

**Committee on Resource Management**Trustee John Waihe'e IV, *At-Large - Chair*Trustee Luana Alapa, *Moloka'i / Lāna'i - Vice Chair****Members***Trustee Leina'ala Ahu Isa, *At-Large*Trustee Dan Ahuna, *Kaua'i / Ni'ihau*Trustee Kaleihikina Akaka, *O'ahu*Trustee Keli'i Akina, *At-Large*Trustee Brendon Kalei'aina Lee, *At-Large*Trustee Carmen Hulu Lindsey, *Maui*Trustee Mililani Trask, *Hawai'i Island*

**STATE OF HAWAII  
OFFICE OF HAWAIIAN AFFAIRS**

**MEETING OF THE  
COMMITTEE ON RESOURCE MANAGEMENT (RM)**

**DATE:** Tuesday, July 26, 2022**TIME:** 10:00 a.m.**PLACE:** Virtual Meeting viewable at <https://www.oha.org/livestream> OR  
Listen by phone: (213) 338-8477, Webinar ID 897 8675 9838

**Due to COVID-19, the OHA Board of Trustees and its standing committees will hold virtual meetings until further notice.**

**This virtual meeting can be viewed and observed via livestream on OHA's website at [www.oha.org/livestream](https://www.oha.org/livestream) or listened to by phone at: (213) 338-8477, Webinar ID: 897 8675 9838. A physical meeting location open to the general public will be available at 560 N. Nimitz Hwy., Suite 200, Honolulu HI 96817. All members of the public that wish to access the physical meeting location must pass a wellness check and provide proof of full vaccination or a negative COVID-19 test taken within 72 hours of entry.**

**AGENDA**

**I. Call to Order****II. Approval of Minutes**

A. June 28, 2022\*

**III. Unfinished Business – None****IV. New Business**

A. ACTION ITEM RM #22-16: Approve the Awarding of Community Grants – Economic Stability, from Solicitation #22-04, published March 31, 2022\*

B. ACTION ITEM RM #22-17: Approve the Awarding of Community Grants – Health, from Solicitation #22-03, Published March 31, 2022\*

**V. Announcements****VI. Adjournment**

If you require an auxiliary aid or accommodation due to a disability, please contact Everett Ohta at telephone number (808) 594-1988 or by email at: [everetto@oha.org](mailto:everetto@oha.org) no later than three (3) business days prior to the date of the meeting.

Meeting materials for this meeting will be available for the public to view 48 hours prior to this meeting at OHA's main office located at 560 N. Nimitz Hwy., Suite 200, Honolulu, HI 96817. Meeting materials will also be available to view at OHA's neighbor island offices and will be posted to OHA's website at: [www.oha.org/rm](https://www.oha.org/rm).

In the event that the livestream or the audiovisual connection is interrupted and cannot be restored, the meeting may continue as an audio-only meeting through the phone and Webinar ID listed at the beginning of this agenda. Meeting recordings are available upon request to [BOTmeetings@oha.org](mailto:BOTmeetings@oha.org) until the written meeting minutes are posted to OHA's website.

†Notice: The 72 Hour rule, pursuant to OHA BOT Operations Manual, Section 49, shall be waived for distribution of new committee materials.



**STATE OF HAWAII'  
OFFICE OF HAWAIIAN AFFAIRS**

**\* Public Testimony will be called for each agenda item and must be limited to those matters listed on the meeting agenda.**

Hawai'i Revised Statutes, Chapter 92, Public Agency Meetings and Records, prohibits Board members from discussing or taking action on matters not listed on the meeting agenda.

Testimony can be provided to the OHA Board of Trustees either as: (1) **written testimony emailed** at least 24 hours prior to the scheduled meeting, (2) **written testimony mailed** and received at least two business days prior to the scheduled meeting, or (3) live, **oral testimony online** or **at the physical meeting location** during the virtual meeting.

- (1) Persons wishing to provide **written testimony** on items listed on the agenda should submit testimony via **email** to [BOTmeetings@oha.org](mailto:BOTmeetings@oha.org) at least **24 hours prior** to the scheduled meeting or via **postal mail** to Office of Hawaiian Affairs, Attn: Meeting Testimony, 560 N. Nimitz Hwy., Suite 200, Honolulu, HI 96817 **to be received at least two business days prior** to the scheduled meeting. Any testimony received after these deadlines will be 'late' testimony and will be distributed to the Board members after the scheduled meeting.
- (2) Persons wishing to provide **oral testimony online** during the virtual meeting must first register at:  
[https://us06web.zoom.us/webinar/register/WN\\_iezzCJQbTV-cBQ0JIacTMQ](https://us06web.zoom.us/webinar/register/WN_iezzCJQbTV-cBQ0JIacTMQ)

You need to register if you would like to **orally testify online**. Once you have completed your registration, a confirmation email will be sent to you with a link to join the virtual meeting, along with further instructions on how to provide **oral testimony online** during the virtual meeting.

To provide **oral testimony online**, you will need:

- (a) a computer or mobile device to connect to the virtual meeting;
- (b) internet access; and
- (c) a microphone to provide oral testimony.


Once your **oral testimony online** is completed, you will be asked to disconnect from the meeting. If you do not sign off on your own, support staff will remove you from the Zoom meeting. You can continue to view the remainder of the meeting on the livestream or by telephone, as provided at the beginning of this agenda.

- (3) Persons wishing to provide **oral testimony at the physical meeting location** can sign up the day-of the meeting at the Nā Lama Kukui OHA lobby.

**Oral testimony online** or **at the physical meeting location** will be limited to five (5) minutes.

Oral testimony by telephone/landline **will not** be accepted at this time.

Please visit OHA's website for more detailed information on how to submit Public Testimony OR Community Concerns at:  
<https://www.oha.org/how-to-submit-testimony-for-oha-bot-meetings/>.

  
\_\_\_\_\_  
Trustee John Waihe'e, IV, Chair  
Committee on Resource Management

07/20/2022

\_\_\_\_\_  
Date

July 26, 2022 - Continued

**Committee on Resource Management**Trustee John Waihe'e IV, *At-Large - Chair*Trustee Luana Alapa, *Moloka'i / Lāna'i - Vice Chair****Members***Trustee Leina'ala Ahu Isa, *At-Large*Trustee Dan Ahuna, *Kaua'i / Ni'ihau*Trustee Kaleihikina Akaka, *O'ahu*Trustee Keli'i Akina, *At-Large*Trustee Brendon Kalei'aina Lee, *At-Large*Trustee Carmen Hulu Lindsey, *Maui*Trustee Mililani Trask, *Hawai'i Island*

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**STATE OF HAWAII  
OFFICE OF HAWAIIAN AFFAIRS  
560 N. NIMITZ HIGHWAY, SUITE 200  
(VIRTUAL MEETING - VIA ZOOM WEBINAR)  
COMMITTEE ON RESOURCE MANAGEMENT  
MINUTES**

**June 28, 2022 10:00 a.m.**

**ATTENDANCE:**

Chairperson John Waihe'e, IV  
Vice-Chairperson Luana Alapa  
Trustee Leina'ala Ahu Isa  
Trustee Dan Ahuna  
Trustee Kaleihikina Akaka  
Trustee Keli'i Akina  
Trustee Brendon Kalei'aina Lee  
Trustee C. Hulu Lindsey  
Trustee Mililani Trask

**ADMINISTRATION STAFF:**

Sylvia Hussey, CEO / Ka Pouhana / Administrator  
Casey Brown, COO / Ka Pou Nui  
Arlene Aguinaldo, IT  
Daniel Santos, IT  
Edna Johnson, GRANTS  
Everett Ohta, Corporation Counsel  
Karlen Oneha, GRANTS  
Miki Cachola Lene, GRANTS  
Nietzsche Ozawa, Corporation Counsel  
Ryan Lee, Interim Investment Manager

**BOT STAFF:**

Crayn Akina  
Melissa Wennihan

**I. CALL TO ORDER**

**Chair Waihe'e** calls the Committee on Resource Management meeting for Tuesday, June 28, 2022 to order at **10:02 a.m.**

**Chair Waihe'e** notes for the record that **PRESENT** are:

MEMBERS			AT CALL TO ORDER (10:02 a.m.)	TIME ARRIVED
CHAIR	JOHN	WAIHE'E, IV	PRESENT	
TRUSTEE	LEINA'ALA	AHU ISA	PRESENT	
TRUSTEE	DAN	AHUNA	PRESENT	
TRUSTEE	KALEIHIKINA	AKAKA	PRESENT	
TRUSTEE	KELI'I	AKINA	PRESENT	
TRUSTEE	BRENDON KALEI'AINA	LEE	PRESENT	
TRUSTEE	CARMEN HULU	LINDSEY	PRESENT	
TRUSTEE	MILILANI	TRASK	PRESENT	
VICE CHAIR	LUANA	ALAPA	PRESENT	ARRIVED AT 10:05 A.M.

At the Call to Order, **EIGHT (8) Trustees are PRESENT**, thereby constituting a quorum.

## **II. PUBLIC TESTIMONY on Items Listed on the Agenda\***

**RM Staff, Crayn Akina:** Just to recap, Aloha Kakahiaka all. The RM Committee received one **written testimony** submission at least 24 hours prior to today's RM meeting. The one written submission was on time. The testimony was submitted by, Mervina K. Cash-Kaeo, President and CEO of Alu Like, Inc. and in support of Item V. New Business, B. Action Item RM #22-15's recommended action of award to Alu Like, Inc.

Mervina's written testimony was distributed yesterday morning at 9:49 a.m. to trustees and key staffers.

Regarding **oral testimony**, Mervina is signed-up. She was the first to sign-up of two registrants, and she's online now. Go ahead, Mervina.

**Mervina Cash-Kaeo, Alu Like, Inc.:** Good morning, Committee Chair Waihe'e, Vice-Chair Alapa and the Office of Hawaiian Affairs Trustees. My name is Mervina Cash-Kaeo, and I'm the CEO of Alu Like, I stand on my written testimony and, actually signed-up for the oral testimony, if you had any questions on my written testimony or our grant as a whole.

**Chair Waihe'e:** Thank you, Mervina. *Members, are there any questions for Mervina?*

**Chair Waihe'e** recognizes Trustee Lindsey.

**Trustee Lindsey:** I just want to know if they have a staff on Maui?

**Mervina Cash-Kaeo:** We will not have a staff on Maui for this grant.

We have two staff members that will serve Maui through technology. The only staff that we currently have on Maui are our Kupuna Program. Like other businesses, we are having difficulty hiring people. So, both the employment and training position on Maui, they have advertised and are still trying to find someone, and our Kaua'i KOPP (Ke Ola Pono No Na Kupuna Program) position - we're still trying to hire someone.

**Trustee Lindsey:** So, what is the turnaround time for our Maui people, because you know this is termed 'emergency funds'. Emergency means they need the money right away, so how do you propose the process will go.

**Mervina Cash-Kaeo:** We are using technology, so instead of them having to drive to our office, we will contact them via Ring Central. That is, the phone system that we use that allows for faxes. It allows for the emailing of documents and information so that we can basically serve everyone using technology, instead of having them come to the office.

**Trustee Lindsey:** *How do you propose to get this information out to the neighbor islands?*

**Mervina Cash-Kaeo:** We're going to do a media campaign to let people know that the program is available, reveal details on the program and will also have the staff send out announcements. The beauty of our neighbor island staff is they're very, interconnected with the communities and have a have a great way of sending out information.

**Trustee Lindsey:** Yes, OHA's staff people are also like that. So, if there's a collaboration between your staff and the island staffs of the different islands that would be very helpful to you and to our beneficiaries.

**Mervina Cash-Kaeo:** Yes, absolutely, I agree.

**Trustee Lindsey:** Okay, thank you.

**Chair Waihe'e:** Thank you. Members, I believe Mervina's grant is one of the items on the agenda, so we can also ask her questions if she would stay around during that presentation, but go ahead, Trustee Akina.

**Trustee Akina:** Thank you Chair, I appreciate it.

Mervina, I just wanted to follow up on a question by Chair Hulu as to your process, but first let me commend you for applying for the grant. We appreciate that tremendously and thank you for going through the process of submitting a very, complete grant proposal, the grant, and your testimony.

You have as a goal to provide economic stability for about 3,000 Native Hawaiians.

*Could you flesh out a little bit what providing that economic stability will include?*

*What will it mean in terms of helping our Native Hawaiian beneficiaries?*

**Mervina Cash-Kaeo:** What we found is when someone calls us, for example, if someone calls us for assistance with childcare. When we start talking story with them, that's really a small piece of what they really need. So, we have a holistic approach when we get them on the telephone or if they walk through the office - to really look at the beneficiaries' life 360°.

Looking at, okay, *what are your strengths*, and we don't focus on your weakness, we focus on your strengths and how can we take your strengths and help you improve all the sectors in your life, not just the one you called for.

So many times, people will call and have no idea that we have job training, or no idea that there's another way that they can provide; get childcare that won't be so expensive. So, they call us for one challenge, and we basically look at their entire, you know, it's a holistic approach, because the whole point is to get them stable.

**Trustee Akina:** Okay, all right, I appreciate that. So, our beneficiaries, may have a felt need when they contact you, but you will interview them and help them to become aware of the resources that are available to meet a broad number of needs to help them become stable.

**Mervina Cash-Kaeo:** Yes. You know, many who call for rent assistance, when we look at their monthly income they will be in the same position, the next month - their rent is basically more than what they're bringing home.

**Trustee Akina:** Just one last question, again dovetailing on what Chair Hulu asked you. *You have the personnel to do this kind of personal contact and interviewing?*

**Mervina Cash-Kaeo:** Yes, we do. We actually have to staff already identified, who have done this before, so they know all of the different resources. We had a smaller program with the School of Social Work, where we had MSW's volunteering under Alu Like, and they helped us keep our resource list current.

