

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

Stacy Sproat

PRINT NAME AND TITLE

01/07/2026

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 WAIPA FOUNDATION*

DBA/Trade Name: The Waipa Foundation

Issue Date: 12/13/2025

Status: **Compliant**

Hawaii Tax#: [REDACTED]
New Hawaii Tax#: [REDACTED]
FEIN/SSN#: [REDACTED]
UI#: No record
DCCA FILE#: 95751

Status of Compliance for this Vendor on issue date:

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

Status Legend:

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

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, 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.

Waipa Foundation

(Typed Name of Individual or Organization)


(Signature)

Stacy Sproat

(Typed Name)

1/7/26

(Date)

Executive Director

(Title)

January 15, 2026

Statement of Public Purpose

To Whom It May Concern:

I, Stacy Sproat, affirm on behalf of the Waipā Foundation that our funding request will be used for a public purpose pursuant to Section 42F-102, Hawai'i Revised Statutes.

Expansion of Waipā's produce kiosk will strengthen Kaua'i's community resilience and improve access to local, fresh food, enhance food security, and foster community connections.

Mahalo piha,

A handwritten signature in black ink, appearing to read 'Stacy Sproat', with a long horizontal flourish extending to the right.

Stacy Sproat
Executive Director

I. Certification – Please attach immediately after cover page

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.

1. See attachment.

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

2. See attachment

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

3. See attachment

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;
 - 1.1. Waipā is an intact ahupua`a which reaches from the peak of Mamalahoa to the shore at Hanalei Bay along the north shore of Kaua`i—one of 9 ahupua`a in the moku of Halele`a. It is a place of deep connection to `āina, community, wai (water), kai (ocean), and food resources. Being on the `āina of Waipa gives a feeling of continuity through time: `āina momona (bounty), generational relationships, understanding of the subtle and grand shifts of seasons and landscapes. It is a kipuka—a place of refuge from the radical transformation of land, people, and society around it. Every year local and Hawaiian `ohana move away from their generational and ancestral homes in our community—unable to compete for housing with vacationers, wealthy newcomers, part-time residents, and “zoom-towners” who work remote jobs on the mainland. The Hawaiian diaspora intensifies: now more native Hawaiians live outside of the islands than on their own `āina. These trends have resulted in a predominantly low-median income community with many residents relying on SNAP and struggling to afford basic needs like groceries. Two generations ago, hukilau (communal fishing) was still practiced, neighbors gardened and farmed their kuleana lands, and each small town had a general store. With the loss of land and access, neighborhoods fractured with short-term rentals and influx of big box stores “centrally” located over an hour away in Lihue. Fresh, local, and affordable food has been harder and harder to access for kupuna and multigenerational families who work multiple jobs just to get by with the ever increasing cost of living. Ha`ena to Hanalei is a federally designated disadvantaged community as defined by the Climate and Economic Justice Screening Tool (CEJST), Council on Environmental Quality. Our community meets the threshold criteria for low income, climate change, energy, housing, legacy pollution, and workforce development.

The Waipā Foundation’s work evolved from the community’s first efforts in the early 1980’s to save the Waipā ahupua`a from resort and golf course development. Waipa Foundation is a

501(c)(3) non-profit, incorporated in 1994 that currently holds an agricultural lease through 2050 for the entire ahupua`a from landowner Kamehameha Schools. The Foundation manages the valley as a living learning center with a myriad of programs and projects consistent with its mission of restoring Waipā's vibrant natural systems; inspiring healthy, thriving communities connected to their resources; and leading by example. Through community and 'aina and a hiki no philosophy we:

