OFFICE OF HAWAIIAN AFFAIRS

# Grant Solicitation No. OHA 23-09.01

## Community Grant – Mo‘omeheu

## May 30, 2023

**All applications must be submitted online via the OHA Grants Portal by Monday, June 26, 2023, by 2:00 p.m. (HST)**

**For assistance with this grant solicitation, please email:**

**grantsinfo@oha.org**

**For technical assistance with the online application, please email:**

**grantsadmin@oha.org**

It is the responsibility of applicants to check the OHA Grants webpage at **https://www.oha.org/grants** for solicitation amendments, attachments or, other information pertaining to the solicitation.

# GRANTS PROGRAM

The Grants Program is responsible for overseeing the Office of Hawaiian Affairs' (OHA) granting processes, including sponsorships, solicitation development, application review and evaluation facilitation, award recommendation, Grant Agreement execution, and monitoring and reporting on grantee performance.

OHA will release solicitations for the following strategically aligned purposes: ʻOhana, Moʻomeheu, ʻĀina, Education (Pre-K to Post-Secondary), Health, Housing and Economic Stability. In addition, solicitations will be released for ʻAhahui (event grants), Homestead Community, Iwi Kupuna Repatriation & Reinterment, and other categories. For general information regarding these grants, go to the Grants Program webpage at **www.oha.org/grants**.

The contact information for Grants is:

**Grants Program**
**Office of Hawaiian Affairs**
**560 North Nimitz Highway, Suite 200**
**Honolulu, Hawaiʻi 96817**

If you have questions regarding this solicitation, please email:

**grantsinfo@oha.org**

## SOLICITATION ORGANIZATION

Each applicant is advised to read all sections of this solicitation. The solicitation is organized into eight sections:

Section I. Solicitation Description

Section II. OHA Award Information

Section III. Phase 1 - Eligibility

Section IV. Phase 2 - Application

Section V. Application Submission

Section VI. Application Evaluation

Section VII. OHA Award Administration

Section VIII. Attachments

## SECTION I. SOLICITATION DESCRIPTION

This section provides information on the grants program, solicitation timetable, and project purpose and alignment with the strategic plan.

| | |
|---|---|
| **Mo‘omeheu Grants Purpose:** Preserve, perpetuate and protect Hawaiian culture.<br>Supporting the preservation, perpetuation and protection of traditional cultural practices that strengthen Native Hawaiian identity and connection to culture. | |
| Culture | Grant considerations include culture-based programming and projects to preserve and perpetuate cultural-based places (wahi pana), practices (cultural, natural resource management practices), and practitioners (cultural and resource managers).<br><br>The following will also be considered: iwi kupuna (ancestral bones/burials), heiau, wahi pana (storied/legendary places), wahi kapu (sacred places), nā ‘ike a me nā hana (cultural practices), historical resources, archiving, recording, digitizing, etc. |

All applications must include description of processes that seek to address projects that specifically address the solicitation’s purpose, including alignment with the OHA Strategic Plan Foundation – Mo‘omeheu and Strategic Direction – Health Outcomes, as specified in subsection D.

### A. Solicitation Timetable

The timetable of activities represents OHA’s *estimated* schedule and is provided for planning purposes only. The OHA Grants Program reserves the right to cancel any activity or revise the timetable if needed.

| Activity | Key Dates |
|---|---|
| 1. Availability of Solicitation (Phase 1) | Tuesday, May 30, 2023 |
| 2. Online Access to Phase 1 Eligibility (Phase 1) | Tuesday, May 30, 2023 |
| 3. Phase 1 Eligibility Deadline – 2:00 p.m. HST (Phase 1)[1] | Monday, June 19, 2023 |
| 4. Online Access to Phase 2 Application (Phase 2) | Upon approval of Eligibility |

[1] Note: Applicant(s) have one opportunity to address any review comments from the Grants Program, returned within the 48–72-hour review period.

| Activity | Key Dates |
|---|---|
| 5. Application Deadline – 2:00 p.m. HST (Phase 2)[2] | Monday, June 26, 2023 |
| 6. Application Evaluation Period (Phase 3) | June 2023 - July 2023 |
| 7. Administration Recommendation, Board Action (Phase 4) | July 2023 - August 2023 |
| 8. Notification of Award, Non-Award (Phase 4) | August - September 2023 |
| 9. Contracting (Phase 5) | August - September 2023 |

**B. OHA**

OHA was established to better the conditions of Native Hawaiians and Hawaiians as defined in HRS sections 10-2, 10-4(4), 10-4(6) and 10-4(8), and other applicable law(s), as amended. Thus, OHA's grants funds are directed to support this purpose.

**C. Community Grants Purpose**

Community Grants are initially two-year programmatic grants for organizations to administer projects in the State of Hawai'i designed to meet the needs of our Native Hawaiian community in alignment with OHA's 2020-2035 Strategic Plan. The opportunity for grant agreement extension beyond the initial two-years awarded is a strategic consideration based on outcomes of strategic grant monitoring, program evaluation and funding.

**D. Project Alignment with Strategic Direction & Outcome**

This Community Grant is aligned with the OHA Strategic Foundation – **Mo'omeheu**. Applicants will be required to align their project to the following Strategic Direction and at least one associated outcome.

1. **Strategy 4:** Advance policies, programs and practices that strengthen the health of the 'āina and mo'omeheu.

    a. Outcome 4.1. Preservation and perpetuation of Hawaiian language, culture, traditions, identity and sense of lāhui.
    b. Outcome 4.2. Increased community stewardship of Hawai'i's natural and cultural resources that foster connection to 'āina, 'ohana, and communities.
    c. Outcome 4.3. Increased restoration of Native Hawaiian cultural sites, landscapes, kulāiwi and traditional food systems.

[2] Note: Once the application is submitted, no resubmission is allowed, even if before the deadline date/time.

## SECTION II. OHA AWARD INFORMATION

This section details the anticipated award term, the estimated total funding, the minimum and maximum amount of OHA funds that can be requested, award restrictions, geographic coverage area, and grant award renewal information.

**A. Grant Award Period**

The grant award period is for an initial two (2) years from the contract start date.

**B. Administrative Costs Restriction**

Administrative Costs cannot exceed 30% of the total grant budget. Administrative costs must be justified. Applications with more than 30% administrative costs will be deemed ineligible.

**C. Grant Award Restrictions – Multiple Programs**

Organizations can only be awarded two programmatic grants per fiscal cycle. The awards must be two different grant types, e.g., a Community Grant and a Homestead Community Grant. For example, an organization cannot have two community grants or have one community grant and be paid as a partner organization from a second community grant.

**D. Matching Funds**

Applicants are required to provide matching funds for a grant award period of at least twenty percent (20%) of the OHA grant award amount. Match funding priority should be comprised of cash sources, including other grantor cash sources. Post award, OHA funds can be used as matching funds for other grant(s) with OHA notification. Applications with less than 20% matching funds will be deemed ineligible and can be considered in future awarding if match funds conditions change and OHA is notified. Match funds can be committed from the applicant and/or a partner organization as evidenced by letter of commitment, agreement, etc.

**E. Geographic Service Area**

Geographic coverage of the project's service and/or activities areas includes the islands of Hawai‘i, Maui, Lāna‘i, Moloka‘i, O‘ahu, and Kaua‘i.

**F. Grant Award Renewal**

At the end of the grant term, Grantees that meet the criteria for exemplary performance and compliance may be offered an option to renew their grant for the next 2 years, subject to Administration recommendation and Board approval.

For a Grantee to be recommended to the Board for award renewal, Grantee's grant performance shall be reviewed by the Grants Program to determine if the following criterion has been met:

1. Met or exceeded or on track to meet or exceed all performance targets and outcomes.
2. Met all grant agreement compliance requirements.
3. Met all reporting deadlines on time and reports were complete.
4. Demonstrated that the project has had the impact proposed in the grant application as aligned to the strategic direction and in the Native Hawaiian community.

5. Demonstrated that the project has accomplished the impacts proposed and is projected to continue to have impacts in the Native Hawaiian community.
6. Agreed to complete contracting renewal requirements.

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## SECTION III. PHASE 1 – ELIGIBILITY

The information included in this section addresses the application restrictions, minimum eligibility requirements, required documents, and eligibility submission process. If you need clarification on the minimum eligibility requirements, contact the Grants Program at **grantsinfo@oha.org**.

**A. Native Hawaiian Serving Organization (NHSO) Requirement**

The applicant shall be an organization that can certify and clearly demonstrate that at least sixty percent (60%) or more of the organization's overall current client and/or participant base is Native Hawaiian. The applicant shall provide information and data to substantiate how the applicant derived the percentage provided. The information and data shall not be based solely on the project being applied for, but the organization's overall participant and/or client base for all services provided by the organization.

**B. Application Restriction**

Organizations can submit an application for more than one Community Grant category. However, the project shall be different and not cross over with each other. In addition, if more than one grant category is awarded, the entity would need to choose only one project for award and funding, in a timely manner, or forfeit awarding based on OHA's determination. See the Grants Program webpage for information on other Community Grants that will be released, **www.oha.org/grants**.

**C. Duplicative Applications Prohibited**

If your organization has already applied for an OHA grant solicitation, submission of the same or related application for another OHA grant solicitation is prohibited.

**D. Duplicative Programs Prohibited**

If your organization currently has or has been awarded an OHA grant, submission of an application for the same or related project is prohibited. If your current award is in the process of final closeout, this provision does not apply.

**E. Phase 1 - Eligibility Submission Process & Required Documents**

For Phase 1, The applicant shall provide information and upload the required documents to meet the solicitation minimum eligibility requirements.

The applicant shall complete the three eligibility requirement sections: 1) Applicant & Project Information, 2) Certifications and 3) Match Funding Confirmation.

After submission of the foregoing eligibility requirements, the Grants Program will review the information and documents.

Applicants will receive an email notification regarding eligibility status and access to the application. If the applicant receives an email notification that it did not meet the Phase 1 –

Eligibility requirements, the applicant can return to the Grants Portal to complete and submit the required documents **one additional time.**

Email notification of eligibility status shall be sent within 72 hours of initial submission, Monday – Friday during OHA business hours, Monday – Friday 7:45 a.m. to 4:30 p.m. [excluding Holidays]

Upon approval of eligibility, the applicant will be notified via email and gain access to the application.

