

Applicant

Ho'okipa Kawai

## Application Submittal Checklist

*The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.*

- ☒ 1) Hawaii Compliance Express Certificate (If the Applicant is an Organization)
- ☒ 2) Declaration Statement
- ☒ 3) Verify that grant shall be used for a public purpose
- ☒ 4) Background and Summary
- ☒ 5) Service Summary and Outcomes
- ☒ 6) Budget
  - a) Budget request by source of funds ([Link](#))
  - b) Personnel salaries and wages ([Link](#))
  - c) Equipment and motor vehicles ([Link](#))
  - d) Capital project details ([Link](#))
  - e) Government contracts, grants, and grants in aid ([Link](#))
- ☒ 7) Experience and Capability
- ☒ 8) Personnel: Project Organization and Staffing

  
AUTHORIZED SIGNATURE

Ron Garrison, Director  
PRINT NAME AND TITLE

1/16/25  
DATE

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

Type of Grant Request:



Operating



Capital

Legal Name of Requesting Organization or Individual: Db:

Ho`okipa Kauai

Ho`okipa Kauai Food Pantry

Amount of State Funds Requested: \$ 100,000.00

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

Ho`okipa Kauai is a Hawaii 501(c)(3) nonprofit corporation that operates four weekly food pantry distributions on Kauai Island plus a Beach Outreach Program that distributes food to unsheltered homeless individuals and families wherever we find them. Two of the distributions serve a meal and all four sponsor mobile medical services provided by local clinics. The four distributions are located in Wailua, Kapa`a, Anahola and Princeville and draw participants from the Northern and Eastern half of the island. In 2024, we served 14,048 meals and gave away 19,966 distributions of food and personal hygiene products. The food, hygiene and sheltering products we give away is acquired from Kauai's food banks and/or purchase from wholesale and retail sources. In 2024, we handled 433,000 pounds of food. The funds requested are for the purchase of food, hygiene and sheltering products to give away and for the purchase and outfitting of a cargo van for transportation of food. Our east side distributions have been transporting food using personal pickup trucks, often in the rain. We need a cargo van to safely and securely transport food to our pantry distribution locations.

Amount of Other Funds Available:

State: \$ 0

Federal: \$ 0

County: \$ 0

Private/Other: \$ 66,802.98

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

\$ 0

Unrestricted Assets:

\$ 29,530.00 refrigeration and equipment

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 223154

City:

Princeville

State:

HI

Zip:

96722

Contact Person for Matters Involving this Application

Name:

Ron Garrison

Title:


Director of Operations

Email:

rongarrison94@gmail.com

Phone:

913-449-5995

  
Ron Garrison

Authorized Signature

Director of Operations

Name and Title

12/20/24

Date Signed





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:** HO'OKIPA KAUAI

**Issue Date:** 01/07/2025

**Status:** **Compliant**

Hawaii Tax#:

New Hawaii Tax#: GE-0339016192-01

FEIN/SSN#: XX-XXX3563

UI#: No record

DCCA FILE#: 319660

Status of Compliance for this Vendor on issue date:

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

**Status Legend:**

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

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

The undersigned authorized representative of the applicant certifies the following:

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

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

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

**Ho`okipa Kauai**

(Typed Name of Individual or Organization)



(Signature)

**Ron Garrison**

(Typed Name)

1/16/25

(Date)

**Dir. Operations**

(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, 2024.

#### **2. Declaration Statement**

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

#### **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](#).

Ho`okipa Kauai hereby attests and certifies that this grant will be used for the public purpose of distributing food, personal hygiene supplies and sheltering supplies to food and shelter insecure individuals and families in need on the Island of Kauai.

### **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.**

Ho`okipa Kauai arose from the experience of its principals operating a weekly food pantry at the Church of the Pacific on the North Shore of Kauai. That distribution has been in operation since 1997. Several years ago, a weekly satellite distribution was organized for the Anahola community. Then, having received inquiries from others wanting to help the increasing number of homeless and undernourished in their areas, community leaders joined together in 2021 to form the community based 501(c)(3) nonprofit, Ho`okipa Kauai, to spearhead the effort.



