

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

Type of Grant Request:

Operating

Capital

Legal Name of Requesting Organization or Individual: Dba: Mālama Kauaʻi

Amount of State Funds Requested: \$ 1,000,000

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

Mālama Kauaʻi is seeking a \$1M capital grant for the completion of their Moloaʻa ʻĀINA Center food hub's construction. The two-story facility will provide packing, processing, cold storage, and technical assistance / office space for Moloaʻa farmers, as well as Mālama Kauaʻi's food distribution programming. The food distribution programming has served over 100 Kauaʻi farmers, ranchers, and food producers in the past 12 months, with over \$1M in local food purchasing in the past 2 years. The new food hub facility will expand these opportunities for increased sales and community access.

Amount of Other Funds Available:

State: \$ 250,000
Federal: \$ 15,000
County: \$ _____
Private/Other: \$ 618,284

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

\$ 864,058
Unrestricted Assets:
\$ 345,595

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:

PO Box 1414
City: Kilauea State: HI Zip: 96754

Contact Person for Matters Involving this Application

Name:
Megan Fox

Title:
Executive Director

Email:
megan@malamakauai.org

Phone:
808-828-0685 x12

Federal Tax ID#:

State Tax ID#

Megan Fox
Authorized Signature

Megan Fox, Executive Director
Name and Title

1/21/22
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.

- X 1) Certificate of Good Standing (If the Applicant is an Organization)
- X 2) Declaration Statement
- X 3) Verify that grant shall be used for a public purpose
- X** 4) Background and Summary
- X 5) Service Summary and Outcomes
- X 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](#))
- X 7) Experience and Capability
- X 8) Personnel: Project Organization and Staffing


AUTHORIZED SIGNATURE

Megan Fox, Executive Director

PRINT NAME AND TITLE

1/20/22

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

Vendor Name: Malama Kauai

DBA/Trade Name: Malama Kauai

Issue Date: 01/11/2022

Status: Compliant

Hawaii Tax#: 00451317-76
New Hawaii Tax#: GE-0045131776-01
FEIN/SSN#: XX-XXX7488
UI#: XXXXXX1691
DCCA FILE#:

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

Applicant: Mālama Kaua'i

Declaration Statement

Mālama Kaua'i affirms its compliance with [Section 42F-103, Hawaii Revised Statutes](#).

Public Purpose

Mālama Kaua'i affirms this project and respective funding request is for a public purpose pursuant to [Section 42F-102, Hawaii Revised Statutes](#) to build a food hub facility that will support the purchasing and sales of local food from Kaua'i farmers and food producers, while supporting the Kaua'i community with increase local food access. The grant request is for \$1M.

A handwritten signature in black ink that reads "Megan Fox". The signature is written in a cursive, flowing style.

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, 2021.

Attached

2. Declaration Statement

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

Attached

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](#).

Attached

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;

Founded in 2006, Mālama Kaua'i is a community-based, 501(c)3 nonprofit organization that focuses on increasing local food production and access for Kaua'i. With resilience and sustainability at its center, MK leverages workforce and economic development efforts, partnerships and innovative programs to grow community capacity.

For over 15 years, MK has led Kaua'i's community food system development, provided technical assistance and resources to farmers and food producers, as well as increasing food access for our island's most vulnerable people. Programming has included educational workshops on food production and farm business development; maintaining an 8-acre community farm; hosting

agricultural internships for youth; coordinating free food distributions for keiki and kūpuna; supporting disaster response activities, and much more.

MK has a long history of supporting Kaua'i farmers with technical assistance programs, mini-grants, and educational workshops. Building strong relationships and trust with producers allows for the success of the aggregation/distribution services. Producers have been deeply involved in the development of all aspects of our programming. Our Kaua'i Farmer E-Newsletter has over 400 subscribers. Our [2017 Kaua'i Farmer Survey](#) demonstrated that Kaua'i farmers are interested in value-added products, and Markets/Sales Channels was their #2 barrier (behind access to consistent, reliable water).

“The value added agricultural products niche is huge, so much potential, it feels like paddling upstream with limited resources for expanding... the world wants what Kaua'i produces”

- Comment on the 2017 Kaua'i Farmer Survey

MK has been listening to Kaua'i farmers for over a decade, and our Moloa'a 'ĀINA Center food hub project will meet the needs they have been sharing with us throughout that time - needs that are only stronger today.

