1: How do I apply?
An online application form can be found at:
https://hdoa.hawaii.gov/add/md/mgfsp-application-fy21/
You will need to complete all the required fields and click "Submit".
If you need assistance with applying, there will be links to instructional videos and webinars to the right of the application form.

2: What is considered an eligible entity?
The term "eligible entity" means an entity located in one of the eligible states or territories. Eligible entities are: an individual, an Indian Tribe or tribal organization, a non-profit organization engaged in increasing food security (ex: food bank, food pantry, religious organization), a federally funded educational facility, or a local or tribal government that may not levy local taxes under State or Federal law.

3: What is the application period?
Applications are open from August 18, 2022 to September 19, 2022. All applications must be received by 12:00 P.M. Noon on Monday, September 19, 2022, as evidenced by the HDOA timeclock.

4: Is there an application fee?
There is no fee to apply for this subaward (grant).

5: What if I cannot complete an online application?
If you are unable to complete an application online, please contact us (Phone: 808-973-9595 or Email: hdoa.md.microgrants@hawaii.gov to arrange for an application to be mailed to you.

6: How do I know that my application was received?
Upon receipt of your application, you will receive a confirmation email that will include a copy of your application within 1-2 business days.
7: Is compliance required?
Compliance with various state agencies is not required for this round of microgrants.

8: Is insurance required?
Insurance is not required for this round of microgrants.

9: What happens after I apply?
After you apply, you will receive a copy of your application and an email confirmation of HDOA receipt. Then, your application will be scored and ranked. Applicants that score above a minimum required score will be contacted regarding further instructions and their subaward (grant).

10: How do I know if I was awarded?
You will be contacted by our offices regarding your subaward (grant) with further instructions.

11: What is a direct beneficiary?
Direct beneficiaries are people within your household that will benefit from the project.

12: What is an indirect beneficiary?
Indirect beneficiaries are people you will be sharing, selling, or donating food to that are outside of your personal household.

for more info visit https://hdoa.hawaii.gov/add/md/
13: What federal rules govern this grant?

Fixed Amount Awards: 2 CFR 200.45
H.R.2 Agriculture Improvement Act of 2018: Microgrants for Food Security (Page 175)
Equipment: 2 CFR 200.313

14: I cannot find my zip code on the "Food Insecurity Index by Zipcode" chart - can I still apply?

Yes, you can still apply. Zip codes for areas 96742, 96726, 96737, 96773, 96714, 96703, 96751, 96759, 96765 may not show online due to the fact that the population size was less than 1,800. However, these areas have been taken into account by the department. Please refer to the color/legend of the map to view your region instead of using the chart.

15: I made an error on my application, can HDOA fix it for me?

No. HDOA will not make corrections to your application. If there are errors, you will need to submit a new application. HDOA will only review your most recent submission. **NOTE:** Try to keep your submissions to a minimum, as HDOA reviews each application manually. Take the time to check and double check your application before submitting.

16: What if the item I want to purchase is not included in the listing A-K?

The fixed amount awards are not meant to cover other than what is shown for small-scale gardening, herding and livestock operations in food insecure communities. If the supplies you need fall under a project type category, please select the most applicable item. Utilize the project description and measurables area to further explain your selections.

EX: You need a tiller, but "tiller" is not listed. SOLUTION - select "Land Clearing" under section D and explain how you will use the tiller to achieve the goal of your project in your project description.

for more info visit https://hdoa.hawaii.gov/add/md/
17: Why do I need to include my Social Security Number (SSN) on my application?

Your SSN is needed in order to provide you with your 1099 Tax Form. Please keep in mind that this microgrant is counted as income, contact your tax advisor if necessary.

18: What are things that I can get disqualified for?

1. Your email is incorrect or comes back as "undeliverable".
2. The total amount of funds requested do not match the award selections you made.
3. The total amount of funds requested exceeds $5000.00
4. You did not disclose your full SSN

19: Would a Biogas Methane Digester be an acceptable composting system for my project?

Yes – keep in mind the project is to increase the quantity and quality of locally grown food and should report to the actual and/or estimated amount of food to be produced from the project. Your purchase should not reflect solely as a "commercial gain".

20: Should I use my mailing or my physical address on the application?

You will need to use your physical address on your application as this is the location of your household and your direct beneficiaries. Almost all of our communication to you will be through email - except for the distribution of funds & MOA. Should the applicant be selected for an award, the mailing address can be determined at a later time.
MICROGRANTS FOR FOOD SECURITY PROGRAM FY21

• F R E Q U E N T L Y A S K E D Q U E S T I O N S •

20B: If my project address is different from the address that I reside at (for work reasons) which address should I use for the application?

