

House District 15

Senate District 8

THE TWENTY-NINTH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: _____

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Recipient" means any organization or person receiving a grant.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): _____

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Malama Kauai

Db/a: _____

Street Address:
PO Box 1414, Kilauea, HI 96754

Mailing Address:
PO Box 1414, Kilauea, HI 96754

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name MEGAN FOX

Title Director of Operations

Phone # 808-828-0685 x12

Fax # 808-828-0485

E-mail megan@malamakauai.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
- FOR PROFIT CORPORATION INCORPORATED IN HAWAII
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL
- OTHER

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

KAUAI MOBILE COMMERCIAL KITCHEN

4. FEDERAL TAX ID # _____

5. STATE TAX ID # _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2018: \$ 25,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ _____
 FEDERAL \$ _____
 COUNTY \$ _____
 PRIVATE/OTHER \$ _____

REPRESENTATIVE

KEONE KEALOHA, PRESIDENT OF THE BOARD
NAME & TITLE

1/16/2017
DATE SIGNED



RECEIVED
1/19/17 AS

Application for Grants

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

I. 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;

Malama Kauai, founded in 2006, is a organization that focuses on advocating, educating, and driving action towards a sustainable Kaua'i. We consider the interrelatedness of all issues and the need for a holistic approach focusing on three principles, 'aina, community, and culture. Most recently our work has focused on sustainable economic and workforce development within the agricultural sector.

Some of our core programs and projects include an 8-acre Community Farm, Kaua'i School Garden Network, Village Harvest gleaning program, AmeriCorps VISTA project management, and the Kaua'i Ag Internship Program. We have also worked with agricultural groups to assist in infrastructure development to help increase revenue for producers. For example, we acted as fiscal sponsors and helped fundraise \$220,000 for the Kilauea Community Agricultural Center (formerly Kilauea Ag Park); and recently received a grant for Kalalea/Anehola Farmers Hui from the Dept. of Agriculture to build the capacity of their membership and farmers market on Department of Hawaiian Home Lands.

2. The goals and objectives related to the request;

The goals and objectives of purchasing a Mobile Commercial Kitchen for Kaua'i include:

- Meeting the infrastructure needs for Kawaikini's school food program, so that children and families can have access to a 5-days/week reimbursable breakfast, lunch and snack program until their full cafeteria is built (after which time, we will move to the next school without a school food program).
- Utilize the kitchen on weekends in other nonprofit educational programs and to benefit low-income agricultural producer communities, such as Kalalea/Anehola Farmers Hui in Anahola, Kealia Farms in Kapaa, and IWIKUA in Waimea.

The total cost for the Mobile Commercial Kitchen is \$75,980, with a discount from the manufacturer bringing the actual cost to \$70,000. Initially we were looking at shippers who were in various cities on the mainland and Canada, and the cost of the kitchen was above \$90,000, however we have now found a manufacturer on the Oahu. HI Food Group Incorporated, has graciously agreed to bring the cost to only \$70,000. We are requesting \$25,000, approximately 33% of this cost, through this GIA/CIP request.

3. The public purpose and need to be served;

Kawaikini NCPCS students are in need of both breakfast and lunch service, yet no commercial kitchen facilities are currently available during the full days and times needed, determined after

exhaustive searching since 2014. This need is mirrored by community-based agricultural groups across the island who have consistently communicated their need for, and lack of access to, a commercial kitchen space.

50% of the population of students qualify for free or reduced priced lunch. For this reason only providing students with lunch 3 days a week presents a burden for many parents who struggle to provide a lunch for the two days that is not provided by the school. Many of the students who are coming from impoverished homes either have their only meals at school or are being packed unhealthy, processed meals that are filled with empty calories and excessive sodium and sugar. The argument being, many of those kinds of foods are cheaper or more cost efficient for the families. However that logic has lead to higher cases of obesity and other health risk associated with unhealthy eating. Obesity is a major issue Kaua'i, especially within the Native Hawaiian population, including youth. Native Hawaiians on Kaua'i have a much higher incidence of obesity and the health problems correlated with it. In 2011 23.7% of total adult population in Kaua'i County was obese, yet 50% of all Native Hawaiians were obese. 28.5% of children ages 10 - 17 were overweight and obese (CDC).

