

Office of Hawaiian Affairs 'Ahahui Grants Program

Solicitation No. OHA 21-08

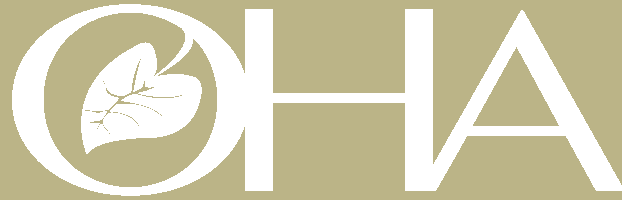


OHA Grants Program

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

For more information on the OHA Grants Program, see the OHA Grants website: www.oha.org/grants

ABOUT THE OFFICE OF HAWAIIAN AFFAIRS



Mission:

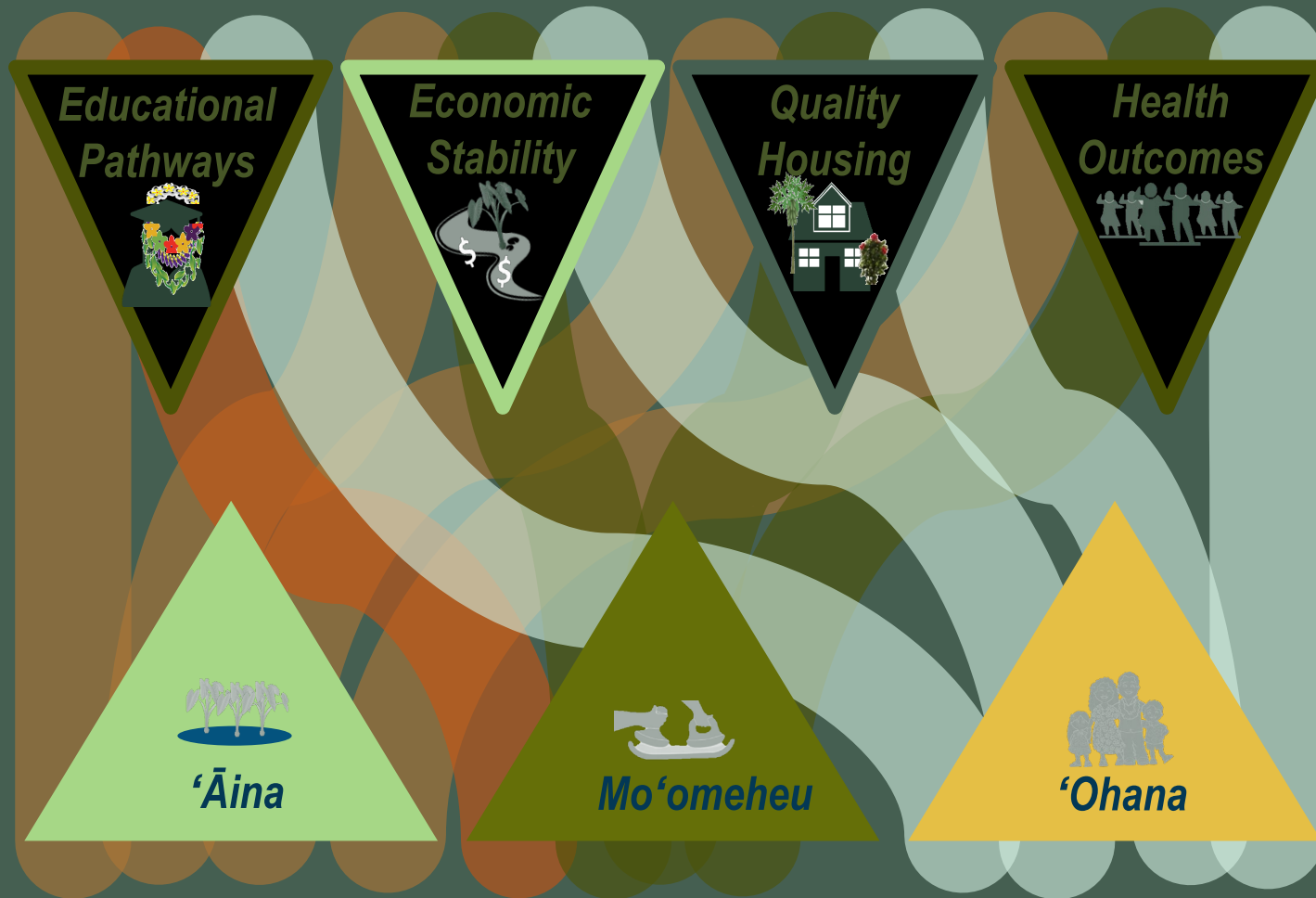
To mālama Hawai‘i’s people and environmental resources, and OHA’s assets, toward ensuring the perpetuation of the culture, the enhancement of lifestyle and the protection of entitlements of Native Hawaiians, while enabling the building of a strong and healthy Hawaiian people and lāhui, recognized nationally and internationally.

