



Grant Solicitation No. OHA 23-11

Kako‘o Grant Program

March 15, 2023

The new Kako‘o Grant Program will have one initial solicitation to provide broader community organization calendar year 2023. The high-level process timeline below is for planning purposes.

Grants Portal (Re) Opens:	Application Deadline (and Portal Closes):	Projected Award Notification:
<i>Wednesday, March 15, 2023</i>	<i>Friday, March 31, 2023</i>	<i>June 2023</i>

For assistance with this grant solicitation, please email:

grantsinfo@oha.org

For technical assistance with the Grants Portal, please email:

grantsadmin@oha.org

SOLICITATION ORGANIZATION

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

- Section I. Grants Program, Timetable & Orientation
- Section II. Kāko‘o Grant Program Overview
- Section III. Applicant Eligibility
- Section IV. Application Instructions
- Section V. Evaluation, Eligibility & Application
- Section VI. Review & Recommendation
- Section VII. Attachments

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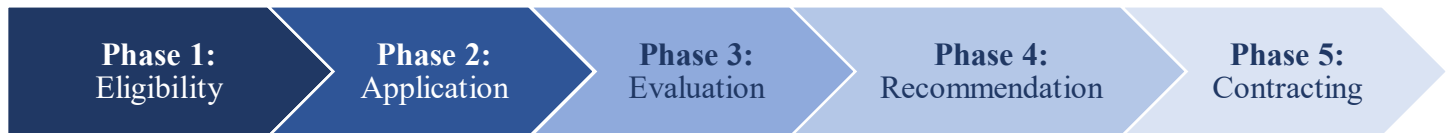
SECTION I. GRANTS PROGRAM, TIMETABLE & ORIENTATION

A. Grants Program

The Grants Program is responsible for overseeing the Office of Hawaiian Affairs' (OHA) granting process, including sponsorships, solicitation development, application facilitation, award recommendation, Grant Agreement execution, and monitoring grantee performance. The entire lifecycle of the granting process is conducted on OHA's online Grant system, Grants Portal. To access this system, visit the grants website: www.oha.org/grants

Contact information for Grants is:
Grants Program
Office of Hawaiian Affairs
560 North Nimitz Highway, Suite 200
Honolulu, Hawai'i 96817

Figure 1. Grants Program Phases



B. Solicitation(s) Timetable

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

Table 1. Key Dates by Cycle

Activity	Key Dates
1. Grants Portal (Re) Opens (Phases 1, 2)	Wednesday, March 15, 2023
2. Orientation Recording Posted	Wednesday, March 15, 2023
3. Application Closes @ 2:00 p.m. HST	Friday, March 31, 2023
4. Application Review Period (Phase 3)	April 2023

Activity	Key Dates (Cycle 2)
5. Administration Recommendation, Board Action (Phase 3)	May 2023
6. Notification of Award, Non-Award (Phase 4)	June 2023
7. Contracting (Phase 5)	June 2023

C. Solicitation Orientation

The solicitation orientation is optional but recommended for applicants and will cover all components of this solicitation. The initial “live” orientation session and related PowerPoint and recording will be posted on the OHA Grants Website at www.oha.org/grants. Updates to the orientation information will be made as needed.

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SECTION II. KĀKO‘O GRANT PROGRAM OVERVIEW

A. KĀKO‘O Grant Program Purpose

This new classification of grants, which was identified as a need by the community, provides for grant writers, program implementation supports, resources to establish and “stand-up” new or strengthen existing community based organizations and organizing assistance, paying for financial audits, accountants and accounting services, human resources, payroll processing fees (not the actual payroll or related tax amounts), banking fees, organizational and financial reporting and other back-office functions, to strengthen community organizations’ grant applications, and post award monitoring and reporting not just for OHA but for other county, state, federal and community resources. This grant is intended to broaden Native Hawaiian community organizational capacity and strengthen internal organizational capacity to enable the organization to seek additional resourcing beyond OHA.

1. Target Population to be Served

The target population for this grant are Native Hawaiian organizations servicing Native Hawaiian individuals, families and/or communities, in the State of Hawai‘i.

2. Geographic Coverage of Service

Service areas include the islands of O‘ahu, Hawai‘i, Maui, Kaua‘i, Ni‘ihau, Moloka‘i, Lāna‘i, and Kaho‘olawe.

