

House District 28

Senate District 24

THE TWENTY- FOURTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: 76-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): \_\_\_\_\_

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): \_\_\_\_\_

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
Hawaii Farm Bureau Foundation For Agriculture

Db/a:

Street Address: 2343 Rose Street, Honolulu, HI. 96819

Mailing Address: Same as above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name ALAN TAKEMOTO

Title Executive Director

Phone # 808-848-2074

Fax # 808-848-1921

e-mail atakemoto@hfbf.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
- FOR PROFIT CORPORATION
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: \_\_\_\_\_

6. SSN (IF AN INDIVIDUAL): \_\_\_\_\_

7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

HFBF RESEARCH AND DEVELOPMENT INITIATIVE

(Maximum 300 Characters)

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2008-2009 \$ 368,000

9. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ \_\_\_\_\_

FEDERAL \$ \_\_\_\_\_

COUNTY \$ \_\_\_\_\_

PRIVATE/OTHER \$ \_\_\_\_\_

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED SIGNATURE]  
AUTHORIZED SIGNATURE

DEAN J. OKIMOTO, PRESIDENT  
NAME & TITLE

JANUARY 31, 2008  
DATE SIGNED

## Application for Grants and Subsidies

*If any item is not applicable to the request, the applicant should enter "not applicable".*

### I. 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. Include the following:

1. A BRIEF description of the applicant's background;

The Hawaii Farm Bureau Foundation for Agriculture (HFBFA) is a non-profit charitable organization organized to further and promote agriculture and farming, and to enhance environmental stewardship in State of Hawaii, through agriculture research, education, training management and public outreach.

2. The goals and objectives related to the request;

The HFBF created the Hawaii Farm Bureau Foundation for Agriculture (HFBFA) to address the critical needs and services of farmers and the agricultural industry. The goal of the HFBFA is to further promote agriculture and farming, and to enhance the environmental stewardship in the State of Hawaii, through agricultural research, education, training, management and public outreach.

3. State the public purpose and need to be served;

The HFBFA will create programs to support the mandates of Hawaii's constitution to conserve and protect agricultural lands, promote diversified agricultural self-sufficiency and assure the availability of agriculturally suitable lands for future generations.

4. Describe the target population to be served;

The target populations to be served are the agricultural and farming communities, the general public and grade school students.

5. Describe the geographic coverage.

State of Hawaii

6. Describe how the request will, in the case of a grant, permit the community to benefit from those activities; or for a subsidy, reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

The grant will provide the needed funds to create the Public Agriculture and Awareness Program, "Ag in the Classroom" Program and the Technical Assistance Farmer Educational Outreach Program. All programs promote the sustainability and survival of agriculture in Hawaii through educational programs that benefit the community.

## **II. 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.

1. Describe the scope of work, tasks and responsibilities;

The HFBFA Executive Director and President of the Board will ensure the implementation of the programs.

The grant will provide funds to build capacity to create the following programs:

- Public Agriculture and Awareness Program will involve educating and training the general public of the importance of agriculture, proper farming practices and environmental stewardship in the State of Hawaii. HFBFA will coordinate various educational workshops and seminars for the general public. These workshops will include, among other things, educating the public about local products and produce, proper growing procedures of Hawaii grown plants and crops and instructions on the proper use of pesticides.
- "Ag in the Classroom" will educate Hawaii's youth in the classrooms and schools, similar to the Agriculture in the Classroom program coordinated by the U.S. Department of Agriculture. It will establish an educational program that will include, among other things, excursions to farms, production of educational materials on agriculture, informing students of the careers available in the agricultural industry, and contests to promote agriculture. HFBFA will implement this program in at least four different grade schools.
- Technical Assistance and Farmer Educational Outreach will enhance and support the farmers and agricultural community by promoting and encouraging agriculture outreach, research, market development, and specialized agriculture education. The program will include coordination of specialized education workshops and seminars for

farmers regarding the best agricultural practices to improve efficiencies and other farming methodologies and techniques.