**Trustee Akina:** Mahalo for your work, appreciate it.

**Chair Waihe'e** recognizes Trustee Trask.

**Trustee Trask:** Thank you, Chair. Aloha, Mervina. Good to hear you and hear about your program. In the last two days, I received some information - some requests for help. There is a Kuleana tax exemption, information has been sent out.

*Are you familiar with this?*

*Are you folks looking at how we could help our kupuna to interface with this new Kuleana tax exemption program?*

I just in the last few days got three requests for help, all came from kupuna, so I'm just wondering if you folks are working on this.

**Mervina Cash-Kaeo:** We actually know about it, and the first step is we send them to the Office of Hawaiian Affairs. My understanding is Luci gives them the ancestor's name that they have to trace to.

The way that this grant could help people is even if they can trace it to that ancestor to make them qualify for the Kuleana Land tax, they still have to buy all the documents and it gets expensive.

We have referred people to resources in their own community to help them do the search, because they have to tie themselves to that person who got the property, originally. That is the difficulty that a lot of people face, is finding that tie. Ulukau is another place that we send people to help them.

**Trustee Trask:** *Okay, Mervina can I have your phone number?*

*Mervina shares the Alu Like phone number with Trustee Trask.*

**Trustee Trask:** I will call you later, because I'm trying to hook up these kupuna with someone who could assist them. I did speak with some tax advisors, but you know Mervina, the tax advisors themselves cost big money. So, I'm very interested - *is our Alu Like team in Hilo doing the same thing?*

**Mervina Cash-Kaeo:** It's centralized. So, if someone comes to the Alu Like team in Hilo, they will call the staff on the information and referral and refer to that staff member. So, all of our staff now, with our Ring Central system are connected. It's not a separate phone system anymore, so they can seamlessly send people over.

**Trustee Trask:** *Okay, and you're telling me that the person assisting in OHA is Luci?*

**Mervina Cash-Kaeo:** Yes.

**Trustee Trask:** *And she is on Oahu?*

**Mervina Cash-Kaeo:** She is on Oahu, in the Office of Hawaiian Affairs.

**Trustee Trask:** I will find her. Thank you very much, you take care. Good work, Mervina.

**Chair Waihe'e** asks if there is any further questions for Mervina.

There are no further questions for Mervina Cash-Kaeo.

**Chair Waihe'e:** *We have another testifier, is that correct, Crayn?*

**RM Staff, Crayn Akina:** Yes, that is correct, Chair Waihe'e. We have Chelsie Evans, from Makawao, Hawai'i with Hawaiian Community Assets. She is testifying on Item V. New Business, A. Action Item RM #22-14. Go ahead Chelsie.

**Chelsie Evans, Hawaiian Community Assets:** Aloha, my name is Chelsie Evans, I am the new Executive Director with Hawaiian Community Assets. I've been here just for a little over six months now. I'd like to thank the staff in the Office of Hawaiian Affairs and the people who took the time to read our grant proposal and the Board of Trustees for taking the time to listen to my testimony.

I'd like to start off with acknowledging that our grant proposal was not our best work, it was far from. I'd like to take this time to give some context of how we have managed to submit you a poorly written grant, not to argue the proposed organization, but to hopefully build a relationship with you in hopes to engage with a further partnership in the future.

**Chelsie Evans, Hawaiian Community Assets:** Hawaiian Community Assets (HCA) was founded by two wahine in the parking lot of Maui High School's gym. The initial conversation of this organization was built around a shock of the system, the lack of knowledge of expectations, and a confusion on how to reach those expectations.

My job through HCA for my first experiences, as just a volunteer a few years ago, was the strength and bravery out of two founders to create an organization, as they learned themselves.

Upon returning to HCA as Executive Director, I came in with awareness that there were other applicants much more polished than I - in all things Executive Director and I, like our founders, would need to build the organization, as I learned myself.

I personally am not new to needing to learn as I go. I carry a list of personal experiences that grew me quicker than I would have liked; from being a survivor of domestic violence as a teenage mom, a cancer survivor, a single mother of three children. One who suffered from life-threatening diseases, causing disruption in my job, and I worked so hard to get my Master's degree, all while suffering with a large brain tumor myself.

All of those experiences led me too close to the experience of houselessness. I understand that my role is each – at HCA, as the Executive Director was offered not just due to my previous Executive Director experience, or my 20 years in the nonprofit world, but also due to the period of my work experience and personal experiences.

With all of that being said, I'm not here to share a sad story, but to share the areas that I'm still growing in; like multi-million-dollar grants and how to manage a newer, grant writer, working on the biggest grant she's ever written.



**Chelsie Evans:** The week of the grants due date was the perfect storm for our organization. The five-day turnaround happened to be in the middle of travel required for me and I was not able to support and monitor, let alone write it myself.

I personally did not see the fully, completed grant until after submission, and when I did, let's just say I'm not surprised by the recommendation to not choose HCA as a recipient.

I know OHA is meant for Native Hawaiians. Now as much as we have room to grow internally in our grant writing skills and processes, I do want to share that one of the areas we are extremely strong in are culturally-based, financial counseling opportunities for Hawai'i's people statewide.

In March of this year, we were able to close out a grant with OHA and had stupendous outcomes. In the past three years, HCA has been able to enroll just shy of 800 Native Hawaiians in programs services. Of the near 800, 736 were able to engage and complete their financial plans, leading to HCA delivering higher outcomes and outputs than proposed in almost every area. The few areas that were not met, were often due to lack of actual housing units available during this massive housing shortage.

Our team knows what the Community needs, there is no other organization that serves the lāhui statewide with the cultural approaches, or the personal experiences that bring empathy and success than HCA. I would like this Board to know that we do not take this experience of a low-quality application lightly, we will absolutely take your feedback and use it as a time for growth.

As Mervina mentioned earlier, even with Emergency Rental Assistance, the rents will continue to go up, and the financial counseling pieces are an integral piece for people, securing their foundation.

If, by any chance there's an opportunity to engage this Board and the recommendation Committee to rethink an opportunity for HCA to serve the needs of our Statewide Community and to remedy our mistakes. We would appreciate your understanding and support of this grassroots organization - who may still need training and grant writing but has a fully, experienced staff delivering the most important fight in a housing crisis in Hawai'i today for our Native Hawaiians. Mahalo.

**Chair Waihe'e:** Thank you, Chelsie. *Are there any questions for Chelsie members?*

**Chair Waihe'e** recognizes Trustee Akina.

**Trustee Akina:** Thank you, Mr. Chair. I don't have a question, I just want to thank Chelsie and Hawaiian Community Assets for applying and encourage you to keep applying, and thank you for the work you do for our people in Hawai'i.

**Chelsie Evans:** Mahalo.

**Chair Waihe'e:** Thank you, Trustee Akina.

**Chair Waihe'e** asks if there are any further questions for Chelsie.

There are no further questions for Chelsie Evans.

### III. APPROVAL OF MINUTES

#### **A. June 14, 2022**

Trustee Ahuna moves to approve the minutes of June 14, 2022.

Trustee Akina seconds the motion.

Chair Waihe'e asks if there is any discussion or changes.

There is no discussion nor are there changes.

Chair Waihe'e calls for a **ROLL CALL VOTE**.

							10:22 a.m.
TRUSTEE		1	2	'AE (YES)	A'OLE (NO)	KANALUA (ABSTAIN)	EXCUSED
LEINA'ALA	AHU ISA			X			
DAN	AHUNA	1		X			
KALEIHIKINA	AKAKA			X			
KELI'I	AKINA		2	X			
VICE-CHAIR LUANA	ALAPA			X			
BRENDON KALEI'ĀINA	LEE			X			
CARMEN HULU	LINDSEY			X			
MILILANI	TRASK			X			
CHAIR JOHN	WAIHE'E			X			
<b>TOTAL VOTE COUNT</b>				<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>

**VOTE: [ X ] UNANIMOUS [ ] PASSED [ ] DEFERRED [ ] FAILED**

Chair Waihe'e notes for the record that all members present vote 'AE (YES) and the **MOTION PASSES**.

### IV. UNFINISHED BUSINESS

None

## **V. NEW BUSINESS**

### **A. ACTION ITEM RM #22-14: Approve the Awarding of Community Grants, Housing, from Solicitation #22-01.01, published March 29, 2022**

**Chair Waihe'e** turns it over to Ka Pouhana Sylvia Hussey.

**Pouhana Hussey:** Thank you, Chair Waihe'e. I'm going to ask that our Grant Supervisors, Edna and Miki turn on their cameras, as well as Karlen Oneha, our Systems Administrator with the Grants program. Similar to last week Trustees, Administration sent a memo regarding the scores, the process, the applications and, in this case with the Housing Grant we have an administrative recommendation.

So, we made a recommendation regarding an award for housing, and we also made an administrative recommendation for a second cycle. I think the testimony provided this morning, provides some context as why we feel a second cycle is warranted, as well as expanding the needs of our people, in addition to occupancy.

So, with that context, Edna was the lead Grants Supervisor, who oversaw the external reviewers, the scoring, the post conference discussion, and can give you any insight as to any of the information that we have provided for you.

With that Chair Waihe'e, we'll turn it back to you and the Trustees for any questions.

**Chair Waihe'e** recognizes Trustee Lee.

**Trustee Lee:** Thank you, Mr. Chair. I have two questions, the first is kind of a general question.

So, in this packet for the Housing solicitation, by the end of it, we are provided in the attachments, Attachment C, a template of the grant worksheets and the budget worksheets that the grantees have to fill out, but we're not provided the actual sheets, that the grantees filled out.

I don't necessarily need to see it, but if I'm going to be provided a blank template, then I'm going to want to see what they filled out.

**Pouhana Hussey:** So, the template that's provided in C, is part of the solicitation packet.

**Trustee Lee:** Right.

**Pouhana Hussey:** And what you're asking for is what the actual submission for that will be, so it's summarized but yes, we have that information for the Trustees, the individual scoring.

**Trustee Lee:** Just because if I'm going to be shown a template, then I'm probably going to want to see what was actually filled out. If I didn't see the template, I probably wouldn't be asking for it.

**Pouhana Hussey:** Okay, understood.

**Trustee Lee:** Then, my second question with regards to Hawaiian Community Assets, and I appreciated their testimony. When I look at the four applicants and their scoring, their scoring is pretty even, it seems like all the scores are pretty much on the same page, except for Hawaiian Community Assets.

*Why the disparity?*

I mean, it goes from 82 to 34, that's a really, big disparity.

**Pouhana Hussey:** I'm going to ask our Grants Supervisor Edna, who worked with this group to provide the overview of the conferencing process and that conversation that she has with the reviewers.

**Grants Supervisor Johnson:** Aloha, Trustees. Mahalo, Trustee Lee for the question.

We have the external reviewers go through all the applications and in our final meeting we discussed each section, I know there's quite a variance there.

What we do is, go through each one that have variances, we have the reviewers discuss their points of view and their take on the application for that particular section, as well as overall application.

This one in particular, the variance is because one of the reviewers, and mostly everyone else knows the work that HCA does in our Community, I think he had a different range of scoring.

Even after discussion, where we do allow one revision of scoring, in our final meeting, he did feel that he would like to stick with his scoring. And we honor that, because we do have all three of them score independently. So, they don't know each other until I hold that final meeting with them, and I don't make recommendations to move out or move down, but I do hold the discussion between those variances for them to make the decision on where they should move.

**Trustee Lee:** Edna, what I hear you saying is that the disparity is justified.

**Grants Supervisor Johnson:** Yes.

**Trustee Lee:** That's my only question, just because the other ones, there is no real disparity, they were pretty much on the same page all the way across.

**Grants Supervisor Johnson:** Right.

**Trustee Lee:** That's what made this one stand-out.

**Grants Supervisor Johnson:** Yes, I knew that was going to come up.

**Trustee Lee:** Okay. Mahalo, Edna. Thank you, Mr. Chair.

**Grants Supervisor Johnson:** You're welcome.

**Chair Waihe'e** recognizes Trustee Akina.

**Trustee Akina:** Thank you, Mr. Chair. I have a couple of questions; first, with regard to Habitat for Humanity, I understand that they service the broad population of Native Hawaiians and non-Native Hawaiians. *In terms of the application of this grant, what is the projection for the number of Native Hawaiians that will be helped to move into homeownership, and the number that will be helped to move into affordable Rentals?*

**Grants Supervisor Johnson:** Mahalo, Trustee Akina. So, there will be nine homes that will be built for only Native Hawaiians for this project, within the two-year period. Along with making a list, that they are getting ready for other Native Hawaiians to be ready to move when housing occupancy is available.

**Trustee Akina:** *What was the amount in terms of rental assistance?*

**Grants Supervisor Johnson:** For this particular one, for Honolulu Habitat, there is no rental assistance, this will be home ownership.

**Trustee Akina:** Okay, so nine homes.

**Grants Supervisor Johnson:** Nine homes, with 36 impacted along with a list for current builds, getting them ready for current builds.

**Trustee Akina:** So that 1.5 million is largely to provide for nine homes.

**Grants Supervisor Johnson:** Over the two-year period, yes.

**Trustee Akina:** Okay, thank you very much.

**Grants Supervisor Johnson:** You're welcome.

**Chair Waihe'e** asks if there are any further questions or discussion.

There are no further questions or discussion.

