

## 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

HAWAII FOODBANK, INC.

was incorporated under the laws of Hawaii on 12/06/1982 ; 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: January 15, 2025

Director of Commerce and Consumer Affairs

**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.

**Hawaii Foodbank, Inc.**

(Typed Name of Individual or Organization)

  
(Signature)

**Amy Miller**

(Typed Name)

**1/16/2025**

(Date)

**President & CEO**

(Title)

# Application for Grants

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

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

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

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2024.

### **2. Declaration Statement**

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

### **3. Public Purpose**

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

Hawai'i Foodbank, Inc. hereby attests and certifies that this grant will be used for a public purpose as noted pursuant to Section 42F-102, HRS.

## **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;**

Hawai'i Foodbank, Inc. is a public 501(c)3 nonprofit organization organized exclusively for the charitable purpose of providing food through a distribution network of more than 225 charitable agency partners to the 1 in 3 households experiencing hunger or food insecurity in Hawai'i. Hawai'i Foodbank is a collaborative partner, working with government, military, private, community and nonprofit organizations for the benefit of individuals and families struggling with hunger or food insecurity. Last year, we distributed more than 21 million pounds of food to an average of 160,000 individuals each month.

Together with our agency partners, the Foodbank distributes food at no cost to those in need through various programs, such as food pantries, low-income senior housing, homeless and domestic abuse shelters, residential programs, soup kitchens, and more. In addition, Hawai'i Foodbank administers several programs at various locations across O'ahu and Kaua'i in collaboration with our partner agencies.

Program Overview

<b>PARTNER(S)</b>	<b>PROGRAM</b>	<b>BENEFICIARIES</b>
USDA / Department of Education / Hawaii Child Nutrition Programs / Agency Partners / Afterschool All-Stars, as applicable per program	*50 School and Keiki Pantries; *7 Afterschool Student Meals Program Sites; *8 Kaukau 4 Keiki (SFSP) Summer Food Box Program Sites;	Pre-school through high school students (snacks and food bags; choice pantry)
University of Hawaii System on Mānoa and Kaua'i campuses	*1 College 'Ohana Produce Plus Distribution *1 Choice Pantry	College students, staff and faculty (fresh produce, pantry food items, baked goods, non-perishable food, etc.)
Agency Partners / City & County Parks	*63 'Ohana Produce Plus Program Sites	People seeking food assistance and/or fresh produce to include kūpuna, keiki, individuals and 'ohana (fresh produce, dairy products, baked goods, pantry items, non-perishable foods, etc.)
Agency Partners / Local Farms	*38 Kūpuna Fresh Program Sites	Low-Income Kūpuna
USDA / DLIR Department of Community Services / Agency Partners, as applicable per distribution site	*35 Senior Food Box Program Sites, aka Community Supplemental Food Program (CSFP)	Low-Income Kūpuna
USDA / DLIR Department of Community Services	*Senior Farmers' Market Nutrition Program (SFMNP)	Low-Income Kūpuna (~35 lb. boxes of non-perishable food, such as protein, starch, fruits/vegetables, dairy, cereal, etc.) and cheese
USDA / DLIR Department of Community Services / Agency Partners	*The Emergency Food Assistance Program (TEFAP)	Low-income households
USDA / Department of Human Services	*Temporary Assistance for Needy Families (TANF)	Low-income households with children under the age of 18
Department of Human Services	*SNAP Outreach	Low-income individuals and families

Hawaii Farm Bureau / Local Farms	*Farm to Families	Fresh produce for people seeking food assistance
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As an example of one of its programs, during the COVID-19 pandemic, Hawai'i Foodbank started the Farm to Families program in partnership with Hawai'i Farm Bureau. Locally grown produce is purchased from local farmers to be distributed through Hawai'i Foodbank's programs and/or partner agencies. By purchasing and distributing more fresh produce, we provide our communities with nutritious food, contribute to long-term food sustainability for Hawai'i, and economically support our local farmers. Hawai'i Foodbank prioritizes distributing culturally relevant produce to Hawai'i's diverse communities, such as Okinawan sweet potatoes, long squash, long beans, ulu, taro, 'uala, and others. Last year, more than 29% of all the food distributed was fresh produce.

In these ways Hawai'i Foodbank provision O'ahu and Kaua'i households with consistent access to safe and healthy food to combat with the daily emergency of hunger or food insecurity.

2. The goals and objectives related to the request;

In addition, Hawai'i Foodbank has longstanding experience responding to disasters across the state, whether the emergency is on O'ahu or Kaua'i, island counties we directly serve, or in support of our partners, Maui Food Bank, serving Maui County, and The Food Basket, serving Hawai'i County. From Hurricane Iniki in 1992, through Kona Low storms and flooding in Hanalei, 'Aina Haina and Hau'ula, the Kīlauea eruption, through the pandemic and including the wildfires on Maui in August 2023, Hawai'i Foodbank has worked with government offices, such as the Lieutenant Governor's office and O'ahu's Department of Emergency Management (DEM), Kaua'i's Emergency Management Agency (KEMA), our neighbor island food bank partners, as well as our nonprofit agency partners to distribute food, water and other critical supplies to locations in need across our island state.

The Maui wildfires provide a clear view of what a connected network of food banks means for our islands. Hawai'i Foodbank supported Maui Food Bank with staff, warehouse storage and distribution. The Foodbank was able to do this, while managing its own operations on O'ahu and Kaua'i, because it has been steadily and intentionally weaving disaster preparedness into its operations and community partnerships. Over the past few years, the Foodbank has been working with our affiliate food banks, Maui Food Bank and The Food Basket, to strengthen Hawai'i's food bank network. Simultaneously, Hawai'i Foodbank was building connections with its Feeding America sister food banks across the country, and especially throughout the west coast.

Specific assistance for Maui included obtaining an additional warehouse on O'ahu to manage the outpouring of support when storing food and staging shipments to Maui Food Bank, as supplies were needed. Within the first few months following the August 2023 wildfire, Hawai'i Foodbank's response efforts helped source over 75 containers,

providing **more than 2.3 million pounds of food and emergency supplies**. In addition, as needs spiked, Hawai'i Foodbank provided Maui Food Bank with remote and on-the-ground staff support – sending 15 team members to supplement the immediate efforts and then continuing to send several staff each week for the next six week, dedicating more than **1,400 hours of staff support** to Maui relief. At the same time, the Foodbank also began working closely with new partners on Maui. The team provided food, warehouse and staff support and technical assistance to the Council for Native Hawaiian Advancement and the County of Maui for their distribution sites in Kahana and Kahului – **servicing hundreds of affected people each week**.

