ACTION ITEM

COMMITTEE ON RESOURCE MANAGEMENT
May 22, 2024

RM #24-14

Action Item Issue: **Approve the Awarding of Ola Ke Kanaka-Physical, Spiritual, Mental & Emotional Health Grant from Solicitation #24-03.0.01 published February 12, 2024.**

Prepared by: May 16, 2024

T. Keʻala Neumann — Date
Pou Kākoʻo Kaiāulu, Grants Manager

Reviewed by: May 16, 2024

Ramona G. Hinck — Date
Ka Pou Kihi Kanaloa Wai, Chief Financial Officer

Reviewed by: May 16, 2024

Stacy K. Ferreira — Date
Ka Pouhana, Chief Executive Officer

Reviewed by: May 17, 2024

John D. Waihee IV — Date
Luna Hoʻomalu o ke Kōmike RM
Committee on Resource Management, Chair

I. PROPOSED ACTION

Approve the following Ola Ke Kanaka-Physical, Spiritual, Mental & Emotional Health grant, Solicitation #24-03.0.01 disbursements totaling $500,000, from Fiscal Year 2024 Core Operating Budget (Object Code 56530):

Organization Name	Award Amount Recommendation
Hui Mauli Ola	$500,000
Total Recommendation (1)	**$500,000**

II. ISSUE

Whether or not the Committee on Resource Management (RM), should approve the one (1) Ola Ke Kanaka-Physical, Spiritual, Mental & Emotional Health grant recommendation.

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III. BACKGROUND AND CONTEXT

A. Ola Ke Kanaka-Physical, Spiritual, Mental & Emotional Health – Purpose: Support programs and practices that strengthen Native Hawaiian wellbeing, including physical, spiritual, mental, and emotional health

Projects include those that increase availability and access to quality, culturally based, and culturally adapted prevention and treatment interventions in ʻohana, schools, and communities; projects that support the establishment of a fully functional, high quality, culturally adapted, primary Native Hawaiian Health System which coordinates effective wellness activities/programs; and/or projects that reduce the number of Native Hawaiians in jails or prisons.

B. Ola Ke Kanaka-Physical, Spiritual, Mental & Emotional Health Grant – Solicitation: Grant Applications were received in response to Solicitation OHA 24-03.0.01. Key published information for the solicitation is summarized below:

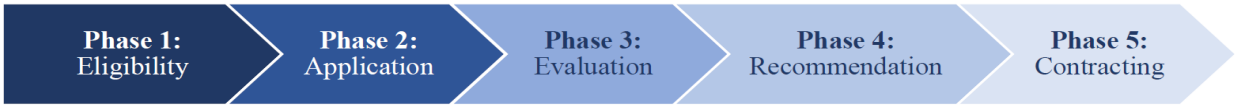

Figure 1. Grant Program Phases

Table 1. Published Solicitation Information

Activity	Key Dates
1. Availability of Solicitation (Phase I)	Monday, February 12, 2024
2. Online Access to Letter of Interest (LOI) (Phase 1)	Monday, February 12, 2024
3. Letter of Interest Deadline – (Phase 1)	Friday, March 22, 2024 11:59 pm. HST
4. Online Access to Application (Phase 2)	Upon approval of LOI
5. Application Deadline – (Phase 2)	Friday, March 29, 2024 11:59 p.m. HST
6. Application Evaluation Period (Phase 3)	April 2024
7. Administration Recommendation, Board Action (Phase 4)	May 2024
8. Notification of Award, Non-Award (Phase 4)	May 2024
9. Contracting (Phase 5)	May – June 2024
10. Commencement of Contract Activities	July 2024

IV. ANALYSIS

A. **Overview.** Current Grants Program process dictates that three external community members are to evaluate all applications. Due to unforeseen circumstances, one (1) evaluator involved with this grant type needed to be excused for emergency circumstances. Two (2) evaluators provided full scoring and feedback for this grant type. Evaluators signed the Confidentiality Form and Conflict of Interest Disclosure, and documents were reviewed to ensure there were no declared Conflict of Interest with any of the applicants.

B. **Cycle Statistics.** Table 3 below provides statistics for each phase of the application process.

Table 2. Cycle Statistics

Description	Number
Phase 1 – Letter of Intent	
1. Number of LOIs received	36
2. Number of LOIs deemed eligible	35
Phase 2 - Application	
1. Number of Applications received	27
2. Number of Applications deemed complete	16
Phase 3 – Evaluation	
1. Number of Applications evaluated	16
2. Number of Applications recommended for awarding See Attachment A	1

C. **Convenings and Awarding Recommendations.** Assigned external evaluators completed their review, evaluation, and award recommendations, facilitated by the assigned Grant Program staff member. Evaluators then met in a formal convening, at which time the evaluators reviewed the outcomes of the individual assessments (via the matrix), including scores that varied between evaluators, awarding recommendations (e.g., award, partial award, do not award) and engaged in discussion. Any subsequent evaluator decision to adjust score(s) where recorded (by the evaluator) in the Grants Portal prior to the systems being closed for score aggregation.

Grants Program staff reviewed the budget for the external awarding recommendations (e.g., award, partial award, do not award) noting various budgetary items, such as a) unallowable budget items; b) reasonableness and relevancy of budget line items; and c) alignment to solicitation purpose.

Of the sixteen (16) complete applications submitted, sixteen (16) applications were evaluated and one (1) is being recommended for award for the full funding amount requested.

Refer to Attachment A. Application Analysis for detailed application analysis of one (1) recommended application for Ola Ke Kanaka-Physical, Spiritual, Mental & Emotional Health Grant awards and Attachment B. for the Ola Ke Kanaka-Physical, Spiritual, Mental & Emotional Health Grant Solicitation.

V. BUDGET AUTHORIZATION

FY24 APPROVED BUDGET REALIGNMENT #1 - GRANTS Budget Summary

BG (Budget Year) CF (Carry Forward)	PROGRAM CODE	Account Code Name	Sum of FY24 (APPROVED FY24 BR#1) TOTAL
BG 2024	3800 GRANTS	56510 PROGRAM & PROVISO GRANTS	-
BG 2024	3800 GRANTS	56530 COMMUNITY GRANTS	9,150,000
BG 2024	3800 GRANTS	56540 LEVEL II GRANTS SYSTEM	6,250,000
BG 2024	3800 GRANTS	56560 SPONSORSHIPS	535,921
BG 2024	3800 GRANTS	56570 DISASTER AID	150,000
BG 2024	3800 GRANTS	56578 COLLABORATIONS	1,500,000
BG 2024 Total			**17,585,921**
CF 2024		56570 DISASTER AID	5,000,000
CF 2024 Total			**5,000,000**
Grand Total			**22,585,921**

Figure 2. Grants Budget Summary, Approved FY24 Budget Realignment #1, as approved via AI RM #24-04.

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APPROVED FY24 BUDGET REALIGNMENT #1 - GRANTS BUDGET DETAILS
BOT APPROVED via Action Item RM #24-04 - FY24 Budget Realignment #1

PROGRAM CODE	SERVICE CODE	Account Code Name	Description Proposed:	Sum of FY24 (APPROVED FY24 BR#1) TOTAL
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Economy S7. **Hoʻomohala Waiwai ʻOhana- ʻOhana Economic Stability** (ʻOhana Economic Stability Proviso)	740,000
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Economy S8. **Hoʻomohala Waiwai Kaiaulu** - Community Economic Development	800,000
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Education S1: **Kumuwaiwai Naʻauao- Educational Resources** (Educational Improvement Programs Proviso)	1,230,000
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Event Grants	250,000
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Health S3. **Ola Ke Kanaka- Physical, Spiritual, Mental & Emotional Health**	500,000
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Health S3. **Ola Nā Iwi- Iwi Kupuna**	300,000
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Health S4. **Ola Ka ʻĀina** (Protections of ʻĀina Proviso)	1,000,000
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Health S4. **Ola Ka Moʻomeheu**	500,000
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Housing S5: **Lako Ko Kauhale- ʻOhana Resource Management & Housing** (Occupancy-Ready Housing Proviso)	1,500,000
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Kako'o Grants	200,000
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Post Secondary Education	-
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Special Populations- **ʻĀina Hoʻopulapula- Hawaiian Homestead**	300,000
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Special Populations- **Ola Ka Lāhui- Vulnerable Populations**	1,000,000
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Special Populations: **Pohala Mai- ʻOhana Experiencing Financial Hardship** (Social Service Proviso)	830,000
		SUBTOTAL - 56530 COMMUNITY GRANTS		**9,150,000**

Figure 3. Grants Budget Details, 56530- Community Grants, Approved FY24 Budget Realignment #1, as approved via AI RM #24-04.

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VI. AVAILABLE FUNDS COMMUNITY GRANTS PROGRAM OLA KE KANAKA-PHYSICAL, SPIRITUAL, MENTAL & EMOTIONAL HEALTH GRANT

Action Item	FY24	FY25	Remaining Funds
N/A- No awards to date for FY 24 & FY25.	$500,000	$500,000	$1,000,000

VII. CERTIFICATION

The following is the certification by the Chief Financial Officer that the funds are available for the awarding and funding recommendation:

Ramona G. Hinck
Chief Financial Officer
Date: May 16, 2024

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VIII. RECOMMENDED ACTION

Approve the following Ola Ke Kanaka-Physical, Spiritual, Mental & Emotional Health grant, Solicitation #24-03.0.01 disbursements totaling $500,000, from Fiscal Year 2024 Core Operating Budget (Object Code 56530):

Organization Name	Award Amount Recommendation
Hui Mauli Ola	$500,000
Total Recommendation (1)	**$500,000**

IX. ALTERNATIVES TO RECOMMENDED ACTION

A. Approve and authorize additional awardee(s).
B. Approve and authorize different funding awards.
C. Do not approve funding.