**Trustee Hulu Lindsey** moves to approve the following **Fiscal Year 2022, Community Grants – Housing disbursements totaling \$1,500,000 from Core Operating Budget (Object Code 56530)** for:

Organization/Island	Award Amount
Honolulu Habitat for Humanity	\$1,500,000
<b>Total Recommendation</b>	<b>\$1,500,000</b>

**Trustee Akaka** seconds the motion.

**Chair Waihe'e** asks if there is any discussion.

There is no further discussion.

**Chair Waihe'e** calls for a **ROLL CALL VOTE**.

							Motion: 10:30 a.m. Vote: 10:30 a.m.
TRUSTEE		1	2	'AE (YES)	A'OLE (NO)	KANALUA (ABSTAIN)	EXCUSED
LEINA'ALA	AHU ISA			X			
DAN	AHUNA			X			
KALEIHIKINA	AKAKA		2	X			
KELI'I	AKINA			X			
VICE-CHAIR LUANA	ALAPA			X			
BRENDON KALEI'ĀINA	LEE			X			
CARMEN HULU	LINDSEY	1		X			
MILILANI	TRASK			X			
CHAIR JOHN	WAIHE'E			X			
<b>TOTAL VOTE COUNT</b>				<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>

**VOTE: [ X ] UNANIMOUS [ ] PASSED [ ] DEFERRED [ ] FAILED**

**Chair Waihe'e** notes for the record that all members present vote 'AE (YES) and the **MOTION PASSES**.

## **V. NEW BUSINESS**

### **B. ACTION ITEM RM #22-15: Approve the Awarding of Emergency Financial Assistance Grant, from Solicitation #22-12, published June 7, 2022**

**Chair Waihe'e** turns it over to Ka Pouhana Sylvia Hussey.

**Pouhana Hussey:** Thank you, Chair Waihe'e. Trustees, as you may recall the information, we sent out to you prior to the solicitation being sent. This is quite a tight turnaround and that's because the intended vendor that we thought would be able to carry-on is focusing on another sector of the Community, and so we needed to get the solicitation out because these are the general funds.

If it were Trust funds, we could manage those Trust funds within the budgetary confines for the organization, but these are general funds and so they need to be committed by June 30, because these are the Fiscal Year 22-23 funds. So, hence we put out the solicitation.

As you may also recall, the solicitation also complements OHA's continuing plans to be able to distribute Emergency Financial Assistance ourselves, as well, but what this solicitation does is help bridge any gaps between the current contractor, which is Hawai'i Community Lending and our own Emergency Financial Assistance processes being brought up. Because we must administer that ourselves, we need the proper training. We need to make sure all the flows are there, and like anyone else we're struggling with resourcing, and hiring, and filling.

**Pouhana Hussey:** All that to say, what is to be complemented is three ways to be able to service beneficiaries, through the current contract of Hawai'i Community Lending, through this second contract that's being recommended to be awarded to Alu Like, and then our own Emergency Financial Assistance coming up.

As you can imagine there's going to be a huge coordination effort that's needed to ensure we don't over-award, under-award, mis-award, you know, people fall through the cracks. So that's why we want to ensure that there is a contractor, so we could easily transition to that.

Then, when we stand up our own EFA, we complement and onboard that holistically, and be able to manage and report all of that.

So, the authorizations that the Board delegated or approved for Administration won't be implemented until our own processes are set up as well, so that's the context for this. It was a quite a tight turnaround, but that's the reason why we needed it, and I believe Mervina is on to answer any subsequent questions that you may have regarding the awarding. Miki is our Grants Supervisor, who oversaw the external reviewers on this as well.

**Chair Waihe'e** recognizes Trustee Lindsey.

**Trustee Lindsey:** *Can you tell me when our people are going to be trained, the Beneficiary Services, because we have them all in place on every island and on O'ahu?*

So, the training, I think, is the critical thing. *What is the status of that?*

**Pouhana Hussey:** Our original timeline was for February, and we didn't have everybody in place. So, our second timeline was July 1, the beginning of the fiscal year but, because the software and the training isn't up, including putting into the environment training that, you must stress test training, as you can imagine.

Then the flow to make sure, once the beneficiary comes in, and check all the boxes that it flows down to the finance, and finance can get those checks out. So, with year-end occurring now, with all of the shortages that we have in both beneficiary as well as in finance, I have asked them not to stand it up on July 1, because I want us to be successful in that.

So, I've asked that to delay to at least August, to be able to get us trained, ready, by that time the contract for the new contractor will be in place as well; so that we can mesh everything together.

So, I'm going to say to you Chair Hulu, the projected date is August 1, to be able to stand our own processes up, pending really, good training and really, good system support.

**Trustee Lindsey:** Thank you.

**Chair Waihe'e** recognizes Trustee Lee.

**Trustee Lee:** Thank you, Chair. So, Ka Pouhana, if I understand you correctly, for your response to Trustee Lindsey, the solicitation for that contractor already went out and it has already been awarded, the contract is just waiting to be signed. *Or are we still soliciting for that?*

**Pouhana Hussey:** *You mean for the Emergency Financial Assistance?*

**Trustee Lee:** Right. You just said, the new date is August 1, because what you're waiting on is the contract for the contractor to be signed.

**Pouhana Hussey:** Oh no, no, August 1 is based on internal. We have contractors who have been working on the system and the flows and the triggers; that contractor is in place. The contract of August 1 that I mentioned, is intended to be this contract that is being put before the Trustees.

So, if the approval is given, then we would contract as soon as we can. At the latest, to contract and be up by August 1, at the latest. If we can get it done and we want to, and Alu Like is listening.

**Trustee Lee:** Okay, so I'm hearing two different things, Ka Pouhana. I'm hearing that we have to go find a contractor, and I'm hearing that that contractor will be on by August 1. That's not the same as somebody being on and the training takes place during July and we're ready to go by August 1. So, I may just be hearing it wrong, so that's why I'm just asking for clarification on that.

**Pouhana Hussey:** Thank you, so let's take the two topics.

So, for the OHA stand up - we run our own EFA processes, we already have the technical contractors on board, we have been coding the systems. It's our own in-house processes that we need to set up the training, get people into the training, get people to train together, train apart, make sure all the systems, and then make sure all of the downstream systems are good to go, so that we can pay and get into the cyclical piece. That doesn't require any contracting, that is, people in seats already and contracts.

As it relates to the EFA that we're discussing now, we're hoping that contract, if that award is made today, and ratified by the Board, this afternoon. We hope to be contracting no later than August 1, with the recommended applicant, so that they can be up and servicing no later than August 1.

**Trustee Lee:** I got it. So, it's two separate things, okay.

**Pouhana Hussey:** Correct.

**Trustee Lee:** Thank you for clarifying that, I have one other question. Similarly, to the other award that we just provided, in Attachment C for this were provided the blank worksheets for the grant packet that I was giving out. We didn't ask for it, but we were provided it, so again if I'm going to be provided a blank one, then I want to see what they actually filled out.

**Pouhana Hussey:** Okay, is that something Trustee that you want before the vote or...

**Trustee Lee:** No, no.

**Pouhana Hussey:** ...or, future recommendations, because we have two more recommendations coming.

**Trustee Lee:** Right, again I don't believe that the Trustees asked to see what the granting packet looks like, but if you're going to give it to, at least to me, then, I want to see what they filled out. If I don't see the blank one, then I'm just going to take Administration's recommendation. That's the authority that we have so delegated to Administration, but if you're going to show me the blank one, then I'm going to want to see to a filled out one as well.

**Pouhana Hussey:** Okay.



**Trustee Lee:** Either don't give us the packet because I don't believe any of us asked to see the packet, or if you're going to provide it, then show us what was actually filled there. Thank you.

**Pouhana Hussey:** Okay, got it.

**Trustee Lee:** Thank you, Mr. Chair.

**Chair Waihe'e** asks if there are any further questions or discussion.

There are no further questions or discussion.

**Trustee Lindsey** moves to approve the following Fiscal Year 2022 and 2023, Grants In Aid Program & Proviso Grants from Core Operating Budget (Object Code 56510) for:

Organization/Island	Award Amount
Alu Like, Inc.	\$830,000
<b>Total Recommendation</b>	<b>\$830,000</b>

**Trustee Akaka** seconds the motion.

**Chair Waihe'e** asks if there is any discussion.

There is no discussion.

**Chair Waihe'e** calls for a **ROLL CALL VOTE**.

							Motion: 10:40 a.m. Vote: 10:41 a.m.
TRUSTEE		1	2	'AE (YES)	A'OLE (NO)	KANALUA (ABSTAIN)	EXCUSED
LEINA'ALA	AHU ISA			X			
DAN	AHUNA			X			
KALEIHIKINA	AKAKA		2	X			
KELI'I	AKINA			X			
VICE-CHAIR LUANA	ALAPA			X			
BRENDON KALEI'ĀINA	LEE			X			
CARMEN HULU	LINDSEY	1		X			
MILILANI	TRASK			X			
CHAIR JOHN	WAIHE'E			X			
<b>TOTAL VOTE COUNT</b>				<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>

**VOTE: [ X ] UNANIMOUS [ ] PASSED [ ] DEFERRED [ ] FAILED**

**Chair Waihe'e** notes for the record that all members present vote 'AE (YES) and the **MOTION PASSES**.

## **V. NEW BUSINESS**

### **C. Workshop re: Final Drafts of Endowment Investment, Spending, Debt Management and Cash Management Policies**

**Chair Waihe'e** turns it over to Ka Pouhana Sylvia Hussey.

**Pouhana Hussey:** Thank you, Chair Waihe'e. Trustees, this is no more than Administration's final context. The Board has been talking about financial policies for well over a year now in different workshops and, at the last workshop we asked if the Board was ready to receive the Action Items, or if there were any more clarifications that were needed, or documents that were needed.

I believe the Board indicated to Administration that they were ready, so all Administration wanted to do in this workshop is to show you the different packets. Each packet will be basically an Action Item, it will have the rationale, it'll have the current, the red line, and then the clean for that.

So that's really all Chair Waihe'e, Administration wanted to bring to the Trustees so that it is anticipated. Once this starts, we'll start our sequence of bring it to the RM Committee and any action, then goes to the Board for two readings, and just wanted to help with agenda management for the Board.

*So, any questions, Chair, from the Trustees?*

**Chair Waihe'e** recognizes Trustee Lee.

**Trustee Lee:** I have lots of questions, Chair. I wouldn't really call this a workshop, I thought we were actually going to go through this information, but that being said, since we're not going to go through it, I guess my questions will only be answered if I asked them, so.

**Pouhana Hussey:** Trustee Lee, absolutely, this is the time to go through, it is another workshop, it is another opportunity, so yeah.

**Trustee Lee:** Well, I understand that Ka Pouhana, but I thought someone was actually going to go through this information with us. Not, *you've been provided the information Trustees, any questions?* That being said - I'm prepared with my questions...

**Pouhana Hussey:** Okay.

**Trustee Lee:** On page seven.

**Pouhana Hussey:** *Which policy packet are you in?*

**Trustee Lee:** Policy packet one, I'm going to take them all in order.

**Pouhana Hussey:** Okay.

**Trustee Lee:** Actually, beyond policy packet one, I stopped highlighting things for questions for the rest of the policy packets, so my questions, for now, at least, are limited to policy packet one.

**Pouhana Hussey:** Okay.

**Trustee Lee:** So, on page seven, Exhibit A, where it says 3.3 Financial Assets, letter a., number 8; where it says one of the things that they're going to be judged on, but not limited to these - number 8 it says *Fees*.

At least for myself, I would prefer if we're not just judging them on how much they're charging us, I would prefer that that read somewhere along the lines of *fees versus a return ratio, historically*.

**Trustee Lee:** In other words, as a fiduciary Trustee, I'm not necessarily just looking for the cheapest person out there. The cheapest person out there doesn't always bring in the greatest returns. If someone's going to charge us \$1,000 for their services, but we're not going to get any return, and when we look at their company, historically, they are the lowest in their quartile, that takes the thing about fees.

If someone tells us they're going to charge a million dollars a year, and we look, and they're number one in their quartile historically, and they historically return triple digits, nobody returns triple digits, but I'm just making a ridiculous example.

So, I would prefer that if we're going to be looking at how much they're charging us, which we should, that should be an important thing, but I would prefer that we're looking at it in the context of what do they return to their customers, not just how much they charge.

**Pouhana Hussey:** *So, you are suggesting an additive item there?*

**Trustee Lee:** Or, just amending that from just saying Fees; that it says Fees versus the return ratio historically, or historical, somewhere of that variance. So, when their evaluators are looking at it, they're not just looking at the bottom line - how much do they charge. They're looking at how much do they charge, but how much did they bring in for their clients.

**Pouhana Hussey:** Okay.

**Interim Investment Manager Lee:** So, Trustee Lee, something like, *Net returns after Fees*.

**Trustee Lee:** Yeah, exactly. Thank you, Ryan. I mean I do understand that there are other things on this matrix, like their performance, we do look at the performance record, but I would like that. Because, as an outside person who looks at this, they're going to think all OHA cares about is the cheapest person, if they're not going to look at all the rest of the components. So, it's tied to that first part as well. I like that Ryan, the net performance minus fees, thank you for that.

**Interim Investment Manager Lee:** Sure, understood. We'll make changes.

**Trustee Lee:** The next question I had was on 3.4, right below it. It says that OHA's going to choose to utilize internal management of the assets. *Do we have that capacity?* I mean, I love Ryan, but Ryan is interim. Which means Ryan doesn't actually really work for OHA, he's temporary. If Ryan tells he's going to stay... *huzzah (celebratory gesture)*.

So, that's a concern for me, Ka Pouhana, if we're going to choose to use the internal management. Especially given the State of Hawai'i's current employment challenges; that's a concern to me.

