

House District 51
Senate District 25

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Waimanalo Market Co-op

Street Address: 41-1029 Kalaniana'ole Highway, Waimanalo, HI 96795-1641

Mailing Address: : PO Box 390, Waimanalo, HI 96795-0390

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name MICHAEL G. BUCK

Title Board President

Phone # (808) 722-1626

Fax # _____

E-mail mbuck@hawaii.rr.com

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: **The Healthy Food (Ka Mea'ai Pono) Initiative will expand capacities of the Waimanalo Market Co-op (WMC) to distribute and sell locally produced food products and improve the capacity of local farmers and their families to produce viable primary and value-added products for local markets**

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2018: \$ 104,120

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 \$ 0
FEDERAL \$ 0
COUNTY \$ 0
PRIVATE/OTHER \$ 16,000

NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

MICHAEL G. BUCK BOARD PRESIDENT
NAME & TITLE

DATE SIGNED

11/16/2017



RECEIVED
11/19/17 ma

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;

The Waimanalo Market Co-op (WMC) functions as a vital non-profit community food hub where farmers, community residents, and visitors come together to buy and sell locally-grown fresh, healthy, reasonably-priced produce and local crafts. The WMC was incorporated in Hawaii, June 2013, as a Hawai'i Consumer Cooperative Association pursuant to the provisions of Hawaii Revised Statutes Chapter 421C. The WMC opened its doors (four days a week) in November of 2013 with no electricity, coolers with ice to store the fresh produce, and a team of dedicated volunteers to run the operation. We have built the operation to its present stage where we engage over 80 local farmers and value added producers. The WMC has a ten year lease, initiated in August, 2014. We received our Federal 501(c) 3 status in June 2016.

The WMC is in a unique position to deliver the Healthy Food (Ka Mea'ai Pono) Initiative as we currently have a cold certified kitchen, are EBT certified, and have a proven track record of grant implementation with both public and private entities. Waimanalo is uniquely situated for success for the proposed Initiative because of its agricultural lands, a cadre of new young farmers, and entrepreneurial residents who have demonstrated the ability to work together for the good of the community within a Hawaiian cultural context.

Website: <http://www.waimanalomarket.com>

2. The goals and objectives related to the request;

The Healthy Food (Ka Mea'ai Pono) Initiative is a project of the Waimānalo Market Co-op, a non-profit cooperative that connects local farmers with their community. The Initiative goals are to:

- Provide and enhance access to affordable, nutritious, locally sourced, and culturally accepted food for lower-income and health challenged residents.
- Increase the number of viable local farmers and agricultural entrepreneurs; and
- Increase domestic consumption of locally sourced food.

The Initiative will link our existing non-profit community- owned market (which encompasses growers, consumers, and retail), an enhanced community kitchen (which allows for processing, preparation, and consumption), and emerging partnerships with local restaurants, social service, and healthcare providers.

Goal #1 Objectives

- Ten percent of the total SNAP beneficiaries in the Waimanalo community, will have access to and be eating healthier on a weekly basis.
- Thirty low-income patients of the Waimanalo Health Center experiencing chronic medical conditions will be will have access to and be eating healthier on a weekly regular basis.
- Four nutrition education programs will be held for at-risk populations to enhance food-purchasing and food-preparation skills and to heighten awareness of the connection between diet and health.
- WMC membership will expand by 30 percent, amongst low income and health-challenged residents.

Goal #2 Objectives

- Twenty five farmers or value-added producer entrepreneurs will attend one of four trainings and workshops.
- Thirty farmers will be knowledgeable on themes that are relevant to a long-term sustainable agribusiness operation.
- Three new businesses will be established in the production of value-added food products from locally sourced produce.
- Three farmer vendors will have a 20% increase in sales to WMC.
- Three farmers will be added to the WMC vendor base (currently at 80).
- Ten farmers or or value-added producer entrepreneurs each year will be given feedback from WMC membership about how to improve their products.