The work with Maui Food Bank, the Council for Native Hawaiian Advancement and the County of Maui helped inform Hawaii Foodbank's plan for a new facility. Hawai'i Foodbank's new Waipahu facility will be integral in maintaining increased levels of food inventory, training and equipping dozens of nonprofit agency partners and strengthening our partnerships with all levels of government and emergency-focused nonprofits. Combined with the MOUs we hold with the O'ahu Department of Emergency Management (DEM), Kaua'i Emergency Management Agency (KEMA), American Red Cross (ARC) and pending MOU with The Salvation Army (TSA), as well as our partnership with Feeding America and food banks on the west coast, we will:

- Improve food security for vulnerable populations before, during and after disasters.
- Build disaster resilience statewide through strengthened partnerships with west coast food banks
- Build capacity to support vulnerable populations and help to address economic inequalities facing local communities
- Respond to disasters on O'ahu and Kaua'i and work with our partners, Maui Food Bank and The Food Basket to respond to disasters in the counties of Maui and Hawai'i
- Ensure operations with increased capacity to meet community need
- 10 – 20% net increase in rescued food being distributed into disadvantaged communities

3. The public purpose and need to be served;

Hawai'i Foodbank requests support for the construction of the new Waipahu facility that will meet the needs of our community and strengthen our collective ability to respond to a major disaster. With this project, Hawai'i Foodbank's daily operations are being relocated outside of FEMA special flood hazard zones and Hawai'i's Sea Level Rise Viewer projections of effect. This enables continuous operations in the event of storm surge, high tide and sea level rise.

Through a durable new facility hardened and built for resilience, Hawai'i Foodbank will have the ability to operate before, during and after disasters or emergencies. All exterior walls are precast concrete which provides enhanced durability and redundancy, compared to other typical exterior wall construction materials. In addition, the roof is structural steel which provides a robust and durable roof structure, as compared to other typical roof structures, such as wood framed roofs. This will be

supported various energy efficient design features that reduce power consumption needs and enable manual operations to ensure continuity of operations during power failures through features, such as passive lighting and supplemental manual operations for automatic overhead doors.

These project elements enable the Foodbank to stage emergency food for distribution in affected communities that can be accessed following the storm. Simultaneously, the Foodbank will begin working with Feeding America and west coast food banks on additional shipments of food to Hawai'i.

The Center also increases the emergency food available for use to the same level as FEMA's on-island current inventory, **doubling the amount of emergency food** available for disaster preparedness and response. Research has clearly demonstrated that only 12% of Hawai'i households are prepared with the FEMA-recommended 14-days of food, water and supplies in case of emergency. This means that 88% of households are not prepared for self-sufficiency in the critical days and weeks immediately following a disaster, necessitating that the Foodbank must expand its food stores within the state to ensure that households have the food, water and supplies needed before, during and after a disaster. Together, Hawai'i Foodbank and FEMA will have an inventory of about 7.6 million meals.

In making forward-thinking decisions during the project design process and including a wide number of perspectives into the planning, Hawai'i Foodbank and its partners have developed a multi-level, multi-functional Center that will benefit Hawaii's island state for generations to come.

4. Describe the target population to be served; and

Hawai'i Foodbank's focus are people who are hungry or are food-insecure, whether that is being experienced on a regular basis or a situational basis following a disaster. This includes people who are in a disaster-affected area, live in a geographically vulnerable community, are asset-limited, income-constrained, employed (ALICE) households, and/or are on the lower end of the socio-economic scale. Currently, 30% of Hawai'i households experienced food insecurity in 2023, with one in ten households going without food for a whole day, some or most months out of the year. In households with children, 29% had children experiencing food insecurity, and 6% had a child or children go a whole day without food because of a lack of money; in addition, 38% of parents and caregivers were food insecure.

Last year, the Foodbank, its affiliate food banks, and vast network of more than 500 nonprofit agency partners together distributed more than 27.7 million pounds of food.

Hawai'i Foodbank serves the public good, providing food for any households in need. While providing daily direct operations on O'ahu and Kaua'i, Hawai'i has a long history of supporting its partners, Maui Food Bank and The Food Basket when there are disasters on neighbor islands. As previously noted, during the 2023 wildfires, Hawai'i Foodbank sourced over 75 containers of food and supplies, distributing over 2.3 million pounds of food and supplies to Maui. Also, during the 2018 Kīlauea eruption, in support

of its affiliate food bank partner, The Food Basket, Hawai'i Foodbank sourced and distributed more than 66,000 pounds of food, water, face masks, hygiene kits, baby items, and other goods.

With its daily operations relocated in the Disaster and Resiliency Center, Hawai'i Foodbank stands ready, willing and able to provide statewide disaster preparedness and response support directly on O'ahu and Kaua'i and, throughout the state's island chain, in partnership with its affiliate food banks, its government and community partnerships through established MOUs and through its comprehensive network of nonprofit agency partners.

5. Describe the geographic coverage.

Hawai'i Foodbank is the Feeding America partner food bank for the entire state of Hawai'i. As previously noted, Hawai'i Foodbank's direct operations are focused on O'ahu and Kaua'i Counties. The Foodbank partners with its affiliate food banks, Maui Food Bank, serving Maui County, and The Food Basket, serving Hawai'i County. Hawai'i Foodbank, Maui Food Bank, The Food Basket, and Hawai'i Foodbank Kauai have formed the Food Bank Hui, which meets regularly to ensure that households in the state of Hawai'i receives consistent access to safe and healthy food, on a daily basis and in times of disaster or emergency.

Hawai'i's food banks are uniquely positioned to partner with local, state and emergency responders, as the food banks have established relationships not only with the food system supply chain but also with partner agencies who work on a daily basis to ensure food gets safely to the most vulnerable across the islands. The food banks all have established strong partnerships with their respective county's emergency management departments and have worked hand-in-hand with county leads on mass feeding activities through disasters including volcanic eruptions, fires, floods, and the COVID-19 global pandemic.

Hawai'i's remote location makes our food system extremely vulnerable to disaster. HI-EMA estimates that food and water supplies would reach critical levels within five days of a major disaster that severely disrupted our just-in-time supply chain system. Hawai'i Foodbank's Waipahu facility allows it to triple its storage capacity on island, allowing the Foodbank to match FEMA's reserves of 3.8 million meals on O'ahu and increasing the total emergency meals on island to more than 7 million at any given. O'ahu's larger reserves could also be quickly mobilized and distributed to support a neighbor island disaster, increasing Hawai'i's overall resiliency and preparedness.

### **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;

In 2021, Hawai'i undertook a facility assessment to better understand the limitations of the Foodbank's current O'ahu warehouse and map out the facility needs required for the future. The report's conclusion was that the current warehouse is no longer optimal due to its location and size limitations and outlined the specifications for a relocated, centralized expanded facility that could advance the Foodbank's mission for the long term.

In 2022, the Board created an Ad-Hoc Committee and hired The Wilhelm Group (TWG) to assist Hawai'i Foodbank in finding a site to relocate its operations. Through its work, the Committee honed in on the essentials of an ideal location – one that would maintain or improve access to distribution locations, donors, volunteers and frequent delivery ones, and be well-positioned for disaster response. After vetting possibilities across the island, the Committee determined that a two-parcel, 2.5 acre (total) site in Milltown, Waipahu was the best potential fit for the Foodbank, as it could be leased from the Department of Land and Natural Resources (DLNR) at the minimum rent allowed to an eleemosynary agency (currently \$480/year, plus approximately \$24,000/year in common area maintenance fees). In 2023, the Foodbank received approval for a 65-year ground lease from DLNR and, in 2024, the contract was successfully executed.