**Pouhana Hussey:** What alternate language... Such as OHA *may choose*, or OHA *may utilize the maximum asset?*

**Trustee Lee:** It's not really a language thing Ka Pouhana, I think I'm asking, *do we have that capacity?* If we're going to choose to manage it ourselves, *do we have the capacity to do that?*

And if you're going to choose to manage it ourselves, given the discussion we just had about fees, *is that the most cost-effective way to do this?*

I understand that we would then control what we pay this person, but then we also have to pay them 70% benefits, because we are State.

**Pouhana Hussey:** Sure.

**Trustee Lee:** So that's a pretty, huge cost.

**Chair Waihe'e** recognizes Trustee Lindsey.

**Trustee Lindsey:** *Are you pau, Trustee Lee?* I have a question related to what you're talking about.

**Trustee Lee:** *Mr. Chair?*

**Chair Waihe'e** recognizes Trustee Lee.

**Trustee Lee:** If I may, **I move that we waive the rules, so that we can have an actual workshop and have free flowing discussion, without objection.**

So, if no one objects then the rules are so waived, and we can just chime in and have an open... I think the way this is formatted currently, I think it's more conducive to just a free-flowing discussion, unless there's an objection by another trustee.

**Chair Waihe'e:** I think that'll be fine, no one is objecting.

**Trustee Lindsey:** Thank you. What I think that the Trustees need - is to have an advisor on the Board level, advising us, and it would be under contract, I believe so. Probably that's an expensive person, but for the hours that we would need to use that person, it would be economical. But then we would have somebody that's able to advise us because of our fiduciary duties.

**Trustee Lee:** Well, that's not what this says, this says that OHA chooses to utilize an internal management of the assets. I do believe we do have advisors, that's what the Investment Advisory Committee is for, to advise the Trustees.

*Are you suggesting that we contract a separate person, separate of the Advisory Committee?*

**Trustee Lindsey:** I think that the advisor should be independent of everybody. Of all of our portfolio investments, it should be an independent person, telling us what we're doing, and if this is an effective way to invest our money.

**Trustee Lee:** I think that's a discussion for another time, Trustee because that's not part of this policy. I hear what you're saying, but I think that's a different conversation because I'm just going over this policy that we're going to be asked to approve.

**Trustee Lindsey:** Well, I don't want to approve a policy that we are not in favor of. Before we approve it, we better talk about it.

**Trustee Lee:** That's what we're doing Trustee, and we're not approving anything today. That's why I'm asking the questions that I am asking.

**Trustee Lindsey:** I know we're not, so if we're going in a different direction, we need language to do that.

**Interim Investment Manager Lee:** So, we do have language that references the Advisory Committee, as well as an external Real Estate Consultant within the Hawai'i Direct Investments.

**Trustee Trask:** I just wanted to comment, we're not really looking at acting on this, but I very much agree with Trustee Hulu Lindsey - we have an Advisory Committee.

We just got through hearing some very sobering information from the folks that Brendon had met when he went traveling, and I was very thankful to hear from those two. The man and the woman talking, about how there had not really been much of a review for 11 years.

Following that, we had a very good presentation that Sylvia facilitated with that fellow from the ERS.

But I'm very much with Trustee Hulu Lindsey, we have an Advisory Committee; it has not worked.

What we learned from Brendon, I think it was Commonfund, shows us a deficiency.

**Trustee Trask:** I really do not agree that we need another internal OHA staff position. What I think we need is the expertise of an individual who can be Advisory to the Board. Advisory to the Board, not a staff position under Administration, because the Board needs to look at more than a small picture. We must always put it in the framework of our fiduciary responsibility.

In terms of what we know from the past, I cannot agree that the best thing to do is add someone to the staff. What we need to do is the opposite, get someone with the skills, who is independent and who can advise us to the Board level. I'm talking about a Financial Advisor to the Board, to the Board.

We have the fiduciary obligation, and we also have the liability. I know this issue is not up for us acting today, but I'm so thankful that it's raised, because I don't think that this has taken us in the right direction.

We had Brendon's advisory from his group that came, that was a very good step, followed by the ERS presentation, great. Next step to me, is to take a look at working on an independent advisor who can come in, look at low risk, low investment, low risk, all the way up to high investment, high risk and track it periodically.

Somebody with those kinds of skills, I think Brendon is - you're actually kind of raising it - *who do we have on board?*

I don't think we have anyone, but this is the kind of position where we shouldn't have anyone on board. We should have someone who is independent, has the skills to track the market and come right back to the Board. Advisory to the Board.

I don't have a problem with hiring them, but it's a fee for service contract.

**Trustee Trask:** Show me what you can do Advisors, and I want to see the return.

Short term contract - we review it for 18 months. If we're seeing the return, hey, we have the incentive to go forward with that person. If we don't see the return, we'll have to make a change; that's not the flexibility we have when we put somebody on staff.

And when we look at how the market is changing, I think it's a mistake to put somebody on staff. The reason why I'm saying this is because a while back when we were talking with the folks from the Commonfund, there was a comment made there about cryptocurrency. People who are just embedded into the current investment system are not going to be able to take a good look at something like that, it's creative, it's coming up, it's moving globally.

I very much agree with Trustee Hulu Lindsey. I just want to point out, we have our Finance staff, we have an Advisory Committee, we still know we have problems, let's bring somebody in that has the expertise to advise us on it. They're advising us, they're not advising the Financial division, the CEO, but directly to the Board and where we see that kind of need for immediate change in our investment activities, we're able to do it, we're able to do it.

I know this is not something we're called for action, but as Brendon said, it's in the palapala. So, if we don't raise it, and raise a red flag to it and say no, I'd like to see some changes, I don't want to approve this thing but, it's not up for approval. So, I'd like to see a different approach being taken here so that we can get an Independent Advisor to the Board on this matter.

**Chair Waihe'e:** Thank you Trustee Trask. I'm going to let Casey respond and then I will go to Trustee Ahuna and Trustee Ahu Isa.

**Pou Nui Brown:** Mahalo Chair Waihe'e, I'm ok to yield to the Trustees first.

**Chair Waihe'e:** Okay, thank you.

**Chair Waihe'e** recognizes Trustee Ahuna.

**Trustee Ahuna:** Thank you, Chair. Very interesting conversations going on, I believe everybody has good comments. The only comment I want to make is we need to hold our people accountable. I believe the Trustees - we hire a Chief of Staff to also advise. I believe, as the former RM Chair, I believe - *don't you have a Financial Advisor, Trustee?*

**Trustee Lindsey:** We have a Real Property Financial Advisor, not a portfolio, it's specific, his contract.

**Trustee Ahuna:** Thank you.

**Chair Waihe'e** recognizes Trustee Ahu Isa.

**Trustee Ahu Isa:** I'm kind of uncomfortable discussing all of this, in a so-called workshop. I agree, where we're going with... The market is unpredictable you cannot really tell, not that I'm saying anything opposing. It's just the market, we cannot guarantee any kind of return and hold them responsible, and that's what they're going to be evaluated on. Like this morning was way up, then it went down, it closed down, I thought it was going to close up. I kind of follow this.

**Trustee Ahu Isa:** We're talking about this in public, how we're going to pick somebody, and then we're going to put an RFP to do this. People watching this thing now, can hear everything we're discussing. We do have a committee, I think Larry Okinaga is on the committee and some other people. I liked David, when I first got elected, if we're going to talk about it in the open, like this; I liked David Okamoto, but we didn't pay him enough. He left us to go to Bank of Hawai'i, now he works for Mr. Williams, with the ERS. So, there's a history of our investment person. I just feeling uncomfortable discussing all of these intimate things that the Board is responsible as fiduciary. Mahalo, Chair.

**Chair Waihe'e** recognizes Trustee Ahuna.

**Trustee Ahuna:** I just wanted to make one more quick comment, *don't we have Segal Marco for that?*

**Chair Waihe'e:** Yes.

**Chair Waihe'e** recognizes Pou Nui Brown.

**Pou Nui Brown:** Mahalo, Chair. I just wanted to make a comment, based on some experience just being here at OHA, and watching the portfolio itself become managed.

That, in my observation, very little was uncovered, until we had Ryan on board.

We've always had an Investment Manager and we're very fortunate to get someone like Ryan, but, in our experience with having someone like Ryan on board, we learned that having a strong person on the Admin. side that can then work with advisors, that formula works. That's the formula that other large endowments, large funds, investment portfolios out there follow as well. It's a best practice as your fund is increasing in size, you want at least one person on your side of the fence to work with the smart people on the other side of the fence.

In our experiences, just in my short time here, the policies getting revised, the rebalancing that is actually happening, all of the work that's going in to connect with these external money managers. A lot of it is coming to surface, once Ryan came on board.

I think when we're putting out the recommendation to hire for a CIO type, what we're really doing is just taking our Investment Manager position that's always been there and increasing the level of expertise, so that it's the same amount of people. Just one person, except this new person is going to have a little more expertise, and if we can find and attract that person to come to Hawai'i, or even better if they're local, and stay in Hawai'i then fantastic.

**Pou Nui Brown:** The other comment I had was, Trustee Trask mentioned that in the past, there was a committee before and it didn't work. I want to understand what the problems were - and maybe there were some lessons learned. Because another best practice out there is to have an Investment Committee that advises the Board. It's a very common practice, and it's a best practice, so it'd be interesting to learn what and why that committee in the past, did not work before we move on from that idea.

Those were all the comments I had. Mahalo, Trustees. Mahalo, Chair Waihe'e.

**Chair Waihe'e** recognizes Trustee Akina.

**Trustee Akina:** Thank you. As fiduciaries, we will accept, or we will reject the recommendations of these policy proposals that have been put before us. I'm having a bit of a difficulty in understanding the basis on which I can make a sound decision as a fiduciary, for example, we don't need to turn there, but just, for example in Policy Packet One, Section 7.4 and 7.5.

We have the discussion of Asset Allocations between Global Equities, Real Estate, Private Equity, etc. For the short term, for the long term, there are percentages, we see this chart again later on, on page 46.

It's not within my expertise to know how these allocations should be made. So, one question I have is, *Who is making the recommendation to me, as a fiduciary to adopt this chart?* and *How can we, as non-financial fiduciaries, be sure we're making good decisions in the adoption of these policies?*

**Trustee Lindsey:** That was my concern.

**Interim Investment Manager Lee:** I can comment, the workshop that we did on Asset Allocation, we had discussions along with Investment Consultant, Segal Marco at the time. In terms of a positive view of Asset Allocation, in terms of trying to meet long-term target returns. *What would it take to get to the desired return target to achieve our spending target?*

So, that exercise was done, along with a consultant, as well as internally and presented to the Trustees at that workshop. That included a short-term Asset Allocation and a long-term Asset Allocation which we want to move OHA towards.

**Trustee Akina:** Thank you. I understand the principle, and the goal of producing this chart, but what I'm really asking is, *who is giving this chart to us?* and Another technical matter, *on what basis, do I trust that person?*

I need that in order to be able to make an affirmation.

**Interim Investment Manager Lee:** It flows through the CEO, the work that I've done, along with the Investment Consultant. It's in line with the work that has been requested, in terms of reviewing policies, reviewing Asset Allocation, all across from Operations to the implementation, to make sure that the policies are aligned with your Strategic Goals.

**Trustee Akina:** So, you Ryan, as our Interim Investment Manager are saying that due diligence has been performed, in the production of these policy proposals, and it is the recommendation of Administration that we adopt it.

**Interim Investment Manager Lee:** Correct, and that's evident - done by the workshop, the materials that are provided, and this is just a summary of all the work that has been done in the background.

**Trustee Akina:** Forgive me for my leap of faith hesitancy, to some extent here. I do recognize that I am not a financial expert, so I don't have the personal where-with-all, but I just need to be able to know whom to trust, and on what basis, I can make a sound decision, and I'll keep looking for that. More training and tutoring in this would be appreciated. Thank you.

**Chair Waihe'e** recognizes Trustee Lee.



**Trustee Lee:** We've said a lot up to this point, Chair. So, I'm going to see if Ka Pouhana has anything she wants to weigh-in on before I continue, because I have comments on something Casey said, and a response to Trustee Akina. Which actually leads to my next question.

**Pouhana Hussey:** Thank you for allowing me to respond. All to say that this is the intent of the workshop, to have the discussion. The points that are being brought up - I would like to redirect the Trustees back to the policy itself - if the policy itself does not reflect the Trustees intentions, philosophies.

Implementation of the policy is certainly something next, how you carry out those things. I would like the Trustees to focus on the policy intention, so if it doesn't reflect the Trustees philosophy about managing the assets or viewing the assets. This is the time to share with us so that we can go back, redo the policies, reflect what the Trustees resonate, and what really reflects the philosophy.

The implementation, such as the investment Advisory Committee, I can say, Casey, the reason is because it wasn't structured as an advisory to the Board. It was structured as an advisory to the CEO, and that's based on the governing documents that we discovered. So, if we're going to set up an advisory, then let's set it up correctly, from the beginning, which is an advisory to the Board and put in all those governance pieces.

Administration is here to take the feedback, put in the policy language, and then implement in accordance with the Trustees' directive. Thank you, Chair.

**Chair Waihe'e** recognizes Trustee Lindsey.

**Trustee Lindsey:** When I was the RM Chair, I had access to the Committee. They were not paid people, and they were not always available, and when they came to the meetings, they expressed their opinions, but did not do research to share with the Trustees. So that Committee, and I think what Trustee Trask meant when she said it didn't work is, I can't recall when the Committee was pulled together again after I met with them, maybe six years ago. I'm not sure that's what the Trustees need, the Trustees need an advisor that they can call on to tell us, yes that's what you should do, no that's not going to work. And it has to be a very skilled person, that we can trust. I'm not saying Ryan isn't it, I'm just saying that's what we need, reporting to the Board in a contract situation, where we don't need them every day, but we need it intermittently.