Goal #3 Objectives

- Over 150 consumers increase knowledge on how to buy and use local produce.
- A Waimanalo *Momona* fair will be held each year, connecting consumers and farmers.
- Eight workshops will be held that will educate 80 consumers.
- WMC sales of value-added products, food produce, and customer counts increase 10 percent each year.
- Two partnerships to use local produce established with restaurants.

3. *The public purpose and need to be served;*

WMC provides small local farmers and vendors with a market that will accept what they can provide and when they can provide it. Larger markets will stop taking produce directly from farmers if one or two orders cannot be filled. They instead order from large wholesalers, even though quality and freshness can't match produce from local farmer, and the local food production system suffers. The WMC's community kitchen also offers an opportunity for smaller backyard producers and their associated value-added cooperators to test and expand their markets, preparing them for larger retail buyers.

Other long-term public purposes served include:

- Reduced obesity and improved overall community health;
- Reduced community medical expenses;
- Increased State and local food system security;
- Increased shared knowledge between consumers, farmers, and entrepreneurs;
- Increased number of direct and indirect jobs in food producer sector;
- Improved coordination between demand and supply of locally sourced produce; and
- Financially sustainable local farmers and local food hub.

4. *Describe the target population to be served; and*

Although this Initiative will benefit all of Oahu and Hawaii by supporting sustainable local agriculture, the key target population is in Waimānalo. Today, Waimānalo has a multi-ethnic, rural population of 10,034, of which 68.8% identify as Native Hawaiian or other Pacific Islander, and this figures prominently in its sense of place. According to 2014 US Census data, 14.8% of Waimānalo's individuals are below 125% of the Federal Poverty Level, compared to 11.3% for the State of Hawaii. Nearly forty percent (39.8%) of all Native Hawaiians in the State of Hawai'i are obese¹, resulting in concurrent high rates of diabetes, heart disease and premature deaths.

Our primary target audience is low income and unhealthy residents, native Hawaiians, small farmers, and entrepreneurs. Our secondary target market would be the in the surrounding communities of Hawaii Kai, Enchanted Lakes and Kailua (@100,000 people), all within a 15 minute drive. Additionally there is a considerable amount of tourist traffic that uses the main highway that runs through Waimanalo and on which the market is located.

Our stakeholders are the people who live in Waimanalo and call it their home and interested parties are those in surrounding communities, passers-by and tourists that are traveling around the island. We intend to touch these people through the "aloha" that will be shared as soon as you step into the market. Our

1. ¹ State of Hawai'i, Department of Health. Behavioral Risk Factor Surveillance System (BRFSS). 2011. http://www.hhdw.org/cms/uploads/Ethnicity_Reports/Ethnicity_LHI_Overweight_Obese_2.pdf (accessed Jwie 2, 2014).

market will offer everything local, healthy and nutritious but most of all it is a place where people can come together, talk-story and feel a part of this wholesome rural community, Waimanalo.

5. *Describe the geographic coverage.*

See above (#4)

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;*

Goal #1 - Provide and enhance access to affordable, nutritious, locally sourced, and culturally accepted food for lower-income and health challenged residents.

Goal #1 Tasks

1.1 Recruit and enroll supplemental-nutrition-assistance-program (SNAP) beneficiary participants through financial incentives, promotional community events, door-to-door canvassing, on-site market visits, social media, and collaboration with other stakeholders.

1.2 Offer SNAP participants who purchase fresh fruits and/or vegetables WMC Food Certificates and discounted memberships towards the purchase of local produce and WMC member benefits.

1.3 Implement a Healthy Food Rx Incentive Program in collaboration with the Waimanalo Health Center, providing WMC Food Certificates and discounted memberships when medical practitioners recommend eating local and healthy food to their patients .

Goal #2 - Increase the number of viable local farmers and agricultural entrepreneurs.

