

**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:

The Food Basket Inc.,

Hawaii Island's Food Bank

Amount of State Funds Requested: \$ 298,000

Brief Description of Request (Please attach word document to back of page if extra space is needed):  
The Food Basket is requesting \$298,000 to purchase and deploy a permitted 40-foot container-based commercial kitchen at the Hawaii Island Agriculture Innovation Park and Food Systems Campus (AIPFSC) in Hilo to expand prepared and emergency meal production capacity for food-insecure residents across Hawaii County, where 43% of households (approximately 90,000 individuals) are food insecure.

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:

\$ 3,500,000

Unrestricted Assets:

\$ 4,620,000

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:

40 Holomua St.

City:

Hilo

State:

HI

Zip:

96720

Contact Person for Matters Involving this Application

Name:  
Kristin Frost Albrecht

Title:  
Executive Director

Email:  
kristin@hawaiifoodbasket.org

Phone:  
808-933-6030



Authorized Signature

Executive Director

Name and Title

1/23/2026

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:** THE FOOD BASKET INC.

**DBA/Trade Name:** Hawaii Island's Food Bank

**Issue Date:** 01/15/2026

**Status:** **Compliant**

Hawaii Tax#: [REDACTED]

New Hawaii Tax#: [REDACTED]

FEIN/SSN#: [REDACTED]

UI#: No record

DCCA FILE#: 219167

Status of Compliance for this Vendor on issue date:

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

**Status Legend:**

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

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAI'I REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

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

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

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

The Food Basket Inc.

\_\_\_\_\_  
(Typed Name of Individual or Organization)



\_\_\_\_\_  
(Signature)

1/23/2026

\_\_\_\_\_  
(Date)

Kristin Frost Albrecht

Executive Director

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Title)

## Application for Grants

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

### **I. Certification – Please attach immediately after cover page**

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

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

#### **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.

The applicant specifies that the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes, by expanding food access and emergency meal capacity for low-income residents, and strengthening food systems capacity through meal preparation and distribution infrastructure at the Hawai'i Island Agriculture Innovation Park and Food Systems Campus (AIPFSC), located in Hilo, Hawai'i.

### **II. Background and Summary**

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

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

The Food Basket Inc., Hawai'i Island's Food Bank's mission is to end hunger in Hawai'i. Serving 70,000+ low-income Hawai'i Island residents/month, immediate needs are addressed through our Emergency Food Program which includes Partner Agency Distribution, Emergency Food Boxes, Keiki Backpacks and School Pantries, Kupuna Pantry for low-income seniors, and 'Ohana Food Distributions. Our Healthy Food Access Programs include SNAP Outreach, DA BOX Community Supported Agriculture, DA BUX Double Up Food Bucks (a statewide nutrition program offering a 50% discount

to SNAP recipients buying local produce from participating retailers), Kōkua Harvest, and Mālama Da Farmer (a central information hub for local farmers).

2. The goals and objectives related to the request;

This request will support the purchase and deployment of a container-based commercial kitchen unit at The Food Basket's 24.5-acre Agriculture Innovation Park and Food System Campus' (AIPFSC) site in Hilo to increase meal preparation capacity and expand access to nutritious prepared meals. The goals of the project are to:

- Increase the availability of prepared meals for food-insecure residents in Hawai'i County
- Support consistent meal production and distribution across the island
- Strengthen Hawai'i Island's food system by prioritizing locally sourced ingredients when available
- Improve long-term food security outcomes through scalable and efficient food systems infrastructure

3. The public purpose and need to be served;

Food insecurity remains one of the most urgent challenges facing Hawai'i County. According to the State of Food Insecurity in Hawai'i 2024–2025 report, 43% of Hawai'i County households are food insecure, representing approximately 90,000 individuals. Statewide, 1-in-3 households are food insecure, underscoring the widespread and persistent need for food support services across Hawai'i.

The Food Basket anticipates serving over 70,000+ low-income residents per month, including families, kūpuna, and individuals experiencing hardship due to increased costs for housing, utilities, and transportation. This project will strengthen the community's ability to access nutritious meals while improving local capacity for emergency preparedness and food system resilience.

Rather than constructing a traditional brick-and-mortar structure, this request supports a faster, scalable solution by deploying a permitted container-based commercial kitchen unit that can be installed and connected to necessary utilities at the AIPFSC site. This approach will allow The Food Basket to begin expanding meal preparation and distribution capacity immediately, while continuing to advance longer-term AIPFSC site development over time.

