



## 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

Brian Miyamoto/Executive Director

PRINT NAME AND TITLE

01/14/2025

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:** HAWAII FARM BUREAU FOUNDATION

**Issue Date:** 01/14/2025

**Status:** **Compliant**

Hawaii Tax#:

New Hawaii Tax#:

FEIN/SSN#: XX-XXX5635

UI#: No record

DCCA FILE#: 94856

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 REVISED STATUTES**

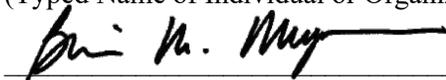
The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
  - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
  - c) Agrees not to use state funds for entertainment or lobbying activities; and
  - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided; and
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
  - b) Has a governing board whose members have no material conflict of interest and serve without compensation.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

\_\_\_\_\_  
(Typed Name of Individual or Organization)



\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(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. Certificate of Good Standing (If the Applicant is an Organization)**

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2024.

### **2. Declaration Statement**

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

### **3. Public Purpose**

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawai'i Revised Statutes.

## **II. Background and Summary**

### **1. Applicant's Background.**

The Hawai'i Farm Bureau (HFB) is a non-profit organization of farming families united for the purpose of analyzing problems and formulating action to ensure the future of agriculture thereby promoting the well-being of farming and the State's economy. In 1948 a small group of farmers on the Windward side of Oahu organized HFB to represent the voice of agriculture in Hawai'i. Today, HFB has grown into a statewide organization consisting of over 1,800 members in eleven affiliates located throughout the state.

HFB is the largest agriculture advocacy organization in the State of Hawai'i. Our members produce crops year in and year out - some growers are new, some over generations. Among these local crops are vegetables, nuts, coffee, tea, orchard crops, fruit, meat, dairy, livestock, flowers, fish, sugar, seeds, herbs, spices, and nursery crops. They produce crops both organically and conventionally, some using aquaculture, hydroponics, and aquaponics, and some including safe and judicious use of approved chemicals. They are comprised of small, medium, and relatively large-scale farms.

HFB's ranks include volunteers, staff, and contractors with a depth of knowledge of virtually all issues affecting agriculture. Our organization features a 'grassroots' structure comprised of 11 county chapters located across the state. HFB is uniquely

positioned to advocate for and facilitate communication between farmers, ranchers, and the public, and to build and maintain communication infrastructure and develop content to further the common goals of a broad spectrum of farmers and ranchers, and by extension their chosen farms methods, the crops they produce and the citizens of Hawai'i.

HFB has extensive grant administration experience. The 2003, 2004, 2005, 2006, and 2007 Legislature appropriated grants to the Hawai'i Farm Bureau for the promotion of Hawai'i's agricultural industry through agricultural research and market development projects. The 2015 and 2016 Legislature appropriated grants to assist Hawai'i's farmers to comply with the Food Safety Modernization Act. The 2019 Legislature appropriated a CIP grant for construction for the repair and restoration of the Hawai'i Farm Bureau building and perimeter wall. The 2023 Legislature appropriated an Operating grant to facilitate the sharing of knowledge, technology, innovation, and best practices with a global agricultural leader. In addition, HFB has received grants from the USDA, the State of Hawai'i, the County of Maui, the County of Kauai, the County of Hawai'i, and the City and County of Honolulu.

## **2. Goals and Objectives.**

### **Goals:**

**Strengthen Hawai'i's Agricultural Competitiveness:** Enhance the ability of Hawai'i's agricultural producers to compete effectively in local, national, and global markets by fostering innovation and improving market access.

**Support Agricultural Sustainability:** Promote research and development initiatives that support sustainable agricultural practices, ensuring the long-term viability of Hawai'i's agricultural industry.

**Stimulate Economic Growth:** Boost Hawai'i's economy by expanding market opportunities for local agricultural products, creating jobs, and reducing reliance on imported goods.

**Preserve Hawai'i's Agricultural Legacy:** Protect and promote the cultural, environmental, and economic contributions of agriculture to Hawai'i's identity and way of life.

### **Objectives:**

**Conduct Research to Enhance Crop Productivity and Pest Management:** Fund research projects focused on increasing yields, improving crop quality, and developing sustainable pest and disease management strategies tailored to Hawai'i's unique environment.

**Develop New and Expanded Market Opportunities:** Identify and implement strategies to access new markets and expand existing ones for Hawai'i's agricultural products, including value-added goods.