Through a competitive RFP process, the Foodbank hired local architecture firm RIM Architects in partnership with Kissling Architecture, a Texas-based firm with a long history of working with the San Antonio Food Bank. RIM and Kissling worked closely with staff, TWG, community partners, board members and food bank design experts to develop the new facility plan concept and design. RIM/Kissling completed the initial conceptual design phase in April 2024 with daily/emergency operations located on the Maikoiko parcel (site 1). Program services and activities were designed on the Akoki parcel (site 2). Following feedback from the Board and committee members, the architecture team, with assistance from TWG, the plans were reworked during the schematic design phase to house almost all the desired facility needs in site 1 only; site 2 will be used for overflow parking, emergency distributions, and the potential for future expansion. This plan also entails keeping the Foodbank's current Māpunapuna location for some uses (the current DLNR lease goes through 2047).

In July 2024, Hawai'i Foodbank's board of directors approved plans for the Waipahu facility, with several board members participating in the ongoing bi-weekly project team meetings. Also participating in the regular meetings are members of the Foodbank's executive leadership team, TWG, and the architecture team.

The new Waipahu facility will relocate the Foodbank's daily and disaster preparedness/response operations to Maikoiko Street in Milltown, Waipahu. The facility will consist of a 46,753 square foot (sf) building on Site 1, utilizing Site 2 for parking, possible food distributions and future expansion, and keeping the Māpunapuna location for restructured activities, such as a model choice pantry, wraparound services, food packing operations, etc.

On the first floor of the Waipahu facility (31,968 sf), four truck bays and a climate-controlled dock will allow for efficient receiving, bulk sorting, inspection and staging of product while maintaining the cold chain to ensure food safety. Two large climate-controlled rooms will provide spaces for volunteers to sort and pack food products, both dry and perishable. These spaces will also allow for some repacking of bulk product into smaller quantities appropriate for household distribution, providing important new food rescue, cost savings, and volunteer engagement opportunities.

Five-high racking will provide 1,632 pallet spaces for dry storage, 420 pallet spaces for chilled storage and 200 pallet spaces for frozen storage. Another 24 pallets could be stored in the volunteer sorting room(s). The cold storage boxes are positioned centrally to allow for direct access from both the dock and the volunteer rooms. Potential future expansion of another 200 pallets of cold storage is also incorporated into the plans.

The agency pickup dock has a separate entrance with two ground-level docks where agency partners can pick up prepared orders, including both dry and chilled/frozen products. A second separate receiving area with a covered outdoor area and two ground level dock doors will allow the Foodbank to receive field-direct product from local farmers.

A second-floor mezzanine (13,233 sf) incorporates 15 offices, a reception/waiting area, a large shared workspace with 12+ workstations, a staff break area and a large conference room with a removable participation such that each side could accommodate a 16-person conference table. On the east side of the building, a large multi-purpose space with a demonstration kitchen and an outdoor lanai (another 1,552 sf) could be used for staff meetings and training, space for agency partners and community groups to meet and utilize, nutrition education programs for community members or agency partners and board meetings.

Site 1 would include 21 parking spots. Four locations with shore power would allow for emergency containers to be positioned on-site. Site 2 plans currently include 112 parking stalls.

With the relocation of its primary/emergency operations, the Māpunapuna facility on Kilihau Street would be used for keiki and kūpuna program food storage and box packing, office space, overflow/emergency food storage. In addition, the current dry food salvage room would be repurposed into a client choice pantry with the opportunity for agency partners to provide wraparound services for neighbors in need.

Currently, Hawai'i Foodbank is in its anticipated timeline for Q4 2024 (below) for the Waipahu facility. As noted, the final Milltown, Waipahu ground lease has been approved and executed. The architects are completing the set of permit documents, the public RFP has been issued by the Foodbank for the environmental assessment consultant and the public RFP for the general contractor is being developed.

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

Q4 2024

- Hawai'i Foodbank's Board of Directors Approves Final Ground Lease - completed
- Issue Public RFP for Environmental Assessment Consultant, Review Proposals and Contract EA Consultant
- Develop Public RFP for General Contractor
- Architects Complete Set of Permit Documents

Q1 & Q2 2025 - Current

- Issue Public RFP for General Contractor
- Construction Documents Completed
- Review Submitted Construction Proposals and Select Contractor
- Negotiate Construction Contract

Q3 & Q4 2025

- Building Construction Begins

Q1 & Q2 2026

- Building Construction Continues
- Special Assignment Inspection Approval

Q3 & Q4 2026

- Building Construction Continues and is Completed

Q1 2027

- Hawai'i Foodbank's Waipahu Facility Opens

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

TWG was contracted by Hawai'i Foodbank to ensure solid understanding of any documents or plans presented by the architectural team and/or any due diligence materials provided subject matter experts that provide building plan details, component segment specifications, etc. Further, TWG also explains the implications of any decision that the Foodbank needs to make regarding these items.

Hawai'i Foodbank, participating members of the Board of Directors, TWG and the architecture team maintain bi-weekly meetings to keep the Waipahu facility project advancing forward. These regular meetings enable this project team to discuss any needed changes, to review any subject matter expert feedback received regarding any portion of the building project, to ensure compliance with any public/private funder requirements, to discuss any relevant meetings that have taken place over the previous two weeks, etc. TWG leads these meetings, moving through the agenda, reviewing upcoming deadlines, and providing notes of changes/decisions made at the meeting.

With public funds support for the Center, Hawai'i Foodbank is maintaining proper procurement protocols as State Legislature GIA funds were provided for this project's

planning and other local, State (this CIP application), and Federal funding is being/has been pursued. For example, for the environmental assessment portion of this project, 30-day public RFP notice was given and all applicable RFP, bid review, contracting and funding implementation documentation is being maintained. The Foodbank is also responsible for any reports required by the funders.

All applicable building construction standards are and will be maintained to ensure quality and several aspects of the building are designed to be even more durably resilient than required by the building code. The permit documents are nearly complete and will be submitted to the Department of Planning and Permitting.

Hawai'i Foodbank also ensures quality through multiple types audits each year to include its financial audit, its single audit for federal funding, financial and program monitoring from DLIR's Office of Community Services, Department of Human Services, and DOE's Hawaii Child Nutrition Program. As the Feeding America partner food bank for the state of Hawaii, the Foodbank is reviewed on a bi-annual basis to ensure the highest level of financial, operation, programmatic and administrative standards are maintained. Further, AIB International audits Hawaii Foodbank's warehouses annually against the Consolidated Standards for Food Distribution Centers.