4. Describe the target population to be served; and

The target population that would be served with a mobile food trailer would be primarily the students at Kawaikini NCPCS. Of the 149 students that attend the school between 90-110 are participants in the school lunch program. Approximately 90%of students are Native Hawaiian and approximately 50% of which qualify for free/reduced meals. According to the Kaua'i Community Health Need Assessment report, in which community members were surveyed, it was identified that health and wellness should be a greater priority in the school – specifically healthy school lunches and teachers encouraging healthy eating habits. School health education and food ranked in the top 5 list of the report's Leadership Committee priorities, focusing on convenient access to affordable healthy food for busy families and life-long community health education.

The trailer being easily accessible and movable, yet not a food truck, is intentional. We not only want to create healthy meals for the students at Kawaikini NCPCS but also for the community as a whole, with an emphasis on low-income neighborhoods and communities of agricultural producers. Communities have very limited access to commercial kitchen facilities, and although some are planned for the next 3-10 years, there is nothing becoming available in the immediate future to meet this current and pressing need. This also allows us to move the Mobile Commercial Kitchen easily to where it is needed, even when community needs change in the future.

5. Describe the geographic coverage.

Although the Mobile Commercial Kitchen will be primarily stations at Kawaikini NCPCS in Lihue, the beauty of the facility is that it can serve a wide range of needs and locations across the island of Kauai.

II. 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;

The objective of this project is to continue to provide not only the students but the community at large with nutritious and local meals and access to economic development opportunities around value-added production.

In order to fulfill that objective we are going to continue working with Lorna and Kaulana Poe who is the vendor for the lunches at Kawaikini NCPCS. She currently provides healthy and local meals not only for the students, but for the community as well. Having an easily accessible and mobile space ensures production of those meals efficiently. Cultural preservation is important to Malama Kauai, having an Auntie who is connected so closely with the community helps to reinforce the cultural bond. There is a close collaboration between the Village Harvest Program and the meals service program. The Village Harvest program rescues produce from the community and donates it to school food programs and food pantries on Kauai.

Lorna and Kaulana provide the Kawaikini students with lunch, Monday, Wednesday, and Friday. They have a special connection with the school, being the grandmother of several of the students and father of one student. She makes sure the students have a nutritious meal with as much locally produced ingredients as possible. Providing healthy school meals has proven to have significant positive effects on student health, especially in relation to reduced obesity. In states where school meal nutritional requirements fell below those currently recommended by the USDA, rates of obesity were doubled among children consuming reduced-price or free meals compared with children not eating school-provided lunches (26% versus 13.9%). In contrast, the difference in rates of obesity was much less pronounced in states exceeding the USDA nutritional standards (21.1% versus 17.4%) (American Medical Association).

One of the responsibilities of Malama Kauai is to build capacity for the schools and communities it works with. Malama Kauai is creating the foundation to which other programs can be built. Securing a space where healthy, local, well balanced meals and value-added products can be produced is great tool not only for the Kawaikini NCPCS but also for the other communities Malama Kauai works with on the island.

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

The intention is to serve lunch 5 days a week by the start of the 2017-2018 academic year, so being able to order the Mobile Commercial Kitchen in July is ideal timing. We would like to then follow up with serving breakfast 5 days a week at the start of the 2018-2019 academic year. We expect to give the school three to six months to settle into their program before bringing the Mobile Commercial Kitchen to other communities on the weekends.

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

Quality assurance and evaluation will be assessed via effectiveness measurements (below), as well as client satisfaction through surveys of commercial kitchen users, school, and student meal participation. By reviewing this data regularly we can make continuous improvements.

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.

Objectively, we will measure our effectiveness by:

- The availability of a sustainable, federally-reimbursed school food program for Kawaikini NCPCS that operates 5 days a week
- The number of agricultural producers and food-related entrepreneurs we are able to provide service to through weekend Mobile Commercial Kitchen use

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2018.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$25,000				\$25,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2018.

Specifically for the Mobile Commercial Kitchen, we will be making requests for funding to:

- Harry and Jeanette Weinberg Foundation
- Hawaii Community Foundation
- Friends of Hawaii Charities
- Visitor Industry Charity Walk
- Matson Foundation (to request \$6,000 in shipping costs supported)
- Others TBD

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

Not applicable

5. The applicant shall provide a listing of all federal, state, and county government contracts and grants it has been and will be receiving for program funding.

