

Applicant KAUAI FOOD BANK INC  
DBA KAUAI INDEPENDENT FOOD  
BANK

## 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

Cynthia Aperson

PRINT NAME AND TITLE

01/20/2026

DATE



STATE OF HAWAII  
STATE PROCUREMENT OFFICE

**CERTIFICATE OF VENDOR COMPLIANCE**

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

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

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

**Issue Date:** 01/14/2026

**Status:** **Compliant**

**Hawaii Tax#:** [REDACTED]

**New Hawaii Tax#:**

**FEIN/SSN#:** [REDACTED]

**UI#:** XXXXXX0161

**DCCA FILE#:** 98016

Status of Compliance for this Vendor on issue date:

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

**Status Legend:**

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



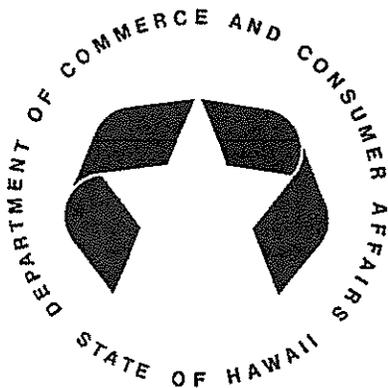
## Department of Commerce and Consumer Affairs

### CERTIFICATE OF GOOD STANDING

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

THE KAUI FOOD BANK, INC.

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



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

Dated: September 02, 2025

Director of Commerce and Consumer Affairs



December 22, 2025

The Kauai Food Bank, INC  
DBA: Kauai Independent Food Bank  
County of Kauai, Hawaii

**Board of Directors**

**Cynthia Ayonon**  
Kauai Mechanical  
*President*

**Gary Ramo**  
Professional EOS  
Implementer at EOS  
Worldwide  
*Vice President*

**Georgeatte Galicinao-  
Cayaban**  
Garden Island FCU  
*Treasurer*

**Jeffrey Murata**  
First Hawaiian Bank  
*Secretary*

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

**Lloyd Kajikawa**  
Retired, Past President  
*Officer*

**CORPORATE RESOLUTION AUTHORIZATION FOR BOARD OF  
DIRECTORS PRESIDENT TO SIGN CURRENT AND FUTURE GRANT  
AGREEMENTS WITH THE STATE OF HAWAII**

The Board of Directors of Kauai Food Bank (DBA Kauai Independent Food Bank) by motion and passing vote on their meeting on December 22, 2025 hereby authorizes effective December 22, 2025:

Kauai Food Bank Inc. (DBA Kauai Independent Food Bank)'s Board of Directors President Cynthia Ayonon to enter into contracts with the State of Hawaii GIA CIP and OCS grants in regard to Kauai Food Bank's (DBA Kauai Independent Food Bank) current and future grant awards, may execute and deliver any related grant documents on behalf of Kauai Food Bank, Inc. (DBA: Kauai Independent Food Bank).

The Board of Directors of the Corporation adopts this Resolution

Signed by:   
Name Title Board of Directors  
Jeffrey Murata Secretary



*Kauai's Original Food Bank*  
Kauai Food Bank, Inc. dba Kauai Independent Food Bank  
Physical: 3285 Waapa Road, Suite A, Lihue, HI 96766  
Mailing: P.O. Box 4035, Lihue, HI 96766  
Fed Tax ID: 99-0317431 State Tax ID: W40456534-01  
Phone (808) 278-6116~ Fax (808) 246-4737  
E-mail: kmoniz@kauaifoodbank.org ~ Website: www.kauaifoodbank.org

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

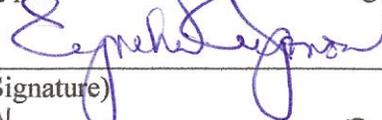
The undersigned authorized representative of the applicant certifies the following:

- 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.

KAUAI FOOD BANK, INC DBA KAUAI INDEPENDENT FOOD BANK  
(Typed Name of Individual or Organization)

  
(Signature) 01/20/2026  
(Date)

Cynthia Aynon President of the Board of Directors  
(Typed Name) (Title)



January 20, 2026

Declaration Statement Grant Used for Public Purpose

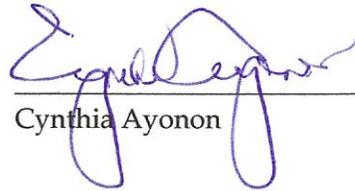
Board of Directors

**Cynthia Ayonon**  
Kauai Mechanical  
*President*

I, Cynthia Ayonon, President of the Board of Directors for Kauai Food Bank, Inc., DBA Kauai Independent Food Bank, hereby declare that all State of Hawaii Grant-In-Aid monies received will be used for the public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