I am not a professor on this portfolio also - so I have the same questions as Trustee Akina and Trustee Trask. I have the same questions. I don't understand everything, but I understand the general picture, so I offer forgiveness for being ignorant on some of the rules of our portfolio.

**Chair Waihe'e** recognizes Trustee Lee.

**Trustee Lee:** Thank you, Mr. Chair. Since Trustee Lindsey just talked about the Committee and she's not being aware of it being called in the last six years - I know that's not the case, because when I first became a Trustee four years ago, I tried to attend the Investment Committee meeting at Nā Lama Kukui.

I was told that I wasn't able to, and that was my naivety about Sunshine Law, because those - the Chair of the Committee and the Vice-Chair of the RM committee sit on that Advisory Committee.

**Trustee Lee:** Sunshine Law doesn't allow another Trustee to attend, otherwise that meeting would have to be set by agenda and it's not. So, I wasn't able to attend any Investment Committee, but I do know that they met, a lot, because I tracked when they met, because I wanted to be involved and wasn't able to.

**Trustee Lee:** It's interesting, although I knew what direction, this was going. Nowhere in these documents, does it say the term CIO, but Casey said it. So, if it's a CIO that we're looking for, then it should say CIO, and it doesn't.

Casey, that's what Trustee Trask might be talking about when she says that the committee failed, because there is no legal way for them to advise the Board, because of Sunshine Law. That committee would have to be an agenda-set meeting, so that all the Trustees could weigh-in and hear all of that.

Now I'm not necessarily saying that's all we need to do, or that's a bad thing, but to what Trustee Akina said about, *he doesn't understand everything that's going on, so how do we trust that person that's recommending.*

My next question on page 10 for the key responsibilities, number five; our current policy specifically says that Trustees are required to attend a minimum of two financial trainings a year, that's what it currently says, and we're not living up to that.

This new language is much broader, Trustees are responsible for obtaining and maintaining the necessary training and education required to carry out his or her duties at OHA.

I don't disagree with that if I'm going to run for this office and I'm going to know that part of this job is taking on the Native Hawaiian Trust portfolio, I'm going to say that part of my responsibility as a Trustee, in any Board as a Trustee, is to get financial education. Now, this doesn't even say how much we need to get, or how often we need to get, and I have a problem with that, because the Native Hawaiian Trust Portfolio is a big, portfolio and it should be bigger.

I will admit that I have a background in this, so I am at an advantage when it comes to that, but that being said - that hasn't stopped me from continuing my education on this. I've attended over 20 in the last four years, because our Operating Budget comes 100% from this now. Our PLT funds, we are using for the granting program - which is great.

I'm concerned that - one, the policy is making it, in my opinion, much more loosey-goosey about the Trustees responsibility, about being educated; and - two, *what are the consequences if we don't, other than a portfolio does crappy?*

When Casey makes the comment that these things are only coming to light, because we got Ryan here, I'm going to respectfully disagree with that, because I've been questioning this for the last four years. We just finally have somebody who's listening and understands, and is going *yeah, these things need to be changed.* The portfolio is far too risk-adverse for where OHA should be. I commend Ryan, for the work that he's doing. I love the direction that we're going, but I don't think this says enough about holding Trustees accountable.

**Trustee Lee:** Now if a CIO is the direction that this Board chooses to go in, I'm still not convinced that it's more economically feasible to have a CIO versus an OCIO; so, having an in-house Chief Investment Officer versus an Outsourced Chief Investment Officer, and again, I go back to benefits.

If it's somebody who's contract-for-services, like Trustee Lindsey is saying, then that's an OCIO, not a CIO, because they don't work for us, they're under contract, which I'm okay with.

Again, that may be more economically feasible, given that we have to pay 70% fringe.

Again, going back to what I was saying about where it says, *or chooses to utilize internal management of assets*, it doesn't say CIO or OCIO, it doesn't, and that's a very specific person. If that's what we're going to utilize, then the policy should say that. Thank you, Mr. Chair.

**Chair Waihe'e** recognizes Trustee Trask.

**Trustee Trask:** Thank you, Mr. Chair. I just wanted to chime in again, so we are looking at needs that we have as an Office. Definitely we have the internal need, but I still feel that we need to have external and totally independent advisory on this.

I very much agree with what's been said just in the last few minutes, difference between CIO and OCIO, we don't have that OCIO. When we talk about what we need in-house, from what I've seen the last four months, thank goodness we have that base covered, his name is Ryan. What we don't have...

**Trustee Lee:** He's not a CIO.

**Trustee Trask:** Not a CIO or OCIO, what I'm talking about is having some internal capacity to assist us in this area. For a long time, we didn't, but with Ryan coming on board, we're moving well in the right direction on the in-house. But we still do not have someone who is totally independent, and I mean totally independent, they're not working for Goldman Sachs, they're independent of that. They're not trying to get our money and put it into an investment, where they have five other clients.

This is why I think that we actually are moving in the right direction, with some of the staff strengths, that we built with Ryan. But we still have the outstanding need to have someone who is working with the Board, this is our portfolio management. It is directly to the call of the Board, and that is why I feel that I need an Investment Advisor that is independent, that is on a contract working with us.

I think that a good point has been made about the fringe, how that increases cost to our Trust. We don't need to have those costs. What we need to have - is somebody independent and sharp who can work with Ryan on the inside, to facilitate our own strength building.

When I hear the call, we're supposed to in the policies have two trainings per year, that's the important provision that Brendon has pointed out, and I have a little star on my paper there too.

That's the kind of work that our Independent Advisor is going to do. That person is going to watch, week-by-week, and advise us on changes, we may need to make. That is the person that also will be doing the kind of in-house training, we need to strengthen our skills. I don't know what the answer is, but my guess is that there's only one Trustee that in four years went to 20 sessions, to strengthen his skills, I really applaud that.

**Trustee Trask:** What I think we need to do is build that into our own structure, but it's not bringing somebody in as a staff person, it's strengthening our capacity. I appreciate Ryan, I don't think it's appropriate that the Board has to travel 20 times in four years, we should be having that training component built-in right here for Hawai'i. That's one of the things, when I look at the policy, I have to take a look at it, because there's a difference between OCIO and CIO, and that I have a problem with as well.

I think we're going in a good direction with strengthening our skills with Ryan, we're missing that independent review and things that go along with it. You get someone that comes online, no, they're not an employee, they're not the State, but they are independent, and they come to the board, and one of the things they will do with us is give us the training the board needs. At least we have one colleague here, who has been doing it on his own, he would be a good person to work with that independent advisor, along with Ryan.

Nothing I hear changes my mind, and I also think that some of the things that Trustee Akina has raised, also may be addressed in this manner. I just have a hard time. I got to agree with what Brendon is saying, every time we add to the staff, we have to pay a huge, fringe benefit, and we have the situation where we as Trustees can't say look colleagues let's look at the outcomes we've had with this advisor, *are we satisfied or not?*

If they are not, it's time to post for a new contract, we have the flexibility of that with contract hire, we do not when they're added to the staff. I'm looking for somebody that is totally outside of the system, who can look with that kind of an independent eye and talk to me directly as a Board. Not putting down our internal staff, Admin., or anyone; I think we're so fortunate to have Ryan there, that's one down, we just got the other side to pull together. I would have the independent advisory to facilitate the work that I'm doing with the Board.

**Trustee Trask:** I'm too old to go to 20 conferences in four years, I don't think the Board should be dragged through that, really the cost is just, I don't think it's justifiable, we have a contractor.

**Trustee Lee:** To be fair, I only traveled three times. The other 17 were all online, they were virtual. I didn't travel.

**Trustee Trask:** You still did it Brendon, and no one sitting here has said anything like what you just said. I'm thankful to hear you're working like that. I'd like to have the structure accommodate the need, for those who have the fiduciary obligation and the liability, and it's not an employee under the admin., it is ourselves.

**Chair Waihe'e** recognizes Trustee Ahu Isa.

**Trustee Ahu Isa:** Well said, Mili. I agree with everything you said, spot on. What I wanted to add was, I don't know if it's criteria to be a Trustee, maybe we've got to watch what we say here. For my licenses, I have mandatory continuing education, not only for Real Estate but Securities, so we are required. So, Brendon, I'm required to take those CE classes, so being in OHA as a Trustee, I don't have to go put down on my resume that I went to you know, it's just, I don't want to say all of that stuff, but I am required. Just to let you know that I also have a financial background, but I don't put it down, that's why I don't go to Commonfund, I don't want to use the beneficiary money to travel, if I don't have to.

**Trustee Ahu Isa:** The other thing is the Advisory Committee; I just found out now that they were answering to Kamana'o. I didn't know that. I thought they were supposed to be answering to the Board, but I never saw them after they were introduced to us once at the Board of Trustee's meeting, that's how I know Larry's name. But that would be good, Mili, if we had a really, good Advisory Board, Financial Investment Board that would help. So would having a CPFA, Certified... Ka Pouhana knows what that is because she's... there are names.

That's all I wanted to say, that some of us are really, qualified, to understand these charts. Thank you, Chair.

**Chair Waihe'e:** Thank you.

**Chair Waihe'e** recognizes Interim Investment Manager Lee.

**Interim Investment Manager Lee:** When we talk about the role of the Investment Consultant, the role of the Investment Consultant serves as the external consultant to the Board and the staff. In the past it has been Segal Marco. The contract has expired, and we are currently evaluating that, so that's part of the external, independent consultant to the Board, as well as staff, what we'll leverage.

**Chair Waihe'e** recognizes Trustee Lindsey.

**Trustee Lindsey:** Based on the concerns that you heard in this workshop, *is there something that we need to work out with Administration, to do some amendments before it's brought before the Board again for approval?*

**Chair Waihe'e:** Yes, we'll probably meet and talk about it and try to address everyone's suggestions.

**Trustee Lindsey:** Okay.

**Chair Waihe'e** recognizes Trustee Trask.

**Trustee Trask:** I just wanted to ask, because we're not really making a final decision, but I think that the concerns expressed have been very clearly put forward. I would like to have these policy areas pulled out now and I'd like to see some redrafting. So that when we consider this, I'm making a request now, the concerns are expressed. I'd like to ask that the drafting committee send me some language with the changes, and I'd like to also ask that of the Board itself.

We've seen some think pieces come from Trustee Alapa, Brendon has made some very good suggestions here as well. Before we meet again together on this point, to pick it up, I'd like to see redrafted policies in this area that reflect some changes to address some of these concerns, so that we can look at and continue the discussion.

I just wanted to ask Trustees and our Chair John, what's our timeframe in terms of this. I feel we're all trying to expedite it. *Are we going to try and do this every week or every other week, because it's work here, and I'm jumping in?*

I'm going to jump in, I'm going to call, and I've already started doing it. The presentation from the ERS was very excellent, and their standard of cautious investment with Public and Trust funds is directly applicable to us. So, I've already begun a search, going back and looking at all their RFPs that they posted for their Advisor on their portfolio, that's the way they do it. We could learn from some of that.

**Trustee Trask:** I'm not sure what is going to be the next step on this, so that we can have a time frame to finish up our work. I have looked at some of the thoughts from Trustee Alapa, which I thought were insightful and maybe we can crank it in and look at that as well.

**Chair Waihe'e:** Thank you, Trustee Trask. I would like to have another workshop. I would like all the concerns addressed, where everyone feels like they were at least addressed. You guys may have more suggestions than what you voiced in this meeting that you can contribute to the Committee, so that's probably how we'll move ahead.

**Chair Waihe'e** recognizes Trustee Ahu Isa.

**Trustee Ahu Isa:** I just wanted to tell Ryan - *can you please, I didn't know that Segal Marco isn't there anymore, but can we please have more timely quarterly reports, because I notice we have something in June from December?* That's too late.

**Interim Investment Manager Lee:** I would say I'm working on it, there is a transition with custodian services as we speak, that it would speed up on the timing of investment reporting. So, we are moving, transitioning our custody services to Northern Trust.

**Trustee Ahu Isa:** Mahalo.

**Chair Waihe'e** recognizes Trustee Lee.

**Trustee Lee:** Thank you, Mr Chair. I'm in favor of continued workshops, I have two requests, if that's the route that the Committee Chair is going to choose.

First, that we get the information in more than 48 hours prior to the Committee's meeting and especially when that 48-hour deadline occurs over a weekend. I think that it's unrealistic to assume that Trustees can go through a packet this size in under 48 hours, especially when, admittedly, most of the Trustees say that this isn't their area of expertise, so they're probably going to need more time to go through it.

**Trustee Lee:** And two, that we actually have a workshop. That this material is thoroughly gone through with the Trustees in the workshop; *not okay Trustees, you've had this information now for two weeks, so you've had opportunity to go through it, are there any questions.* That's not a workshop Mr. Chair, that's not a workshop.

**RM Chair Waihee:** So, noted, we will do that.

## **VI. ANNOUNCEMENTS**

None

## **VII. ADJOURNMENT**

Trustee Lindsey moves to adjourn the RM meeting.

Trustee Alapa seconds the motion.

Chair Waihe'e asks if there is any discussion.

There is zero discussion.

Chair Waihe'e calls for a **ROLL CALL VOTE**.