- Steward 1,600 watershed through a master lease from Kamehameha Schools, working to improve the health of stream/riparian, coastal/estuary, and upland forest ecosystems within the valley through environmental monitoring and restoration projects.
- Have developed and manage over 30 acres of productive gardens, lo`i kalo, orchards, agroforestry and cultural plantings which provide food, fiber and medicine for the community and learning sites for programming.
- Provide 'āina-based education, cultural learning, and food system programming for more than 1,000 learners each year from preK through post-high; including year round programs that specifically target families and youth with multigenerational ties to Kaua`i's north shore communities.
- Produce and distribute over 50,000 lbs of staple foods annually such as poi and 'ulu, with more than 30 years of consistent community food justice work. Today, we distribute an average of 800 lbs. of poi weekly to kūpuna and 'ohana across Kaua`i at or below cost of the production.
- Serve as a Community Food Hub, operating the only nonprofit food production, processing, and commercial kitchen facilities in Hanalei–Hā`ena that are central to Waipā's production and also host 10 small food businesses.
- Provide our target communities with access to facilities, open spaces, equipment and learning sites for cultural and community development programming, `ōhana gatherings and celebrations as well as community and public meetings.
- Create opportunities for community based economic development, and elevating healthy food, farmers, agricultural and local products through Waipā's commercial kitchen and poi mill facility, farmers markets, festivals and honor-system, self-serve retail kiosk.
- Access to ma`uka (uplands), and makai (beach/ocean) for fishing, gathering, camping, canoe storage and entry/exit for local wa`a.

1.2 Brief description of the **program's** background:

Access to and from the Hanalei to Ha`ena communities is regularly disrupted in winter due to flooding and road closures at least 2-3 times annually. These challenges intensified after the historic 2018 floods followed by the 2021 Hanalei Hill landslide which limited access for over three years. Residents could only get in and out of their communities three times a day with a DOT convoy escort. Residents struggled to access groceries and supplies in Princeville and Lihue, restaurants could not staff their businesses, and markets couldn't restock inventory. It became obvious how limited and fragile this community's food access was.

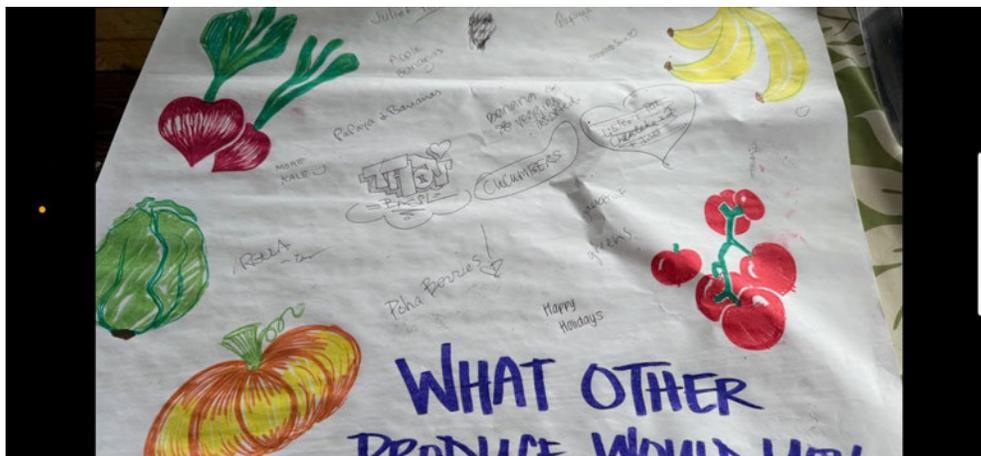
Prior to the 2018 floods, Waipā sold all of our produce at our Tuesday farmers market onsite, and hosted an honor-system pickup for poi customers in the community. After the floods and

road closures, Waipā pivoted. By increasing it's farming and food production, using grant funds to purchase a refrigerated commercial display unit, and opening a self-serve honor-system retail kiosk in the "old poi garage" Waipā created 24/7 food access to the local community. A locking cash box and Venmo/Paypal QR codes allowed for no contact transactions for fresh produce, poi, cooked kalo and ulu, savory entrees and baked goods.

In 2022, following Covid and road repairs, normal life resumed and the self-serve retail space remained an important food access point for locals and visitors and kama`āina stopped by for Waipā's now famous liliko`i poi cheesecake. As revenue increased, security issues arose and we transitioned to opening hours of 7 am- 7 pm. The stand continues to offer savory entrees, baked goods, with staples like poi, cooked kalo, and 'ulu and fresh produce. sold at below market retail to continue to support equitable access.

