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IA-0000000527

Individual Application

Application ID	IA-0000000527	Account	
Application Status	Submitted	Contact	Jennifer Harper

ACT 310 - Application for Grants

Legal Name of Requesting Org/Individual	Kauai Food Bank, Inc	DBA	Kauai Independent Food Bank
Type of Business Entity	501 (C)(3) Non-Profit Corporation	Existing Service(Presently in Operation)	Yes
Mailing Address	3285 Waapa Road, Suite A Lihue, Hawaii 96766 United States	Amount of State Funds Requested	\$100,000.00
Island	Kauai		

Program Overview

Program 1 Overview

Program 2 Overview

Program 3 Overview

Department Notes

Agency Eligibility

Recipient of Terminated Federal Funding	No	Able to Provide Documentation Evidence	Yes
Serves Negatively Impacted Populations	Yes	Narrative	Advanced payments will not be required at this time.
Date Funding Stopped	11/1/2025		

Amount of Other Funds Available

State Fund Total Amount	\$230,000.00	County Fund Total Amount	\$38,000.00
Federal Fund Total Amount	\$0.00	Private/Other Fund Total Amount	\$502,430.00
Total Amount of State Grants	\$664,000.00	Unrestricted Assets	\$1,017,427.00

Contact Person for Matters Involving this Application

Applicant Name	Jennifer Harper	Applicant Title	Development Coordinator
Applicant Phone	8082786116	Applicant Email	development@kauaifoodbank.org

State of Hawaii Eligibility

Organization is Licensed or Accredited	Yes	Nonprofit is a 501c3	Yes
Complies with Anti-Discrimination Laws	Yes	Nonprofit has Governing Board	Yes
Will not Use State Funds for Lobbying	Yes	Is Incorporated Under Laws of State	Yes
Will Allow Access to Audit Records	Yes	Has Bylaws and Policies	Yes

Account Information

Organization Name	Kauai Food Bank, Inc	Organization DBA	Kauai Independent Food Bank
EIN	██████████	Street	3285 Wa'apa Road, Suite A
Account Email	development@kauaifoodbank.org	City	Lihue
Account Phone	8082786116	State	HI
Website	https://kauaifoodbank.org/	Zip	96766
Mission Statement	The Mission of the Kauai Independent Food Bank is "To Educate, Provide Nutritious Food for the Hungry, and Respond to Emergencies".		

Point of Contact

Point of Contact First Name	Jennifer Harper	Point of Contact Last Name	Jennifer Harper
Point of Contact Title	Development Coordinator	Point of Contact Email	development@kauaifoodbank.org
Point of Contact Phone	8082786116		

Leadership

Leadership First Name	Kelvin	Leadership Last Name	Moniz
Leadership Title	Executive Director	Leadership Email	kmoniz@kauaifoodbank.org
Leadership Phone	8086524737		

Background and Summary

Applicant Background	The Kauai Independent Food Bank (KIFB) serves the more than 73,000 residents of the County of Kauai & Niihau, with a specific focus on keiki (children) & kupuna (elderly), our island's most vulnerable demographics, in addition to a growing houseless population, and local residents in need of food support. Formed in 1992 as a grassroots response to Hurricane Iniki, KIFB has 33 years of experience getting food to those who need it most. KIFB incorporated & was granted 501 (c) 3 status in 1995 and we are proud to report that we distribute more than 300,000 pounds of food annually, feeding the food insecure of Kauai. Our Mission is to "Educate, Provide Nutritious Food for the Hungry, & Respond to Emergencies". KIFB operates 4 core programs: *Keiki Café-daily, nutritious snacks for keiki enrolled in after-school & summer programs*Backpack: weekly, food-filled backpacks with ingredients for 5-7 weekend meals for keiki. *Kupuna: monthly, home-delivered food boxes containing fresh produce, proteins, and shelf-stable items. *Emergency Distribution: providing "on-demand" emergency foods to those in need every operating day; bi-monthly community food distributions where clients come select foods including locally sourced meats, produce, poi, & shelf-stable food items. Seasonal drive-through community food distributions at a local site such as Kaua'i Veteran's Center.		
Funding Request Purpose	As mentioned, KIFB was started as a grassroots organization; in 1992 Hurricane Iniki made a direct hit to the island of Kauai. Thousands of residents were without food, water, shelter, and other basic necessities and this lasted for many months. Initially staffed by volunteers, today, we operate with a fulltime staff of 6 people, distributing over 300,000 pounds of food annually. Our goal, our kuleana, has always been to end hunger and food insecurity here on Kauai. With 33 years and counting providing food assistance directly to our Kauai community, KIFB continues in our endeavors that no one has been nor will ever be turned away empty-handed that is in need of food support. Objectives to accomplish our goals include continuation of		

year-round operation of our four core programs that feed our people here on Kauai. Keiki Café, Backpack Program, Kupuna, Program, and Emergency Distribution Program. The Emergency Distribution Program is currently being impacted greatly by the reduction in SNAP benefits, rising grocery costs, tariffs, and the shutdown of the federal government. KIFB is seeing a sharp increase in the requests for urgent/emergency food support.