X. ATTACHMENTS

A. Application Analysis
B. Grant Solicitation No. OHA 24-03.0.01, Ola Ke Kanaka-Physical, Spiritual, Mental & Emotional Health Grant Program, Posted February 12, 2024.

ATTACHMENT A —— APPLICATION ANALYSIS

GRANT TYPE- 24-03.0.01- Ola Ke Kanaka- Physical, Spiritual, Mental & Emotional Health

Organization Name	Project Name	Geographic Service Area	Proposed Number of Native Hawaiians to be Served	Project Alignment with Mana i Mauli Ola Strategic Plan Strategy & Outcomes	Amount Requested	Overall Average Score	Project Purpose	Recommended Award Amount	Overall Comments	Executive Team	Governing Board
Hui Mauli Ola	Hāinu Lā‘au: Keiki Wellness	O‘ahu	245	Strategy 3 Outcome 3.1	$500,000.00	99.00%	The Hāinu Lā‘au: Keiki Wellness project will educate 245 Native Hawaiian keiki, parents and educators, on the island of O‘ahu, in traditional Hawaiian healing principles to improve protective factors for NH youth by 70%.	$500,000.00	"There are many unfortunate factors that play a vital role in our communities and with our NH youths. If nothing is done now then it will be too late to play catch up, action is needed to save our NH. This organization is/can/will be a lifeline to NH. I hope for many successes to come from this." "Given the strengths and the alignment of the project with strategic goals aimed at improving Native Hawaiian wellbeing, I recommend awarding the grant. The organization’s demonstrated capability, the proposed project’s relevance to community needs, and their methodological approach to cultural integration in healing practices all suggest a high potential for successful outcomes that will benefit the community significantly."	Kainoa Keanaaina, Executive Director Kuumeaaloha Gomes, President Mailani Makainai, Vice-president Malia Helela, Secretary	Kuumeaaloha Gomes, President Mailani Makainai, Vice-president Malia Helela, Secretary Dr. Landon Opunui, Compliance Officer Mele Coelho, Board Member Kamaka Jingao, Board Member

ATTACHMENT B

OFFICE OF HAWAIIAN AFFAIRS

Grant Solicitation

No. OHA 24-03.0.01

Community Grant – Ola Ke Kanaka – Physical, Spiritual, Mental & Emotional Health

February 12, 2024

All applications must be submitted online via the OHA Grants Portal by Friday, March 29, 2024, by 11:59 p.m. (HST)

For additional information regarding this grant solicitation, please email:

grantsinfo@oha.org

For technical assistance with the online application and/or concerns regarding the OHA Grants Portal, 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.

ATTACHMENT B

GRANTS PROGRAM

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

OHA will release the following grant solicitations to support projects aligned with OHA's Mana i Mauli Ola Strategic Plan Strategies:

- Kumuwaiwai Na‘auao- Educational Resources;
- Ola Ke Kanaka- Physical, Spiritual, Mental & Emotional Health;
- Ola Nā Iwi- Iwi Kupuna Repatriation & Reinterment;
- Ola Ka Mo‘omeheu- Culture Preservation & Perpetuation;
- Ola Ka ‘Āina- Health of Land and Water;
- Lako Ko Kauhale- ‘Ohana Resource Management & Housing;
- Ho‘omohala Waiwai ‘Ohana- ‘Ohana Economic Stability; and
- Ho‘omohala Waiwai Kaiaulu- Community Economic Development.

In addition, grant solicitations will be released to support projects focused on Special Populations, including:

- ‘Āina Ho‘opulapula- Hawaiian Homestead communities;
- Ola Ka Lāhui- Vulnerable Populations; and
- Pohala Mai- ‘Ohana Experiencing Financial Hardship

Funding to support mission aligned events, organization capacity building, and other categories will also be available. For general information regarding these grants, go to the Grants Program webpage at **www.oha.org/grants**.

The contact information for the OHA Grants Program is:

Grants Program
Office of Hawaiian Affairs
560 North Nimitz Highway, Suite 200
Honolulu, Hawai‘i 96817

For additional information regarding this grant solicitation, please email:

grantsinfo@oha.org

ATTACHMENT B

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

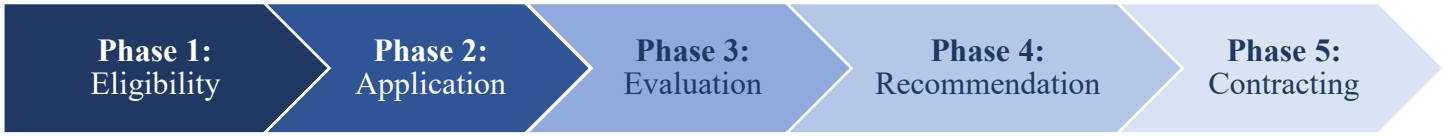
Section V. Application Submission

Section VI. Application Evaluation

Section VII. OHA Award Administration

Section VIII. Attachments

Figure 1. Grants Program Phases



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SECTION I. SOLICITATION DESCRIPTION

This section provides information on the grant purpose, solicitation timetable, OHA, community grants, and alignment with the Mana i Mauli Ola Strategic Plan.

Ola Ke Kanaka- Physical, Spiritual, Mental & Emotional Health Grants Purpose: Support programs and practices that strengthen Native Hawaiian wellbeing, including physical, spiritual, mental, and emotional health. Projects include those that increase availability and access to quality, culturally based, and culturally adapted prevention and treatment interventions in ʻohana, schools, and communities; projects that support the establishment of a fully functional, high quality, culturally adapted, primary Native Hawaiian Health System which coordinates effective wellness activities/programs; and/or projects that reduce the number of Native Hawaiians in jails or prisons.

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)	Monday, February 12, 2024
2. Online Access to Letter of Interest (LOI) (Phase 1)	Monday, February 12, 2024
3. Letter of Interest Deadline – (Phase 1)[1]	**Friday, March 22, 2024 11:59 pm. HST**
4. Online Access to Application (Phase 2)	Upon approval of LOI
5. Application Deadline – (Phase 2)[2]	**Friday, March 29, 2024 11:59 p.m. HST**
6. Application Evaluation Period (Phase 3)	April 2024
7. Administration Recommendation, Board Action (Phase 4)	May 2024
8. Notification of Award, Non-Award (Phase 4)	May 2024

[1] Note: Applicant(s) have one opportunity to address any review comments from the Grants Program, returned within the 48–72-hour review period.
[2] Note: Once the application is submitted, no resubmission is allowed, even if before the deadline date/time.

Activity	Key Dates
9. Contracting (Phase 5)	May – June 2024
10. Commencement of Contract Activities	July 2024

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 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 Mana i Mauli Ola Strategic Plan. The opportunity for grant contract extension beyond the initial grant period awarded shall be based on outcomes of grant monitoring, evaluation, and availability of funding.

D. Project Alignment with Mana i Mauli Ola Strategic Plan: Strategy & Outcome(s)

This Community Grant is aligned with OHA's Strategy 3: Advance policies, programs, and practices that strengthen Native Hawaiian wellbeing, including physical, spiritual, mental and emotional health.. Applicants will be required to align their project to this Strategy and one or more associated Strategic Outcome, as listed below.

Strategy 3: Advance policies, programs, and practices that strengthen Native Hawaiian wellbeing, including physical, spiritual, mental and emotional health.

Outcome 3.1. Increased availability and access to quality, culturally based, and culturally adapted prevention and treatment interventions in 'ohana, schools, and communities

Outcome 3.2. Establishment of a fully functional, high quality, culturally adapted, primary Native Hawaiian Health System which coordinates effective wellness activities/programs

Outcome 3.3. Decrease the number/percent of Native Hawaiians in jails and prison

ATTACHMENT B

SECTION II. OHA AWARD INFORMATION

This section details the anticipated award period, the minimum and maximum amount of OHA funds that can be requested, restrictions, matching funds, geographic service area, and grant award renewal information.

A. Grant Award Period

The applicant may select a grant award period of one (1) year, two (2) years, or three (3) years from the contract start date based on their project.

B. Amount Requested – The applicant may request an OHA grant in amounts of **$100,000 (Minimum Amount) to $500,000 (Maximum Amount)** for the project. Applications in which the Amount Requested is below the minimum amount or exceeds the maximum amount will be deemed ineligible.

C. Indirect Cost Restrictions

Indirect Costs cannot exceed 20% of the total grant budget and must be justified. Indirect costs are defined as operating costs not directly associated with the program or costs associated with the general overhead operation of your organization. Applications with more than 20% Indirect Costs will be deemed ineligible.

D. Multiple OHA Grant Application & Award Restrictions

Organizations may submit applications for multiple OHA grant solicitations, regardless of category, but each project must be distinct and not overlap in scope. However, each organization will only be awarded for one project per fiscal year. Applying for the same or related project in multiple OHA grant solicitations is prohibited.

Current OHA grantees may submit applications for a different project in the same solicitation category under which they were awarded in a previous fiscal year.

These application restrictions do not apply to OHA grants for events or organization capacity building. Organizations may be awarded an OHA grant to support an event or to support capacity building in the same fiscal year as an award to support a project through a community grant.

E. Matching Funds

Applicants are required to provide matching funds for a grant award period of at least fifteen percent (15%) of the OHA grant award amount per year. Matching funds 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. Matching funds can be committed from the applicant and/or a partner organization. Appropriate supporting documentation will be required. Applications with less than 15% matching funds will be deemed ineligible.

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F. 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.

G. 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, 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. Exceeded, met, or on track to meet or exceed all performance output and outcome targets.
2. Met all grant contract compliance requirements.
3. Submitted all required information and reports in a timely manner. All reports were considered complete and sufficient by OHA Grants Program staff.
4. Demonstrated that the project has had the impact proposed in the grant application as aligned to OHA's Strategic Plan and in the Native Hawaiian community.
5. Agreed to complete contracting renewal requirements.