The address to show on the application identifies where the head of the household and the direct beneficiaries reside. The project should take place at the same address, however, if at another location, the project description should include the reason. Should the applicant be selected for an award, the mailing address can be determined at a later time.

21: What should I include in my Project Description and Measurables?

Tell the reviewer what you hope to accomplish through the MGFSP and how you will do it. Is the project likely to increase the quantity and quality of locally grown food? (if no, start again) Consider – will the actions of the project result in a quantifiable amount of food produced? Inform the reviewer of what food (fresh, value-added, milk, eggs) will be produced from the project.

22: If the food to be produced cannot be harvested or consumed within the time frame of the project, is it acceptable to estimate the amount of food the project intends to produce?

Yes. Tree crops are not expected to be producing a harvest for 5 – 8 years. An estimate of how much food can be harvested in a year would be reported. Same for other crops that may not be ready to harvest before the report is due.
23: When will reports be due to HDOA?
Reports will be needed only from awarded applicants. Report due dates will be determined at a later time.

24: What if my zip code where I reside is considered "lower ranking"?
You can still apply. Each county will still receive a portion of funds. Also, there are other metrics that the applications are scored by other than your geographic location.

25: What if I have multiple ways to estimate the amount of food produced from my project?
You can try to compound your items together. Example: Type "veggies 30/tilapia 15" in the free text field, then select "pounds" (or whatever is applicable) in the quantity drop down. If this is not sufficient, you can also utilize the project description section to further explain your estimations.

26: What if I have "left over" funds from a purchase?
In the event that you purchase an item at a cheaper price than the amount awarded for the item - you can use the extra funds to re-invest strictly toward other items that you apply for. All receipts in your report should reflect the items/categories that you select in your application.
**FREQUENTLY ASKED QUESTIONS**

27: Can I change the budget for project types that I select?

No. Each project type and subsequent item that you can apply for have a fixed amount for each award. However, please refer to question #26 regarding the use of "left over" funds.

28: If I select a project type that requires approval from the Chairperson - how do I get approval?

Please try to explain your project goals, tasks, etc. to the best of your ability in the project description section. If your application is awarded and approved, our offices will work with you and our Chairperson, at a later time, to acquire approval.

29: Does Project Type E cover non-permanent, mobile structures like chicken coops?

Yes. Please use this project type for non-permanent, mobile structures such as any "off-the-ground" livestock enclosures.

30: My location does not have water available. Would a portable water tank be an allowable purchase?

Yes. Please select project type A: "Irrigation systems, supplies ($500)".

For more info visit https://hdoa.hawaii.gov/add/md/
31: My mother's name is on the deed, can I still apply as the "Head of Household"?

Yes. If you are the "primary" for your project, you can apply as the head of household. Your name and SSN will be reflected on your 1099 tax form.

32: Are freeze-dryers an item that I can purchase?

Yes. Freeze-dryers are included under project type A: "Vacuum packing ($1000)".

33: Are non-profit organizations eligible to apply?

In this year's MGFSP program, while the program is open to all entities that are eligible to apply, the fixed amount awards framework applies only to individuals. For the next round, since fixed amount awards are not applicable to programs that mandate a matching requirement and the MGFSP requires a 10% cash match for organizations, a separate solicitation will be posted.

Who can I contact if I have more questions?

Please contact the HDOA Market Development Branch.
Email: hdoa.md.microgrants@hawaii.gov
Phone: 808-973-9595
Web: hdoa.hawaii.gov/add/md
MICROGRANTS FOR FOOD SECURITY PROGRAM FY21

• FREQUENTLY ASKED QUESTIONS •

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of the applicant or recipient receiving Federal financial assistance from AMS. Recipients of federal financial assistance, regardless of the amount are subject to Civil Rights reviews.

7 CFR part 15 Subpart A

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Morris Atta, Acting Non-Discrimination Coordinator
Hawai‘i Department of Agriculture
1428 S. King Street, Honolulu, HI 96814,
(808) 973-9560
hdoa.titlevi@hawaii.gov

If you believe that you have been discriminated against with respect to a Department of Agriculture program or activity, you may contact the Non-Discrimination Coordinator identified above. To request language or accessibility for this RFP, please contact the Office of the Chairperson, at (808) 973-9560 or email: hdoa.info@hawaii.gov. Please allow sufficient time for HDOA to meet accommodation requests.