2. The goals and objectives related to the request;



Goal: To reduce food insecurity in Kaua'i by improving food access and distribution, while supporting local farmers and food producers.

Objective: By 2023, complete the final phase of construction of the Moloa'a 'ĀINA Center food hub on Kaua'i specifically:

- Building structure - framing, siding, roofing, finishing
- Infrastructure - plumbing, electrical, solar, high-speed wifi
- Commercial kitchen trailer connections to infrastructure
- Security system and gate
- Cold storage
- Food processing equipment
- Fixtures and furnishings

3. The public purpose and need to be served;

The overall public purpose is to increase local food access to local food for the people of Kaua'i, while lifting our local food system.

Community Food Access

In a time when 1 in 6 children suffer from food insecurity, it's critical that we are able to make local food accessible to vulnerable and low-income audiences. MK's food programs do just that. Our consumer sales and distribution program sees over 50% of customers use SNAP/EBT for payment, as the only islandwide home delivery service of local food that accepts SNAP and DA BUX for 50% off produce or poi.

Additionally, our food hub programs include Kaukau 4 Keiki summer meal box program, kūpuna produce bag deliveries, and other free food distribution programs to those in need. In 2021, we distributed over 10,000 free local food bags to those in need. A facility with large-scale cold storage and food preparation capabilities will enhance this program's capacity.

Commercial Markets

Commercial and institutional markets are growing their goals in local purchasing, and MK's food hub services helping them meet these goals with less labor. Instead of dealing with several farmers and food producers themselves, they can have access to simplified ordering, one delivery, and consolidated invoicing and billing with just one vendor.

MK's food hub services are currently selling to 33 commercial clients, including schools, early care & education centers (ECEs), a hospital, food pantries, a domestic violence shelter, restaurants, caterers, value-added product makers, and others. This allows these entities to easily increase their local food purchasing, and all look forward to expansion of these programs with MK's intention to increase capacity with a larger facility.

Farmers, Ranchers, and Food Producers

While the on-site services and facilities will be focused on MIC farmers, the aggregation and distribution services will include many other farmer, rancher, and food producer partners across the island. MK currently purchases and sells produce, meats, and value-added products from over 100 local food producers. With the new food hub facility we will be able to expand our capacity to serve 200 producers islandwide by the end of 2023, and deepen the profitability of each of these producers.

4. Describe the target population to be served; and

Many people across Kaua'i will benefit from this facility and its related programmatic expansion, as described in the above section on *Public Purpose & Need to Be Served*, but those who will benefit most directly are the users of the facility - the farmers.

The Moloa'a food hub will address Moloa'a farmers' needs expressed through direct participation in planning facilities and program expansions to meet their interests and business growth goals. Farmer survey results informed project and program design and planning to ensure that specific project elements, investments and strategies are prioritized. Assuring effective producer utilization of the new facility, the following slideshare results from the Moloa'a Farmer Survey completed in 2020.

About Moloa'a Farmers

MIC is the largest cluster of commercial farms on Kaua'i, with 70 members spanning over 600 acres



SMALL & LOW-INCOME

74% have **gross revenue under \$100K** in 2019
 32% own another business & 17% are themselves eligible for SNAP/EBT
 52% of farms are **10 acres or less**; no farm is over 32 acres

YOUNG, BEGINNING FARMERS

15% have been farming less than 5 years
 43.5% have been farming less than 15 years
 35% are over 65
 30% are between 45 and 65
35% are under 45

GROW HIGHLY PERISHABLE PRODUCE

82% grow fruit and 65% grow vegetables
 one farm is producing eggs, cheese, and meat
91% are farming organically



Top **business challenges:**

1. Absence of tourism market
2. Lack of processing facilities and equipment
3. Insufficient skilled labor

Most useful **technical assistance services:**

1. Grant writing and fiscal sponsorship
2. Aggregation and distribution
3. Marketing and sales connections
4. Marketing technical assistance

Farmer Goals

With our already-owned commercial kitchen, and designs for a future post-harvest facility, these goals are on target to be achieved by 2022



Farmers' Challenges

The 'ĀINA Center addresses these needs through its facilities and program for farmers