3. Scope of Eligible Services

a. Eligible Services

This new classification of grants, which was identified as a need by the community, provides for grant writers, implementation supports, resources to establish and “stand-up” new or strengthen existing community based organizations and organizing assistance, paying for financial audits, accountants and accounting services, human resources, payroll processing fees (not the actual payroll or related tax amounts), banking fees, organizational and financial reporting and other back-office functions, to strengthen community organizations’ grant applications, and post award monitoring and reporting not just for OHA but for other county, state, federal and community resources. This grant is intended to broaden Native Hawaiian community organizational capacity and strengthen internal organizational capacity to enable the organization to seek additional resourcing beyond OHA.

b. Ineligible Costs and/or Services

In general the following type of costs, including the related services associated with are ineligible for the KĀKO‘O Grant program and will not be considered:

- Fundraiser or fundraising costs;
- Construction or permitting fees;
- Services that are not compliant with federal, state, or county laws;

- Services that are rendered out of or by an organization that is based out of the state of Hawai'i;
- Promoter, manager or other entertainment related services;
- Administrative costs related to role as an OHA contractor;
- Sponsorships of individuals or teams; and
- Travel agent or other related costs associated with travel.
- Purchase of land or buildings;
- Purchase of motorized vehicles which includes boats;
- Out-of-state travel;
- Purchase of alcohol;
- Purchase of food;
- Purchase of tents;
- Purchase of chairs;
- Purchase of tables;
- Purchase of speakers;
- Entertainment or gratuities;
- Indirect costs;
- Lei;
- Makana (gifts);
- Face painting;
- Bouncy houses; or
- Prizes/Awards.

4. COVID Safety Measures Required

For this solicitation the KĀKO'O Grant Program is working to be flexible and supports events that are compliant with government (e.g., federal, state, county) related gathering limitations in response to the COVID-19 pandemic. All applicants are required to provide information explaining the safety measures that will be in place to protect all grant-related participants (e.g., program participants, contractors, employees, community members) from the virus.

B. 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 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 III. APPLICANT ELIGIBILITY

A. Eligibility Requirement

This solicitation is issued under the provisions of the Hawai‘i Revised Statutes (HRS) Chapter 10-17, as well as other applicable state laws. All prospective applicants should familiarize themselves with the requirements of HRS section 10-17. To be eligible to apply, an applicant shall:

- Be a nonprofit community-based organization determined to be exempt from federal income taxation by the Internal Revenue Service;
- Certify that the governing board members have no material conflict of interest and serve without compensation;
- Be registered to do business in the State of Hawai‘i;
- Have a Hawai‘i Compliance Express Certificate of Vendor Compliance issued by the State of Hawai‘i that is “Compliant” within three (3) months of the application deadline;
- Certify that bylaws or policies exist that describe how business is conducted and policies relating to nepotism and management of potential conflict of interest situations;
- Demonstrate to OHA that they are in good standing and compliance with all laws governing entities doing business in the State of Hawai‘i;
- Provide services to Native Hawaiians and/or Native Hawaiian community(ies) in the State of Hawai‘i;
- Be considered in good standing with OHA if previously awarded an OHA grant contract;
- Certify that the applicant has licenses, permits, and accreditations, and meet all standards required by applicable federal, state, and county laws, ordinances, codes, and rules to provide services. The applicant shall also be in good standing with required licensing bodies, and compliance with professional standards and requirements;
- Certify that the authorized signatory (e.g., Executive Director, CEO) has the legal power delegated by an organization’s authoritative body (such as the Board of Directors) to sign and submit the OHA grant application;
- Certify that if awarded this grant, the applicant, now grantee, will develop and implement a COVID-19 Preparedness & Response Plan (Plan). The purpose of the Plan is to minimize or eliminate exposure to SARS-CoV-2 for all grant-related participants (e.g., program participants, contractors, employees, community members). The Plan must provide general safeguards for program location(s) as well as federal, State of Hawai‘i, and applicable county mandates where the grant program(s) and/or service(s) are 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 periodically update the Plan to conform to federal, state, and applicable county mandates. The Plan must be made immediately available to OHA upon request; and
- Agree to indemnify and hold OHA and the State of Hawai‘i harmless for activities undertaken with grant funding, if awarded.

B. Application Deadline

Refer to the deadlines for each applicable cycle in the table above.

The Grant Portal deadline is preset and will not allow you to submit after the deadline. Submission of an application in hard copy, by fax, or by email shall be rejected. There are no exceptions to this requirement. Upon submittal of the application, applicants will receive an automatic acknowledgement of receipt via email.

