

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

Melissa Rhoden

AUTHORIZED SIGNATURE

Melissa Rhoden Executive Director

PRINT NAME AND TITLE

DATE

01/22/2025



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: NORTH SHORE EVP

Issue Date: 12/03/2025

Status: **Compliant**

Hawaii Tax#:

New Hawaii Tax#:

FEIN/SSN#:

UI#:

XXXXXX7648

DCCA FILE#:

258986

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

Application for Grants

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

I. Certification – Please attach immediately after cover page

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

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

A certificate of vendor compliance is attached. North Shore EVP is compliant, Hawaii Tax ID GE-0785891328-01. Certificate issued 12/03/2025 from State of Hawai'i State Procurement Office.

2. Declaration Statement

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

The Declaration Statement is attached, and confirms North Shore EVP's compliance with Section 42F-103, Hawai'i 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](#).

Pursuant to Section 42F-102, HRS, North Shore EVP specifies that the grant will be used for a public purpose. Specifically "*Sustaining and Expanding Hawai'i GroupGAP*" will support the State's goals of increased local production and 30% local procurement in Hawai'i Department of Education (HIDOE) meals by 2030 by providing USDA HGAP/+ training and certification assistance to farmers statewide through Hawai'i GroupGAP. By preparing local producers to meet commercial and institutional food safety standards, the Hawai'i GroupGAP program increases market access, strengthens underutilized local markets, and reduces reliance on imported foods, thereby lowering the risk of invasive pests and diseases.

Hawai'i GroupGAP currently provides highly subsidized, multilingual, and technology-supported training and certification assistance to over 60 producers statewide, with growing demand from additional operations. As the only USDA GroupGAP framework available to diversified crop farmers and food hubs in Hawai'i, the program delivers long-term public benefits by supporting local agriculture, improving food system resilience, and increasing the availability of safe, locally grown food for communities, schools, and institutions.

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;

North Shore Economic Vitality Partnership (North Shore EVP) is a 501(c)3 non-profit organization formed in 2015 to focus on regional economic development. The organization initially planned development of an aggregation facility on O'ahu's North Shore to support local farmers and create jobs in the agriculture sector. However, during the research phase, North Shore EVP found that market opportunities for raw, locally grown products were difficult to obtain without food safety certification. Simultaneously, in 2017 USDA created the GroupGAP program to provide an opportunity for producers to work together under a single management plan with the goal of achieving USDA food safety certification. In the group model, costs are shared between participants, and detailed procedures are outlined to manage group and individual processes, including corrections needed to meet compliance requirements. Recognizing this clear alignment between need and opportunity, North Shore EVP launched Hawai'i GroupGAP (HGGAP) in 2017 (the first USDA GroupGAP program in the State) to deliver affordable food safety training and certification to agricultural operations, thereby expanding producers' access to commercial markets.

Although Hawai'i has a long history of reliance on imported products, in recent years the State has increased efforts to encourage local food production through legislation designed to strengthen underutilized local markets. Increasing the number of USDA Harmonized GAP and Harmonized GAP Plus+ (HGAP/+) certified operations in Hawai'i leads to expanded purchasing opportunities and increased availability of local foods in commercial and institutional markets. By assisting diversified crop farmers in achieving USDA HGAP/+ food safety certification, North Shore EVP is contributing to increased market access for producers, ensuring long-term benefits for farmers, students, and the community as a whole. Preparing local farmers to meet market food safety guidelines reduces reliance on imported produce and strengthens biosecurity by lowering the risk of introducing invasive pests and diseases through agricultural imports from the Continental U.S. and other regions.

Utilizing a combination of federal, state, and private awards totaling over \$2.9 million since 2020, North Shore EVP has sustained and expanded the Hawai'i GroupGAP program, while allowing participation costs to remain highly subsidized for producers. Each member also receives complimentary access to HeavyConnect, a digital recordkeeping system that streamlines essential food safety documentation and audit processes. Today, Hawai'i GroupGAP supports over 50 producers pursuing or maintaining USDA HGAP/+ certification, including 17 who have recently transitioned to new farm parcels and require Thai-English language support. The program maintains an

active interest list of over 20 additional producers and continues to evolve to meet statewide demand, offering two training cohorts per year.

As Hawai'i's regional food system grows, rising local procurement goals and food safety requirements demand greater support for Hawai'i GroupGAP, including expanding staff capacity and services for additional operations. The program provides an accessible pathway for small and mid-scale operations to meet those market needs and remains the only GroupGAP training framework available to diversified crop farmers and food hubs statewide, offering affordable, multilingual, and technology-driven support for achieving USDA HGAP/+ food safety certification.

2. The goals and objectives related to the request;

The primary objective of North Shore EVP's "*Sustaining and Expanding Hawai'i GroupGAP*" request is to support the State's goals of increased local production and 30% local procurement in Hawai'i Department of Education (HIDOE) meals by 2030. Hawai'i GroupGAP is responsible for more USDA HGAP/+ food safety certifications in the state than any other entity, which directly impacts the availability of local products that meet commercial and institutional market compliance requirements. The Hawai'i GroupGAP program aligns with the Hawai'i Department of Agriculture and Biosecurity's mission to strengthen Hawai'i's agriculture and aquaculture industries by expanding market opportunities, supporting growth of existing and emerging products, and safeguarding the state from harmful plants, animals, and diseases. Additionally, the Hawai'i GroupGAP program strengthens the development of agribusinesses and economic diversification in Hawai'i, key components of the state's Department of Business, Economic Development, and Tourism (DBEDT) and Agribusiness Development Corporation's (ADC) objectives.