**Gary Ramo**  
Professional EOS  
Implementer at EOS  
Worldwide  
*Vice President*

**Georgette Galicinao-Cayaban**  
Garden Island FCU  
*Treasurer*

  
\_\_\_\_\_  
Cynthia Ayonon

01/20/2026  
Date

**Jeffrey Murata**  
First Hawaiian Bank  
*Secretary*

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

**Lloyd Kajikawa**  
Retired, Past President  
*Officer*

*Kauai's Original Food Bank*  
Kauai Food Bank, Inc. dba Kauai Independent Food Bank  
Legal: 3285 Waapa Road, Suite A, Lihue, HI 96766  
Mailing: P.O. Box 4035 Lihue HI 96766  
Phone (808) 278-6116~ Fax (808) 246-4737  
FEIN: 99-0317431 State Tax ID: W40456534-01  
E-mail: DEvans@kauaifoodbank.org ~ Website: www.kauaifoodbank.org

## Application for Grants Capital (CIP) 2026

*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 HCE DATED 01/14/2026**

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

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

**PLEASE SEE ATTACHED DECLARATION STATEMENT**

#### **3. Public Purpose**

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

**PLEASE SEE ATTACHMENT PUBLIC PURPOSE STATEMENT**

### **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 Kauai Food Bank, Inc. was created in 1992 as a grassroots community response to the Category 5 hurricane Iniki which made a direct hit to the island of Kauai. Initially, volunteers operated the food bank and distributed more than 5 million pounds of food as disaster response to more than 80% the populace of Kauai, all who were affected by the hurricane. Kauai Food Bank then began operating under the Oahu-based Hawaii Food

Bank until its formal incorporation as a 501 (c)(3) nonprofit, tax-exempt charitable organization in 1995. In 2010, Doing Business As (DBA) forms were filed with the Department of Commerce and Consumer Affairs in the name of “Kauai Independent Food Bank” (**KIFB**). Our Mission is to “Educate, Provide Nutritious Food for the Hungry, and Respond to Emergencies”. Today, with a fulltime staff of just 6 people, KIFB distributes well over 300,000 pounds of food to our community, preventing hunger and food insecurity.

2. The goals and objectives related to the request;

KIFB continues with our main vision & goal to end hunger and food insecurity for the people of Kauai and Niihau. We achieve our goal in the operation of our four core programs:

- ♦ **Emergency Distribution Program:** The Emergency Distribution of food is the cornerstone of KIFB’s operations. It’s how we started back in 1992. Today, KIFB responds to an average of 600 requests every month; every operating day, we open our doors for “upon request” urgently needed food from our community members at our warehouse in Nawiliwili. In addition, we operate bi-monthly, free community food distributions on the second and fourth Wednesdays of each month. KIFB also provides a drive-through Holiday distribution annually in addition to addressing identified needs (i.e., federal workforce during the government shutdown, additional distributions daily during the SNAP benefits pause). KIFB is also involved in Emergency/Disaster Response, and is a responding disaster agency of Kauai’s Civil Defense under the umbrella of the American Red Cross. KIFB also partners with several donors with sizeable fruit orchards who permit us to harvest fresh fruits for our distributions. KIFB also collaborates with Kauai Community College, providing food for a student pantry on campus.
- ♦ **Keiki Café Program (KC):** The Keiki Café Program exists to support nutritional health & prevent hunger for keiki (children) in after-school and summer activities programs across the islands of Kauai & Niihau. Daily, nutritious snacks are provided for more than 700 keiki, year-round, preventing hunger and supporting academic achievement & physical activity. This is a year-round program, operating on the DOE Hawaii school calendar & various summer activities programs such as County of Kauai, Boys & Girls Clubs, among others.
- ♦ **Kupuna Program (KP):** In collaboration with the County of Kauai Retired Senior Volunteer Program (RSVP) & local church volunteer groups, KIFB provides monthly home-delivery of food boxes to homebound kupuna across the island. Foods provided are a mix of fresh proteins, fruits & vegetables, rice, & shelf-stable items to prolong food resources for the month. Shelf-stable foods focus on the unique needs of our senior population and include lower sodium, low-fat, & heart-healthy items whenever available. KIFB also takes cultural food preferences into consideration when supplying our seniors with their monthly food supplies. This program operates year-round

**Backpack Program (BP):** Developed in 2005 in response to staff at our KC sites noting keiki “stocking up” on the KC snacks on Fridays to ensure they had adequate food for the weekend, when low- and no-cost school-provided meals are not available. The goal of this program is preventing hunger & food insecurity during these times. This program operates on the DOE Hawaii school calendar with a goal to include summer activities programs this year. Last year, we piloted a year-round option & it was well-received.

Our Nawiliwili warehouse is 54 years old and much of the equipment is old and past useful life. This capital request would improve our efficiency and allow us to operate our four core programs more efficiently, more cost-effectively, and more safely for our staff.