In the next three to five years
39% plan to expand into
value added products

Top desired **equipment** by farmers:

1. Dehydration
2. Certified commercial kitchen
3. Bottling

Top **priorities** over the next five to ten years: Increasing efficiency, productivity, and scale



In addition to facility use by Moloa'a farmers, MK will utilize the facility to expand their food hub programming which grew from supporting over 40 local food producers in 2020 to over 100 in 2021. These programs are currently purchasing approximately half a million dollars in local food annually through residential and commercial sales, as well as free food distributions for keiki feeding programs and those in need. This facility could expand MK's capacity significantly, again doubling the number of producers benefiting, and benefiting all more deeply by the end of 2024.

5. Describe the geographic coverage.

This project primarily serves the County of Kaua'i, but also contributes and interacts with the statewide food system and food hub network.

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;

Scope of Work:

The primary scope of work is the construction of a two-story building that will house a Post Harvest Hub on the first floor and a Technical Assistance and Training Hub on the second floor.

The total footprint is 2,810 SF with a partial second floor measuring 680 SF for a total built area of 3,490 SF. It will be outfitted with an ADA-compliant restroom, 1500 gallon septic system with 320 gallon grease trap and high-efficiency solar panels on the roof. The Post-Harvest Hub will house FSMA-compliant washing and packing stations, cold storage, and processing equipment for dehydration, juicing/pulping, bottling, egg washing, and ice cream. The facility will be the only space available for farmers in the area to have high-speed internet access to operate their businesses.

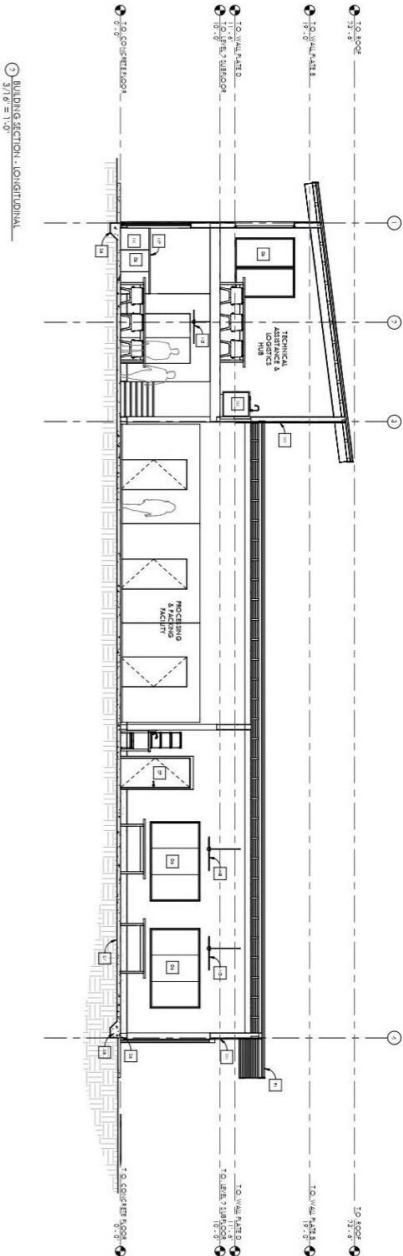
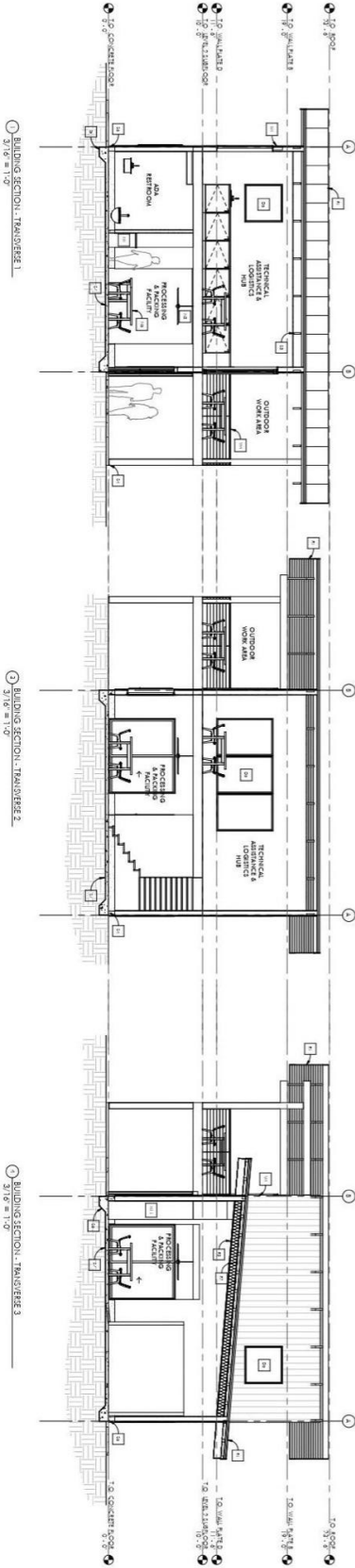
Major Tasks:

Key construction milestones are highlighted in the next section with a full project timeline for 2022.

Responsibilities:

The Project Manager will oversee the construction of the building, management of contractors, and the purchase of equipment needed to fully outfit the building, with the Executive Director supporting the project and overseeing the finances and communications of the project.

Food Hub Facility Drawing:



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

This project began in August 2020. The current projected timeline for project to be completed if funding is awarded in July during the 2022 calendar year:

Phase 2 Timeline	2021	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
Fundraising	█	█	█	█	█								
Final Engineering		█	█										
Permitting and Planning Approval		█	█										
Concrete				█	█								
Two-story Building Build-out						█	█	█	█	█	█	█	█
Plumbing								█	█	█	█	█	█
Electric / Solar									█	█	█	█	█
Purchase Equipment									█	█	█	█	█
Plumbing and Electrical for Commercial Kitchen											█	█	█
Broadband												█	█
Install Equipment / Furnish space												█	█
Construction Contingency												█	█
Security Gates / Cameras												█	█
Website Development	█	█					█						█

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

The project timeline and budget have been baselined following extensive review. Expenses will be processed weekly and the month-over-month budget forecast reviewed and updated monthly. Weekly monitoring of project milestones and overall timeline will take place. The Project Manager will escalate any issues and risks to the Executive Director via their weekly status meeting.

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.

Formal status reporting with a narrative of accomplishments and next steps will be provided quarterly, along with performance against budget and timelines. Formal change requests will be documented for approval of any change in scope, with signature required from the Executive Director. Changes that result in impact to the budget or timelines will also be subject to change control procedures. Inspections will take place on site following each major milestone and on an unannounced, regular basis to ensure quality control.

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)**

These items are included as attachments.

- 2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2023.**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$705,250	\$294,750	\$0	\$0	\$1,000,000

- 3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2023.**

Over \$868,284 has been raised for this project to cover work performed before this grant’s start date, to cover the previous phase of the project and site preparation.

\$15,000 has been secured for this project period for internal food processing supplies from the USDA Regional Food Systems Partnership Grant in partnership with the Hawaii Food Hub Hui and Hawaii Good Food Alliance. We are applying for over \$603,935 in additional funding from various private sources for this project period, but sources of that funding are proprietary and confidential information. We are happy to discuss outside of this application rather than have this information publicly shared.

- 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.**

NA

- 5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2023 for program funding.**

The enclosed page “**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**” document outlines the \$2,158,506 received from the government in grants and contracts within the past five years, during the period of 2017-2021; the past three years (2018-2021) would bring these awarded amounts down to \$2,098,621.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2021.

\$345,549.61; some of this has been allocated to the project for the 1st quarter of 2021 already.

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.

Mālama Kaua'i, with its over 15 years of experience in Kaua'i's food system, is uniquely positioned to continue to expand their successful food hub programming with the completion of this facility, due to the following factors:

- ***MK has launched the island's first food hub successfully.*** MK developed its first aggregation and distribution model for local food in 2009, called Cultivate, which ran for a couple of years with different staff and a different model. Since re-launching our food hub services in 2020, the results have been highly successful, purchasing over \$1,000,000 in local food products from 100+ local producers with four different distinct revenue models: consumers with a focus on low-income residents, commercial clients, USDA food programs, and food distributions to those in need. MK has done this with no real facility, renting short-term packing locations and managing an in-field, just-in-time inventory model. With a year-long rental in place and the new food hub facility under construction, the next phase of this programming will be greatly enhanced through this new facility's availability.
- ***MK's new food hub facility is located in Kauai's largest concentration of commercial farms, partnering with the MIC farmer cooperative of 70 members spanning 600 acres of ag lands.*** MK is working directly with experienced farmers, over 85% have been farming for more than five years, with 48% farming for more than 15 years. These farms are growing: increasing efficiency, productivity, and scale are the top three priorities for these farms in the next five to ten years. This presents a significant opportunity to create more local jobs by expanding their businesses.
- ***MK has the most experience coordinating nutrition incentive programs for local food.*** MK is

the only islandwide local food distributor that is approved to accept SNAP and DA BUX, with over 50% of their consumer buyers using SNAP/EBT to pay for their purchases. MK has led SNAP processing at farmers markets for years through directly operating them; and has facilitated grants and technical assistance to onboard 2 new Kaua'i farmers markets into the program in 2021. MK is also launching the first statewide pilot of Women, Infants, Children (WIC) processing for local food statewide, including partners in three other communities across the state. This creates a broader and more consistent local consumer market for local products, while increasing access to local food for our state's most vulnerable.

- ***MK has over a decade of experience leading Kaua'i's Farm to School movement.*** MK has been the island's leader in farm to school initiatives since 2010, with the creation of the Kaua'i School Garden Network. MK has facilitated 94% of Kaua'i schools hosting of school gardens, which is the highest ranking county in the state, developed the island's first farm to school lunch programs at two Hawaiian immersion schools (2016-2019), and most recently (2018-Present) led the Kaua'i Farm to School Hui Stakeholder group to collaborate on islandwide initiatives, including supporting the rollout of the state's previous Aina Pono farm to school program.

MK has successfully completed a variety of contracts for statewide farm to school initiatives including DOE's Garden to Cafeteria Program and 'Aina Pono Waste Audits, Hawaii Child Nutrition Programs' FFVP Outreach, and more. MK was recipient of the National Farm to School Network Seed Change in Native Communities Cohort starting in 2017 and the 2020 Community Food Heroes Award, receiving national recognition. During COVID, MK utilized a USDA AMS Farm-to-Families Food Box contract to procure and distribute over \$500,000 in produce at five schools for 15 weeks from 25 on-island farmers, providing families in need with local groceries.

Since, MK has also continued to distribute local food boxes through USDA Nutrition Programs via Kaukau 4 Keiki summer and afterschool programs, and most recently operating a USDA Farm to School grant to get local food into local Early Care & Education Centers (ECEs).

- ***MK has 15+ years of experience supporting farmers and food producers through educational and technical assistance programming.*** MK has maintained a list of over 200 active commercial producers islandwide for over a decade, sent out regular Kaua'i Farmer News e-Newsletters, fiscally sponsored grants for farming groups and cooperatives, held hundreds of farmer workshops and trainings, and supplied paid interns to farms. Since 2018, we have helped to purchase over \$1M in local food and distribute over \$524,000 in grants to farmers, building extensive trust and deep relationships with our island's producers. Hundreds of partnerships and businesses will benefit from this project's investment.

Moloa'a Irrigation Cooperative (MIC)

Since 2015, MIC has served the agricultural community in the Moloa'a Hui Lands by providing water delivery and supporting sustainable agriculture on their traditional farmlands. Moloa'a Irrigation Co-Op (MIC) is a cooperative of the Moloa'a Hui Land Farmers with 70 ag lots encompassing 600+ acres of ag lands - arguably the largest concentration of professional farmers on Kaua'i. The majority of these farmers lack processing facilities, adequate capital or a long enough lease to risk infrastructure investments.

In 2016 MIC purchased the food hub site with funding from the Department of Agriculture to build a food hub, but until now was unable to see that commitment through to fruition. The MIC site is the perfect location for this food hub's installation due to its concentration of professional farmers and food producers, existing utility hookups, and potable water access. **MIC has enthusiastically provided a no-cost, 15-year lease to MK to develop the food hub and post harvest facility for use by their members, and welcomed MK into MIC membership.** The MIC site is the perfect location for this food hub's installation due to its concentration of professional farmers and food producers, existing utility hookups, and potable water access.

