

**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:

Kauai Food Bank, Inc.

Kauai Independent Food Bank

Amount of State Funds Requested: \$ 116,920.

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

The Kauai Independent Food Bank (KIFB) is requesting a state CIP GIA to make several capital improvements on our aging warehouse in Lihue, HI, that was built in 1972. Proposed projects include replacing existing rusted/deteriorated chain link perimeter fencing & gates; remove/replace 25-year-old carpeting in upstairs offices; replace wall-mounted AC units with energy-efficient split AC system; apply silicone roof coating to metal roof, including treatment of rust.

Amount of Other Funds Available:

State: \$ 0

Federal: \$ 0

County: \$ 0

Private/Other: \$ 0

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

\$ 445,000

Unrestricted Assets:

\$ 1,703,565.89

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:

3285 Wa'apa Road, Suite A

City:

Lihue

State:

HI

Zip:

96766

Contact Person for Matters Involving this Application

Name:

Kelvin A. Moniz

Title:

Executive Director

Email:

kmoniz@kauaifoodbank.org

Phone:

808-278-6122



Authorized Signature

Kelvin A. Moniz, Executive Director

Name and Title

01/13/2025

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.*

- ☒ 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

Kelvin A. Moniz, Executive Director

PRINT NAME AND TITLE

01/13/2025

DATE



STATE OF HAWAII  
STATE PROCUREMENT OFFICE

**CERTIFICATE OF VENDOR COMPLIANCE**

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

**Vendor Name:** THE KAUAI FOOD BANK, INC.

**DBA/Trade Name:** Kauai Independent Food Bank

**Issue Date:** 12/19/2024

**Status:** **Compliant**

Hawaii Tax#: 40456534-01

New Hawaii Tax#:

FEIN/SSN#: XX-XXX7431

UI#: XXXXXX0161

DCCA FILE#: 98016

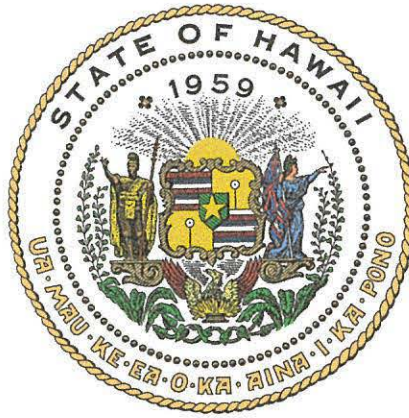
Status of Compliance for this Vendor on issue date:

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





## Department of Commerce and Consumer Affairs

### CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs  
of the State of Hawaii, do hereby certify that

THE KAUAI FOOD BANK, INC.

was incorporated under the laws of Hawaii on 12/16/1994 ;  
that it is an existing nonprofit corporation; and that,  
as far as the records of this Department reveal, has complied  
with all of the provisions of the Hawaii Nonprofit Corporations  
Act, regulating domestic nonprofit corporations.



IN WITNESS WHEREOF, I have hereunto set  
my hand and affixed the seal of the  
Department of Commerce and Consumer  
Affairs, at Honolulu, Hawaii.

Dated: December 19, 2024

Director of Commerce and Consumer Affairs



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

The undersigned authorized representative of the applicant certifies the following:

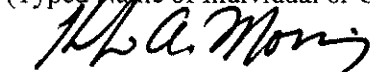
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide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

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

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

**Kauai Food Bank, Inc. DBA: Kauai Independent Food Bank**

(Typed Name of Individual or Organization)



(Signature)

**Kelvin A. Moniz**

(Typed Name)

**01/13/2025**

(Date)

**Executive Director**

(Title)



January 13, 2025

**Board of Directors**

**Cynthia Ayonon**  
Kauai Mechanical  
*President*

**Georgeatte Galicinao-**  
**Cayaban**  
Territorial Savings Bank  
*Treasurer*

**Gary Ramo**  
Professional EOS  
Implementer at EOS  
Worldwide  
*Secretary*

**Jeffrey Murata**  
First Hawaiian Bank  
*Officer*

**Kyle JG Cremer**  
KIUC Commercial Energy  
Services Specialist  
*Officer*

I, Kelvin A. Moniz, Executive Director of the Kauai'i Independent Food Bank, hereby declare that all State of Hawaii Grant-In-Aid monies received will be used for the public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

A handwritten signature in black ink that reads "K. A. Moniz".