**Capital Improvements Include:**

**Walk-in Freezer Full Box & Condenser:** Equipment and Condensing unit as well as labor & installation included in bid. **Dealer Estimate including installation: \$138,116.00**

**Forklift:** Replacement of 25-year-old propane powered forklift with a new 3-wheel electric forklift that can fit in tighter spaces, is more cost-effective, safer, and can handle the increased weight of our pallets in recent years. **Dealer Estimate: \$51,000.00 to Honolulu. Plus Battery w/Charger: \$13,425.00**

**Emergency Generator:** Purchase a 20kW Trailer-mounted emergency generator to ensure that the refrigeration equipment storing perishable foods & frozen foods stays on in the event of a power outage. This protects the food supply and will allow us to ensure food safety for our clients. **Dealer estimate: \$ 31,144.00**

**Phone System:** Current phone system has equipment that is no longer supported by the vendor and is complicated to use when clients and businesses call in to the food bank. Replace current system with local vendor Hawaiian Telcom system. **Vendor Estimate: \$5,900.00**

**Pallet Racks:** Purchase 9 additional heavy-duty pallet racks to allow for additional food and other items to be stored in our warehouse. **Estimate: \$11,064.00**  
**Installation Cost estimate: \$6,000.00**

**Roll Up Doors:** Replace existing roll up doors (2) that are rusted, difficult to operate, and corroded. Doors are 53 years old. **Dealer Estimate: \$ 29,166.00 includes installation.**

**Security Cameras:** Install 3 security cameras at warehouse. **Vendor Estimate: \$6,992.00.**

Insecurity in Hawaii, 2024-2025). Many factors influence food insecurity and hunger, and keiki & kupuna are the most at-risk demographics in Kauai & Niihau. KIFB stands in the gap, as a local, grassroots organization, providing nutritious food to anyone in need. We do not discriminate for any reason. All are welcome to receive food. We are not fiscally sponsored and thus rely on grants and donations to operate our food bank. KIFB has need to make upgrades, improvements, and capital purchases to facilitate our programs which all address hunger and food insecurity in Kauai.

4. Describe the target population to be served; and

KIFB serves ALL people in need of food support without bias; we do not discriminate for any reason. KIFB does have a focus on our keiki & kupuna as these demographics are historically underserved populations. Approximately 98% of our keiki enrolled in the BP program identify as Native Hawaiian, another underserved population. KIFB strives to provide food services to our clients while maintaining their dignity and respect. Probing questions are never asked; we simply screen for number of persons in need of food support, any food allergies/dislikes, food preferences, and a client's ability to store & prepare foods (i.e., refrigeration, stove, microwave, etc.).

5. Describe the geographic coverage.

KIFB serves the County of Kauai which includes the islands of Kauai & Niihau. Programs provide food to all areas from the far west side in Kekaha to the north shore. We partner with agencies that provide food via food pantries across the island to ensure that clients with transportation issues are served. KIFB also provides food resources for families and students on the island of Niihau.

### **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;

Scope: KIFB provides access to nutritious food through our four core programs detailed above. Many families on Kauai & Niihau are at risk for hunger and food insecurity for a plethora of factors including food costs, low wages, reduction in SNAP benefits, job losses, & more. Food allocations from KIFB help ensure that people have food that lasts the entire month & helps reduce hunger & food insecurity; they also leave more money for clients to use on other necessities such as housing, utilities, medical care, medication and other essentials. Part of our mission statement includes educating our clients on healthier food selections as we know that those experiencing hunger and food insecurity are more likely to be affected by health conditions both chronic and acute.

For our KC and BP programs, foods provided are almost exclusively purchased foods. This allows KIFB to ensure nutritional value, consistency, food safety, and equity across program sites. Because of this, these two programs are the costliest to operate. Rising food prices, tariffs, and the overall economy influence our program budgets which have increased by roughly 25% over the last year. Emergency Distributions have risen drastically throughout 2025, likely related to the same/similar factors.

**Tasks/Responsibilities:** Our warehouse staff arrive each day before the sun is up, preparing the warehouse to operate our core programs. Foods are sorted, packed, and prepared for delivery through KC, BP, and KP programs. Emergency Food distribution items are sorted and stocked on the warehouse shelves, ready to be given to those in need who present at the warehouse. Staff ensure the warehouse is clean, free of hazards, and ready to serve the public. Storage & refrigeration units are inspected for safe food temperatures to maintain the integrity and safety of perishable foods. KIFB holds two major food drives during the year; one in spring and the other in fall/holiday season. Donated foods are sorted, inspected for expiration dates/safety, and stored for distribution to those in need. Any foods that are not able to be distributed to the public (i.e., expired) are offered to a local pig farmer for animal feed, or may be discarded or recycled after inventoried.