The Foodbank's focus on leadership and program quality and financial transparency is further demonstrated by its Candid Platinum Seal of Transparency on Guidestar and 4-Star Charity Navigator rating.

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.

Hawai'i Foodbank will provide regular reports on the Waipahu facility's construction progress. The bi-weekly project meeting notes and/or progress reports from the Foodbank's executive leadership team or the project team will be utilized to track the Center's construction progress and will inform the report contents. Hawai'i Foodbank will work with the expending State agency to develop the quarterly reporting template that will be used to ensure a standard, consistent and objective way for the State to assess project progress. Further, copies of applicable project vendor invoices will be provided to substantiate the quarterly narrative report.

## **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
\$220,000	\$135,000	\$820,000	\$825,000	\$2,000,000

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

In its quest to increase Hawai'i's food security daily and during disasters, the Foodbank will continue its fundraising for the Waipahu facility and operations in FY26 with requests through the following sources:

- o Local government: \$150,000 request
- o Federal government: \$1,000,000 request
- o Private foundations/corporations: \$7,000,000 in requests
- o Individuals: \$4,500,000 in requests

For more than 40 years, Hawai'i Foodbank has provided daily and emergency food assistance to households who are experiencing hunger or food insecurity through economic downturns, the global pandemic, and natural disasters, including the Maui wildfires.

To sustain our operations, we nurture and grow key community partnerships. We are incredibly grateful for our donors, which include foundations, corporations, government and individuals, as well as in-kind support in the form of food donations from food drives, retailers, producers, wholesalers, and manufacturers. Hawai'i Foodbank staff and its board of directors work continuously to identify and evaluate potential sources of financial and food support. We strive to keep administrative costs low. Our organizational model enables nearly 92% of all expenses to be used directly for program support.

Hawai'i Foodbank maintains relationships with the USDA and local and national food growers, manufacturers, retailers, and distributors to obtain monetary and donated food. Hawai'i Foodbank also leverages national corporate partnerships through a network affiliation with Feeding America, the nation's largest domestic hunger relief organization. Hawai'i Foodbank continues to expand its partnerships with the Hawai'i Farm Bureau and local agricultural producers to build and improve a sustainable food supply and distribution network of locally grown food, including culturally responsive produce.

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

applying for pertaining to any capital project, if applicable.

None

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2026 for program funding.

See Attached

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

\$21,000,000 includes emergency reserves

## **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.

For more than 40 years, Hawai'i Foodbank has been synonymous with getting food in the hands of individuals and households in need. We believe that consistent access to safe and healthy food is a fundamental human right, and the Foodbank has been working to ensure that no one goes hungry in our communities.

Hawai'i Foodbank is the state's leading hunger-relief organization and a partner in Feeding America's nationwide network of food banks. The Foodbank partners with multiple local and state government and nonprofit community partners, including more than 225 nonprofit agency partners. Together, we distribute food directly to those in need in disadvantaged communities through nutrition programs, food pantries, low-income senior housing, homeless, substance and domestic abuse shelters, residential programs, soup kitchens, schools, and more, such as resource acquisition, like SNAP Outreach, and resource distribution, like farmers' market vouchers for fresh fruits and vegetables.

In partnership with DLIR's Office of Community Services, Hawai'i Foodbank operates several USDA food and nutrition programs on O'ahu and Kaua'i, including:

- The Emergency Food Assistance Program (TEFAP)
- TEFAP Reach & Resiliency
- TEFAP Farm to Food Bank
- Commodity Supplemental Food Program (CSFP, aka Senior Food Box)
- Senior Farmers' Market Nutrition Program (SFMNP)

In partnership with DOE's Hawaii Child Nutrition Program and several nonprofit agency partners, Hawai'i Foodbank operates the following USDA programs on O'ahu and Kaua'i, including:

- Child and Adult Care Food Program (CACFP)
- Summer Food Service Program (SFSP, aka Kaukau 4 Keiki)

In partnership with the Department of Human Services, Hawai'i Foodbank operates the following programs on O'ahu and Kaua'i, including:

- Temporary Assistance to Needy Families (TANF) Memorandum of Effort (MOE)
- SNAP Outreach

Hawai'i Foodbank also offers several programs directly on O'ahu and Kaua'i, including:

- Food 4 Keiki school and keiki pantries
- Food 4 Keiki full choice school pantries
- Feeding Our Future
- Kūpuna Fresh
- 'Ohana Produce Plus
- Farm to Families

The 2023 State of Food Insecurity in Hawai'i reported that 1 in 3 residents who are at risk of hunger, including keiki, kūpuna, low-income families, and ALICE (asset-limit, income-constrained, employed) households. Hawai'i Foodbank provides food and services to the approximately 30% of people who are at risk of hunger through millions of pounds of fresh produce, assorted dry goods, baked goods, and nonperishable food items to underserved communities. Indeed, Hawai'i Foodbank provides daily and emergency food assistance to island residents and households in need through direct service programs and community partnerships and before and after natural disasters. Recipients include children, families with low income, people with disabilities, the elderly, veterans, Native Hawaiian and Pacific Islander populations, working poor, and more. For many people, these programs are their only source of perishable protein and fresh fruits and vegetables.

Hawai'i Foodbank is a collaborative partner, working with government, military, private, community and nonprofit organizations or the benefit of individuals and families struggling with hunger or food insecurity. We operate the state's largest donated food rescue program with the support of nearly 300 retailers, wholesalers, food growers, manufacturers and community donors. A key disaster response partner, we hold MOUs with the City & County of Honolulu's Department of Emergency Management (DEM), Kaua'i's Emergency Management Agency (KEMA) American Red Cross Pacific Islands Region, and shortly, The Salvation Army.

Hawai'i Foodbank continues to expand its partnerships with Hawai'i Farm Bureau and local agricultural producers to build and improve a sustainable food supply and distribution network of locally grown produce, including produce that is culturally responsive, such as ulu, ual'a, taro, etc. As a result of these efforts, more than one quarter of all food the Foodbank distributes is fresh produce, including well over half of which is sourced locally.

## **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.

Hawai'i Foodbank currently operates out of two locations: a 23,668 square-foot warehouse on Kilihau Street in Māpunapuna, Honolulu, O'ahu and a 4,750 square-foot warehouse at 4241 Hanahao Street in Lihue, Kaua'i. Both warehouses are annually inspected and certified for food safety by AIB International, which sets the standards for food quality, handling, and safety nationwide.

The O'ahu and Kaua'i facilities are open for public donations Monday-Friday from 7:00 am - 4:00 pm. Here, donated and purchased foods are received, inspected, sorted, inventoried, stored, and distributed to our agency partners and through our direct service programs. Both warehouses include non-perishable and perishable food storage areas, such as chillers and freezers and a food inspection area where staff and volunteers ensure donated food rescue items are fresh and in good condition. There are dedicated spaces for dispatch teams and staff who work directly with its network of agency partners. Both warehouses have an agency distribution floor where individually packaged boxes/containers and cases of food are organized and displayed in such a way as to allow agency partner representatives to easily pick up the items for their food pantries and feeding programs.