**The required minimum eligibility information, certifications, and documents are as follows:**

1. **Applicant & Project Information**

   a. **Organization Name** – The applicant shall provide their organization name.

   b. **Project Name** – The applicant shall provide the name of the project**.**

   c. **Amount Requested** – The applicant shall indicate the amount of money being requested from OHA for the proposed project. Minimum Amount: $50,000. Maximum Amount: $100,000.

   d. **Project Alignment with Strategic Direction & Outcome**
   This Community Grant is aligned with the OHA Strategic Foundation – **Mo‘omeheu**. The applicant shall align their project to the following Strategic Direction and at least one associated outcome.

      i. **Strategy 4:** Advance policies, programs and practices that strengthen the health of the ‘āina and mo‘omeheu.

         Outcome 4.1. Preservation and perpetuation of Hawaiian language, culture, traditions, identity and sense of lāhui.

         Outcome 4.2. Increased community stewardship of Hawai‘i’s natural and cultural resources that foster connection to ‘āina, ‘ohana, and communities.

         Outcome 4.3. Increased restoration of Native Hawaiian cultural sites, landscapes, kulāiwi and traditional food systems.

   e. **Number of Native Hawaiians to be Served** – The applicant shall provide the total number of Native Hawaiian individuals that the proposed project intends to **directly** serve through OHA funding.

   If the project does not serve Native Hawaiians, then the project shall be deemed

ineligible to apply for this grant. OHA funding for this grant is for Native Hawaiians only.

The number of Native Hawaiian individuals served shall include project participants that can be documented on registration forms, sign-in sheets, and other data collection and verification documents. It shall not include project staff and subcontractors, hits and likes on social media platforms, or individuals indirectly served.

- Newly Served. The applicant shall provide the total target number of newly enrolled Native Hawaiians. A newly served participant is a first-time project participant under this OHA grant.
- Completed. The applicant shall provide the total target number of Native Hawaiians that will complete the project. For example, the total number of participants that completed all required workshops, treatment programs, etc.

**f. Island Location(s)** – The applicant shall indicate the island or islands where service delivery for the proposed project will be implemented - Hawai‘i, Maui, Lāna‘i, Moloka‘i, O‘ahu, and/or Kaua‘i.

**g. Project Contacts** – The applicant shall provide contact information (name, title, mailing address, phone number, email address) for a Primary Project Contact and Secondary Project Contact for the grant agreement. Project Contacts must be directly engaged in the administration and implementation of the project. By being listed in the application, Project Contacts are authorized to communicate, submit required reports and provide authorization for additional Project Contacts on behalf of the awarded organization as necessary.

**h. Governing Board and Executive Team** – The applicant shall list its organizations' governing board and executive team. The lists shall include board/executive team members' names and titles.

**i. Authorized Signatory – Legal Agreements** – The applicant shall identify the individual(s) that the Board of Directors and/or organization bylaws granted signing authority for contracts. If awarded, this individual(s) name(s) will be included as the signatory in the grant agreement. Please include the individual's name, position title, phone number, email address and organization physical address.

**j. Application Authorization Form-*document upload*** – The applicant shall upload the Application Authorization Form. This form needs to be completed and signed by the organization's authorized signatory. The authorized signatory has the legal power delegated by the applicant organization's authoritative body (such as the Board of Directors) to sign and submit the OHA Grant Application. *See Attachment A. Application Authorization Form.* Please include the individual's name, position title, phone number, email address and organization physical address.

2. **Certifications**

   a. **Licenses/Permits Certification** – The applicant shall certify that applicable licenses and/or permits required for the proposed project have been secured when notified of award. Applicants that will be recommended for award will be contacted to ensure that licenses/and or permits have been secured. If an applicant cannot provide the approved licenses/permits, the Grants Program will not recommend the applicant to the Board of Trustees for award.

   b. **Partner Certification-*document upload*** – If the applicant is partnering with one or more organizations, each organization's Board President and Chief Executive Officer/Executive Director is required to sign and submit a partner certification form approving and committing to the partnership with the Native Hawaiian Serving Organization (NHSO) for the grant term. *See Attachment B. Partner Certification Form.*

   c. **Sufficient Funds Certification** – The applicant shall certify that it has sufficient funds available for the effective operation of the proposed project in the grant application for the duration of the grant period.

   d. **COVID-19 Preparedness and Response Plan Certification** – The applicant shall certify that if awarded this grant, the applicant, now grantee, will develop and implement a COVID-19 Preparedness & Response Plan (Plan) that is in compliance with the federal, state and applicable county mandates that are in place during the grant period. The purpose of the Plan is to minimize or eliminate exposure to SARS-CoV-2 (commonly referred to as COVID-19) for all grant-related participants (e.g., project participants, contractors, employees, community members). The Plan must provide general safeguards for program/project location(s) as well as federal, State of Hawai'i, and applicable county mandates where grant project will be located and implemented. The applicant agrees to incorporate such safeguards and mandates into its implemented Plan. As the COVID-19 situation evolves, the applicant agrees that it will, in a timely fashion, update the Plan to conform to federal, state, and applicable county mandates. The Plan must be made immediately available to OHA upon request.

   e. **IRS Letter of Determination-*document upload*** – The applicant must have IRS tax-exempt nonprofit status and be registered to do business in the State of Hawai'i. The applicant shall upload the organization's IRS Letter of Determination verifying tax-exempt nonprofit status. *See Attachment C. Sample - IRS Letter of Determination*.

   f. **Certificate of Vendor Compliance (CVC)-*document upload*** – The applicant shall upload the Certificate of Vendor Compliance issued by the State of Hawai'i. To obtain this document, applicants must register with Hawai'i Compliance Express online at **http://vendors.ehawaii.gov.** This certificate **must be current within three (3) months of this application deadline**. We do not accept your DCCA Certificate of

Good Standing. *See Attachment D. Sample - HCE Certificate of Vendor Compliance.*

**g. Board Governance Certification Form-*document upload*** – The applicant shall upload the Board Governance Certification Form. The organization's Board Chair or other designated representative of the organization's Board must sign this form. The certification verifies that Board members are not compensated and that the organization has bylaws and/or policies that govern how business is conducted which includes conflicts of interest and nepotism policies. *See Attachment E. Board Governance Certification Form.*

**3. Match Funding Confirmation Form-*document upload*** – The applicant shall verify that the applicant has at least twenty percent (20%) cash match of the OHA grant amount requested. For the purpose of this application, OHA funds cannot be used as matching funds. The applicant shall complete and upload the required OHA Match Funding Confirmation Form, which identifies all sources that will provide cash match funds for the grant's two (2)-year period. The applicant shall provide cash amount(s) whether the funding is confirmed or pending, and the anticipated award period. For any pending funds, also indicate the anticipated final determination date in the Notes column. If only a percentage of another funding source is dedicated as a match to the OHA funds, explain in the Notes column. *See Attachment F. Match Funding Confirmation Form.*

The applicant's partner organization can commit matching funds to support the proposed project. If the partner organization is committing match funding, the partner organization is required to complete and submit a separate Match Funding Confirmation Form. If there are multiple partner organizations that commit match funding, each organization is required to complete a Match Funding Confirmation Form and list the total match amount on the Partner Certification Form.

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## SECTION IV. PHASE 2 – APPLICATION

The information included in this section addresses the application process via the OHA Grants Portal, required application elements, and documents that must be uploaded. The application will be evaluated and scored using the criteria in this section. The highest score for this section is 100 points. It is important to understand this section and align your application with each part of the criteria. This section includes a set of three main criteria, its corresponding sub-criteria, and the elements used for evaluation. There may be several elements to each of the components, and if so, you must address each piece of information required. All parts provided here will be evaluated by reviewers using OHA's scoring criteria.

| APPLICATION CRITERIA & POINTS |
|---|
| **Criterion 1: Approach – Maximum: 64 Points** |
| **Criterion 2: Organizational Capacity – Maximum: 11 Points** |
| **Criterion 3: Experience – Maximum: 12 Points** |
| **Criterion 4: Budget & Budget Justification – Maximum: 13 Points** |

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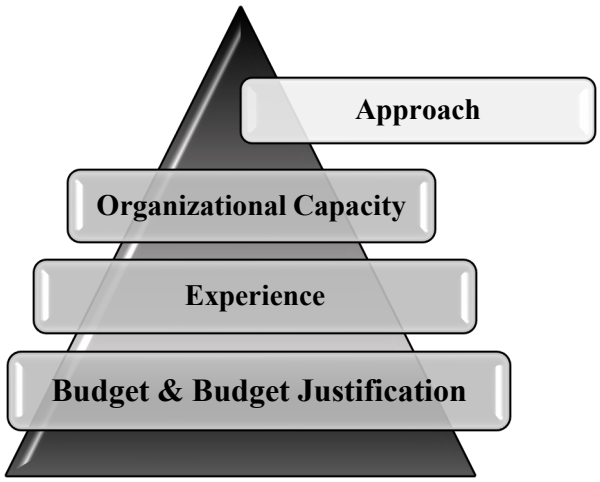
## Criterion 1
## Approach | Maximum Points: 64




The Approach criterion will be used by reviewers to consider the degree to which the project is feasible, effective, community-based, and will successfully achieve the intended outcomes. This section contains most of your application narrative and describes the following in detail:

1. Long-term Community Goal (0-2 points)
2. Current Community Condition (0-4 points)
3. Project Goal Alignment with Strategic Direction/Outcome (0-6 points)
4. Objectives (0-6 points)
5. Outcomes & Indicators (0-10 points)
6. Output Table and Data Collection/Verification Documents (0-12 points)
7. Objective Work Plan (OWP) (0-10 points)
8. Community-Based Strategy (0-7 points)
9. Implementation Strategy (0-7 points)

### 1. Long-term Community Goal (0-2 points)

- *The application identifies a long-term community goal and demonstrates the proposed project is relevant to the achievement of the long-term community goal.*

A long-term community goal should capture an ideal state the community is moving toward. Projects are developed with the intent of bringing the community closer to this goal. Well-defined projects demonstrate that organization understands this community goal and has a clear sense of direction and focus.

To address this element, state the long-term community goal. Next, describe how the long-term community goal was defined and the role the community/organization played in long-term goal

development. Lastly, describe how the project was selected and how it will bring the community a step closer to reaching the long-term community goal.

Determine how you are defining "community". The term "community" may refer to:

- The statewide Native Hawaiian community
- The Native Hawaiian community located in a geographical area
- A subset of the Native Hawaiian community with specific needs that your project will address
- An affinity group of Native Hawaiians or within the Native Hawaiian geographic community (e.g., parents of a homestead kaiapuni school, LGBTQIA2S+, incarcerated 'ohana).