North Shore EVP is requesting Grant In Aid support for the following goals in "*Sustaining and Expanding Hawai'i GroupGAP*" :

- 1) Maintain and Expand Hawai'i GroupGAP Capacity:
 - a) Assist new and participating producers with achieving and maintaining USDA HGAP/+ compliance through delivery of professional technical assistance, customized one-on-one guidance, and audit preparation.
 - b) Refine and track harvest data collected by participating operations through the digital food safety recordkeeping app, HeavyConnect, to quantify increased production.
 - c) Connect certified operations with new commercial and/or institutional markets.
- 2) Expand Producer Access:
 - a) Establish two (2) additional localized Food Safety Specialists on neighbor islands to strengthen outreach initiatives and provide timely on-site training and support.

- b) Facilitate language access support for Thai and/or Mandarin speaking farmers, including interpreter access and/or HGGAP training materials and recordkeeping template translation.
 - c) Implement USDA HGAP/+ Auditor training courses for new Food Safety Specialists and refresher courses for existing staff.
- 3) Prepare for the Food Safety Modernization Act (FSMA) Food Traceability Final Rule:
- a) Develop a template to assist local producers with compliance with the U.S. Food and Drug Administration's Food Traceability Final Rule (FSMA 204), currently mandated by 2028.

3. The public purpose and need to be served;

As the most geographically isolated state in the country, Hawai'i imports 85-90% of its food supply. The local supply chain is made up of primarily small and mid-sized producers relying on a myriad of markets, many of them direct to consumer venues with low volumes and little stability. In the 2012 **Increased Food Security and Food Self Sufficiency Strategy** report, the Office of Planning (DBEDT) recommended specific actions to increase demand for, access to, and production of locally grown foods, notably, *"To address food safety issues, increase the farm food safety coaching program and farm food safety certifiers."* Although interest in local food production is increasing, many Hawai'i farmers are still not prepared to meet the requirements of larger scale buyers, lacking food safety certification, proper documentation, and production consistency. Food safety certification allows operations to supply commercial distributors, such as FreshPoint Hawai'i and Hilo Products, while also maintaining sales channels in direct to consumer venues like farmers' markets, restaurants, and Community Supported Agriculture (CSAs). In addition to requirements from commercial buyers, the State is encouraging increased local procurement by institutional markets, such as the Hawai'i Department of Education, which also requires vendors to have food safety certification for most raw produce items destined for school menus.

Prior to the establishment of Hawai'i GroupGAP, most small and mid-sized operations in Hawai'i did not achieve USDA food safety certification, due to cost and difficulty in managing the workload while also farming. Notably, the number of USDA HGAP/+ certified operations in Hawai'i has been rising since Hawai'i GroupGAP was launched; in 2021 only eight (8) Hawai'i farms met USDA HGAP/+ compliance. Today, 25 Hawai'i farms have reached USDA HGAP/+ compliance, and Hawai'i GroupGAP is responsible for 80% of those, or 20 farms. By early 2026, the number of operations certified through Hawai'i GroupGAP is projected to increase by at least ten (10), based on audits of the most recent cohorts. The success of the Hawai'i GroupGAP (HGGAP)

program can be traced to our approach to delivering food safety training. Rather than hosting a one time workshop and leaving operations to prepare for food safety audits on their own, our professional team facilitates an online cohort training series followed by one-on-one technical assistance. Combined with on-site audit preparation and customized document development, plus free access to HeavyConnect, a digital recordkeeping platform, this method results in operations who are fully supported and able to meet compliance requirements year after year.

In response to growing demand, the HGGAP program now facilitates two cohorts per year, with program applications, training materials, and digital record templates offered in English, Mandarin, and Thai. Still, Hawai'i's geography creates unique challenges. While the program serves producers statewide, staff are currently based on O'ahu (4) and Kaua'i (1). As participation grows, expanding localized support on each island is essential to provide timely, in-person assistance, strengthen outreach, and reduce travel costs. The most effective way to accelerate certification is through hyper-local, community-based technical support. In order for HGGAP to continue assisting existing producer participants and meet the demand from new producers who want to support the State's goals of increased production and local procurement, our program must expand.

Funding Hawai'i GroupGAP ensures that food safety training aligned with institutional and commercial buyer requirements remains accessible to Hawai'i farmers, while supporting the growing demand for locally produced food. Expanding Hawai'i GroupGAP also strengthens the pipeline of USDA Harmonized GAP and HarmonizedGAP Plus+ certified operations statewide by providing an affordable pathway for farms seeking certification support.

4. Describe the target population to be served; and

Hawai'i GroupGAP focuses on serving small to mid-sized fruit and vegetable producers across the state, nearly 70% of whom are resource-limited. Some of these producers are also English language learners needing language access support to equitably participate in training opportunities. HGGAP assists current member operations with maintaining certification, and will provide support to new member operations seeking certification for the first time. HGGAP aims to provide assistance to local food hubs and aggregators seeking USDA HGAP/+ certification for post-harvest tasks as well.

While agricultural producers remain the primary population served by Hawai'i GroupGAP, local consumers, including the more vulnerable keiki and kūpuna populations, as well as commercial and institutional buyers comprise secondary groups that directly benefit from the program's impact. Products carrying USDA HGAP/+ certification are more marketable, and the growing, handling, storing, and transportation practices behind them have been evaluated against rigorous industry standards.

Commercial and institutional buyers purchasing certified products from members of the Hawai'i GroupGAP program include FreshPoint Hawai'i, the Hawai'i Department of Education, Hilo Products, Foodland, Y.Hata, and others.