Deliveries for KC & BP & pickups for food donations from a variety of local businesses take place throughout the week by our certified driver, and KP provisions are delivered monthly with our partner organizations. Driver is responsible for vehicle safety checks. Routine maintenance, and repairs as needed.

Local agencies across the island come to the warehouse to "shop" for food to take to existing pantries, thus ensuring those without transportation to the warehouse have access to nutritious food.

Clients in need of food can come directly to the warehouse for urgently needed food every operating day. Our staff will inquire about number of persons in the household needing food, food preferences/intolerances/likes/dislikes & what type of storage (refrigerator, freezer, etc.) and prep (stove, microwave, etc.) the client has. Foods are then selected, weighed out for inventory purposes, and distributed to the client. On the second and fourth Wednesdays of each month (additional distributions are added as needed & when KIFB has large donations of fresh foods that need to go out immediately) KIFB holds a free, community food distribution in our parking lot and warehouse. Clients can come select from a variety of meats, eggs, rice, produce, and shelf-stable items. Food offerings vary with each distribution.

KIFB staff participate in community events every month, increasing visibility so the community knows about our programs and services. Examples include setting up information tables at events such as the 9/11 Memorial Service, Fundraising concerts, Visit with Santa at the Shops at Kukui'ula, and more. All County of Kauai fire stations also collect food donations year-round and display our banner as food donation drop off site.

Capital improvements to our aging warehouse and equipment will allow us to continue in our mission with more efficiency and safety for our staff and the clients we serve.

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

Upon approval and execution of our CIP grant request, KIFB would begin each project or purchase per contractor/supplier availability. This will be dependent upon the formal notice to proceed from the State of Hawaii. Each project will have a specific timeline which will be outlined by the provider of service/equipment once an order is placed for such. All projects will be overseen by our Executive Director and our Warehouse Manager to ensure timeliness, compliance with the estimate and budget, and handle any concerns that may arise during the process.

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

All programs & distributions are carefully monitored by KIFB staff & program partners. All incoming food, whether purchased or donated, is inventoried, sorted, checked for safety/quality and stored for direct distribution through one or more of our core programs. Program partners are responsible for reporting monthly-this includes demographic data, enrollment increases/decreases, satisfaction with food offerings, and feedback on the status of the program. Compilation of all data is reported to the executive director and board of directors each month. KIFB has an independent audit every year, and financials are published on our website.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

KIFB will report measures of effectiveness through thorough collection of all relevant data including State grant monies spent, demographics & geography of persons served for reporting requirements, and compliance with all State of Hawaii reporting requirements. All programs & distributions are carefully monitored by KIFB staff & program partners. All incoming food, whether purchased or donated, is inventoried, sorted, checked for safety/quality and stored for direct distribution through one or more of our core programs. Program partners are responsible for reporting monthly-this includes demographic data, enrollment increases/decreases, satisfaction with food offerings, and feedback on the status of the program. Capital purchases are reviewed by the Board of Directors, and the Executive Director. The controller processes all transactions related to capital expenditures in accordance with the grantor's stipulations and the laws and rules governing such for a 501 (c) (3). KIFB has an independent audit every year, and financials are published on our website.

offerings, and feedback on the status of the program. Capital purchases are reviewed by the Board of Directors, and the Executive Director. The controller processes all transactions related to capital expenditures in accordance with the grantor's stipulations and the laws and rules governing such for a 501 (c) (3). KIFB has an independent audit every year, and financials are published on our website.

## **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
73,201.75	73,201.75	73,201.75	73,201.75	292,807.00

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

Hawaii Community Foundation: \$100,000 (est.)  
 County of Kauai: \$30,000 (est.)  
 Bank of Hawaii Foundation: \$10,000 (est.)  
 State of Hawaii GIA: \$200,000 (est.) (CAPITAL)  
 State of Hawaii GIA: \$100,000 (est.) (Ops)  
 Private Foundations: \$50,000 (est.)  
 No plans for federal grants at this time  
 Major Donors: \$50,000 (est.)  
 Fund Raising Events: \$25,000 (est.)

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.

County of Kauai: 2023: \$10,000  
2024: \$7,000  
2025: \$37,000

State of Hawaii GIA: 2023 \$168,000 (CIP)  
2024: \$230,000 (CIP) (pending Release of Funds)  
2025: \$116,000 (CIP), \$75,000 (OPS)  
2025: \$95,000 (ACT 310 Emergency)

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

**\$2,130,888.72**

## **V. Experience and Capability**

### **1. Necessary Skills and Experience**

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

KIFB has been serving the Kauai community for over three decades. As mentioned, KIFB began as an emergency response to the community after Hurricane Iniki devastated many homes, businesses, and infrastructure on Kauai. KIFB has also responded to other emergencies and disasters such as the flooding and extended road closure on the north shore in 2018, and the global COVID-19 pandemic. In the ensuing years, KIFB developed our core programs, addressing the identified needs of the community with a specific focus on the underserved demographics of keiki and kupuna. Food security continues to be our main focus, and we maintain a vision of a Kauai with no hunger and no food insecurity.