Since then, Ho'okipa Kauai has assumed management of the two existing distributions and started new weekly food distributions in Kapa'a and Wailua on Kauai's east side. All four distributions feature a mobile medical station provided by The Clinic at Kapa'a or Ho'ola Lahui Hawaii, and occasional help with SNAP applications and other social services provided by the Hawaii Foodbank and the County of Kauai. The Wailua and Kapa'a distributions are nearest homeless encampments and also serve a meal. Our newest endeavor is our Beach Outreach program, which delivers food and sheltering supplies, such as batteries, soap, Neosporin, tarps and paracord to homeless encampments wherever we find them, plus food to families at-risk of homelessness living in affordable housing communities in the areas that we serve.

Ho'okipa Kauai operates "client choice" distributions, where participants choose what they want instead of being handed a prepackaged box of food chosen for them according to whatever is available in various government programs. Client choice reduces waste and nurtures dignity but requires more storage, volunteers, and money to purchase products not available at food banks. While most canned, packaged and frozen food is provided by the Hawaii Foodbank at no cost, Ho'okipa Kauai also purchases fresh eggs, dairy, meat and produce at Costco, Walmart and other suppliers so that participants have a full range of nutritional products available to them at every distribution. Personal hygiene and sheltering supplies for the Beach Outreach program are purchased at Amazon.

Today, Ho'okipa Kauai operates weekly food distributions in Princeville, Anahola, Kapa'a and Wailua plus Beach Outreach deliveries in those areas and in Lihue and Hanapepe on Kauai's South side. The distributions are scattered throughout the week because many participants lack refrigeration. Ho'okipa Kauai supplies operating infrastructure, refrigeration, management, fund raising, and the food, personal hygiene and survival supplies that are given away. Co-sponsoring nonprofit organizations supply volunteers and the physical facilities where the distributions are run. All distributions have shown year-to-year increases in participation, primarily due to word-of-mouth references among the participants. We do not close for holidays and our timeline for the program is indeterminate.

In 2024, Ho'okipa Kauai served a weekly average of 384 participants, who reported 781 adults and children in their households, supplying 433,000 pounds of food in 19,966 participant distributions. We also served 14,048 meals. Ho'okipa Kauai is 100% volunteer, including management. Our food pantry manager was recognized by the Hawaii Legislature in 2022 as Kauai's Community Hero in recognition of these efforts.

## 2. The goals and objectives related to the request.

### Goal 1

Purchase, outfit, register and insure a Ram Promaster 1500 high-roof 136" wheel-base cargo van or equivalent for transportation of food and operating supplies to our food pantry distribution locations. Amount requested: \$50,000.00.

### Objectives Related to Goal 1

1. To transport food and supplies safely and secure from exposure to direct sunlight and rain. We are currently transporting food and supplies to our east side distribution sites



using open bed pickup trucks owned by volunteers. This is the windward side of the island, which is regularly subject to intermittent rain and sun, which can and does ruin food and food packaging in an open truck bed.

2. To increase food transportation reliability and capacity, which are currently impacted by the availability of volunteers and their vehicles.
3. If we find a suitable used cargo van or can purchase and outfit a new van for less than the amount requested, apply the excess money to Goal 2.

## Goal 2

Strengthen community resiliency by providing unsheltered and vulnerable populations with better options for nutritious fresh food, personal hygiene and sheltering products and pet food, by mitigating food pantry reliance upon the availability of free products supplied in bulk to the Hawaii Foodbank, particularly with respect to local fresh meat, eggs and produce. Amount requested: \$50,000.00.

## Objectives Related to Goal 2

1. To develop reliable alternative resources for the purchase of sufficient locally grown produce that, when added to produce supplied by the food banks, will allow our food pantry distributions to offer different produce options for up to 400 food pantry participants each week.
2. To help secure sufficient funding to purchase fresh eggs for up to 400 pantry participants each week. Ho'okipa Kauai is the only large food pantry on Kauai that distributes fresh eggs every week, but it has only been able to do so at three of its five distributions. This funding, when added to private grants in place, would allow expansion of this basic protein item to all our distributions.
3. To help secure sufficient funding to purchase fresh and minimally processed frozen meat to supplement meat supplied by Kauai food banks so that food pantry participants are not reliant upon the availability of grocery donations, government programs and volume food bank purchases.
4. To help secure sufficient funding to purchase personal hygiene and sheltering supplies and pet food to supplement such products supplied by Kauai food banks.

