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

	CHAFTER 42F, HAW	AII REVISED STATUTES		
	Type of G	rant Request:		
	Operating	Capital		
Legal Name of Requesting C	Organization or Individua	I: Dba:		
The Food Basket Inc.		Hawaii Island's Food Bar	nk	
Amou	nt of State Funds Requ	lested: \$2,000,000.00	EN IE	
Brief Description of Request (P	lease attach word docume	nt to back of page if extra spa	ace is needed)	:
The Food Basket (TFB) reques Up Food Bucks program (DA B wildfires. DA BUX stimulates g Hawai'i grown fruits and vegeta leveraged with philanthropic do	BUX) for Hawai'i's farmers a rowth of local food producti ables using SNAP food ben	and food retail industry, includ on because it provides a 50% efits (formerly known as "foo	ding those imp % discount for d stamps"). G	acted by the Maui the purchase of IA funding will be
Amount of Other Funds Avai State: \$ Federal: \$\$2,000,000	ilable:).00 (requesting)	Total amount of State (Fiscal Years: \$_0.00	Grants Recei	ved in the Past 5
County: \$		Unrestricted Assets: \$6,504,291		
	ently Does Not Exist):	Existing Service (F	Presently in	Operation):
Type of Busi				
501(C)(3) Non Pr	•	Mailing Address: 40 Holomua St		
Other Non Profit		City:	State:	Zip:
Other		Hilo	HI	96720
Contact Person for Matter Kristin Frost Albrecht	rs Involving this Applica	ation		
Name: Kristin Frost Albrecht		Title: Executive Director		
Email: kristin@hawaiifoodbasket	org	Phone: 808-933-6030		
Federal Tax ID#:		State Tax ID#		

ALLA

Authorized Signature

Kristin Frost Albrecht, Executive Director

<u>/-/9-2024</u> Date Signed

Name and Title



STATE OF HAWAII STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Vendor Name:	THE FOOD BASKET INC.
DBA/Trade Name:	Hawaii Island's Food Bank
Issue Date:	01/17/2024
Status:	Compliant
Hawaii Tax#:	
New Hawaii Tax#:	
FEIN/SSN#:	XX-XXX9475

No record

219167

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

UI#:

DCCA FILE#:

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, HAWAI'I 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, Hawai'i 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, Hawai'i 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, Hawai'i 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, Hawai'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

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

The Food Basket Inc.		
(Typed Name of Individual or Organization)		
4ATUM	1-19-2024	
(Signature)	(Date)	
Kristin Frost Albrecht	Executive Director	
(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. Hawaii Compliance Express Certificate (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2023. Attached

2. Declaration Statement

The applicant shall submit a declaration statement affirming its compliance with <u>Section</u> <u>42F-103</u>, <u>Hawaii Revised Statutes</u>. Attached

3. Public Purpose

The applicant shall specify whether the grant will be used for a public purpose pursuant to <u>Section 42F-102</u>, <u>Hawaii Revised Statutes</u>.

In accordance with Section 42F-102, Hawaii Revised Statutes, The Food Basket is providing the following information confirming that GIA grant funds would be used for a public purpose to fund the continued operations of the statewide DA BUX Double Up Food Bucks program:

(1) The name of the requesting organization or individual The Food Basket, Inc.

(2) The public purpose for the grant

The purpose of this grant request is three-fold—1) to increase the food budgets for low-income households to purchase healthy, Hawai'i-grown fruits and vegetables, 2) to facilitate economic growth of Hawai'i's farmers and food retail industry by increasing demand for local produce, and 3) to inject federal dollars into the state's economy by incentivizing the use of federal SNAP dollars (formerly known as "food stamps") to purchase local produce and by leveraging State funding as match to apply for USDA Gus Schumacher Nutrition Incentive Program (GusNIP) grant funding.