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SECTION III. PHASE 1 – ELIGIBILITY (LOI- LETTER OF INTEREST)

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

Letter of Interest Submission Process & Required Documents
The applicant shall provide information and upload the required documents to the OHA Grants Portal to meet the solicitation minimum eligibility requirements.

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

After submission of the foregoing eligibility requirement sections, 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- LOI (Letter of Interest) requirements, the applicant can return to the OHA 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, 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:

A. Applicant & Project Information

1. **Organization Name** – The applicant shall provide the name of the applicant organization.

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

3. **Amount Requested** – The applicant shall indicate the amount of money being requested from OHA for the project. **Minimum Amount: $100,000. Maximum Amount: $500,000.** *If the Amount Requested is below the minimum amount or exceeds the maximum amount, the application will be deemed ineligible.

4. **Project Alignment with Mana i Mauli Ola Strategic Plan Strategy & Outcome(s)** – The applicant shall align their project to the Strategy and one or more associated outcome, as listed below.

Strategy 3: Advance policies, programs, and practices that strengthen Native Hawaiian wellbeing, including physical, spiritual, mental and emotional health.

Outcome 3.1. Increased availability and access to quality, culturally based, and culturally adapted prevention and treatment interventions in ʻohana, schools, and communities

Outcome 3.2. Establishment of a fully functional, high quality, culturally adapted, primary Native Hawaiian Health System which coordinates effective wellness activities/programs

Outcome 3.3. Decrease the number/percent of Native Hawaiians in jails and prison

5. **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 contract. 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.

6. **Governing Board** – The applicant shall list its organizations' governing board. The list shall include board members' names and titles.

7. **Executive Team** – The applicant shall list its organizations' executive team. The list shall include executive team members' names and titles.

8. **Authorized Signatory Form - *document upload*** – The applicant shall complete and upload the Authorized Signatory Form. This form needs to be completed and signed by the organization's Authorized Signatory for both the OHA Grant Application and the OHA Grant Contract. *See Attachment A. Authorized Signatory Form.*

B. Certifications

1. **Licenses/Permits Certification** – The applicant shall certify that applicable licenses and/or permits required for the 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.

2. **Sufficient Funds Certification** – The applicant shall certify that it has sufficient funds available for the effective operation of the project proposed in the grant application for the duration of the grant period, including fifteen percent (15%) in matching funds to support the project, confirmed or pending at time of application. Applicants will be asked to submit supporting documentation of matching funds in their application. This grant is a reimbursement grant, with an initial payment and cost reimbursement for allowable incurred costs provided at the end of each reporting period, to the extent prescribed in the grant contract.

3. **IRS Letter of Determination** – ***document upload*** – The applicant shall upload the organization's IRS Letter of Determination verifying tax-exempt nonprofit status. Should the current Organization Name not match the name listed on the original IRS Letter of Determination, the applicant shall submit the approved Board Meeting minutes indicating the name change. *See Attachment B. Sample - IRS Letter of Determination*.

4. **Certificate of Vendor Compliance (CVC) - *document upload*** –The applicant shall upload the Certificate of Vendor Compliance issued by the State of Hawai'i verifying the applicant is registered to do business in the State of Hawai'i. To obtain this document, applicants must register with Hawai'i Compliance Express online at **http://vendors.ehawaii.gov.** Registration with Hawai'i Compliance Express may take up to **two weeks** before access to the online CVC is granted. 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 C. Sample - HCE Certificate of Vendor Compliance.*

5. **Board Governance Certification** – The applicant shall certify the following:
   a. The members of the organization's governing board have no material conflict of interest and serve without compensation in their capacity as governing board members;
   b. 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
   c. 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.

ATTACHMENT B

6. **Native Hawaiians to be Served** – The applicant shall certify that OHA grant funding for this project shall be used to **directly** serve Native Hawaiian individuals only. If the project does not serve Native Hawaiians, the application will be deemed ineligible. Matching funds for this project from other sources may be used to serve non-Hawaiian community or ʻohana members as needed.

7. **Geographic Service Area** – The applicant shall certify service delivery for this project will be implemented on the island(s) of Hawaiʻi, Maui, Lānaʻi, Molokaʻi, Oʻahu, **and/or** Kauaʻi.

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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 the application is 100 points. This section includes a set of four main criterion, and corresponding components. Each component will include scoring elements and instructions. Address each element required and follow all component instructions. All parts provided here will be evaluated by OHA Grant Application Evaluators using OHA's scoring criteria as defined below.

APPLICATION CRITERIA & POINTS
Criterion 1: Project Proposal – Maximum: 65 Points
Criterion 2: Organizational Capacity – Maximum: 10 Points
Criterion 3: Experience – Maximum: 15 Points
Criterion 4: Budget & Budget Justification – Maximum: 10 Points

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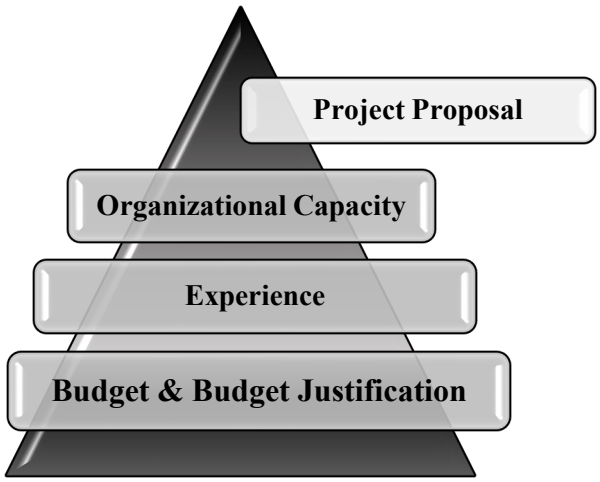
ATTACHMENT B

Criterion 1
Project Proposal | Maximum Points: 65



The Project Proposal criterion will be used by Grant Application Evaluators to consider the degree to which the project is feasible, effective, community-based, and will successfully achieve the intended outcomes. This section contains the majority of the application narrative and describes the following in detail:

Components:

1. Project Purpose (0-5 points)
2. Current Community Condition (0-10 points)
3. Project Alignment with Mana i Mauli Ola Strategic Plan (0-15 points)
4. Scope of Services (0-15 points)
5. Performance Measurement Table (0-20 points)

1. Project Purpose (0-5 points)

Scoring Elements

- *The application identifies a project purpose that is relevant to the community and meaningful in scope. (0–5 points)*

Instructions

State the project purpose in one sentence that describes what is to be achieved by the project's implementation and reflects the scope of the project. The project purpose should include:

- Population: a specific group within Native Hawaiian communities that the project will focus on
- Result: a measurable achievement, change, or improvement completed within the project
- Target: the amount of achievement, change, or improvement

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Sample:
The purpose of this project is to educate 250 Native Hawaiians from Hāmākua communities in loʻi restoration to increase community stewards' connection to ʻāina by 80%.

- Population (Who): 250 Native Hawaiians from Hāmākua communities
- Result (What): education in loʻi restoration to increase community stewards' connection to ʻāina
- Target (How much): by 80%.

2. Current Community Condition (0-10 points)

Scoring Elements

- *The application provides one compelling, urgent, and measurable current community condition that could feasibly be addressed within the scope of the project. (0-5 points)*
- *The application effectively provides baseline information about the project's current community condition. (0-5 points)*

Scoring Element: The application provides one compelling, urgent, and measurable current community condition that could feasibly be addressed within the scope of the project.

Instructions

Describe a current community condition which is a gap or barrier, preventing the community from achieving a long-term community goal. While there are many conditions that stand in the way of reaching a community goal, the application should identify **one specific condition**. The project should measurably reduce or eliminate the identified 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" the project. For example, applications often will state, "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.

The current community condition should:

- Be compelling and urgent,
- Be able to realistically be addressed by the project,
- Contain a measure of the current condition, and
- Not include "lack of" or "need for" statements.

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

Instructions
Provide baseline information including statistics on the status of the current condition. These data are the basis for determining the change of the identified condition through the successful completion of the project.

Data for the baseline information should come from surveys, focus groups, research papers/studies, censuses, archives, etc. Use the most recent data available (within the last 10 years). Provide local data first that speaks directly to the 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 Grant Application Evaluators to understand the current community condition and to accurately determine if your project is viable. Baseline information should paint a picture to use as a comparison for future improvements and success. Support all claims with facts and evidence and cite specific 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 within the community served and the number of Native Hawaiians who ʻōlelo Hawaiʻi.

3. Project Alignment with Mana i Mauli Ola Strategic Plan (0-15 points)

Scoring Elements
- *The application clearly demonstrates how the project will directly and meaningfully address Strategy 3. (0–5 points)*
- *The application clearly demonstrates how the project will have significant community impact in alignment with one or more Strategic Outcomes. (0–5 points)*
- *The application clearly demonstrates how the project will have significant community impact through engaging one or more Strategic Foundations. (0–5 points)*

Scoring Element: The application clearly demonstrates how the project will directly and meaningfully address Strategy 3.

Instructions
Describe how the project aligns with:

> **Strategy 3:** Advance policies, programs, and practices that strengthen Native Hawaiian wellbeing, including physical, spiritual, mental, and emotional health.

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Scoring Element: The application clearly demonstrates how the project will have significant community impact in alignment with one or more Strategic Outcomes.