**Provide Technical Assistance and Training:** Support educational programs and workshops that equip farmers with the knowledge and skills needed to adopt innovative practices and technologies,

**Support Food Safety initiatives.** Demonstrate economically viable techniques for farmers in Hawai'i to meet the food safety requirements of the Food Safety Modernization Act (FSMA) and other Food Safety requirements.

**Promote Hawai'i's Agricultural Products:** Implement marketing campaigns highlighting the quality, uniqueness, and sustainability of Hawai'i's agricultural products to consumers locally and globally.

**Foster Collaboration and Partnerships:** Strengthen collaboration between farmers, researchers, industry stakeholders, and government agencies to address shared challenges and leverage resources effectively through outreach and educational activities.

**Review and Update Agriculture Policies, Rules, and Laws.** Convene a working group of experienced and knowledgeable persons to review statutes and policies pertaining to agricultural issues and make recommendations to amend those statutes that are no longer relevant or have become harmful to farming and ranching in Hawai'i. As agricultural conditions are impacted by climate change, globalization, the influx of devastating invasive species and diseases, market conditions, lack of available labor pool, and other factors, Hawai'i must modernize and adapt its policies and laws accordingly. Obsolete sections of the Hawai'i Revised Statutes are currently impeding the growth and success of agriculture in the State.

**Measure and Monitor Program Impact:** Develop metrics to evaluate the effectiveness of funded initiatives, ensuring accountability and guiding future investments in research and market development.

By securing funding for research and market development, the Hawai'i Farm Bureau aims to bolster the resilience and competitiveness of Hawai'i's agricultural sector, ensuring its continued growth and sustainability for future generations.

### **3. Public Purpose and Need to be Served.**

What was once dominated by sugarcane and pineapple, Hawai'i's agricultural industry has undergone a significant change. Although Hawai'i, has transitioned to a more diversified agricultural approach, much of the food consumed in Hawai'i is still produced elsewhere. There is growing concern about the state's high dependency upon outside sources. Hawai'i is located approximately 2,500 miles from the continental United States. As the most geographically isolated state in the country, Hawai'i imports approximately ninety-two percent of its food. While interest in local food production is growing, Hawai'i farmers face keen competition from imports abroad. Today, the vast majority of the food consumed in the Islands is supplied by the U.S. Mainland, Hawai'i's chief source of competition.

For the last four decades, agriculture in Hawai'i has been in decline. In 1980, the value of all crops, livestock, and aquaculture sales in Hawai'i was \$634.1 million; in 2017, it was \$563.8 million. Currently, Hawai'i has an inventory of fresh produce that would supply consumers for no more than ten days. Ninety percent of the beef, sixty-seven percent of the fresh vegetables, sixty-five percent of the fresh fruits, and eighty percent of all milk purchased in the State are imported.

It is commonly known that the average age of a farmer in Hawai'i is approximately 60 years old. For agriculture to be sustainable and to produce more local crops, we, as a society, must cultivate the next generation of farmers and ranchers. A primary cause of the shortage of new farmers in Hawai'i during the past several decades has been the decline in support for agriculture education. The lack of support for agriculture education has resulted in disinterest among youth in pursuing agriculture or natural resource management.

In order for Hawai'i to meet our goal of increased food security and self-sufficiency, the number of local farms and farmers and the amount of food produced for local markets will need to increase significantly. Agriculture education is key to developing future farmers and a society that values and understands the vital role of agriculture, food, fiber, and natural resource systems in advancing personal, local, and global well-being.

The requested funding for research and market development serves a critical public purpose by advancing Hawai'i's agricultural industry, which is vital to the state's economy, food security, and cultural identity. This funding will support research initiatives and marketing efforts that directly benefit farmers, agribusinesses, and the broader community by increasing productivity, sustainability, and competitiveness in the global market.

### **Research Support for Agricultural Commodity Development**

A significant portion of this funding will support statewide agricultural commodity organizations striving to enhance production and marketing capabilities. One such organization, the Hawai'i Agriculture Research Center (HARC), plays an essential role in this effort by conducting groundbreaking research on crops such as coffee, papaya, sugarcane, and forestry. HARC continues to attract new agricultural businesses to the state and contributes to the diversification of agriculture in Hawai'i.

HARC's extensive historical data on soil conditions, rainfall patterns, and infrastructure related to former sugarcane lands has proven invaluable for cultivating new crops successfully. As a private entity, HARC's ability to act swiftly on critical research projects ensures that the agricultural industry can adapt to emerging challenges and opportunities. Maintaining access to a private research organization like HARC is vital to addressing Hawai'i's agribusinesses' diverse and dynamic needs.

