

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



CATHY KERCH, DIRECTOR OF PROGRAMS & OPERATIONS

JANUARY 20, 2026

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

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: ALOHA DIAPER BANK

Issue Date: 01/15/2026

Status: Compliant

Hawaii Tax#:

New Hawaii Tax#:

FEIN/SSN#:

UI#: No record

DCCA FILE#: 317358

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 REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided; 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.

ALOHA DIAPER BANK _____
(Typed Name of Individual or Organization)


(Signature)

1/20/2024
(Date)

CATHY KERCH _____ DIRECTOR OF PROGRAMS AND OPERATIONS
(Typed Name) (Title)

Application for Grants

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

I. Certification – Please attach immediately after cover page

1. Hawaii Compliance Express Certificate (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2025.

Please see attached.

2. Declaration Statement

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

Please see attached.

3. Public Purpose

The applicant shall specify whether the grant will be used for a public purpose pursuant to [Section 42F-102, Hawaii Revised Statutes](#).

Aloha Diaper Bank will use grant funds for a public purpose, to provide diapers, pull-ups, wipes, and potty training kits to low-income families statewide, pursuant to Section 42F-102, HRS as documented in this grant.

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;

Aloha Diaper Bank (ADB) was created in 2018 in response to a critical gap in the state's social safety net: access to free diapers for families who cannot afford them. The mission of ADB is to provide essential diapers to families of low income, the homeless, and those in crisis, while raising awareness of diaper need in our island community.

While there are a variety of social services organizations in our community committed to providing a safety net for families, none focus solely on statewide diaper assistance.

Through a network of more than 58 partner agencies and direct emergency assistance from ADB's headquarters, we distribute diapers, wipes, and potty-training kits to families experiencing financial hardship. To date, ADB has distributed over 3 million diapers, served more than 30,000 families, and supported approximately 80,000 keiki. ADB's model emphasizes partnership, efficiency, and accountability while reducing service duplication.

2. The goals and objectives related to the request;

The overall goal of this proposal is to ensure all keiki have access to the basic essentials they need to thrive. To accomplish that, our objectives include:

1. Purchasing an eco-friendly van so that we can expand our reach to rural communities, respond during natural disasters, and conduct regular outreach events.
2. Continuing to distribute diapers, pull-ups, wipes, and potty training kits to families in need statewide.

3. The public purpose and need to be served;

Diaper insecurity is both a public health and economic issue. Unfortunately, diapers are not covered by public assistance programs like SNAP or WIC. In Hawaii, the cost of diapers is significantly higher than in the continental United States due to shipping and geographic isolation, placing an additional burden on families already struggling to meet basic needs. One in two families is currently struggling to keep an adequate supply of diapers to keep their children clean, dry, and healthy (The National Diaper Bank Network Diaper Check).

The impact of diaper need extends to various aspects of daily life. Families facing diaper need reported more instances of unmet health needs, heightened stress and anxiety, limitations on free time and social contact, and barriers to work. All of these impacts affect overall family well-being. A significant, 70%, of caregivers experiencing diaper need expressed feeling stressed or anxious about their responsibilities as parents or caregivers (Diaper Check).

ADB is increasingly receiving requests for diaper assistance from families and partners in rural areas such as the Waianae Coast, Wahiwa, Kahuku, among others. In 2025, ADB received over 20,600 requests for help.

Headquartered at Windward Mall, partner organizations are asked to travel to us to pick up diapers and other essentials. For many rural partners, this travel presents a significant logistical and financial barrier. To address this gap, ADB seeks to purchase a van that would enable direct delivery of diapers to partner sites and support pop-up outreach events in high-need communities.

The van would also be used during disaster response. In the event of emergencies on neighboring islands, the van could be shipped to support rapid distribution of diapers

and supplies, as we did during the Maui wildfires. At that time, ADB relied on a partner's vehicle to meet urgent needs. Increasing our mobile distribution capacity will help families during both everyday hardship and times of crisis.

4. Describe the target population to be served; and

ADB provides support for families experiencing diaper need statewide. These households often include working families, families experiencing housing instability, and caregivers facing temporary financial crises who lack access to diaper assistance through other programs.

ADB's updated demographic data reflect the diversity of families served:

Race and Ethnicity:

Native Hawaiian: 33.36%

Asian: 22.94%

Micronesian: 12.16%

Polynesian Islander: 8.57%

Caucasian: 13.63%

Hispanic: 4.83%

Black: 2.51%

Other: 2.01%

Age Distribution of Children Served:

0–12 months: 35.86%

1–2 years: 18.46%

3 years and older: 43.66%

Islands:

Oahu: 81%

Maui: 8%

Kauai: 6.2%

Molokai: 4.2%

Hawaii Island: 0.6% (we distribute less on Hawaii Island, as there is another diaper bank located there)

5. Describe the geographic coverage.

ADB provides services across the State of Hawaii.

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;
ADB will purchase and outfit an eco-friendly mobile outreach van to expand diaper distribution to low-income families in rural communities. The van will be professionally wrapped with ADB branding to ensure high visibility and easy identification for families and community partners. ADB staff will coordinate logistics, outreach scheduling, and Inventory management. Beginning in Month 5 of the grant period, ADB will operate twice-weekly pop-up diaper distribution events.
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

Month 1: Order van

Month 2 - 3: Van delivered and prepared for service

Month 4: Van wrapped with ADB branding

Month 5 - 12: Begin twice-weekly pop-up diaper distribution events

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

The Director of Programs and Operations will oversee quality assurance and evaluation plans for the request by tracking all grant activities and expenditures to verify they are timely and eligible. The Director will coordinate directly with the vehicle dealership and the van-wrapping vendor to confirm that procurement, delivery, and branding milestones align with the approved project timeline.