(3) The services to be supported by the grant

This grant would support the program services of the statewide DA BUX Double Up Food Bucks program (also known as "DA BUX"). DA BUX provides a 50% discount on Hawai'i-grown fruits and vegetables purchased with SNAP food benefits at 59 participating grocery stores and food hubs across Maui, Honolulu, Hawai'i and Kaua'i counties. Some of the participating retailers include Hana Farmers Market, Farm Link Hawai'i, Times Supermarkets, and select Foodlands. Discounted items include higher-priced cultural starches such as kalo (taro), 'ulu (breadfruit), and 'uala (sweet potato), as well as a few value-added prouducts, such as poi and dried fruits, that do not contain any added sugars, fats, oils or salts. TFB requests a \$2,000,000 GIA that would be used towards the continued reimbursement of food retailers for their issued DA BUX discounts for Hawai'i-grown fruits and vegetables.

(4) The target group; and

The direct target of the DA BUX program services are the state's lowincome residents receiving SNAP food benefits. As of August 2023 (the latest published data from the State of Hawa'i Department of Human Services), there are 157,544 individuals participating in the SNAP program. More than 63% of SNAP participants are in families with children and more than 46% are in working families (Center on Budget and Policy Priorities, 2023). SNAP participants benefit from DA BUX when they shop at participating grocery stores and food hubs where they can receive a 50% discount off their purchases of Hawai'i-grown fruits and vegetables paid with their SNAP food benefits.

The second target of the DA BUX program are Hawai'i farmers. DA BUX discounts aim to generate demand for local produce by SNAP shoppers; thus, DA BUX encourages participating food retailers to purchase higher volumes of local produce from their existing local farm suppliers, as well to establish new relationships with more local farmers.

(5) The cost of the grant and the budget \$2,000,000

II. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

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

The Food Basket's (TFB) mission is to end hunger in Hawai'i County. Since 1989, TFB has been the sole food bank serving this area. TFB's primary concern is addressing the hunger needs of our island's residents through a variety of ongoing programs, including Emergency Food Distribution; Supplemental Nutrition Assistance Program (SNAP) Outreach; "We Got Your Back" Keiki Backpack Program for schools with high

enrollment of children receiving Free and Reduced Lunch; "Kupuna Pantry" Commodity Supplemental Food Program; DA BOX Community Supported Agriculture Program, which delivers fresh, local produce to community pick-up sites across Hawai'i County; School Pantries; the DA BUX Double Up Food Bucks program; and the Kokua Harvest Gleaning Program. Last year, TFB served approximately 50,000+ low-income Hawai'i residents per month. TFB has warehouses in both Hilo and Kona and aggregates donated food, as well as food we purchase from local food retailers and agricultural producers. We distribute this food to individuals in need through our network of over 100 non-profit partner agencies.

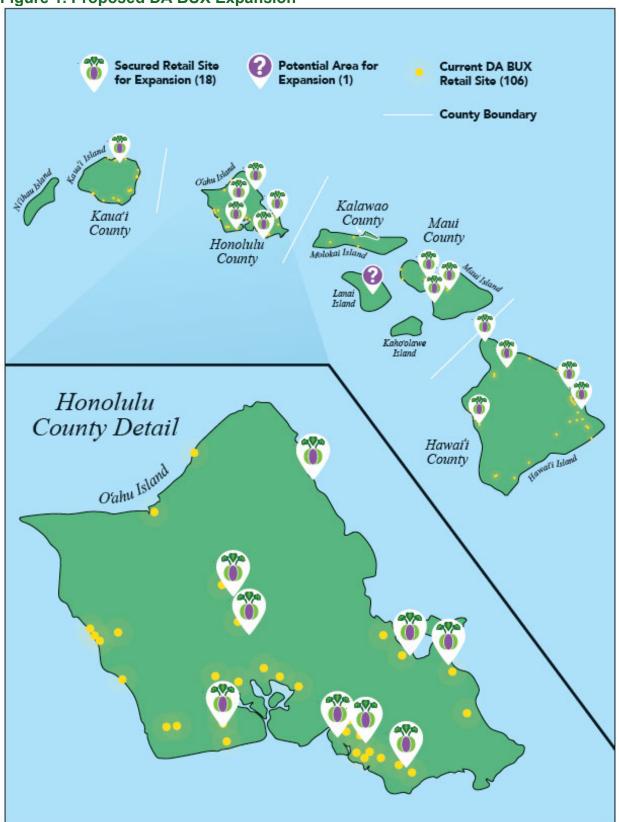
DA BUX Double Up Food Bucks (also known as "DA BUX") is the only statewide program administered by TFB. DA BUX was established in 2017 as a pilot program on Hawai'i Island with the award of a \$1 million federal Food Insecurity Nutrition Incentive (FINI) grant. DA BUX has operated continuously since its inception and has worked to advance our mission to end hunger by providing affordable access to healthy Hawai'i grown fruits and vegetables.