The funding will also support specific commodity-based research conducted by the University of Hawai'i's College of Tropical Agriculture and Human Resilience (CTAHR).

This includes projects focused on taro, vegetable crops, coffee, papaya, ornamental nursery plants, tropical fruits and flowers, and macadamia nuts. Continued investment in existing and new research projects is necessary to enhance the marketability and production of these key commodities, ensuring their long-term success in local and global markets.

### **Market Development for Hawai'i's Agricultural Products**

Market development is another essential component of this funding request, as it aims to expand opportunities for locally grown products in a strategic and coordinated manner. A statewide marketing effort is critical to helping Hawai'i's agricultural producers compete in the global economy. This funding will enable the development of partnerships with new and emerging markets, including cruise lines, international and national buyers, and other large-scale purchasing entities that require consistent and significant volumes of locally produced goods.

A cooperative approach involving small farmers working together will open access to untapped markets, allowing Hawai'i's agricultural products to gain visibility and demand. The funding will also support a comprehensive marketing strategy that addresses key areas such as food safety, Good Agricultural Practices (GAP), quality assurance, consistent product availability, and business training workshops. These initiatives are essential for equipping Hawai'i's small farmers with the tools and knowledge to compete effectively in the global marketplace.

This funding will ensure that Hawai'i's agricultural industry continues to thrive by investing in research and market development. It will also contribute to the state's economic growth, food security, and cultural heritage.

### **4. Target Population.**

The target population is Hawai'i Farmers and Ranchers, the people of the State of Hawai'i, and Hawai'i Commodity organizations, Education and Research Institutions, and visitors to Hawai'i.

**Hawai'i's Farmers and Agricultural Producers:** Small-scale farmers, ranchers, and agribusinesses representing a diverse range of commodities, including taro, vegetable crops, coffee, papaya, ornamental nursery plants, tropical fruits and flowers, macadamia nuts, and forestry products.

Producers rely on research, technical assistance, and market development to improve their productivity, sustainability, and profitability.

**Statewide Agricultural Commodity Organizations:** Groups that represent specific agricultural sectors, working collaboratively to address industry challenges, enhance competitiveness, and open new markets for Hawai'i's agricultural products.

**Local Communities:** Residents of Hawai'i who benefit from increased local food production, food security, and access to fresh, high-quality, and sustainable agricultural products.

Communities in rural and agricultural areas that rely on the agricultural industry for jobs, economic opportunities, and preservation of the state's cultural heritage.

**Emerging and Established Agribusinesses:** Businesses looking to expand operations, innovate production practices, and enter new markets with the support of cutting-edge research and coordinated marketing efforts.

**Educational and Research Institutions:** Organizations such as the Hawai'i Agriculture Research Center (HARC) and the University of Hawai'i's College of Tropical Agriculture and Human Resources (CTAHR), which directly benefit from funding to conduct essential research and provide technical assistance to farmers and producers.

**Global and Local Buyers:** Large-scale buyers, such as cruise lines, international and national distributors, and local retailers, who seek consistent volumes of high-quality Hawai'i-grown products.

Local consumers who support Hawai'i-grown products through expanded awareness and availability in local markets.

The proposed funding will address the needs of this diverse target population, fostering growth and sustainability in Hawai'i's agricultural industry, benefiting both producers and consumers statewide.

## 5. Geographic Coverage.

The geographic coverage will encompass farmers, ranchers, students, educators, consumers, and residents throughout the entire State of Hawai'i, as well as visitors to Hawai'i.

## III. Service Summary and Outcomes

### 1. Scope of Work, Tasks, and Responsibilities.

The Hawai'i Farm Bureau (HFB) will oversee the administration of the funds for research and market development funding to support projects that enhance Hawai'i's agricultural sector's competitiveness, sustainability, and productivity. This includes funding research initiatives and implementing market development strategies that directly benefit farmers, ranchers, and agricultural commodity groups statewide.

HFB will manage all aspects of the grant process, including issuing a Request for Proposals (RFP), evaluating submissions, distributing funds, and monitoring the outcomes to ensure alignment with the program's goals.

The Hawai'i Farm Bureau will reconvene the HFB RFP Review Committee to develop the RFP, review, select, and award proposals. HFB will issue a Request for Proposals and administer and distribute the funds to contracted researchers and/or research groups upon acceptance of written proposals detailing the proposed and standardized research parameters, the results to be obtained, and reporting requirements.