5. Describe the geographic coverage.

The geographic coverage for the project is statewide. Hawai'i GroupGAP is currently working with farms on Moloka'i, Lāna'i, Maui, Kaua'i, Hawai'i, and O'ahu Islands. We anticipate adding more farms and possibly food hub operations from across the state to the group.

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;

North Shore EVP will sustain and expand the Hawai'i GroupGAP program to continue providing Hawai'i farmers and food hub operations with an affordable option for food safety guidance and USDA HGAP/+ certification, enabling increased market access.

The Hawai'i GroupGAP program will conduct the following activities:

1) Maintain and Expand Hawai'i GroupGAP Capacity

North Shore EVP will use grant funds to continue and expand the Hawai'i GroupGAP Program by:

- Providing technical assistance and audit support to new and existing group participants to achieve or maintain compliance with the USDA HGAP/+ standard,
- Maintaining our team's professional certifications and training required to administer a USDA GroupGAP program,
- Improving production data availability by refining harvest data input to the digital record platform (HeavyConnect).

2) Expand Producer Access

North Shore EVP will utilize grant funding to broaden outreach and recruitment efforts by:

- Hiring (2) new Food Safety Specialists to increase regional producer access,
- Conducting the Hawai'i GroupGAP Informational Webinar twice annually, prior to each cohort application deadline,

- Conducting GAP Analysis visits to applicant operations which provide additional data and information about candidate readiness to participate in and succeed in the HGGAP program.
- Provide language access support for Thai and/or Mandarin Chinese speaking farmers,
- Integrate USDA HGAP/+ Auditor training courses for new and existing Food Safety Specialists (mandated refresher training).

3) FSMA Food Traceability Final Rule Preparation

North Shore EVP will use grant funds to:

- Develop a practical and producer friendly template to assist local producers in meeting the FDA Food Traceability Final Rule (FSMA 204) requirements, effective in 2028.

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

The scope of work will be completed 12 months from the date funding is released.

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

North Shore EVP will monitor activities related to the scope of work using quantitative methods and feedback provided from our customers. The quality assurance and evaluation processes are described below for each main objective and related tasks.

Maintain Hawai'i GroupGAP Capacity

North Shore EVP has administered the Hawai'i GroupGAP program since receiving USDA approval for the program in 2019. Quality assurance is achieved through evaluation of the group's Quality Management System (QMS), which has been and continues to be audited annually by an independent auditor and a USDA auditor. The QMS outlines the program's objectives, how they are achieved, and the process for corrections and/or improvement.

In addition to annual audits of the QMS, quantitative tools and feedback from group members and stakeholders will be used to monitor and evaluate processes and results of the program. The Hawai'i GroupGAP program is a one of a kind program in the State of Hawai'i; it is the only food safety training and certification program designed to assist small and medium sized diversified crop producers and food hubs. The program's continued success and relevance is dependent on increasing the number of certified

operations, thereby increasing the amount of locally grown products available to commercial and institutional customers. To carry out this mission, the HGGAP Food Safety Team must remain current on USDA audit standards training and related continuing education as required by USDA GroupGAP, as well as be effective educators and communicators with our customers, who include participant members, market buyers, the State of Hawai'i and USDA. Feedback from HGGAP operations contributes to improvements in our program, including streamlined record templates, updated training content, and type of training delivery. Our food safety team members communicate with HGGAP members frequently and visit each operation at minimum once annually, which provides opportunities for dialogue about program effectiveness, areas of improvement, and challenges. Additionally, our program effectiveness is enhanced by ongoing consultation with local buyers, allowing our team to provide recommendations to farmers on desired crop type and quantity, plus business requirements. These feedback opportunities promote successful relationships between producers and various markets while encouraging stakeholder input.

Expand Producer Access

As part of our effort to increase the number of certified operations statewide, the HGGAP program has recruited and added operations to the group every year since inception. We continually refine our recruitment efforts to provide more information about the program during the application process, including introducing an informational webinar, first launched in 2021, accessed through virtual attendance or by viewing the recording. Webinar content integrates the program requirements with guidance and tips from group participants and our food safety team. Evaluation of the effectiveness of recruitment efforts includes monitoring the number of operations on our interest list, the number of registrants for the informational webinar, and the number of program applications received in each recruitment period. The number of operations achieving compliance has been increasing due to refinement of our application review procedures as well. The GAP Analysis, an initial site visit to each applicant operation, provides our team and the producer with the opportunity to meet one-on-one and review the operation through a food safety lens. During this visit, both parties discuss program requirements, timelines, and infrastructure or other challenges which may need to be addressed to achieve success. Operations with significant issues that are not able or willing to make improvements are not accepted into the upcoming cohort. Instead they are provided with a completed GAP Analysis that outlines what changes or corrections they need to make for better program alignment. In addition to the GAP Analysis visits, the HGGAP program has expanded our cohort training from once annually to biannually in order to accommodate growing interest. Cohort training effectiveness is monitored by tracking the success of operations in the program i.e. whether or not they achieved USDA HGAP/+ compliance within a year of entering the program.

Program success will be improved by increasing the number of Food Safety Specialists (FSS), in particular by placing a FSS in areas where the number of existing and/or new operations are concentrated or increasing. Additionally, providing language access support for Thai and Chinese Mandarin speaking producers will help to increase success. HGGAP has leveraged federal support to translate training content and document templates (including HeavyConnect records), however an interpreter is often necessary to ensure understanding for both the producer and our FSS, especially during audit preparation.