TFB piloted DA BUX at select farmers markets and at KTA Super Stores on Hawai'i Island. On the other islands, several non-profits were also pioneering SNAP nutrition incentives. These grassroots organizations along with TFB and other like-minded entities formed the Hawai'i Good Food Alliance in 2017. Our goal was to collectively support one another in the belief that "every person in Hawai'i can have access to healthy, locally produced food."

The result has been DA BUX supporting both SNAP participants and farmers across the state. DA BUX serves an estimated 80,000 SNAP recipients and over 500 local farmers. TFB has also been the recipient of four federal nutrition incentive awards that brought in over \$9 million in federal dollars into the state's economy. Since its inception in 2017, DA BUX has been a program that low-income SNAP families have been able to rely on to purchase local fruits and vegetables at an affordable price. The requested funds will be utilized toward continued nutrition incentives, allowing more of Hawai'i's low-income families to eat healthy and local.

"What I love about DA BUX is that it is encouraging families and SNAP recipients to purchase fresh (healthy) produce, locally grown here in Hawai'i, which is mutually beneficial for both consumer and our farmers," said a Big Island resident. "The savings from the "DA BUX" program is significant for our family of four."

- 2. The goals and objectives related to the request;
- Goal 1: Increase SNAP participant geographic access to the DA BUX program. <u>Objective 1-1</u>: Expand DA BUX to 18 additional food retailers—3 on Maui Island, 5 on Hawai'i Island, 9 on Oahu Island, and 1 on Kauai Island (see Figure 1). <u>Objective 1-2</u>: By Dec 31, 2024, 90% of SNAP households in the state will live within "normal" shopping distance of a DA BUX access point for in-person shopping or order pick-ups. Baseline result in 2022 was 83%.





"Normal" shopping distance is defined as 0.5 miles in dense urban neighborhoods, and 3.5 miles in rural areas, based on USDA data on average grocery-shopping distances traveled by SNAP participants. The Honolulu metropolitan area will be defined as "urban," and all other regions in the state will be defined as "rural." Dr. Buchthal's assessment will measure increases in program access resulting from this project's expansion between 2022 and 2024.

Goal 2: Increase the purchase of Hawai'i grown fruits and vegetables among lowincome SNAP participants by offering a 50% off DA BUX discount incentive at participating grocery stores and food hubs.

<u>Objective 2-1</u>: Increase aggregate local produce sales to SNAP shoppers at participating food retailers by 50% between the one-month time periods Apr 1-30, 2024 and Apr 1-30, 2025.

Goal 3: Increase the number of Hawai'i farmers supplying fruits and vegetables to participating DA BUX grocery stores and food hubs.

<u>Objective 3-1</u>: Increase the aggregate number of Hawai'i farmers supplying fruits and vegetables to participating food retailers by 20% between calendar years 2023 and 2024.

3. The public purpose and need to be served;

Due to the Maui wildfire's impact on tourism, many farmers lost revenue from key markets such as hotels and restaurants. DA BUX provides Hawai'i food retailers with an opportunity to purchase higher volumes of produce from local farmers, which in turn increases farmers' incomes, increases local food production, and creates job growth in the food and agriculture industry. By aiding in the growth of this industry, DA BUX is providing critical support for Maui's economic recovery from the Maui wildfires. DA BUX has already proven it can increase sales and profits for Maui County farmers. Three Maui County food hubs report an average 114% increase in local produce sales to SNAP shoppers over the past two years. Now more than ever, Maui Island farmers need support for their survival, and with state funding, DA BUX can continue its important work of cultivating a resilient agricultural economy.