Kelvin A. Moniz, Executive Director

1/13/2025  
Date



*Kauai's Original Food Bank*  
Kauai Food Bank, Inc. dba Kauai Independent Food Bank  
3285 Waapa Road, Suite A, Lihue, HI 96766  
Phone (808) 246-3809 ~ Fax (808) 246-4737  
E-mail: [kmoniz@kauaifoodbank.org](mailto:kmoniz@kauaifoodbank.org) ~ Website: [www.kauaifoodbank.org](http://www.kauaifoodbank.org)

**Application for  
Grants-CIP 2025  
Kauai Food Bank, Inc.**

*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. **Attached Dated 12/19/24**

**2. Declaration Statement**

The applicant shall submit a declaration statement affirming its compliance with [Section 42F-103, Hawaii Revised Statutes](#). **Attached, Dated 01/13/2025**

**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](#).

**Please see attached affirmation that grant will be used for public purposes pursuant to Section 42F-102, Hawaii Revised Statutes, Dated: 01/13/2025.**

The Kauai Independent Food Bank (KIFB) hereby agrees that all Hawaii State Grant in Aid monies will be used solely for the public good. KIFB provides nutritious foods to ALL persons on the islands of Kauai and Niihau who need food support. From keiki to kupuna, and everyone in between, any person who needs a safe, reliable resource for foods will be served.

**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 Kaua'i Independent Food Bank (KIFB) was created in response to Hurricane Iniki (1992), a category 5 hurricane that devastated the island of Kaua'i. In response to the devastation on the island, initially the Kaua'i Food Bank operated with a host of dedicated volunteers who assisted in providing more than 5 million



pounds of emergency food supplies to over 80% of the population. At this time, Kaua'i Food Bank operated under the administrative umbrella of the Oahu-based Hawaii Food Bank. In 1994, the Kaua'i Food Bank, Inc. was formally incorporated as an **independent** organization and in 1995, became an independent 501 (c) (3) nonprofit, tax-exempt charitable organization. KIFB has been serving those in need in our community for more than 32 years through our mission to "Educate, Provide Nutritious Food for the Hungry, and Respond to Emergencies". In 2010, DBA (Doing Business As) forms were filed with the Department of Commerce and Consumer Affairs in the name of "Kaua'i Independent Food Bank". The legal name of the organization continues as Kaua'i Food Bank, Inc., and the DBA reflected the need to refine our focus as **direct support to the Kaua'i & Ni'ihau communities, based wholly on the island of Kaua'i**. Our vision, objectives, & goals remain: ending hunger and ensuring food security for all of our people without discrimination for any reason.

2. The goals and objectives related to the request;

The goals and objectives of KIFB are manifested through our four core programs: **Emergency Food Distribution Program, Keiki Café Program, Backpack Program, and Kupuna Program.**

KIFB responds to more than 600 requests for emergency food distributions every month through our **Emergency Distribution Program**. Each operating day, we respond to urgent requests for food at our warehouse in Nawiliwili (Lihue). Additionally, we operate bi-monthly, free community food distributions where clients come to our warehouse to receive locally-sourced proteins, fruits, vegetables, and shelf-stable items. KIFB also does seasonal and special-event distributions for our community such as our annual Holiday Food Distributions & Veterans Distributions. We also operate a food pantry at Kaua'i Community College for students who are U.S. veterans.

**Keiki Café Program** currently provides daily, nutritious snacks to 634+/- keiki enrolled in after-school programs such as Boys & Girls Clubs Hawaii, A+, and public and Hawaiian charter school programs. There are 12 participating sites across the island of Kaua'i. In 2023, KIFB made Keiki Café a year-round program, adding summer activities keiki programs island-wide; this expansion was so well-received and urgently needed that we have made it a permanent part of our program offerings today.

The **Backpack Program** began in 2005 when staff at our Keiki Café sites observed students "stocking up" on snacks every Friday to ensure they had sufficient food for the weekends, when school-provided low- and no-cost lunches are unavailable. Today, more than 500 keiki at 6 locations receive weekly backpack distributions with ingredients for 5-7 weekend meals and snacks. This program helps ensure that participants have food security on weekends.

Our **Kupuna Program** provides monthly meal kits to more than 200 home-bound kupuna, delivered directly to their residences. In partnership with the County of Kauai's RSVP (Retired Senior Volunteer Program), KIFB is able to provide foods

directly to our seniors. Foods are selected with attention to the unique health & medical conditions of kupuna (i.e., low sodium, heart healthy), as well as cultural preferences.

In addition to our four core programs, KIFB is involved in **Emergency/Disaster Response**, and is a disaster agency of Kauai's Civil Defense, under the umbrella of the American Red Cross. **Growing Food Together:** KIFB is also in collaboration with several local donors with large fruit orchards who permit us to harvest fruits from their orchards to use directly in our programs.

Each year, KIFB sees the demand for food resources increase; rising food and housing costs, reductions in SNAP and other benefits, and other factors influence this increased demand here on Kaua'i.