### **Issuing the RFP and Proposal Solicitation**

- Develop and disseminate a Request for Proposals (RFP) inviting researchers, institutions, and organizations to submit detailed research proposals.
- Specify standardized research parameters, expected outcomes, and reporting requirements within the RFP.
- Ensure the RFP reaches relevant researchers, commodity organizations, and other stakeholders.

### **Proposal Evaluation and Selection**

- Evaluate submitted proposals based on criteria including scientific validity, potential impact on Hawai'i's agricultural competitiveness, and alignment with the goals of the funding program.
- Prioritize projects that address critical needs, such as compliance with the Food Safety Modernization Act (FSMA), innovative market development strategies, and sustainable production practices.
- Consult with HFB's County chapters, individual farmers, and commodity groups to ensure proposals align with industry needs.
- Seek external reviews, where necessary, to ensure objectivity and scientific rigor in the evaluation process.

### **Fund Administration and Contract Management**

- Award funds to selected researchers and organizations upon acceptance of their proposals and execution of funding agreements.
- Outline clear deliverables, timelines, and reporting requirements in all contracts.

### **Monitoring and Oversight**

- Regularly monitor the progress of funded projects to ensure compliance with contractual obligations and alignment with project objectives.
- Provide ongoing consultation to researchers and contractors
- Collect progress reports and assess results to measure the impact of funded initiatives.

## Stakeholder Engagement and Reporting

- Work with HFB County chapters and individual farmers to identify emerging needs and adjust research priorities as necessary.
- Compile a comprehensive final report summarizing project outcomes, achievements, and lessons learned, and provide this report to the Legislature and other stakeholders as required.

## Market Development Initiatives

- Coordinate efforts to identify and expand market opportunities for Hawai'i-grown agricultural products.
- Support farmers and commodity groups in adopting Good Agricultural Practices (GAP), food safety protocols, quality assurance, and business training to enhance their marketability.
- Implement statewide marketing campaigns and collaborative efforts among small farmers to improve product visibility and access to large-scale buyers.

HFB staff will perform the necessary administrative and support functions, assisted by contractors and volunteers from each of the 11 Farm Bureau County chapters located across the state.

## 2. Projected Timeline

The following anticipated timeline assumes that the funding will become available on July 1, 2025:

July 2025	Receive funds; prepare and distribute RFP to research institutions, commodity groups, and other interested parties in Hawai'i.
August - October 2025	Reconvene HFB's RFP Review Committee. Receive, review, and select project proposals.
November 2025 - October 2026	Approved research and market development projects are carried out. Monthly progress reports from research groups are received.
November 2026	Final reports are received.
December 2026 and ongoing	Awardees prepare final reports and publications; HFB transmits results to extension workers and farmers through publications, reports, and workshops.

### 3. Quality Assurance and Evaluation Plans.

Research project proposals will be reviewed by scientists, individual farmers, and commodity groups to ensure that approved projects are scientifically valid and likely to produce results of practical value to Hawai'i's agricultural producers. Researchers whose proposals are approved will be required to submit monthly reports detailing the progress of their projects. Projects will be evaluated on a continuous basis, suggestions will be made for improvement, and any projects that appear unlikely to produce practical results may be terminated.

When practical results are obtained, HFB and its County chapters will sponsor workshops to present these results to segments of Hawai'i's agricultural community. Attendees will be asked to evaluate the workshops for content and presentation and to suggest ways to improve future workshops.

HFB will generate quarterly reports to ensure accurate and timely completion of the projects.

### 4. Measures of Effectiveness.

The success of the Hawai'i Farm Bureau's Research and Market Development Grant) program will be evaluated using the following measures of effectiveness, ensuring the funding for research and market development achieves its intended goals:

#### Research Impact on Agricultural Productivity and Sustainability

- **Number of Research Projects Funded:** Track the number and diversity of research projects funded through the program, focusing on priority commodities and emerging agricultural challenges.
- **Outcomes of Funded Research:** Assess the results of completed research projects, including measurable improvements in crop yields, pest and disease management, and sustainable farming practices.
- **Adoption Rates:** Measure the extent to which farmers adopt new practices, technologies, or innovations developed through funded research.
- **Compliance with FSMA:** Evaluate how funded research helps farmers meet Food Safety Modernization Act (FSMA) requirements, reducing compliance costs and risks.