4. Describe the target population to be served; and

The target population includes low-income individuals and families across Hawai'i County experiencing food insecurity, including households with children,

kūpuna, rural residents with limited food access, and community members impacted by economic hardship or emergency and disaster-related disruptions.

5. Describe the geographic coverage.  
The project will serve residents throughout Hawai'i County, with a focus on underserved and rural communities experiencing barriers to consistent access to affordable, nutritious food. Prepared meals will be distributed through The Food Basket's established food assistance network and community partners across Hawai'i Island.

### **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;

Grant funds will support the purchase, delivery, installation, and operational launch of a container-based commercial kitchen unit. The scope of work includes:

- Purchase of a container-based commercial kitchen unit
- Freight/shipping coordination from the manufacturer to Hawai'i Island
- On-island delivery logistics and placement coordination
- Site preparation and base support for safe placement and operation
- Electrical connection and trenching for kitchen operations
- Water connection and backflow prevention
- Wastewater connection and grease management equipment installation
- Permitting and required inspections (as applicable)
- Kitchen start-up planning, compliance, and scheduling
- Meal preparation and distribution coordination with partners

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

Quarter 1 (Jul–Sep 2026):

- Finalize vendor purchase and shipping schedule
- Begin permitting coordination and site readiness planning

Quarter 2 (Oct–Dec 2026):

- Container kitchen delivery to Hawai'i Island
- On-site placement and installation of required utility connections

Quarter 3 (Jan–Mar 2027):

- Final inspections and operational readiness

- Begin scaled meal preparation and distribution

Quarter 4 (Apr–Jun 2027):

- Full operational use
- Program stabilization and reporting on outputs and outcomes

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 Food Basket will monitor project performance through ongoing operational tracking and review. Quality assurance will include compliance procedures for food safety, operational checklists, staff supervision, and routine review of output measures such as meals produced and distributed. Feedback from partner organizations and program participants will inform improvements to scheduling, distribution coordination, and service delivery.

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 Food Basket will report objective measures that demonstrate service delivery and project effectiveness, such as:

- Number of meals prepared using the container kitchen (monthly/quarterly)
- Number of households/individuals served with prepared meals
- Number of distribution sites/partner organizations served
- Operational milestone completion, including delivery, installation, inspections, and launch

## **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

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

Applicant: The Food Basket Inc.

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.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES	201,000			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	97,000			
<b>TOTAL (A+B+C+D+E)</b>	<b>298,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	298,000	Justin Clayton (808) 796-0222		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested		Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	<b>298,000</b>	Kristin Frost Albrecht Name and Title (Please type or print)		

b. Personnel salaries and wages

Not applicable.

c. Equipment and motor vehicles

**BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES**

Period: July 1, 2026 to June 30, 2027

Applicant: The Food Basket Inc.

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
40ft Container Kitchen	1	\$165,000	\$165,000	\$165,000
Estimated Shipping	1	\$35,000	\$35,000	\$35,000
Local transit and placement	1	\$1,000	\$1,000	\$1,000
			\$0	\$0
			\$0	\$0
<b>TOTAL:</b>	3		\$201,000	\$201,000

JUSTIFICATION/COMMENTS: Capital funding is needed to purchase and install a permitted container-based commercial kitchen unit so The Food Basket can rapidly expand prepared and emergency meal production capacity in Hawai'i County.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

JUSTIFICATION/COMMENTS:

d. Capital project details

**BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS**

Period: July 1, 2026 to June 30, 2027

Applicant: The Food Basket Inc.

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:2024-2025	FY:2025-2026	FY:2026-2027	FY:2026-2027	FY:2027-2028	FY:2028-2029
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION (LAND IMPROVEMENTS)			\$97,000			
EQUIPMENT						
<b>TOTAL:</b>			\$97,000			

JUSTIFICATION/COMMENTS: Land improvements are necessary to safely and compliantly install and operate the container kitchen by providing a stable concrete pad and required utility connections (electrical, water, and wastewater/grease management) so the unit can be placed into service for prepared and emergency meal production in Hawai'i County.

e. Government contracts, grants, and grants in aid

See below, Page 7; Section 5 for a complete listing of contracts, grants, and grants in aid

**Budget Summary:**

**Equipment (Estimated):**

- Container-based commercial kitchen unit: \$165,000
- Shipping from manufacturer: \$35,000
- On-island delivery and placement: \$1,000

**Total Equipment: \$201,000**

**Capital Land Improvements**

- Electrical connection and trenching: \$35,000
- Site preparation and base support: \$30,000
- Wastewater connection and grease management equipment: \$20,000
- Water connection and backflow prevention: \$10,000
- Permitting and inspections: \$2,000

**Total Capital Land Improvements: \$97,000**

**Total Request: \$298,000**

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
\$165,000	\$50,000	\$45,000	\$38,000	\$298,000

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

The Food Basket has submitted a separate CIP application for in the amount of \$426,500 for a Agriculture Support Building.