Our warehouse facility in Lihue is 53 years old now. The projects included in this CIP GIA request are major repairs/replacements that are long overdue.

**Goals and objectives for this request include the following capital improvement projects:**

- **Carpet:** The current carpeting in our upstairs offices is more than 25 years old and needs to be replaced. Current carpeting is worn, frayed, and torn in many places and is lifting, causing a potential fall risk for employees. The current carpeting will be removed and replaced with industrial/office grade carpeting. **Estimate Attached: \$ 6,977.77.**
- **Roof Coating:** This project adds a protective coating to the existing roof that will reduce temperatures in the warehouse by at least 10 degrees Fahrenheit. Temperatures in the warehouse in summer/heat can run anywhere from 95-100 °F inside. Lower internal temperatures are important for the safety and comfort of employees as well as the storage of shelf-stable food items. Roof will be prepped, primed, treated for rust, and coated with a silicone roof coating. **Estimate Attached: \$44,397.00**
- **Perimeter Fencing and Gates:** The chain link fencing around our Lihue warehouse was installed > 30 years ago. The fence is rusting, in disrepair, and deteriorating, as well as having several large holes. KIFB would like to remove and replace existing fencing with a galvanized chain link fencing product, a 4-foot gate, and a 21-foot double gate to allow access for our vehicles, including our van & large refrigerated truck. New fence will meet or exceed State of Hawaii specifications & provide security for our warehouse and property. **Estimate Attached: \$26,454.80**
- **Replace 4 wall Air Conditioning units with a cohesive, energy-efficient split AC system:** Our current "wall unit" style AC units cool five office areas in the warehouse. Units are noisy, frequently leak water inside and outside the warehouse, and must be replaced frequently-on average, every other

year. One unit that resides in the office that houses the server for our computers must operate 24/7, 365 days a year to ensure that the server does not overheat. Our grant request includes installing a 5-unit "split system" AC system with one condenser. This split system AC is more cost-effective, more energy-efficient, and quieter. This installation will allow KIFB to reduce energy costs and become more environmentally friendly.

**Estimate Attached: \$27,143.15**

3. The public purpose and need to be served;

Food security for the people of Kaua'i and Ni'ihau is our *kuleana*, our responsibility to our community. KIFB serves the public without **any** bias. **ALL** who request food can rely on KIFB to be a safe, secure resource for nutritious food. The most recent statistics available from Feeding America (2022) reflect that the overall food insecurity rate for Kaua'i County is 12.1%. For keiki, that number is a shocking 19.4%; that is nearly 1 out of every 5 keiki experiencing food insecurity at some point. Certainly, these numbers have only risen since 2022. Thus, it is imperative that KIFB operates a safe, well-maintained, cost- and energy-efficient warehouse to continue to provide the high level of services to our clients every operating day.

4. Describe the target population to be served; and

The target population for KIFB includes the communities of Kaua'i and Ni'ihau. All ages, from keiki to kupuna, are provided nutritious foods. KIFB does not discriminate for any reason, and we pride ourselves in serving our community with dignity and respect. No probing questions are asked of our clients seeking food resources, and no one is ever turned away empty-handed. KIFB simply screens for # of persons to be served by the provided food, any food allergies/restrictions/preferences, and whether clients have a place to safely store and prepare foods (i.e., refrigeration, microwave, stove, etc.).

5. Describe the geographic coverage.

KIFB serves Kaua'i County, which includes the islands of Kaua'i and Ni'ihau. Our programs provide food to all areas of Kaua'i, from the west side all the way to the north shore. We also partner with local agencies to ensure that clients who may lack transportation to our Lihue warehouse can still have access to nutritious food. Again, we do not discriminate for any reason, however, we are proud to report that more than 90% of our keiki in the Backpack Program are of native Hawaiian descent. Targeting keiki and kupuna allows us to serve these typically overlooked demographics where we have identified that the need for food resources is great. KIFB also provides food resources for families and students currently residing on Ni'ihau.

### 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;

KIFB operates to ensure that those experiencing food insecurity have access to nutritious foods via one of our four core programs previously elucidated. Providing food for our clients reduces their need for monies for food purchases, allowing their resources to be utilized for housing, healthcare, medication, and other necessities. Our goal included in our mission statement is that we can also educate our clients about healthy choices for food selections, resulting in improved health and wellbeing.

The majority of foods for the Keiki Café and Backpack Programs are purchased directly by KIFB, making them amongst the costliest of our programs. Emergency Distributions have also increased dramatically, and with the corresponding increase in food costs, this program expands both in size and cost.

KIFB is intimately involved in our community, holding at least two food drives, many donation/fundraising campaigns, and other food donation opportunities with local organizations, schools, businesses here on Kaua'i and beyond. Donated foods are sorted, inspected for safety, and stored for allocation to the community in need. All foods deemed unfit for human consumption are offered to local farmers for animal feed, recycled, or discarded after being carefully inventoried.