Meanwhile, household food insecurity has worsened, with 1 in 11 Maui residents relying on federal SNAP food benefits to put food on the table. Food insecurity continues to be prevalent in Hawai'i. According to the 2023 National Hunger Survey Report from Hunger Free America, the percentage of people in Hawai'i without enough to eat between September/October 2021 and September/October 2023 rose by 40.8%.

The increase in the number of individuals that struggle to put food on the table stems from many factors, but most notably are the soaring inflation rates, the high cost of living in the state, and the price of food. The USDA summary findings for the 2023-2024 food price outlook released in November 2023 states that food prices are expected to grow more slowly in 2023 than in 2022, but still at above historical-average rates. In 2023, all

food prices are predicted to increase 5.8% while food-at-home prices are predicted to increase 5.0%.

The expiration of pandemic relief programs also adds to the food insecurity crisis and continues to push more families into poverty. Since the ending of pandemic-related SNAP benefits in March 2023, the Center on Budget and Policy Priorities reports that there was an average decrease of \$86 per person in the country and a \$104 reduction in average monthly benefits per person in Hawai'i – a 20% decrease. Dealing with these financial strains, families are often forced to purchase cheaper foods with poor or no nutritional value. This ultimately has rippling effects on individuals' health and on communities. DA BUX not only provides a means to afford local produce, but it also offers an opportunity for our low-income populations, who are most at risk for developing chronic diet-related health conditions, to build healthy eating habits. These populations have disproportionately high rates of obesity, diabetes, high blood pressure, and gout. TFB is especially concerned with health conditions plaguing the Native Hawaiian and Pacific Islanders (NHOPI) who make up 19% of the SNAP population.

Over the last decade in Hawai'i, obesity was consistently most prevalent among NHOPI, affecting 50% of NHOPI adults in 2021. NHOPI also consistently face high rates of diabetes; in 2021, NHOPI adults in Hawai'i shared the top ranks with Asian adults at 11% of their populations. Limited access to healthcare for NHOPI is resulting in the onset of diabetes occurring about 15 years earlier for Native Hawaiians than the rest of Hawai'i's population.

4. Describe the target population to be served; and

The direct target of the DA BUX program services are the state's low-income residents receiving SNAP food benefits. SNAP participants benefit from DA BUX when they shop at participating grocery stores and food hubs where they can receive a 50% discount off their purchases of Hawai'i grown fruits and vegetables paid with their SNAP food benefits. As of Aug 2023 (the latest published data from the State of Hawa'i Department of Human Services), there are 157,544 individuals participating in the SNAP program. More than 63% of the state's SNAP population are in families with children and more than 46% are in working families (Center on Budget and Policy Priorities, 2023). When newer data is released, it will likely show an increase in the SNAP population due to the impact of the Maui wildfires leaving individuals without homes and employment. Thus, DA BUX has the potential to serve at least 10% of the state population, especially those who now qualify for SNAP on Maui Island.

The second target of the DA BUX program are Hawai'i farmers. DA BUX discounts aim to generate demand for local produce by SNAP shoppers; thus, DA BUX encourages participating food retailers to purchase higher volumes of local produce from their existing local farm suppliers, as well to establish new relationships with more local farmers.

5. Describe the geographic coverage.

DA BUX incentives can be utilized on Maui, Molokai, Oahu, Hawai'i Island and Kauai. Access sites reach both urban and rural communities. Based on a recent analysis by Dr. Vanessa Buchthal of the UH-Mānoa's Office of Public Health Studies, Hawai'i saw a 289% increase in the number of SNAP participating households with access to a produce incentive program between 2018 and 2022. The program is accessible to 83% of all SNAP-participating households statewide who are living within "normal" shopping distance to a DA BUX retailer access point; in rural, areas this percentage is higher at 91% (see goals and objectives section for the definition used for "normal" shopping distance).