Not applicable

5. Balance of its unrestricted current assets as of December 31, 2016:

\$1,364

IV. Experience and Capability

A. Necessary Skills and Experience

Malama Kaua'i has been working on local food system issues, including experience with managing large government grants, for over a decade. We have also run the Kaua'i School Garden Network since 2010, working with schools on their garden and food program goals and programs. Since we began working on the Hawaiian Charter School Food Program in 2014, we have secured over \$120,000 for Ke Kula Ni'ihau and established a federally-reimbursed meal program at the school to meet the needs of their students. Kawaikini NCPCS is the next school in need of such services that is ready and prepared to execute on a meal program roll-out.

Kawaikini currently provides between 90-110 students with lunch 3 days a week. Lorna Cummings-Poe and Kaulana Poe are professional caterers and have the necessary skills needed to perform this task, as well as to provide for the school when they expand to 5 days a week. They have been crucial in the preparing and serving Kawaikini's temporary lunch program since 2015. Each meal must cost \$4.00 a plate which can create a financial strain for any vendor, and why we were unable to obtain another vendor to meet the Federal reimbursement requirements for the National School Lunch program (NSLP). With an established Mobile Commercial Kitchen facility, the school will be able to expand to expand its offerings and qualify for Federal reimbursements.

Megan Fox has been with Malama Kaua'i since 2014 serving as Program Manager / Project Director, Director of Operations, and as of 2017 – Executive Director. Megan supports general operations, program management, fundraising, marketing, and general administration of the organization. Megan has a diverse background that spans nonprofits, startups, and educational institutions with over a decade of focus on workforce development, organizational capacity building, business development, and program launches and turnarounds. She has launched and managed complex programs and projects throughout her career, and has a passion for building capacity and growth within Kaua'i's agriculture industry. Megan has a Bachelor of Science in Management and Public Policy with a focus on Human Resources and is a published author on creating job programs. She is also the VP for the Advisory Board of the University of Hawaii's Kaua'i Master Gardener program.

Akasha Anderson-Nelms is Kawaikini's full-time Farm-to-School AmeriCorps VISTA who is program manager for the school food program roll-out and associated kitchen use. She has a Masters in Food Studies from New York University as well as a BA in American Studies. Her most recent work experience includes acting as an Assistant Teacher for Butter Beans afterschool cooking class program, the Administrative Manager for Organic Food Incubator, and an Administrative Assistant at Columbia University. Akasha lives with her family in Kapa'a. Akasha has worked in commercial kitchen settings in various capacities, from service as a busy restaurant to administratively for a food incubator, all located in New York City.

Three organizations that have demonstrated a commitment in hosting the Mobile Commercial Kitchen in their communities on the weekends are Kalalea/Anehola Farmers Hui in Anahola, Kaelia Farms in Kapaa, and IWIKUA in Waimea. All three organizations' missions are focused on local food system development and supporting farmers to increase their revenue-generation opportunities. They will be administrative contact points for scheduling kitchen users during weekends, and we will be hiring a part-time staff person to oversee the transportation and administration of weekend rentals, funded by low-cost user fees.

B. Facilities

The Mobile Commercial Kitchen would be parked at Kawaikini NCPCS Monday through Friday. We have a designated spot on campus as well as a working relationship with our current commercial kitchen space to use their facility as a grey water depository. There are pending legislation by the Department of Health that will enable all preparation and storage happen within the truck, which eliminates the amount of time that is spent in transportation to and from the commercial kitchen space. Instead we'd have the ability to make one trip to deposit the grey water and refill water simultaneously.

On weekends, the Mobile Commercial Kitchen would be utilized to benefit low-income agricultural producer communities, such as Kalalea/Anehola Farmers Hui in Anahola, Kealia Farms in Kapaa, and IWIKUA in Waimea. All of these groups have appropriate locations to park the kitchen for their communities' use.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

We have been in the planning phase for Kawaikini's school food program since 2014, and our previous experience in creating Ke Kula Ni'ihau's successful school food program provides a clear example of our capacity and ability to supervise, train, and provide administrative oversight for Kawaikini's program. Kawaikini's lunch program will be overseen by Megan Fox, Project Director; Akasha Anderson-Nelms, Farm-to-School Program Manager; Lorna and Kaulana Poe, Kitchen Manager & Assistant Cook; and Kawaikini administrative staff. Please see program *Organizational Chart* for further details and lines of supervision and *Necessary Skills and Experience* section for detail staff backgrounds and qualifications.