Still without a full return of tourism-industry local food purchasing, farmers need to find new opportunities to preserve their produce into value-added products with a longer shelf life. This requires FSMA (Food Safety Modernization Act)-compliant processing and cold storage space to meet the demands of larger markets. MIC has further supported farmers' needs assessments and recruits members to supply food for MK's food hub programs.

A listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request is attached entitled "**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**".

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.

MK's food hub programs are currently operated out of a small leased facility in Lihu'e. This new facility, of which this request is for, is being built on Moloa'a Irrigation Cooperative (MIC) land, which is under a 15-year lease.

The design and engineering of the facility is completed, grading and septic installation will be complete in early 2022; concrete work will begin this spring along with building framing - all of this work has been separately funded. By July, we will finish framing, then siding and roofing the building. Next will come plumbing and electrical. Finishing, furnishing, equipment installation, commercial kitchen connections, solar, wifi, and security will come last to complete the buildout of the facility.

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.

Two of MK's staff are directly overseeing this project, with project work being performed by experienced contractors.

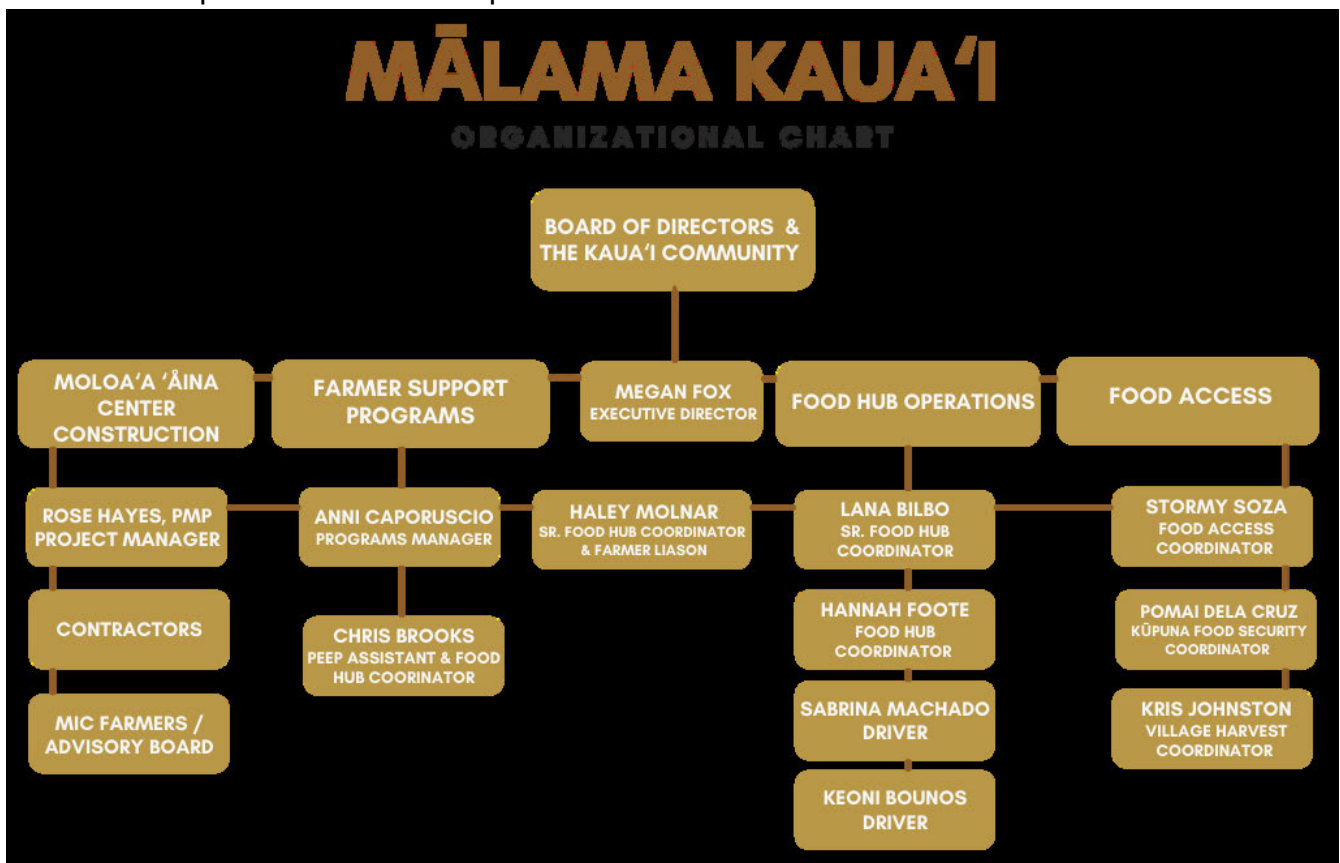
Executive Director, Megan Fox has 15+ years in workforce and economic development and oversees finances, operations, program management, fundraising, and marketing for the nonprofit. She has been with MK since 2014, and was promoted to Executive Director in 2017. She holds a BS in Management and Public Policy with a Human Resources minor. Fox will oversee the overall project and its programs, and lead producer partnerships.