The day begins early at KIFB; warehouse staff are typically here before 6AM, preparing the foods for delivery to various program partners, setting up for public distribution, and that the warehouse is ready for daily operations. Staff ensure that the warehouse is clean, orderly, safe, and ensure that storage and refrigeration systems are functioning properly to maintain food integrity.

Clients come directly to the warehouse for emergency food requests, as well as call to ascertain availability of foods and locations of partner agencies and pantries. Food boxes are packed by warehouse staff with intention, considering client preference, number of persons to be served, any potential food allergies/intolerances, and the clients' abilities to safely store and prepare food.

Local agencies across the island come to our warehouse to "shop" for foods to take back to their local pantries and distribution sites, ensuring that people who are not here in Lihue still have food access. This is crucial for those who lack transportation to our warehouse.

KIFB uses certified drivers to conduct pickups and deliveries of food purchases and donations. Drivers are responsible to check foods for safety as well as vehicles for maintenance and refrigeration capabilities as needed.

KIFB staff participate in a variety of community-based events throughout the year including the 9/11 Memorial, Spring and Holiday Food and Fund Drives, Fundraising concerts/events, Visit with Santa at the Shops at Kukui'ula, and many more. These events allow our staff to keep the community informed about our available services.

KIFB operates out of our Lihue, Hawaii-based warehouse built in 1972. The purpose of our capital grant request is to perform long-needed repairs, rebuilds, and revisions to our property. This allows KIFB to operate in the most cost-

effective, efficient, and environmentally friendly manner. KIFB has more than 32 years of experience in providing food resources to our community. We are in need of serious repairs & improvements to our property to do so.

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

Upon approval of our CIP GIA request, KIFB would begin each project as soon as the selected contractor is available to proceed and we have received formal notice from the State of Hawaii to proceed. Each capital project will have its own unique timeline based on contractors' estimates. All projects will be closely monitored by our Executive Director to ensure timeliness, compliance with the estimate and budget, and handle any concerns that may arise.

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

KIFB monitors all our programs, inventories, and expenditures as well as existing funding each month. Compilation of data is reported directly to our Executive Director and Board of Directors. For our off-site programs, each location is required to report monthly enrollment, distribution, and any concerns to the KIFB staff.

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.

KIFB will report measures of effectiveness through thorough collection of all relevant data including State grant monies spent, demographics & geography of persons served for reporting requirements, and compliance with all State of Hawaii reporting requirements.

## **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](#))



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
\$29,230	\$29,230	\$29,230	\$29,230	\$116,920

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

Hawaii Community Foundation (various): \$150,000

First Hawaiian Bank: \$20,000

Private Grantors: \$30,000

Donors/Major Donors: \$150,000

County of Kaua'i: \$10,000.00

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. **N/A**

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.

Hawaii State Grant in Aid 2023 (operating): \$50,000

Hawaii State Grant in Aid 2023 (CIP): \$168,000

Hawaii State Grant in Aid 2024 (CIP): \$230,000 (approved, pending further eligibility verification process from the State).

No federal funds have been received in the time period specified.

County of Kaua'i (2024): \$7500.00

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2024. **\$1,703,565.89**

## **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.

KIFB has been providing food resources for our community for more than 32 years. most.

**Executive Director:** Our executive director has more than three decades of experience in responding to the needs of the hungry people of Kaua'i. This year celebrates his 25<sup>th</sup> year with KIFB; Kelvin Moniz, Kaua'i born and raised, has deep, lasting relationships with the community including local businesses, organizations, and food purveyors. Kelvin is an expert and developing and implementing strategies to carry out the mission of KIFB. This past year, Kelvin has overseen the removal of our cesspool with a state-approved septic system which will allow us to be more environmentally friendly and comply with upcoming state cesspool replacement requirements.

**Development Coordinator:** Jennifer Harper is responsible for preparing grants, LOI's, final reports, interim reports, and other writings necessary for the organization. Fund-raising campaigns including direct mail, community food drives, community fundraising opportunities, social media campaigns also fall under her domain. She is routinely seeking out new opportunities for grants, donors, and targets those with interests in Hawaii and food insecurity.

**Controller:** Barbara Almeida brings more than 15 years of experience in the nonprofit

finance world. She ensures all income and expenditures for the organization's programs and operations are appropriately documented and charged to the correct funding sources. Barbara guides financial decisions and monitors financial conditions in addition to participating in audits. She processes accounts payables and receivables and facilitates payroll for employees. Barbara carefully monitors grant spending to ensure that all terms, conditions, restrictions, and rules set forth by each grantor is met.