Instructions

Describe how the project aligns with and addresses one or more Strategic Outcomes:

> **Outcome 3.1.** Increased availability and access to quality, culturally based, and culturally adapted prevention and treatment interventions in ʻohana, schools, and communities
>
> **Outcome 3.2.** Establishment of a fully functional, high quality, culturally adapted, primary Native Hawaiian Health System which coordinates effective wellness activities/programs
>
> **Outcome 3.3.** Decrease the number/percent of Native Hawaiians in jails and prison

Scoring Element: The application clearly demonstrates how the project will have significant community impact through engaging one or more Strategic Foundations.

Instructions

Describe how the project approach and implementation will build upon and/or strengthen one or more Strategic Foundations:

> **ʻOhana – Family.** ʻOhana is instrumental to community empowerment. When families are strong and healthy, and when there is positive engagement within the ʻohana, from keiki to kūpuna, communities thrive. Connections to moʻomeheu and ʻāina begin with connections within families.
>
> **Moʻomeheu – Culture.** Culture is the essence of who Native Hawaiians are as a people. It includes all those things that distinguish the community: language, stories, customs, music, art, food, protocols, religions, values, traditions, and celebrations. Expressions of culture are both internal and external. Culture shapes Native Hawaiian worldview and thinking. It informs the ways in which individuals interact with one another and with ʻāina. It influences the way Native Hawaiians interpret events and approach problem-solving.
>
> **ʻĀina – Land & Water.** To Native Hawaiian kūpuna, the land was life. Imbued with mana, ʻāina provides everything the community needs to survive. On an intimate level, Native Hawaiians are connected to the land by the generations of kūpuna who lived on the land and whose iwi rest here. Thus, the emotional ties to family, and the aloha for them, extends to the land that feeds us.

There should be a direct correlation between the current community condition, the purpose of the project, the Strategy, the selected Strategic Outcome(s), and the selected Strategic Foundation(s).

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4. Scope of Services (0-15 points)

Scoring Elements

- *The application outlines strategies that are appropriate and reasonable to recruit the proposed number of Native Hawaiian participants. (0-5 points)*
- *The application outlines detailed project activities that are sufficient to achieve the project objective(s), outputs, and outcomes. (0-10 points)*

NOTE: Should the project not directly serve participants, the "Detailed List of Project Activities," will be scored out of the full 15 points.

Scoring Element: The application outlines strategies that are appropriate and reasonable to recruit the proposed number of Native Hawaiian participants.

Instructions

Number of Native Hawaiians to be Served

Provide the total number of Native Hawaiian individuals that the project intends to **directly** serve through OHA funding.

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

- **Newly Served Participant:** A newly served participant is a first-time project participant who has not previously received services under this OHA project funding. Newly served participants shall NOT include individuals that have only enrolled, registered, or inquired but have not received project services.
- **Served:** Provided an act of assistance or benefit.
- **Native Hawaiian:** Native Hawaiian refers to all persons of Hawaiian ancestry regardless of blood quantum; any individual any of whose ancestors were natives of the area which consists of the Hawaiian Islands prior to 1778. (Source. US Code 3057k)

Geographic Service Area

Indicate the island or islands where service delivery for the project will be implemented - Hawai‘i, Maui, Lāna‘i, Moloka‘i, O‘ahu, and/or Kaua‘i.

Services

Describe the process to recruit participants for the project. In one to two sentences identify the detailed methods of outreach and recruitment. Two or more sentences may be used if the project uses partnerships in outreach and recruitment strategies.

Example:

The (Organization Name) shall reach out to (areas aligned to proposed project, e.g., schools, clinics, partnerships) through (medium, e.g., presentations at community meetings, radio advertisements, flyers, door to door outreach, social media) to recruit project participants.

Scoring Element: The application outlines detailed project activities that are sufficient to achieve the project objective(s), outputs, and outcomes.

Instructions

Provide a list of all project activities in detail and by process. Provide one sentence for each activity. This list should include all activities the project will implement to achieve the outputs and outcomes listed in the Performance Measurement Table (PMT) component.

Sample:

i. Recruit participants from local schools and through kupuna care partnership.
ii. Complete participant intake and baseline assessments within 72 hours of receipt.
iii. Design, print, and prepare workshops curriculum within 30 days of grant start date.
iv. Obtain facilities at Waialua ranch to use to conduct workshops on one Saturday per month.
v. Schedule workshops within first 30 days of grant start date.
vi. Conduct monthly workshops and collect participant attendance.
vii. Complete participant assessments reports 30 days from end of workshop
viii. Ensure all workshops participants complete and receive completion certifications.
ix. Plant native plants at Waialua ranch within an area of 10 x 10 plots west of the entry gate within 30 days of grant start date.
x. Obtain materials and licenses to comply with the building of the fencing to block deer from destroying farm plots located west of the entry gate.

5. Performance Measurement Table (0-20 points)

Scoring Elements

- *The Performance Measurement Table provides targets, definitions, and data collection methods for the **mandatory outputs**, which are achievable, and which reflect a significant positive impact on the betterment of conditions of Native Hawaiians. (0–5 points)*
- *The Performance Measurement Table describes **project-specific deliverables**, outputs, targets, definitions, and data collection methods, which are achievable, and which reflect a significant positive impact on the betterment of conditions of Native Hawaiians. (0–5 points)*
- *The Performance Measurement Table describes **OHA Strategic Outcomes** and **project-specific outcomes**, targets, definitions, and data collection methods, which are achievable, and which reflect a significant positive impact on the betterment of conditions of Native Hawaiians. (0–10 points)*

Complete and upload the *Performance Measurement Table.* *See Attachment D. Performance Measurement Table and Attachment E. Sample- Performance Measurement Table.* The performance measures, targets, definitions, and data collection methods should provide detailed information on what that project will produce, the results of the project, and what changes will be seen in the community condition because of the project. If applying to serve multiple island locations, upload individual *Performance Measurement Tables* for each island and a statewide *Performance Measurement Table*.

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Scoring Element: The Performance Measurement Table provides targets, definitions, and data collection methods for the mandatory outputs, which are achievable, and which reflect a significant positive impact on the betterment of conditions of Native Hawaiians.

Instructions

Provide projected year-end targets for the indicated mandatory outputs (1 through 4), based on the OHA Definition. These targets should match those entered in the Scope of Service. Enter information on how these outputs will be defined within the context of the project in the Project Definition section. In the Project Data Collection section, enter information on how the mandatory outputs will be measured, tracked, and documented in the participants' files and/or project records. Describe the data collection and reporting tools to be used to measure each output, including how data on Native Hawaiian ancestry will be collected and tracked (self-reported or verified through documentation such as Birth Certificate, DHHL Lease, Hoʻoulu data letter, OHA registry, etc.).

Scoring Element: The Performance Measurement Table describes project-specific deliverables, outputs, targets, definitions, and data collection methods, which are achievable, and which reflect a significant positive impact on the betterment of conditions of Native Hawaiians.

Instructions

Insert all deliverable outputs and related year-end targets for the project to achieve the project objectives and outcomes (outputs 5 through 11). Deliverable outputs are the tangible and intangible goods or services that results from project/project activities. An output should quantify what the project does, such as the number of workshops; amount of funds distributed to Native Hawaiians; number of capital improvement projects completed, etc. If deliverables are direct services provided to participants, include the total number of participants and the number of Native Hawaiian participants who will complete the deliverable (workshops, receive funds, etc.) in output 5 through 9. If a deliverable is not direct service to participants, but rather a specific product (restore 2 loʻi, build 8 homes, develop 5 curriculum modules, etc.), enter as a deliverable without number of participant targets in output 10 through 11. Insert additional rows for each deliverable of the project as needed.

Enter information on how these project deliverable outputs will be defined within the context of the project and information on how completion is defined within the context of the project in the Project Definition section. Provide as much detail as possible. In the Project Data Collection section, enter information on how the deliverable outputs will be measured, tracked, and documented in the participants' files and/or project records. Describe the data collection and reporting tools to be used to measure each output, including how data on Native Hawaiian ancestry will be collected and tracked (self-reported or verified through documentation such as Birth Certificate, DHHL Lease, Hoʻoulu data letter, OHA registry etc.).

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***Scoring Element:** The Performance Measurement Table describes OHA Strategic Outcomes and project-specific outcomes, targets, definitions, and data collection methods, which are achievable, and which reflect a significant positive impact on the betterment of conditions of Native Hawaiians.*

Instructions

Provide projected year-end targets for **one or more** OHA Strategic Outcome(s), as selected in Criterion 1: Component 3: Project Alignment with Mana i Mauli Ola Strategic Plan Strategy and Outcome(s). Enter information on how these outcomes will be defined within the context of the project in the Project Definition section. In the Project Data Collection section, enter information on how the OHA Strategic Outcome(s) will be measured, tracked, and documented in the participants' files and/or project records. Describe the data collection and reporting tools to be used to measure each outcome, including how data on Native Hawaiian ancestry will be collected and tracked (self-reported or verified through documentation such as Birth Certificate, DHHL Lease, Hoʻoulu data letter, OHA registry etc.)

Additional project-specific outcomes may also be inserted in the Performance Measurement Table, with related year-end targets, to measure and document project impact. Outcomes are the difference/impact, in measurable/quantifiable terms, made by the outputs (e.g., knowledge transferred, and behaviors changed). Outcomes define changes that should take place because of the project. Enter information on how the outcome will be defined within the context of the project in the Project Definition section. In the Project Data Collection section, enter information on how the outcome will be measured, tracked, and documented in the participants' files and/or project records. Describe the data collection and reporting tools to be used to measure each outcome, including how data on Native Hawaiian ancestry will be collected and tracked (self-reported or verified through documentation such as Birth Certificate, DHHL Lease, Hoʻoulu data letter, OHA registry etc.)