Geographic Coverage Served	KIFB serves all sides of the island of Kauai and does provide food support to some keiki on the island of Niihau as well. Our warehouse is located in Lihue; however, we partner with agencies and food pantries across the entire island to ensure that we are supporting those in need who may lack access to transportation to our Lihue location.
Public Purpose or Need Served	KIFB serves all persons in need of food assistance here on Kauai. We do not discriminate for any reason, and no income qualifications nor probing questions are required. Food is distributed via one of our core programs mentioned previously, and we will continue to offer food support for those in need on our island. The purpose is to reduce hunger and food insecurity on the island of Kauai and ensure that all persons in need of a safe, reliable resource for food have access.
Target Population Served	Our target population is anyone in need of food support on our island. KIFB does focus on keiki and kupuna, as these demographics are at higher risk for food insecurity and hunger, however, all persons in need are served. Both Keiki Café and Backpack Programs provide food support to keiki across the island. Kupuna Program is delivery of food to homebound kupuna. The Emergency Distribution Program sees people of all ages, from all backgrounds, including many new faces in recent weeks due to the financial difficulties many are facing today.

Summary and Outcomes

Measure(s) of Effectiveness	KIFB will continue to carefully track and monitor key factors including number of persons served, demographics (i.e. keiki, kupuna, emergency requests, etc.), participants place of residence (ensures that all areas of our island are receiving food support from our programs), as well as costs associated with all programs. This is especially important at this time due to rapidly increasing food costs on Kauai. Our intended outcomes include the ability to respond to every food request that KIFB receives, expand enrollment numbers as needed to our programs, and eliminate hunger and food insecurity on Kauai.
Projected Annual Timeline	KIFB is a year-round organization; food is distributed every operating day. Projected timeline associated with this request is dependent upon determination by the State of Hawaii. Estimated timeline is 12/1/2025 through 11/30/2026 for this grant request.
Quality Assurance and Evaluation Plans	KIFB evaluates every program and operation we undertake. Data is gathered by our staff, site location staff, and partnering agencies and compiled in monthly reports which are reported to the Executive Director and Board of Directors. External audits occur annually with required public disclosures. Programs are evaluated for numbers served, pounds of food received/distributed, demographics, as well as satisfaction with food offerings. All grant and donation monies are overseen by our Controller under the leadership of our Executive Director. The controller ensures that grants and donations are expended per conditions set forth by the grantor/donor. KIFB seeks routine feedback from participating site staff to ensure that all persons in need of food support are served.
Scope of Work	Scope of work at KIFB includes food distribution via our four core programs. Each program has a specific scope, tasks, and responsibilities. Keiki Café foods are purchased, packaged, and delivered directly to participating program locations island-wide. Foods are distributed to keiki during after-school programs such as A+, Boys and Girls Clubs, county programs, and others. Backpack Program foods are purchased, packed, and delivered to participating locations as well, and distributed by site staff to keiki to take home for weekends/school holidays, when school provided meals are unavailable. Kupuna Program foods are purchased by KIFB staff, and typically delivered to a partnering agency for packing and home delivery. Emergency Distribution program foods are both purchased and donated food items, purchased and/or received by KIFB staff. They are then sorted and inventoried prior to distribution to the community. Foods are distributed every operating day "on-demand" directly to those in need from our Lihue location. Additionally, we operate bi-monthly, free community food distributions on the second and fourth Wednesdays of each month. Foods include fresh vegetables and fruits, local poi, proteins, and shelf-stable items. Recently, KIFB has been adding weekly community distributions from our warehouse as the demand for urgent food support has risen sharply throughout 2025. Several times each year, KIFB also holds a drive-through food distribution at a local site (i.e. Kauai Veteran's Center), where the community can drive through and receive food boxes with both fresh foods and shelf-stable items offered.