**2. Current Community Condition (0-4 points)**

*The application provides one current community condition that is addressed by the scope of the proposed project. The application effectively provides baseline information about the project's current community condition.*

- *Community condition is addressed by the scope of the proposed project = up to 2 points*
- *Baseline information about the project's current community condition is provided = up to 2 points*

The current community condition is a gap or barrier that is preventing the community from achieving the long-term community goal. While there are many conditions the community can identify that stand in the way of reaching the long-term goal, your application should identify <u>one specific condition</u>. The project should measurably reduce or eliminate the condition and bring the community closer to obtaining the long-term goal.

Do not describe the specific condition that the project will address as a "lack of" or a "need for" something. For example, applications often will assert, "We should assert konohiki fishing rights in our community," or "Native Hawaiians lack access to necessary wai for their loʻi kalo." These statements do not describe a condition in the community, rather they describe a possible solution for addressing the condition of decreasing fish stocks or low numbers of Native Hawaiian kalo farmers.

**<u>Element</u>: The application provides one current community condition that is addressed by the scope of the proposed project**.

Your application should be focused and to the point. While many conditions may exist, your community should prioritize which one to address with this project. When addressing this element, the current community condition statement should:

- Be one sentence in length,
- Be compelling and urgent,
- Contain a measure of the current condition, and
- Not include "lack of" or "need for" statements.

**Element: The application effectively provides baseline information about the project's current condition.**

Baseline information refers to the statistics which provide the status of the current condition. This data is the basis for determining the change of the identified condition through the successful completion of the project.

Data for the baseline information can come from surveys, focus groups, research papers/studies, censuses, archives, etc. Use data that has been collected within the last 3 to 5 years. Provide local data first that speaks directly to your community to be served (community rates for unemployment, suicide, poverty, etc.), and if local data is not available move progressively outward to regional and statewide sources. It is often helpful to compare local statistics to regional and statewide statistics to show the severity of the condition.

Lay the groundwork for reviewers to understand the current community condition and to accurately determine if your approach is viable.

By providing this baseline information, you are painting a picture to use as a comparison for future improvements and success. Make sure to support your claims with facts and evidence and cite your sources.

When addressing this element, it is important to only include information that is related to a baseline for the single identified condition.

For example, if the project is about preserving ʻōlelo Hawaiʻi, then baseline information should include the number of Native Hawaiians and the number of Native Hawaiians who ʻōlelo Hawaiʻi.

**3. Project Goal Alignment with Strategic Direction (0-6 points)**

- *The application clearly states how the project goal directly addresses the Moʻomeheu Strategic Foundation = up to 3 points*
- *The application clearly states how the Project Goal is specifically aligned with the Strategic Direction & one associated outcome of the solicitation. = up to 3 points*

The project goal is a statement describing what is to be achieved by the project's implementation and/or what role the project will play in addressing the current community condition and how the project aligns with the Strategic Foundation – **Moʻomeheu** and Strategic Direction – **Health Outcomes**. *See Section I.D.*

The project goal should be written as a single statement that is to the point and reflects the scope of the project. There should be a direct correlation between the current community condition and the intended result of the project. Consider if the project goal will move the community closer to realizing the long-term community goal. There should also be a direct correlation between the Strategic Direction – **Health Outcomes** and the intended result of the project.

Additionally, while the long-term community goal represents an ideal that may be achieved years from now, the project goal should be achieved by the end of the project period. Be sure the goal is achievable within the timeframe allotted for the project. The project goal statement should:

- Be one to two sentences in length
- Reduce/Improve/Eliminate the Current Community Condition
- Address the Mo‘omeheu Strategic Foundation and Health Outcomes Strategic Direction
- Be realistic

**Element: The application demonstrates that the project goal specifically relates to the purpose of the solicitation as described in *Section I. Project Alignment with Strategic Direction & Outcome.***

**4. Objectives (0-6 points)**

- *The application sufficiently identifies one to three objectives that effectively describes a measurable achievement with components of TPIT (Timeline, Population, Indicator, and Target) = up to 3 points*
- *No more than three objectives are included in the application = 1 point*
- *All objectives lead to the achievement of the project goal = up to 2 points*

Objectives are the larger building blocks that need to be achieved to reach the project goal and improve the current community condition. OHA permits a maximum of three project objectives for the entire project period. The format for OHA’s objectives is TPIT: Timeline, Population, Indicator, and Target. OHA limits the number of objectives to encourage projects that are manageable within the allotted project period. You may find that you only need one project objective, or you may need all three.

**Element: The application sufficiently identifies one to three objectives that effectively provides a measurable achievement with all components of TPIT: Timeline, Population, Indicator, and Target. No more than three objectives should be included in the application.**

Objectives can be sequential, where the second objective is dependent upon completing the first. Or objective can be concurrent, where activities for one objective are started around the same time as another.

Consider how your TPIT components will change depending on the situation that applies to you.

Each objective must include the following four TPIT components:
- Timeline: when the objective will be accomplished
- Population: a specific group the objective will focus on
- Indicator: a measurable sign that something has been done or achieved
- Target: the amount of change/increase/decrease/improvement that will be achieved

Each objective should only include ONE of each of the TPIT components. If you find that your objective has multiple targets or addresses more than one population, then more than one objective should be developed.

The more concise, and specific your objectives are, the easier it will be for a reviewer to understand your project approach and for your project team to implement the project. We highly recommend labeling each of the TPIT components of the objective as seen in the example below.

**EXAMPLE for TPIT Objective:** By the end of 24 months, 10 Native Hawaiians in Hāna will increase the kalo supply for the island of Maui by 10%.

By the end of 24 months, (*Timeline=When*)

10 Native Hawaiians in Hāna (*Population=Who*)

will increase the kalo supply for the island of Maui (*Indicator=What*)

by 10% *(Target=How much)*.

Notice that the target is directly related to the indicator and provides a measure of how much the kalo supply for the island of Maui is expected to increase by the end of the project.

Targets can be defined in many ways: whole numbers, percentages, level changes, scales, and professionally or self-identified targets. Whichever measure is chosen, be sure to describe exactly what that target means in your narrative.

When using a percentage for a target, the baseline information must be provided in the narrative so the reviewer will have a reference point for determining the amount of change that will occur. In the example above, the baseline is the amount of produce that the participant currently purchases.

When addressing this element, describe how completing each objective will logically lead you to achieve the project goal. In some instances, this relationship may seem obvious with the intimate knowledge you possess about your community; however, you will want to specifically draw the correlation for the reviewer.

**<u>Element</u>: All objectives lead to the achievement of the project goal.**

As previously mentioned, objectives are the building blocks needed to reach the project goal. Objectives must be achieved by the end of the project period.

It should be clear to the reviewer that the successful execution of each objective brings you one step closer to achieving the project goal.

In your narrative, please describe the relationship between the objective's achievement and reaching the project goal.

**5. Outcomes & Indicators (0-10 points)**

- *The application describes how the project addresses the Health Outcomes Strategic Direction = up to 4 points*
- *The application provides one primary outcome per objective in a way that aligns and demonstrates what will be changed as a result of achieving the objective. = up to 4 points*
- *The application clearly provides one indicator per primary outcome that illustrates how the project will track progress towards the primary outcome. = up to 2 points*

An outcome(s) is the expected change(s) that happens as a result of successfully completing the project's objective(s).

**OHA requires one primary outcome per objective.** Outcomes can be the same for all objectives – or the outcomes can be different. In either case, you must identify an outcome for each objective.

For this solicitation, describe how the project preserves, perpetuates and/or protects Hawaiian culture. Also address the Health Outcomes Strategic Direction and the associated outcome(s) for each objective in a way that aligns and demonstrates what will be changed as a result of achieving the objective.

The application must align with the following strategy and at least one of its associated outcomes:

a. **Strategy 4**: Advance policies, procedures and practices that strengthen the health of the ʻāina and moʻomeheu.

   - Outcome 4.1. Preservation and perpetuation of Hawaiian language, culture, traditions, identity and sense of lāhui.
   - Outcome 4.2. Increased community stewardship of Hawaiʻi's natural and cultural resources that foster connection to ʻāina, ʻohana, and communities.
   - Outcome 4.3. Increased restoration of Native Hawaiian cultural sites, landscapes, kulāiwi and traditional food systems.

Recall from the previous section that indicators are directly written into the TPIT objective. The indicator is what will change/increase/decrease/improve after achieving the objective, and the target tells how much change will occur. Use the indicator (what will change) and the target (quantifiable measure) from the corresponding objective to address the elements of this section in your narrative.

**Element: The application clearly provides one indicator per primary outcome that illustrates how the project will track progress towards the primary outcome.**

As noted above, each objective will have only one primary outcome seen at the community/organizational level. Although the objective, indicator + target, and outcomes are all closely tied together, they are not the same. Achieving the objective (indicator + target) results in change which is measured at the project level. The outcome is an anticipated change that can be observed/measured at the community level.

To address these three elements, follow the five steps below:

1. State your project goal.
2. State the outcome for each objective.
3. State the indicator and its associated target (found in the objective).
4. Describe how the indicator in the objective will lead to the corresponding outcome.
5. Describe how the outcome will result in accomplishing the goal.

**6. Output Table/Data Collection and Verification Documents (0-12 points)**

- *The application describes each objective's resulting outputs (products and/or services) and their relevance to the project = up to 10 points*
- *The data collection and verification documents are clearly identified and aligned with the outputs = up to 2 points*

Outputs are the products and/or services that are directly tied to the accomplishment of activities in the objective work plan (OWP). These might include curricula, training sessions, or the number of participants, among other things. As you complete your narrative and your OWP, more outputs will become evident.

**Required Outputs.** The applicant is required to provide target numbers for Native Hawaiians that are newly served and Native Hawaiians that complete the project.