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ATTACHMENT B

Criterion 2
Organizational Capacity | Maximum Points: 10

The Organizational Capacity criterion will be used by Grant Application Evaluators to consider the degree to which the organization is able to execute and complete the project. This section contains the follow components:

Components:

1. Organizational Description, Chart, & Functions **(**0-5 points**)**
2. Fiscal Oversight (0-5 points)

1. Organizational Description, Chart, & Functions (0-5 points)

Scoring Elements

- *The organization's background, history, and years serving the Native Hawaiian community is sufficient to implement the project. (0-1 point)*
- *The organizational chart clearly identifies adequate staff to implement the project and indicates where each position falls within the organization. (0-1 point)*
- *The application clearly defines appropriate responsibilities for each staff position (or subcontractor) in the implementation of the project. (0 –2 points)*
- *The application identifies appropriate strategies for recruiting and hiring project staff. (0-1 point)*

Scoring Element: The organization's background, history, and years serving the Native Hawaiian community is sufficient to implement the project.

Instructions

Briefly describe how the organization was founded and how many years the organization has been serving Native Hawaiian communities.

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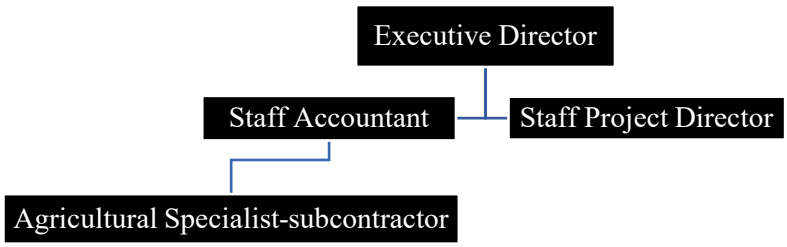
Scoring Element: The organizational chart clearly identifies adequate staff to implement the project and indicates where each position falls within the organization.

Instructions

Clearly document a staffing and organizational structure that will support full implementation of the project upon receipt of award, including identification of a Project Director and all project staff.

Sample:



Scoring Element: The application clearly defines appropriate responsibilities for each staff position (or subcontractor) in the implementation of the project.

Instructions

Identify which staff member(s) will manage any partners, contractors, subcontractors, and consultants (Contracts, MOUs, Statements of Work, Letters of Commitment, etc.).

Identify 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.

Scoring Element: The application identifies appropriate strategies for recruiting and hiring project staff.

Instructions

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. Include an estimated timeframe needed for recruitment and hiring. Lastly, if the Project Director or related position needs to be filled, identify who will be responsible for the implementation of activities until they are hired.

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2. Fiscal Oversight (0-5 points)

Scoring Elements

- *The application describes a plan for proper oversight of OHA award funds, including the identification of sufficient staff and internal controls for financial management; demonstration of knowledge or experience in the proper and timely disbursement of funds and accurate accounting practices. (0-3 points)*

Instructions

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.

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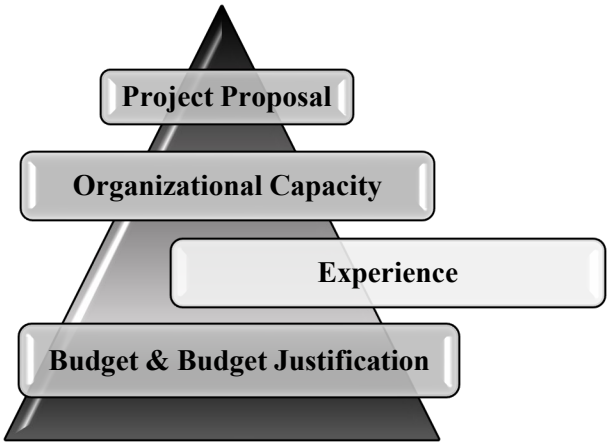
ATTACHMENT B

Criterion 3
Experience | Maximum Points: 15



The Experience criterion will be used by Grant Application Evaluators to consider the organization's prior experience providing the project services in order to assess the organization's ability to successfully implement the project.

Components:

1. Experience in Proposed Services (0-5 points)
2. Native Hawaiian Percentage of Client/ Participant Base (0, 5 or 10 points)

1. Experience in Proposed Services (0-5 points)

Scoring Elements

- *The application clearly demonstrates meaningful prior experience providing the proposed or directly related project services. (*0-5 points)

Instructions

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, provide the funder name, grant purpose, general grant scope, number of years services were provided, and dates of service.

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1. Native Hawaiian Percentage of Client/Participant Base (0, 5 or 10 points)

Scoring Elements

- *The application indicates that fifty percent (50%) or more of the organization's overall current client and/or participant base is Native Hawaiian, as supported by sufficient data. (0 or 5 points)*
- *The application indicates that seventy-five percent (75%) or more of the organization's overall current client and/or participant base is Native Hawaiian, as supported by sufficient data. (0 or 5 points)*

Instructions

Provide information and data to substantiate how the percentage was derived. The information and data should not be based solely on the project proposed in this application, but the organization's overall participant and/or client base for all services provided by the organization.

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ATTACHMENT B

Criterion 4
Budget & Budget Justification | Maximum Points: 10

The Project Budget and Budget Justification will be used by Grant Application Evaluators to consider the degree to which the application designates adequate resources to carry out the proposed activities while ensuring that the proposed costs are reasonable. The following components will be evaluated:

Components:

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

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

Scoring Elements

- *The budget includes a reasonable line-item budget with object class categories for each year of the project that fully details the costs allocated for OHA and Matching Funds shares. The budget includes funds for all required items to successfully implement the project budget, as provided in previous sections. (0–5 points)*

NOTE: Disallowed Costs should not be included in the line-time budget. See Attachment K. Reference Guide to Disallowed Costs

The Application shall be deemed INELIGIBLE if any of the following apply:

- *Matching Funds are less than 15% of the Requested OHA Funds Budget*
- *Indirect Costs are more than 20% of the Requested OHA Funds Budget. See Attachment L. Reference Guide to Direct and Indirect Costs*
- *The Request OHA Funds Budget is more than maximum allowed for this solicitation. See Section II. OHA Award Information. B. Amount Requested*

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Instructions
Complete and upload a line-item budget for each year of the project. 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 Budget Categories. *See Attachment G. Budget & Budget Justification Form and Attachment H. Sample- Budget & Budget Justification Form.*

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 or percentage of time to the project and travel is the annual cost per trip. *See Attachment F. Budget Category Table.*

Matching Funds
Applications with less than 15% Matching Funds will be deemed ineligible.

Complete and upload the required *OHA Matching Funds Confirmation Form* and supporting documentation, which identifies all sources that will provide cash match funds for the grant period. The Matching Funds Confirmation Form should verify that the applicant has at least fifteen percent (15%) cash match of the OHA grant amount requested per year. For the purpose of this application, OHA funds cannot be used as matching funds. 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 I. Matching Funds Confirmation Form.*

If an applicant's partner organization is committing matching funds to support the project, indicate the partner organization on the Matching Funds Confirmation Form and complete and upload the *Partner Organization Certification Form for Matching Funds*. If there are multiple partner organizations that commit match funding, each organization is required to complete a Partner Organization Certification Form for Matching Funds*. See Attachment J. Partner Organization Certification Form for Matching Funds.*

The applicant will upload supporting documentation for all listed Matching Funds sources. Examples of supporting documentation for confirmed sources include: a bank statement, letter of commitment from a funder/bank, or a letter of agreement with another organization. Examples of supporting documentation for pending sources include: dated documentation verifying grant application submission including grant details - funder name, amount, and term; and/or dated documentation verifying loan/other fund application submission including loan/fund details - funder name, amount, and term.

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Indirect Costs
Applications with more than 20% Indirect Costs will be deemed ineligible.

Indicate on the *Budget & Budget Justification Form* which line-item costs will be used for direct and indirect costs. *See Attachment G. Budget and Budget Justification Form*. Should a budget item need to be split to indicate a direct cost portion and an indirect cost portion, the item should be listed in two separate lines.

- Cannot exceed 20% of the total OHA grant 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 and Indirect Costs.

Disallowed Costs
OHA grant funds may not be used to support Disallowed Costs.

Review the chart summarizing Allowed Costs and Disallowed Costs before you submit your budget. *See Attachment K. Reference Guide to Disallowed Costs.*

Budget Adjustments
OHA reserves the right to modify application budgets during contracting. If OHA finds twenty percent (20%) or more of line-item costs are disallowed, the application will be deemed ineligible. If OHA finds disallowed line-item costs less than twenty percent (20%) of the total budget, and the grant is awarded, the budget will be modified during contracting to remove the disallowed costs.

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2. Budget Justification (0-5 points)

Scoring Elements

- *The budget justification provides a narrative that describes the breakdown of how all costs are calculated for each entry in the line-item budget, for every year of the project. The budget justification includes a basis for estimated costs, such as equipment, personnel, and travel. Vendor quotes for equipment over $5,000 are provided. (0-3 points)*
- *The budget justification describes expenditures well align with the project activities and deliverables. (0-2 points)*

Instructions

Complete and upload a narrative budget justification. *See Attachment G. Budget & Budget Justification Form and Attachment H. Sample- Budget & Budget Justification Form.*

The budget justification should narratively describe how each line-item cost was calculated and includes a short explanation of why it is necessary to the project. Each line-item cost should be broken down to justify the annual expense.

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. For contractual services, service contract and/or agreements are required to be submitted to OHA prior to service payment.

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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ATTACHMENT B

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. The OHA Grants Portal accepts diacritical marks, ʻokina and kahakō, please use 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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ATTACHMENT B

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 Grant Application Evaluators shall review and evaluate all applications that are complete and meet eligibility requirements. The evaluation committee will be comprised of community members with experience in and knowledge of the solicitation subject matter.