2. The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service;

HFBFA will create the three programs in July of 2008 and provide results of the program in June 2009.

|                              |   |
|------------------------------|---|
| July 2008:                   | Develop outlines for the Public Agriculture Promotion and Awareness program, Ag in the Classroom program and Technical Assistance and Farmer Educational Outreach program |
|                              | Create job descriptions for three new positions that will implement the programs  |
| August 2008:                 | Hire employees for three new positions  |
| September 2008-<br>June 2009 | Implementation and delivery of programs   |
| July 2008 –<br>June 2009     | Quarterly reporting of results to board of directors  |
| June 2009                    | Final Reporting of outcomes and results   |

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

For all programs, HFBFA will create an evaluation survey that will ask participants for feedback on the effectiveness of the programs. HFBFA will also track the number of participants and attendees. HFBFA will generate quarterly reports for the board of directors to ensure delivery and evaluation of programs.

4. The applicant shall list the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

The results will be measured by:

- The Public Agriculture Promotion and Awareness program will develop and deliver at least six seminars and workshops for the general public statewide.
- The Ag in the Classroom program will implement this program in at least four different grade schools.
- The Technical Assistance and Farmer Educational Outreach will help and assist at least 100 farmers through one-on-one assistance and through workshops and educational programs.

It should be noted that the HFBFA will sustain this program in future years through an increase in membership support, creation of funding from private grants, corporate sponsors and through individual contributions.

### **III. Financial**

#### **Budget**

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

See Budget Forms.

2. The applicant shall provide its anticipated quarterly funding requirements for the fiscal year 2008-2009.

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|-----------|-----------|-----------|-----------|-------------|
| \$87,500  | \$87,500  | \$87,500  | \$87,500  | \$350,000   |

### **IV. Experience and Capability**

#### **A. 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 Hawaii Farm Bureau Foundation for Agriculture, the charitable organization of the HFBBF, will be managed by the Executive Director (ED). The ED will be assisted by the President of the HFBFA and the independent consultant. The ED has more than ten (10) years of experience managing the HFBBF, the President has more than four (4) years of volunteer experience and the independent consultant has more than fifteen (15) years of experience managing non-profit organizations which

includes the building membership, creating mission related programs, developing comprehensive fund development operations and structuring marketing and communications programs.

**B. Quality Assurance and Evaluation**

The applicant shall describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate and improve their results.

The Hawaii Farm Bureau Federation will provide quarterly reports to its Board of Directors. The Board of Directors will, in turn, evaluate progress and make recommendations to improve the program.

**B. 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. Also describe how the facilities meet ADA requirements, as applicable.

The Hawaii Farm Bureau Federation owns its own facilities (1,200 sq. ft. office space; 1,000 sq. ft. storage; 1,800 sq. ft. rental). It will rely on its staff and subcontractors for facilities to complete the projects.

**V. Personnel: Project Organization and Staffing**

**A. 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.

The Hawaii Farm Bureau Foundation for Agriculture will be managed by the Executive Director (ED). The ED will be assisted by the President of the HFBFA and an independent consultant. The ED has more than ten (10) years of experience managing the Hawaii Farm Bureau Federation, the President, Dean Okimoto, has more than four years of experience as part of the volunteer leadership of the board and the independent consultant has more than fifteen (15) years of experience managing non-profit organizations which include building membership, creating mission related programs, developing comprehensive fund development operations and structuring marketing and communications programs. The grant will create

three new positions – Education Manager, Technical Assistance Manager and Public Awareness Manager. The Executive Director will oversee and manage these three new positions. The Executive Director is Alan Takemoto who has over 10 years experience and knowledge in resolving many of Hawaii agricultural issues. He will work with an independent contractor, Denise Hayashi, its Board President, Dean Okimoto, and the Board of Directors to provide direction and development of the program.