#### **Experience & Capability:**

**Executive Director**-Operations leader based on Kauai with 15+ years' experience in leading local organizations, Ms. Evans is a SHRM-SCP certified HR professional with Healthcare Management Certification from Georgetown University. She combines

trusted community resource and build resilient programs that meet the needs of neighbors across the island.

**Controller-** Ensures all income and expenditures for KIFB programs & operations are appropriately documented & charged to the correct funding source. Barbara guides financial decisions and monitors financial conditions as well as participating in audits. She processes accounts payables & receivables, and facilitates payroll for employees. Barbara also monitors grant spending carefully to ensure that all conditions, restrictions and rules from the grantor are met.

**Warehouse Manager-** Identifies, procures, & stores the foods required for all KIFB programs & oversees delivery to our program partners. Oversees driver, warehouse staff, and data entry clerk. Evaluates efficiency of warehouse operations & identifies areas of efficiency Responsible for overseeing volunteers in the warehouse. Procures

**Development Coordinator-**Responsible for grant preparation, submission & reporting, donation management, & campaign marketing. Responsible for submitting grant applications in a timely manner, and filing grant spending reports as directed by the grantor. Gathers data and prepares annual report/ Development Coordinator also routinely seeks out new opportunities for grantors, particularly those with a focus on Kauai, Hawaii, and food security. Manages the social media accounts for KIFB. Appears at charity events, fund raisers, and other community events to raise visibility and awareness of services offered at KIFB.

**Programs Coordinator/Data Entry-**prepares annual MOUs & Program Evaluations & tallies monthly reports from each program partner. Coordinates the planning, implementation, & evaluation of all KIFB programs. Seeks out opportunities to grow all KIFB programs & develops & maintains relationships with KIFB's clientele, vendors, & program staff. This position also organizes volunteers for KIFB.

**Warehouse Staff** - receives and stores purchased and donated foods in a timely and appropriate manner. Packs deliveries for the Backpack, Keiki Café, and Kupuna Programs in addition to responding to on-demand urgent requests for food every operating day. Coordinates the bi-monthly community food distributions. Weigh and track received & distributed foods and monitor food supplies. Warehouse staff perform inventory every quarter.

KIFB partners with RSVP (Retired Senior Volunteers Program), the County of Kauai, Kauai United Methodist Church, & Ka Hale Pono to assist with meal deliveries for our Kupuna Program.

Community volunteers come in weekly from local organizations like Kauai High School Leos, airlines that service Kauai, churches, visitors, and many others.

Additionally, we partner with many local Kauai farmers & ranchers to provide lean proteins, poi, tofu, & fresh fruits & vegetables, reducing our reliance on canned & pre-

Community volunteers come in weekly from local organizations like Kauai High School Leos, airlines that service Kauai, churches, visitors, and many others.

Additionally, we partner with many local Kauai farmers & ranchers to provide lean proteins, poi, tofu, & fresh fruits & vegetables, reducing our reliance on canned & pre-packaged, highly processed foods. These partnerships support local agriculture on the island & keep monies on Kauai rather than spending with mainland suppliers. Multiple agencies & food pantries also partner with KIFB to ensure that clients in all areas of the island have access to emergency food resources.

## **2. Facilities**

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

KIFB operates out of our warehouse at 3285 Wa'apa Road in Nawiliwili Harbor (Lihue). This location is next to the port, Kaua'i Bus stops, and several residential areas. The warehouse is 10,000 square feet, has one refrigeration box truck, on flatbed truck, and a transport van with refrigeration. We operate to the public Monday through Friday from 7AM to 3PM. The warehouse houses a walk-in refrigerator, 3 double door freezers, a forklift, and storage for other perishable and non-perishable, shelf-stable food items. The warehouse is more than 50 years old and requires maintenance, upgrades, replacements, and equipment purchases to remain at the top of our functioning.

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

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

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

**Executive Director-** Debbe Evans: Operations leader based on Kauai with 15+ years' experience in leading local organizations, Ms. Evans is a SHRM-SCP certified HR professional with Healthcare Management Certification from Georgetown University. She combines strategic leadership with a proven record of community service, private businesses, and extensive volunteer work supporting food security, community events, and emergency response efforts. Her practical, people-centered approach to nonprofit work emphasizes collaboration with partners, expanded outreach to underserved

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

**Controller:** Barbara Almeida brings more than 15 years of experience in the nonprofit finance world. She ensures all income and expenditures for the organization's programs and operations are appropriately documented and charged to the correct funding sources. Barbara guides financial decisions and monitors financial conditions in addition to participating in audits. She processes accounts payables and receivables and facilitates payroll for employees. Barbara carefully monitors grant spending to ensure that all terms, conditions, restrictions, and rules set forth by each grantor is met.

