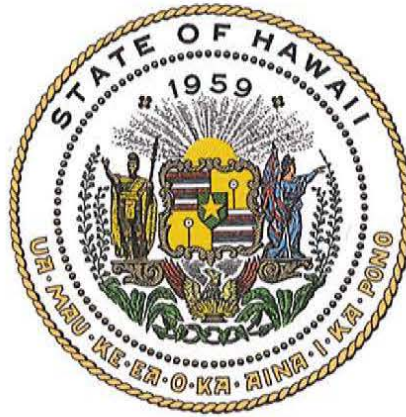
★★★★★ (229)

 Delivery Available

Compare Product



4 in Cart



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

THE KAUAI FOOD BANK, INC.

was incorporated under the laws of Hawaii on 12/16/1994 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: August 01, 2023

Director of Commerce and Consumer Affairs



**The Kauai Food Bank Inc, dba Kauai Independent Food Bank
Governing Board of Directors - 2023**

Name/Company	Contact Information	Title/Committee	Year Joined
1) Cyndi Ayonon Kauai Mechanical, Owner Retired (County of Kauai)	1021 Kamalu Road Kapaa, HI 96746 (808) 645-6343 cmayonon@yahoo.com KIFBBoardPresident@kauaifoodbank.org	President Term expires	2019 3/23/2025
2) Chantal Zarbaugh Business Development Officer Kauai Credit Union	2976 Ewalu St Lihue, HI 96766 (808) 651-8913 chantal@kauaicreditunion.org	Vice President Term expires	2022 3/23/2025
3) Georgeatte Galicinao-Cayaban Branch Manager Territorial Savings Bank	4393 Kukui Grove Street, Suite 103 Lihue, HI 96766 (808) 245-5671 Office (808) 246-0365 Fax georgeatte.galicinao-cayaban@territorialsavings.net	Treasurer Term expires	2019 3/23/2024
4) Gary Ramo Professional EOS Implementer®	(808) 855-0472 at EOS Worldwide gary.ramo@eosworldwide.com	Officer	2023 3/23/2026
5) Jeffrey Murata First Hawaiian Bank Vice President/Commercial Banking Officer	(808) 632-2935 jmurata@FHB.com	Officer	2023 5/18/2026
6) Valerie Barko Kauai Community College Director of Institutional Effectiveness & the University Center	(808) 651-3858 vbarko@hawaii.edu	Officer	2023 5/18/2027

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAY 20 1995

KAUAI FOOD BANK INC
3285 WAAPA ST
LIHUE, HI 96766

Employer Identification Number:
99-0317431
DLN:
17053100757029
Contact Person:
FRANCIS E BERNHARDT ID# 31258
Contact Telephone Number:
(877) 829-5500
Our Letter Dated:
April 1995
Addendum Applies:
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



District Director

Letter 1050 (DO/CG)