Goal #2 Task

2.1 Provide training and education materials to local farmers and entrepreneurs on labeling, branding, food safety, and needed business assistance.

Goal #3 - Increase domestic consumption of locally sourced food.

Goal #3 Tasks

3.1 Disseminate and share community knowledge through workshops, sessions and social media about storage, preparation and health benefits of eating locally grown produce.

3.2 Expand marketing tools for locally sourced and valued added produce.

3.3 Enhance certified cold preparation kitchen with commercial grade equipment and relevant health/safety products.

3.4 Collaborate with local restaurants to increase their use of locally sourced produce.

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

All work will be initiated and completed within one year.

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

The evaluation process of Healthy Food (*Ka Mea`ai Pono*) Initiative will be planned and supervised by Dr. Patricia LaPorte. The guidelines of the W.K. Kellogg Evaluation Handbook will be followed. WMC will conduct two types of evaluations: a formative (or process) evaluation to monitor the progress of the project and indicate the need for adjustments, and a summative (or outcome) evaluation stating delivery of the defined outputs and meeting the proposed outcomes.

The evaluation process consists of four stages:

(1) **Planning Stage:** In this stage, the evaluation team will list and revise all key indicators necessary to monitor the progress and the results of this initiative, guided by formative and summative questions and the elements of our logic model.

(2) **Baseline Data Stage:** Our team will create a baseline database compiling data from internal databases, such as WMC's sales system. Quantitative or qualitative methods will be selected and used for this purpose. The output of this stage will be a baseline database for all key indicators defined to assess the progress of the activities, outputs and outcomes the logic model.

(3) **Data Collection and Analysis:** Our evaluation team will use sampling methods to select members of our target audiences (e.g. low income, health challenged and other residents of Waimanalo) to be interviewed or to participate in focus groups. We will select quantitative methods, such as surveys, and qualitative methods and develop questionnaires and other data collection instruments to collect primary data.

(4) **Communication of Results:** Our evaluation team will be responsible for preparing reports and presentations for WMC's board of directors. A summary of the key results will be made available for our stakeholders, and a detailed report of the results and lessons learned will be provided to State of Hawaii. The results of the formative evaluation will be used throughout the project to monitor the progress and performance of our initiative, and alert us to the need for modifications.

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.*

Planned Activities	Milestones Assessing Progress and Success of Each Activity
<p>Activity 1.1</p> <p>Recruit, encourage and enroll SNAP beneficiary participants</p>	<p>Develop instrument and collect data to create an updated database of SNAP beneficiaries.</p> <p>Use innovative marketing tools to promote the effort on social media, local printed news outlet and with local community partners and venues.</p> <p>Conduct promotional community events and on-site market visits.</p> <p>Hold two nutrition education workshops with free sampling to attract and gradually win the trust and the patronage of this audience.</p>
<p>Activity 1.2</p> <p>Offer SNAP participants - WMC Cash Certificates and discounted memberships</p>	<p>Develop WMC-SNAP financial incentive program.</p> <p>Create reporting format and collect baseline data.</p> <p>Develop targeted promotional efforts for coupons and other financial incentives tailored for SNAP members.</p> <p>Work with other low income providers to identify gaps that could be addressed, evaluate and improve ongoing activities, and develop collaborative opportunities.</p>
<p>Activity 1.3</p> <p>Implement a Healthy Food Rx Incentive Program</p>	<p>Develop the details of a Healthy Food Rx Incentive Program in partnership with members of the Waimanalo Health Center, defining tailored eligibility criteria.</p> <p>Develop promotional efforts for WMC-WHC Food Rx Incentive program.</p> <p>Create reporting format, publish and evaluate results, and make adjustments to the program if necessary.</p> <p>Implement WMC-WHC Food Rx Incentive program.</p>
<p>Activity 2.1</p> <p>Plan and provide training and education materials to local farmers and entrepreneurs.</p>	<p>Conduct in-depth interviews and focus groups with local farmers and prospective entrepreneurs to identify priority training needs.</p> <p>Monitor and map on a monthly all training activities offered by other organizations in Oahu.</p> <p>Create a mechanism to communicate to our local farmers of training opportunities available at WMC and other institutions in Oahu.</p> <p>Compile existing materials, design new ones, for training conducted by our staff or board members .</p> <p>Develop and implement promotional efforts for training workshops.</p> <p>Collect baseline data per farmer and on a daily basis, producing daily, monthly and annual reports per farmer and per product category and per product.</p>