							11:33 a.m.
TRUSTEE		1	2	'AE (YES)	A'OLE (NO)	KANALUA (ABSTAIN)	EXCUSED
LEINA'ALA	AHU ISA			X			
DAN	AHUNA			X			
KALEIHIKINA	AKAKA			X			
KELI'I	AKINA			X			
VICE-CHAIR LUANA	ALAPA		2	X			
BRENDON KALEI'ĀINA	LEE			X			
CARMEN HULU	LINDSEY	1		X			
MILILANI	TRASK			X			
CHAIR JOHN	WAIHE'E			X			
<b>TOTAL VOTE COUNT</b>				9	0	0	0

**VOTE: [ X ] UNANIMOUS [ ] PASSED [ ] DEFERRED [ ] FAILED**

Chair Waihe'e adjourns the RM meeting at 11:33 a.m.

Respectfully submitted,

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Melissa Wennihan  
Trustee Aide  
Committee on Resource Management

As approved by the Committee on Resource Management (RM) on July 26, 2022.

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Trustee John Waihe'e, IV  
Chair  
Committee on Resource Management



**Committee on Resource Management**Trustee John Waihe'e IV, *At-Large - Chair*Trustee Luana Alapa, *Moloka'i / Lāna'i - Vice Chair****Members***Trustee Leina'ala Ahu Isa, *At-Large*Trustee Dan Ahuna, *Kaua'i / Ni'ihau*Trustee Kaleihikina Akaka, *O'ahu*Trustee Keli'i Akina, *At-Large*Trustee Brendon Kalei'aina Lee, *At-Large*Trustee Carmen Hulu Lindsey, *Maui*Trustee Mililani Trask, *Hawai'i Island*

**STATE OF HAWAII  
OFFICE OF HAWAIIAN AFFAIRS**

**MEETING OF THE  
COMMITTEE ON RESOURCE MANAGEMENT (RM)**

**DATE:** Tuesday, July 26, 2022**TIME:** 10:00 a.m.**PLACE:** Virtual Meeting viewable at <https://www.oha.org/livestream> OR  
Listen by phone: (213) 338-8477, Webinar ID 897 8675 9838

**Due to COVID-19, the OHA Board of Trustees and its standing committees will hold virtual meetings until further notice.**

**This virtual meeting can be viewed and observed via livestream on OHA's website at [www.oha.org/livestream](https://www.oha.org/livestream) or listened to by phone at: (213) 338-8477, Webinar ID: 897 8675 9838. A physical meeting location open to the general public will be available at 560 N. Nimitz Hwy., Suite 200, Honolulu HI 96817. All members of the public that wish to access the physical meeting location must pass a wellness check and provide proof of full vaccination or a negative COVID-19 test taken within 72 hours of entry.**

**AGENDA**

**I. Call to Order****II. Approval of Minutes**

A. June 28, 2022\*

**III. Unfinished Business – None****IV. New Business**

A. ACTION ITEM RM #22-16: Approve the Awarding of Community Grants – Economic Stability, from Solicitation #22-04, published March 31, 2022\*

B. ACTION ITEM RM #22-17: Approve the Awarding of Community Grants – Health, from Solicitation #22-03, Published March 31, 2022\*

**V. Announcements****VI. Adjournment**

If you require an auxiliary aid or accommodation due to a disability, please contact Everett Ohta at telephone number (808) 594-1988 or by email at: [everetto@oha.org](mailto:everetto@oha.org) no later than three (3) business days prior to the date of the meeting.

Meeting materials for this meeting will be available for the public to view 48 hours prior to this meeting at OHA's main office located at 560 N. Nimitz Hwy., Suite 200, Honolulu, HI 96817. Meeting materials will also be available to view at OHA's neighbor island offices and will be posted to OHA's website at: [www.oha.org/rm](http://www.oha.org/rm).

In the event that the livestream or the audiovisual connection is interrupted and cannot be restored, the meeting may continue as an audio-only meeting through the phone and Webinar ID listed at the beginning of this agenda. Meeting recordings are available upon request to [BOTmeetings@oha.org](mailto:BOTmeetings@oha.org) until the written meeting minutes are posted to OHA's website.

†Notice: The 72 Hour rule, pursuant to OHA BOT Operations Manual, Section 49, shall be waived for distribution of new committee materials.



## ACTION ITEM

### COMMITTEE ON RESOURCE MANAGEMENT

July 26, 2022

RM #22-16

**Action Item Issue:** Approve the Awarding of Community Grants – Economic Stability from Solicitation #22-04, published March 31, 2022

**Co-Prepared  
& Reviewed by:**

A handwritten signature in black ink, appearing to read 'Ramona G. Hinck'.

Jul 19, 2022

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Ramona G. Hinck  
Ka Pou Kihī Kanaloa Wai, Chief Financial Officer  
Pou Kāko‘o Kaiāulu Kūikawā, Interim Grants Manager

Date

**Reviewed by:**

A handwritten signature in black ink, appearing to read 'Casey K. Brown'.

Jul 19, 2022

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Casey K. Brown  
Ka Pou Nui, Chief Operating Officer

Date

**Co-Prepared  
& Reviewed by:**

A handwritten signature in black ink, appearing to read 'Sylvia M. Hussey'.

Jul 19, 2022

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Sylvia M. Hussey, Ed.D.  
Ka Pouhana, Chief Executive Officer

Date

**Reviewed by:**

A handwritten signature in black ink, appearing to read 'John D. Waihee IV'.

Jul 20, 2022

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John D. Waihee IV  
Luna Ho‘omalū o ke Kōmike RM  
Committee on Resource Management, Chair

Date

**Action Item RM #22-16: Approve the Awarding of Community Grants – Economic Stability from Solicitation #22-04, published March 31, 2022**

**I. Proposed Action**

Approve the following Fiscal Year 2022 , Community Grants –Economic Stability disbursements totaling \$896,660 from Core Operating Budget (Object Code 56530) for:

Organization/Island	Award Amount
Purple Maia Foundation	\$498,660
Hawaii Community Lending	\$398,000
<b>Total</b>	<b>\$896,660</b>

**II. Issue**

Whether or not the Committee on Resource Management (RM), should approve, authorize the recommendation for awarding of the Community Grants – Economic Stability (fka Income).

**III. Budget Authorization**

Via Action Item RM #21-08A - OHA Biennium Budget for the Fiscal Biennium Periods

2021-2022 (FY 22) and 2022-2023 (FY 23), June 30, 2021, \$1,500,000 for the Biennium FY22 and FY 23 The approval authorized \$750,000 in Fiscal Year 2022 and \$750,000 in Fiscal Year 2023.

Table 8: Community Grants Program – 56530

Community Grants	Awarded	Awarded	Biennium Budget Request		FY22/FY23	%
	FY 20*	FY 21*	FY 22	FY 23	2-Year Total	
20-01: Culture	\$500,000	\$500,000	\$500,000	\$500,000	\$1,000,000	7%
20-02: Health	500,000	500,000	500,000	500,000	1,000,000	7%
20-03: Education	750,000	750,000	750,000	750,000	1,500,000	10%
20-04: Housing	500,000	500,000	1,500,000	1,500,000	3,000,000	21%
20-05: Income	750,000	750,000	750,000	750,000	1,500,000	10%
20-06: Land	500,000	500,000	500,000	500,000	1,000,000	7%
20-07: Ahahui	200,000	200,000	200,000	200,000	400,000	3%
<b>Leverage Opportunities</b>						0%
Higher Education Scholarships			500,000	500,000	1,000,000	7%
Homestead Community		250,000	300,000	300,000	600,000	4%
NH Teacher Education & Professional Development		250,000	250,000	250,000	500,000	3%
'Ohana (including Impacts of Incarceration, Human Trafficking, LGBTQ)		250,000	750,000	750,000	1,500,000	10%
Iwi Kupuna Repatriation & Reinterment		144,079	300,000	300,000	600,000	4%
COVID-19 Impacts		500,000	500,000	500,000	1,000,000	7%
<b>Total Community Grants:</b>	<b>\$3,700,000</b>	<b>\$5,094,079</b>	<b>\$7,300,000</b>	<b>\$7,300,000</b>	<b>\$14,600,000</b>	<b>100%</b>

Figure 1. Table 8 from AI #21-08A

#### **IV. Economic Stability Grants Purpose**

<p><b>Economic Stability Grants Purpose:</b> Strengthened capability for ‘ohana to meet living needs, including housing; strengthened effective implementation of the Hawaiian Homes Commission Act</p> <p>Engaging in strategies to enhance the economic development and financial empowerment of the lāhui will ensure that Native Hawaiians progress toward a state of economic stability.</p>	
<p><b>Economic Stability</b></p>	<p>Grant considerations include culture and community-based programs and practices to strengthen ‘ohana abilities to pursue multiple pathways toward economic stability and meet at least one of the associated outcomes: increase ‘ohana capacity to provide keiki and kupuna care; increase access to capital and credit for community strengthening Native Hawaiian (NH) businesses and individuals; strengthen resource stability (e.g. financial, subsistence, other); and/or increase NH employment rate.</p> <p>May also include programs that increase the number of successful, community strengthening Native-Hawaiian owned businesses; establish new markets for Native Hawaiian products (kalo, loko i‘a grown fish, etc.) that can provide Native Hawaiian producers a livable wage; and/or establish and operationalize an indigenous economic system consistent with Native Hawaiian knowledge, culture, values and practices.</p>

**Figure 2: Page 4 of the Solicitation**

#### **V. Solicitation / Evaluation Process**

- A. Solicitation.** The Community Grants – Economic Stability (fka Income) Solicitation #22-04 was released on Thursday, March 31, 2022. The application deadline was May 20, 2022.

<p><b>SECTION III. PHASE 1 – ELIGIBILITY</b></p> <p>The information included in this section addresses the application restrictions, minimum eligibility requirements, required documents, and eligibility submission process. If you need clarification on the minimum eligibility requirements, contact the Grants Program at <a href="mailto:grantsinfo@oha.org">grantsinfo@oha.org</a>.</p> <p><b>A. Native Hawaiian Serving Organization (NHSO) Requirement</b></p> <p>The applicant shall be an organization that can <u>certify and clearly demonstrate</u> that at least sixty-percent (60%) or more of the organization’s <u>overall current</u> client and/or participant base is Native Hawaiian. The applicant shall provide information and data to substantiate how the applicant derived the percentage provided. The information and data shall not be based solely on the project being applied for, but the organization’s overall participant and/or client base for all services provided by the organization.</p>	<p><b>B. Phase 1 – Eligibility Letter of Interest.</b> All applicants completed the Phase 1 – Eligibility Letter of Interest (LOI) requirement to obtain access to the grant application. Grants Program staff reviewed all submitted LOIs for eligibility requirements, which included HRS 10-17 statutory requirements as well as the certification of provisions and match funding.</p>
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**Figure 3. Section III. Phase 1 – Eligibility Excerpt, Page 10**



**Action Item RM #22-16: Approve the Awarding of Community Grants – Economic Stability from Solicitation #22-04, published March 31, 2022**

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Based on past experiences, Phase 1 is intended to end before even progressing to the application phase and investment of reviewer time and ensure applicants meet all of the

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

If the project does not serve Native Hawaiians, then the project shall be deemed ineligible to apply for this grant. OHA funding for this grant is for Native Hawaiians only.

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

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

basic requirements on the front subject to reviewer variation in interpretation vs. consistent Grants Program determination. Three eligibility requirements sections need to be satisfactorily completed in this phase (refer to Section III of the solicitation):

1. ***Applicant & Project Information.*** Organization name, project name, amount requested, project alignment with strategic direction & outcome, number of Native Hawaiians to be served, island location(s), project contacts, governing board and executive team, authorized signatory – legal agreements, and application authorization form.

**Figure 4: Excerpt from Solicitation, Page 12**

When the Grants Program reviews each submitted LOI, the percentage computed and supporting data is reviewed,

specifically how many participants has their organization as a whole served over the past one to three years, and of those participants, how many are Native Hawaiian. Applicants certify that the information is submitted is true. The applicant is asked to provide data from their programs and supporting documents (e.g., sign-in sheets, registration forms, surveys). Although the supporting docs are not always required, additional supporting documents are requested if the submitted data is unclear, inconsistent or conflicting. A prior awarded grantee would generally be eligible for this phase based on their previous grant.

2. ***Certifications.*** Licenses/permits certification, partner certification, if applicable, sufficient funds certification, COVID-19 preparedness and response plan certification, IRS Letter of Determination, Certificate of Vendor Compliance, Board Governance); and

3. ***Match Funding Confirmation.*** Twenty percent (20%) cash match of the OHA grant amount

**E. Matching Funds**

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

requested, including confirmed or pending status. In-kind services considerations as matching may be considered on a case-by-case basis.

**Figure 5: Page 7 of the Solicitation**

Grants Program staff reviewed all submitted LOIs for eligibility requirements, which included HRS 10-17 statutory requirements as well as the certification of provisions and match funding. LOIs that did not meet these eligibility requirements were deemed ineligible and did not proceed to the application phase.

Four of four applicants passed Phase 1 – Eligibility and moved on to Phase 2 – Application. One applicant did not submit an on-time application (Waianae Economic Development Council), and three (3) applicants submitted the grant application by the deadline.

- C. **Phase 2 – Application.** Applicants were required to respond to fourteen (14) components in the application. Each component was allocated a specific amount of points for a total maximum score of 100 points. LOIs that did not meet these eligibility requirements were deemed ineligible and did not proceed to the application phase 2 in this cycle.

## **VI. Application Evaluation & Award Recommendation**

- A. **Application Evaluation.** All eligible applications were assessed in accordance with the following evaluation process:

1. **Reviewer Training.** Grant reviewers received training and were assigned to applications to review.
2. **Reviewer Conflict of Interest/Confidentiality.** Reviewers were provided the list of applications and completed conflict of interest and confidentiality forms. If a reviewer had an actual conflict of interest, the reviewer was removed from the application evaluation process.
3. **Individual Scoring.** Upon completion of required conflicts checks, reviewers individually scored assigned applications in the OHA Grants Portal. These scores were included in the first matrix of the application scores that was provided to the reviewers.
4. **Reviewer Team Meeting.** Reviewers then met to formally discuss their scores on the first matrix. A second and final matrix of scores was completed after the Team meeting.