#### Market Development Success

- **New Markets Accessed:** Document the number of new markets established for Hawai'i-grown products, including partnerships with cruise lines, national and international buyers, and local distributors.

- **Increase in Sales Volume and Value:** Measure the increase in sales volume and value of Hawai'i-grown products as a result of market development initiatives.
- **Farmer Participation:** Track the number of small farmers participating in collaborative marketing efforts and their subsequent access to larger and untapped markets.
- **Marketing Campaign Effectiveness:** Evaluate the reach and impact of marketing campaigns on consumer awareness and demand for locally grown agricultural products.

### **Stakeholder Engagement and Capacity Building**

- **Workshops and Training Sessions:** Record the number of business training workshops, food safety courses, and Good Agricultural Practices (GAP) training sessions conducted.
- **Farmer Participation in Training:** Track the number of farmers and agribusinesses attending these sessions and their reported improvements in knowledge and practices.
- **Feedback from Stakeholders:** Collect qualitative feedback from farmers, researchers, and commodity groups to gauge the program's alignment with their needs and its overall effectiveness.

### **Economic and Community Benefits**

- **Economic Impact:** Estimate the overall economic benefits generated through increased production, sales, and market access for Hawai'i's agricultural sector.
- **Job Creation:** Track the number of jobs created or sustained within the agricultural industry as a result of research and market development activities.
- **Local Food Security:** Evaluate contributions to local food security by tracking the volume of locally grown food available to Hawai'i residents.

### **Program Accountability and Reporting**

- **Timely Completion of Projects:** Monitor whether funded projects are completed within the proposed timelines and budgets.
- **Compliance with Reporting Requirements:** Ensure that all funded researchers and contractors submit progress and final reports detailing their results and accomplishments.

By using these measures of effectiveness, the Hawai'i Farm Bureau will demonstrate accountability, track progress, and ensure the funding delivers meaningful benefits to Hawai'i's agricultural industry and its communities.

**IV. Financial**

1. **Budget.** See attached

**2. Anticipated Quarterly Funding Requests (Fiscal Year 2024).**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$600,000	\$0	\$0	\$0	\$600,000

3. **Other Sources of Funding.** None

4. **State and Federal Tax Credits.** None

5. **Government Contracts and Grants it has been and will be receiving for program funding.** None

6. **Unrestricted Current Assets.** \$750,000

**V. Experience and Capability**

**1. Necessary Skills and Experience**

HFB’s membership includes nearly 1,800 member families in 11 geographical County chapters on all main Hawaiian Islands. These are referred to as Farm Bureau Counties. They include:

- East Oahu County Farm Bureau
- Hamakua County Farm Bureau
- Hilo County Farm Bureau
- Ka'u County Farm Bureau
- Kauai County Farm Bureau
- Kohala County Farm Bureau
- Kona County Farm Bureau
- Maui County Farm Bureau
- Molokai County Farm Bureau
- South Oahu County Farm Bureau
- West Oahu County Farm Bureau

HFB serves Hawai'i’s agricultural community, including not only farmers and ranchers but also academic and industrial researchers. HFB also has extensive contacts among industries, academic institutions, government agencies, and commodity groups that serve and/or regulate agriculture in Hawai'i.

HFB has extensive grant administration experience. The 2003, 2004, 2005, 2006, and 2007 Legislature appropriated grants to the Hawai'i Farm Bureau for the promotion

of Hawai'i's agricultural industry through agricultural research and market development projects. The 2015 and 2016 Legislature appropriated grants to assist Hawai'i's farmers to comply with the Food Safety Modernization Act. The 2019 Legislature appropriated a CIP grant for construction for the repair and restoration of the Hawai'i Farm Bureau building and perimeter wall. The 2023 Legislature appropriated an Operating grant to facilitate the sharing of knowledge, technology, innovation, and best practices with a global agricultural leader. In addition, HFB has received grants from the USDA, the State of Hawai'i, the County of Maui, the County of Kauai, the County of Hawai'i, and the City and County of Honolulu.