**Warehouse Manager & Assistant:** These two hard-working gentlemen receive and store purchased and donated foods in a timely and appropriate manner. They pack deliveries for the Backpack, Keiki Café, and Kupuna Programs in addition to responding to on-demand urgent requests for food every operating day. They coordinate bi-monthly community food distributions. Weigh and track received & distributed foods and monitor food supplies. Warehouse staff perform inventory every quarter.

**Data Entry Clerk: (part-time):** Receives invoices, reports, and inventory data from warehouse staff. Inputs data into computerized food bank inventory management systems. Enters donations, issues tax-receipts, and enters volunteer hours/data.

KIFB has been serving the community for more than 32 years. Keiki Café, Backpack, and Kupuna Programs have been in operation for over a decade, while Emergency Distribution has been in effect since the formation of the food bank in response to Hurricane Iniki.

## **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.

KIFB operates out of our warehouse at 3285 Wa'apa Road in Nawiliwili Harbor (Lihue). This location is next to the port, Kaua'i Bus stops, and several residential areas. The warehouse is 10,000 square feet, has two refrigeration vehicles, a transit van, and a Class B Box Truck. We operate to the public Monday through Friday from 8AM to 4PM. The warehouse houses a walk-in refrigerator, 5 double door freezers, a forklift, and storage for other perishable and non-perishable, shelf-stable food items.

The warehouse was built in 1972; many of the original materials, facilities and equipment have not been replaced since that time. While we do regular, routine maintenance, the sheer age of the building itself reflects the need to invest in our facilities to keep the food bank running at the highest efficiency possible.

## **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.

**Executive Director:** Our executive director has more than three decades of experience in responding to the needs of the hungry people of Kaua'i. This year celebrates his 25<sup>th</sup> year with KIFB; Kelvin Moniz, Kaua'i born and raised, has deep, lasting relationships with the community including local businesses, organizations, and food purveyors. Kelvin is an expert and developing and implementing strategies to carry out the mission of KIFB. This past year, Kelvin has overseen the removal of our cesspool with a state-approved septic system which will allow us to be more environmentally friendly and comply with upcoming state cesspool replacement requirements.

**Development Coordinator:** Jennifer Harper is responsible for preparing grants, LOI's, final reports, interim reports, and other writings necessary for the organization. Fund-raising campaigns including direct mail, community food drives, community fundraising opportunities, social media campaigns also fall under her domain. She is routinely seeking out new opportunities for grants, donors, and targets those with interests in Hawaii and food insecurity.

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**Warehouse Manager & Assistant:** These two hard-working gentlemen receive and store purchased and donated foods in a timely and appropriate manner. They pack deliveries for the Backpack, Keiki Café, and Kupuna Programs in addition to responding to on-demand urgent requests for food every operating day. They coordinate bi-monthly community food distributions. Weigh and track received & distributed foods and monitor food supplies. Warehouse staff perform inventory every quarter.

**Data Entry Clerk: (part-time):** Receives invoices, reports, and inventory data from warehouse staff. Inputs data into computerized food bank inventory management systems. Enters donations, issues tax-receipts, and enters volunteer hours/data.

KIFB has been serving the community for more than 32 years. Keiki Café, Backpack, and Kupuna Programs have been in operation for over a decade, while Emergency Distribution has been in effect since the formation of the food bank in response to Hurricane Iniki.

## **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.

Please see attached Organization Chart

## **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.

Executive Director	\$95,362.
Warehouse Manager	\$58,300.
Controller	\$59,672.

## **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. N/A

### **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.

- KIFB is compliant and upholds the standards of the Department of Health, OSHA/HIOSH, and Fire Safety Requirements.
- KIFB has a current Certificate of Vendor Compliance from the Hawaii Department of Taxation, the Internal Revenue Services, the Hawaii Department of Labor and Industrial Relations, and the Hawaii Department of Commerce and Consumer Affairs.
- KIFB maintains our current Certificate of Good Standing with the Department of Commerce and Consumer Affairs.