3. The public purpose and need to be served.

The economic impact of the Covid-19 pandemic disproportionately affected Kauai's lower income residents. Wealthy buyers escaping the pandemic drove up real estate values, displacing tenants and exacerbating an affordable housing shortage. Kauai real estate, as an investment, is still attracting offshore buyers, who continue to raise rents and remove long term tenancies from the market. Our lower-income working friends and neighbors have been losing their homes and finding it increasingly difficult to find a place to live that they can afford. This can only be made worse by ongoing wildfires destroying high-end housing units in the Los Angeles area.



Some Kauai residents are moving to the mainland. Others that were food pantry volunteers only a few years ago are camping in their cars and doubling up with friends and relatives. Those that have managed to find or retain their housing are often diverting food money to pay the higher rents. Many are skipping meals and are one lost paycheck away from becoming homeless themselves. Kauai food pantries are no longer primarily serving the chronically addicted, unstable and homeless. Nearly two-thirds of our clients are employed or receive government benefits. Covid has ended and jobs are available but due to the increased costs of living, homelessness in Kauai and regular food pantry participation by the retired and minimally employed has remained steady or increased.

State and County governments have recognized the issue and embarked on solutions. Legislation has been passed to allow more Ohana units and ADUs on private property. Kauhele projects are being planned in each county. Clearly, sufficient affordable housing is a priority, but this will be an ongoing process for years. Systemic solutions do not solve immediate needs.

In the meantime, it falls to the Hawaii's food pantries, like the Ho`okipa Kauai Food Pantries, and similar programs, to provide free food and sufficient base-line nutrition to these families, so they can work on opportunities to better their circumstances, instead of worrying about their next meal.

4. Describe the target population to be served.

The 2024 HUD sponsored Point In Time (PIT) homelessness survey for Kauai showed that 523 people were documented as homeless on the night of January 22, 2024. Those are the people they found. Of them, 89% were completely unsheltered, sleeping on the ground, in cars or other areas not meant for human habitation, including 54 children. This was a 23% increase in homelessness over the 2020 PIT survey, at the outset of the pandemic. The 2024 PIT surveys, statewide, reported that homelessness decreased through much of the island chain but increased on Kauai. The Ho`okipa Kauai Food Pantry service area includes 75% of those unsheltered homeless.

In addition, due to Kauai's limited resources and housing options, our sheltered working poor and lower income residents are increasingly using food money to pay higher rent. The Hawaii Foodbank's May 2024 report on food insecurity stated that food prices in Hawaii have increased 25% since the pandemic. It also reported that 23% of Kauai households experienced food insecurity in 2023. The US Census Bureau report shows that Kauai has 22,978 households with an average of 3.16 persons in each household. That means 16,700 Kauai residents experienced food insecurity in 2023, 43% of which were native Hawaiian.



These unsheltered, barely sheltered and lower income retired and working families experiencing food insecurity need to regularly supplement their cupboards with the fresh eggs, meat, produce and packaged goods that we provide. They are our target population.

5. Describe the geographic coverage.

Ho`okipa Kauai operates static weekly food distributions in Princeville, Anahola, Wailua and Kapa`a on the island of Kauai. These distributions draw a weekly average of 340 regular participants from the north and east shores along the entire 28-mile length of Highway 56, which is an area encompassing 80% of the Island's population, including the five largest population centers. Total participation over the last two years has included roughly 3,000 individuals having picked up food for household units, averaging 2 people in each unit. Many people have attended more than one location on different days of the week but that is expected. Unsheltered people generally do not have access to refrigeration.