Hawai'i Foodbank also maintains a fleet of 12 vehicles on O'ahu and 4 vehicles on Kaua'i, including refrigerated trucks that help to distribute food across the islands. Over the years, Hawai'i Foodbank has successfully managed the purchase of large quantities of food at the warehouses and currently uses a comprehensive, cloud-based inventory management system to ensure facility compliance to programs, laws, and regulations and safe distribution to partner agencies and clients.

While the preceding paragraphs describe Hawai'i Foodbank's current facilities status, it is noted that the Māpunapuna facility is inadequate to meet the growing needs of the Foodbank and its community for the following reasons:

- Facility is inadequate to meet the growing needs of the Foodbank and its community for the following reasons:
- Flooding streets and rising sea levels limit facility access during the working day and become more severe each year. Trucks (and personal vehicles) require expensive repairs due to the corrosive seawater.
- The maximum capacity of the current facility is inadequate for current needs; food banking metrics suggest that it is half the size it should be to efficiently manage the current distribution levels.
- Volunteer areas are lacking: packing activities take place in the parking lot and donated food rescue produce sorting takes place in the warehouse aisles.
- Parking is inadequate for current staffing levels, let alone volunteers or agency partners.
- Office space is so constrained that some team members are asked to rotate desks and work partially remotely.
- Within the warehouse, the cramped site circulation and single dock create inefficiencies that can only partially be addressed through operational

- improvements.
- Food donation offers, particularly items that must be refrigerated or frozen, must sometimes be declined because there is no space on-site to store them.
- Donations of field-packed produce must sometimes be sorted in the parking lot because there is no dedicated space to receive these types of products.

## **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.

**Amy Miller, President & CEO**, joined Hawai'i Foodbank's mission in May 2021. Amy brings more than two decades of experience specializing in nonprofit operations, financial management, and fund development. Amy most recently served as senior vice president and chief operating officer of Bishop Museum. Amy graduated magna cum laude from Harvard University and has a master's in psychology degree from University of Hawaii at Mānoa. She is an Omidyar Fellow.

**Curtis Leong, Vice President & Chief Financial Officer**, joined Hawai'i Foodbank in July 2022 and has oversight of finance and administration, human resources, and information technology. He is a senior executive with extensive non-profit and for-profit experience. Curtis worked as a CFO for more than 20 years with American Machinery, Girl Scouts of Hawaii, EA Buck Financial Services, and Asian and Pacific Islander American Health Forum with oversight of numerous functions, including human resources, IT, property management, finance, accounting, licensing and contracting, and risk management. Prior to becoming a CFO, Curtis worked as a Senior Analyst and Internal Auditor with Amfac/JMB Hawaii, Inc. as well as an audit professional with Coopers & Lybrand in California's Silicon Valley. He has a Bachelor of Science in Accounting degree from San Jose State University and a Master of Business Administration degree from Simon Fraser University in British Columbia, Canada.

**John Klosterman, Vice President of Operations**, joined Hawai'i Foodbank in September 2022. John oversees all operations, transportation, facilities management and product sourcing for both the O'ahu and Kaua'i branches. Prior to joining Hawaii Foodbank, John was Senior Supply Chain Manager at a national e-Commerce hardware and lighting business, responsible for all aspects of the supply chain and product development. Before that, John was Director of Operations at Oregon Food Bank for 11 years, arriving with 15 years of experience at Rejuvenation in senior management roles related to company-wide operations, product development, strategic supply chain management, and manufacturing. John served as a founding director on the board of The Energy Trust of Oregon for nearly ten years, serving in a variety of leadership roles including Vice Chair, Treasurer, and chair of the Finance and Compensation Committees. John has a bachelor's degree in business administration from Oregon State University.

**Marielle Terbio, Vice President of Strategy & Programs**. Since joining Hawai'i Foodbank

in November 2017, Marielle has helped explore and launch strategic initiatives to combat food insecurity in Hawai'i including the Foodbank's School Pantry Program, Summer Food Service Program, SNAP Outreach Program, and Advocacy and Farm to Families initiatives, including sourcing fresh produce to increase access to local, healthy fruits and vegetables. Currently, her work focuses on Food is Medicine (nutrition and health) initiatives to help improve health equity efforts in Hawai'i and deeper community engagement to help address root causes of hunger. She has worked in the non-profit sector for over 18 years in Hawai'i and Guam, also helping elevate at-risk youth and their families and helping homeless animals find loving homes.

**Rowena Browne, Vice President of Development**, joined Hawai'i Foodbank in November 2024. She has more than 10 years in executive leadership positions and oversees the Foodbank's major and capital gifts programs, annual fund, institutional giving, community giving, donation operations, marketing and communications and advocacy. Rowena brings more than two decades of expertise in driving business excellence and operational leadership. Her most recent positions include Accel Event Rental President and The Mustard Seed Foundation Chief Development Officer. Rowena graduated with a bachelor's degree in organizational development from the University of Nevada, Las Vegas and has a master's degree, with distinction, in leadership – executive leadership from Royal Roads University in Colwood, British Columbia.

## **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.

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.

- President & CEO: \$200,000 - \$275,000
- Vice President 1: \$150,000 - \$180,000
- Vice President 2: \$150,000 - \$180,000

## **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.

None

### **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.

Hawai'i Foodbank is a certified partner of Feeding America, the nation's food bank network. This signifies that Hawai'i Foodbank operations meet strict national guidelines for the safe handling and distribution of food, financial and administrative practices, and donor/agency relations.

In addition, Hawai'i Foodbank is certified to the highest standards of food safety by AIB International.

### **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.

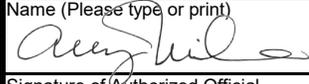
If granted funding for FY2026, Hawai'i Foodbank is confident that the Waipahu facility will be completed in early FY2027.

Following the facility's completion, Hawai'i Foodbank assumes all responsibility for implementing a proactive (as manufacturer recommends) maintenance schedule, whether the maintenance is contracted through a subject matter expert vendor or completed with in-house expertise. Maintenance costs will be budgeted through Foodbank's annual operation budget and will be a regular part of the operations activity timetable.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant: Hawaii Foodbank, 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. 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. Construction				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	2,000,000			
<b>TOTAL (A+B+C+D+E)</b>	<b>2,000,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	2,900,000	Laura Kay Rand <span style="float: right;">808-954-7857</span>		
(b) Total Federal Funds Requested	18,600,000	Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested	150,000			
(d) Total Private/Other Funds Requested	12,694,671	Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>34,344,671</b>	Amy Miller, President & CEO Name and Title (Please type or print)		



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2025 to June 30, 2026

Applicant: Hawaii Foodbank, Inc.