When addressing this element, it is important to maintain consistency with the outputs listed in the OWP. List each output from the OWP and describe why it is relevant for achieving the objective. *See Attachment G. Output Table and Objective Work Plan Form.*

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**EXAMPLE of OUTPUT TABLE & data collection/verification documents**

| Objective | Target# | Outputs | Relevance |
|---|---|---|---|
| **Objective 1:** By the end of 24 months, 10 Native Hawaiians in Hāna will increase the kalo supply for the island of Maui by 10%. | 10* | **Required*-Native Hawaiian participants newly served | Native Hawaiian kalo farmers committed to project |
| | 10* | **Required*-Native Hawaiians completed the project | Native Hawaiian kalo farmers that contributed to Maui kalo supply |
| | 10 | Farmer agreements | Document commitment to project and NH ancestry |
| | 200,000 lbs | Pounds of kalo harvested | Direct indicator of the program |
| | 200 acres | Total acreage farmed for kalo | Direct indicator of the program |
| | 1 | 2021 Hawaii Department of Agriculture Report – statewide kalo production | Indicate pre-project Maui kalo production |
| | 1 | 2022 Hawaii Department of Agriculture Report – statewide kalo production | Indicates 2022 Maui kalo production (after project year one) |
| | 1 | 2023 Hawaii Department of Agriculture Report – statewide kalo production | Indicates 2023 Maui kalo production (after project year two) |
| | 10 | Participant Surveys | Participant feedback and program evaluation |
| **Data Collection and Verification Documents:** | | | |
| Registration forms, attendance sheets, business curriculum, financial literacy curriculum, Financial Literacy consultant contract, participant program evaluations | | | |

***Ensure these numbers match the target numbers that you submitted in Phase 1 Applicant & Project Information.**

## 7. Objective Work Plan (OWP) (0-10 pts)

- *The OWP serves as a stand-alone document for project implementation, consistently states elements from the project narrative, and provides details about the how, when, and by whom activities will be completed.*
  - *OWP clearly meets or exceeds all requirements and is exemplary = 10 points*
  - *OWP meets all requirements and clearly articulates project = 7-9 points*
  - *OWP meets most requirements and reasonably articulates project = 4-6 points*
  - *OWP meets a few requirements and/or reasonably articulates project = 2-3 points*
  - *OWP does not meet most requirements and/or poorly articulates project = 0-1 points*

The activities in the OWP are relevant and lead to the achievement of each objective.

Outputs in the OWP demonstrate progression and are logical results of the successful completion of activities within the proposed timeframe.

The OWP mirrors the project's implementation plan and identifies all the key elements of the project description including the project goal, objectives, activities, outputs and outcomes, staff responsible, and timeframe for the completion of each activity.

Key project elements in the OWP should reflect those stated in the project narrative and support consistency throughout the application. The OWP identifies how (through key activities), when (by established timeframes for key activities), and by whom (staff responsible for activity completion) the project will be implemented.

An OWP should be provided for each objective and for each budget period needed to complete the objective.

The number and timing of objectives depend on the design of the proposed project. Some projects may find they only need one objective for the entire project period while a more comprehensive project may use a maximum of 3 objectives for each project year. And some will find themselves in the middle. Again, it is all dependent on the project design.

The OWP form is available for download. Upload the completed form into your application. *Attachment G. Output Table and Objective Work Plan Form.*

How to complete the OWP form:

1. Copy and paste the Project Title, Project Goal, and related Project Objective, and Outcome into the appropriate spaces at the top of the form.
2. Fill in the Project Year (budget year) for the OWP.
3. Each OWP should list the activities needed to successfully achieve each objective and associated outputs. Each objective can have a maximum of 25 activities for each grant project year.
4. Each activity should have an associated timeframe in which the activity will be completed.
5. The OWP should include an output for each activity. Outputs in the OWP should logically result from the successful completion of the associated activity, within the given timeframe.

All activities should be listed in chronological order by start date and define who (lead and support) will ensure the activity is implemented.

## 8. Community-Based Strategy (0-7 points)

- *The application clearly demonstrates how the community and/or the target population to be served was involved in developing the project = up to 3 points*

- *The application clearly demonstrates that the applicant organization has a connection to the community to be served including the ability to directly work with the project participants/beneficiaries = up to 4 points*

The application clearly documents ongoing outreach activities to maintain community awareness throughout the project's implementation.

**Element: The application clearly demonstrates how the community and/or the target population to be served was involved in developing the project.**

To address this element, summarize the section of the community that will be served by this project. Next, describe who was involved in the project's development, what processes were used to obtain feedback, and the input received from the targeted population.

**Element: The application clearly demonstrates that the applicant organization has a connection to the community to be served including the ability to directly work with the project participants/beneficiaries.**

To address this element, it is important to provide a clear understanding of why your organization is best suited to serve the identified community, beneficiaries, and participants and perform the work of the proposed project – this is especially important for non-profits, urban centers, and regional entities that may work with communities outside of their geographical location. Describe the working history your organization has with the community to be served.

Next, include a description of how your organization has worked with (similar) project participants and/or beneficiaries in the past, the success that was obtained, and how that translates to your ability to work with the project participants and/or beneficiaries of the proposed OHA project.

The application clearly documents ongoing outreach activities to maintain community awareness throughout the project's implementation.

## 9. Implementation Strategy (0-7 points)

- *The application provides detailed recruitment, selection, and retention process for project participants that includes how, where and when recruitment and selection will be implemented = up to 4 points*
- *The application addresses project sustainability that should include identification of resources, staff, and/or partners that are necessary to ensure that positive outcomes are achieved by the project will be sustained = up to 3 points*

**Element: The application provides detailed recruitment, selection, and retention processes for project participants that includes how, where and when recruitment and selection will be implemented.**

The successful achievement of most projects is the ability to recruit and retain participants in the project. To address this element, detail all recruitment activities, selection criteria, and retention activities for the project.

In your narrative, describe what kind of participants you want to recruit, any outreach activities needed for recruitment, the selection/screening process used, and any unique activities or incentives to maintain participation during the entire project period.

**Element: The application addresses project sustainability that should include the identification of resources, staff, and/or partners that are necessary to ensure that the positive outcomes achieved by the project will be sustained.**

The application appropriately cites potential obstacles and challenges to project implementation, such as initial staffing, unexpected staff vacancies, partnerships, participant recruitment, or other issues that may impede progress.

The application includes specific strategies that will be used to address these challenges.
This element asks that you acknowledge those most likely to occur and provide a contingency or backup plan to address them.

Be thorough enough in identifying your challenges to demonstrate that you have the knowledge and expertise to address any issue that might arise.

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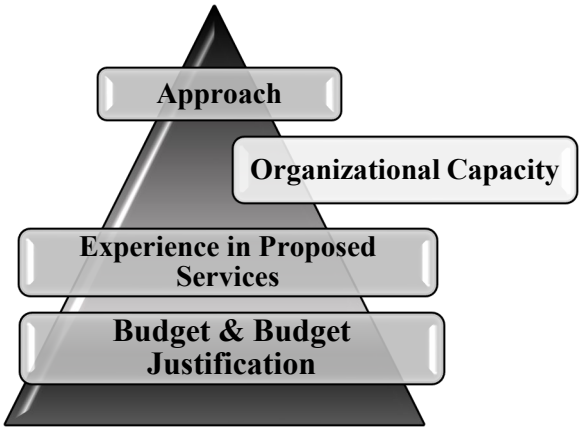
## Criterion 2
## Organizational Capacity | Maximum Points: 11




To evaluate organizational capacity, reviewers will consider if the application demonstrates that the key staff and management have the expertise, knowledge, and credentials relative to assigned roles.

1. Organizational Chart & Functions (0-8 point)
2. Fiscal Oversight (0-3 points)

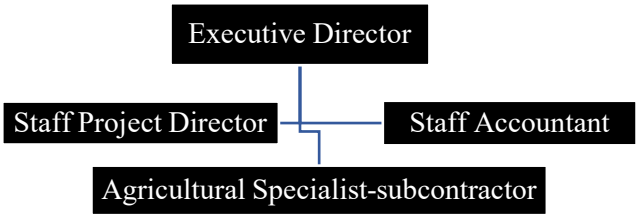
The applicant organization should have a connection to the community with the ability to implement the project with an efficient structure to oversee OHA funds, partners, and the delivery of project objectives. In reaching their conclusions, reviewers will consider the degree to which the following narrative elements are well thought out, well designed, and well described.

**1. Organizational Chart & Functions (0-8 point)**

- *To address these three elements, you can begin by providing an organizational chart that clearly identifies the project staff and where each position falls within the organization. = up to 2 points*
- *Next, describe the responsibilities and qualifications needed for each staff position (or subcontractor) and include an overview of how the position will support the project. = up to 6 points*

The application clearly documents a staffing and organizational structure that will support full implementation upon receipt of award, including identification of a Project Director, project

staff, and a timeframe and strategy for filling vacant positions. For example:




Identify which staff member(s) will manage any partners, contractors, subcontractors, and consultants (Contracts, MOUs, Statements of Work, Letters of Commitment, etc.). For any positions that will be vacant at the start of the project, outline a recruitment and hiring plan that aligns with the organization's current policies and procedures.

Applicant shall describe each designated position that will be responsible for grant monitoring, reporting, data collection, performance measurement data and expenditures, including years of experience performing these requirements.

Be sure to include the estimated timeframe needed for recruitment and hiring, using the corresponding activity found in the OWP. Lastly, if the Project Director position needs to be filled, identify who will be responsible for the implementation of activities until they are hired.

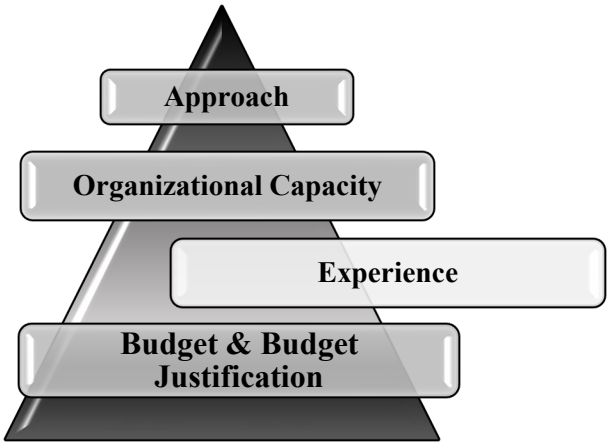
**2. Fiscal Oversight (0-3 points)**

- *The application describes a plan for proper oversight of OHA award funds, including the identification of staff and internal controls for financial management, demonstrated knowledge or experience in the proper and timely disbursement of funds, and accurate accounting practices.*

To address this element, describe the financial internal controls of the Organization including the policies which clearly define how disbursement of funds, purchasing, cash drawdowns, and related authorizations are handled.

Identify the relevant financial staff or the financial contractor (individual CPAs or Accounting Firms), their responsibilities, qualifications, and experience.

## Criterion 3
## Experience | Maximum Points: 12




The applicant shall clearly demonstrate and describe prior experience providing the proposed project services. Applicant states the number of years services have been provided and lists projects with dates of service. If a partner/consultant/contractor is used, the applicant must also detail the partner/consultant/contractor's prior experience providing the proposed services.