<p>Activity 3.1 Disseminate community knowledge about health benefits of eating locally grown produce.</p>	<p>Prepare and disseminate information to Waimānalo community, local farmers, and interested residents state-wide.</p> <p>Conduct four workshops a year on cooking with fresh and local produce.</p> <p>Conduct two food festivals a year.</p> <p>Conduct three food sampling events each year.</p> <p>Develop promotional efforts, including traditional advertising, to communicate to the local community and target audiences.</p>
<p>Activity 3.2 Develop promotional plan using innovative marketing tools for locally sourced and valued added produce in order to strengthen our role as a food hub for the community.</p>	<p>Update membership database.</p> <p>Create a database of sales per membership category, per individual member, and per product, to monitor seasonality and customer preferences.</p> <p>Develop an annual promotional plan for WMC, including a calendar for promotional efforts and events.</p> <p>Research and share healthy and local recipes the use available seasonal produce from local farmers.</p> <p>Plan and improve the communication with the community using social media and in-person interactions with our staff in the store.</p> <p>Publish bi-monthly WMC community newspaper.</p> <p>Collect, monitor and evaluate social media and advertising metrics, making adjustments when necessary.</p>
<p>Activity 3.3 Enhance certified cold preparation kitchen.</p>	<p>Purchase and install commercial grade kitchen all health and safety equipment in certified kitchen</p> <p>Promote the renovated facilities to attract local value-added food product entrepreneurs.</p> <p>Use the facilities to offer nutritional and cooking courses to the local community .</p> <p>Collect baseline and monthly sales data per entrepreneur using our facilities.</p>
<p>Activity 3.4 Build partnerships with local restaurants .</p>	<p>Work with agencies, local farmers and restaurants to enhance data base of demand/supply for local produce.</p>

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
43,030	24,030	18,530	18,530	104,120

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

National Institute Of Food And Agriculture; U.S. Department Of Agriculture - Community Food Projects Competitive Grants Program

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

6. *The applicant shall provide the balance of its unrestricted current assets as of December 31, 2016.*

\$ 16,000

IV. Experience and Capability

A. 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.

In addition to the General Manager and the Board Chair, the WMC Board of Directors contains individuals with a broad range of relevant backgrounds and experiences, including extensive experience in native Hawaiian practices, community organizing, social work, health, farming, graphic design, law, grant management, and marketing. Resumes of the General Manager and Board President are attached. Resumes of the remainder of the Board of Directors are available upon request.

Since its inception, the WMC has successfully implemented grants with the United States Department of Agriculture, the Hawaii Chamber of Commerce, and the Consuelo Foundation. We are currently implementing a grant with the First Nations Development Institute.

B. Facilities

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

The market is located at 41-1029 Kalaniana'ole Highway, on the main highway the runs through Waimānalo, with 1,950 interior square feet, 10 parking stalls, and 900 square feet of storage/market area.

Need to add health requirements.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

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

There will be three full time employees working for Healthy Food (Ka Mea`ai Pono) Initiative. The Waimanalo Market Co-op (WMC) is in a period of creating permanent employees from our current contractors. An open recruitment will be conducted by the Board of Directors to hire the most qualified employees based on the hourly rates in the grant proposal. The personnel funds requested in this grant will be used for the matching requirements for the first year of a submitted Federal grant (USDA - Community Food Project) and are only for the specific time needed to fulfill the proposed activities in the Initiative .