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS: N/A - GIA request is for construction funds.</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS: N/A - GIA request is for construction funds.</b>				

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2025 to June 30, 2026

Applicant: Hawaii Foodbank, 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:2023-2024	FY:2024-2025	FY:2025-2026	FY:2025-2026	FY:2026-2027	FY:2027-2028
PLANS	200000	1400000				
LAND ACQUISITION						
DESIGN						
CONSTRUCTION			2000000	30744671		
EQUIPMENT						
<b>TOTAL:</b>			<b>2,000,000</b>			
<b>JUSTIFICATION/COMMENTS:</b>						

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

Applicant: Hawaii Foodbank, Inc.

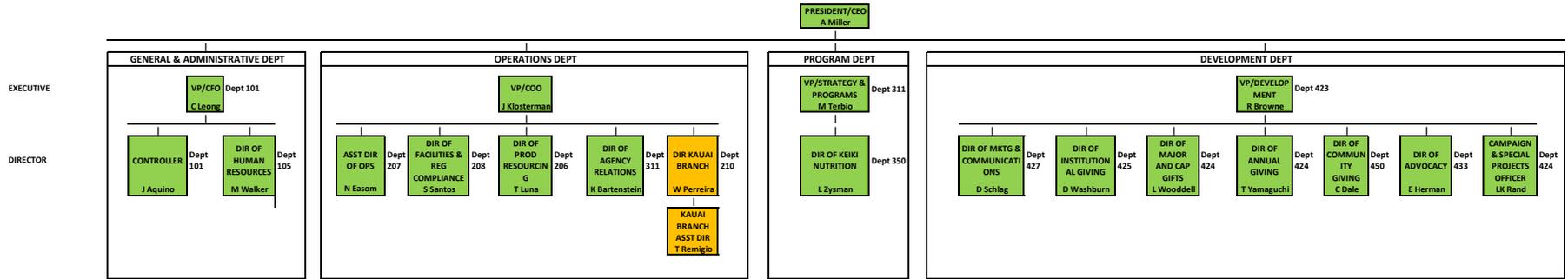
Contracts Total: 12,077,587

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)</b>	<b>CONTRACT VALUE</b>
1	Senior Farmers Market Nutrition Program (Oahu)	CY2021	Dept of Labor	State	\$ 299,548.00
2	Senior Farmers Market Nutrition Program (Kauai)	CY2021	Dept of Labor	State	\$ 14,800.00
3	Senior Farmers Market Nutrition Program (Oahu)	CY2022	Dept of Labor	State	\$ 351,593.00
4	Senior Farmers Market Nutrition Program (Kauai)	CY2022	Dept of Labor	State	\$ 19,120.00
5	Senior Farmers Market Nutrition Program (Oahu)	CY2023	Dept of Labor	State	\$ 337,369.66
6	Senior Farmers Market Nutrition Program (Kauai)	CY2023	Dept of Labor	State	\$ 15,950.00
7	Senior Farmers Market Nutrition Program (Oahu)	CY2024	Dept of Labor	State	\$ 374,155.94
8	Senior Farmers Market Nutrition Program (Kauai)	CY2024	Dept of Labor	State	\$ 17,579.46
9	Senior Farmers Market Nutrition Program	FFY24	Dept of Labor	State	\$ 433,007.25
10	Temporary Emergency Food Assistance Program (Oahu)	FFY2021	Dept of Labor	State	\$ 263,944.00
11	Temporary Emergency Food Assistance Program (Kauai)	FFY2021	Dept of Labor	State	\$ 21,510.00
12	Temporary Emergency Food Assistance Program (Oahu) (possible add'l funding)	FFY2022	Dept of Labor	State	\$ 109,199.00
13	Temporary Emergency Food Assistance Program (Kauai) (possible add'l funding)	FFY2022	Dept of Labor	State	\$ 8,884.00
14	Temporary Emergency Food Assistance Program (Oahu)	FFY2023	Dept of Labor	State	\$ 181,640.35
15	Temporary Emergency Food Assistance Program (Kauai)	FFY2023	Dept of Labor	State	\$ 17,149.32
16	Temporary Emergency Food Assistance Program (Oahu)	FFY2024	Dept of Labor	State	\$ 180,547.00
17	Temporary Emergency Food Assistance Program (Kauai)	FFY2024	Dept of Labor	State	\$ 15,143.00
18	Temporary Emergency Food Assistance Program FTFB (Oahu)	FFY2024	Dept of Labor	State	\$ 19,516.00
19	Temporary Emergency Food Assistance Program FTFB (Kauai)	FFY2024	Dept of Labor	State	\$ 1,635.00

20	Temporary Emergency Food Assistance Program R&R	FFY2024	Dept of Labor	State	\$ 216,949.00
21	Temporary Emergency Food Assistance Program R&R	FFY2025	Dept of Labor	State	\$ 489,647.00
22	Temporary Emergency Food Assistance Program (Oahu & Kauai)	FFY25	Dept of Labor	State	\$ 146,298.21
23	Oahu Food Purchase CT-DCS-2100032	FY2021	DCS	C&C of Honolulu	\$ 125,000.00
24	Oahu Food Purchase CT-DCS-2000023	FY2022	DCS	C&C of Honolulu	\$ 200,000.00
25	City & County of Honolulu Grant in Aid	FY2025	DCS	C&C of Honolulu	\$ 150,000.00
26	State Emergency Food Assistance Program	FY2023	Dept of Labor	State	\$ 1,326,600.00
27	State of Hawaii Grant in Aid	FY2023	Dept of Labor	State	\$ 200,000.00
28	State of Hawaii Grant in Aid	FY2024	Dept of Labor	State	\$ 400,000.00
29	State of Hawaii Grant in Aid	FY2025	Dept of Labor	State	\$ 700,000.00
30	Commodity Supplemental Food Program (Oahu)	FFY2021	Dept of Labor	State	\$ 142,347.00
31	Commodity Supplemental Food Program (Kauai)	FFY2021	Dept of Labor	State	\$ 17,964.00
32	Commodity Supplemental Food Program (Oahu)	FFY2022	Dept of Labor	State	\$ 135,969.00
33	Commodity Supplemental Food Program (Kauai)	FFY2022	Dept of Labor	State	\$ 17,159.00
34	Commodity Supplemental Food Program (Oahu)	FFY2023	Dept of Labor	State	\$ 162,280.00
35	Commodity Supplemental Food Program (Kauai)	FFY2023	Dept of Labor	State	\$ 18,515.00
36	Commodity Supplemental Food Program (Oahu)	FFY2024	Dept of Labor	State	\$ 179,014.00
37	Commodity Supplemental Food Program (Kauai)	FFY2024	Dept of Labor	State	\$ 20,424.00
38	Commodity Supplemental Food Program (Oahu & Kauai)	FFY25	Dept of Labor	State	\$ 191,346.24
39	Commodity Supplemental Food Program CSFCC (Oahu)	FFY25	Dept of Labor	State	\$ 89,807.22
40	Commodity Supplemental Food Program CSFCC (Kauai)	FFY25	Dept of Labor	State	\$ 10,281.82
41	Temporary Assistance to Needy Families	CY2021	Dept of Human Services	State	\$ 375,000.00
42	Temporary Assistance to Needy Families	CY2022	Dept of Human Services	State	\$ 375,000.00
43	Temporary Assistance to Needy Families	CY2023	Dept of Human Services	State	\$ 450,000.00
44	Temporary Assistance to Needy Families	CY2024	Dept of Human Services	State	\$ 450,000.00
45	Temporary Assistance to Needy Families	FFY24	Dept of Human Services	State	\$ 450,000.00
46	SNAP Outreach	FFY2023	Dept of Human Services	State	\$ 369,417.85
47	SNAP Outreach	FY25	Dept of Human Services	State	\$ 184,708.92