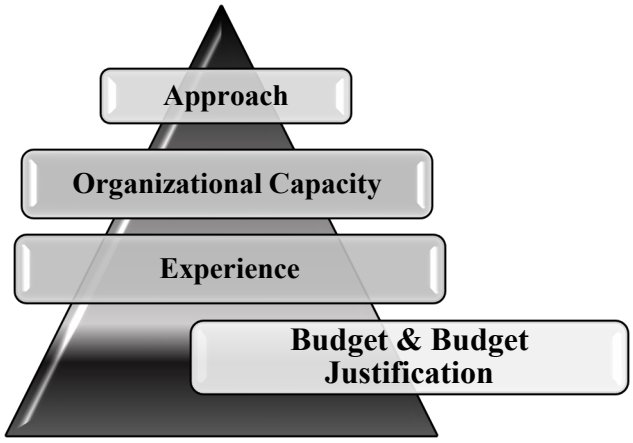
1. Experience (0-12 points)

**1. Experience (0-12 points)**

- *The applicant shall clearly demonstrate and describe prior experience providing the proposed or directly related project services.*
  - *Identifies multiple years of exemplary proposed project experience; clearly articulated = 12 points*
  - *Identifies multiple years of proposed project experience; explained in detail = 10-11 points*
  - *Identifies multiple years of proposed project experience; explained in some detail = 6-9 points*
  - *Identifies multiple years of proposed project experience; minimal explanation = 2-5 points*
  - *Minimal or no years of proposed project experience; lacks detail = 0-1 points*

Identify projects in which the applicant has directly related experience providing the proposed project services. Provide projects related in scope as evidence of the organization's financial and project management capabilities. For each project, the applicant shall provide the funder name, grant purpose, general grant scope, number of years services were provided and dates of service.

## Criterion 4
## Budget & Budget Justification | Maximum Points: 13




To evaluate the Project Budget and Budget Justification, reviewers will consider the degree to which the application designates adequate resources to carry out the expected and proposed activities while ensuring that the proposed costs are reasonable. In reaching their conclusion, reviewers will deliberate the following elements:

1. Line-Item Budget (0-5 points)
2. Budget Justification (0-8 points)

**1. Line-Item Budget (0-5 points)**

- *The application includes a line-item budget with object class categories for each year of the project that fully details the costs allocated for OHA and Match Funding shares. Personnel should be delineated by full-time equivalent or percentage of time to the project.*
- *The application includes funds for all required items to successfully implement the project budget, as provided in previous sections. The line-item budget should only include costs that align with the Approach and the OWP.*
- *If the application exceeds the operating cost restriction = Ineligible*

A line-item budget is required for each year of the project.

Expenses listed under each budget category should reflect the annual cost, for example, the costs for personnel are the annual salaries based on the position's full-time equivalent and travel is the annual cost per trip. *See Attachment H. Sample Budget and Attachment I. Budget Category Table.*

**Indirect Overhead Cost**

- Cannot exceed 30% of the total OHA grants funds.
- For operating costs not directly associated with the program.
- For costs associated with the general overhead operation of your organization.
- Examples include, but not limited to:
  - Administrative Payroll – Salaries & Fringe Benefits
  - Rent – Office Lease
  - Rent – Equipment (e.g., copier)
  - Accounting/Payroll Services
  - IT/Data Services
  - Professional Services – Legal, Audit, etc.
  - Insurance – General Liability, Auto, etc.
  - Utilities – Telephone & Internet, Electricity, Water, etc.

*See Attachment L. Reference Guide to Direct Program and Indirect Overhead Costs.*

**2. Budget Justification (0-8 points)**

- *The application includes a budget justification for every year of the project that provides a narrative that describes the breakdown of how all costs are calculated for each entry in the line-item budget. The budget justification includes a basis for estimated costs, such as equipment, personnel, and travel. Vendor quotes should be provided for equipment over $5,000. = up to 5 points*
- *The budget justification describes how expenditures align with the Approach and the OWP. = up to 2 points*
- *The application provides information to demonstrate the required commitment of cash match funding contributions. = up to 1 point*

The budget consists of a line-item budget and a narrative budget justification. The line-item budget is a list of the resources and services required to complete the project and their associated costs which are organized by Object Class Categories.

*See Attachment J. Budget & Budget Justification Form.*

Additionally, the line-item budget clearly identifies the OHA share and the cash match funding.

The budget justification narratively describes how each line-item cost was calculated and includes a short explanation of why it is necessary to the project.

As described above, the budget justification is a narrative breakdown of the line item costs and a brief explanation why it is necessary to the project. Each line-item cost is broken down to justify the annual expense.

For example, for each personnel position provide their percentage of full-time equivalent, number of hours and the hourly rate assigned to that position for the year, i.e., a 0.5 FTE position - $25/hr. x 80 hours per month x 12 months of the year. For travel costs, each trip should be broken down by airfare, hotel, parking, taxi, and mileage.

**Disallowed Costs.** It is important that you review the chart summarizing Allowable Costs and Disallowed Costs before you submit your budget. *Attachment K. Disallowed Costs.*

**Budget Adjustments**. OHA reserves the right to modify application budgets during contracting.

If you have any questions regarding the allowability of a cost item in your budget, contact the Grants Program at **grantsinfo@oha.org**.

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## SECTION V. APPLICATION SUBMISSION

### A. Submission Information

The grant application system, the OHA Grants Portal, can be accessed through the Grants Program page of the OHA website at **http://www.oha.org/grants.**

1. All applicants shall first create an account in the Grants Portal. Required information to create an account includes the organization's legal name and EIN/Tax identification number.
2. A response is required for **each** item. If the item does not apply to your proposal or if no information is available, answer "not applicable" or "N/A". Do not leave any items blank. Failure to answer any of the items will restrict your ability to submit.
3. Required forms or supporting documents must be uploaded with each relevant section of the application. Uploads have size limits. To ensure sufficient space for all uploads it is recommended to use black/white, compressed, low resolution, text quality documents.
4. Application questions have character limits. Character count includes all letters, numbers, symbols, blank spaces, and diacritical marks. Grants Portal accepts diacritical marks, please utilize where appropriate.

### B. Additional Materials and Documentation

Upon request from OHA, each applicant shall submit any additional materials and documentation reasonably required by OHA in its review of the applications.

### C. Solicitation Amendments

OHA reserves the right to amend this solicitation at any time prior to the closing date for the final revised applications. Amendments will be posted to the OHA Grants webpage at http://www.oha.org/grants.

### D. Cancellation of Solicitation

The solicitation may be canceled and any or all applications may be rejected in whole or in part, when it is determined to be in the best interest of OHA.

### E. Rejection of Applications

OHA reserves the right to consider only those applications submitted in accordance with all requirements set forth in this solicitation and comply with the service specifications. An application offering any other set of terms and conditions contradictory to those included in this solicitation may be rejected without further notice.

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## SECTION VI. APPLICATION EVALUATION

This section explains how the applications will be evaluated and provides the specific evaluation criteria and the points assigned to each criterion. The evaluation of applications shall be conducted comprehensively, fairly, and impartially. An evaluation committee of designated reviewers shall review and evaluate all applications that met Phase I Eligibility Requirements. The evaluation committee may be comprised of OHA employees and/or community representatives with experience in and knowledge of project services.

**A. Application Criterion & Scoring System.** Each application may be awarded up to 100 points* as specified in Criterion 1-4 to be distributed as follows:

| Scoring System | Criterion 1 - Approach (64 Points) | | | | | | |
|---|---|---|---|---|---|---|---|
| | Long-Term Goal | Current Community Condition | Project Goal | Objectives | Outcomes & Indicators | Output Table | Objective Work Plan |
| **Total Points** | ***2*** | ***4*** | ***6*** | ***6*** | ***10*** | ***12*** | ***10*** |
| Exceeds Expectation | 2 | 4 | 6 | 6 | 10 | 12 | 10 |
| Meets Expectation | 2 | 3 | 4 to 5 | 4 to 5 | 7 to 9 | 10 to 11 | 7 to 9 |
| Good | 1 | 2 | 2 to 3 | 2 to 3 | 4 to 6 | 6 to 9 | 4 to 6 |
| Fair | 1 | 1 | 1 | 1 | 2 to 3 | 2 to 5 | 2 to 3 |
| Poor | 0 | 0 | 0 | 0 | 0 to 1 | 0 to 1 | 0 to 1 |

| Scoring System | Approach | | Criterion 2 - Organizational Capacity & Fiscal Oversight (11 Points) | | Criterion 3 - Experience (12 Points) | Criterion 4 - Budget & Budget Justification (13 Points) | |
|---|---|---|---|---|---|---|---|
| | Community Based Strategy | Readiness & Implementation Strategy | Organizational Capacity | Fiscal Oversight | Experience | Line Item Budget | Budget Justification |
| **Total Points** | ***7*** | ***7*** | ***8*** | ***3*** | ***12*** | ***5*** | ***8*** |
| Exceeds Expectation | 7 | 7 | 8 | 3 | 12 | 5 | 8 |
| Meets Expectation | 5 to 6 | 5 to 6 | 6 to 7 | 2 | 10 to 11 | 3 to 4 | 6 to 7 |
| Good | 3 to 4 | 3 to 4 | 4 to 5 | 1 | 6 to 9 | 2 | 4 to 5 |
| Fair | 1 to 2 | 1 to 2 | 2 to 3 | 0 | 2 to 5 | 1 | 2 to 3 |
| Poor | 0 | 0 | 0 to 1 | 0 | 0 to 1 | 0 | 0 to 1 |

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The following evaluation framework shall be used by reviewers during scoring:

| | |
|---|---|
| Exceeds Expectation | All application requirements are met, and several are exceeded, application response clearly and effectively articulates project and is exemplary |
| Meets Expectation | All application requirements are met and application response clearly articulates project |
| Good | Most application requirements are met and/or application response reasonably articulates project |
| Fair | A few application requirements are met and/or application response somewhat articulates project |
| Poor | Most application requirements are not met and/or application response poorly articulates project |

**B. Recommendation for Award**

The Grant Review Process recommendations include the prioritization of applications based on the highest scores in the scoring matrix. Upon review of the scoring matrix, the Grants Program may include the following considerations in its recommendation for award to the BOT: 1) Applicant's past OHA grant performance; 2) Gaps in service to Native Hawaiian communities; and 3) Geographical distribution of grant funds to Native Hawaiian communities. Based on the foregoing, the Grants Program shall issue final recommendations to the BOT with budget modifications and/or recommendation adjustments in accordance with grant funding amounts.