Vision:

Ho‘oulu Lāhui Aloha

To raise a beloved lāhui

OHA Strategic Plan 2020 - 2035



Applicants must align their event with one or more of OHA’s Strategic Foundations & Directions.

ABOUT THE ‘AHAHUI GRANTS PROGRAM

Purpose of the ‘Ahahui Grants Program

To support community events that:

Aligns with OHA’s 2020-2035 Strategic Plan Framework;

Provides significant benefits to the Native Hawaiian community; and

Offers OHA valuable public relations, partnerships, and community engagement opportunities.

Activity	Cycle 1	Cycle 2	Cycle 3	Cycle 4
Grants Portal (Re) Opens (Phase 1-2)	Monday, April 4, 2022	Monday, August 1, 2022	Thursday, December 1, 2022	Monday, April 3, 2023
Orientation Recording Posted	Thursday April 14, 2022 “Live” Orientation Session and Posting of Recording, Updates to be Made as Needed			
Application Closes @ 2:00 p.m. HST	Friday, April 29, 2022	Wednesday, August 31, 2022	Friday, December 30, 2022	Friday, April 28, 2023
Application Review Period (Phase 3)	May 2022	September 2022	January 2023	May 2023
Administration Recommendation, Board Approval	June 2022	October 2022	February 2023	June 2023
Notification of Award, Non-Award (Phase 4)	July 2022	November 2022	March 2023	June 2023
Contracting (Phase 5)	July 2022	November 2022	March 2023	June 2023

Activity Timeline

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

Budget & Compensation

- \$100,000 for each cycle (4 cycles)
- The maximum amount to be requested: \$10,000
- No minimum
- Funding will be provided to the Grantee upon completion of the Grantee Agreement that requires the submission of a revised budget (if the amount requested differs from the amount awarded)
- 95% of the award distribution will be made within 45-days of the event
- 5% of the award distributed after receiving the Final Report

Requirements for Awarded Organizations



- If awarded, the applicant becomes a Grantee and shall be required to complete a Grantee Agreement.
- Submit a revised budget if amount requested differs from the amount awarded.
- Final Report due 30 days from the completion of event date(s).
- *OHA may conduct on-site monitoring of event.

Applicant Eligibility

To be eligible:

- Upload a copy of your letter from the IRS indicating you are a tax-exempt nonprofit organization
- Upload a copy of your Hawaii Compliance Express (HCE) certificate
 - Certificate of Vendor Compliance (CVC) must be current within three (3) months of the application deadline and indicate you are compliant
- Be registered to do business in the State of Hawai‘i
- Must provide services to Native Hawaiians and/or Native Hawaiian community(ies) in the State of Hawai‘i

All HRS 10-17 requirements must be met. See pg. 8 & 13-14 in the solicitation for more details

Event Eligibility

The applicant must be able to execute a community event that:

Addresses the needs of the Native Hawaiian community by increasing access to public and private resources, programs, and information; celebrates or highlights ali‘i, historical community events, community gathering and/or Native Hawaiian practices or practitioners.

The events funded under this grant must be:

- Free to attend and participate,
- Open to the larger community, and
- Publicly announced/advertised.

Multi-day events are allowed; however, the event dates must occur within a consecutive one month (30-day period), anything longer will be considered ineligible.

Ineligible Events

The following types of events are ineligible for the ‘Ahahui Grant program and will not be considered for funding:

- Award/Recognition events;
- Building dedications or groundbreaking ceremonies;
- In-person events that are not compliant with federal, state, or county laws;
- In-person events occurring outside the State of Hawai‘i;
- Fundraisers or charity events;
- Individual or group musician musical concerts (vs. community musicians on stage at a community event) where benefit is the individual musician(s);
- Events occurring as part of an ongoing programmatic service with OHA;
- Sponsorships of individuals or teams; and
- Travel subsidies to attend an event.

ONLINE APPLICATION

PROCESS

All applications are submitted via *online only*

**Submit
Application
ONLINE:**

Must be submitted through the
online application system, the
OHA Grants Portal
www.oha.org/grants

No mailed-in or e-mailed applications accepted

OHA Grants Portal

Grants Portal

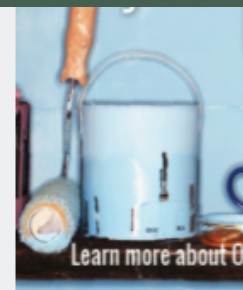
Click to Enter Grants Portal

The OHA Grants portal is an online application, monitoring, and reporting system for nonprofit organizations who are an applicant or grantee.