Our current General Manager will be the Project Manager for this Initiative, with the overall responsibility of project implementation and supervision of all subcontractors. We expect that the Initiative will entail a halftime commitment for the General Manager. Ms. Azure Skellington has a Masters of Human Resource Management from the University of Hawaii Manoa in 2013. She will be supervised by the Board President, Michael Buck, who has decades of experience in supervising and managing grants and related projects with the Federal government and the State of Hawaii. Resumes of both individuals are attached.

The full time Community Kitchen Manager will assist in the safe and efficient operation of the WMC commercial kitchen, working with local entrepreneurs in processing local produce in the community kitchen. The full time Community Outreach Coordinator will recruit and enroll SNAP beneficiary participants for the project through financial incentives, promotional community events, door-to-door canvassing, on-site market visits, social media, and collaboration with other entities serving groups and organizations in Waimanalo. The position will assist in the design and implementation of the WMC-SNAP and the Healthy Food RX Cash Certificates programs. The position will collect and enter data providing product information for newsletters, promotions, surveys and data bases. We expect that the Initiative will entail a full time commitment.

B. 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.

Not applicable.

C. Compensation

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.

The General Manager's current salary is \$46,800 /year. No board members receive any salaries.

VI. Other

A. Litigation

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

Not applicable.

B. 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.

Hawaii Department of Health - Cold certified kitchen

C. Private Educational Institutions

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

Not applicable.

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 grant will provide the WMC critical one-time matching funding to achieve long-term sustainability. Overall Initiative goals align directly with our mission and program areas. We have recently converted to Federal 501(c)3 entity (6/2016) to increase the visibility and sustainability of our community benefits. We are revising our business plan to reflect this change of status, incorporate more realistic financials, and plan for our next phase of development. We are committed to doubling our sales and our membership in the next three years to support our non-profit program areas.

Our partnerships are growing and we have recently recruited four new board members who bring needed marketing, legal, business, and cultural sensitivity capacity. There is a heightened political awareness of the importance for food self-sufficiency in Hawaii. Foundations are increasingly looking for opportunities to fund in this area and we remain very active in grant solicitation.

In addition , the Initiative will involve key stakeholders from the onset, to leverage resources and ongoing support. Our key partners include the Waimanalo Health Center, components of the University of Hawaii, local agriculture and community organizations, local businesses, non-profit entities, and private foundations.

E. Certificate of Good Standing (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2016.

See Attached

Michael G. Buck

41-563 Waikupanaha Place, Waimanalo Hawaii 96795
phone: (808) 722-1626 / mbuck@hawaii.rr.com

Current Occupation:

- ❖ 2004-present Farmer. Waimanalo, Hawaii

Other Professional Experience:

- 2004-2014 Sustainable Forests Representative, National Association of State Foresters
- 1989 - 2004 State Forester/Wildlife Director, Hawaii Division of Forestry & Wildlife (DOFAW).
State of Hawaii Department of Land and Natural Resources (DLNR).

Education:

Masters of Science. Forest Resources Conservation / Certificate of Tropical Agriculture. Institute of Food and Agricultural Sciences, University of Florida, Gainesville, Florida. 1985.

Bachelor of Science. Resources Management. School of Environmental Sciences and Forestry, State University of New York, Syracuse, New York. 1976.

Selected Professional Accomplishments:

- Drafted and led multi-constituent support for the passage of major Federal (*Hawaii Tropical Forest Recovery Act*) and State (*Forest Stewardship Act, Natural Area Partnership Program, Endangered Species Recovery Act, Invasive Species Council*) legislation.
- Provided leadership role in establishing the Hawaii's Watershed Partnerships Program.
- Developed management plans and operational capacity for the Hawaii's Natural Area Reserves System.
- Four time member of the U.S. delegation at the United Nations Forum on Forests.