C. Multiple Applications, Multiple Deadlines

Only one (1) application may be submitted by an organization, per solicitation cycle, with priority in each cycle, for applicants, services, and locations, that have not been previously awarded.

D. Confidential Information

Solicitation applications shall be open to public inspection after Grantee selections and notice of awards, subject to the Uniform Information Practices Act (UIPA). If an applicant believes any portion of an application contains information that should be withheld as confidential, such information shall be marked in the application and include justification to support confidentiality.

E. Funding

a. Funding Restrictions

The maximum amount to be requested is \$25,000. An application that requests more than the maximum funding amount will be deemed ineligible. Strictly limit the funding request to a minimum required budget for the event.

b. Availability of Funds

The grant award is subject to approval by OHA's Board of Trustees and subject to the availability of funding.

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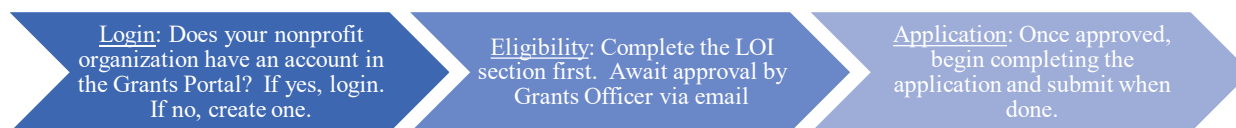
SECTION IV. APPLICATION INSTRUCTIONS

A. How to Apply

Step 1: Log in: Create an account in the online application system, Grants Portal, www.oha.org/grants – “Link to Grants Portal”. If you are unsure if your organization has an account in Grants Portal, please email grantsadmin@oha.org. If your organization already has an account, log in. If you forgot your password, click the link on the login page titled, “Forgot Password”.

Step 2: Eligibility Requirements (Letter of Interest – LOI) phase 1: Submit your LOI through Grants Portal. This phase is where we determine if the applicant is eligible to apply for the grant. Once the LOI is approved, the applicant will receive an email notifying the receiver that the application is available to begin completing. If the applicant receives an email notification that it did not meet the eligibility requirements, the applicant can resubmit the LOI with the corrected information one additional time. Email notification of eligibility status shall be sent within 72 hours of document submission and shall be sent Monday – Friday during OHA business hours (not including holidays), 7:45 a.m. to 4:30 p.m.

Step 3: Application, phase 2: You will not be granted access to the full application until your LOI is submitted and approved in phase 1. Once approved, you may begin completing the application.



B. Grants Portal Tips

- Online grant applications must be submitted by the deadline of Hawai‘i Standard Time (HST). If you miss the deadline the system will not allow you to hit the submit button.
- 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.
- Required forms or supporting documents must be uploaded to each relevant section of the application. Uploads have size limits. To ensure enough space for all uploads it is recommended to use black/white, compressed, low resolution, text quality documents.
- If you have more than one document to upload to one upload field, combine documents by scanning or merging them into one.
- 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.
- It is advised that the applicant review the online application for accuracy and completeness before submitting it.

- Whitelist emails from administrator@grantinterface.com, all Grants Portal emails come from this address.
- As you work on this application, you can save a draft and come back to finish your work at any time. To do so, click "Save" at the bottom right-hand side of the form. When you return, you will see your draft application on your dashboard. Click "Edit Application" to return to your draft.
- If you are logged in for a few hours and have left the page idle, you will be logged out (a warning will appear first).
- You can't access the same Grants Portal account from a different computer or browser.
- If you come across a file upload error, refresh your screen.
- Character Counts, we have set all questions at the maximum limit to provide you as much flexibility in your answers as possible. Please note, we are not looking for 10,000-character responses. 10,000 characters = 1,600 words or 3.5 pages single-spaced.
- You can collaborate on your application using the blue "Collaborate" button in the upper right-hand corner.

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SECTION V. EVALUATION, ELIGIBILITY, & APPLICATION

A. Evaluation – Scoring Breakdown

Each applicant may be awarded up to 100 points. The points will be distributed as follows:

Scoring System	1. Basic Information & Purpose	2. Background, Capacity & Experience	3. Event Design	
	0 Points	15 Points	30 Points	
	A. Basic Information & Purpose	B. Background, Capacity & Experience	C1. Agenda	C2. Outreach & Collaboration
Total Points	0	15	15	15
Exceeds Expectation	0	13 to 15	13 to 15	13 to 15
Meets Expectation	0	10 to 12	10 to 12	10 to 12
Good	0	7 to 9	7 to 9	7 to 9
Fair	0	4 to 6	4 to 6	4 to 6
Poor	0	1 to 3	1 to 3	1 to 3
Not Acceptable	0	0	0	0