Financial Information

Q1 Requested Amount	\$25,000.00	Q3 Requested Amount	\$25,000.00
Q2 Requested Amount	\$25,000.00	Q4 Requested Amount	\$25,000.00

Sources of Funding	State of Hawaii GIA, County of Kauai, Hawaii Community Foundation, Bank of Hawaii Foundation, various grantors, food drives, fund raising events (concert, Santa pics, etc)	State and Federal Tax Credits	N/A None
State and Federal Contracts and Grants	2023: State of Hawaii GIA SNAP \$ 50,000.00 2025: State of Hawaii GIA: 75,000 (approved, pending release of funds) County of Kauai 2023; \$10,000 Kupuna Program County of Kauai 2024: \$7500.00 Kupuna Program County of Kauai 2025 Kupuna Program: \$8,000.00 County of Kauai 2025 Agency on Elderly Affairs Grant for Kupuna; \$30,000.00	Prior FY Balance of Unrestricted Assets	\$1,017,427.00

Experience, Capability, and Personnel

Skills and Experience	Executive Director- Kelvin Moniz has more than three decades of experience in responding to the needs of the hungry in Kauai. Kelvin has been with KIFB for 26 years & oversees the operations of the entire organization. Born & raised on Kauai, Kelvin has deep, lasting relationships with many Kauai-based businesses, organizations, & food purveyors. Kelvin is passionate about developing & implementing strategies to carry out the mission of KIFB. Controller- Ensures all income and expenditures for KIFB programs & operations are appropriately documented & charged to the correct funding source. Barbara guides financial decisions and monitors financial conditions as well as participating in audits. She processes accounts payables & receivables, and facilitates payroll for employees. Barbara also monitors grant spending carefully to ensure that all conditions, restrictions and rules from the grantor are met. Warehouse Manager- Identifies, procures, & stores the foods required for all KIFB programs & oversees delivery to our program partners. Currently is also acting as our driver to ensure that all programs receive fresh, properly stored foods to be distributed to our Keiki Café and Backpack program participants. Manager has 11+ years of service with KIFB Development Coordinator-Responsible for grant preparation, submission & reporting, donation management, & campaign marketing. She is responsible for submitting grant applications in a timely manner, and filing grant spending reports as directed by the grantor. Jennifer also routinely seeks out new opportunities for grantors, particularly those with a focus on Kauai, Hawaii, and food security. Jennifer manages the social media accounts for KIFB as well. Driver/Warehouse (Open Position)- The driver/warehouse person is responsible to deliver/pick-up food for agency and program initiatives. He or she assists in the bi-monthly community food distributions, as well as responding to in-person requests for emergency food. In addition, he/she assists warehouse staff with daily operations. *Currently being handled by warehouse manager. KIFB partners with RSVP (Retired Senior Volunteers Program), the County of Kauai, Kauai United Methodist Church, & Ka Hale Pono to assist with meal deliveries for our Kupuna Program. Community volunteers come in weekly from local organizations like Kauai High School Leos, United Airlines Lihue crew, Alaska Airlines crew, and many others. Additionally, we partner with many local Kauai farmers & ranchers to provide lean proteins, poi, tofu, & fresh fruits & vegetables, reducing our reliance on canned & pre-packaged, highly processed foods. These partnerships support local agriculture on the island & keep monies on Kauai rather than spending with mainland suppliers. Multiple agencies & food pantries also partner with KIFB to ensure that clients in all areas of the island have access to emergency food resources. KIFB's four core programs are the backbone of the organization. KIFB started with emergency response, as previously indicated, but expanded to include the Keiki Café, Backpack, and Kupuna programs. These programs have been operating for approximately 20 years (or more), and continue on a year round basis today.
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Facilities	KIFB currently resides at 3285 Waapa Road in Lihue HI. Warehouse was built circa 1960's and sits on a lot that is 26,925 square feet. The land is leased from the Department of Land and Natural Resources for \$480 per year, beginning 10/01/23 and ending 09/30/2063. Annual rent to be renegotiated every ten years. The building is owned by Kauai Food Bank, Inc., DBA Kauai Independent Food Bank. KIFB's warehouse space is approximately 4,000 square feet and has a built in refrigeration unit as well as four free-standing freezers and racks for non-perishable food storage.
Proposed Staffing and Service Capacity	Staffing, qualifications, and supervision/training noted in Experience and Capability prompt including: Executive Director- Kelvin Moniz has more than three decades of experience in responding to the needs of the hungry in Kauai. Kelvin has been with KIFB for 26 years & oversees the operations of the entire organization. Born & raised on Kauai, Kelvin has deep, lasting relationships with many Kauai-based businesses, organizations, & food purveyors. Kelvin is passionate about developing & implementing strategies to carry out the mission of KIFB. Controller- Ensures all income and expenditures for KIFB programs & operations are appropriately documented & charged to the correct funding source. Barbara guides financial decisions and monitors financial conditions as well as participating in audits. She processes accounts payables & receivables, and facilitates payroll for employees. Barbara also monitors grant spending carefully to ensure that all conditions, restrictions and rules from the grantor are met. Warehouse Manager- Identifies, procures, & stores the foods required for all KIFB programs & oversees delivery to our program partners. Currently is also acting as our driver to ensure that all programs receive fresh, properly stored foods to be distributed to our Keiki Café and Backpack program participants. Manager has 11+ years of service with KIFB Development Coordinator-Responsible for grant preparation, submission & reporting, donation management, & campaign marketing. She is responsible for submitting grant applications in a timely manner, and filing grant spending reports as directed by the grantor. Jennifer also routinely seeks out new opportunities for grantors, particularly those with a focus on Kauai, Hawaii, and food security. Jennifer manages the social media accounts for KIFB as well. Driver/Warehouse (Open Position)- The driver/warehouse person is responsible to deliver/pick-up food for agency and program initiatives. He or she assists in the bi-monthly community food distributions, as well as responding to in-person requests for emergency food. In addition, he/she assists warehouse staff with daily operations. *Currently being handled by warehouse manager. KIFB partners with RSVP (Retired Senior Volunteers Program), the County of Kauai, Kauai United Methodist Church, & Ka Hale Pono to assist with meal deliveries for our Kupuna Program. Community volunteers come in weekly from local organizations like Kauai High School Leos, United Airlines Lihue crew, Alaska Airlines crew, and many others. Additionally, we partner with many local Kauai farmers & ranchers to provide lean proteins, poi, tofu, & fresh fruits & vegetables, reducing our reliance on canned & pre-packaged, highly processed foods. These partnerships support local agriculture on the island & keep monies on Kauai rather than spending with mainland suppliers. Multiple agencies & food pantries also partner with KIFB to ensure that clients in all areas of the island have access to emergency food resources. KIFB's four core programs are the backbone of the organization. KIFB started with emergency response, as previously indicated, but expanded to include the Keiki Café, Backpack, and Kupuna programs. These programs have been operating for approximately 20 years (or more), and continue on a year round basis today.
Staff Position(s) and Compensation	Executive Director: \$ 95,362.38 Controller: \$ 59,672.47 Warehouse Manager: \$ 58,300.00