To learn how to use the online application system, view:

- [Written Tutorial](#)
- [Video Tutorial 1: Site Access & Account Creation](#)
- [Video Tutorial 2: Applying for Funding](#)
- [Video Tutorial 3: Your Applicant Dashboard](#)
- [Apply for a Grant – Applicant Overview Video](#)
 - This video covers the content above in an overview format.

Already an OHA Grantee?



The button to the OHA Grants Portal is located on the OHA Grants Website.

*If you come across any issues, see Grants Portal tips on page 10 of the solicitation.

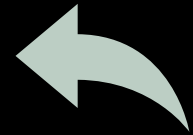
Application Steps



Login: Does your nonprofit organization have an account in the grants portal? If yes, login. If no, create one.



Eligibility: Complete the LOI section first. Await approval by grants officer via email.



Application: Once approved, begin completing the application and submit when done.

FIVE APPLICATION PHASES

Application Phases

1

Phase 1:
Eligibility

2

Phase 2:
Application

3

Phase 3:
Evaluation

4

Phase 4:
Recommendation

5

Phase 5:
Contracting

Phase 1 – Eligibility

- The purpose of Phase 1 is to ensure applicants satisfactorily meet all the required grant requirements BEFORE proceeding to the application process, thereby reducing possibility of non-award action due to ineligible, incorrect, invalid documents.
- If requirements are met/approved by the Grants Officer, you then gain access to the application (Phase 2).
- Phase 1 questions can be found on page 13-14 in the solicitation. (The questions in the solicitation are the exact same questions in the application.)
- Email notification of eligibility status shall be sent within 72 hours of document submission and shall be sent Monday – Friday during OHA business hours (not including holidays), 7:45 a.m. to 4:30 p.m.
- Phase 1 is worth zero points and will not be scored.

Phase 1 – Eligibility Reminders

- **Organization Name:** If your organization name has an ‘okina or kahakō in it, please use it when entering your response to the “Organization Name” question.
- **Project Name:** You can change your event name during contracting if need be.
- **Document Uploads:** Documents must be dated and uploaded to the correct question to be valid.
- **IRS Letter of Determination:** Must be a letter from the IRS and cannot be a letter from your organization.
- **Hawaii Compliance Express:** Certificate is not the same as DCCA. Certificate date must be current within 3 months from application deadline.

Phase 2 – Application

- Access to the full application doesn't occur until your phase 1 submission is approved.
- You will receive an email notification when you gain access to the application.
- To begin working on your application, login to the Grants Portal and from your dashboard click, "Edit Application".
- Phase 2 questions can be found on page 14-18 in the solicitation. (The questions in the solicitation are the exact same questions in the application.)

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

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

Phase 2 – Application Scoring Breakdown

Phase 2 – Application Reminders

- **Purpose Statement:** Use the format provided to state the project's purpose, keep it short and concise.
- **Strategic Foundation & Direction:** You may select more than one foundation or direction but you will need to explain how your event aligns to all your selections.
- **Strategic Foundation & Direction:** No one foundation and direction are valued higher than another and the application score will not increase based on your selection.
- **Strategic Foundation & Direction:** OHA grant staff will not select a Foundation & Direction for you, click [here](#) to read more about OHA's Strategic Plan.
- **Budget:** Be sure to only include line-item expenses that are allowable. See Budget Category Table and Disallowable Costs in the attachment section of the solicitation. Expenses that are disallowable and/or unreasonable will be removed from your budget.

Phase 3 - Evaluation

- Each applicant may be awarded up to 100 points.
- Notice of award = see activity timeline, page 3-4 of the solicitation.
- Your application will not be pre-reviewed before the application deadline.

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

Phase 4 - Recommendation & Phase 5 - Contracting

- Awards subject to the availability of funding.
- OHA reserves the right to offer partial awards and/or restrict funds from being used to support unallowable, inappropriate, or restricted expenses.
- All award and non-award notifications will be communicated via email.
- Organizations applying for OHA funding support through other solicitations or programs may also apply for an 'Ahahui grant if the event is determined to be distinct and separate from any current or potential projects being funded by OHA.

Additional Information

Final Reminders

Read

Read the entire solicitation.

Ask

If you have questions, ask.

Check

Double check everything – inaccuracies and missing information may deem you ineligible and/or will affect scoring.

Don't Miss

Don't miss the deadlines.

Contact Information

- OHA Grants Website

www.oha.org/grants

- Grants Portal Questions

Email: grantsadmin@oha.org

- General Solicitation Questions

Email: Grantsinfo@oha.org