Our Beach Outreach program delivers to food insecure families in the Kolopua and Pua Loke affordable housing projects, in Princeville and Lihue respectively, and has found 240 unsheltered household units living in tents and cars on beaches and streets and in cemeteries and parks from Princeville on the North Shore to Hanapepe in the South. Although most of these households are located near the Lihue and Kapa`a commercial centers, this program adds a 17 mile stretch of Highway 50 to the geographical reach of the program. Altogether, the Ho`okipa Kauai Food Pantry program draws participants from an area encompassing a little more than 60% of the inhabited portion of Kauai.

### **III. Service Summary and Outcomes**

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

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

Each food pantry distribution starts with securing the food and personal hygiene supplies to be given away. Our co-sponsors at The Church of the Pacific in Princeville (COP), The Kapa`a United Church of Christ in Kapa`a (KUCC) and Ho`omana in Wailua have donated rooms for food storage at their distribution sites. COP stores and supplies food for the Anahola distribution, which is on undeveloped property near Anahola Beach. The Beach Outreach Program does not have separate storage. It operates from one of the other pantries or shops at the Foodbank warehouse and distributes on the same day.



The Church of the Pacific donated a cargo van purchased with CARES' funds for the safe and secure transportation of food to its Princeville location from Lihue. The principal request of this grant is for the purchase of a second cargo van to solve transportation needs of our east-side pantries in Kapa'a and Wailua. These pantries are served by volunteers driving personal pickup trucks, which leaves them vulnerable to frequent rains, truck bed size and the personal schedules of their owners.

Food banks are like distributors and are where most food pantries get their food for distribution. Food banks primarily depend upon Feeding America, food donations, government programs, and their own bulk purchasing, which leave food pantries vulnerable to food bank scheduling and the programs of these other entities. It is not uncommon to find insufficient quantities of eggs, meat, dairy, produce or bread when we arrive at our appointments, so we must purchase it, make other arrangements or do without. The second request of this grant is to secure funds to allow establishment of a network of resources for the purchase of produce, meat and eggs from local farmers and grocers so that we can regularly distribute all products to everyone we serve.

Ho'okipa Kauai has placed commercial freezers and refrigerators at each developed site, which were purchased with donations from the LDS Church and the American Heart Association. The COP cargo van makes two trips each week to secure food. This involves stops at The Hawaii Foodbank and the Kauai Independent Food Bank, then depending on what was obtained, stops at Costco, Walmart or Safeway to supplement the food bank acquisitions and stops at Hawaii Foodservice Alliance, The Kilauea Market and Foodland to pick up food donations. The cargo van supplies the purchased food to all locations. The personal vehicles used by KUCC, Ho'omana and Beach Outreach do not have the capacity of the cargo van, so they are primarily used for food bank shopping. The COP, KUCC and Ho'omana distributions are so large that we try to schedule shopping on different days of the week to make best use of food bank product availability.

Each of the static distributions requires volunteers to set up tables, display the food and tear down and store leftover product and equipment after the distribution. Altogether, we use 30-50 regular volunteers a week, plus visitors. All regular volunteers have engaged in civil rights training and each distribution has at least one person on hand with a food safety training certificate. The developed sites have been issued food establishment permits. Ho'okipa Kauai is 100% volunteer, including management, and has no income from activities, depending entirely on grants and donations to operate.

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

This is a project that is ongoing and is expected to continue indefinitely as long as food insecurity remains an issue in Kauai. Should conditions get worse or abate, we will adjust



our need for volunteers and money accordingly. We generally serve a few more people at the end of the month, when assistance runs out, and during the Summer, when visiting campers arrive, and a few less people when it is raining. The only timelines affecting the results of our service relate to the spending requirements of our grants. We are currently operating with one grant that must be spent by October and two that must be spent by the end of the calendar year.

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

We track and compare participation numbers, the amount of food distributed, and the distance participants are willing to travel to attend. We also track the number of household members in each participant's family, and whether someone in the household is employed, or on assistance or is a veteran. The 19,966 pantry participants we served in 2024 reported 40,607 individual household members benefitting from our services, with 34.5% household employment and 30.8% households on assistance. We will continue to track and evaluate participation in this manner.