- B. **Award Recommendation.** Administration set the minimum score for award at 80 points. The award recommendations herein are based on the highest scores in the final matrix. One (1) of the three (3) applications is not being recommended for award based on their final score during this cycle.

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**Action Item RM #22-16: Approve the Awarding of Community Grants – Economic Stability from Solicitation #22-04, published March 31, 2022**

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**VII. FB 2022-2023 Community Grants – Economic Stability Grant Award Recommendations**

On June 30, 2021, the Board approved RM #21-08A OHA Biennium Budget for the Fiscal Biennium Periods 2021-2022 (FY22) and 2022-2023 (FY23). The approval authorized \$750,000 in Fiscal Year 2022 and \$750,000 in Fiscal Year 2023. The minimum award amount was \$250,000 and the maximum was \$500,000.

The Grants Program received three (3) applications for evaluation. The applications are ranked by highest average score and is provided below with award recommendations. The Applicant Profiles and budgets are provided in Appendices A-1, A-2 and A-3.

Organization/Island	Ave Score	Award Amount	Award Recommendation	Appendix
Purple Maia Foundation, O‘ahu, Hawai‘i Island, Maui, Kaua‘i, Moloka‘i	88 (90, 94, 81)	\$498,660	Award	A-1
Hawaii Community Lending, Hawai‘i Island	83 (91, 91, 68)	\$398,000	Award	A-2
<b>Total Cycle 1 Recommendation</b>		<b>\$896,660</b>		
Homestead Community Development Corporation, Hawai‘i Island, Moloka‘i	71 (76, 73, 63)	\$500,000	Do Not Award	A-3

**Reconciliation for Cycle 2.** A total of \$1,500,000 was made available for award for the two-year grant period. Between the two organizations being recommended for award, a total of \$896,660 will be awarded in Cycle 1. This leaves \$603,340 of FB22-23 funding available for award in Cycle 2. Both Waianae Economic Development Council and Homestead Community Development Corporation are eligible for Cycle 2 application, if desired.

**VIII. Alternatives to Recommended Action**

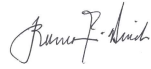
- A. Approve and authorize additional awardee(s).
- B. Approve and authorize different funding awards.
- C. Do not approve funding.

**Action Item RM #22-16: Approve the Awarding of Community Grants – Economic Stability from Solicitation #22-04, published March 31, 2022**

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**IX. Certification**

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



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Ramona G. Hinck  
Chief Financial Officer

Jul 19, 2022

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Date

**X. Recommendation**

Approve the following Fiscal Year 2022 , Community Grants –Economic Stability disbursements totaling \$896,660 from Core Operating Budget (Object Code 56530) for:

Organization/Island	Award Amount
Purple Maia Foundation	\$498,660
Hawaii Community Lending	\$398,000
<b>Total</b>	<b>\$896,660</b>

**XI. Attachments**

A-1 Applicant Profile and Budget – Purple Maia

A-2 Applicant Profile and Budget – Hawaii Community Lending

A-3 Applicant Profile and Budget – Homestead Community Development Corporation

B - Grant Solicitation No. OHA 22-04, Community Grant – Economic Stability, Posted March 31, 2022



<b>Organization</b>	<b>Purple Maia Foundation</b>	
<b>Project Title</b>	<b>Mālama Design Studio</b>	
Score: 88	Est. NH Impacted: 20 business owners	Project Location: Statewide
Amount Requested	\$498,660	
Strategic Direction	Economic Stability	
Outcome Alignment	8.1 Increased number of successful, community strengthening Native Hawaiian-owned businesses	
Project Goal	Educate 20 Native Hawaiian business owners throughout the State of Hawai‘i through a collaborative design research process that results in the implementation of a technology solution that can improve their business and ultimately, cultivate economic development in and for Hawaiian communities.	
Project Description	The Mālama Design Studio enables more Kanaka Maoli business owners to grow successful businesses that contribute to a thriving Native Hawaiian economy and a healthy lāhui. We aim to do this by working collaboratively with Native Hawaiian business owners to design and develop technology solutions that address challenges or opportunities in their businesses while also providing them with critical technology skills that will empower them to unlock their companies’ full potential. Participants will be provided with a \$2,500 stipend to implement a technology solution that aims to improve their business.	
Reviewer Comments	<ul style="list-style-type: none"> <li>• Great proposal serving an important community need. This will certainly advance economic stability among the NH community.</li> <li>• Very clear and thorough application. The project seems well aligned with the overall goal to support outcome 8.1 - Increased number of successful, community strengthening Native Hawaiian-owned businesses.</li> </ul>	
External Reviewer Scores	88 (90, 94, 81)	
Board of Directors	Forest Frizzell, Board President Elena Farden, Board Vice President Blaine Kaho’onei, Board Treasurer Kawika Burgess, Board Member	
Executive Staff	Donavan Kealoha, CEO Kelsey Amos, COO David Pickett, CTO John Russel, CFO	

**PURPLE MAIA**  
**ATTACHMENT J. BUDGET AND BUDGET JUSTIFICATION FORM**  
**YEAR 1**

<b>BUDGET CATEGORY - Item</b>	<b>Requested OHA Funds Budget</b>	<b>Cash Match Funds</b>	<b>Partner Organization Match Funds (if any)</b>	<b>Other Funds (if any)</b>	<b>Description &amp; Justification</b>
<b>PERSONNEL - Salaries</b>					
Program Director	\$ 40,000	\$ 35,000	\$ -	\$ -	\$75,000 annual salary (.75 FTE). Responsible for managing the overall implementation of the program, recruiting and retaining all program participants, coordinating the selection process, managing 2-4 client projects per year, and assisting the Administrator with grant administration.
Product Designer x2	\$ 90,000	\$ -	\$ -	\$ -	\$45,000 annual salary each (.75 FTE). Responsible for managing 2-4 client projects each per year and driving technology solution design and implementation.
Design Strategist	\$ 15,000	\$ 5,000	\$ -	\$ -	\$20,000 annual salary (.2 FTE). Responsible for developing and implementing all digital readiness and technology impact evaluations, sharing insights with the team, and assisting the Administrator with reporting.
Administrator	\$ 14,000	\$ -	\$ -	\$ -	\$14,000 annual salary (.175 FTE). Responsible for grant administration and reporting.
<b>PERSONNEL - Other Costs</b>					
Fringe Costs	\$ 49,750	\$ -	\$ -	\$ -	Health benefits, payroll taxes, worker's comp, FICA, and employee 401(k) plans. Estimated at 25% of salaries.
<b>CONTRACTUAL SERVICES - Administrative</b>					
Advantage HR	\$ 3,600	\$ -	\$ -	\$ -	HR service provider. \$75/FTE/mo. Calculated as 4 employees x \$75 x 12 months
Accounting	\$ 1,980	\$ -	\$ -	\$ -	Pro rata share of accountant.
<b>DISTRIBUTIONS</b>					
Stipends	\$ 15,000	\$ 10,000	\$ -	\$ -	\$2,500 stipends are provided to each participant who completes the program for technology solution implementation. Calculated as \$2,000 x 10 businesses
	\$ -	\$ -	\$ -	\$ -	
<b>EQUIPMENT - Lease/Rental</b>					
Software	\$ 20,000	\$ -	\$ -	\$ -	\$20,000 per year for communications, marketing, design, project management, prototyping, and data management software.
<b>REQUESTED OHA FUNDS BUDGET:</b>	\$ 249,330				
<b>CASH MATCH FUNDS:</b>	\$ 50,000.00			20%	% of Match
<b>Partner Organization Match Funds:</b>	\$ -				
<b>Other Funds:</b>				\$ -	
<b>YEAR 1 Total Project Cost:</b>	\$			299,330	

**PURPLE MAIA**  
**ATTACHMENT J. BUDGET AND BUDGET JUSTIFICATION FORM**  
**YEAR 2**

BUDGET CATEGORY - Item	Requested OHA Funds Budget	Cash Match Funds	Partner Organization Match Funds (if any)	Other Funds (if any)	Description & Justification
<b>PERSONNEL - Salaries</b>					
Program Director	\$ 40,000	\$ 35,000	\$ -	\$ -	\$75,000 annual salary (.75 FTE). Responsible for managing the overall implementation of the program, recruiting and retaining all program participants, coordinating the selection process, managing 2-4 client projects per year, and assisting the Administrator with grant administration.
Product Designer x2	\$ 90,000	\$ -	\$ -	\$ -	\$45,000 annual salary each (.75 FTE). Responsible for managing 2-4 client projects each per year and driving technology solution design and implementation.
Design Strategist	\$ 15,000	\$ 5,000	\$ -	\$ -	\$20,000 annual salary (.2 FTE). Responsible for developing and implementing all digital readiness and technology impact evaluations, sharing insights with the team, and assisting the Administrator with reporting.
Administrator	\$ 14,000	\$ -	\$ -	\$ -	\$14,000 annual salary (.175 FTE). Responsible for grant administration and reporting.
<b>PERSONNEL - Other Costs</b>					
Fringe Costs	\$ 49,750	\$ -	\$ -	\$ -	Health benefits, payroll taxes, worker's comp, FICA, and employee 401(k) plans. Estimated at 25% of salaries.
<b>CONTRACTUAL SERVICES - Administrative</b>					
Advantage HR	\$ 3,600	\$ -	\$ -	\$ -	HR service provider. \$75/FTE/mo. Calculated as 4 employees x \$75 x 12 months
Accounting	\$ 1,980	\$ -	\$ -	\$ -	Pro rata share of accountant.
<b>DISTRIBUTIONS</b>					
Stipends	\$ 15,000	\$ 10,000	\$ -	\$ -	\$2,500 stipends are provided to each participant who completes the program for technology solution implementation. Calculated as \$2,000 x 10 businesses
	\$ -	\$ -	\$ -	\$ -	
<b>EQUIPMENT - Lease/Rental</b>					
Software	\$ 20,000	\$ -	\$ -	\$ -	\$20,000 per year for communications, marketing, design, project management, prototyping, and data management software.
<b>REQUESTED OHA FUNDS BUDGET:</b>	<b>\$ 249,330</b>				
<b>CASH MATCH FUNDS:</b>		<b>\$ 50,000</b>		<b>20%</b>	<b>% of Match</b>
<b>Partner Organization Match Funds:</b>		<b>\$ -</b>			
<b>Other Funds:</b>				<b>\$ -</b>	
<b>YEAR 2 Total Project Cost:</b>		<b>\$ 299,330</b>			

<b>Organization</b>	<b>Hawaii Community Lending</b>	
<b>Project Title</b>	<b>Native Hawaiian Owner-Builder Project</b>	
Score: 83	Est. NH Impacted: 50	Project Location: Maui, Moloka'i
Amount Funded	\$398,000	
Strategic Direction	Economic Stability	
Outcome Alignment	7.2 Increase access to capital and credit for community strengthening Native Hawaiian businesses and individuals 8.3 Established and operationalized indigenous economic system consistent with Native Hawaiian knowledge, culture, values and practices	
Project Goal	For native Hawaiians to own a home and reconnect to 'āina for spirituality, food security, economic stability, and healing of generational trauma from the systematic separation of our people from our ancestral lands.	
Project Description	The Native Hawaiian Owner-Builder Project will increase the economic stability of 58 native Hawaiians in Nā'iwa by establishing a culturally-relevant Native Hawaiian Owner-Builder program that will increase access to capital, credit, and technical assistance for native Hawaiians to build and own homes on Hawaiian Home Lands. The project will include (1) technical assistance for native Hawaiians as owner-builders to prepare financially and navigate the permitting, approval, and construction process unique to Hawaiian Home Lands, (2) access to credit and capital for credit building, debt consolidation, and interim construction loans to obtain permanent financing as well as tiny home construction-to-permanent mortgages, and (3) technical assistance and financing to Native Hawaiian business and entrepreneur home builders for approval to build package homes using federal financing.	
Reviewer Comments	<ul style="list-style-type: none"> <li>Great project. Well thought out and informed by community to address their needs.</li> <li>The program itself has significant other support from multiple funders. This program also targets Native Hawaiians on Molokai which is different from other programs.</li> </ul>	
External Reviewer Scores	83 (91, 91, 68)	
Board of Directors	Kui Meyer, Board President Noelle Kai, Board Vice President Thomas Atou, Board Treasurer	
Executive Staff	Jeff Gilbreath, Executive Director	

