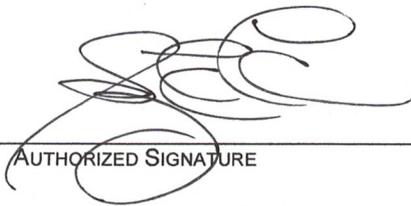


Application Submittal Checklist

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



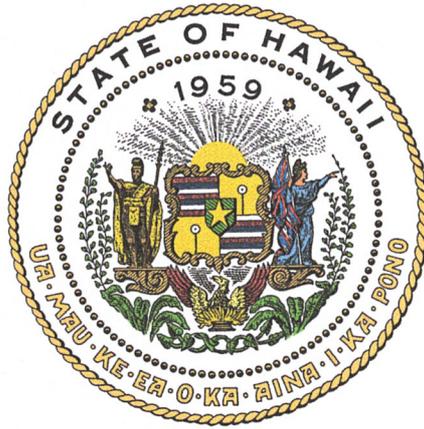
Sylvia E. Foster, VP

1/23/2026

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE



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

WAIANAE WAGS

was incorporated under the laws of Hawaii on 08/13/2020 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

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

Dated: January 23, 2026

Director of Commerce and Consumer Affairs



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

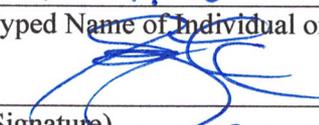
The undersigned authorized representative of the applicant certifies the following:

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

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

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

Waianac Wags
(Typed Name of Individual or Organization)


(Signature)

1/23/2026
(Date)

Sylvia E. Foster
(Typed Name)

VP
(Title)

Application for Grants

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

I. Certification – Please attach immediately after cover page

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

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

Attached.

2. Declaration Statement

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

Attached.

3. Public Purpose

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

Grant funds will be used for a public purpose, as detailed below, per Section 42F-102, Hawaii Revised Statutes.

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;

Waianae Wags is a 501(c)(3) nonprofit organization established in 2020 to help decrease the number of pet surrenders and cruel abandonments by providing pet food to pet owners who are struggling financially.

2. The goals and objectives related to the request;

To ensure that pets in low-income households and the homeless on the Waianae Coast remain fed, healthy, and with their families by providing consistent pet food distribution.

3. The public purpose and need to be served;
Waianae is one of the most economically challenged regions in Hawaii with high rates of poverty, kupuna, and families experiencing housing instability. Most are unable to reach the nearest pet food pantry in Ewa Beach. Without services in Waianae, pets are often the first “expense” families are forced to cut, leading to abandonment or surrender to the already overburdened shelters. The funds requested support both animal welfare and human well-being in one of Hawaii’s most underserved communities.
4. Describe the target population to be served; and
Low-income households who are experiencing pet food insecurity, with special focus on seniors, people with disabilities, and families with no access to reliable transportation. These residents depend on their pets for companionship, emotional support, and mental health.
5. Describe the geographic coverage.
The program is primarily focused on the Leeward Coast of Oahu but also provides outreach across the entire island.

III. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant’s approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

1. Describe the scope of work, tasks and responsibilities;

Waianae Wags will operate a pet food pantry and delivery program serving low-income, homebound, and transportation-limited households on the Waianae Coast. Grant funds will be used to purchase pet food and support transportation costs necessary to deliver food directly to eligible households, including outreach and distribution events.

a. Program Intake & Eligibility

- **Identify and enroll eligible households**
- **Maintain participant records and confidentiality**

b. Pet Food Procurement & Distribution

- **Purchase and manage inventory of pet food**

- **Operate scheduled pantry distribution days**
 - **Package and distribute food based on household need**
 - c. Delivery Operations**
 - **Schedule and complete pick-up and delivery routes**
 - **Track mileage, fuel usage, and deliveries**
 - d. Volunteer & Staff Management**
 - **Recruit, train, and supervise volunteers as needed**
 - e. Monitoring & Reporting**
 - **Track outputs (households served, pounds distributed, deliveries)**
 - **Submit required reports and financial documentation**
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;
- a. Quarter 1 – Program Continuation & Stabilization**
 - **Continue monthly pantry distributions and weekly delivery routes**
 - **Purchase additional pet food to meet growing demand**
 - **Monitor inventory and delivery capacity**
 - b. Quarter 2 – Service Expansion**
 - **Increase deliveries to additional homebound households**
 - **Recruit and train additional volunteers**
 - **Strengthen tracking and reporting systems**
 - c. Quarter 3 – Quality Improvement**
 - **Evaluate service gaps and adjust routes**
 - **Improve efficiency of deliveries**
 - **Strengthen community partnerships**
 - d. Quarter 4 – Evaluation & Sustainability**
 - **Measure outcomes and impact**