Scoring System	4. Event Delivery		5. Event Evaluation	6. Strategic Plan Alignment		7. Financial Capacity
	20 Points		5 Points	20 Points		10 Points
	D1. Value to the Native Hawaiian Community	D2. Leveraging	E. Evaluation	F1. Strategic Foundations	F2. Strategic Directions	G. Financial Capacity
Total Points	15	5	5	10	10	10
Exceeds Expectation	13 to 15	5	5	9 to 10	9 to 10	9 to 10
Meets Expectation	10 to 12	4	4	7 to 8	7 to 8	7 to 8
Good	7 to 9	3	3	5 to 6	5 to 6	5 to 6
Fair	4 to 6	2	2	3 to 4	3 to 4	3 to 4
Poor	1 to 3	1	1	1 to 2	1 to 2	1 to 2
Not Acceptable	0	0	0	0	0	0

B. Evaluation Breakdown

Exceeds Expectation	All application requirements are met, and several are exceeded, application response clearly and effectively articulates event and is an exemplar
Meets Expectation	All application requirements are met and application response clearly articulates event
Good	Several (but not all) application requirements are met and/or application response reasonably articulates event
Fair	A few application requirements are met and/or application response somewhat articulates event
Poor	Most (but not all) application requirements are not met and/or application response poorly articulates event

C. Eligibility Requirement Questions – Phase 1

The applicant shall provide information and upload the required documents to meet the solicitation minimum eligibility requirements to gain full access to the application.

Basic Information (0 Total Points)

1. **Organization Name** – The applicant shall provide its nonprofit organization name. If your organization name has an ‘okina or kahakō, please use it.
2. **Project Name** – The applicant shall provide the name of the event.
3. **Island Location(s)** – The applicant shall indicate the island(s) for which service delivery for the service is implemented. Choose all that apply: O‘ahu, Hawai‘i Island, Maui, Kaua‘i, Ni‘ihau, Moloka‘i, Lāna‘i, and/or Kaho‘olawe. If multi-island is selected, the event details must be the same for each island.
4. **Amount Requested** – The applicant shall indicate the funding amount being requested from OHA for the proposed event. The maximum amount requested is \$25,000 (No minimum).
5. **Authorized Signatory – Legal and Financial Agreements** – The applicant shall identify individuals who have signing authority over legal agreements and reporting (Final Report and Grantee Agreement) for the organization. Use the following format: List the first name, last name, and title.
6. **Litigation** – The applicant shall disclose any pending litigation to which they are a party, including disclosure of any outstanding judgment. If none, indicate with N/A.
7. **Governing Board and Executive Team** – The applicant shall list the organization’s governing board and executive team. Use the following format: List the first name, last name, and title.
8. **Licenses or Permits** – Provide a list of applicable licenses or permits required for the proposed activities or services and the applicant’s status in applying for each license or permit, if applicable. If not applicable, indicate with N/A.
9. **Sufficient Funds Certification** – The applicant shall certify that it has sufficient funds available for the effective operation of the proposed activities or services in the grant application for the duration of the grant period.
10. **Native Hawaiian Serving Organization** – The applicant shall select yes or no declaring if their organization serves majority Native Hawaiian clients and or participants.
11. **COVID-19 Preparedness and Response Plan** – 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.

Eligibility Documents to Upload (0 Total Points)

The applicant is required to upload the following documents:

- 1. IRS Letter of Determination** – 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 A for Sample IRS Letter of Determination.*
- 2. Certificate of Vendor Compliance (CVC)** – 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>. Applicants must be registered and compliant with Hawai‘i Compliance Express (HCE). We do not accept your DCCA. *See Attachment B for Sample HCE Certificate of Vendor Compliance.*
- 3. Application Authorization Form** – 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 C for sample Application Authorization Form.*
- 4. Board Governance Certification Form** – 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 D for sample Board Governance Certification Form.*

D. Application Questions – Phase 2

1. Purpose Statement (0 Total Points)

The applicant shall provide a short statement that describes the proposed event and its purpose. The statement should include the project objective, target population, and intended impact. Use the following format: “The purpose of this event is to provide [blank, service/object] to [blank, Native Hawaiian community] to [blank, intended result/impact].”

2. Background, Capacity & Experience (15 Total Points)

Give the evaluators a sense of organizational capacity to execute the event effectively. The applicant shall clearly describe the:

- organization mission;
- governing structure;
- prior event-related funding experience;
- prior event experience; and
- a list of prior OHA funding for the last three (3) years, if any.