Because the retail space is self-serve and open 12 hours a day, it provides access outside of limited farmer's markets to local families, kupuna with transportation difficulties, and participants in Waipa's programs. However, challenges such as theft, limited data tracking, and an open-air structure have constrained its impact and growth. We have already secured funding and to make capital improvements to the kiosk. To provide safer, more efficient and more consistent access we are enclosing the space for better safety, weather protection, and product security; shifting from fully self-serve to a part-time staffed model and add a POS (point of sale) system so we can track sales and inventory properly. These renovations and upgrades are already fully funded and should be completed by the end of 2026.

Waipā is the only farm north of Kilauea in our community, which grows, sells and distributes produce besides kalo (taro). With a full range of farm equipment, Waipā's skilled farm and garden team manages two gardens, ulu and fruit orchards, and two agroforestry sites. We have consistently been producing over 10,000 pounds of kalo, ulu and vegetable crops annually. We've made and distributed more than 1 million pounds of poi since 2014! However, funding challenges in 2025 and increased need for `āina based programming by schools and families reduced production and distribution of Waipā's fresh produce by 50%. Residents continually request more fresh produce and Waipā is working to ramp up production and needs additional support.



Informal data collection from our kiosk: What Other Produce Would You Want?

Responses: Cucumber, apple banana, juliette tomatoes, more kale, assorted veggies, poha berries, thai basil, papaya, arugula, soursop, jackfruit.

2. The goals and objectives related to the request;

2.1. **Goal 1: Build staffing capacity to expand food production, retail operations, and equitable food access**

Objectives:

With grant funds, hire three part-time positions, including a farmer, retail staff member, and purchasing coordinator, so Waipā can increase food production, expand retail operations, and improve local food access for the community.

With the additional part-time farmer, increase Waipā-grown food production by 100%, producing at least 5,000 pounds of fresh produce from the 'āina for sale. This production increase refers specifically to fresh produce grown at Waipā, separate from poi/kalo.

Following constructing the kiosk enclosure and implementing POS (point of sale) installation in 2026, and with additional part-time retail staff funded through this grant, Waipā will become a SNAP-authorized retailer to better support local families who rely on EBT and reduce barriers to accessing fresh, locally grown food.

Goal 2: Strengthen local food networks and community ties through aggregation and volunteer engagement

Objectives:

With the part-time purchasing coordinator, establish two partnerships with local aggregators or farms to strengthen Kaua'i's local food system.

Increase availability of Kaua'i-grown food by 2,500 pounds through aggregation, repacking, and distribution at Waipā, separate to the 5,000 pounds of produce grown on Waipā 'āina.

With the part-time retail staff member expanding staffing capacity, Waipā's volunteer program to support farming, aggregation, and retail operations for the kiosk expansion. This branch of the volunteer program will incorporate a māhele system, allowing volunteers to share in the harvest they help produce, wash, pack, organize, and sell.

3. The public purpose and need to be served;

3.1. Expanding Waipa's kuleana, this project seeks to expand our capacity to feed our people, strengthen local food networks, and ensure that our community remains resilient in the face of rising costs, limited access, and climate-driven disruptions. This project aligns with Kaua'i's Comprehensive Economic Development Strategy (CEDS) by strengthening local agriculture, supporting small producers, expanding workforce opportunities, and improving

food system resilience in underserved rural communities. Some of these public benefits include:

- 3.1.1. **Economic Development:** Buying local produce supports local farmers. Sourcing additional fresh produce from aggregators such as `Āina Ho`okupu O Kilauea (AHK) and Mālama Kaua`i along with other farmers beyond our community will support them. In addition, Waipā’s plan includes hiring part-time staff (farmers, retail staff, volunteer manager, distribution staff) which will create local jobs and involve our community. Our hui (team) expansion continues to build a qualified local workforce, increasing local agriculture output, value-added processing, and food system infrastructure.
- 3.1.2. **Community & Food Resiliency:** Our project expansion is critical in supporting food production, aggregation, and distribution, ensuring our community’s ability to respond to climate change-related events, natural disasters, and landslides that threaten access to vital supplies for Kaua`i’s underserved populations.
- 3.1.3. **Engaging Community:** Waipā already has a strong volunteer program for poi day and community clean ups. Expanding this volunteer program to include farming, retail, and aggregation will connect people to food, culture, `āina and each other and provide skills training for home gardening as well as sending them home with a share of the food produced. Engaging volunteers to help staff the kiosk is expected to provide opportunities to connect with the community and be of service, especially for kūpuna and others who don’t get out much.
- 3.1.4. **Nutritional Benefits:** Local produce and value added products are often fresher and may contain higher nutritional value compared to produce found at Costco and other retailers that travels across the world. Access to fresh produce contributes to a more nutritious diet, providing essential proteins, vitamins, and minerals.
- 3.1.5. **Cultural Connection:** The ahupua`a of Waipā offers a wealth of diverse natural resources and food system assets, including gardens and planting sites for fruits, mixed crops, greens, kalo, ho’io and other ancestral foods. Increasing the availability of fresh, local food grown from our `āina strengthens cultural connections to the land, community and culture. Creating a volunteer program with an emphasis on māhele (share in the harvest) connects people to food, culture and `āina.
- 3.1.6. **Food Security:** Our community faces annual flooding and experiences being cut off from traditional retailer spaces many times a year. Expanding access to food at Waipa allows for food security during disruptions due to natural disasters.

4. Describe the target population to be served; and

4.1.

Population	Benefit
Low income, kūpuna	Local, fresh, affordable food in their neighborhood without

(elderly) and families with multiple risk factors	the need to travel to Lihue for affordable food, especially for those with mobility and transportation issues
Local residents who rely on SNAP	Accepting SNAP will allow more people to access Waipa’s ‘āina momona (bounty)
Multigenerational families on Kauai’s north shore	Access to local, fresh food outside of limited farmers market hours.
‘Ohana and participants of our programs	Easy access, affordable and healthy produce and prepared food
Residents and visitor volunteers	Connection to Hawaiian culture, opportunity to mālama (help) and be a part of a value-centered farm, share of the harvest, learn new skills and connect to community.

5. Describe the geographic coverage.

5.1. The core geographic coverage of our food access expansion will focus on multigenerational and low income residents on Kaua’i’s north shore with special emphasis on our local communities of Ha’ena, Wainiha and Hanalei. Implementing and strengthening our data collection will more clearly show the communities served.

5.2. While our core geographic target communities are low income, kūpuna (elderly) and families with multiple risk factors from Ha’ena to Hanalei, many Hawaiian families can no longer afford to live in their home communities on the north shore. Waipā’s programs reach extends to Kīlauea, Anini, Anahola and Kaua’i’s eastside and beyond. Expanding our kiosk helps all the families already traveling to Waipā to participate in poi day, summer programs, internships, craft fairs, and school field trips. For example the most recent Mai Uka A I Kai Summer Youth Program served 123 total participants and 9 high school age alaka’i with over 80% of the participants’ households qualifying as low income and 30% households qualifying as very low income. At the end of the summer youth program the keiki put on a ho’ike that demonstrated their knowledge to the 500 community members who came to support them from our neighborhoods near and far.

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;

Position	Tasks/responsibilities
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Farmer	Prepare land for planting, plant, fertilize, weed, water, harvest, clean, package fresh produce, fruit, and staples like 'ulu (breadfruit), kalo (taro), and 'uala (sweet potato).
Retail staff	Greet, assist customers, manage POS system, restock, clean, and track inventory.
Purchasing coordinator / retail staff.	Source, buy, and manage local produce from farmers/aggregators; track orders, manage inventory, create systems for processing POs, resolve issues, maintain records, and build strong relationships.