FDA Food Traceability Final Rule (FSMA 204) Preparation

The Food Safety Modernization Act (FSMA) requires that operations which are not exempt and are growing, handling, storing, and/or transporting covered produce for human consumption must take steps to implement best practices to proactively reduce the potential for microbial contamination and reduce the risk of foodborne illness. In particular, eligible producers are mandated to comply with FSMA 204 by 2028. FSMA 204 requires that eligible producers maintain detailed traceability records that would enable rapid traceback/traceforward of contaminated products through the supply chain in the event of a foodborne illness outbreak. Key data elements (KDEs), such as harvest dates, crop type and quantity, lot codes, and buyer information must be documented.

While the Hawai'i GroupGAP (HGGAP) program has successfully assisted member operations in maintaining detailed harvest and production records, many Hawai'i farmers outside the program do not currently use a lot code system and will be unprepared to meet FSMA 204 requirements when they take effect. At the same time, large commercial buyers have begun requesting support from HGGAP staff to help supplier farms understand FSMA 204 expectations and, in particular, to develop practical labeling approaches that integrate the required Key Data Elements (KDEs) that enable successful traceability..

In response to these emerging needs, HGGAP will monitor national FSMA 204 implementation efforts and, drawing on our nationwide network of food safety colleagues and industry partners, research options for an effective labeling and traceability template suitable for Hawai'i producers. We will evaluate potential templates for alignment with commercial buyer expectations, compliance with FSMA 204 requirements, and overall producer usability. Draft templates will be pilot tested with participating farms to ensure they are practical, intuitive, and compatible with existing operation workflows. This work will help position Hawai'i producers and the markets that depend on them to meet upcoming federal requirements while strengthening the safety and resilience of the local food system.

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.

Maintain Hawai'i GroupGAP Capacity Metrics indicating successful results include:

1. Increasing the number of farms and/or food hub operations participating in the group and achieving USDA HGAP/+ certification by thirty (30), which can be verified on the USDA Agricultural Marketing Service website,
2. At least three (3) Hawai'i GroupGAP Food Safety Specialists complete USDA HGAP/+ auditor training (or refresher training) with a passing score,
3. The number of group farms providing production data through HeavyConnect increases by at least fifteen (15).

Expand Producer Access North Shore EVP will evaluate expanded producer access by measuring progress in the following areas:

1. Recruit and hire at least two (2) additional Food Safety Specialists to provide targeted regional support,
2. Facilitate two (2) Hawai'i GroupGAP Informational Webinars during the project period,
3. At least thirty (30) GAP Analysis visits to applicant operations are conducted within the project period
4. Up to ten (10) Thai and/or Mandarin Chinese speaking farmers receive language support, including interpreter access and/or HGGAP training materials and recordkeeping template translation.

FDA Food Traceability Final Rule (FSMA 204) Preparation North Shore EVP will research requirements under FSMA 204, which requires traceability records for covered produce by operations that are not exempt, and will:

1. Develop and trial a product traceability system and record keeping template for local operations to use that helps them meet buyer requirements and comply with the FDA Food Traceability Final Rule (FSMA 204), mandated by 2028.

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
143,636	143,636	143,636	143,636	574,544

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

[North Shore EVP is seeking funding from Ulupono Initiative \(\\$65,000\). North Shore EVP has also partnered with three entities on federal grant submissions \(City and County of Honolulu, Hawai'i Agricultural Foundation, and The Food Basket\) although award notifications on these opportunities have been pending since October 2025.](#)

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.

[State and federal tax credits are not applicable to the organization.](#)

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2027 for program funding.

[Please see attachment *North Shore EVP Contracts GIA Page 10*.](#)

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

[The organization's unrestricted assets balance as of December 31, 2025 is \\$16,701.31.](#)

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.

Hawai'i GroupGAP, initiated by North Shore EVP in 2017, is the only USDA GroupGAP program serving diversified crop farmers in Hawai'i. Today, Hawai'i GroupGAP supports sixty six (66) operations statewide pursuing or maintaining USDA Harmonized GAP or Harmonized GAP Plus+ (HGAP/+) certification. Forty two (42) operations are fully participating in Hawai'i GroupGAP, with seventeen (17) operations on pause who recently transitioned to new farm parcels and require water access, and seven (7) new operations about to begin training. The program maintains an active interest list of thirty six (36) additional producers and continues to evolve to meet statewide demand. Our objective is to empower local farmers to achieve food safety certification, thereby expanding their access to commercial and institutional markets.

Our team brings deep technical expertise in USDA food safety systems, supported by over nine years of hands-on experience working directly with Hawai'i farmers, USDA representatives, and GroupGAP practitioners nationwide. This sustained engagement has informed the development of a robust training and technical assistance model that effectively guides farmers through the USDA HGAP/+ food safety certification process.

We specialize in group-based and individualized technical assistance, offering comprehensive support that includes multilingual training materials (Mandarin and Thai), standardized recordkeeping templates, and access to interpreters. To reduce barriers to compliance, we have also leveraged strategic partnerships to provide Hawai'i GroupGAP participants with no-cost access to the HeavyConnect digital food safety recordkeeping platform.

Team members are formally trained in USDA HGAP/+ Auditing, Produce Safety Alliance Grower Training, and Worker Protection Standards (worker/handler pesticide safety), ensuring our capacity to deliver integrated, end-to-end food safety assistance that meets regulatory and audit requirements.

In addition to technical capacity, North Shore EVP demonstrates strong administrative and fiscal management expertise. The organization is currently administering four (4) active grants (Hawai'i Department of Agriculture and Biosecurity, Kaua'i County Office of Economic Development, Hawai'i Department of Education, and Hawai'i Community Foundation) and has successfully completed nineteen (19) federal, state, and private grants. This track record reflects both a long-standing commitment to serving Hawai'i's small and disadvantaged farmers and a proven ability to execute projects responsibly and effectively.