**C. Approval**

The Grants Program will send award recommendations, via memo and matrix and/or Action Item, to the Administration for approval. Upon Administration approval, the Grants Program will transmit an Action Item for signatures and submit the Action Item to the Committee on Resource Management for review and approval. Upon Committee review and approval, the Action Item will be submitted to the Board of Trustees (BOT) for final review and approval.

**D. Notice of Award**

Upon BOT approval of the Action Item, the Grants Program will send email notifications of award and non-award to applicants via the OHA Grants Portal and publish results on the OHA website.

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## SECTION VII. OHA AWARD ADMINISTRATION

This section details the type of funding instrument, reporting requirements for the grant, compensation, and the method of payment.

### A. Grant Agreement

All awards will be issued via a grant agreement with OHA. The grant agreement arising out of this solicitation is subject to the review of OHA Corporation Counsel as to form, to OHA executive final approval, and to all further approvals, as required by statute, regulation, rule, order, or other directive. No work is to be undertaken by the grantee prior to the execution of the Grant Agreement and grant commencement date. OHA is not liable for any costs incurred prior to the start date in the grant agreement.

Budget Adjustments – OHA reserves the right to modify budgets during contracting.

The Grant Agreement includes a detailed noncompliance policy and the required general conditions. Special conditions may also be imposed contractually by OHA, as deemed necessary.

### B. Reporting Requirements for Project and Fiscal Data

Grantee shall be required to complete quarterly reports on the OHA Grants Portal and upload reports on OHA forms to the OHA Grants Portal. Grant program reports shall consist of statements by the grantee relating to the work by the grantee that was accomplished during the reporting period. This shall include a narrative statement of the work performed, performance measures, expenditures incurred, invoice and assurance of services provided to Native Hawaiians. Additional reports may be required. Timely compliance with reporting requirements is required to continue to receive funding under the award.

Reports shall be submitted to OHA by the end of the month following the last day of each quarter during the term of the Agreement. The Grantee shall submit Annual Data Reports that shall consist of data collected by the Grantee, relating to the work accomplished during the specific performance and reporting period. Grantee contract performance is based on submission of complete and accurate Annual Data Reports. Annual Data Reports shall be submitted to OHA by the end of the month following the last day of the project year during the term of the Agreement. Additionally a draft Annual Data Report shall be completed and uploaded in the second quarter of the first year of the project for OHA review. The Grantee shall, within two (2) months from the end of the Time of Performance for Programmatic Services, or within two (2) months from the expenditure of all funds under this Agreement, submit the Final Report to OHA via the Grants Portal.

Refer to the Example Reporting Table on the next page.

The following is an **EXAMPLE** of the reporting schedule that will be in the final Agreement for the specific Grantee with an example start date of July 1, 2021:

| Data | Period of Performance Year 1 | Due Date |
|---|---|---|
| Quarterly Progress Report, Assurance of Benefit to Native Hawaiians Statement, Performance Measurement Table & Expenditure Report | July 1, 2021 – September 30, 2021 | October 31, 2021 |
| Quarterly Progress Report, Assurance of Benefit to Native Hawaiians Statement, Performance Measurement Table & Expenditure Report | October 1, 2021 – December 31, 2021 | January 31, 2022 |
| Draft Annual Data Report | July1, 2021 – December 31, 2021 | January 31, 2022 |
| Quarterly Progress Report, Assurance of Benefit to Native Hawaiians Statement, Performance Measurement Table & Expenditure Report | January 1, 2022 – March 31, 2022 | April 30, 2022 |
| Quarterly Progress Report, Assurance of Benefit to Native Hawaiians Statement, Performance Measurement Table & Expenditure Report | April 1, 2022 – June 30, 2022 | July 31, 2022 |
| Annual Data Report | July1, 2021 – June 30, 2022 | July 31, 2022 |

| Data | Period of Performance Year 2 | Due Date |
|---|---|---|
| Quarterly Progress Report, Assurance of Benefit to Native Hawaiians Statement, Performance Measurement Table & Expenditure Report | July 1, 2022 – September 30, 2022 | October 31, 2022 |
| Quarterly Progress Report, Assurance of Benefit to Native Hawaiians Statement, Performance Measurement Table & Expenditure Report | October 1, 2022 – December 31, 2022 | January 31, 2023 |
| Quarterly Progress Report, Assurance of Benefit to Native Hawaiians Statement, Performance Measurement Table & Expenditure Report | January 1, 2023 – March 31, 2023 | April 30, 2023 |
| Quarterly Progress Report, Assurance of Benefit to Native Hawaiians Statement, Performance Measurement Table & Expenditure Report | April 1, 2023 – June 30, 2023 | July 31, 2023 |
| Annual Data Report | July1, 2022 – June 30, 2023 | July 31, 2023 |
| Final Report | July 1, 2022 – June 30, 2023 | August 31, 2023 |

When deemed necessary, OHA shall conduct compliance review monitoring to evaluate performance. Monitoring activities shall include review of conformance with grant agreement requirements and may include interviews with staff and/or participants, participant surveys, review of project/participant files, accounting practices, case-record keeping, including invoice and document testing and internal control supports.

## C. Compensation & Method of Payment

1. **Automated Clearing House (ACH) Payments**
   If awarded, grant payments to the Grantee shall be completed via automatic ACH payments. Grantee will be required to complete OHA's ACH setup process to receive payments via direct deposit.

2. **Compensation**
   An initial payment of 25% of the awarded grant amount shall be made upon execution of the grant agreement and the submission of the Grantee's W-9 form, the initial invoice form, ACH direct deposit form, current Certificate of Liability Insurance, and Grantee press release announcing the award. All initial payments will be made based upon the following table:

| TIERED INITIAL PAYMENT | |
|---|---|
| **Grant Amount** | **Initial Payment %** |
| Up to $ 199,999 | 25% |
| $ 200,000 to $ 299,999 | 20% |
| $ 300,000 to $ 399,999 | 15% |
| >= $ 400,000 | 10% |

   Subsequent payments shall be made to the applicant in quarterly disbursements, upon submission by the applicant, and approval by OHA, of progress reports, performance measurement tables, expenditure reports, and certification of Native Hawaiian Ancestry, if applicable. OHA shall retain up to ten percent (10%) of the total amount awarded for a final payment.

3. **Method of Payment**
   The method of payment will be cost reimbursement. The cost reimbursement will provide for payment of allowable incurred costs, to the extent prescribed in the grant agreement.

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## Section VIII. Attachments

1. Attachment A. Application Authorization Form
2. Attachment B. Partner Certification Form
3. Attachment C. Sample - IRS Letter of Determination
4. Attachment D. Sample - HCE Certificate of Vendor Compliance
5. Attachment E. Board Governance Certification Form
6. Attachment F. Match Funding Confirmation Form
7. Attachment G. Output Table and Objective Work Plan Form
8. Attachment H. Sample Budget
9. Attachment I. Budget Category Table
10. Attachment J. Budget & Budget Justification Form
11. Attachment K. Disallowed Costs
12. Attachment L. Reference Guide to Direct Program and Indirect Overhead Costs

## ATTACHMENT A. APPLICATION AUTHORIZATION FORM

| | | | |
|---|---|---|---|
| **Organization:** | | | |
| | *Legal Entity Name (ex. H&B Foundation, Inc. dba Nā Mele Hawai'i)* | | |
| **Address:** | | | |
| | *Street Address* | *City* | *Zip* |
| | | | |
| | *Mailing Address (if different from Street Address)* | *City* | *Zip* |

**The authorized signatory below certifies that they have legal power delegated by an organization's governing body (such as the Board of Directors) to sign and submit the OHA grant application and that the organization's governing body will review the application prior to submittal.**

| | |
|---|---|
| | |
| Authorized Representative Signature | Authorized Representative (Type or Print Name) |
| | |
| Title of Authorized Representative | Date of Authorization |
| | |
| Email Address of Authorized Signatory | |

## ATTACHMENT B. PARTNER ORGANIZATION CERTIFICATION FORM

If the applicant is partnering with one or more organizations, each organization's Board President and Chief Executive Officer/Executive Director is required to sign and submit a partner certification form approving and committing to the partnership with the applicant Native Hawaiian Serving Organization (NHSO) for the grant term.

As of _____, the partner organization listed below agrees to commit to a
(Date of form submittal)

partnership with _____ for the purpose of the _____
(Applicant NHSO) (Grant Project Name)

project, if the applicant NHSO is awarded. The commitment shall be for the entire grant term specified in the final grant contract with the Office of Hawaiian Affairs.

Furthermore, the partner organization has agreed to commit $_____
(cash match funds, if any)

in cash match funding specifically designated for this grant project.

PARTNER ORGANIZATION INFORMATION

Organization Name: _____

Point of Contact: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Board President Name: _____ Board President Signature: _____

Chief Executive Officer or Executive Director Name: _____ Chief Executive Officer or Executive Director Signature: _____

## Attachment C. Sample – IRS Letter of Determination

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: DEC 18 2010

Organization Name
Org. Address
City, State Zipcode

Employer Identification Number:
12-1234567
DLN:
600328003
Contact Person:
Kimo Kealoha ID# 31518
Contact Telephone Number:
(877) 888-8888
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
February 22, 2010
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Letter 947 (DO/CG)

SAMPLE

## Attachment D. Sample – HCE Certificate of Vendor Compliance (CVC)

**STATE OF HAWAII**
**STATE PROCUREMENT OFFICE**

# CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs

**Vendor Name:** ORGANIZATION NAME

**DBA/Trade Name:** ORGANIZATION NAME

**Issue Date:** 09/10/2016

**Status:** Compliant

**This certificate must be current within three (3) months of this application deadline.**

Hawaii Tax#: W12345678-01
FEIN/SSN#: XX-XXX1234
UI#: No record
DCCA FILE#: 11499

**Status of Compliance for this Vendor on issue date:**

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

**Status Legend:**

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

SAMPLE

## Attachment E. BOARD GOVERNANCE CERTIFICATION

On behalf of _____ (the "Organization"), I hereby certify that:
*Organization Name*

1) The members of the Organization's governing board have no material conflict of interest and servewithout compensation;

2) The Organization's governing board has bylaws or policies that describe the manner in which businessis conducted and policies relating to nepotism and management of potential conflict of interest situations; and

3) The Organization employs or contracts with no two or more members of a family or kin of the first orsecond degree of consanguinity (i.e., a spouse, parent, child, grandparent, grandchild, or sibling of another employee or contractor of the Organization). If the Organization employs or contracts with two or more members of a family or kin of the first or second degree of consanguinity, the Organization shall disclose such employment or contractual relationship to OHA, along with the Organization's efforts to mitigate concerns over nepotism or conflicts of interest arising from the relationship, and OHA shall then determine whether the Organization may proceed with its grant application.