Knowledge, Skills and Abilities:

- Innovative and proactive leadership skills.
- Excellent facilitation and conflict resolution skills with public relations/business negotiation abilities.
- Ability to fund raise, manage a complex budget with organizational management/supervisory skills.
- Knowledge of Federal and State of Hawaii environmental and natural resource laws and regulations.
- Experience in financial asset/grants management, real estate transactions, and liability issues.
- Experience in multi-agency and partnership development in public and private sectors.

Other Positions of Note:

- 2015 to present Hawaii Fresh Water Council, Hawaii Community Foundation
- 2014 to present Commissioner - Hawaii Commission on Water Resources Management
- 2014 to present President, Waimanalo Market Co-op Board of Directors
- 2011 to 2014 Co-Chair, National Roundtable on Sustainable Forests.
- 2011 Fellow / Hawaii Chapter Chair, Society of American Foresters.
- 2007 to present President / Board of Directors, Seagull Schools.
- 1999 to 2016 Waimanalo Neighborhood Board.
- 1996 to present Board of Directors, National Association of State Foresters Foundation.
- 1993 to present Trustee / Treasurer, Aloha Foundation.
- 1995-1999 Federal Invasive Species Advisory Committee Member.
- 1995-1996 Board of Directors, Western Forest Leadership Coalition.
- 1994-1995 Chairman, Council of Western State Foresters.

AZURE SKELLINGTON

Kailua, Hi. 96734 phone: 808-292-9072

email: azureskellington@gmail.com

❖❖ EDUCATION AND CERTIFICATIONS

Education

- ◆ MHRM- Masters of Human Resource Management at UH Manoa- 2013
- ◆ BSW- Bachelor of Social Work with a Minor in Music- UH Manoa- 2008
- ◆ High School: Hawaii Baptist Academy-2003

Licenses and Certification

- ◆ Life and Health Producers License
- ◆ CDF: Career Development Facilitator
- ◆ CYPFS: Coaching Young People for Success

❖❖ SKILLS

- ◆ Cultural Curriculum
- ◆ Career Development
- ◆ Program Design & Implementation
- ◆ Project Management
- ◆ Training and Development
- ◆ Administrative Duties
- ◆ Budget and Reporting
- ◆ Managerial
- ◆ Orientation and Interviews
- ◆ Partnerships and Contracts
- ◆ Facilitating, Communication and Public Speaking
- ◆ Customer Service
- ◆ Event Planning
- ◆ Performance Management
- ◆ Supplemental Benefits and Personal Finance
- ◆ Evaluations and Assessments

❖❖ PROFESSIONAL EXPERIENCE

Ronald N.S Ho and Associates, Honolulu, HI, August 2015 to April 2016

- ◆ Contracts and proposal
- ◆ Administrative
- ◆ Resumes and Budgets

Preschool Teacher. The Toddler Program. Honolulu, Hi. June 2014 to July 2015

- ◆ Curriculum Development and Lesson Plans
- ◆ Parent Teacher Conferences
- ◆ Coordinate Monthly events: excursions, chapel, special centers, aquaponics, catering

Financial Service Professional: *Guardian* "Honolulu, Hi " June 2013 to Present

- ◆ Living Balance Sheet
 - ◆ Group Disability and Group life for businesses
- Mass Mutual Financial Group* "Honolulu, Hi " April 2012 to November 2012
- ◆ Participated in company certified trainings on 401k, Annuities, Roth, IRA, and other financial vehicles.
 - ◆ Analysis, Budgeting, Analyzing current trends, Networking, Organizing, Time Management

Island Coordinator: *Pacific American Foundation*" Kailua, Hi " 2011- 2012

- ◆ Coordinated and Implemented the 'Oihana Program
- ◆ Trainings and Coaching sessions for students, teachers, principals, and counselors on both Oahu and Maui