48	EFSP Phase 39 plus ARPA (Kauai)	CY2023	U.S. Dept of Homeland Security Federal Emergency Management Agency (DHS/FEMA)	Federal	\$ 79,972.00
49	EFSP Phase 39 plus ARPA (Oahu)	CY2023	U.S. Dept of Homeland Security Federal Emergency Management Agency (DHS/FEMA)	Federal	\$ 642,922.00
50	EFSP Phase 40 (Oahu)	CY2024	U.S. Dept of Homeland Security Federal Emergency Management Agency (DHS/FEMA)	Federal	\$ 55,661.00
51	EFSP Phase 40 (Kauai)	CY2024	U.S. Dept of Homeland Security Federal Emergency Management Agency (DHS/FEMA)	Federal	\$ 9,400.00
52	EFSP Phase 41 (Oahu)	FFY25	U.S. Dept of Homeland Security Federal Emergency Management Agency (DHS/FEMA)	Federal	\$ 10,613.00
53	Community Project Funding	CY2024	U.S. Dept of Housing and Urban Development	Federal	\$ 1,003,000.00

# Organization Charts



GENERAL & ADMINISTRATIVE DEPT

EXECUTIVE

VP/CFO  
C Leong  
Dept 101

DIRECTOR

CONTROLLER  
J Aquino  
Dept 101

DIR OF HUMAN RESOURCES  
Vacant  
Dept 105

SUPPORT

ACCTG ASST  
Vacant  
Dept 101

ACCT & GRANT SPECIALIST  
S Farrell  
Dept 101

EXECUTIVE ASST  
L Domantay  
Dept 101

IT CONSULTANT  
M Lee  
Dept 135  
(Contract Svcs)

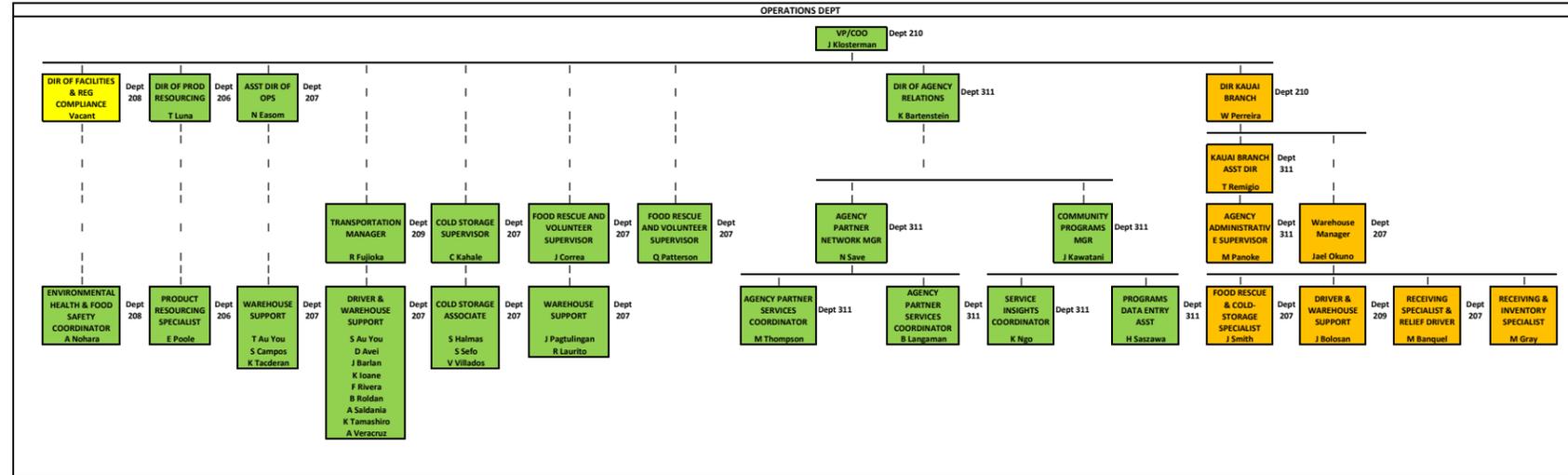
DATABASE SPECIALIST  
T Strom  
Dept 135