Other Information

Pending Litigation	None, N/A
Special Licensure or Accreditations	None, N/A
Private Educational Institutions	The grant will NOT be used to support or benefit a sectarian or non-sectarian private educational institution.

Confirmations

Documentation of Federal Impacts ☒

Hawaii Compliance Express Certificate ☒

IRS Determination Letter ☒

Records Retention Policy ☒

Authorized Representative Certification ☒

Active Status with the Hawaii AG ☒

Certificate of Good Standing by the DCCA ☒

By-laws or Corporate Resolutions ☒

Signee Title Executive Director

System Information

Application Type Act 310 Nonprofit Grant Application

Applied Date 10/21/2025, 1:21 PM

Owner Name

Category Grant Application

Created By Jennifer Harper, 10/20/2025, 11:23 AM

Created Date 10/20/2025, 11:23 AM

Last Modified By Jennifer Harper, 10/21/2025, 1:21 PM

Last Modified Date 10/21/2025, 1:21 PM

Files

Budget Request by Source

Last Modified 10/21/2025, 1:20 PM

Created By Jennifer Harper

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Last Modified 10/21/2025, 12:46 PM

Created By Jennifer Harper

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Last Modified 10/21/2025, 12:46 PM

Created By Jennifer Harper

AG Active Status 10-14-2025

Last Modified 10/21/2025, 11:38 AM

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501(c)3 status (1)

Last Modified 10/21/2025, 11:38 AM

Created By Jennifer Harper

Records Retention with Certification by BOD

Last Modified 10/21/2025, 11:37 AM

Created By Jennifer Harper

By Laws - Revised 3.20.2019 signed

Last Modified 10/21/2025, 11:37 AM

Created By Jennifer Harper

KFB_Certificate_Good Standing

Last Modified 10/21/2025, 11:33 AM

Created By Jennifer Harper

Sustainability Statement 2025

Last Modified 10/21/2025, 11:31 AM

Created By Jennifer Harper

Org Chart 2025

Last Modified 10/21/2025, 11:23 AM

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KFB_HCE_Certificate

Last Modified 10/21/2025, 6:33 AM

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KFB_HCE_Certificate

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