## **2. Facilities**

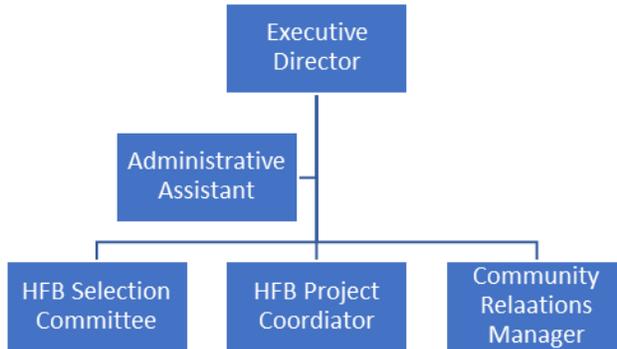
The Hawai'i Farm Bureau is located at 92-1770 Kunia Road, Kunia Hawai'i 96759.

## **VI. Personnel: Project Organization and Staffing**

### **1. Proposed Staffing, Staff Qualifications, Supervision and Training**

Staffing will consist of an Executive Director, an Administrative Assistant, an HFB Research and Market Development Project Coordinator, and an HFB RFP Review Committee. The HFB RFP Review Committee will develop the RFP by asking for research and market development projects to be performed consistently with the project's goals. The committee will evaluate and score the funding proposals. Contracts will then be issued. The Project Coordinator will issue the RFP, oversee the project, compile the results and reporting, and organize the workshops and other communications with assistance from the administrative assistant. The Executive Director will oversee the entire project with specific milestones to ensure the timely completion of the project. The Executive Director and the Administrative Assistant are already hired and are capable. The Project Coordinator must have a college degree and be familiar with general research, organization, and communications. This person must demonstrate proficiency in each of these areas to the committee's satisfaction.

## 2. Organization Chart



## 3. Compensation

Executive Director: \$90,000 - \$100,000

Farmers' Market General Manager: \$60,000 - \$75,000

Community Relations Manager: \$50,000 - \$70,000

## VII. Other

1. **Litigation.** None
2. **Licensure or Accreditation.** None
3. **Private Educational Institutions.** None
4. **Future Sustainability Plan.**

The applicant shall provide a plan for sustaining after fiscal year 2026 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2026, but
- (b) Not received by the applicant thereafter.

If funding is received for this fiscal year, 2025, no other GIA funds for this project will be needed. The Hawai'i Farm Bureau will utilize Federal, private, and partnership funding and partnerships to fund future Research and Market Development projects.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant: Hawaii Farm Bureau Foundation

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	90,000			
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>	<b>90,000</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	5,000			
2. Insurance				
3. Lease/Rental of Equipment	2,000			
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	10,000			
7. Telecommunication				
8. Utilities				
9. Grant Awards to Research and MD	475,000			
10. Publication Costs	5,000			
11. Workshops	3,000			
12. Legal	5,000			
13. Administrative Costs	5,000			
14.				
15.				
16.				
17.				
18.				
19.				
20.				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>510,000</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>600,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	600,000	Brian Miyamoto <span style="float: right;">808-848-2074</span>		
(b) Total Federal Funds Requested	0	Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested	0	45,671		
(d) Total Private/Other Funds Requested	0	Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>600,000</b>	Brian Miyamoto, Executive Director Name and Title (Please type or print)		



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2025 to June 30, 2026

Applicant: Hawaii Farm Bureau Foundation

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

# BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2025 to June 30, 2026

Applicant: Hawaii Farm Bureau Foundation

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:2023-2024	FY:2024-2025	FY:2025-2026	FY:2025-2026	FY:2026-2027	FY:2027-2028
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						

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

Applicant: Hawaii Farm Bureau Foundation

Contracts Total: 935,000

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)</b>	<b>CONTRACT VALUE</b>
2	Contract 64921 - Food Safety, Yr 1	6/16 - 9/20	HDOA	State of Hawaii	325,000
1	Contract 65587 - Food Safety, Yr 2	1/17 - 6/21	HDOA	State of Hawaii	400,000
6	Contract 66650 - 2018 Hawaii State Farm Fair	4/18 - 6/19	HDOA	State of Hawaii	35,000
3	Contract 67668 - 2019 Hawaii State Farm Fair	4/19 - 6/20	HDOA	State of Hawaii	35,000
5	Contract 68482 - Invasive Species	3/20 - 2/21	HDOA	State of Hawaii	90,000
4	Contract c.008310 - COVID Emergency Food Purchase	4/20 - 3/21	Dept of Research and Dev	County of Hawaii	25,000
7	Contract 69022 - HFB Building CIP	5/21 - 4/22	HDOA	State of Hawaii	150,000
8	Contract 71767 - Tokachi Agriculture Alliance	6/24 - 6/24	HDOA	State of Hawaii	200,000
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