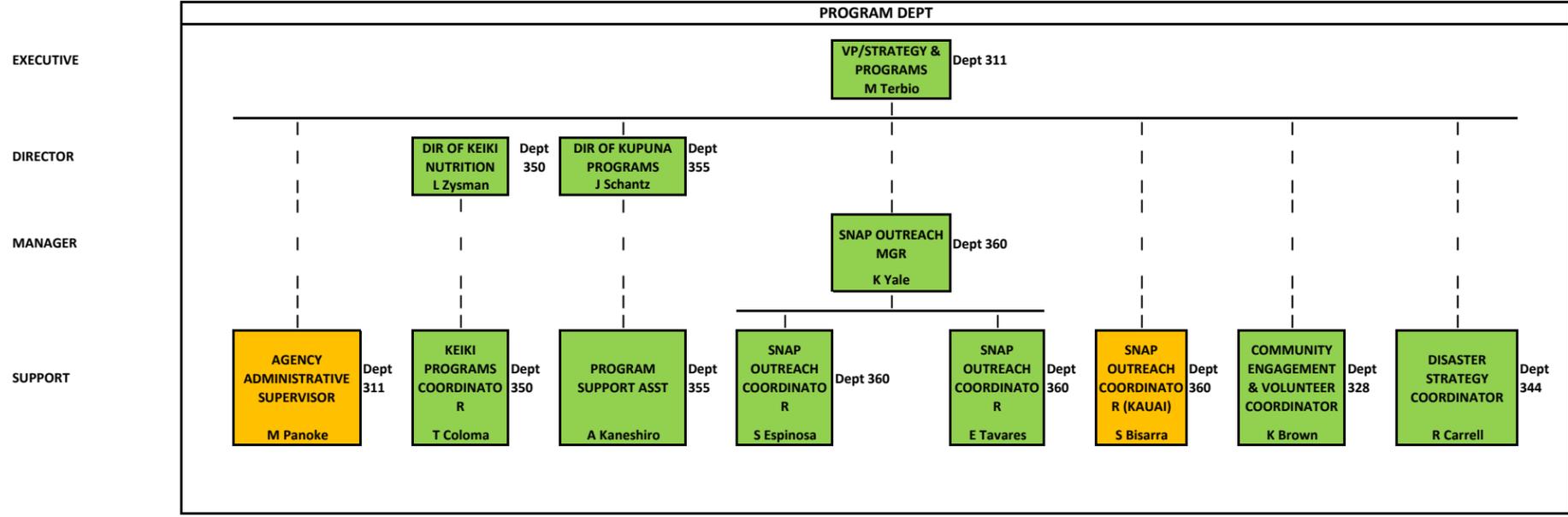
EXECUTIVE  
>\$10K<-\$100K

DIRECTOR

MANAGER

SUPPORT





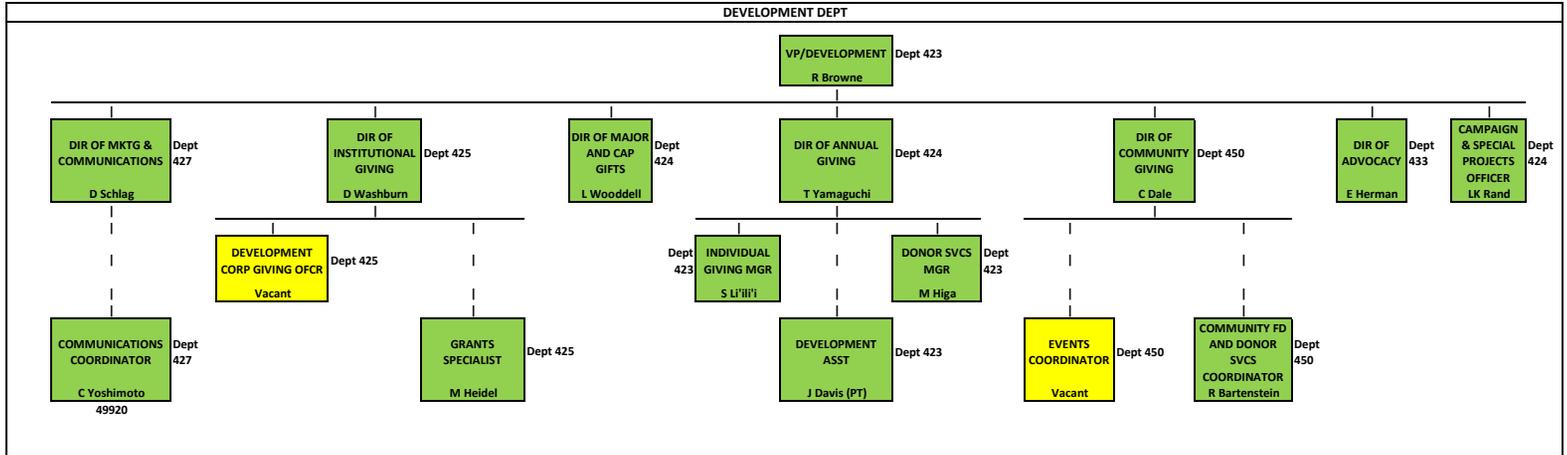
DEVELOPMENT DEPT

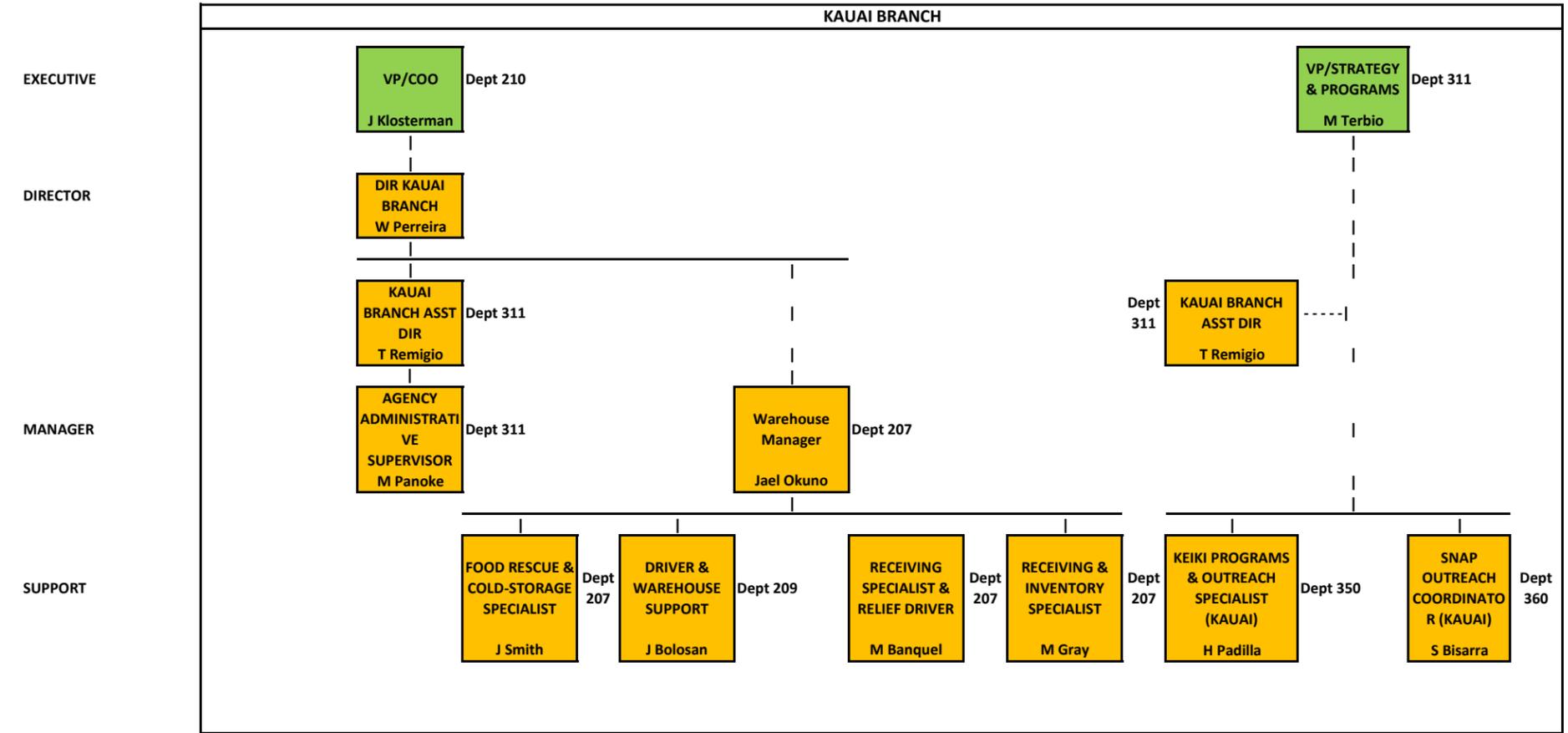
EXECUTIVE

DIRECTOR

MANAGER

SUPPORT





## 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

Amy Miller, President & CEO

PRINT NAME AND TITLE

1/16/25

DATE