3. Event Design (30 Total Points)

a. Agenda (15 Points)

The applicant shall describe the event day(s) from start to finish; the description should depict what the event day(s) would encompass. Demonstrate the substance of your event and its value. Upload a copy or detail in the description box the following:

- Agenda (draft/past flyer),
- Event flyer (draft/past flyer),
- List of speakers and their area of expertise,
- List of exhibitors and their offerings, and/or
- Summaries of seminars, workshops, or other opportunities provided at the event.

b. Outreach & Collaboration (15 Points)

The applicant shall describe outreach efforts to the Native Hawaiian Community and demonstrate their collaborating efforts. Use the following format:

- Marketing/Promoting: The applicant shall demonstrate that they have marketing/promoting plan that strategically attracts Native Hawaiians to attend the event.
- Collaboration: The applicant shall demonstrate their ability to collaborate with other organization(s) in the implementation of the event and to show buy-in from other agencies of the event.
 - The applicant shall specify how the collaborating organization(s) intends to support the applicant's event.

4. Event Delivery (20 Total Points)

a. Value to the Native Hawaiian Community (15 Points)

The applicant shall clearly describe the valuable activities that will directly benefit the Native Hawaiian community through this event. Use the following format:

- Activities: List the activities that will occur and/or be offered at the event.
- Benefit: Describe how the activities will benefit the Native Hawaiian community attending the event.

b. Leveraging (5 Points)

The applicant shall identify and clearly describe the leveraging opportunities for OHA that may include but are not limited to, advertisements in event programs, television, radio, or print ads, OHA logo on “swag” items, OHA logo on event signage, OHA logo on event flyers, speaking opportunities, and/or providing a table or method for distributing OHA program information. Use the following format: List the opportunities provided to OHA if awarded.

5. Event Evaluation (5 Total Points)

The applicant shall describe how they will determine the attendance and the success of the event. Use the following format:

- Native Hawaiians in Attendance: How will the applicant determine the success in attracting the participation of Native Hawaiians at the event?
- Value to Native Hawaiians: How will the applicant determine the success in the value of activities that are provided to Native Hawaiians at the event?

6. Alignment with OHA’s 2020 - 2035 Strategic Plan Framework (20 Total Points)

The applicant shall demonstrate that the proposed event aligns with OHA’s 2020-2035 Strategic Plan Framework’s Strategic Foundations and Strategic Directions. No one foundation and direction are valued higher than another and the application score will not increase based on your selection.

a. Strategic Foundations (10 Points)

The applicant shall demonstrate how the proposed event is aligned with one or more of OHA’s Strategic Foundations. Use the following format: First, list the name of the foundation(s). Second, demonstrate how the proposed event aligns with the selection.

These foundations include:

• **‘Āina**

OHA aims to strengthen our ancestral connection to ‘āina through responsible stewardship to preserve legacy lands and to responsibly develop economically viable lands.

• **Mo‘omeheu**

OHA aims to strengthen Native Hawaiian’s connection to culture by supporting opportunities to engage in ‘ōlelo and ‘ike activities and initiatives.

• **‘Ohana**

OHA aims to promote healthy ‘ohana relationships by providing opportunities in communities to engage in ‘āina and mo‘omeheu based activities and initiatives as well as opportunities to engage in the wellbeing of their communities via civic participation and leadership.

b. Strategic Directions (10 Points)

The applicant shall demonstrate how the proposed event aligns with one or more of OHA's Strategic Directions. Use the following format: First, list the name of the direction(s). Second, demonstrate how the proposed event aligns with the selection.

These directions include:

- **Educational Pathways**

OHA's Strategy 1 is to support development and use of educational resources for all Hawaiian lifelong learners in schools, communities and 'ohana.

OHA's Strategy 2 is to support education through Hawaiian language medium and focused Charter Schools.

- **Health Outcomes**

OHA's Strategy 3 is to advance policies, programs and practices that strengthen Hawaiian wellbeing, including physical, spiritual, mental, and emotional health.

OHA's Strategy 4 is to advance policies, programs and practices that strengthen the health of the 'āina and mo'omeheu.

- **Quality Housing**

OHA's Strategy 5 is to advance policies, programs and practices that strengthen Hawaiian resource management knowledge and skills to meet the housing needs of their 'ohana.