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

Timeline	Action	Results
Current	<ol style="list-style-type: none"> 1. Farm team that grows, harvests, completes post harvest processing, packing, and stocking 2. Farming equipment, access to fertilizer and amendments 3. Market & Events, Products & Retail, and PR & Media Manager 	<ol style="list-style-type: none"> 1. Harvest between 1400 and 4600 lbs of fresh produce annually since 2021. Sold at our self-serve kiosk and our farmers market.
Pre GIA Grant: Q1-Q3 2026	<ol style="list-style-type: none"> 1. Enclosing retail space 2. Shift from self-serve to a part-time staffed model 3. Add POS system 	<ol style="list-style-type: none"> 1. Better safety, weather protection, and product security 2. Community interaction, volunteer opportunities, safety for products. 3. Track sales, inventory, community served
Q4 2026- Q4 2027	<p>With GIA grant funds, 3 part-time positions are hired:</p> <ol style="list-style-type: none"> 1. Farmer 2. Retail staff 3. Purchasing coordinator <p>Expand data collection.</p>	<ol style="list-style-type: none"> 1. Expand food production from Waipa 'āina by 100+% in 2027 (5000 lbs) 2. Two partnerships with local aggregators 3. Increase local food availability through aggregating at Waipā by 2500 lbs 4. Become a SNAP-authorized retailer 5. Expand our volunteer

		program to include farming, harvesting, cleaning, selling and aggregating for the kiosk.
2028 and beyond	Continue to collect data 1. Communities served 2. Fresh produce grown, harvested, aggregated and sold 3. Food purchased with SNAP	1. Understand the impact of the expanded kiosk

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

3.1. Program manager and administration team will have monthly meetings at a minimum to ensure that the project is on track to meet its timeline, and outcomes/objectives. Data tracking is done via Google Drive for shared collaboration, and will include files for data collection, budget management and financial tracking, and more. All financial records are also held within Quickbooks in a separate job tracker for quality recordkeeping. Some of the key targets will be tracked in the following ways:

Target	Tracking Mechanism	Output of Evidence
Hire three part-time positions including farmer, retail staff and purchasing coordinator	Hiring paperwork through Proservice	Timesheets
Expand food production from Waipa 'āina by 100+% in 2027 (5000 lbs)	Natural Resources Data Systems (NRDS) web-based tracking program.	Food production report for 2027
Two partnerships with local aggregators	Orders, receipts, and other papertrail	Documentation of partnership
Increase local food availability through aggregating at Waipā by 2500 lbs	Inventory and sales records	Inventory report for 2027
Become a SNAP-authorized retailer	POS (point of sale) transactions	SNAP permit and an FNS Number.
Expand the volunteer program to include	Volunteer list	Volunteer schedule/time sheets

farming, harvesting, cleaning, selling and aggregating for the kiosk		
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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.

- 4.1. Hire three part-time positions including farmer, retail staff, and purchasing coordinator
- 4.2. Expand food production from Waipa ‘āina by 100+% in 2027 (5000 lbs)
- 4.3. Two partnerships with local aggregators
- 4.4. Increase local food availability through aggregating at Waipā to 2500 lbs
- 4.5. Become a SNAP-authorized retailer
- 4.6. Expand our volunteer program to include farming, harvesting, cleaning, selling and aggregating for the kiosk.

IV. Financial

Budget

- 1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
 - 1.1. Budget request by source of funds ([Link](#))
 - 1.2. Personnel salaries and wages ([Link](#))
 - 1.3. Equipment and motor vehicles ([Link](#))
 - 1.4. Capital project details ([Link](#))
 - 1.5. 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
\$33,297.26	\$33,297.26	\$33,297.26	\$33,297.26	\$133,189

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

Funding Source	Status
1. Administration for Native Americans	1. Unsecured
2. Harry and Jeanette Weinberg Foundation	2. Secured
3. Other grant and donations	3. Grant prospecting and donations from individuals
4. Revenue from produce sales	4. Ongoing

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.
 - a. NA
5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2026 for program funding.
 - a. See above section IV 1.5 Government contracts, grants, and grants in aid
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2025.
 - a. \$2,705,129 including buildings, facilities, leasehold improvements and equipment.

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.