We expect 2025 to be similar in raw numbers. However, in this type of service, success cannot always be determined statistically. People without refrigeration need to attend more than one food pantry a week and our distributions rarely serve families only once. In fact, repeating clientele is perhaps a more accurate measure of success. We are currently seeing 40% unduplicated participation during the month, which means six out of every ten participants have had to attend more than one distribution during the month.

We also firmly believe the quality of our service is related to the variety and nutritional value of the food we provide and the attitude with which we provide it. The "client choice" model under which we operate requires variety, so participants have choices. We have secured refrigeration and dry storage to support this effort. Giving someone a choice offers dignity. Our volunteers offer the important remaining factors, which are compassion and friendship. We work hard to have a food pantry Ohana where the differences between participant and volunteer are minimized. The people we serve are, after all, our neighbors. They should also be our friends. We do not know of a way to measure the impact of our Ohana, except perhaps by the number of volunteers we attract and the number of participants who become volunteers. On January 15, 2025, one of our pantry distributions had 95 participants and 52 volunteers. Nine of those volunteers started out as participants.

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.

We will continue to track and compare participation numbers, the amount of food distributed, and the distance participants are willing to travel to attend. We will also track the number of household members in each participant's family, and whether someone in the household is employed, or on assistance or is a veteran.

#### **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](#))

Attached.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2026.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$100,000				\$100,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2026.

Atherton Family Foundation  
 G.N. Wilcox Trust via Church of the Pacific  
 Annie Sinclair Knudsen Memorial Fund  
 Hawaii Lodging and Tourism (Charity Walk)

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.

None

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 2026 for program funding.

None

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2024.

Cash in bank account: \$66,802.98  
Fixtures and Equipment: \$29,530.00  
\$96,332.98

**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.

Ho`okipa Kauai assumed management of two food pantry distributions in 2021 and has successfully added a distribution every year since. The number of participants served have been:

	Participants	% Increase
2021	8,468	
2022	10,602	25%
2023	14,693	38%
2024	<u>19,966</u>	36%
	43,233	

During this time, we successfully managed twelve grants and twenty-nine individual donations totaling \$213,278.34. Our board of directors includes one retired attorney, two retired business managers, two business owners, one of which is retired and the senior pastor of churches in Princeville and Kapa`a. Six of the seven board members are residents of our service area in Kauai and participate in the services we provide.



## **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.

Ho`okipa Kauai owns no real property. It has usage agreements with its co-sponsors that control the distribution sites. They are the Church of the Pacific in Princeville, Ho`omana in Wailua and The Kapa`a United Church of Christ in Kapa`a. Not coincidentally, the pastors of the two churches are board members of Ho`okipa Kauai. We also have an unwritten understanding with Hawaii Homelands for erection and use of a distribution tent on undeveloped property it owns next to the Anahola Beach Park.

Each of the three developed sites has a locked room or rooms for food storage and refrigeration. Ho`okipa Kauai owns a two-door reach-in commercial refrigerator and a similar freezer, plus a single door reach-in commercial refrigerator at all three locations, plus the tables, shelves, hand trucks, coolers and crates necessary to operate the distributions. These facilities are adequate for current and expected future pantry needs. The existing cargo van and an enclosed trailer are parked at the Church of the Pacific. The new cargo van would be parked at the Kapa`a United Church of Christ and be made available to volunteer shoppers from that distribution and the Ho`omana distribution. If money is made available to purchase produce in bulk, we would seek arrangements for their just-in-time delivery by the produce suppliers.

## **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 current staffing is adequate for the addition of a cargo van and \$1,000 per week in additional food and hygiene purchases. This consists of a food pantry manager at each location, two shoppers for each location, a food pantry director that coordinates distribution management, purchasing and reporting for all locations and sufficient line volunteers at each location to conduct the distributions. The food pantry director is a retired attorney that managed a law office before retirement. He supervises all purchasing and the training of the other volunteers and was recognized by the Hawaii Legislature in 2022 as Kauai's Community Hero in recognition of this work. Nobody is paid.