By signing below, I confirm that I am authorized to certify the Organization's compliance with the requirements of HRS §10-17(c)(2), as listed above, and that I am responsible for the certification madeherein. I understand that the Office of Hawaiian Affairs (OHA) may make a written request(s) for additional information from the Organization, in fulfillment of OHA's responsibilities under HRS Chapter 10.

| | |
|---|---|
| Authorized Board Representative Signature | Title of Authorized Board Representative |

Authorized Board Representative (Print Name)

OFFICE OF HAWAIIAN AFFAIRS

# ATTACHMENT F.
# MATCH FUNDING CONFIRMATION FORM

We, _____ , hereby affirm that any monies designated as matching funds under
*Organization Name*
the terms of OHA's grant award will be dedicated funds and will not be used for any other purpose.

| FUNDING SOURCE - YEAR 1 | PROJECTED AMOUNT | ACTUAL AMOUNT | AWARD PERIOD | NOTES |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| **TOTAL INCOME:** | $ - | | | |

| FUNDING SOURCE - YEAR 2 | AMOUNT | CONFIRMED/ PENDING | AWARD PERIOD | NOTES |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| **TOTAL INCOME:** | $ - | | | |

# ATTACHMENT G.
# OUTPUT TABLE

**Organization Name:** _____

**Project Name:** _____

| Objective | Target # | Outputs | Relevance |
|---|---|---|---|
| | | | |
| | | | |
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OFFICE OF HAWAIIAN AFFAIRS

# ATTACHMENT G.
# OBJECTIVE WORK PLAN

**Organization Name:** _____
**Project Title:** _____
**Project Year** _____

| **Project Goal:** | | | | |
|---|---|---|---|---|
| **Objective** | **Outcome** | **Activity** | **Time Frame** (indicate 3 mos, 6 mos, by 3rd qtr, Qtrs 1-2, etc.) | **Staff Responsible & Title** |
| | | | | |
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## ATTACHMENT H. SAMPLE BUDGET

| BUDGET CATEGORY - Item | Requested OHA Funds Budget | Cash Match Funds | Partner Organization Match Funds (if any) | Other Funds (if any) | Description & Justification |
|---|---|---|---|---|---|
| **PERSONNEL - Salaries** | | | | | |
| Kumu/Cultural Expert | $ 27,500 | $ 10,000 | $ 5,000 | $ 2,500 | 1.0 FTE to design, prepare, coordinate and teach cultural workshops 2x/month for 10-months of Year 1. |
| Project Manager | $ 5,000 | $ - | $ - | $ - | 0.1 FTE to manage administrative tasks throughout the duration of the grant Year 1. |
| **PERSONNEL - Other Costs** | | | | | |
| Fringe Benefits | $ 2,000 | $ 500 | $ - | $ - | Year 1 Taxes - Kumu and Project Mgr $1,200. Year 1 medical - Kumu and Project Mgr. $1,300. |
| **CONTRACTUAL SERVICES - Administrative** | | | | | |
| Account Services | $ 2,500 | $ - | $ - | $ - | Accounting and Payroll Services for Year 1. |
| **CONTRACTUAL SERVICES - Programmatic** | | | | | |
| Kumu Assistant | $ 4,000 | $ - | $ - | $ - | Assist Kumu with workshops in Year 1 - 20 workshop x $200/workshop. |
| **EQUIPMENT - Lease/Rental** | | | | | |
| Copy Machine | $ 1,000 | $ 1,000 | $ - | $ - | Pro rata share of copy machine costs for copying or curriculum and handouts for workshops. |
| **EQUIPMENT - Purchase** | | | | | |
| Computer and accessories | $ 1,500 | $ - | $ - | $ - | Laptop for project activities $1,000. Laptop warranty $150. Laptop Bag $50. Color Printer $300. |
| **FACILITIES - Lease/Rental** | | | | | |
| Office Lease | $ 10,000 | $ 20,000 | $ - | $ - | Pro rata share of lease of office space for project administration & activities $2,500/month x 12-mos. |
| **FACILITIES - Utilities** | | | | | |
| Telephone and Internet Services | $ 1,000 | $ 2,000 | $ - | $ - | Pro rata share of telephone and utilities. |
| **OTHER EXPENSES - Honorarium** | | | | | |
| Kūpuna - Guest Speakers | $ 1,000 | $ - | $ - | $ - | Kūpuna guest speakers at workshops to share ʻike lāʻau lapaʻau - $100 x 2 speakers x 5 workshops. |
| **OTHER EXPENSES - Insurance** | | | | | |
| General liability | $ 1,500 | $ - | $ - | $ - | Pro rata share of required annual insurance premium. |
| **OTHER EXPENSES - Publication & Printing** | | | | | |
| Curriculum Packets | $ 2,500 | $ 625 | $ 625 | $ - | One Curriculum packet for each participant $75 x 50 participants in Year 1. |
| **OTHER EXPENSES- Repair & Maintenance** | | | | | |
| Maintenance of Commercial Dehydrator Machine | $ 1,500 | $ - | $ - | $ - | Annual maintenance of commercial dehydrator |
| **OTHER EXPENSES - Supplies** | | | | | |
| Office supplies | $ 1,000 | $ - | $ - | $ - | Color/Black Ink $500. Paper, pens, other office supplies $500. |
| **PROGRAM ACTIVITIES** | | | | | |
| Tool sets for participants | $ 5,000 | $ - | $ - | $ - | One tool set for each participant $100 x 50 participants in Year 1. |
| Lapaʻau Starter Kits | $ 10,000 | $ - | $ - | $ - | Lapaʻau Kits for participants that complete the program in Year 1, kit includes bowl, chopper, strainer, steamer, knife, muslin material, five different plant starters, other lapaʻau supplies $200 x 50 participants in Year 1. |
| Workshop Supplies | $ 1,100 | $ - | $ - | $ - | PPE $300, disposable gloves $200, storage containers $500, trash bags $100. |

| TRAVEL AND TRANSPORTATION | | | | | |
|---|---|---|---|---|---|
| Staff travel for 2-day Maui workshop | $ 900 | $ - | $ - | $ - | Airfare $200 x 2 staff = $400. Car rental $200. Overnight Accommodations for $300. |
| Staff travel for 2-day Kaua‘i workshop | $ 1,000 | $ - | $ - | $ - | Airfare $200 x 2 staff = $400. Car rental $200. Overnight Accommodations for $400. |
| **REQUESTED OHA FUNDS BUDGET:** | **$ 80,000** | | | | |
| **CASH MATCH FUNDS:** | | **$ 34,125** | | **49.7%** | **% of Match** |
| **Partner Organization Match Funds:** | | | **$ 5,625** | | |
| **Other Funds:** | | | | **$ 2,500** | |
| **YEAR 1 Total Project Cost:** | | | **$** | **122,250** | |

## ATTACHMENT I. BUDGET CATEGORY TABLE

The budget demonstrates that the applicant has a complete, accurate, and justified budget that aligns with and supports the proposed service delivery and/or activities. Budget Forms shall be complete and accurate. The budget shall include all project expenses, even those costs not being requested from OHA. The budget shall detail calculations for each budget item to demonstrate that costs are reasonable. The budget shall provide adequate information to justify that costs are relevant to proposed service and/or activity. Justifications shall explain the appropriateness and relevance of project costs to the anticipated service and/or activities and planned outputs. If you do not know what category to use, please contact the OHA Grants department at grantsinfo@oha.org.

| | |
|---|---|
| **PERSONNEL - Salaries** | |
| Description: Costs of Employees Salaries and Wages. | Justification: Identify key project staff positions. For each staff person, provide: position title, time commitment to the project as a percentage or full-time equivalent, and annual salary calculation. |
| **PERSONNEL - Other Costs** | |
| Description: Costs of Employees (Federal and State requirements) which may include payroll taxes, assessments and fringe benefits. | Justification: List all components of fringe benefits and provide a breakdown of the amounts and percentages (FICA, unemployment insurance, health insurance, retirement, etc.) in relation to salaries and wages. |
| **CONTRACTUAL SERVICES - Administrative** | |
| Description: Costs of all contracts for professional services or consultant services necessary for the project that are a part of the organizational functions (e.g. payroll processing, audit, accounting, hardware/software maintenance). | Justification: Explain why these services are being contracted. Include prorata amounts based on FTE or staff ratios. Service contracts and/or agreements are required. |
| **CONTRACTUAL SERVICES - Programmatic** | |
| Description: Costs of all contracts for professional services or consultant services that are not regularly part of the organization's staff and necessary for project implementation (e.g. kumu, cultural practitioners, specialists, repair/maintenance). | Justification: Explain why these services are being contracted. Services must be documented in the Scope of Services. Include type of service, fee for service and time commitment to the project as applicable. Service contracts and/or agreements are required. |
| **DISTRIBUTIONS** | |
| Description: Amount allocated to direct payments (e.g. match savings programs, scholarships, emergency financial assistance, Charter School funds). | Justification: Describe eligibility criteria for payments and what direct payments are for. Supporting documents confirming eligibility are required. |
| **EQUIPMENT - Lease/Rental** | |
| Description: Cost of equipment lease or rental as related to the proposed project services (e.g. van, back hoe, printer) | Justification: Provide computations, price quotes, narrative description, and a justification for each cost under this category. Include prorata amount if the equipment is shared and not used exclusively for the project. |
| **EQUIPMENT - Purchase** | |
| Description: "Equipment" means an article including items of personal property, as distinguished from real property, having a useful life of more than one year and an acquisition cost of $500 or more per unit. *Note: Equipment purchased with OHA grant funding must continue to be used to benefit the Native Hawaiian community after the term of the OHA grant. | Justification: For each type of equipment requested, provide a description of the item and its relevance to the project, the cost per unit and the number of units. |
| **FACILITIES - Lease/Rental** | |
| Description: Costs may include lease/rental of office space or other project-related facility costs. | Justification: Provide computations, price quotes, narrative description, and a justification for each cost under this category. Include prorata amount if this is a shared cost. |
| **FACILITIES - Utilities** | |
| Description: Costs may include utilities such as water, sewer, electricity and/or telephone/internet services. | Justification: Provide computations, price quotes, narrative description, and a justification for each cost under this category. Include prorata amount if this is a shared cost. |