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.

Federal, State and County government Contracts, Grants, & GIA granted within the prior three years are will be receiving in FY 2027

Grantor	Program or Purpose	Amount	Start Date	End Date
US Dept of Ag - Food and Nutrition Services	Emergency Food Assistance Program - food - non-cash	\$ 1,469,205	1/1/2023	12/31/2023
US Dept of Ag - Food and Nutrition Services	Commodity Supplemental Food Program - non-cash	\$ 935,361	1/1/2023	12/31/2023
County of Hawaii	The Kokua Harvest Project- food gleaning	\$ 91,500	3/10/2023	7/31/2024
County of Hawaii	Senior Brown Bags	\$ 50,000	7/1/2023	6/30/2024
County of Hawaii	Emergency Food Program	\$ 50,000	7/1/2023	6/30/2024
State of Hawaii (USDA federal funds)	TEFAP Reach and Resiliency	\$ 137,222	7/1/2023	6/30/2025
State of Hawaii	DA BUX Double Up Food Bucks Program	\$ 500,000	9/28/2023	12/31/2024
State of Hawaii (partially federal funds)	SNAP Outreach Program	\$ 110,302	10/1/2023	9/30/2024
State of Hawaii (USDA federal funds)	The Emergency Food Assistance Program - TEFAP - admin	\$ 93,647	10/1/2023	9/30/2024
State of Hawaii (USDA federal funds)	Commodity Supplemental Food Program	\$ 112,064	10/1/2023	9/30/2024
Federal Emergency Management Agency	Emergency Food and Shelter Program	\$ 34,419	11/7/2023	12/31/2023
County of Hawaii	Malama Da Farmer - ag theft - District 1	\$ 6,050	12/12/2023	6/30/2024
US Dept of Ag - Food and Nutrition Services	Emergency Food Assistance Program - food - non-cash	\$ 2,465,683	1/1/2024	12/31/2024
US Dept of Ag - Food and Nutrition Services	Commodity Supplemental Food Program - non-cash	\$ 724,854	1/1/2024	12/31/2024
Federal Emergency Management Agency	Emergency Food and Shelter Program	\$ 20,000	5/2/2024	12/31/2024
US Dept of Housing and Urban Development	Hawaii Island Agriculture Park and Food Systems Campus	\$ 1,600,000	5/21/2024	8/31/2031
County of Hawaii	DA BOX Community Supported Agriculture	\$ 50,000	7/1/2024	6/30/2025
US Dept of Ag - National Institute of Food and Agriculture	DA BUX SNAP Nutritional Incentives	\$ 8,405,085	9/1/2024	8/31/2027
State of Hawaii (partially federal funds)	SNAP Outreach Program	\$ 140,000	10/1/2024	9/30/2025
State of Hawaii (USDA federal funds)	The Emergency Food Assistance Program - TEFAP - admin	\$ 127,661	10/1/2024	9/30/2025
State of Hawaii (USDA federal funds)	Commodity Supplemental Food Program	\$ 111,491	10/1/2024	9/30/2025
County of Hawaii (HUD CDBG federal funds)	Equipment Acquisition for Emergency Food Storage	\$ 270,000	11/25/2024	7/31/2025
County of Hawaii (federal ARPA SLFRF funds)	Local Food Producer Expansion Grant Program	\$ 800,000	11/27/2024	9/30/2026
County of Hawaii (federal ARPA SLFRF funds)	Improving Community Food Security	\$ 900,000	11/27/2024	9/30/2026
County of Hawaii	Malama Da Farmer - ag theft - District 6	\$ 7,844	12/1/2024	6/30/2025
State of Hawaii (USDA federal funds)	CSFP Commodity Credit Corporation	\$ 58,581	12/1/2024	9/30/2025
State of Hawaii	DA BUX Hawaii Healthy Food Incentive Program	\$ 1,500,000	12/13/2024	6/30/2025
US Dept of Ag - Food and Nutrition Services	Emergency Food Assistance Program - food - non-cash - prelim figure	\$ 2,060,417	1/1/2025	12/31/2025
US Dept of Ag - Food and Nutrition Services	Commodity Supplemental Food Program - non-cash - prelim figure	\$ 834,780	1/1/2025	12/31/2025
County of Hawaii	Impact Grants - Kokua Harvest	\$ 25,000	5/19/2025	5/19/2026
County of Hawaii	Emergency Food Program	\$ 50,000	7/1/2025	6/30/2026
County of Hawaii	Waiwai - Kokua Harvest	\$ 50,000	7/1/2025	6/30/2026
State of Hawaii (partially federal funds)	SNAP Outreach Program	\$ 150,000	10/1/2025	9/30/2026
State of Hawaii (USDA federal funds)	The Emergency Food Assistance Program - TEFAP - admin	\$ 44,410	10/1/2025	9/30/2026
State of Hawaii (USDA federal funds)	Commodity Supplemental Food Program	\$ 79,863	10/1/2025	9/30/2026
County of Hawaii	District 2 Contingency - Kokua Harvest Fruit Stand Project	\$ 15,000	12/9/2025	6/30/2026
County of Hawaii	District 6 Contingency - Kokua Harvest Fruit Stand Project	\$ 6,750	12/9/2025	6/30/2026
State of Hawaii	Act 310 - Emergency Food	\$ 1,500,000	1/1/2026	12/31/2026
State of Hawaii	DA BUX Hawaii Healthy Food Incentive Program - projected	\$ 1,500,000	1/1/2026	6/30/2026
US Dept of Ag - Food and Nutrition Services	Emergency Food Assistance Program - food - non-cash - projected	\$ 1,700,000	1/1/2026	12/31/2026
US Dept of Ag - Food and Nutrition Services	Commodity Supplemental Food Program - non-cash - projected	\$ 574,000	1/1/2026	12/31/2026
County of Hawaii	Kilauea Recovery Grant Program - Kokua Harvest	\$ 220,416	1/1/2026	12/31/2026
County of Hawaii	District 9 Contingency - Kokua Harvest Fruit Stand Project	\$ 5,000	1/16/2026	6/30/2026
State of Hawaii (partially federal funds)	SNAP Outreach Program - projected	\$ 150,000	10/1/2026	9/30/2027
State of Hawaii (USDA federal funds)	The Emergency Food Assistance Program - TEFAP - admin - projected	\$ 44,410	10/1/2026	9/30/2027
State of Hawaii (USDA federal funds)	Commodity Supplemental Food Program - projected	\$ 79,863	10/1/2026	9/30/2027