Collectively, our project team possesses the technical knowledge, practical experience, and administrative capacity necessary to successfully carry out the objectives and deliverables of this proposal.

2. Facilities

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

The Hawai'i GroupGAP program does not maintain a facility. Team members work remotely and travel statewide to provide in person training.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

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

The Executive Director and Food Safety Director will oversee the project and fulfillment of measurable objectives. Food Safety Specialists will provide support through direct food safety training and guidance to farmers. All team members will participate in providing certification by performing internal audits. The administrative assistant will manage communications relevant to recruitment of farms and new team members. All team members will allocate 100% time to the project.

The Executive Director has been facilitating Hawai'i GroupGAP since the group's inception and has over a decade of experience in Hawai'i agriculture. The Food Safety Director has been employed with the organization for five years. Food Safety Specialists bring experience from both the agricultural and education sectors.

Please see the individual team members' resumes, included in the attachment.

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 attachment *North Shore EVP Org Chart*.

3. Compensation

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

Executive Director, \$90,000-\$95,000
Food Safety Director, \$80,000-\$85,000
Food Safety Specialist, \$48,000-\$67,500

VII. Other

1. Litigation

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

The organization is not party to any pending litigation.

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.

North Shore EVP is an approved USDA GroupGAP provider and maintains USDA GroupGAP certification. Our organization meets USDA GroupGAP program standards and provides certification support to Hawai'i farms pursuing USDA food safety certification in HGAP/+. Staff members are trained in food safety management, GAP compliance, pesticide safety, and agricultural education outreach.

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.

Expanding the number of Hawai'i farmers with food safety certification will increase producers' eligibility for farm to school procurement and other institutional purchasing opportunities.

Farmers with food safety certification will also meet the requirements of commercial and wholesale markets, further building agriculture sector capacity through increased production and operation expansion.

Transitioning to stable, long-term funding will ensure the program's future sustainability. Hawai'i GroupGAP will persist in advocating for State support through a budget line item, as well as endeavor to increase philanthropic donations and apply for available competitive grants. Although the Hawai'i GroupGAP program producer fee (presently \$1,000) is reviewed annually, significant increases are not anticipated in the immediate future to ensure continued affordability for local farmers.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

App North Shore EVP Hawai'i GroupGAP

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	431,250			
2. Payroll Taxes & Assessments	54,941			
3. Fringe Benefits	34,983			
TOTAL PERSONNEL COST	521,174			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	15,366			
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training	5,140			
6. Supplies	17,843			
7. Telecommunication				
8. Utilities				
9. Mileage	2,521			
10. Accounting	6,500			
11. Audits/Professional fees	6,000			
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	53,370			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	574,544			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	574,544	Melissa Rhoden 808-343-8196		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		Signature of Authorized Official Date		
(d) Total Private/Other Funds Requested		Melissa Rhoden Executive Director		
TOTAL BUDGET	574,544	Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2026 to June 30, 2027

Applicant: _North Shore EVP Hawai'i GroupGAP_____

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1	\$92,700.00	100.00%	\$ 92,700.00
Food Safety Director	1	\$82,400.00	100.00%	\$ 82,400.00
Food Safety Specialist II	1	\$54,075.00	100.00%	\$ 54,075.00
Food Safety Specialist II	1	\$54,075.00	100.00%	\$ 54,075.00
FSS/Admin Assistant	1	\$48,000.00	100.00%	\$ 48,000.00
Food Safety Specialist	1	\$50,000.00	100.00%	\$ 50,000.00
Food Safety Specialist	1	\$50,000.00	100.00%	\$ 50,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				431,250.00

JUSTIFICATION/COMMENTS: This budget reflects professional salaries for the Executive Director, Food Safety Director, and two senior Food Safety Specialists. Two new FSS will be hired and our admin assistant will split her full time role between administrative and Food Safety Specialist tasks.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES Period: July 1, 2026 to June 30, 2027

Applicant: ___North Shore EVP Hawai'i GroupGAP___

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

JUSTIFICATION/COMMENTS: No equipment is requested for this project.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				N/A

JUSTIFICATION/COMMENTS: No vehicles are requested for this project.

Applicant: North Shore EVP Hawai'i GroupGAP

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						
TOTAL:						
JUSTIFICATION/COMMENTS No plans, land acquisition, design, construction, or equipment funds are requested.						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Apt North Shore EVP Hawai'i GroupGAP

Contracts Total: 1,347,377

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	HDAB GroupGAP Act 212 Food Safety Training Program No. RFP-202404-QAD (RFP)	FY27	HDAB	State	110,000
2	Atherton Family Foundation, Expanding Access to the Hawai'i GroupGAP Program	12/2025-01/2027	Private	N/A	15,000
3	Ulupono 2025, unrestricted	12/2025-01/2027	Private	N/A	15,000
4	Provide training and technical assistance to HI DOE schools to promote school garden food safety and facilitate best practices to meet compliance under the Harmonized GAP standard.	04/25-02/26	HDOE	State	24,000
5	Ag/Farm Expansion Grant "Increasing Kauai's Food Safety Certified Farms"	02/24-02/26	Office of Economic Dev	Kauai County	57,499
6	Food Safety Training for Oahu Farmers	05/22-06/22	Office of Economic Res	Honolulu County	24,900
7	GAP Training, City and County GIA	10/21-10/22	Dept. Community Services	Honolulu County	48,717
8	To support expansion of NSEVP's Hawai'i GroupGAP Program	2022-2025	Private	N/A	150,000
9	Building Relationships with Socially Disadvantaged and Veteran Farmers on Kaua'i and O'ahu Through USDA Program Engagement, Technical Assistance, and Business Training	2022-2025	Office of Partnerships and Public Engagement	USDA/federal	722,161
10	Opening New Markets for Small Farms by Expanding Hawai'i's USDA GroupGAP Food Safety Certification Program	2022-2024	Food and Agriculture Food Safety Outreach Program	USDA/federal	205,000
11					
12					
13					
14					
15					
16					
17					
18					
19					