- **Submit required reports**
 - **Secure continued funding and partnerships to sustain services**
3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and

Waianae Wags will use a structured quality assurance and evaluation system to ensure that pet food and delivery services are effective, accountable, and continuously improving.

a. Monitoring

Waianae Wags will track and review the following performance measures monthly:

- **Number of households served**
- **Number of pets supported**
- **Pounds of pet food distributed**
- **Number of deliveries completed**
- **Mileage and fuel usage**

All data will be recorded in a secure tracking system and reviewed by program leadership to ensure targets are met and resources are used efficiently.

b. Evaluation

Outcomes will be evaluated quarterly and annually, including:

- **Percentage of households reporting that pet food access helped them keep their pets**
- **Reduction in pet surrender risk among participating households**
- **Participant satisfaction with pantry and delivery services**

Evaluation results will be compared to program objectives and used to measure effectiveness.

c. Quality Improvement

Waianae Wags will use evaluation findings to:

- **Adjust delivery routes and schedules to improve access**
 - **Improve inventory management to prevent shortages**
 - **Enhance volunteer training and safety protocols**
 - **Strengthen partnerships to increase capacity**
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.

Waianae Wags will report the following measures of effectiveness to the expending agency to demonstrate program performance and impact:

1. Households Served

- **Number of low-income households receiving pet food through the pantry and delivery program**

2. Pets Supported

- **Number of dogs and cats receiving food assistance**

3. Pounds of Pet Food Distributed

- **Total pounds of dog and cat food distributed annually**

4. Deliveries Completed

- **Number of delivery trips completed to homebound and transportation-limited households**

5. Access Improvement Rate

- **Percentage of delivery households reporting that they would be unable to access pet food without delivery services**

6. Pet Retention Rate

- **Percentage of participating households reporting they were able to keep their pets due to the program**

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
 - b. Personnel salaries and wages
 - c. Equipment and motor vehicles
 - d. Capital project details
 - e. Government contracts, grants, and grants in aid

Attached.

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
\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00	\$22,000.00

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

We are not seeking other sources, but relying on private donations when available.

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 for 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. **Not applicable.**
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2025. **\$8,000**

V. Experience and Capability

1. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for

providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

The program is deeply embedded in the community and trusted by residents, social service agencies, and other pet organizations. Members are born and raised in Waianae and understand the unique challenges of the Waianae Coast.

Projects (Most Recent Three Years):

Provided ongoing food distribution serving hundreds of families each year. Regularly delivered food to homeless encampments along the Waianae Coast. Tracked the number of animals served monthly for records and reporting to donors like the Hawaii Food Bank.

Provided pet food for Councilwoman Andria Tupola's homeless outreach programs.

Collaborated with other members of the Oahu Animal Welfare Alliance including the Hawaiian Humane Society.

Numerous advocacy events, including data collection for the Hawaiian Humane Society and other efforts promoting animal welfare and responsible pet care.

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.

Waianae Wags operates from a centrally located 1,000-square-foot, air-conditioned facility at 85-786 Farrington Highway in downtown Waianae, fully equipped to safely store, manage, and distribute pet food.

The facility includes secure food storage, packing and staging areas, and volunteer workspaces to support efficient operations. Temperature control is essential in Hawai'i's climate to preserve food quality and safety, and air-conditioned spaces help keep pet food in proper condition.

The facility receives ongoing professional pest control services, which are generously donated, ensuring a clean, sanitary, and compliant environment at no cost to the program. Waianae Wags also adheres to strict food handling and storage standards and passes annual inspections, demonstrating full compliance with safety, sanitation, and operational requirements.

The space is provided rent-free, allowing grant funds to be fully directed toward program services such as pet food and delivery transportation rather than overhead costs. Staff and volunteers are trained in food safety, inventory management, and distribution protocols, ensuring professional and accountable operations.

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.

Waianae Wags currently operates the program with a proven staffing model that is fully adequate to support the services proposed in this application.