1.1. Waipā Foundation

Waipā is a mature and high performing ‘Ōiwi (Native Hawaiian) nonprofit organization. We collaborate with public and private sector partners, organizations, and community stakeholders who share our mission. Our extensive experience and organizational capacity makes us well positioned for the success of this project:

- Over the last 30 years, Waipā has grown to 30+ employees, 25 weekly volunteers, and an annual budget of \$3.6 M, hosting more than 1,000 learners annually. This includes a combination of full-time, part-time, seasonal, and program-specific staff.
- Since 2008, Waipā has directed the investment of over \$20M towards the restoration of our ahupua‘a and building community resilience on Kaua‘i.

- Waipā produces and distributes 50,000+ lbs. of poi enhancing the health and well-being of our Kaua'i community.

From 2022-2024, Waipā's current team managed a diverse range of programs and projects, including Waipā's farmers market, keiki programs, craft fairs, fresh produce retail kiosk, and poi day. Waipā has a strong history of farm production, post-harvest handling, food safety, aggregation, distribution, retail operations, and volunteer management. These programs and projects along with the required administrative management were funded by a budget that increased from \$1.7M in 2022, to \$2.3M in 2024, and 3.5M in 2025. Audited financial statements for 2023 and 2024 are available upon request.

1.2. Grant Management

Our grant team is led by Executive Director Stacy Sproat, who oversees project execution. Waipā's Director of Finance and Administration Lea Weldon oversees all fiscal activities in-house and CW Associates serves as Waipā Foundation's CPA and financial auditor. Director of Development Maile Walters will oversee this grant including compliance and reporting. Our organization utilizes Quickbooks Nonprofit as our financial management platform and ProService Hawai'i to manage payroll and HR. Our system of project and financial oversight lies with our Board of Directors who approve long term planning, annual budgets, and establish policies to ensure compliance with applicable state and federal laws.

1.3. Project Experience

Waipā possesses decades of experience with food security, community gathering, connection to 'āina, subsidizing food costs, and safely managing volunteers during food production. Waipā is the only farm north of Kilauea which grows, sells and distributes produce besides kalo (taro). With a full range of farm equipment, Waipā's skilled farm and garden team manages two gardens, ulu and fruit orchards, and two agroforestry sites. We have consistently been producing over 10,000 pounds of kalo, ulu and vegetable crops annually. We've made and distributed more than 1 million pounds of poi with help from our kupuna and volunteer program since 2014! Additionally, we have 30 years of managing the Tuesday's Farmers' Market and 3-years of experience operating and managing our fresh produce and prepared food retail kiosk. This experience perfectly primes us for our expansion to provide safer, more efficient and more consistent access for our community to fresh food and produce.

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.

2.1. Current fresh produce and prepared food kiosk include:

- Repurposed “old poi garage”
- Two reach-in refrigerated units
- One stand up freezer
- Cash box and venmo QR code for payment
- Video surveillance for safety

Funding has been secured to update the facility by the end of 2026 to:

- Enclose space
- Update POS (point of sale) system to track sales, inventory and collect data
- Shift from fully self-serve to a part-time staffed model

Waipā’s current Fresh Produce Kiosk



Waipā’s current farm and gardens



VI. Personnel: Project Organization and Staffing

Proposed Staffing, Staff Qualifications, Supervision and Training

1. 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.

- 1.1. Waipā Foundation proposes a staffing model that builds on the existing Waipā hui (team) while adding capacity during the kiosk expansion. The expansion will be supported by seven positions in total, three of which are funded through this GIA request, with remaining positions supported through other funding sources. Below are the three positions requested in this proposal.

Together, these roles increase Waipā’s food system capacity by enabling higher food production, expanded retail hours and reliability, and increased availability of fresh produce for our community.