**Warehouse Helper:** Ammon Kakazu receives and stores purchased and donated foods in a timely and appropriate manner. Packs deliveries for the Backpack, Keiki Café, and Kupuna Programs in addition to responding to on-demand urgent requests for food every operating day. Coordinates the bi-monthly community food distributions. Weigh and track received & distributed foods and monitor food supplies. Warehouse staff perform inventory every quarter. Organizes volunteers for Kupuna Program.

**Driver:** Austin Maghanoy delivers program food for KC, BP, and KP weekly/monthly as appropriate. Picks up donated food from designated sites across the island. Meets with program partner staff to collect feedback and reports for site locations. Assists in warehouse with sorting, storing, distributing foods. Responsible for routine inspection of organization's vehicles and reports issues to manager.

**Data Entry Clerk: (part-time)** Melanie Goto receives invoices, reports, and inventory data from warehouse staff. Inputs data into computerized food bank inventory management systems. Enters donations, issues tax-receipts, and enters volunteer hours/data. Assists with entering donations and sending tax receipts/thank you letters to donors. Melanie also assists with quarterly inventory.

KIFB has been serving the community for more than 33 years. Keiki Café, Backpack, and Kupuna Programs have been operating for more than two decades with home delivery of Kupuna food boxes beginning during the COVID-19 pandemic and continuing today. Emergency Distribution has been in effect since the formation of the food bank in response to Hurricane Iniki. KIFB continues to fulfill our mission to "Educate, Provide Nutritious Food to the Hungry and Respond to Emergencies".

## 2. Organization Chart

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

Please see attached Organization Chart

### 3. Compensation

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

POSITION	2026 SALARY
Executive Director	95,000.00
Warehouse Manager	61,798.06
Warehouse/Program Support	41,935.30
Development	53,000.08
Controller	63,252.96
Driver/Warehouse	35,717.76
Clerk/Assist	14,022.53
<b>TOTAL</b>	<b>364,726.69</b>

## 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.

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

### **3. Private Educational Institutions**

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

**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.

KIFB has 33 years of service to the community of Kauai with a reputation for transparency and excellence. We are the only local food bank on Kauai, and do not have a fiscal sponsor. Thus, grants, donations, food drives, fundraising campaigns, charity events, and exposure are all critical to our success. KIFB continues to identify sustainable grant and revenue resources in the County, State, national, and global funding areas. Through our partnerships and collaboration with local agencies, the County of Kauai, the State of Hawaii, local businesses, donors, and other revenue streams, KIFB continues to be a powerful agency in reducing hunger and food insecurity on Kauai. KIFB has diverse funding sources which we expect to sustain this organization in the years to come.



## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

Applicant:     Kauai Food Bank Inc DBA Kauai Independent Food Bank    

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
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.				
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11.				
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14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES	292,807	0	0	25,000
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
<b>TOTAL (A+B+C+D+E)</b>	<b>292,807</b>	<b>0</b>	<b>0</b>	<b>25,000</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	292,807	Barbara Almeida <span style="float: right;">808-278-6121</span>		
(b) Total Federal Funds Requested	0	Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested	0	<i>Barbara Almeida</i> <span style="float: right;">1/22/2026</span>		
(d) Total Private/Other Funds Requested	25,000	Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>317,807</b>	Barbara Almeida, Controller Name and Title (Please type or print)		



# BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2026 to June 30, 2027

Kauai Food Bank Inc DBA Kauai Independent Foo Bank

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
U-Line Pallet Racks plus installation and shipping	9.00	\$1,896.00	\$ 17,064.00	
Walk In Freezer Box & Condensing Unit	1	\$138,116.00	\$ 138,116.00	
Telephone System	1	\$5,900.00	\$ 5,900.00	
Roll Up Doors (2) w/ installation	1	\$29,166.00	\$ 29,166.00	
Cameras with Installation	1	\$6,992.00	\$ 6,992.00	
Multiquik 20kW Mobile Generator	1	\$31,144.00	\$ 31,144.00	
3-wheel electric forklift 3000-4000 pounds	1.00	\$51,000.00	\$ 51,000.00	
Battery w/charger	1.00	\$13,425.00	\$ 13,425.00	
		\$	\$ 292,807.00	

JUSTIFICATION/COMMENTS: Please see narrative page for justification

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

JUSTIFICATION/COMMENTS:

# BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2026 to June 30, 2027

Kauai Food Bank, Inc DBA: Kauai Independent Food Bank

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY:2024-2025	FY:2025-2026	FY:2026-2027	FY:2026-2027	FY:2027-2028	FY:2028-2029
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT	230000	116000	292807	25000	TBD	TBD
<b>TOTAL:</b>	<b>230000</b>	<b>116000</b>	<b>292,807</b>	<b>25,000</b>		
JUSTIFICATION/COMMENTS:						

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

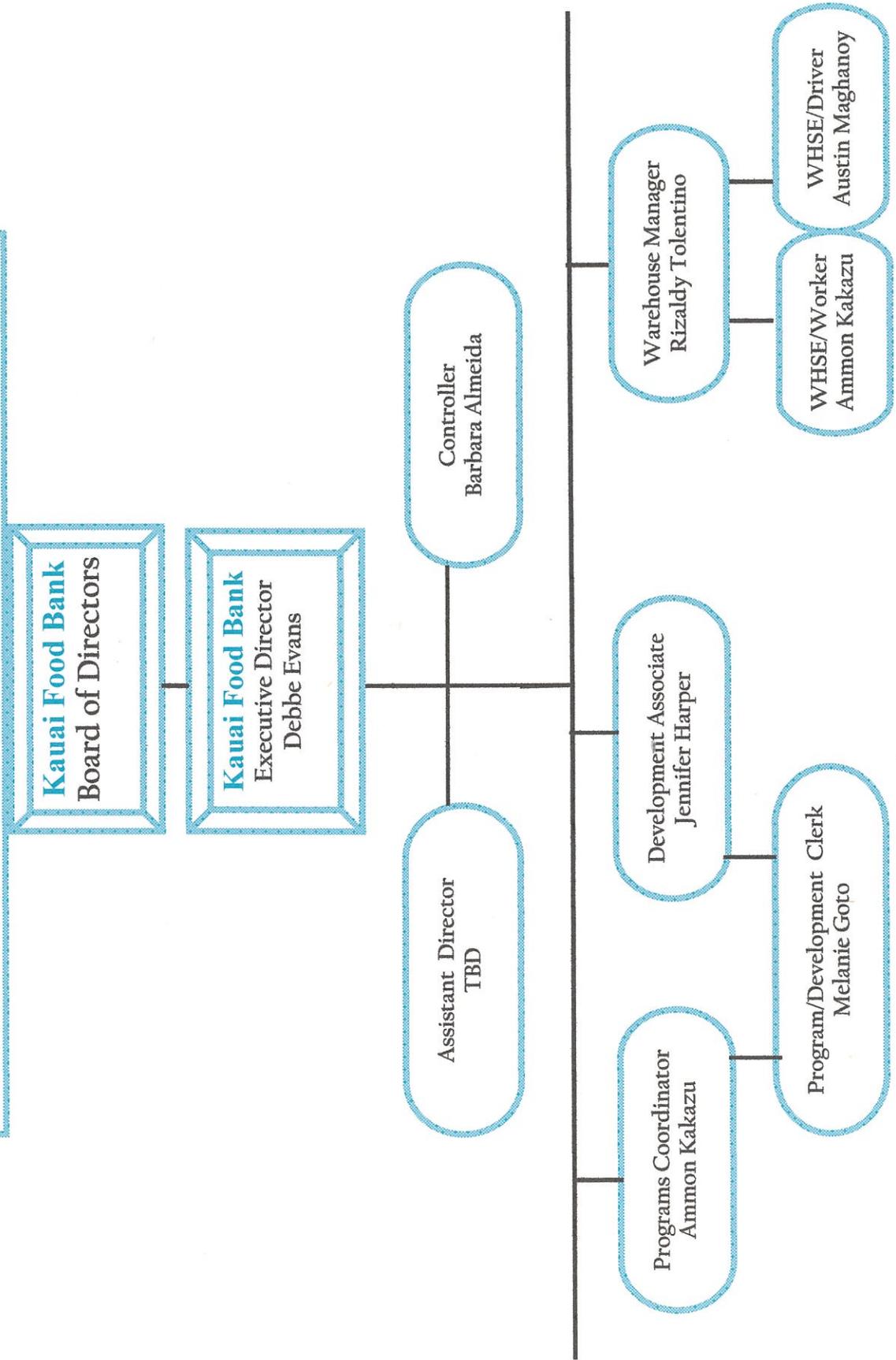
Applicant: Kauai Food Bank Inc. DBA Kauai Independent Food Bank

Contracts Total:

734,000

	<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	State of HI Ops 2023	7/1/23-6/30/24	State OCS	State of Hawaii	50,000
2	State of HI CIP 2023	7/1/23-6/30/24	State Legislative	State of Hawaii	168,000
3	State of HI CIP 2024	7/1/24-6/30/25	State Legislative	State of Hawaii	230,000
4	State pf HI CIP 2025	7/1/25-6/30/26	State Legislative	State of Hawaii	116,000
5	State of HI Ops 2025	7/1/25-6/30/26	State OCS	State of Hawaii	75,000
6	State of HI ACT 310 GIA	12/1/25-11/30/26	State of HI, Aloha United Way	State of Hawaii	95,000
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# Kauai Independent Food Bank 2025-26 Organizational Chart