Project Manager, Rose Hayes, has 20+ years of experience delivering successful projects in the private sector and holds a BA from Columbia College and Project Management Professional (PMP) certification. Hayes is contracted to lead the project management of the food hub facility development to ensure timely and cost-effective delivery of the project.

All contractors will be fully licensed and insured. Formal Request For Proposal (RFP) methodology is used in the solicitation of bids and selection of contractors. Weighted averages are used to score participants and reference checks completed prior to the final selection and award of contract.

2. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.



3. Compensation

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

Executive Director \$85,000
Programs Manager \$45,760
Sr. Food Hub Coordinator \$41,600

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.

NA

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.

Department of Agriculture Produce Dealer
Rose Hayes holds Project Management Professional (PMP) Certification

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.

NA

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2022-23 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2022-23, but
- (b) Not received by the applicant thereafter.

This is a one-time capital project and will not require ongoing funding for these construction and improvement elements. Operational funding for related programming will continue to be received from grant funds, donations, and earned income through the sale of local food products.

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

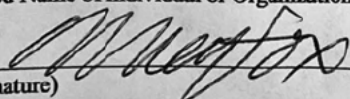
The undersigned authorized representative of the applicant certifies the following:

- 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.
- 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.

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.

Megan Fox, Malama Kama'i
(Typed Name of Individual or Organization)


(Signature) 1/18/22
(Date)

Megan Fox
(Typed Name) Executive Director
(Title)

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

Applicant: Mālama Kaua'i

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				10,625
2. Payroll Taxes & Assessments				2,656
3. Fringe Benefits				600
TOTAL PERSONNEL COST				13,881
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				4,000
3. Lease/Rental of Equipment				1,300
4. Lease/Rental of Space				800
5. Staff Training				
6. Supplies		15,000		16,500
7. Telecommunication				400
8. Utilities				5,000
9 Contract Services, Project Management	9,500			35,500
10 Accounting Services				2,000
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	9,500	15,000		65,500
C. EQUIPMENT PURCHASES				163,604
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	990,500			360,950
TOTAL (A+B+C+D+E)	1,000,000	15,000		603,935
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	1,000,000	Malama Kauai 808-828-0685 x12		
(b) Total Federal Funds Requested	15,000	Name (Please type or print) Phone		
(c) Total County Funds Requested	0	Signature of Authorized Official 1/19/22		
(d) Total Private/Other Funds Requested	603,935	Date		
TOTAL BUDGET	1,618,935	Megan Fox, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES Period: July 1, 2022 to June 30, 2023

Applicant: Mālama Kaua'i

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Not requested by State				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				
JUSTIFICATION/COMMENTS: Not requested with state funds				

Applicant: Mālama Kaua'i

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:
Equipment not requested with state funds

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

JUSTIFICATION/COMMENTS:
Equipment not requested with state funds

Applicant: Mālama Kaua'i

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: 2020-2021	FY: 2021-2022	FY:2022-2023	FY:2022-2023	FY:2023-2024	FY:2024-2025
PLANS						
LAND ACQUISITION						
DESIGN	45000					
CONSTRUCTION	65330	601558	990500	360950		
EQUIPMENT	145000	11396		163604		
TOTAL:	255,330	612,954	990,500	524,554		
JUSTIFICATION/COMMENTS:						
Capital project will be complete by end of project period in 2023						