**B. 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 organizational chart that illustrates the placement of this request.

See Attachment 3.

**VI. Other**

**A. 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.

None.

**B. Licensure or Accreditation**

Specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.

None.

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2008 to June 30, 2009)

Applicant: HFBFA

| <b>BUDGET CATEGORIES</b>            | <b>Total State Funds Requested (a)</b> | <b>(b)</b>  | <b>(c)</b> | <b>(d)</b> |
|-------------------------------------|--|---|------------|------------|
| <b>A. PERSONNEL COST</b>            |  |   |            |            |
| 1. Salaries                         | 220,000                                |   |            |            |
| 2. Payroll Taxes & Assessments      |  |   |            |            |
| 3. Fringe Benefits                  | 73,260                                 |   |            |            |
| <b>TOTAL PERSONNEL COST</b>         | <b>293,260</b>                         |   |            |            |
| <b>B. OTHER CURRENT EXPENSES</b>    |  |   |            |            |
| 1. Airfare, Inter-Island            | 5,000                                  |   |            |            |
| 2. Insurance                        |  |   |            |            |
| 3. Lease/Rental of Equipment        |  |   |            |            |
| 4. Lease/Rental of Space (forums)   | 12,000                                 |   |            |            |
| 5. Staff Training                   | 3,000                                  |   |            |            |
| 6. Supplies                         | 5,000                                  |   |            |            |
| 7. Telecommunication                | 3,000                                  |   |            |            |
| 8. Utilities                        | 3,000                                  |   |            |            |
| 9. Printing                         | 10,000                                 |   |            |            |
| 10. Postage                         |  |   |            |            |
| 11. Workshops (Public)              | 18,000                                 |   |            |            |
| 12. Workshops (Tech)                | 9,000                                  |   |            |            |
| 13. Education Consultant            | 6,740                                  |   |            |            |
| 14.                                 |  |   |            |            |
| 15.                                 |  |   |            |            |
| 16.                                 |  |   |            |            |
| 17.                                 |  |   |            |            |
| 18.                                 |  |   |            |            |
| 19.                                 |  |   |            |            |
| 20.                                 |  |   |            |            |
| <b>TOTAL OTHER CURRENT EXPENSES</b> | <b>74,740</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>368,000</b>                         |   |            |            |
| <b>SOURCES OF FUNDING</b>           |  | Budget Prepared By:   |            |            |
| (a) Total State Funds Requested     | 368,000                                | Alan Takemoto 848-2074  |            |            |
| (b)                                 |  | [Redacted] Phone  |            |            |
| (c)                                 |  | [Redacted] January 31, 2008   |            |            |
| (d)                                 |  | Signature of Authorized Official Date                                 |            |            |
| <b>TOTAL REVENUE</b>                | <b>368,000</b>                         | Dean J. Okimoto<br>President<br>Name and Title (Please type or print) |            |            |





# BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: HEBFA

Period: July 1, 2008 to June 30, 2009

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

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

**BUDGET JUSTIFICATION  
CAPITAL PROJECT DETAILS**

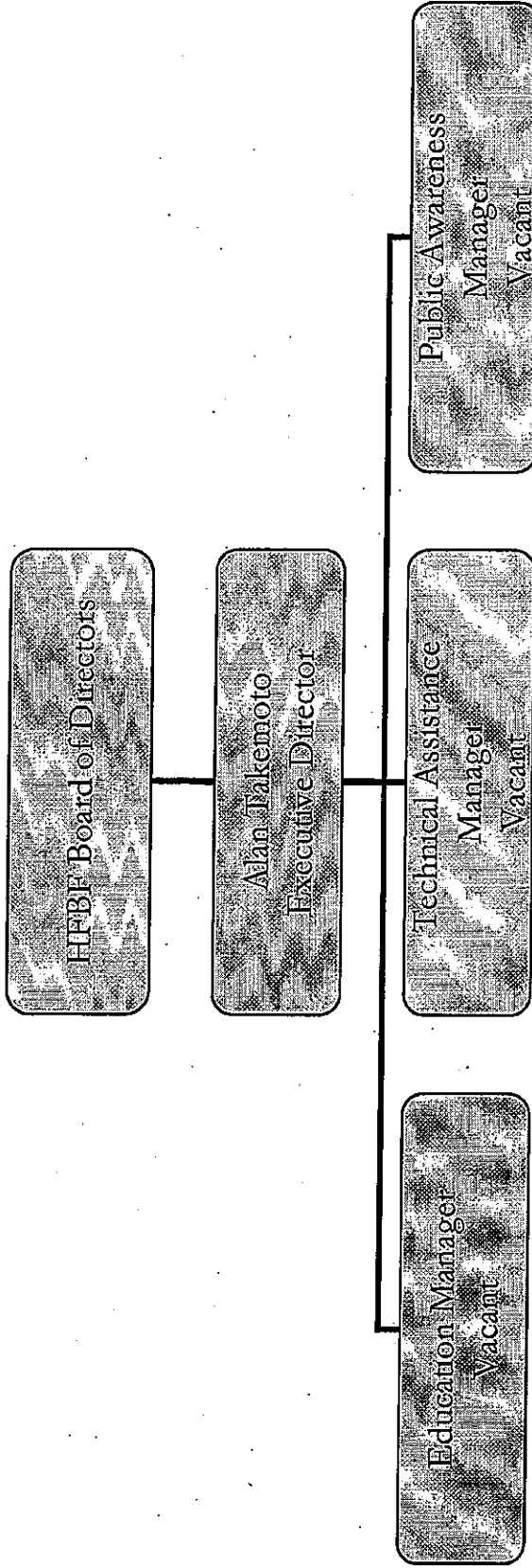
Applicant: HEBFA

Period: July 1, 2008 to June 30, 2009

| FUNDING AMOUNT REQUESTED |   |               |                       |               |                                      |               |
|--------------------------|---|---------------|-----------------------|---------------|--------------------------------------|---------------|
| TOTAL PROJECT COST       | ANY OTHER SOURCE OF FUNDS RECEIVED IN PRIOR YEARS |               | STATE FUNDS REQUESTED |               | FUNDING REQUIRED IN SUCCEEDING YEARS |               |
|                          | FY: 2005-2006                                     | FY: 2006-2007 | FY: 2007-2008         | FY: 2008-2009 | FY: 2009-2010                        | FY: 2010-2011 |
| PLANS                    |   |               |                       |               |                                      |               |
| LAND ACQUISITION         |   |               |                       |               |                                      |               |
| DESIGN                   |   |               |                       |               |                                      |               |
| CONSTRUCTION             |   |               |                       |               |                                      |               |
| EQUIPMENT                |   |               |                       |               |                                      |               |
| <b>TOTAL:</b>            |   |               |                       |               |                                      |               |
| JUSTIFICATION/COMMENTS:  |   |               |                       |               |                                      |               |
| N/A                      |   |               |                       |               |                                      |               |

# Hawaii Farm Bureau Foundation for Agriculture

## Organizational Chart



Board of Directors: Dean Okimoto (President), Mae Nakahata (Vice President), David Gilliland (Director/Secretary), Roy Oyama (Director/Treasurer)

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES**

The undersigned authorized representative of the applicant acknowledges that said applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to section 42F-103, Hawaii Revised Statutes:

- (1) 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 or subsidy is awarded;
- (2) Comply 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;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy 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 assuring the proper expenditure of the grant or subsidy.

In addition, a grant or subsidy may be made to an organization only if the organization:

- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

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

Hawaii Farm Bureau Foundation for Agriculture

(Typed Name of Individual or Organization)



(Signature)

January 31, 2008

(Date)

Dean J. Okimoto

(Typed Name)

President

(Title)