Staffing

- **Program Director: Provides overall leadership, fiscal oversight, reporting, and community partnerships.**
- **Program Coordinator: Manages daily operations including intake, inventory, scheduling, volunteer coordination, and delivery logistics.**
- **Revolving Volunteer Team (+ active volunteers): Includes individual volunteers and partner organizations such as the Girl Scouts and community groups that support pantry operations, packing, data tracking, and delivery routes.**

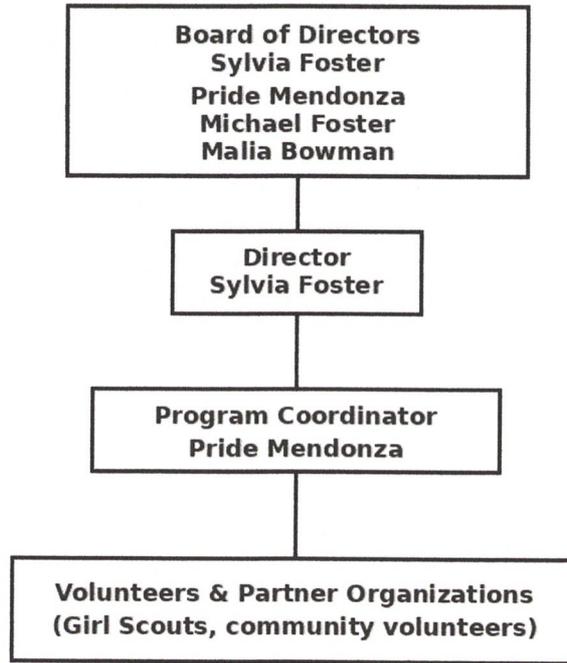
Qualifications & Experience

Program leadership brings extensive professional experience, including more than 30 years each in successfully operating their own businesses, along with expertise in community outreach and logistics in rural Hawaii. Staff and volunteers are trained in food safety, confidentiality, service delivery, safety protocols, and data tracking, ensuring professional, accountable, and high-quality program operations.

Current Service Capacity

Waianae Wags is currently serving hundreds of households annually, distributing thousands of pounds of pet food, and completing regular weekly delivery routes across the Waianae Coast. The existing staffing and volunteer model has demonstrated the capacity to meet community need and will continue to do so with grant support.

2. Organization Chart



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

3. Compensation

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

Not applicable. Waianae Wags operate entirely on volunteer support and no salaries are paid to anyone.

VII. Other

1. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain. **Not applicable.**

2. Licensure or Accreditation

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

3. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see [Article X, Section 1, of the State Constitution](#) for the relevance of this question. **Not applicable.**

4. Future Sustainability Plan

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

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

Waianae Wags is committed to sustaining the Pet Food Pantry and Delivery Program beyond Fiscal Year 2027, regardless of future grant funding. The program is already operational and supported by private donations and partnerships with other local organizations that will continue after the grant period ends. Grant funding will strengthen and expand this proven program, allowing Waianae Wags to serve more households, increase deliveries, and build long-term sustainability through documented outcomes. By keeping pets fed and with their families, the program also supports the efforts of the Hawaiian Humane Society and other local rescues, allowing them to concentrate their resources on rescue, medical care, and adoptions.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

Applicant: Waianae Wags

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 (Pet Food)	20,000			
7. Telecommunication				
8. Utilities				
9. Transportaion - Fuel for Truck	2,000			
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	22,000			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	22,000			
SOURCES OF FUNDING	(a) Total State Funds Requested	22,000	Budget Prepared By:	
	(b) Total Federal Funds Requested		Sylvia E. Foster (808) 754-7187	
	(c) Total County Funds Requested		Name (Please type or print) Phone	
	(d) Total Private/Other Funds Requested		Signature of Authorized Official Date	
TOTAL BUDGET	22,000	Sylvia E. Foster, Vice-President Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2026 to June 30, 2027

Applicant: Waianae Wags

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not applicable.			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not applicable.			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	
JUSTIFICATION/COMMENTS: Not applicable.				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2026 to June 30, 2027

Applicant: Waianae Wags

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED FY: 2024-2025	OTHER SOURCES OF FUNDS REQUESTED FY: 2024-2025	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2022-2023	FY: 2023-2024			FY: 2025-2026	FY: 2026-2027
PLANS	0	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0
DESIGN	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0
TOTAL:	0	0	0	0	0	0
JUSTIFICATION/COMMENTS: Not applicable.						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Waianae Wags

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Not applicable				
2					
3					
4					
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