### **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. N/A

### **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.

KIFB has long-standing relationships with community agencies, partners, local farmers and ranchers, and generous donors and grantors. We continuously seek new grants and other fund-raising opportunities to support our programs and operations. KIFB continuously seeks input and feedback from our partners, clients, and the community to ensure that we are fulfilling our mission to “Educate, Provide Nutritious Food for the Hungry, and Respond to Emergencies”.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant:       Kauai Food Bank Inc DBA Kauai Independent Food Bank      

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	9,536			
2. Payroll Taxes & Assessments	2,384			
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>	<b>11,920</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>	<b>105,000</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>116,920</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	116,920	Barbara Almeida <span style="float: right;">808-278-6121</span>		
(b) Total Federal Funds Requested	0	Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested	0	<i>Barbara Almeida</i> <span style="float: right;">1/13/20225</span>		
(d) Total Private/Other Funds Requested		Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>116,920</b>	Barbara Almeida / Controller		
		Name and Title (Please type or print)		

### BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2025 to June 30, 2026

Applicant: Kauai Food Bank Inc DBA Kauai Independent Food Bank

POSITION TITLE		FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director		1	\$95,362.00	10.00%	\$ 9,536.20
Payroll Taxes				25.00%	\$ 2,384.05
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
TOTAL:					11,920.25
JUSTIFICATION/COMMENTS: Executive Director Supervision of Projects					

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2025 to June 30, 2026

Kauai Food Bank, Inc.

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				
Covered under contractor bids				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				
Covered under contractor bids				



## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2025 to June 30, 2026

Kauai Food Bank, Inc. DBA Kauai Independent Food Bank

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					TBD	TBD
LAND ACQUISITION					N/A	N/A
DESIGN					TBD	TBD
CONSTRUCTION	165000	230000	116920		TBD	TBD
EQUIPMENT					TBD	TBD
TOTAL:			116,920			
JUSTIFICATION/COMMENTS:						
Please see attached estimates						

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

Applicant:     Kauai Food Bank DBA Kauai Independent Food Bank    

Contracts Total: 445,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	State GIA Capital 2023	7/1/23-6/30/24	State of Hawaii	State	165,000
2	State GIA Operations 2023	7/1/23-12/31/24	State of Hawaii	State	50,000
3	State GIA Capital 2024*	7/1/24-06/30/25	State of Hawaii	State	230,000
4					
5					
6					
7					
8	*Note: 2024 Capital approved, pending Eligibility Verification process				
9					
10					
11					
12					
13					
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28					
29					
30					

# Kauai Independent Food Bank 2025 Organizational Chart

**Kauai Food Bank**  
Board of Directors

**Kauai Food Bank**  
Executive Director

Controller

Warehouse Manager

Development Associate

Programs Coordinator

Program/Warehouse

WHSE/Driver  
TBD

WHSE/Driver  
*Open*

# The Kauai Food Bank Inc, dba Kauai Independent Food Bank

## Governing Board of Directors - 2025

Name/Company	Contact Information	Title/Committee	Year Joined
1) Cyndi Ayonon Kauai Mechanical, Owner Retired (County of Kauai)	1021 Kamalu Road Kapaa, HI 96746 (808) 645-6343 <a href="mailto:cmayonon@yahoo.com">cmayonon@yahoo.com</a> <a href="mailto:KIFBBoardPresident@kauaifoodbank.org">KIFBBoardPresident@kauaifoodbank.org</a>	President Term expires	2019 3/23/2025
2) Georgeatte Galicinao-Cayaban Branch Manager Territorial Savings Bank	4393 Kukui Grove Street, Suite 103 Lihue, HI 96766 (808) 245-5671 Office (808) 246-0365 Fax <a href="mailto:georgette.galicinao-cayaban@territorialsavings.net">georgette.galicinao-cayaban@territorialsavings.net</a>	Treasurer Term expires	2019 3/23/2024
3) Gary Ramo Professional EOS Implementer® at EOS Worldwide	(808) 855-0472 <a href="mailto:gary.ramo@eosworldwide.com">gary.ramo@eosworldwide.com</a>	Secretary Term expires	2023 3/23/2026
4) Jeffrey Murata First Hawaiian Bank Vice President/Commercial Banking Officer	(808) 632-2935 <a href="mailto:jmurata@FHB.com">jmurata@FHB.com</a>	Officer Term expires	2023 5/18/2028
5) Kyle JG Cremer KIUC Commercial Energy Services Specialist	(808) 645-6031 <a href="mailto:kcremer@kiuc.coop">kcremer@kiuc.coop</a>	Officer Term expires	2024 1/24/2029

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INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAY 26 1995

KAUAI FOOD BANK INC  
3285 WAAPA ST  
LIHUE, HI 96766

Employer Identification Number:  
99-0317431  
DLN:  
17053100757029  
Contact Person:  
FRANCIS E BERNHARDT ID# 31258  
Contact Telephone Number:  
(877) 829-5500  
Our Letter Dated:  
April 1995  
Addendum Applies:  
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



District Director

Letter 1050 (DO/CG)