A. Application Criterion & Scoring System. Each application may be awarded up to 100 points as specified below:

Criterion & Components	Maximum Points
Criterion 1: Project Proposal	**65**
1. Project Purpose	5
2. Current Community Condition	10
3. Project Alignment with Mana i Mauli Ola Strategic Plan	15
4. Scope of Services	15
5. Performance Measurement Table	20
Criterion 2: Organizational Capacity	**10**
1. Organizational Description, Chart, & Functions	5
2. Fiscal Oversight	5
Criterion 3: Experience	**15**
1. Experience in Proposed Services	5
2. Native Hawaiian Percentage of Client/ Participant Base	10
Criterion 4: Budget & Budget Justification	**10**
1. Line-Item Budget	5
2. Budget Justification	5

The following evaluation framework shall be used by Grant Application Evaluators 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

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B. Recommendation for Award

The grant recommendation process includes the consideration of applications voted to award by a majority of the evaluation committee and the prioritization of applications based on the highest scores in the scoring matrix. Upon review of the scoring matrix, the OHA Administration may include the following considerations in its recommendation for award to the Board of Trustees: 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, OHA Administration shall issue final recommendations to the Board of Trustees with budget modifications and/or recommendation adjustments in accordance with grant funding amounts.

C. Approval

The Grants Program will send award recommendations, via memo, matrix, Action Item, and/or supplemental documentation, to the Administration Executive 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 for final ratification.

D. Notice of Award

Upon Board of Trustees ratification 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 Contract

All awards will be issued via a grant contract with OHA. The grant contract arising out of this solicitation is subject to the review of OHA Corporation Counsel as to form, to OHA Administration 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 Contract and grant commencement date. OHA is not liable for any costs incurred prior to the start date in the grant contract.**

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

The Grant Contract 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 Performance Progress Reports and Invoices on the OHA Grants Portal and upload appropriate reports to follow up forms on the OHA Grants Portal. Grantee reports shall consist of statements by the grantee relating to the work by the grantee that was accomplished during the reporting period. Quarterly Reports shall include a description of services provided expenditures incurred, and invoice amount. Additional reports include bi-annual Performance Measurement Table report, Annual Data Reports, and a Final Report on the impact of the project on Native Hawaiians. 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 Contract. The grantee shall submit reports relating to the work accomplished during the specific performance and reporting period. Grantee contract performance is based on submission of complete and accurate reports. 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 Contract, submit the Final Report to OHA via the Grants Portal.

Refer to the Example Reporting Table on the next page.

ATTACHMENT B

The following is an **example** of the reporting schedule that will be in the final Contract for the specific grantee with an example start date of July 1, 2024:

Report Components	Period of Performance Year 1	Due Date
• Performance Progress Report & Invoice • Expenditure Report	July 1, 2024 – September 30, 2024	October 31, 2024
• Performance Progress Report & Invoice • Expenditure Report	October 1, 2024 – December 31, 2024	January 31, 2025
• Performance Measurement Table	July 1, 2024 – December 31, 2024	January 31, 2025
• Performance Progress Report & Invoice • Expenditure Report	January 1, 2025 – March 31, 2025	April 30, 2025
• Performance Progress Report & Invoice • Expenditure Report	April 1, 2025 – June 30, 2025	July 31, 2025
• Performance Measurement Table	January 1, 2025– June 30, 2025	July 31, 2025
• Annual Data Report	July1, 2025– June 30, 2025	July 31, 2025

Report Components	Period of Performance Year 2	Due Date
• Performance Progress Report & Invoice • Expenditure Report	July 1, 2025 – September 30, 2025	October 31, 2025
• Performance Progress Report & Invoice • Expenditure Report	October 1, 2025 – December 31, 2025	January 31, 2026
• Performance Measurement Table	July 1, 2025 – December 31, 2025	January 31, 2026
• Performance Progress Report & Invoice • Expenditure Report	January 1, 2026 – March 31, 2026	April 30, 2026
• Performance Progress Report & Invoice • Expenditure Report	April 1, 2026 – June 30, 2026	July 31, 2026
• Performance Measurement Table	January 1, 2026 – June 30, 2026	July 31, 2026
• Annual Data Report	July1, 2026 – June 30, 2026	July 31, 2026
• Final Report	July 1, 2026 – June 30, 2026	August 31, 2026

When deemed necessary, OHA shall conduct compliance review monitoring to evaluate performance. Monitoring activities shall include review of conformance with grant contract 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.

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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 contract and the submission of the grantee's W-9 form, the initial invoice, ACH direct deposit form, current Certificate of Liability Insurance, and Grantee press release announcing the award.

   Subsequent payments shall be made to the applicant in quarterly disbursements, upon submission by the applicant, and approval by OHA, of Performance Progress Reports and Invoices, 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 contract.

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ATTACHMENT B

Section VIII. Attachments

1. Attachment A. Authorized Signatory Form
2. Attachment B. Sample - IRS Letter of Determination
3. Attachment C. Sample - HCE Certificate of Vendor Compliance
4. Attachment D. Performance Measurement Table
5. Attachment E. Sample- Performance Measurement Table
6. Attachment F. Budget Category Table
7. Attachment G. Budget & Budget Justification Form
8. Attachment H. Sample - Budget & Budget Justification Form
9. Attachment I. Matching Funds Confirmation Form
10. Attachment J. Partner Organization Certification Form for Matching Funds
11. Attachment K. Reference Guide to Disallowed Costs
12. Attachment L. Reference Guide to Direct and Indirect Costs

ATTACHMENT B

OFFICE OF HAWAIIAN AFFAIRS

Attachment A. Authorized Signatory Form

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

Authorized Signatory Signature – **Grant Application**	Authorized Signatory (Type or Print Name)
Title of Authorized Signatory	Date of Authorization
Email Address of Authorized Signatory	

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 Contract* and that the organization's governing body will review the contract prior to submission. If awarded, this individual(s) name(s) will be included as the signatory in the grant contract.

Authorized Signatory Signature – **Grant Contract**	Authorized Signatory (Type or Print Name)
Title of Authorized Signatory	Date of Authorization
Email Address of Authorized Signatory	

ATTACHMENT B

Attachment B. 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 B

Attachment C. 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 B

Attachment D. Performance Measurement Table

Organization: _____

Project: _____

All numbers should reflect actual expected outputs and outcomes to be achieved by the project per year. Enter N/A if the project grant period selected does not include Year 2 or Year 3. Numbers should be unduplicated throughout the entire grant period. A Performance Measurement Table (PMT) Report Form is required for each island geographic service area proposed for this project.

Outputs	Year 1 Target	Year 2 Target	Year 3 Target
1. **MANDATORY.** Total number of newly served participants in the project			
2. **MANDATORY.** Number of newly served Native Hawaiian participants in the project			
OHA Definition: A newly served participant is a first-time project participant who has not previously received services under this OHA project funding. Newly served participants shall **NOT** include individuals that have only enrolled, registered, or inquired but have not received project services. These targets are unduplicated, indicating that each participant is counted **ONLY ONCE**, no matter how many activities or direct services the participant receives during the entire project period. A participant who attends multiple activities or receives services throughout the project shall be counted and reported no more than one time.			
Project Definition:			
Project Data Collection:			
3. **MANDATORY.** Total number of participants who complete the project			
4. **MANDATORY.** Number of Native Hawaiian participants who complete the project			
OHA Definition: A participant who completes the project per the project definition. These targets are unduplicated, indicating that each participant is counted **ONLY ONCE**, no matter how many activities or direct services the participant completes during the entire project period. A participant who attends multiple activities or receives services throughout the project shall be counted and reported no more than one time.			
Project Definition:			
Project Data Collection:			

ATTACHMENT B

Outputs	Year 1 Target	Year 2 Target	Year 3 Target
5. Deliverable A:			
A. Total number of participants who complete *deliverable A*			
B. Number of Native Hawaiian participants who complete *deliverable A*			
OHA Definition: Completed deliverables are specific to each project, but generally include goods or services that have resulted from the OHA funded project, such as, number of workshops, amount of funds distributed to Native Hawaiians, number of capital improvement projects completed, etc. If deliverables are direct services provided to participants, include the total number of participants and the number of Native Hawaiian participants who will complete the deliverable (workshops, receive funds, etc.) in Deliverable A through E. If a deliverable is not direct service to participants, but rather a specific product (restore 2 loʻi, build 8 homes, develop 5 curriculum modules, etc.), enter as a deliverable without number of participant targets in Deliverable F through G. Insert additional rows for each deliverable of the proposed project as needed.			
Project Definition:			
Project Data Collection:			
6. Deliverable B:			
A. Total number of participants who complete *deliverable B*			
B. Number of Native Hawaiian participants who complete *deliverable B*			
Project Definition:			
Project Data Collection:			
7. Deliverable C:			
A. Total number of participants who complete *deliverable C*			
B. Number of Native Hawaiian participants who complete *deliverable C*			
Project Definition:			
Project Data Collection:			
8. Deliverable D:			
A. Total number of participants who complete *deliverable D*			
B. Number of Native Hawaiian participants who complete *deliverable D*			
Project Definition:			
Project Data Collection:			
9. Deliverable E:			
A. Total number of participants who complete *deliverable E*			
B. Number of Native Hawaiian participants who complete *deliverable E*			
Project Definition:			
Project Data Collection:			

ATTACHMENT B

Outputs	Year 1 Target	Year 2 Target	Year 3 Target
10. Deliverable F:			
Project Definition:			
Project Data Collection:			
11. Deliverable G:			
Project Definition:			
Project Data Collection:			
12. MANDATORY. Number of partners/collaborators			
OHA Definition: The number of partners/collaborators who contribute to the success of the project. Target numbers should be unduplicated.			
Project Data Collection: The number of partners/collaborators shall be documented through..			