All grant-related expenditures will be coded in QuickBooks Online and assigned to the GIA funding source using the Project feature to ensure accurate tracking and reporting. An external bookkeeper will independently review and verify expense coding, and ADB completes an annual financial review conducted by an external Certified Public Accountant.

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.

The following will be measured and reported to the State agency through which grant funds are appropriated:

One fully branded mobile outreach van purchased, wrapped, and beginning service

At least 24 pop-up diaper distribution events conducted during the grant period using the outreach van

More than 20,000 keiki served

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 2027.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
70,000				70,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2027.

Aloha Diaper Bank is also seeking funding from the following sources this fiscal year:
 Temporary Assistance for Needy Families Supportive Services - \$200,000
 City and County of Honolulu Grant-in-Aid - \$150,000
 Private donors, events, and foundation grants - \$104,200

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.

Not applicable.

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 2027 for program funding.

Please see attached.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2025.

ADB's unrestricted current assets as of December 31, 2025 is \$179,103.

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.

ADB has grown from a grassroots initiative into the statewide leader for diaper assistance. The organization manages both public and private funding, including a multi-year State TANF contract, and has demonstrated capacity in procurement, logistics, compliance, partner coordination, and grant reporting.

ADB's achievements:

Over 3 million diapers distributed since opening;

Served 15,899 families, including 20,609 keiki, last year;

Operate storage pantries on Oahu, Maui, Kauai, and Molokai, and distribute via partners on Hawaii Island;

Received State and County proclamations, spotlighting National Diaper Need Awareness Week; and

Participated in the National Diaper Bank Network national study on diaper need and its impact on low-income families by providing data on Hawaii families receiving diaper assistance.

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.

ADB leases two spaces at the Windward Mall located at 46-056 Kamehameha Hwy Kaneohe, HI 96744. These suites are fully ADA accessible and provide adequate space for staff offices as well as serve as a location for diaper drop-off, storage, packaging, and distribution. Partner agencies can pick-up supplies directly from the ADB office. If they are unable to pick-up, staff or volunteers deliver to them.

We also maintain storage partnerships on Maui, Kauai, and Molokai. These facilities provide adequate space for storage, inventory management, and distribution to partner agencies and families.

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.

ADB is uniquely positioned as the only statewide nonprofit dedicated exclusively to ending diaper need. We are a member of the National Diaper Bank Network and receive technical assistance from them. ADB is governed by a board of 10 community members. We are currently led by two full-time, three part-time staff, and an organizational development consultant. Our staff includes the Executive Director, Director of Programs and Operations, Oahu TANF Coordinator, Maui Coordinator, and Program Coordinator. Our leadership team has over 50 years of supervisory and non-profit management experience. To ensure we are not duplicating services and reach all families in need, we partner with organizations across the island to help distribute diapers and wipes.

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.

3. Compensation

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

Executive Director - \$60,000 - \$80,000

Director of Programs and Operations - \$55,000 - \$70,000

Coordinator - \$40,000 - \$50,000

VII. Other

1. Litigation

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

Not applicable.

2. Licensure or Accreditation

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

Not applicable.

3. Private Educational Institutions

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

Not applicable.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2027 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2027, but
- (b) Not received by the applicant thereafter.

If GIA funding is received for FY2027 but not in future years, ADB will not require additional funding for the van purchase. Ongoing services will be sustained through a diversified funding mix, including foundation grants, community diaper drives, corporate partnerships, individual donations, and continued operational efficiencies.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

Applicant: Aloha Diaper Bank

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
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. Van wrapping	5,000			
10.				
11.				
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19.				
20.				
TOTAL OTHER CURRENT EXPENSES	5,000			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES	65,000			
E. CAPITAL				
TOTAL (A+B+C+D+E)	70,000	0	0	0
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	70,000	Cathy Kerch 808-762-0364		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		<i>Cathy Kerch</i> 4/20/2026		
(d) Total Private/Other Funds Requested		Signature of Authorized Official Date		
TOTAL BUDGET	70,000	Cathy Kerch, Director of Programs & Operations Name and Title (Please type or print)		

Applicant: Aloha Diaper Bank

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

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Electric Cargo Van	1.00	\$65,000.00	\$ 65,000.00	65000
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	1		\$ 65,000.00	65,000
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS Period: July 1, 2025 to June 30, 2026

Applicant: Aloha Diaper 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						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS: None						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Aloha Diaper Bank

Contracts Total: 1,090,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Temporary Assistance for Needy Families Supportive Services	1/1/26 - 12/31/26	TANF Program Office	State	200,000
2	Temporary Assistance for Needy Families Supportive Services	1/1/25 - 12/31/25	TANF Program Office	State	200,000
3	Temporary Assistance for Needy Families Supportive Services	1/1/24 - 12/31/24	TANF Program Office	State	200,000
4	State GIA FY25	1/1/25 - 12/31/25	Office of Community Services	State	40,000
5	State GIA FY24	7/1/23 - 6/30/24	TANF Program Office	State	100,000
6	City GIA FY26	10/1/25 - 9/30/26	Department of Community Services	Honolulu	150,000
7	City GIA FY24	10/1/23 - 9/30/24	Department of Community Services	Honolulu	200,000
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