| | |
|---|---|
| **OTHER EXPENSES - Honorarium** | |
| Description: Payment made for services for which fees are not traditionally required (e.g. guest speaker at a workshop to cover time and/or travel). | Justification: Provide computations, narrative description, and a justification for each cost under this category. |
| **OTHER EXPENSES - Insurance** | |
| Description: Cost of insurance required as related to provision of proposed services, which may include general liability, automobile and worker's compensation. | Justification: For each type of insurance requested, provide a description of the coverage, cost, prorata share and necessity as applicable to provision of proposed services. |
| **OTHER EXPENSES - Mileage** | |
| Description: Travel allowance based on staff use of private vehicles for project-related activities. | Justification: Provide computations based on miles, rate, months and FTE, and a narrative description for cost under this category. |
| **OTHER EXPENSES - Other Costs** | |
| Description: Enter all other costs not included in any other category. | Justification: Provide computations, a narrative description and a justification for each cost under this category. |
| **OTHER EXPENSES - Postage, Freight, Delivery** | |
| Description: Costs of mailing, shipping or delivery as related to the project. | Justification: Provide computations, a narrative description and a justification for each cost under this category. |
| **OTHER EXPENSES - Publication & Printing** | |
| Description: Costs may include items such as project outreach materials, client forms, or other project related educational materials. | Justification: Provide computations, a narrative description, and a justification for each cost under this category. |
| **OTHER EXPENSES - Staff Training** | |
| Description: Costs may include tuition, stipends, registration fees and other staff development related expenses. | Justification: Provide computations, a narrative description and a justification for each cost under this category. |
| **OTHER EXPENSES - Supplies** | |
| Description: Include costs of administrative supplies and equipment (other than that included under the Equipment category) related to service delivery. | Justification: Specify general supplies costs and units. Show computations and provide other information that supports the amount requested. |
| **PROGRAM ACTIVITIES** | |
| Description: Cost of items, supplies and project services directly related to the delivery of services to participants. | Justification: Provide computations (cost and units), a narrative description and a justification for each cost under this category. |
| **TRAVEL AND TRANSPORTATION** | |
| Description: Travel is for In State Travel Only. Costs of project-related travel by applicant employees, which may include airfare, vehicle rental, mileage, or lodging. Cost for transportation for participants to project-related services, which may include bus rental. Grant funds do not cover participant travel. | Justification: For each trip, show the total number of travelers, travel destination, and purpose of trip as it relates to proposed project. Provide computations, price quote, narrative description and a justification for each cost under this category. |

**ATTACHMENT J. BUDGET AND BUDGET JUSTIFICATION FORM**

**YEAR 1**

| BUDGET CATEGORY - Item | Requested OHA Funds Budget | Cash Match Funds | Partner Organization Match Funds (if any) | Other Funds (if any) | Description & Justification |
|---|---|---|---|---|---|
| **PERSONNEL - Salaries** | | | | | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| **PERSONNEL - Other Costs** | | | | | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| **CONTRACTUAL SERVICES - Administrative** | | | | | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| **CONTRACTUAL SERVICES - Programmatic** | | | | | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| **DISTRIBUTIONS** | | | | | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| **EQUIPMENT - Lease/Rental** | | | | | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| **EQUIPMENT - Purchase** | | | | | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| **FACILITIES - Lease/Rental** | | | | | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| **FACILITIES - Utilities** | | | | | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| **OTHER EXPENSES - Honorarium** | | | | | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| **OTHER EXPENSES - Insurance** | | | | | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| **OTHER EXPENSES - Mileage** | | | | | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| **OTHER EXPENSES - Other Costs** | | | | | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| **OTHER EXPENSES - Postage, Freight, Delivery** | | | | | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| **OTHER EXPENSES - Publication & Printing** | | | | | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| **OTHER EXPENSES- Repair & Maintenance** | | | | | |
| | $ - | $ - | $ - | $ - | |

## ATTACHMENT J. BUDGET AND BUDGET JUSTIFICATION FORM
## YEAR 1

| BUDGET CATEGORY - Item | Requested OHA Funds Budget | Cash Match Funds | Partner Organization Match Funds (if any) | Other Funds (if any) | Description & Justification |
|---|---|---|---|---|---|
| | $ - | $ - | $ - | $ - | |
| **OTHER EXPENSES - Staff Training** | | | | | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| **OTHER EXPENSES - Supplies** | | | | | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| **PROGRAM ACTIVITIES** | | | | | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| **TRAVEL AND TRANSPORTATION** | | | | | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| **REQUESTED OHA FUNDS BUDGET:** | $ - | | | | |
| **CASH MATCH FUNDS:** | | $ - | | #DIV/0! | % of Match |
| **Partner Organization Match Funds:** | | | $ - | | |
| **Other Funds:** | | | | $ - | |
| **YEAR 1 Total Project Cost:** | | | $ - | | |

**ATTACHMENT J. BUDGET AND BUDGET JUSTIFICATION FORM**

**YEAR 2**

| BUDGET CATEGORY - Item | Requested OHA Funds Budget | Cash Match Funds | Partner Organization Match Funds (if any) | Other Funds (if any) | Description & Justification |
|---|---|---|---|---|---|
| **PERSONNEL - Salaries** | | | | | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| **PERSONNEL - Other Costs** | | | | | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| **CONTRACTUAL SERVICES - Administrative** | | | | | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| **CONTRACTUAL SERVICES - Programmatic** | | | | | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| **DISTRIBUTIONS** | | | | | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| **EQUIPMENT - Lease/Rental** | | | | | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| **EQUIPMENT - Purchase** | | | | | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| **FACILITIES - Lease/Rental** | | | | | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| **FACILITIES - Utilities** | | | | | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| **OTHER EXPENSES - Honorarium** | | | | | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| **OTHER EXPENSES - Insurance** | | | | | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| **OTHER EXPENSES - Mileage** | | | | | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| **OTHER EXPENSES - Other Costs** | | | | | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| **OTHER EXPENSES - Postage, Freight, Delivery** | | | | | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| **OTHER EXPENSES - Publication & Printing** | | | | | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| **OTHER EXPENSES- Repair & Maintenance** | | | | | |
| | $ - | $ - | $ - | $ - | |

## ATTACHMENT J. BUDGET AND BUDGET JUSTIFICATION FORM

## YEAR 2

| BUDGET CATEGORY - Item | Requested OHA Funds Budget | Cash Match Funds | Partner Organization Match Funds (if any) | Other Funds (if any) | Description & Justification |
|---|---|---|---|---|---|
| | $ - | $ - | $ - | $ - | |
| **OTHER EXPENSES - Staff Training** | | | | | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| **OTHER EXPENSES - Supplies** | | | | | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| **PROGRAM ACTIVITIES** | | | | | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| **TRAVEL AND TRANSPORTATION** | | | | | |
| | $ - | $ - | $ - | $ - | |
| | $ - | $ - | $ - | $ - | |
| **REQUESTED OHA FUNDS BUDGET:** | $ - | | | | |
| **CASH MATCH FUNDS:** | | $ - | | #DIV/0! | % of Match |
| **Partner Organization Match Funds:** | | | $ - | | |
| **Other Funds:** | | | | $ - | |
| **YEAR 2 Total Project Cost:** | | | $ - | | |

# ATTACHMENT K. DISALLOWED COSTS

OHA reserves the right not to fund any budget expenses it deems inappropriate, unreasonable, or unallowable. OHA grant funds may not be used to support costs incurred prior to the grant start date or not related to the grant. In addition, in general, OHA does not allow the following:

- Purchase of land or buildings
- Construction or capital improvements
- Purchase of motorized vehicles which includes boats and golf carts
- Purchase of alcohol
- Promotional materials and items
- Entertainment
- Food
- Makana (gifts)
- International or Out-of-State travel
- Per diem
- Prizes/Awards
- Gratuities
- Indirect Costs. This category may be used only when the applicant currently has as indirect cost rate approved by a State department or Federal agency contributing matching funding for this project.

In-state travel and all transportation costs must be justified and reasonable. Travelers and travel must be deemed necessary for the purposes of the grant. Transportation costs (i.e., airfare, ground transportation, accommodations) to facilitate project services and/or activities must comply with all applicable, federal, state and county COVID-19 related orders. OHA will not be responsible for implications and/or impacts of grantee travel within the state related to COVID-19, civil or community unrest or jurisdictional matters. Grant funds do not cover participant travel.

Equipment purchased with OHA grant funding must be justified and continued to be used to benefit the Native Hawaiian community after the term of the grant.

OFFICE OF HAWAIIAN AFFAIRS

# ATTACHMENT L.
# REFERENCE GUIDE TO DIRECT PROGRAM AND INDIRECT OVERHEAD COSTS

| | COST TYPES | |
|---|---|---|
| | Direct Program | Indirect Overhead |
| **Personnel** | | |
| Program Manager * | X | |
| Executive Director * | | X |
| CEO * | | X |
| Payroll Manager | | X |
| Administrative Assistant | | X |
| Accounting Staff (salaried on contractual) | | X |
| Farm Manager | X | |
| Teacher | X | |
| Cultural Specialist | X | |
| Fringe Benefits (dependent on if the original cost is Direct or Indirect) | X | X |
| **Other Expenses** | | |
| Rent Office Lease | | X |
| Rent for Workshop Venue | X | |
| Utilities | | X |
| Office Supplies | | X |
| Supplies for Workshops | X | |
| Farm Equipment Lease | X | |
| Insurance | | X |
| IT Data Services | | X |
| Legal Fees | | X |
| Travel | X | |
| Data Reporting | | X |
| Copier Lease | | X |
| Printing costs for workshop handouts | X | |
| Purchased Equipment for use in your project | X | |
| Repair costs associated with purchased equipment in above line | X | |

*** Generally labeled as indirect overhead cost unless the position has direct contact with project participants (i.e. developing the curriculum for a workshop, teaching a class, providing legal advice, etc.)**

**OPERATING COST (OVERHEAD) RESTRICTION**

- Cannot exceed 30% of the total OHA grants funds.
- For operating costs not directly associated with the program.
- For costs associated with the general overhead operation of your organization.
- Examples include, but not limited to:
  - Administrative Payroll – Salaries & Fringe Benefits
  - Rent – Office Lease
  - Rent – Equipment (e.g. copier)
  - Accounting/Payroll Services
  - IT/Data Services
  - Professional Services – Legal, Audit, etc.
  - Insurance – General Liability, Auto, etc.
  - Utilities – Telephone & Internet, Electricity, Water, etc.