## **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.

Ron Garrison – Food Pantry Director

Mary Frazier – Food Pantry Manager at Church of the Pacific, Princeville

Rowena Pangen – Food Pantry Manager at Ho'omana, Wailua

Bob Oelke – Food Pantry Manager at Kapa'a United Church of Christ, Kapa'a

Paula Reeves – Food Pantry Manager at Anahola Beach Park, Anahola

Iris Shigekani – Beach Outreach Manager

All are volunteers.

## **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.

Ho'okipa Kauai has no paid officers, directors or employees.

## **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.

Ho'okipa Kauai has not been involved in any 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.

Each developed location has a Homeless Feeding Food Establishment Permit, Category 3, issued by the Hawaii Department of Health and at least one volunteer on site that has passed a State of Hawaii Food Handler course. All regular volunteers are required to attend annual civil rights training using materials provided by the State of Hawaii Office of Community Service and the Hawaii Foodbank.



### **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.

This section is not applicable.

### **4. Future Sustainability Plan**

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

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

Ho`okipa Kauai will not need to purchase another cargo van for several years so one grant for such purpose will be sufficient for our food transportation needs after fiscal year 2026. If food pantry purchases are not funded by a State Legislature Grant-In-Aid after fiscal year 2026, Ho`okipa Kauai will increase efforts to replace the funding through other sources and will limit purchasing according to the money made available.




## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

App

Ho'okipa Kauai

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	0	0	0	0
2. Payroll Taxes & Assessments	0	0	0	0
3. Fringe Benefits	0	0	0	0
<b>TOTAL PERSONNEL COST</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	0	0	0	0
2. Insurance	0	0	0	3,000
3. Lease/Rental of Equipment	0	0	0	0
4. Lease/Rental of Space	0	0	0	7,000
5. Staff Training	0	0	0	0
6. Supplies	0	0	0	2,750
7. Telecommunication	0	0	0	0
8. Utilities	0	0	0	0
9. Cost of food/goods to be given away	50,000	0	0	39,250
10. Fixtures and Equipment Maintenance	0	0	0	3,250
11. Fuel	0	0	0	2,750
12. Vehicle Maintenance	0	0	0	1,500
13. Marketing	0	0	0	2,000
14. Technology	0	0	0	1,250
15. Professional Support	0	0	0	500
16. Vehical Registration and Inspection	0	0	0	1,250
17. Miscellaneous	0	0	0	500
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>50,000</b>			<b>65,000</b>
<b>C. EQUIPMENT PURCHASES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>100,000</b>			<b>70,000</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	100,000	Ron Garrison 913-449-5995		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0	 1/16/25		
(d) Total Private/Other Funds Requested	70,000	Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	<b>170,000</b>	Dir. of Operations Name and Title (Please type or print)		



## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2025 to June 30, 2026

Ho'okipa Kauai

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
No employees	0	\$0.00	0.00%	\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				0.00
JUSTIFICATION/COMMENTS: Ho'okipa Kauai has no employees or contractors. It operates with volunteers.				



# BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2025 to June 30, 2026

Ho'okipa Kauai

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Commercial Refrigeration	1.00	\$6,000.00	\$ 6,000.00	\$6,000.00
			\$ -	
			\$ -	
			\$ -	
	1		\$ 6,000.00	\$6,000.00
JUSTIFICATION/C OMMENTS: Budget includes cost of two- door reach-in commercial refrigerator in case an existing unit fails.				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Ram Promaster 2500 Tradesman Cargo Van or equivalent	1.00	\$50,000.00	\$ 50,000.00	\$50,000.00
			\$ -	
			\$ -	
			\$ -	
	1		\$ 50,000.00	\$50,000.00
JUSTIFICATION/C: Budget includes cost of outfitting and insuring				



**BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS**

Period: July 1, 2025 to June 30, 2026

Ho'okipa Kauai

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY:2023-2024	FY:2024-2025	FY:2025-2026	FY:2025-2026	FY:2026-2027	FY:2027-2028
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:	0	0	0	0	0	0
JUSTIFICATION/COMMENT	No funding requested for building construction.					



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

App:

Ho`okipa Kauai

Contracts Total:

-

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	No current government contracts, grants or grants in aid				
2					
3					
4					
5					
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