January 13, 2025

**Board of Directors**

**Cynthia Ayonon**  
Kauai Mechanical  
*President*

**Georgeatte Galicinao-**  
**Cayaban**  
Territorial Savings Bank  
*Treasurer*

**Gary Ramo**  
Professional EOS  
Implementer at EOS  
Worldwide  
*Secretary*

**Jeffrey Murata**  
First Hawaiian Bank  
*Officer*

**Kyle JG Cremer**  
KIUC Commercial Energy  
Services Specialist  
*Officer*

**Applicant:**

**Kauai Food Bank, Inc. DBA: Kaua'i Independent Food Bank**

**PLEASE SEE ATTACHED BIDS FROM CONRACTORS FOR  
CAPITAL IMPROVEMENT PROJECTS INCLUDED IN THE 2025  
GRANT.**

1. Hesse Flooring
2. SCI Construction
3. Artistic Builders
4. Kauai Mechanical



*Kauai's Original Food Bank*  
Kauai Food Bank, Inc. dba Kauai Independent Food Bank  
3285 Waapa Road, Suite A, Lihue, HI 96766  
Phone (808) 246-3809 ~ Fax (808) 246-4737  
E-mail: [kmoniz@kauaifoodbank.org](mailto:kmoniz@kauaifoodbank.org) ~ Website: [www.kauaifoodbank.org](http://www.kauaifoodbank.org)

PROPOSAL 01/08/2025

**HESSE FLOORING**  
**3285 WAAPA ROAD, LIHUE, HI. 96766**

91 YDS. RULE BREAKER BY MOHAWK ALADDIN COLLECTION 26 OZ. COLOR 969 IRON INSTALL WITH 7/16  
8 LBS REBOND PAD IN 3 OFFICE. PRICE IS INCLUDING PULL UP AND DISPOSEL OF OLD CARPET AND PAD  
INSTALLATIONOF NEW CARPET AND NEW PAD  
@59.98=5,458.18 MOVING FURNITURE 4 ROOM @300.00=1,200.00

TOTAL=6,658.18

GETAX=319.59

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**GRAND TROTAL=6,977.77**

THANK YOU,  
SUTADA HESSE



808-651-9203  
PO BOX 1961 Kapa'a, HI 96746

January 10, 2025

Proposal to apply silicone roof coating at Kauai Food Bank.

We will prep, prime, and coat the metal roofing. The roof is approximately 8,000 sq ft. We will treat all rust. Any unforeseen damage that requires repair will be repaired at an additional charge.

Roofing coating	\$ 42,400
Tax	<u>\$ 1,997</u>
Total	\$ 44,397

We will ask for 50% (\$22,198.50) to start the project. The remaining 50% (22,198.50) will be due at completion.

---

SIGNATURE OF ACCEPTANCE

Thank you,

Alan Sweat



## Artistic Builders Fencing

3285 Waapa Rd  
Lihue, HI 96766

☎ (808) 652-4737  
✉ Kmoniz002@hawaii.rr.com

ESTIMATE	#110
TOTAL	\$26,454.80

### CONTACT US

6454 Kipapa Rd  
Kapa'a, HI 96745

☎ (808) 635-5926  
✉ artisticbuildfence@gmail.com

## ESTIMATE

Services	qty	unit price	amount
Chain link fence replacement	1.0	\$25,260.00	\$25,260.00
Proposal to take down 343' of 6' chain link fencing and replace it with new fencing. Including 1 ea. 20' wide double swing gate and 1 ea. 4' wide swing gate.			

Services subtotal: \$25,260.00

Subtotal \$25,260.00

Tax (Hi Tax 4.73%) \$1,194.80

**Total \$26,454.80**

Make checks payable to: Artistic Builders Corporation



1702 Haleukana Street  
Lihue, HI 96766  
(808) 822-2770

Estimate 25806170  
Estimate Date 1/10/2025

**Billing Address**  
Kauai Independent Food Bank  
3285 Wa'apa Rd  
Lihue, HI 96766

**Job Address**  
Kauai Independent Food Bank  
3285 Wa'apa Rd  
Lihue, HI 96766

#### Description of work

To provide labor, equipment and material to install one (1) 5C42 condenser, three (3) 12,000 BTU wall mounted units and two (2) 6,000 BTU wall mounted units.

#### Clarifications:

1. All work to be completed during normal business hours.
2. Wall and/or ceiling concrete core drilling is not included. If concrete drilling is required, as built plans or x-ray of wall/ceiling is required. Extra charges will apply. Kauai Mechanical is not responsible for hidden piping or other obstructions inside the walls if x-raying of walls is not completed.
3. Corrosion coating is an additional \$1483

<b>Sub-Total</b>	<b>\$25,921.72</b>
<b>Tax</b>	<b>\$1,221.43</b>
<b>Total Due</b>	<b>\$27,143.15</b>
<b>Deposit/Downpayment</b>	<b>\$0.00</b>

Thank you for choosing Kauai Mechanical Inc.