2004 Johns Hopkins University, MSc Environmental Science and Policy

1996 University of Maryland Baltimore County, BA Psychology

07/24-present Executive Director, North Shore Economic Vitality Partnership HI

Provide executive leadership and strategic direction for North Shore EVP, overseeing operations, personnel, budgets, and multi-year projects. Lead funding strategy by identifying opportunities, developing proposals, and securing grant support aligned with organizational priorities. Partner with the Board of Directors and accountant to ensure fiscal oversight, legal compliance, and organizational sustainability. Cultivate and maintain strategic relationships with stakeholders to expand impact.

07/17-07/24 Food Safety Director, North Shore Economic Vitality Partnership HI

Oversee compliance of food safety policies, regulations, and procedures for North Shore EVP's Hawaii GroupGAP network. Provide technical expertise, develop program content and training procedures, oversee documentation, SOPs, and individual food safety plans. Perform internal audits.

03/13-07/17 Land Manager/Local Inside Manager, Hawaii Agricultural Foundation Kunia, HI

Manager of a 218-acre agricultural park with 24 farmers, responsible for collection of monthly lease rent and water bills, and maintenance of park infrastructure. Ordering produce, tracking invoices and payments, and communication between customers, farmers, and delivery.

02/13-12/13 Market Liaison/Bookkeeper, GreenWheel Food Hub Honolulu, HI

Establish EBT (food stamps) access for consumers at Farmers' Markets across O'ahu. Responsible for market liaison and project bookkeeper tasks.

07/10-02/13 Senior Research Associate, Agronomy, Pioneer Hi Bred International Kunia, HI

Manage daily planting of seed corn for breeders with agronomy crew, oversee pest management, irrigation and fertilization, and land management programs, conservation practices across the farm.

09/07-07/10 Conservation Planner, Oahu Resource Conservation & Development Council Aiea, HI
Identify natural resource concerns on farms and ranches, provide mitigation measures, conduct outreach for local conservation districts, distribution of USDA program information.

10/09-12/14 Co-founder and Manager, Oahu Fresh LLC Honolulu, HI

Establish Community Supported Agriculture (CSA) subscription program providing locally grown produce delivery to members across the island of Oahu.

Professional Training

- USDA Harmonized GAP+ Auditor Training (04/25, 03/24, 05/21, 12/18)
- National Worker Protection Standard Trainer (12/20)
- Cornell University Produce Safety Alliance Grower Training (09/17)
- Agriculture Leadership Program of Hawaii, Class XIV, Graduate (05/14)

Community Service

- Agriculture Leadership Foundation of Hawaii, President (2025)
- West Kauai Soccer coach (2024), AYSO referee (2025)
- Oahu Resource Conservation & Development Council, Board Director and Secretary (2015-2021)
- South Oahu Soil and Water Conservation District, Board Member (2013-2016)

Francesca Wilson Scola
2957 Koali Rd.
Honolulu, HI 96826

January 2026
fscola@nsevp.org
(808) 868-6805

EDUCATION

May 2020 **Oberlin College and Conservatory**, Bachelor of Arts in Environmental Science

January 2020-May 2020 **University of Hawai‘i at Mānoa**, Semester away coursework in tropical production systems.

January 2019-May 2019 **International Sustainable Development Institute**, Thailand Study abroad coursework in agriculture systems and political ecology.

EXPERIENCE

July 2024- Present **North Shore Economic Vitality Partnership** **Food Safety Director**
Lead compliance and audit readiness for North Shore EVP’s Hawai‘i GroupGAP (HGGAP) Program. Provide technical assistance to participating farms; develop training content, SOPs, and farm food safety plans; and oversee program documentation and recordkeeping. Conduct internal audits, prepare operations for third-party audits, and manage the HGGAP network under the Farmers Group Quality Management System.

January 2021- July 2024 **North Shore Economic Vitality Partnership** **Food Safety Specialist**
Supported delivery of the Hawai‘i GroupGAP program through dissemination of food safety policies, procedures, and regulatory requirements. Provided technical expertise on USDA Harmonized GAP/GAP+ standards and the FDA Food Safety Modernization Act (FSMA).

June 2020- January 2021 **Alluvion Inc.** **Greenhouse worker and delivery diver**
Applied fertilizers and pesticides to horticultural and agricultural plants for wholesale customers in accordance with safety and handling requirements. Coordinated wholesale deliveries and invoicing; interfaced directly with buyers at delivery sites.

September 2019- December 2019 **International Sustainable Development Institute** **Student Representative**
Led information sessions to promote program participation and respond to prospective student questions. Communicated program details and supported recruitment efforts.

September 2018-December 2019 **Oberlin College Dining Services** **Student Dining Ambassador**
Managed social media accounts to promote dining events and address student questions and concerns. Attended weekly meetings working to support communication between administration, workers, and students.

June 2019-August 2019 **Green Net Organic Center** **Seed Bank and Cooperative Intern**
Cleaned, organized, and packaged seeds for sale at local markets. Supported produce cleaning and packing in a cooperative pack house environment.