Position	Relevant experience
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Farmer	Hands-on agricultural experience and familiarity with crop production and post-harvest handling
Retail staff	Working with the public, managing inventory, operating POS systems, with training provided for SNAP transactions and reporting
Purchasing coordinator / staff	Strong organizational skills, relationships with local aggregators and farmers, experience with vendor coordination, recordkeeping, and basic financial tracking

1.2. Supervision, training and administration

Waipa’s team has experience with supervision, training and administration. Under the leadership of Stacy Sproat, it’s Executive Director since 2001, Waipā has grown from a small entirely volunteer organization to a thriving non-profit with a management and staff team of 30+, over 25 weekly volunteers, and a \$3.6M budget in 2025, serving thousands of learners and community annually. Stacy is part of a Native Hawaiian family of traditional and commercial mahi`ai (farmers), lawai`a (fishermen) and konohiki (resource managers) from Kaua`i’s north shore community of Kalihiwai. She directly focuses on the implementation of Waipā’s vision and mission through short and long term strategic planning and project development, budgeting, fundraising, partnership development and reporting. The direct interface with Waipā’s board, Stacy is also a hands-on leader who works closely with her team. Stacy has performed nearly every job function at Waipā, and manages Waipā’s `Āina Operations Team and 2-acre Mauka Garden which is one of Waipā’s learning sites and provides the majority of fresh produce for community distribution through the self-serve kiosk and the farmers market.

Joanne Kaona - Garden Manager

JoAnne Kaona grew up in a kalo-farming ‘ohana on Kaua`i and is a fourth-generation Native Hawaiian kalo farmer. She began working at Waipā in the summer of 2007 as a kumu (teacher) for the Mai Uka a i Kai summer program. Each summer while returning from college, she continued to work at Waipā, and in 2016 she joined the organization full time. She quickly grew into roles as Assistant Garden Manager and Assistant Youth Programs Manager. In 2024, JoAnne became Garden Manager, overseeing garden staff as well as harvest and distribution operations.

Danielle Kaiolani Loo - Market & Events, Products & Retail, and PR & Media Manager.

This position works closely with Waipā's kitchen and garden staff to develop, stock, and maintain one of the organization's primary front-facing operations: the self-serve kiosk. Danielle brings many years of experience managing staff and vendors, including oversight of Waipā's weekly farmers market. Following completion of the kiosk renovations, she will lead the expansion of Waipā's volunteer program to include farming, harvesting, cleaning, selling, and aggregating in support of kiosk operations.

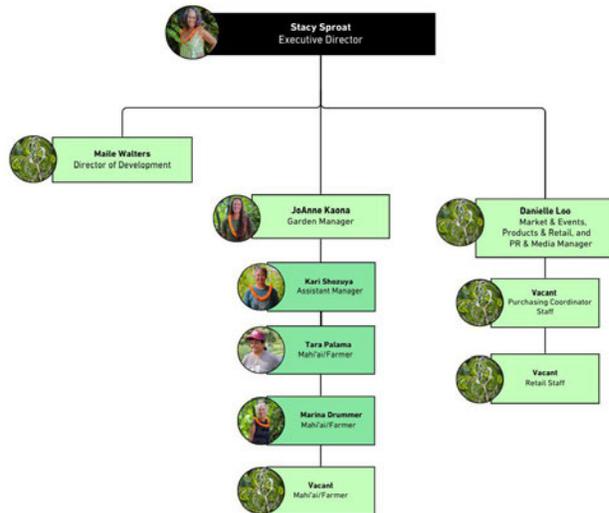
Danielle has been involved with Waipā Foundation since the late 1990s, first as a volunteer alongside her grandparents, who were encouraged to get involved by founding member David Sproat. Her grandfather, whose roots are in Ni'ihau and Kaua'i's North Shore, brought his 'ohana home after retiring from the U.S. Marine Corps to reconnect with ancestral lands. Danielle became an independent contractor with Waipā in 2014 and later transitioned into her current management role overseeing the self-serve kiosk, merchandise, and value-added products. She also manages Waipā's weekly farmers market, which has grown to more than 40 vendors and continues to expand.

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.

2.1 Project specific organization chart below. A complete Waipā Foundation organizational chart can be provided upon request.

WAIPĀ FOUNDATION ORGANIZATIONAL 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.

Position	Salary
Executive Director	\$135,000
Director of Finance and Administration	\$99,840
Director of Operations, Communications, & Community Programs	\$99,840

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.

1.1 None

2. Licensure or Accreditation

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

2.1 N/A

3. Private Educational Institutions

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

3.1 N/A

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.