- ◆ Implement Hawaiian Cultural Career Development : Values, Assessments, and Analysis

STEM Mentor Manager & Community Learning Center Coordinator : Youth2Youth ** Kailua, Hi. 2010 to 2011

- ◆ Function as a Native Hawaiian Educational Program
- ◆ Partnerships, Organizational development, Community Partnerships and Relations, Community Meetings
- ◆ Supervising, Scheduling, Team Building, Program Management, Program Development: STEM (Science, Technology, Engineering and Mathematics) educational activities
- ◆ Trainings and Workshops for both staff and clients
- ◆ Create Cultural Curriculum and Diversity Trainings

Youth Development Specialist: Boys and Girls Club Hawaii ** Kauai, Hi. ** March 2010 to May 2010

- ◆ Program Design and implementation: successfully developed and implemented 7 new programs
- ◆ Supervised Community Service Workers, Volunteers, First to Work workers, staff, and youth
- ◆ Program Management and Budgeting: organized and filed monthly and quarterly reports

Sales Associate : Navy Exchange "Kauai, Hi " December 2009 to March 2010

- ◆ Provided fast quality customer service to the active military, retired military, and civilians
- ◆ Developed customer relationships, complete orders for uniforms, shoes, and other required clothing and accessories for active duty military.
- ◆ Administrative duties, Cash handling, Food handling, Gas Station Assistant

Education Assistant III: Department of Education "Kauai, Hi. " July 2009 to December 2009

- ◆ Provide clerical and administrative support to Department of Education's Special Education Team: Assist in developing Individual Education Plans, creating reward systems, collecting data, and create action plans
- ◆ Communicated across various levels: teachers, administration, speech therapist, psychologist, social workers, and parents with the daily, weekly, and monthly status of the students products

Executive Assistant: Hawaii Pacific Baptist Convention ** Honolulu, Hi. ** 2008 to 2009

- ◆ Administrative Assistant to two Executive Directors
- ◆ Event Planning, Mission Trips, Retreats, Cruises, Seminars and Workshops
- ◆ Budgeting, Mailing, Creating brochures, newsletters, fliers, invitations, etc.

❖❖ PERSONAL EXPERIENCE

- ◆ LEAF (Laulima Eco-friendly Alliance of Farmers): Training Coordinator-Executive Assistant
- ◆ Waimanalo Ahapuaa Coalition : Former Community Webmaster and Member
- ◆ Hawaii Opera Theatre and Hawaii Opera Studio: 2006 to present: Singer and Member.
- ◆ Kapiolani Medical Center :Volunteer Teen Room-Ronald McDonald House
- ◆ Waimanalo Health Center 2008 – 2009 (internship): assisted social workers and the outreach team by building awareness about the clinic and the services that they offer to the community

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2017 to June 30, 2018

Applicant: Waimanalo Market Co-op

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	33,620			
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST	33,620			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	3,000			
3. Lease/Rental of Equipment	4,000			
4. Lease/Rental of Space	28,000			
5. Staff Training	2,000			
6. Other Supplies	2,000			
7. Telecommunication	1,000			
8. Utilities	2,000			
9. WMC Food Certificates	2,000			
10. WMC Family Memberships	3,500			
11. Health and Safety Supplies	4,000			
12. Advertising	4,000			
13. Electrical Enhancemnt	6,000			
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	61,500			
C. EQUIPMENT PURCHASES	9,000			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	104,120			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	104,120	Michael G. Buck (808) 722-1626		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		Signature of Authorized Official Date		
(d) Total Private/Other Funds Requested		Michael G. Buck - Board President		
TOTAL BUDGET	104,120	Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2017 to June 30, 2018

Applicant: Waimanalo Market Co-op

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Refrigerated Display Tables	2.00	\$4,500.00	\$ 9,000.00	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	2		\$ 9,000.00	

JUSTIFICATION/COMMENTS: Needed for safe and consumer friendly display of local produce and value-added items.