Outcomes	Year 1 Target	Year 2 Target	Year 3 Target
1. **OHA Strategic Outcome.** Number of Native Hawaiians to increase access to quality, culturally based, and culturally adapted prevention and treatment interventions in ‘ohana, schools, or communities (3.1)			
2. **OHA Strategic Outcome.** Established fully functional, high quality, culturally adapted, primary Native Hawaiian Health System which coordinates effective wellness activities/programs (3.2)			
3. **OHA Strategic Outcome.** Number of Native Hawaiians in jails and prison (3.3)			
OHA Definition: Outcomes are the benefits that a project is designed to deliver. They represent the difference/impact, in measurable/quantifiable terms, made by the outputs (e.g., knowledge transferred, and behaviors changed). Outcomes define changes that have taken place because of the proposed project. The project must address and measure **ONE OR MORE** OHA Strategic Outcome, as selected in Criterion 1. Component 3: Project Alignment with Mana i Mauli Ola Strategic Plan Strategy and Outcome(s). Additional project-specific outcomes may be added as needed. Insert additional rows for each project outcome.			
Project Definition:			
Project Data Collection:			

Outcomes	Year 1 Target	Year 2 Target	Year 3 Target
Project-Specific Outcome.			
Project Definition:			
Project Data Collection:			

ATTACHMENT B

Attachment E. Sample — Performance Measurement Table

Organization: _____

Project: _____

All numbers should reflect actual expected outputs and outcomes to be achieved by the project per year. Enter N/A if the project grant period selected does not include Year 2 or Year 3. Numbers should be unduplicated throughout the entire grant period. A Performance Measurement Table (PMT) Report Form is required for each island geographic service area proposed for this project.

Outputs	Year 1 Target	Year 2 Target	Year 3 Target
1. **MANDATORY.** Total number of newly served participants in the project	75	100	100
2. **MANDATORY.** Number of newly served Native Hawaiian participants in the project	70	95	95
OHA Definition: A newly served participant is a first-time project participant who has not previously received services under this OHA project funding. Newly served participants shall **NOT** include individuals that have only enrolled, registered, or inquired but have not received project services. These targets are unduplicated, indicating that each participant is counted **ONLY ONCE**, no matter how many activities or direct services the participant receives during the entire project period. A participant who attends multiple activities or receives services throughout the project shall be counted and reported no more than one time.			
Project Definition: Newly served participants in this project shall be defined as individuals who attend at least one workshop.			
Project Data Collection: Newly served participants in this project shall be documented through sign-in sheets and tracked in the Client Management System database. Native Hawaiian ancestry participant data will be self-reported, as documented on the Participant Intake Form and tracked in the Client Management System database.			
3. **MANDATORY.** Total number of participants who complete the project	55	80	80
4. **MANDATORY.** Number of Native Hawaiian participants who complete the project	50	75	75
OHA Definition: A participant who completes the project per the project definition. These targets are unduplicated, indicating that each participant is counted **ONLY ONCE**, no matter how many activities or direct services the participant completes during the entire project period. A participant who attends multiple activities or receives services throughout the project shall be counted and reported no more than one time.			
Project Definition: Participants who complete this project shall be defined as individuals who attend at least 3 workshops and complete 10 hours of loʻi restoration.			
Project Data Collection: Participants who complete this project shall be documented through sign-in sheets and loʻi restoration logs; and shall be tracked in the Client Management System database. Native Hawaiian ancestry participant data will be self-reported, as documented on the Participant Intake Form and tracked in the Client Management System database.			

ATTACHMENT B

Outputs	Year 1 Target	Year 2 Target	Year 3 Target
5. Deliverable A: Number of loʻi restoration workdays provided	10	12	12
A. Total number of participants who complete loʻi restoration workdays	60	85	85
B. Number of Native Hawaiian participants who complete loʻi restoration workdays	55	80	80
OHA Definition: Completed deliverables are specific to each project, but generally include goods or services that have resulted from the OHA funded project, such as, number of workshops, amount of funds distributed to Native Hawaiians, number of capital improvement projects completed, etc. If deliverables are direct services provided to participants, include the total number of participants and the number of Native Hawaiian participants who will complete the deliverable (workshops, receive funds, etc.) in Deliverable A through E. If a deliverable is not direct service to participants, but rather a specific product (restore 2 loʻi, build 8 homes, develop 5 curriculum modules, etc.), enter as a deliverable without number of participant targets in Deliverable F through G. Insert additional rows for each deliverable of the proposed project as needed.			
Project Definition: Loʻi restoration workdays shall be defined as a 5-hour session on site, in which participants receive 1 hour of instruction from the kumu, work in the loʻi for 3 hours, and are provided 1 hours to reflect on the experience. Participants who complete a loʻi restoration workday shall be defined as individuals that attend all 5 hours and complete a post workday assessment.			
Project Data Collection: Workdays shall be documented through kumu reports, which indicate the date and location of workday. Participants who complete a loʻi restoration workday shall be documented through loʻi restoration logs; and shall be tracked in the Client Management System database. Native Hawaiian ancestry participant data will be self-reported, as documents on the Participant Intake Form and tracked in the Client Management System database.			
6. Deliverable B: Number of outreach events conducted	2	2	2
A. Total number of participants who attend outreach events	75	100	100
B. Number of Native Hawaiian participants who attend outreach events	70	95	95
Project Definition: Outreach events shall be defined as a 1-hour meetings designed to engage, provide information, promote services, and foster connections with the targeted demographic. Participants who complete an outreach event shall be defined as individuals that attend at least 1 outreach event.			
Project Data Collection: Outreach events shall be documented through sign-in sheets, which indicate the date and location of event. Participants who complete an outreach event shall be documented through an outreach event log; and shall be tracked in the Client Management System database. Native Hawaiian ancestry participant data will be self-reported, as documents on the Participant Intake Form and tracked in the Client Management System database.			
7. Deliverable F: Acres cleared of invasive species	1.5	1.5	1.5
Project Definition: Acres cleared of invasive species shall be defined as removal of all invasive species in the landscape.			
Project Data Collection: Acres cleared of invasive species shall be documented with before and after photos, which indicate the date and location.			

ATTACHMENT B

Outputs	Year 1 Target	Year 2 Target	Year 3 Target
8. Deliverable G: Number of taro cuttings planted for propagation	0	3000	3000
Project Definition: Number of taro cuttings planted for propagation shall be defined as taro tuber, small tubers, or suckers planted for taro regrowth.			
Project Data Collection: Number of taro cuttings planted for propagation shall be documented through a planting tally report, which indicate the date and location.			
9. MANDATORY. Number of partners/collaborators	3	3	3
OHA Definition: The number of partners/collaborators who contribute to the success of the project. Target numbers should be unduplicated.			
Project Data Collection: The number of partners/collaborators shall be documented through MOU/MOA.			

Outcomes	Year 1 Target	Year 2 Target	Year 3 Target
1. **OHA Strategic Outcome.** *Number of community stewardships of Hawai'i's natural or cultural resources that foster connection to 'āina, 'ohana and communities to be created or supported (4.2)*	50	75	75
OHA Definition: Outcomes are the benefits that a project is designed to deliver. They represent the difference/impact, in measurable/quantifiable terms, made by the outputs (e.g., knowledge transferred, and behaviors changed). Outcomes define changes that have taken place because of the proposed project. The project must address and measure **ONE OR MORE** OHA Strategic Outcome, as selected in Criterion 1. Component 3: Project Alignment with Mana i Mauli Ola Strategic Plan Strategy and Outcome(s). Additional project-specific outcomes may be added as needed. Insert additional rows for each project outcome.			
Project Definition: Community stewardships of Hawai'i's natural or cultural resources that foster connection to 'āina, 'ohana and communities to be created or supported shall be defined as individuals who increase their connection to 'āina through stewardship of the lo'i.			
Project Data Collection: Community stewardships of Hawai'i's natural or cultural resources that foster connection to 'āina, 'ohana and communities to be created or supported shall be documented through participant assessments in which paritipants self-assess their connection to 'āina through before participating in stewardship of the lo'i and after.			

Outcomes	Year 1 Target	Year 2 Target	Year 3 Target
Project-Specific Outcome. Number of Native Hawaiians who increase their knowledge of traditional food systems.	50	75	75
Project Definition: Native Hawaiians who increase their knowledge of traditional food systems shall be defined as individuals who improve their understanding of traditional lo'i systems in their region.			
Project Data Collection: Native Hawaiians who increase their knowledge of traditional food systems shall be documented through Kumu Assessment Reports.			

ATTACHMENT B

Attachment F. 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 to be submitted to OHA prior to service payment.
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.