OHA's Strategy 6 is to support implementation of the Hawaiian Homes Commission Act and other efforts to meet the housing needs of 'ohana.

- **Economic Stability**

OHA's Strategy 7 is to advance policies, programs and practices that strengthen 'ohana abilities to pursue multiple pathways toward economic stability.

OHA's Strategy 8 is to cultivate economic development in and for Hawaiian communities.

c. Strategic Direction Allocation (0 points)

The applicant shall indicate how much of the event resources will be allocated to each strategic direction. This information will be used to gain insights to and understand the alignment of OHA-funded events in the community.

Direction	%
Education	
Health Outcomes	
Quality Housing	
Economic Stability	
Total	100%

7. Financial Capacity (10 Total Points)

a. Budget (5 Points)

The budget shall provide adequate information to justify those costs that are relevant to proposed service delivery. Justifications explain the appropriateness and relevance of project costs to the anticipated event activities and planned outcomes.

Budget columns include the following:

- Budget Category: *See Attachment E for Budget Category Table*
- OHA Funds Requested: Amount requested from OHA
- Description and justification: *See Attachment E for Budget Category Table*

OHA reserves the right not to fund any budget expenses it deems inappropriate, unreasonable, or unallowable. *See Attachment G for Disallowed Costs.* Download the OHA budget form, once complete upload the completed document. Do not tamper with form. *See Attachment F for Sample Completed Budget.*

b. Vendor Quotes (5 Points)

The applicant shall upload a copy of all vendor quotes, invoices, and estimates for budget items listed under the “OHA Funds Requested” column. Past event quotes/invoices and online screenshots/photos of cost are acceptable. The uploads shall demonstrate that the funds requested are accurate and justified.

c. Accounting Management (0 Points)

The applicant shall identify whether the organization has dedicated accounting staff to properly manage and report on OHA grant funds. Use the following format: List the first name, last name, and title of that person. If there is no dedicated staff, explain how your organization will manage your finances/accounting systems for this event.

8. Supporting Documents – Optional Upload (0 Total Points)

The applicant may choose to include copies of past/draft event brochures, and handouts as well as any relevant news articles or photos related to the event. Should applicant decide to include these optional documents, OHA strongly encourages applicants to be judicious in selecting the type and number of items to include in the application.

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SECTION VI. REVIEW & RECOMMENDATION

A. Evaluation – Phase 3

1. Rejection of Applications

OHA reserves the right to consider only those applications submitted by all requirements outlined in this solicitation that 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.

2. 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. Once the applicant submits their application and the deadline closes, OHA will not add any additional information to the applicant's submission.

3. Evaluation of Applications and Communication of Status

The evaluation of applications received in response to this Solicitation shall be conducted comprehensively, consistently, fairly, and impartially. An evaluation committee of designated reviewers shall review and evaluate applications. The evaluation committee may be comprised of OHA employees and/or community representatives with experience in and knowledge of program services. All eligible applications will be reviewed, evaluated and subject to the recommendation of award. Aggregated scoring sheets for each applicant will be published post award announcement and all evaluation decisions are final and not appealable. The status of all applications (e.g., received, eligible, evaluated, awarded, non-awarded) will be posted to the OHA website.

B. Recommendation – Phase 4

1. Recommendation of Award

The recommendations of an award shall be presented to OHA's Board of Trustees for approval. Email notification of award or non-award will be sent to applicants via the OHA's Grants Portal.

Aggregated scoring sheets for each applicant in the cycle will be published with non-awarded applicants having the opportunity to strengthen and re-submit application in the next cycle.

C. Contracting – Phase 5

Applicants should read and be familiar with the Grant Agreement (see Section VII. Attachments) as shortening the time between award and contracting will enable the applicant, now grantee, to receive the award in accordance with the above described process.

SECTION VII. ATTACHMENTS

- A. Sample – IRS Letter of Determination
- B. Sample – HCE Certificate of Vendor Compliance (CVC)
- C. Application Authorization Form
- D. Board Governance Certification Form
- E. Budget Category Table
- F. Sample – Completed Budget
- G. Disallowable Cost
- H. Sample – OHA KĀKO‘O Grant Agreement

The attachments are samples only, the actual form is provided to you in the application via the Grants Portal.