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;

DA BUX offers nutrition incentives to low-income residents participating in the federal SNAP program. Low-income families often fall victim to being forced to eat poorly due to the high cost of food, and therefore face poor nutrition, creating long-term impacts both on the individual and on the community. DA BUX provides low-income SNAP recipients a healthy, affordable alternative. The following are the core parties responsible for executing the project deliverables of this proposal.

The Food Basket (TFB): TFB is the lead organization of this project and the administrator of the DA BUX. As the administrator, we are responsible for overseeing all aspects of program implementation including: 1) outreach and promotion to state's SNAP population; 2) technical assistance and training for participating food retailers' cashiers, produce stockers, produce buyers, point-of-sale administrators, and their third-party SNAP processor; 3) monitoring program compliance with federal GusNIP rules governing SNAP nutrition incentives, 4) collecting programmatic data from participating food retailers and conducting a robust program evaluation, and 5) financial management of program funds, including the timely monthly reimbursement of food retailers for the amount of local produce discounts issued. The core team administering the daily operations of DA BUX are five full-time employees: Director of Healthy Food Access Initiatives, Senior Accountant, Accounting and Data Specialist, Data Management Specialist, and Communications Specialist.

We cannot achieve these objectives without working in collaboration with a diverse set of partners representative of the communities we serve including low-income community members and DA BUX participants, farm and food system partners, social service organizations, and public and private partners. **Hawai'i Good Food Alliance (HGFA)**: HGFA is the primary advisory group for DA BUX. HGFA is a 501c3 non-profit composed of a diverse statewide coalition of community leaders, including Maui Food Bank, MA'O Organic Farms, and Sust'āinable Molokai, who share a dedication to the production, aggregation, and distribution of food to re-build thriving community food systems. TFB is one of the founding organizations of HGFA.

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

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

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

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 program manager, Director of Healthy Food Access Initiatives, is responsible for quality assurance of program services. The primary tool used to evaluate the quality of program services is an online annual participant survey. Surveys are emailed to DA BUX participants who provide their email address upon signing up for a program "Access Card," which triggers their 50% discount at participating grocery stores.

As an active grantee of the USDA Gus Schumacher Nutrition Incentive Program (GusNIP), we are required to collect a minimum of 100 participant surveys per year. The survey instrument used was developed by the Gretchen Swanson Center for Nutrition, who is contracted by USDA's GusNIP program to evaluate impacts of GusNIP funding nation-wide. The survey collects data on participants' demographics, program satsifaction, fruit and vegetable consumption, and food insecurity. And it also provides an open-ended field for participants to freely express their feedback on the program. DA BUX staff always use this feedback constructively to inform program design and execution.

A second tool DA BUX uses to ensure quality assurance is the availability of our program hotline during regular business hours Mon-Fri from 8am-5pm. This hotline allows existing or interested participants to talk to our staff directly, to have any program questions answered, and to receive assurance that DA BUX staff will take the proper actions to respond to their concern or feedback.

In addition to evaluating the quality of program services, DA BUX is evaluating program outcomes through our external evaluator, Dr. Vanessa Buchthal of the University of Hawai'i at Mānoa Office of Public Health Studies. In spring 2025, Dr. Buchthal will evaluate program access (Objective 1-2) by conducting her bi-annual GIS spatial analysis which determines the number and percentage of SNAP households living within "normal" shopping distance of a DA BUX access point for in-person shopping or order pick-ups (see goals and objectives section for the definition used for "normal" shopping distance).

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.

Measure #1

DA BUX will submit to the State a 3-5 page published research brief summarizing the key findings from the GIS spatial analysis conducted by external evalutor, Dr. Vanessa Bucthal. The research brief will include maps outling the regions where

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

Measure #2

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

Financial IV.

Budget

- 1 The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
 - a. Budget request by source of funds (Link)
 - b. Personnel salaries and wages (Link)
 - c. Equipment and motor vehicles (Link)
 - d. Capital project details (Link)
 - e. Government contracts, grants, and grants in aid (Link)

Attached-Budget forms a & e.