**THE KAUAI FOOD BANK INC.  
Dba Kauai Independent Food Bank  
County of Kauai, Hawaii  
Corporate Resolution No. 23-02 Dated August 30, 2023**

**Conflict of Interest and Serve with NO compensation  
Resolution:**

It is RESOLVED on this day, August 30, 2023, that the Kauai Food Bank Inc., DBA Kauai Independent Food Bank that we have a governing Board of Directors whose members serve with NO compensation and NO material conflict of interest.

This resolution was passed by unanimous vote of the Board of Directors at a meeting of the Kauai Food Bank Inc. Board of Directors August 30, 2023, in Lihue, Hawaii 96766.

This resolution is certified by Board President, Cyndi Ayonon.

A handwritten signature in black ink, appearing to read "Cyndi Ayonon", is written over a horizontal line. Below the line, the text "Cyndi Ayonon, Board President" and "Kauai Food Bank Inc." is printed.

Cyndi Ayonon, Board President  
Kauai Food Bank Inc.



**THE KAUAI FOOD BANK INC.  
Dba Kauai Independent Food Bank  
County of Kauai, Hawaii  
Corporate Resolution No. 23-01 Dated August 30, 2023**

**Resolution: State funds will not be used for entertainment or  
lobbying:**

It is RESOLVED on this day, August 30, 2023, that the Kauai Food Bank Inc., DBA Kauai Independent Food Bank will NOT use State funds for entertainment or lobbying activities. All state funds received will be used in accordance with the requirements specified in the State grant.

This resolution was passed by unanimous vote of the Board of Directors at a meeting of the Kauai Food Bank Inc. Board of Directors August 30, 2023, in Lihue, Hawaii 96766.

This resolution is certified by Board President, Cyndi Ayonon.

  
\_\_\_\_\_  
Cyndi Ayonon, Board President  
Kauai Food Bank Inc.



**Employee Manual Certification**

On behalf of     Kauai Food Bank Inc.     ( the "Organization"), I hereby certify that:  
*Organization Name*

- 1) Section I-1 of the Employee Manual has been updated and approved as of 8/30/23.
- 2) The Employee Manual was approved by the board and is still in effect.

\_\_\_\_\_  
Authorized Board Representative Signature

President of the Board

\_\_\_\_\_  
Title of Authorized Board Representative

Cyndi Ayonon

\_\_\_\_\_  
Authorized Board Representative (Type or Print Name)

# KAUAI INDEPENDENT FOOD BANK

## EMPLOYEE MANUAL

POLICY NO. I-1

SUBJECT: Equal Employment Opportunity and Affirmative Action Policy Statement

APPLICABLE TO: All Employees

DATE APPROVED: August 2023 SUPERCEDES: January 2017

### Anti-Discrimination Policy:

Kauai Independent Food Bank is committed to providing a work environment and services that are free from discrimination and harassment. We value diversity and believe that everyone should be treated with respect, regardless of their race, color, ethnicity, religion, gender, sexual orientation, gender identity, national origin, age, disability, marital status, or any other characteristic protected by applicable law.

Our anti-discrimination policy applies to all aspects of employment, including hiring, promotion, compensation, benefits, training, and termination. It also extends to interactions with clients, customers, vendors, and partners. Discrimination, harassment, and retaliation of any kind will not be tolerated.

We encourage employees and stakeholders to report any incidents of discrimination or harassment promptly. All complaints will be investigated thoroughly and treated confidentially. Appropriate corrective action will be taken, up to and including disciplinary measures, against individuals found to have engaged in discrimination or harassment.

Our commitment to diversity and inclusion is integral to our success. We are dedicated to creating a safe and inclusive environment for everyone associated with Kauai Independent Food Bank, fostering an atmosphere where diverse perspectives are valued, and all individuals are given equal opportunities to thrive.

This policy is a reflection of our values and is in line with applicable laws and regulations. We regularly review and update our policies to ensure that we are maintaining a culture of inclusivity and respect.

All promotional opportunities will be publicized by formal vacancy posting internally for one week then external postings.



Accounting Manual Certification

On behalf of Kauai Food Bank Inc. ( the "Organization"), I hereby certify that:  
*Organization Name*

1) The Accounting Manual has been updated and approved as of 8/30/23

*Georgeatte Galicinao-Cayaban*  
Authorized Board Representative Signature

Treasurer of the Board  
Title of Authorized Board Representative

Georgeatte Galicinao-Cayaban  
Authorized Board Representative (Type or Print Name)