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Attachment A - Sample IRS Letter of Determination SAMPLE

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)

Attachment B - Sample HCE Certificate of Vendor Compliance (CVC) SAMPLE



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**

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

Attachment C - Application Authorization Form SAMPLE



APPLICATION AUTHORIZATION FORM

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

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

Attachment D - Board Governance Certification Form SAMPLE



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 serve without compensation;
- 2) The Organization's governing board has bylaws or policies that describe the manner in which business is 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 or second 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 made herein. 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)

Attachment E - Budget Category Table

Advertising
<p><u>Description:</u> Costs of media to publicize event via magazines, newspaper, radio, television, internet, etc.</p> <p><u>Justification:</u> Explain where the advertising will take place.</p>
Contractual Services
<p><u>Description:</u> Costs of all contracts for professional services.</p> <p><u>Justification:</u> Explain and justify why these services are being contracted.</p>
Honoraria
<p><u>Description:</u> Cost of a nominal payment given to practitioners, speakers, etc., that provides services without charge (\$0 - \$300 per person when using OHA funds)</p> <p><u>Justification:</u> Explain who will be receiving the Honoraria and why. Example: Emcee, speaker, practitioner, etc.</p>
Insurance
<p><u>Description:</u> Costs of insurance required, relating to hosting or operating the event.</p> <p><u>Justification:</u> Provide computations, price quotes, narrative descriptions, and a justification for each cost under this category.</p>
Publication & Printing
<p><u>Description:</u> Costs may include items such as program outreach materials, client forms, or other program-related educational materials.</p> <p><u>Justification:</u> Provide computations, a justification for each cost under this category.</p>
Rental of Equipment
<p><u>Description:</u> Costs of an equipment lease or rental to host or operate the event. "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. (If the item can be rented it should not be purchased)</p> <p><u>Justification:</u> Provide computations, a narrative description, and a justification for each cost under this category.</p> <p>Example: Tables, chairs, tents, lighting, van, water coolers, screens, speakers, laptops, etc.</p> <p>*For virtual events: Video conferencing tools like Zoom or Gotomeeting will be an allowable cost as long as you show that the subscription is for the month for which the event is occurring only.</p>

<p>Rental of Space</p> <p><u>Description:</u> Costs of space and/or facilities relating to hosting and operating the event. <u>Justification:</u> Provide computations, a narrative description, and a justification for each cost under this category.</p>
<p>Supplies</p> <p><u>Description:</u> Costs of materials other than that included under the “Rental of Equipment” category to host and operate the event, materials for event day use only. (\$20 or less per unit, majority disposable items) <u>Justification:</u> Provide computations, a narrative description, and a justification for each cost under this category. Example: Trash bags, tape, ties, rope, pens, tablecloth, etc.</p>
<p>Travel</p> <p><u>Description:</u> Costs of event-related travel for speakers, practitioners, participants, etc., which may include transportation, mileage, lodging, and airfare. (In-state only) <u>Justification:</u> Explain why the travel is necessary and who will be traveling.</p>
<p>Other</p> <p><u>Description:</u> Enter all other costs not included above. <u>Justification:</u> Provide computations, a narrative description, and a justification for each cost.</p>

Attachment F - Completed Budget SAMPLE

Organization Name: Budget Category (Title)		The Good Org OHA Funds Requested	Description & Justification
Advertising			
Ad in Local News Hawai'i	\$	500.00	Half page ad in the Local News Hawai'i Newspaper to advertise event.
Contractual Services			
Facilitator	\$	500.00	facilitate virtual workshops and Q&A sessions 8 AM - 5 PM
Honoraria			
Cultural Practitioner	\$	200.00	Teach lauhala weaving from 12 PM - 5PM
Keynote Speaker	\$	100.00	Kimo Kealoha to speak at the opening and closing of event.
Insurance			
Good Insurance Company	\$	400.00	To cover all day event
Publication and Printing			
Take home Keiki Packets	\$	200.00	1,000 Printout packets from Hawai'i Print Shop. Each packet is 5 pages in color
Rental of Equipment			
Sound System	\$	500.00	Rental from "Sound Guys Hawai'i" from 7 AM - 6 PM
Zoom	\$	150.00	Subscription to Zoom for the month of event (April) Unlimited users
Rental of Space			
Sand Island Pavillion	\$	300.00	See attached rental agreement for day of event
Supplies			
Pens	\$	10.00	5 boxes at \$2 each
Hand Sanitizer	\$	10.00	2 bottles at \$5 each for use at registration
Travel			
N/A			
Other			
N/A			
OHA Request Total	\$	2,870.00	

Attachment G - 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 before the grant start date (with the approved exception of advertising) or not related to the grant. In general, OHA does not allow the following, including the related administrative costs to effect:

- Purchase of land or buildings;
- Purchase of motorized vehicles which includes boats;
- Out-of-state travel;
- Purchase of alcohol;
- Purchase of food;
- Purchase of tents;
- Purchase of chairs;
- Purchase of tables;
- Purchase of speakers;
- Entertainment or gratuities;
- Indirect costs;
- Lei;
- Makana (gifts);
- Face painting;
- Bouncy houses; and
- Prizes/Awards.