Budget forms b-d are not applicable.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2025.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$500,000	\$500,000	\$500,000	\$500,000	\$2,000,000

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

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

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

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

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 2025 for program funding.

· · ·			
Contracts	Total:	\$8,13	7,528

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

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

\$6,504,291

V. Experience and Capability

1. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

The Food Basket has 7+ years of experience working with SNAP nutrition incentives. The Executive Director and Director of Healthy Food Access Initiatives have been the primary individuals leading DA BUX administration since its launch in August 2017 and have administered four federal SNAP incentive awards – a \$500,000 award in 2017, a \$985,652 award in 2019, a \$2,637,528 award in 2021, and a \$5,000,000 award in 2021. The continued growth of the DA BUX program solidifies these two have the necessary experience and knowledge to not only continue successfully administering this program, but to support a hopeful future expansion. The Executive Director was also the recipient of the Hawai'i Island Chamber of Commerce's 2023 Athena Leadership Award which acknowledges the best leaders on Hawai'i Island and the 2021 Ho'okele Award by the Hawai'i Community Foundation that recognizes non-profit leaders who strive to make Hawai'i a better place.

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.

The Food Basket's DA BUX program headquarters leases a 2,914 sq ft office space located at 1284 Kilauea Ave, Unit 1B, Hilo, HI 96720 on the east side of Hawai'i Island. This space includes a large private conference room that can hold up to 30 people to host team planning meetings, board meetings, and meetings with statewide partner collaborators. This space also currently holds 9 computer working stations each connected to our secure Spectrum internet wifi network and individual desk phones, a Xerox copy machine and general office supplies. All administrative staff for the DA BUX program work out of this office space. We all share the responsibility of answering our program hotline, 808-437-3044.

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.

The Executive Director and Director of Healthy Food Access Initiatives are co-project directors of the DA BUX program and have been the primary individuals leading program administration since its launch in Aug 2017.

Executive Director, Kristin Frost Albrecht: Ms. Albrecht has been with The Food Basket (TFB) in a variety of roles since 2014 until she was recommended by the Board to assume the Executive Director role in 2017. Ms. Albrecht previously served as managing faculty for the Family, Community and Health Department with Oregon State University Cooperative Extension and as Executive Director of the North Coast Food Web. Ms. Albrecht holds a Master of Arts in Teaching from Pacific University and a Bachelor of Arts in Political Science from Willamette University.

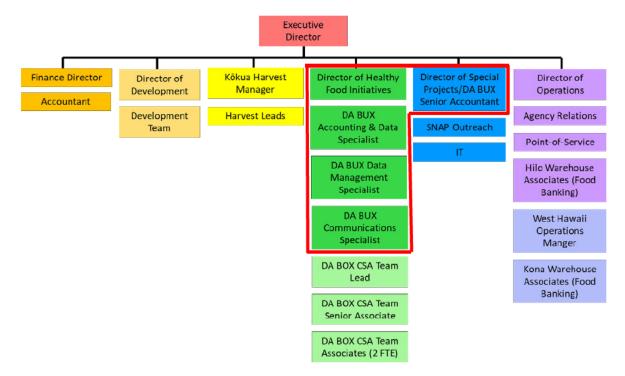
Ms. Albrecht provides oversight to ensure DA BUX staff fully execute and comply with the terms and conditions of received program grants and monitors progress towards reaching grant goals and objectives. Ms. Albrecht also provides direction on the overall growth strategy for the program.

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

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

2. Organization Chart

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



3. Compensation

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

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

VII. Other

1. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

The Food Basket has no pending litigation.

2. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

Not applicable

3. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see <u>Article X, Section</u> 1, of the <u>State Constitution</u> for the relevance of this question.

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

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2024-25 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2024-25, but
- (b) Not received by the applicant thereafter.