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

JUSTIFICATION/COMMENTS: See Attached Justification and Comments

GOVERNMENT CONTRACTS AND/OR GRANTS

Applicant: Waimanalo Market Co-op

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1.	Farmer's Market Promotion Program	9/30/2014- 9/30/2016	Agriculture Marketing Services - U.S. Department of Agriculture	U.S.	\$80,839
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
				TOTAL	\$80,839

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

Waimanalo Market Co-op

(Typed Name of Individual or Organization)

[Redacted Signature]

11/16/2017

(Signature)

(Date)

Michael G. Buck

(Typed Name)

Board President

(Title)



UNIVERSITY
of HAWAII[®]
MĀNOA

January 10, 2017

Michael G. Buck, Board President
Waimanalo Market Co-op
Waimanalo, Hawaii

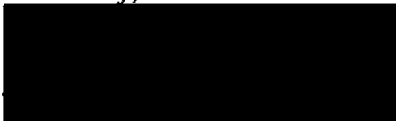
Dear Mr. Buck:

The Agribusiness Incubator Program seeks to provide business consulting services to agriculture-related businesses throughout the State of Hawaii, maximizing their chance of business viability and success. We welcomed the Waimanalo Market Co-op as a client in our program as they serve an important function in the food system by providing a market for smaller and low-income farmers.

We commit to supporting the Waimanalo Market Co-op's (WMC) Healthy Food (Ka Mea'ai Pono) Initiative and its 2017 request for the State of Hawaii Grant -In-Aid. This Initiative is grounded in a history of community dialogue, aspirations, and lessons learned about local food systems and needed linkages in Waimanalo.

Enhancing the capacity of the WMC's community kitchen combined with relevant training will open up opportunities for community-wide entrepreneurs to produce value-added products with locally sourced produce. We are looking forward to working with the WMC and the USDA in the enhancing agricultural market access and support of new local businesses and support this much-needed project.

Sincerely,



Steven Chiang, Director



**Lili'uokalani
Trust**

January 10, 2017

Michael Buck, President
Waimanalo Market Co-op

Re: State of Hawaii Grant-In-Aid


Aloha,

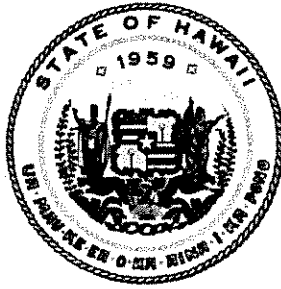
It is with great enthusiasm that we support and endorse the *Ka Mea 'ai Pono* initiative. Our trust provides direct services to native Hawaiian families throughout the state with a satellite office in Waimanalo. Our direct services include paying for food to those families less fortunate. Through this program we will be able to help our families in multiple ways by not only feeding them but showing them a healthy alternative.

As a Native Hawaiian Trust, we are dedicated to seeking a better community for our people. This program embodies the *'ike* (knowledge) of our ancestors where the resources of the *ahupua 'a* (land division) are used to feed its people. Our Hawaiian people have come a long way from the detrimental effects of colonization and we are ready to step into a sustainable future.

We highly recommend that you look with favor on this Grant-In-Aid and we support the Waimanalo Market Co-op in its endeavors to *kokua* (help) the Waimanalo community and all of Hawaii Nei.

Mahalo Nui Loa.


Leilani Dayton MSW
Social Worker IV Waimanalo Satellite Office



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

WAIMANALO MARKET CO-OP

was incorporated under the laws of Hawaii on 06/24/2013 ; that it is an existing agricultural cooperative association; and that as far as the records of this Department reveal, has complied with all of the provisions of Chapter 421 of the Hawaii Revised Statutes, regulating agricultural cooperative associations.

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 19, 2017

Catherine P. Awah-Coleman

Director of Commerce and Consumer Affairs