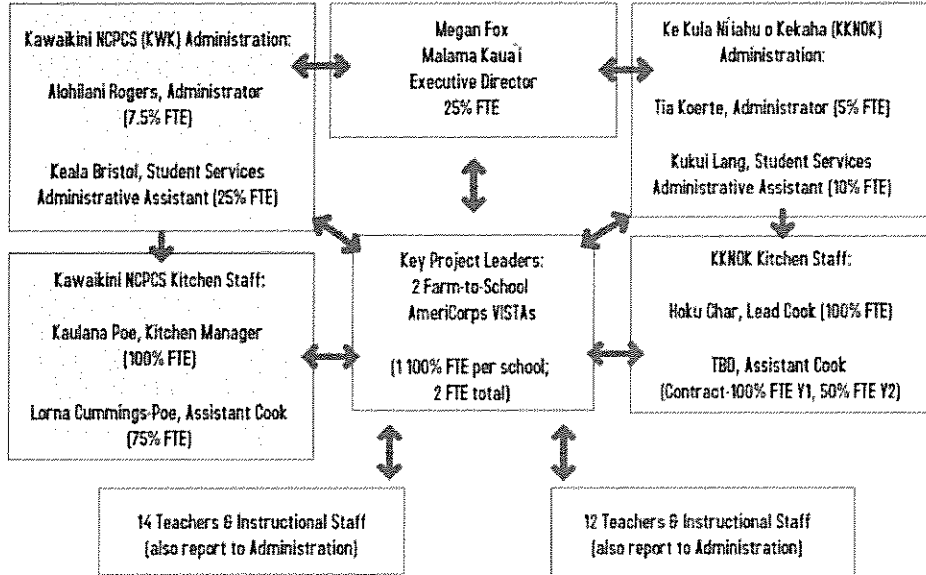
B. Organization Charts

The Mobile Commercial Kitchen will be a core component of our Farm-to-School (Mala'ai Kula) pilots for the Hawaiian Charter School Food Program, at Kawaikini NCPCS. Megan Fox is the Project Director and Akasha Anderson-Nelms is the Program Manager for Kawaikini's site and program. Weekend use of the Mobile Commercial Kitchen falls within our areas of Sustainable Economic Development and Community Capacity Building, by providing highly needed resources to low-income areas of the island with key partners addressing agricultural producers need for revenue generation and access to resources for value-added production.



Kauai Mala'ai Kula Program Org Chart

We see all of our relationships as partnerships, where every individual is a part of a broad-based team - one where our keiki and their families are the first priority. We are dedicated to consistent communication, collaboration, and excellence in serving these families.