Once approved and a down payment is received, we will reach out to go over the next steps to process your estimate. Please note that lead times may vary on parts & materials ordered based on stock and availability from our suppliers. If you have any additional questions, please feel free to give our office a call at 808-822-2770.

Mahalo for the opportunity to earn your business,

Kauai Mechanical, Inc.

BY APPROVING, I HEREBY AUTHORIZE KAUA'I MECHANICAL, INC. to complete the proposed service, repair, installation or replacement. I agree to be billed for the equipment and I agree to pay said bill prior to the ordering of the equipment. I agree to be invoiced for the remaining amount of quote upon completion of work. I additionally certify that I am fully authorized to authorize this work and commit to payment.

TERMS: PAYMENT FOR EQUIPMENT IS REQUIRED PRIOR TO ORDERING. REMAINING BALANCE WILL BE BILLED UPON COMPLETION AND DUE 30 DAYS FROM DATE OF BILL. CASH, CHECK AND CREDIT CARD PAYMENTS (Visa, Mastercard & AMEX) ACCEPTED. CUSTOMER AGREES TO PAY A FINANCE CHARGE OF 2% PER MONTH (24% PER ANNUM) FROM THE DUE DATE UNTIL PAID IN FULL. FINANCE CHARGE APPLIES TO ALL OVERDUE AMOUNTS, COLLECTION FEES AND ATTORNEY'S FEES IN THE EVENT THIS BILL BECOMES OVERDUE.

Authorized Signature

#### Standard Conditions

- a) The subcontractor shall submit to the General Contractor applications for payment when equipment or material is ordered and at such reasonable times to enable the General Contractor to apply for and obtain payment from the owner. Payment for materials and/or installation shall be made with same retainers as on main contract between owner and General Contractor and shall be paid for work to within five days after General Contractor has received his final or complete payment involving Subcontractor's portion of work, notwithstanding any delay of other trades; but in any event such final payment shall be made by the General Contractor to the subcontractor no later than the day preceding the expiration of the lien period. Once material has been ordered by the subcontractor, the Subcontractor shall invoice for materials as delivered and receive payment therefore as outlined above. In the event that a payment is not made on or before the day that is due, the General Contractor agrees to pay interest on the unpaid balance at the rate of 24% per annum (2% monthly) from the due date until payment in full. In the event that the suit is filed by Subcontractor to collect any monies due hereunder or to enforce any other provision of the contract, the General Contractor agrees to pay all costs, reasonable attorneys fees incurred and interest on the unpaid balance at the rate of 24% per annum (2% monthly) from the date the payment was due until payment is made in full. In the event that the maximum legally enforceable interest rate for this contract is lower than the stated (24%) interest rate; due to legislative action, operation of law or otherwise, the maximum legally enforceable interest rate shall apply in lieu of the stated interest rate.
- a. Any bonds required by General Contractor shall be furnished by the Subcontractor, and the cost thereof added to and become a part of this proposal.



- b. The price has been determined on the basis of straight time and normal work week. No overtime will be worked unless ordered by General Contractor or his representative. In the event overtime is worked, the overtime premium rates plus Subcontractor's regular mark-up for overhead and profit will be paid as an extra. This provision is applicable where such overtime work is necessitated by delay or acceleration occasioned by reasons beyond the control of the Subcontractor.
- c. It is hereby stipulated that the Subcontractor shall not be responsible or liable for any loss, damages or delay caused by fire, strike, accident or any other cause beyond his control. In the event the employees of the Subcontractor refuse to work or walk off the job or strike because of any picket line established by employees of the General Contractor or any other subcontractor or of any other employer, or because of any labor dispute which may arise between the employees of the General Contractor and the General Contractor, the employees of any other Subcontractor and such Subcontractor and/or the employees of any other employer and such other employer, then the Subcontractor shall be relieved during the pending of such work stoppage from performance under his subcontract and shall not be liable to the General Contractor for any liquidated damages assessed under this subcontract or under the general contractor for any lost which the General Contractor may sustain as a result of such work stoppage.
- d. Hoisting of plumbing, mechanical, and sheet metal equipment and materials shall be provided by the General Contractor during normal working hours and be reasonably scheduled.
- e. Chapter 672e of the Hawaii Revised Statutes contains important requirements you must follow before you may file a lawsuit or other action for defective construction against the contractor who designed, repaired, or constructed your home or facility. Ninety days before you file your lawsuit or other action, you must serve on the contractor a written notice of any construction conditions you allege are defective. Under the law, the contractor has the opportunity to make an offer to repair and/or pay for the defects. You are not obligated to accept any offer made by a contractor. There are strict deadlines and procedures under the law, and failure to follow them may negatively affect your ability to file a lawsuit or other action.