There are several strategies The Food Basket (TFB) is pursuing to ensure sustainable funding of DA BUX. We understand sustainable funding must come from diverse sources to reduce our dependency on any one source. Funding for the program's pilot and start-up years relied almost purely on federal GusNIP grant dollars and philanthropy providing the bulk of the 100% non-federal match requirement of the GusNIP program. We understand we cannot rely on philanthropy as our primary source to meet our cash match needs of our growing program.

At the federal level, we have developed strong relationships with the legislative assistants working on Farm Bill legislation in Senator Mazie Hirono's and Representative Jill Okuda's Offices. Senator Hirono is championing a bill that protects and expands funding into the key federal program funding DA BUX, which is the USDA Gus Schumacher Nutrition Incentive Program (GusNIP). Senator Hirono's bill proposes a new tier of GusNIP funding that would be reserved for statewide or regional SNAP nutrition incentive programs, like DA BUX, who have received multiple GusNIP awards and intend to further scale their programs.

Additionally, TFB has worked with its longstanding partner, the Hawai'i Good Food Alliance (HGFA), to establish a Hawai'i Good Food Fund to support sustainable funding for DA BUX beyond fiscal year 2024. The Fund development is led by HGFA project manager, Nicole Milne, who has over a decade of experience at The Kohala Center connecting private funders to agricultural projects across the state.

TFB is directly pursuing private funding as well by building our staffing capacity for fund development. In 2023, TFB created a Development Team and paid for 7 full-time employees to participate in an intensive Grant Proposal Writing course hosted by the Grantsmanship Center. These staff are now applying their new skills to prospect for funders, including publicly-promoted grant makers, as well as individuals interested in making charitable donations. We intend for this effort to have a continuous multiplier effect, where a secured funder can seed interest to other potential funders and can broaden our funder prospects beyond Hawai'i or the United States. In 2015, TFB also established a "Good Food For Everyone Fund" that has assisted the development and operations of affordable local food access programs at TFB, including DA BUX and our community-supported agriculture program.

Lastly, TFB is advocating for a \$2 million recurring line item in the operating budget of the State Department of Agriculture (DOA) to implement the continuation of Act 153, SLH 2019, which authorizes DOA as the administering agency of the Hawai'i Healthy Food Incentive Program (HHFIP).

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Applicant: The Food Basket Inc.

	UDGET ATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
Α.	PERSONNEL COST				
	1. Salaries		320,000		
	2. Payroll Taxes & Assessments				
	3. Fringe Benefits		118,400		
	TOTAL PERSONNEL COST		438,400		
В.	OTHER CURRENT EXPENSES				
	1. Travel		15,000		
	2. Insurance		2,000		
	3. Lease/Rental of Equipment		5,000		
	4. Lease/Rental of Space		36,000		
	5. Staff Training				
	6. Supplies		40,000		
	7. Telecommunication		10,000		
	8. Utilities	0.000.000	15,000		140 A 100
	9. Hawaii-grown produce incentives	2,000,000	900,000		
	10. Marketing and Promotion		200,000		
	11. Evaluation		60,000		
	12. Keiki Nutrition Education 13. Food Hub Technical Assistance		178,600		
	14		100,000		
	15				
	16				
	17				
	18				
	19				
	20				
	TOTAL OTHER CURRENT EXPENSES	2,000,000	1,561,600		
C.	EQUIPMENT PURCHASES				
D.	MOTOR VEHICLE PURCHASES				
E.	CAPITAL				
-	TAL (A+B+C+D+E)	2,000,000	2,000,000		
-			Budget Prepared	Bv:	Reneration
sc	URCES OF FUNDING			_,.	
50		2 000 000			
	(a) Total State Funds Requested		Mercy Nakayama, DA		808-437-3044 Phone
	(b) Total Federal Funds Requested	2,000,000	Name (Please type or		Filone
	(c) Total County Funds Requested	0	1/1/1	AV	1/18/202
_	(d) Total Private/Other Funds Requested	0	Signature of Authorize	d Offigial	Date
то	TAL BUDGET	4,000,000	Kristin Frost Albrecht, Name and Title (Pleas		

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

KRISTIN FROST ALBRECHT

1/19/23

AUTHORIZED SIGNATURE

DATE