ATTACHMENT B

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 B

Attachment G. Budget and Budget Justification Form

YEAR 1

Cost Type (Check one per Line Item)						
DIRECT	INDIRECT	BUDGET CATEGORY - Item	Requested OHA Funds Budget	Matching Funds	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						
			$ -	$ -	$ -	
			$ -	$ -	$ -	

ATTACHMENT B

OTHER EXPENSES- Repair & Maintenance						
			$ -	$ -	$ -	
			$ -	$ -	$ -	
OTHER EXPENSES - Staff Training						
			$ -	$ -	$ -	
			$ -	$ -	$ -	
OTHER EXPENSES - Supplies						
			$ -	$ -	$ -	
			$ -	$ -	$ -	
PROGRAM ACTIVITIES						
			$ -	$ -	$ -	
			$ -	$ -	$ -	
TRAVEL AND TRANSPORTATION						
			$ -	$ -	$ -	
			$ -	$ -	$ -	
		REQUESTED OHA FUNDS BUDGET:	$ -			
		CASH MATCH FUNDS:		$ -	#DIV/0!	**% of Matching Funds**
				Other Funds:	$ -	
				YEAR 1 Total Project Cost:	$ -	

ATTACHMENT B

Attachment G. Budget and Budget Justification Form

YEAR 2

Cost Type (Check one per Line Item)						
DIRECT	INDIRECT	BUDGET CATEGORY - Item	Requested OHA Funds Budget	Matching Funds	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						
			$ -	$ -	$ -	
			$ -	$ -	$ -	

ATTACHMENT B

OTHER EXPENSES- Repair & Maintenance						
			$ -	$ -	$ -	
			$ -	$ -	$ -	
OTHER EXPENSES - Staff Training						
			$ -	$ -	$ -	
			$ -	$ -	$ -	
OTHER EXPENSES - Supplies						
			$ -	$ -	$ -	
			$ -	$ -	$ -	
PROGRAM ACTIVITIES						
			$ -	$ -	$ -	
			$ -	$ -	$ -	
TRAVEL AND TRANSPORTATION						
			$ -	$ -	$ -	
			$ -	$ -	$ -	
		REQUESTED OHA FUNDS BUDGET:	$ -			
		CASH MATCH FUNDS:		$ -	#DIV/0!	**% of Matching Funds**
				Other Funds:	$ -	
				YEAR 2 Total Project Cost:	$ -	

ATTACHMENT B

Attachment G. Budget and Budget Justification Form

YEAR 3

Cost Type (Check one per Line Item)						
DIRECT	INDIRECT	BUDGET CATEGORY - Item	Requested OHA Funds Budget	Matching Funds	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						
			$ -	$ -	$ -	
			$ -	$ -	$ -	

ATTACHMENT B

OTHER EXPENSES- Repair & Maintenance						
			$ -	$ -	$ -	
			$ -	$ -	$ -	
OTHER EXPENSES - Staff Training						
			$ -	$ -	$ -	
			$ -	$ -	$ -	
OTHER EXPENSES - Supplies						
			$ -	$ -	$ -	
			$ -	$ -	$ -	
PROGRAM ACTIVITIES						
			$ -	$ -	$ -	
			$ -	$ -	$ -	
TRAVEL AND TRANSPORTATION						
			$ -	$ -	$ -	
			$ -	$ -	$ -	
		REQUESTED OHA FUNDS BUDGET:	$ -			
		MATCHING FUNDS		$ -	#DIV/0!	**% of Matching Funds**
		Other Funds:			$ -	
		YEAR 3 Total Project Cost:			$ -	

ATTACHMENT B

Attachment H. Sample— Budget and Budget Justification Form

YEAR XX

Cost Type (Check one per Line Item)						
DIRECT	INDIRECT	BUDGET CATEGORY - Item	Requested OHA Funds Budget	Matching Funds	Other Funds (if any)	Description & Justification
PERSONNEL - Salaries						
X		Kumu/Cultural Expert	$ 27,500.00	$ 10,000.00	$ 2,500.00	1.0 FTE, $40,000/year to design, prepare, coordinate and teach cultural workshops 13x/month for 10 months.
X		Project Manager	$ 5,000.00	$ -	$ -	0.1 FTE, $50,000/year to manage administrative tasks throughout the duration of the year.
			$ -	$ -	$ -	
PERSONNEL - Other Costs						
X		Fringe Benefits	$ 2,000.00	$ 500.00	$ -	Taxes - Kumu and Project Mgr $1,200 Medical - Kumu and Project Mgr $1,300
			$ -	$ -	$ -	
CONTRACTUAL SERVICES - Administrative						
	X	Account Services	$ 3,600.00	$ -	$ -	Accounting and Payroll services for year. ($300/month x 12 months)
			$ -	$ -	$ -	
CONTRACTUAL SERVICES - Programmatic						
X		Kumu Assistant	$ 5,000.00	$ -	$ -	Assist Kumu with workshops - 20 workshops x $250/workshop
			$ -	$ -	$ -	
DISTRIBUTIONS						
			$ -	$ -	$ -	
			$ -	$ -	$ -	
EQUIPMENT - Lease/Rental						
X		Copy Machine	$ 1,000.00	$ 1,000.00	$ -	Pro rata share of copy machine costs for copying or curriculum and handouts for workshops.
			$ -	$ -	$ -	
EQUIPMENT - Purchase						
X		Computer, software, and accessories	$ 1,500.00	$ -	$ -	Laptop for project activities $1,000 Laptop warranty $150 Laptop bag $50 Word Processing Software $300
			$ -	$ -	$ -	
FACILITIES - Lease/Rental						
	X	Office Lease	$ 10,000.00	$ 20,000.00	$ -	Pro rata share of lease of office space for project administration & activities $2,500/month x 12 mos
			$ -	$ -	$ -	
FACILITIES - Utilities						
	X	Telephone and Internet Services	$ 1,000.00	$ 2,000.00	$ -	Pro rata share of telephone and utilities
			$ -	$ -	$ -	
OTHER EXPENSES - Honorarium						
X		Kupuna - Guest Speakers	$ 2,000.00	$ -	$ -	Kupuna guest speakers at workshops to share ʻike lāʻau lapaʻau - $100 x 2 speakers x 10 workshops
			$ -	$ -	$ -	
OTHER EXPENSES - Insurance						
	X	General Liability	$ 1,500.00	$ -	$ -	Pro rata share of required annual insurance premium
			$ -	$ -	$ -	
OTHER EXPENSES - Mileage						
			$ -	$ -	$ -	
			$ -	$ -	$ -	
OTHER EXPENSES - Other Costs						
			$ -	$ -	$ -	
			$ -	$ -	$ -	
OTHER EXPENSES - Postage, Freight, Delivery						
			$ -	$ -	$ -	
			$ -	$ -	$ -	

ATTACHMENT B

OTHER EXPENSES - Publication & Printing						
X		Curriculum Packets	$ 5,000.00	$ 625.00	$ -	One Curriculum packet for each participant $56.25 x 100 participants.
			$ -	$ -	$ -	
OTHER EXPENSES- Repair & Maintenance						
		Maintenance of Commercial Dehydrator Machine	$ 1,500.00	$ -	$ -	Annual maintenance of commercial dehydrator
			$ -	$ -	$ -	
OTHER EXPENSES - Staff Training						
			$ -	$ -	$ -	
			$ -	$ -	$ -	
OTHER EXPENSES - Supplies						
	X	Office Supplies	$ 1,000.00	$ -	$ -	Paper $750 Pens, Paper Clips, Post-its, Tape, Staples, and other office supplies $250
			$ -	$ -	$ -	
PROGRAM ACTIVITIES						
X		Tool sets for participants	$ 7,500.00	$ -	$ -	One tool set for each participant $75 x 100 participants in Year 1
X		Lapa'au Starter Kits	$ 20,000.00	$ -	$ -	Lapa'au kits for participants that complete the program in Year 1, kit includes bowl, chopper, strainer, steamer, knife, muslin material, five different plant starters, other lapa'au supplies $200 x 100 participants in Year 1
X		Workshop Supplies	$ 1,500.00	$ -	$ -	PPE $700, Disposable gloves $200, Storage containers $500, Trash bags $100
TRAVEL AND TRANSPORTATION						
X		Staff travel for 4-day Maui workshop	$ 1,700.00	$ -	$ -	Airfare $200 x 2 staff = $400, Car Rental $300, Lodging x 1 room- 4 nights at $250/night = $1000. NOTE: Airfare max at $200/ roundtrip. Car Rental max at $150/day, Lodging max at $300/night.
X		Staff travel for 4-day Kauai workshop	$ 1,700.00	$ -	$ -	Airfare $200 x 2 staff = $400, Car Rental $300, Lodging x 1 room- 4 nights at $250/night = $1000. NOTE: Airfare max at $200/ roundtrip. Car Rental max at $150/day, Lodging max at $300/night.
		REQUESTED OHA FUNDS BUDGET:	$ 100,000.00			
		MATCHING FUNDS		$ 34,125.00	34%	**% of Matching Funds**
				Other Funds:	$2,500.00	
				Total Project Cost :	$ 136,625.00	

ATTACHMENT B

Attachment I. Matching Funds 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 - YR 1	AMOUNT	CONFIRMED/ PENDING	AWARD PERIOD	NOTES
TOTAL INCOME:	$ -			

FUNDING SOURCE - YR 2	AMOUNT	CONFIRMED/ PENDING	AWARD PERIOD	NOTES
TOTAL INCOME:	$ -			

FUNDING SOURCE - YR 3	AMOUNT	CONFIRMED/ PENDING	AWARD PERIOD	NOTES
TOTAL INCOME:	$ -			

ATTACHMENT B

Attachment J. Partner Organization Certfication Form for Matching Funds

If the applicant organization will receive matching funds from one or more partner organization, each organizations' Board President and Chief Executive Officer/Executive Director is required to sign and submit a *Partner Organization Certification Form for Matching Funds,* approving and committing to the partnership with, and provision of matching funds to, the applicant organization for the grant term.

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

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

project, if the applicant organization 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 $_____
(Matching Funds)

in matching funds specifically designated for this grant project.

PARTNER ORGANIZATION INFORMATION

Organization Name: _____

Mailing Address: _____

Point of Contact: _____

Phone Number: _____

Email Address: _____

Board President Name: (Partner Organization) _____

Board President Signature: (Partner Organization) _____

Chief Executive Officer or Executive Director Name: (Partner Organization) _____

Chief Executive Officer or Executive Director Signature: (Partner Organization) _____

Attachment K. Reference Guide to 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:

- Food/Meals
- Gratuities
- Makana (gifts)
- International or Out-of-State travel
- Per diem
- Prizes/Awards
- 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
- Indirect Costs. This category may be used only when the applicant currently has an 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 and Indirect Costs

	COST TYPES	
	Direct	**Indirect**
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 an indirect 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.)

ATTACHMENT B

INDIRECT COST RESTRICTION

- Cannot exceed 20% 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.