SKILLS AND TRAININGS

- Agriculture Leadership Program of Hawaii, Class XIX (2025-2026) (In Progress)
- Seeds of Wellbeing, Hawai‘i Ag Mental Health Mentor Program (Mar 2024)
- USDA Harmonized GAP Auditor Training (Mar 2021; updated Mar 2024, July 2025)
- Cornell University Produce Safety Alliance Grower Training (Jan 2021)
- National Worker Protection Standard (WPS) Trainer (Jan 2021)
- USDA GAP/GHP Training (May 2021)

Ingrid Dufford

94-1032 Pupuhi St • Waipahu, HI • (808)782-2558

ingrid@NSEVP.org

Education & Certifications:

- USDA Harmonized GAP + Auditor Training April 2025
- Master of Arts in Education, *National University, La Jolla, CA* December 2019
- California Teaching Credential, *California Commission on Teaching Credential* August 2020
- Bachelor of Science in Human Development & Family Studies, *Colorado State University, Fort Collins, CO* December 2016
- Associates in Arts in Liberal Studies, *Saddleback College, Mission Viejo, CA* December 2010
- INTESOL WorldWide Certification ESL Teacher, *Heredia, Costa Rica* August 2014

Work Experience:

- **Food Safety Specialist**, North Shore EVP, HI September 2023- Current
Oversee compliance of food safety regulations, policies, and procedures for farms in the GroupGAP program
Provide technical expertise and knowledge of regulations that pertain to USDA Harmonized GAP
Perform internal audits to assess operations compliance with Harmonized GAP standards
Manage farm food safety plans for operations in the group GAP program
- **Elementary Teacher**, Mauka Lani, HI June 2021- June 2023
Teach students grade level appropriate lessons to obtain knowledge in grade level standards provided by DOE
Implement various teaching strategies to best suit each student's individual needs
Manage classroom routines and maintain tranquility in the classroom
Grade and report on student success
Attend weekly staff and grade level meetings
Communicate with parents on a regular basis regarding student progress
- **Substitute Teacher**, Meniffee Unified, CA September 2017- June 2021
Assess teacher's written lesson plans
Implement teaching strategies given
Teach daily lessons provided by the teacher
- **Special Needs Para-Educator**, Crossroads Academy, CA September 2016- June 2017
Assist student in completing assignments
Provide necessary coping skills when needed
Create reading, writing, and math lessons that best suit student's needs and capabilities
Act as a companion during emotional outbursts
- **Preschool Teacher**, San Clemente Preschool, CA August 2013- August 2016
Create age appropriate curriculum
Teach and execute lessons based on specific themes and standards
Manage classroom routines
Maintain organization skills with planning ahead
Model appropriate social behaviors and encourage empathy
Help develop fine and large motor skills
Teach social emotional skills, ways to recognize feelings, and how to respond appropriately
- **English Teacher**, Maximo Nivel, Costa Rica July 2014- December 2014
Teach the curriculum provided for adults to learn English
Create fun games and learning techniques to help students learn
Manage classroom routine
Administer quizzes and exams
Provide productive feedback
Create opportunities for students to practice their English in a natural manner

DEYANEIRA LUGO RUIZ
2165 10th Ave Unit C, Honolulu, HI 96816
P: (808)866-8510 E: dlugorui@nsevp.org

OBJECTIVE: To obtain a challenging position in a high-quality environment. Providing creative and excellent methodology in the work setting by using experience and expanding my knowledge of sustainable agriculture and food safety practices.

EDUCATION:

Bachelor of Science in Animal Science, May 2020, GPA 3.2/4
University of Hawaii at Manoa, Honolulu, HI

CERTIFICATIONS:

- USDA Auditor Harmonized GAP Plus training 04/2024; updated July 2025
 - Product Safety Alliance (PSA) Trained 2023
 - National Worker Protection Standard Training for Trainers of Ag Workers and Pesticides Handlers 2023
-

EXPERIENCE:

Food Safety Specialist *09/2023- Present*

North Shore Economic Vitality Partnership (NSEVP)

P.O Box 1069 Hanapepe HI 96716

Food Safety Executive Director: Lisa Rhoden, email: lisa@nsevp.org

- Provide on farm and in class assistance with recordkeeping, farm food safety plans, GroupGAP program, and USDA Harmonized GAP standards.
 - Train farmers on how to maintain proper records utilizing a digital platform, Heavy Connect.
 - Support farms through technical guidance and training to improve food safety practices, reduce risk, and enhance regulatory compliance.
 - Support NSEVP in assembling information from farmers to complete farm's food safety plans.
 - Provide reconnaissance of participants' farm operations.
 - Report and evaluate on farm operations' readiness to engage in food safety practices.
 - Conduct internal audits to ensure operations are in compliance with USDA Harmonized GAP/plus standard.
-

Owner of Ulu Bees LLC *10/2023- Present*

- Providing beekeeping services throughout the Island of O'ahu
-

Lead Beekeeper *12/2022-03/2024*

Diversified Agricultural Leader/ Lead Beekeeper *12/2022- 08/2023*

Diversified Agricultural Technician/ Lead Beekeeper *09/2021- 12/2022*

Kualoa Ranch

49-560 Kamehameha Hwy, Kaneohe, HI 96744

Supervisor: Dan Lager, email: dlager@kualoa.com

- Team leadership with daily responsibilities including vegetable and orchard plot preparation, planting, fruit tree propagation, harvesting, fertilizing, irrigation, and pest/disease management.
 - Developer of the Apiary Department with tasks including hive management, swarm control/relocation, and honey harvest.
 - Providing standard food safety guidance in compliance with USDA
 - Record keeping of crop production, site maintenance, scheduled site fertilization, and pesticide management.
 - Providing animal husbandry for ruminants by targeted grazing in selected orchards for site maintenance, and soil regeneration.
-