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

**\$4,620,000**

**V. Experience and Capability**

**1. Necessary Skills and Experience**

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a

listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

The Food Basket has the experience and operational capacity to implement this project and deliver food access services across Hawai'i County, including during major emergencies and disruptions such as the COVID-19 pandemic, Hurricane Lane, the 2018 Kīlauea eruption, and periods of economic instability. In 2025, The Food Basket distributed over 3.5 million pounds of food while coordinating large-scale emergency food distribution, disaster response, and community partnerships across Hawai'i Island. The Food Basket is positioned to successfully deploy and operate expanded meal preparation capacity, ensure compliance with applicable requirements, and integrate prepared and emergency meal production into existing distribution systems to support consistent service delivery for communities in need.

## **2. Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

The Food Basket operates three warehouses in Hilo and Kona totaling approximately 25,000 square feet of space that support food storage, distribution, and program administration across Hawai'i County. The proposed container-based commercial kitchen unit will be located at the Hawai'i Island Agriculture Innovation Center and Food Systems Campus (AIPFSC), a 24.5-acre parcel in Hilo that will serve as the future home of The Food Basket's headquarters and is currently vacant land undergoing grading and infrastructure preparation. The unit will be connected to required utilities and systems to support safe and compliant kitchen operations, and will also be connected to on-site well water and a photovoltaic (PV) system to support emergency operations and disaster response capabilities.