4.1. If GIA funding is received for fiscal year 2027 but not thereafter, Waipā Foundation will sustain the food kiosk through a combination of volunteer hours, grant diversification, income from produce sales, and long-term staffing strategies. Waipā already has a strong volunteer program for poi day and post-harvest processing. Expanding this to engage volunteers in farming and retail with an emphasis on māhele (share in the harvest) connects people to food, culture, ‘āina and each other—as well as reducing reliance on paid staffing.

Waipā will also supplement earned revenue with community donations, private foundations, and additional grant funding. Our organization has a strong track record of diversified funding streams and the ability to pivot as needed.

In the longer term, Waipā’s five-year staffing plan includes the development of on-site housing, which will support staff retention, give our local hui (team) stable housing and help reduce labor costs. Together, volunteer programs, diversified funding, and workforce housing will allow Waipā to expand our capacity to feed our people, strengthen local food networks, and ensure that our community remains resilient, even if GIA funding is not renewed.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

Applicant: Waipā Foundation

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	91,728			171,875
2. Payroll Taxes & Assessments	18,346			34,375
3. Fringe Benefits	11,007			20,625
TOTAL PERSONNEL COST	121,081			226,874
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				1,000
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				2,000
7. Telecommunication				
8. Utilities				1,000
9 Administration fees (10%)	12,108			
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TOTAL OTHER CURRENT EXPENSES	12,108			4,000
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	133,189			230,874
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	133,189	Stacy Sproat 808-639-1815		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested	230,874	Signature of Authorized Official Jan-7-2026		
TOTAL BUDGET	364,063	Executive Director Date		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2026 to June 30, 2027

Applicant: Waipā Foundation

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Farmer	0.45	\$32,123.00	100%	\$ 32,123.00
Retail Staff	0.6	\$44,479.00	100%	\$ 44,479.00
Purchasing Coordinator / Staff	0.6	\$44,479.00	100%	\$ 44,479.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				121,081.00

JUSTIFICATION/COMMENTS: Essential staffing to expand our capacity to feed our people, strengthen local food networks, and ensure that our community remains resilient in the face of rising costs, limited access, and climate-driven disruptions.

Applicant: Waipa Foundation_____

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST
NA			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
TOTAL:			

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST
NA			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
TOTAL:			

JUSTIFICATION/COMMENTS:

Applicant: Waipa Foundation

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY:2023-2024	FY:2024-2025	FY:2025-2026	FY:2025-2026	FY:2026-2027	FY:2027-2028
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Waipa Foundation

Contracts Total: 3,250,899

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	KEMA Stream Restoration Grant	1/8/2021-3/31/2024	KEMA	State/Kaua`i County	371,140
2	Watershed Implementation Project for the Ahupua`a of Waipā Phase II	3/20/2019-3/19/2023	State Dept. of Health	U.S. EPA	490,998
3	Assessing Nature-Based Solutions to Enhance Resiliency along Coastal Waipā	8/21/2023-8/18/2025	National Fish & Wildlife F	NFWF/U.S.	268,398
4	Waipā Flood Mitigation Project	3/27/2024-completion	Hale Halawai `Ohana o Ha	State/Kauai County	1,252,000
5	Mai Halulu i Halaloa Forested Community Schoolyards Project	12/11/2024-12/31/2027	Trust for Public Land	U.S. Forest Service	445,218
6	Project Kaulukoa: Reforesting Waipā's Watershed	6/28/25-6/30/26	KUPU Hawaii	U.S. Forest Service	132,796
7	Building Propagation Capacity in Waipā	1/2/25-9/20/2026	Office of Economic Develc	Kaua`i County	40,778
8	HO`IHI Waipā Cultural Foodways Program Farm & Food Tours	10/1/2025-9/30/2027	Dept. of the Interior	DOI/US	115,445
9	Waipā Ahupua`a Maintenance & Mapping Project (Capacity Building)	9/3/2025-12/31/2026	DBEDT	State of Hawaii	54,126
10	Project Holomua: Refrigeration Capacity for Waipā's Community & Food Hub	None yet	Office of Community Svcs	State of Hawaii GIA	80,000
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