DEYANEIRA LUGO RUIZ

2165 10th Ave Unit C, Honolulu, HI 96816

P: (808)866-8510 E: dlugorui@nsevp.org

Animal Laboratory Support Assistant I, II, III/ Floor supervisor

10/2018 - 09/2021

Animal and Veterinary Services (RCUH)

651 Ilalo St. Biomedical Bldg. 122, Honolulu, HI 96813

Supervisor: Diana Talerico, email: dtaleri@hawaii.edu

- Supervising animal care staff and assisting the Operations Supervisor in overseeing the daily operations at various vivarium. Directing, supervising, and assigning work to staff.
- Providing standardized husbandry support for all animals as prescribed by Standard Operating Procedures (SOP) and operating facilities in conformance with Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC) standards.
- Assisting veterinarians with treatment of animal injuries, preparation for clinical work, illnesses, inventory of animal litters, and customer billing.
- Maintaining detailed records on activities and environmental conditions in the animal rooms and support areas
- Maintaining biosecurity practices by washing and disinfecting sites with the use of concentrated spray solutions.

SUMMARY OF QUALIFICATIONS:

- Oral Communication and Languages: Training in the basic principles of oral expression, experience in the development and delivery of various forms of speeches with full proficiency in English and Spanish.
 - Leadership: Capable of leading groups in various work environments.
 - Laboratory Skills: Performed standard laboratory testing (Laboratory safety, dissections, chemical solution handling, microscope, etc.).
 - Animal Husbandry: Observed and recorded daily activity/health of animals and reported to veterinarian. Conducted kennel changes for animals in a laboratory facility.
 - Agricultural Skills: Proficient in tree propagation skills and orchard development and maintenance.
 - Computer Skills: Full professional proficiency with Microsoft Word, Excel, PowerPoint, and Google Workspace/Google Drive.
-

Mia Horn

84-1430 Mauna Olu st.
Waianae, 96792
(808) 200-6228
miahorn138@gmail.com

EXPERIENCE

North Shore EVP, Remote — *Food Safety Specialist*

January 2026 - PRESENT

- Oversee compliance with food safety regulations, policies, and procedures for farms participating in the USDA GroupGAP program.
- Provide technical guidance on USDA Harmonized GAP requirements and best practices.
- Conduct internal audits to evaluate on-farm compliance with Harmonized GAP standards.
- Develop, review, and manage farm food safety plans for GroupGAP operations.

North Shore EVP, Remote — *Administrative Assistant*

June 2024 - PRESENT

- Provided comprehensive administrative support to the Executive Vice President, including calendar management, travel arrangements, and correspondence.
- Assist in Coordinated executive-level meetings, prepared agendas, and documented minutes.
- Management of reports, presentations, and financial documents.
- Managed confidential information with utmost discretion and professionalism.
- Utilized QuickBooks to manage financial entries, track expenses, and maintain accurate accounting records to support organizational reporting.

North Shore EVP, Remote — *President of Board of Directors*

June 2025 - PRESENT

- Guide organizational planning, policy development, and program direction in collaboration with the Executive Director and board members.
- Lead board meetings, ensure compliance with nonprofit governance standards, and support fiscal responsibility and transparency.

Army Child Developmental Center, Joint Base Lewis-McChord - *Child Youth Program Assistant*

September 2024 - October 2025

- Provided childcare and developmental support to military children, fostering a safe and nurturing environment.
- Communicated effectively with parents and guardians, providing updates on child progress, behavior, and daily activities.

SKILLS

Time Management

Team Collaboration

Detailed Oriented

Organization skills

Proficient in Google Drive, Excel, Powerpoint, Word, Quickbooks

Analytical Skills

Curriculum Development

AWARDS/Honors

CTAHR Student Ambassador - May 2024

Dean's List - May 2021, 2022

Valedictorian - May 2020

Summa Cum Laude - May 2020

Academic & STEM Honors - May 2020

Volunteer experience

UH Manoa Food Drop - December 2023

CTAHR Spring Convocation - May 2022

CTAHR Cooking show/Grab and Go - March 2022

Nurse Aid at Tripler Army Medical Center - January - March 2020

- Ensured compliance with health, safety, and sanitation policies, including proper food handling and emergency procedures.
- Collaborated with fellow staff members to create a team-oriented work environment and improve program effectiveness.

North Shore EVP, Remote — Food Safety Intern

May 2023 - June 2024

- Assisted in developing and implementing food safety protocols and procedures.
- Conducted regular inspections to ensure compliance with health and safety regulations.
- Analyzed food safety data and prepared detailed reports for the Executive Vice President.
- Supported the team in training sessions and workshops on food safety standards.
- Contributed to continuous improvement initiatives to enhance overall food safety practices.

Gene-ius Day Program, University of Hawaii at Manoa — Head Undergraduate Assistant

March 2021 - July 2024

- Led and supervised a team of undergraduate assistants in organizing and executing educational science events.
- Coordinated logistics and facilitated interactive science workshops for K-12 students.
- Assisted in curriculum development and prepared educational materials for program activities.
- Managed program schedules, ensuring smooth operation and timely communication with participants.
- Fostered a collaborative and engaging learning environment, enhancing student interest in STEM fields.

EDUCATION

University of Hawaii at Manoa, Manoa, Oahu — Bachelors of Food Science and Human Nutrition

May 2020 - May 2024

Waianae High School, Waianae, Oahu — High School Degree

August 2016 - May 2020

Training

Oregon State University- Produce Safety Alliance Growing training

December 2025

Organizational Chart

North Shore EVP Hawai'i GroupGAP