The AIPFSC site is located at:

**505 Ponahawai St.  
Hilo, HI 96720  
TMK: (3) 2-3-036:018-0000**

## **VI. Personnel: Project Organization and Staffing**

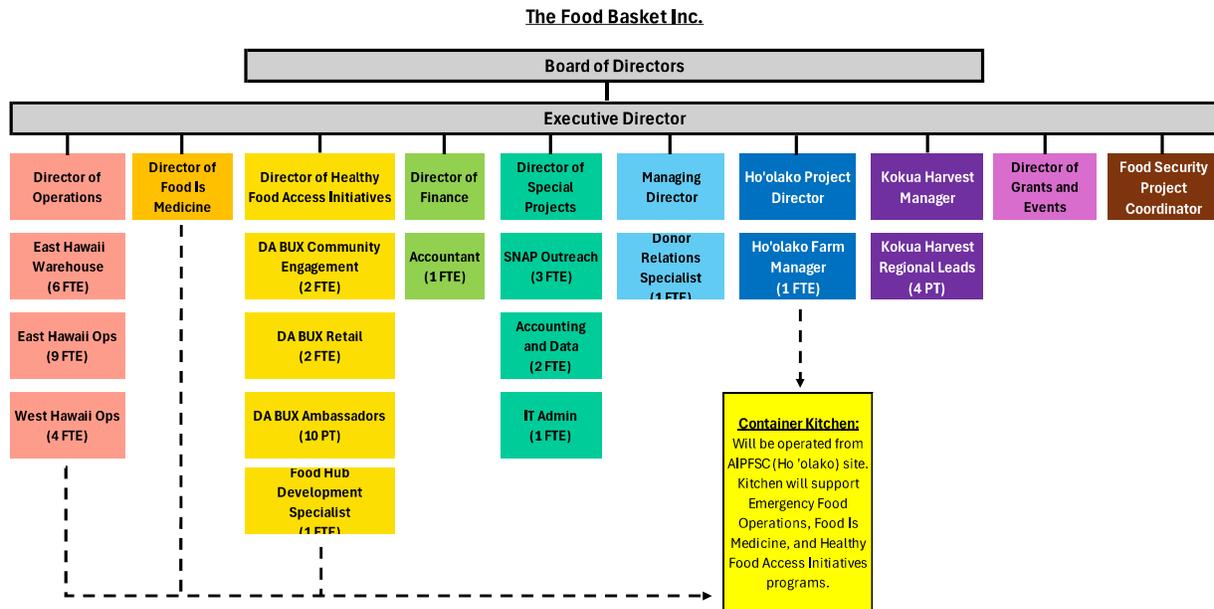
### **1. Proposed Staffing, Staff Qualifications, Supervision and Training**

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 Food Basket will support start-up and operation of the container-based kitchen unit using existing organizational staffing and leadership capacity; no grant funds are requested for personnel. The Food Basket’s Ho’olako Project Manager will oversee installation coordination, site readiness, vendor engagement, implementation timelines, and ongoing maintenance at the AIPFSC site. Programmatic direction and oversight for meal preparation will be provided by the Directors leading The Food Basket’s Food is Medicine and Healthy Food Access initiatives, ensuring alignment with program goals, partner coordination, and compliance requirements. The Food Basket’s Emergency Food Operations team will also utilize the kitchen to support emergency meal production and rapid response during disasters and periods of increased community need. The Food Basket’s experienced logistics team will coordinate countywide distribution of prepared meals through established delivery routes and community partnerships, and all activities will follow applicable food safety practices, training standards, and supervision protocols to ensure safe operations and consistent service delivery.

## 2. Organization Chart

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



### 3. Compensation

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

<u>Position</u>	<u>Range</u>
Executive Director	\$115,000 - \$125,000
Director of Finance	\$91,000 - \$101,000
Ho'olako Project Director	\$80,000 - \$90,000

## VII. Other

### 1. Litigation

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

The applicant has no pending litigation and no outstanding judgments.

### 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.

The applicant will comply with all required permits, inspections, and operational standards applicable to operating a permitted commercial kitchen in Hawai'i County.

### 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. Grant funds will not be used to support or benefit a sectarian or non-sectarian private educational institution.

### 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.

The Food Basket will sustain the activity funded through this request beyond fiscal year 2027 through a combination of ongoing organizational operations, fundraising, private grants, community partnerships, and Food is Medicine program reimbursements and payments that support prepared meal distribution. The container-based commercial kitchen unit will strengthen The Food Basket's ability to produce nutritious prepared and emergency meals, respond to community need, and improve operational efficiency and long-term food system resilience for Hawai'i County.