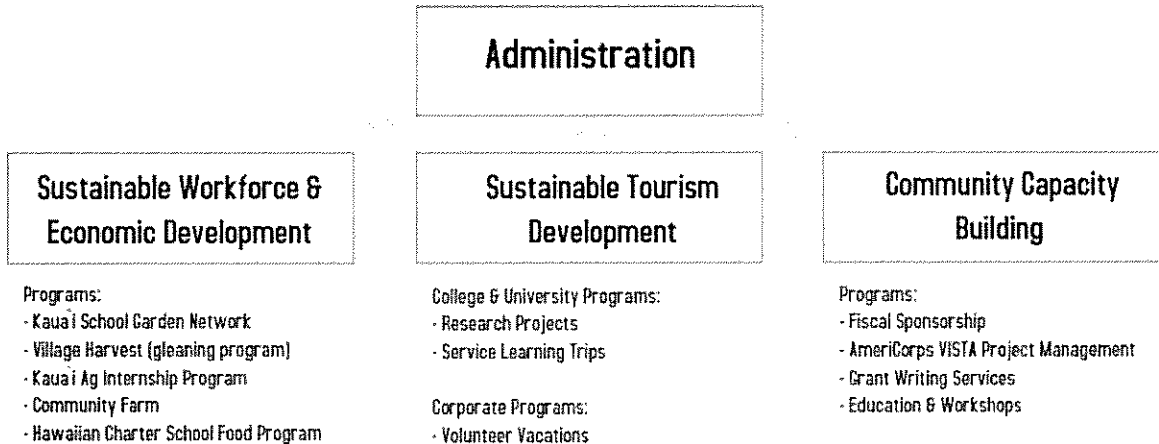


Indirect Organizational Support Staff & Partners

Full-time AmeriCorps VISTA Members: VISTA Leader/Manager, Fundraising & Development, Volunteer Coordinator, 2 Youth & Food Programs Coordinators, & Village Harvest Program Manager

Partners: Kauai Master Gardeners, Kokua Hawaii Foundation, Ho'ola Lahui Community Health Center

Malama Kauai Program Organizational Chart



C. Compensation

Annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position for 2016:

- Executive Director - \$ 32,050
- Director of Operations - \$ 11,318
- SNAP/EBT Program Manager - \$ 7,582

VI. Other

A. Litigation - Not Applicable

B. Licensure or Accreditation - Not Applicable

C. Private Educational Institution

The grant will not be used to support or benefit a sectarian or non-sectarian private educational institution.

D. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2017-18 the activity funded by the grant if the grant of this application is: (1) Received by the applicant for fiscal year 2017-18, but (2) Not received by the applicant thereafter.

This is a one-time request for a capital purchase, and therefore no continued funding is required. The Mobile Commercial Kitchen's continued operational costs will be covered via low-cost rental fees to organizations who utilize it on the weekends in order to cover its needed annual costs in fuel, maintenance, transportation, certification, and insurance.

Pacific Gateway Center on Oahu charges between \$20-\$50/hr, and if we follow a similar model, this would provide us with a \$250-500 fee for each 10-hour location use day. If we achieve consistent Sat/Sun usage, this equates to approximately \$26,000 to \$52,000 annually in revenue to cover costs of fuel, maintenance, transportation, certification, and insurance.

Additionally, once Kawaikini is able to complete their full cafeteria build, the Mobile Commercial Kitchen can then be relocated to another school without a school food program, ensuring a lifespan of meeting community-based needs.

E. Certificate of Good Standing (Attached)

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2017 to June 30, 2018

Applicant: Malama Kauai

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES	25,000			45,000
E. CAPITAL				
TOTAL (A+B+C+D+E)	25,000			45,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	25,000	Megan Fox 818-828-0685		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		1/16/17		
(d) Total Private/Other Funds Requested	45,000	Date		
TOTAL BUDGET	70,000	Keone Koubing, Board President		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2017 to June 30, 2018

Applicant: Malama Kaua'i

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

JUSTIFICATION/COMMENTS:

Not applicable

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
20' ft Mobile Commercial Kitchen (includes shipping & discount)	1.00	\$70,000.00	\$ 70,000.00	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	1		\$ 70,000.00	

JUSTIFICATION/COMMENTS:

Includes shipping costs

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2017 to June 30, 2018

Applicant: Malama Kauai

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2015-2016	FY: 2016-2017	FY:2017-2018	FY:2017-2018	FY:2018-2019	FY:2019-2020
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						
Not applicable						

GOVERNMENT CONTRACTS AND / OR GRANTS

Applicant: Malama Kauai

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	NA				
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**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.
- 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.

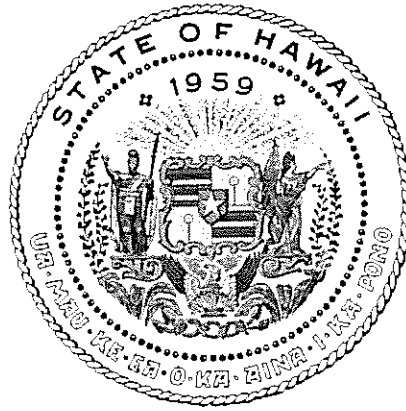
Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with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

Malama Kauai (Organization)

1/19/17
(Date)

President of the Board
(Title)



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

MALAMA KAUAI

was incorporated under the laws of Hawaii on 06/26/2006 ; 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 15, 2017

Director of Commerce and Consumer Affairs