Attachment H - OHA KĀKO‘O Grant Agreement SAMPLE



OHA ‘Ahahui Grant Agreement

Organization Name:

Project Name:

- Recipient is a non-profit community-based organization in good standing with Hawai‘i Compliance Express determined to be exempt from federal income taxation by the Internal Revenue Service, who is able to provide the services and/or conduct the activities specified in Recipient’s grant request submitted to OHA.
- Recipient maintains current licenses and permits applicable to and required for conducting the activities or providing the services for which this grant has been awarded.
- Recipient agrees to use the funds received for the purposes approved in the approved budget form and will not use these funds for purposes of entertainment or perquisites (privileges, gain, or profit).
- All activities undertaken with these funds shall comply with all applicable federal, state, and county statutes and ordinances, including applicable building codes and agency rules.
- Recipient will indemnify and hold harmless OHA, its officers, agents, and employees from and against any and all claims arising out of or resulting from the activities carried out or projects undertaken with these funds and that Recipient will purchase sufficient insurance to provide this indemnification if requested to do so by OHA.
- Recipient is an "independent contractor" and shall be responsible for securing and/or paying for all applicable federal, state, and county taxes and fees that may become due and owing by Recipient by reason of this Grant.
- Funding this grant request does not in any form or manner further obligate or impose any legal obligations upon OHA for Recipient’s activity(ies), services, or event.
- Recipient agrees that any funds not expended for the services and/or activities specified in its Proposal or used in accordance with above-stated conditions shall be returned to OHA.
- Recipient agrees that any changes to the Primary Contact’s name, phone number and email shall be communicated to the Grant Specialist in a timely manner (1-3 business days).
- Recipient understands that any changes to awarded project must be approved and communicated to the Grant Specialist in a timely manner (1-3 business days).
- Recipient agrees to acknowledge OHA’s support in any press release or in publications and other materials that promote the funded event; an initial Press Release copy is due to the Grant Specialist within fourteen (14) days of notification of award.
- Recipient understands that a Revised Budget Form reflecting the Amount Awarded only if it differs from the Amount Requested is due to the Grant Specialist with fourteen (14) days of notification of award.
- Recipient agrees to make available to OHA all records the applicant may have relating to the operation of the applicant’s grant related activity, business, or enterprise, to allow the office to monitor the applicant’s compliance with HRS Section 10-17.

- Recipient shall not use the grant for purposes of entertainment or perquisites.
- Recipient confirms that it has sufficient funds available for the effective operation of the activity for the purpose for which the grant is awarded.
- Recipient represents that the Recipient presently has no interest and promises that the Recipient shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of the services under this Agreement.
- Recipient shall disclose any outside activities or interests, including ownership or participation in any activity that conflicts or may conflict with the best interests of OHA. Prompt disclosure is required if the activity or interest is related, directly or indirectly, to any activity that the Recipient may be involved with on behalf of OHA.
- Recipient understands that failure to comply (warning: two (2) e-mails and one (1) phone call) with any of the conditions or promises stated above may disqualify Recipient from future funding opportunities within the 'Ahahui Grant Program for a period of three (3) years. (Refer to Noncompliance Policy)
- Recipient understands that a person authorized to sign on behalf of Recipient organization must sign this Agreement and should this form not be properly signed OHA may unilaterally terminate the award.

Authorized Signatory Certification

Date

Print Name

Title

By signing this document, you certify that you have read and understood the terms of this Grant Agreement.

PROVIDER'S STANDARD OF CONDUCT DECLARATION

For the purposes of this declaration:

"Agency" means and includes the State, the legislature and its committees, all executive departments, boards, commissions, committees, bureaus, offices; and all independent commissions and other establishments of the state government but excluding the courts.

"Controlling interest" means an interest in a business or other undertaking which is sufficient in fact to control, whether the interest is greater or less than fifty per cent (50%).

"Employee" means any nominated, appointed, or elected officer or employee of the State, including members of boards, commissions, and committees, and employees under contract to the State or of the constitutional convention, but excluding legislators, delegates to the constitutional convention, justices, and judges. (Section 84-3, HRS).