**HAWAII COMMUNITY LENDING  
ATTACHMENT J. BUDGET AND BUDGET JUSTIFICATION FORM  
YEAR 1**

<b>BUDGET CATEGORY - Item</b>	<b>Requested OHA Funds Budget</b>	<b>Cash Match Funds</b>	<b>Partner Organization Match Funds (if any)</b>	<b>Other Funds (if any)</b>	<b>Description &amp; Justification</b>
<b>PERSONNEL - Salaries</b>					
Executive Director	\$ 15,000	\$ -	\$ -	\$ -	.15 FTE x \$100k = \$15k
Lending Director	\$ -	\$ 21,250	\$ -	\$ -	.25 FTE x \$85k = \$21,250
Compliance and Reporting Manager	\$ 25,000	\$ -	\$ -	\$ -	.35 FTE x \$71,425 = \$25k
Technical Assistance Manager	\$ 65,000	\$ -	\$ -	\$ -	1 FTE x \$65k = \$65k
Mortgage Loan Manager	\$ -	\$ 75,000	\$ -	\$ -	1 FTE x \$75k = \$75k
Mortgage Loan Consultants	\$ -	\$ 50,000	\$ -	\$ -	1 FTE x \$50k = \$50k
<b>PERSONNEL - Other Costs</b>					
Payroll Taxes	\$ 9,180	\$ 11,188	\$ -	\$ -	7.65% FICA
Fringe Benefits	\$ 11,820	\$ 18,062	\$ -	\$ -	See narrative
<b>CONTRACTUAL SERVICES - Administrative</b>					
Financial Audit	\$ -	\$ 10,750	\$ -	\$ -	See narrative
Accounting	\$ -	\$ 39,900	\$ -	\$ -	See narrative
Bookkeeping	\$ -	\$ 3,000	\$ -	\$ -	See narrative
Data Support	\$ -	\$ 3,000	\$ -	\$ -	See narrative
Payroll/Human Resources	\$ -	\$ 3,000	\$ -	\$ -	See narrative
Information Technology/Data Security	\$ -	\$ 2,500	\$ -	\$ -	See narrative
<b>CONTRACTUAL SERVICES - Programmatic</b>					
Community Engagement	\$ -	\$ 18,000	\$ -	\$ -	See narrative
<b>DISTRIBUTIONS</b>					
Loan Capital	\$ 50,000	\$ -	\$ -	\$ 150,000	See narrative
<b>EQUIPMENT - Purchase</b>					
Laptops	\$ -	\$ 4,000	\$ -	\$ -	See narrative
<b>FACILITIES - Lease/Rental</b>					
Office Rent	\$ 18,000	\$ 18,000	\$ -	\$ -	See narrative
<b>FACILITIES - Utilities</b>					
Electricity	\$ 3,000	\$ 3,000	\$ -	\$ -	See narrative
Phone and Internet	\$ 2,000	\$ 2,000	\$ -	\$ -	See narrative
<b>OTHER EXPENSES - Insurance</b>					
Directors & Officers	\$ -	\$ 4,000	\$ -	\$ -	See narrative
Errors & Omissions	\$ -	\$ 8,500	\$ -	\$ -	See narrative
<b>OTHER EXPENSES - Other Costs</b>					
Software	\$ -	\$ 3,120	\$ -	\$ -	See narrative
<b>OTHER EXPENSES - Staff Training</b>					
CLIMB Mortgage Lending	\$ -	\$ 25,000	\$ -	\$ -	See narrative
Annual Compliance	\$ -	\$ 5,000	\$ -	\$ -	See narrative
<b>PROGRAM ACTIVITIES</b>					
Credit Reports	\$ -	\$ 3,306	\$ -	\$ -	See narrative
<b>TRAVEL AND TRANSPORTATION</b>					
Airfare	\$ -	\$ 2,012	\$ -	\$ -	See narrative
Ground Transportation	\$ -	\$ 3,850	\$ -	\$ -	See narrative
Lodging	\$ -	\$ 4,800	\$ -	\$ -	See narrative
<b>REQUESTED OHA FUNDS BUDGET:</b>	\$ 199,000				
<b>CASH MATCH FUNDS:</b>	\$ 342,238			172%	% of Match
<b>Partner Organization Match Funds:</b>	\$ -				
<b>Other Funds:</b>				\$ 150,000	
<b>YEAR 1 Total Project Cost:</b>	\$			691,238	

**HAWAII COMMUNITY LENDING**  
**ATTACHMENT J. BUDGET AND BUDGET JUSTIFICATION FORM**  
**YEAR 2**

<b>BUDGET CATEGORY - Item</b>	<b>Requested OHA Funds Budget</b>	<b>Cash Match Funds</b>	<b>Partner Organization Match Funds (if any)</b>	<b>Other Funds (if any)</b>	<b>Description &amp; Justification</b>
<b>PERSONNEL - Salaries</b>					
Executive Director	\$ 15,000	\$ -	\$ -	\$ -	.15 FTE x \$100k = \$15k
Lending Director	\$ -	\$ 21,250	\$ -	\$ -	.25 FTE x \$85k = \$21,250
Compliance and Reporting Manager	\$ 25,000	\$ -	\$ -	\$ -	.35 FTE x \$71,425 = \$25k
Technical Assistance Manager	\$ 65,000	\$ -	\$ -	\$ -	1 FTE x \$65k = \$65k
Mortgage Loan Manager	\$ -	\$ 75,000	\$ -	\$ -	1 FTE x \$75k = \$75k
Mortgage Loan Consultants	\$ -	\$ 50,000	\$ -	\$ -	1 FTE x \$50k = \$50k
<b>PERSONNEL - Other Costs</b>					
Payroll Taxes	\$ 9,180	\$ 11,188	\$ -	\$ -	7.65% FICA
Fringe Benefits	\$ 11,820	\$ 18,062	\$ -	\$ -	See narrative
<b>CONTRACTUAL SERVICES - Administrative</b>					
Financial Audit	\$ -	\$ 10,750	\$ -	\$ -	See narrative
Accounting	\$ -	\$ 39,900	\$ -	\$ -	See narrative
Bookkeeping	\$ -	\$ 3,000	\$ -	\$ -	See narrative
Data Support	\$ -	\$ 3,000	\$ -	\$ -	See narrative
Payroll/Human Resources	\$ -	\$ 3,000	\$ -	\$ -	See narrative
Information Technology/Data Security	\$ -	\$ 2,500	\$ -	\$ -	See narrative
<b>CONTRACTUAL SERVICES - Programmatic</b>					
Community Engagement	\$ -	\$ 18,000	\$ -	\$ -	See narrative
<b>DISTRIBUTIONS</b>					
Loan Capital	\$ 50,000	\$ -	\$ -	\$ 250,000	See narrative
<b>FACILITIES - Lease/Rental</b>					
Office Rent	\$ 18,000	\$ 18,000	\$ -	\$ -	See narrative
<b>FACILITIES - Utilities</b>					
Electricity	\$ 3,000	\$ 3,000	\$ -	\$ -	See narrative
Phone and Internet	\$ 2,000	\$ 2,000	\$ -	\$ -	See narrative
<b>OTHER EXPENSES - Insurance</b>					
Directors & Officers	\$ -	\$ 4,000	\$ -	\$ -	See narrative
Errors & Omissions	\$ -	\$ 8,500	\$ -	\$ -	See narrative
<b>OTHER EXPENSES - Other Costs</b>					
Software	\$ -	\$ 3,120	\$ -	\$ -	See narrative
<b>OTHER EXPENSES - Staff Training</b>					
Annual Compliance	\$ -	\$ 5,000	\$ -	\$ -	See narrative
<b>PROGRAM ACTIVITIES</b>					
Credit Reports	\$ -	\$ 3,306	\$ -	\$ -	See narrative
<b>TRAVEL AND TRANSPORTATION</b>					
Airfare	\$ -	\$ 7,160	\$ -	\$ -	See narrative
Ground Transportation	\$ -	\$ 7,000	\$ -	\$ -	See narrative
Lodging	\$ -	\$ 9,600	\$ -	\$ -	See narrative
<b>REQUESTED OHA FUNDS BUDGET:</b>	<b>\$ 199,000</b>				
<b>CASH MATCH FUNDS:</b>		<b>\$ 326,336</b>		<b>164%</b>	<b>% of Match</b>
<b>Partner Organization Match Funds:</b>		<b>\$ -</b>			
<b>Other Funds:</b>				<b>\$ 250,000</b>	
<b>YEAR 1 Total Project Cost:</b>			<b>\$</b>	<b>775,336</b>	

Attachment A-3 – Homestead Community Development Corporation  
 Applicant Profile & Budget  
 July 1, 2022

<b>Organization</b>	<b>Homestead Community Development Corporation</b>	
<b>Project Title</b>	<b>Residential Employment Living Improvement (RELI) Program</b>	
Score: 71	Est. NH Impacted: 95	Project Location: O‘ahu, Hawai‘i Island, Maui, Kaua‘i, Moloka‘i
Amount Requested	\$500,000	
Strategic Direction	Economic Stability	
Outcome Alignment	7.1 Increased number/percent of ‘ohana who are able to provide high quality keiki and kupuna care 7.2 Increase number of Native Hawaiian ‘ohana who are resource stable (financial, subsistence, other) 8.1 Established and operationalized indigenous economic system consistent with Native Hawaiian knowledge, culture, values and practices	
Project Goal	Native Hawaiians experiencing rewarding work serving in Native Hawaiian organizations.	
Project Description	The Residential Employment Living Improvement (RELI) program provides 120 day placements of Native Hawaiians in community based and grass roots organizations to create financial risk free opportunities to consider rewarding work serving the lahui. RELI creates safe opportunities to dedicate 10 to 40 hours a week for up to 120 days, with hourly pay, during the week or weekend to explore Native Hawaiian community service and program delivery as viable careers and stable income.	
Reviewer Comments	<ul style="list-style-type: none"> <li>In spite of the organization's experience, specific details are lacking in regard to prior projects. Timelines of past projects would help demonstrate the organizations experience and capabilities in successfully implementing the proposed project.</li> <li>The fourth component relating to child care, while extremely important for economic stability, is not related to the long-term community goal of "Native Hawaiians experiencing rewarding work serving in Native Hawaiian organizations" and seems to just be thrown into this project, perhaps to find funding to do it.</li> <li>In general, the project as described seems to be in line with the desired strategies and outcomes for this funding opportunity and the applicant seems to have the experience needed to deliver on the program.</li> </ul>	
External Reviewer Scores	71 (76, 73, 63)	
Board of Directors	Iwalani McBrayer, Board Chairperson, Oahu Kammy Purdy, Board Vice Chairperson, Molokai Liberta Albao, Board Treasurer/Secretary, Kauai Daniel Ornellas, Board Member, Maui Jered Jeremiah, Board Member, Hawaii Island	
Executive Staff	Robin Danner, Chief Executive Officer Kara Chow, Deputy Director, Corporate Division Dave Miller, Deputy Director, Economic Development Division Jordyn Danner, Deputy Director, Housing & Capacity Building Division	

**HOMESTEAD COMMUNITY DEVELOPMENT CORPORATION  
ATTACHMENT J. BUDGET AND BUDGET JUSTIFICATION FORM  
YEAR 1**

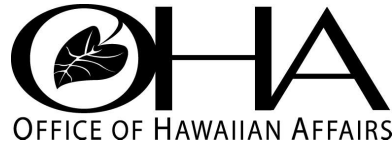
BUDGET CATEGORY - Item	Requested OHA Funds Budget	Cash Match Funds	Partner Organziation Match Funds (if any)	Other Funds (if any)	Description & Justification
<b>PERSONNEL - Salaries</b>					
Deputy Director .25 FTE		\$ 18,750	\$ -	\$ -	Senior oversight and compliance officer
Program Manager 1.00 FTE	\$ 60,000	\$ -	\$ -	\$ -	management and deliver of RELI components
Program Assistant .50 FTE	\$ 15,000		\$ -	\$ -	half time administrative assistant
<b>PERSONNEL - Other Costs</b>					
Fringe at 18%	\$ -	\$ 16,875	\$ -	\$ -	fringe at 18%
<b>CONTRACTUAL SERVICES - Administrative</b>					
Development & Data Consultants	\$ 16,000		\$ -	\$ -	work with program manager to develop all materials, databases in compliance with OHA
Prorata Share of Audit	\$ -	\$ 5,900	\$ -	\$ -	25% of fiscal audit/compliance state funds
<b>CONTRACTUAL SERVICES - Programmatic</b>					
Consultants & Trainers	\$ 15,000	\$ 8,475	\$ -	\$ -	research, curriculum development and year round delivery of training components
<b>DISTRIBUTIONS</b>					
RELI Participant Placement Funds	\$ 144,000		\$ -	\$ -	RELI placements in the first year budgeted at a max of \$8,750 per participant and minimum of \$4,500
<b>FACILITIES - Lease/Rental</b>					
	\$ -	\$ -	\$ -	\$ -	In kind by HCDC prorate at \$11,000
<b>OTHER EXPENSES - Insurance</b>					
	\$ -	\$ -	\$ -	\$ -	In Kind by HCDC prorate est at \$5300
<b>OTHER EXPENSES - Publication &amp; Printing</b>					
	\$ -	\$ -	\$ -	\$ -	In Kind by HCDC \$6800
<b>OTHER EXPENSES - Supplies</b>					
	\$ -	\$ -	\$ -	\$ -	In Kind by HCDC at 3,000 Estimated
<b>TRAVEL AND TRANSPORTATION</b>					
	\$ -	\$ -	\$ -	\$ -	In Kind by HCDC at 3,500 interisland site visits
<b>REQUESTED OHA FUNDS BUDGET:</b>	<b>\$ 250,000</b>				
<b>CASH MATCH FUNDS:</b>		<b>\$ 50,000</b>		<b>20%</b>	<b>% of Match</b>
<b>Partner Organization Match Funds:</b>		<b>\$ -</b>			
<b>Other Funds:</b>				<b>\$ -</b>	
<b>YEAR 1 Total Project Cost:</b>		<b>\$</b>	<b>300,000</b>		



**HOMESTEAD COMMUNITY DEVELOPMENT CORPORATION  
ATTACHMENT J. BUDGET AND BUDGET JUSTIFICATION FORM**

**YEAR 2**

<b>BUDGET CATEGORY - Item</b>	<b>Requested OHA Funds Budget</b>	<b>Cash Match Funds</b>	<b>Partner Organization Match Funds (if any)</b>	<b>Other Funds (if any)</b>	<b>Description &amp; Justification</b>
<b>PERSONNEL - Salaries</b>					
Deputy Director .25 FTE		\$ 18,750	\$ -	\$ -	Senior oversight and compliance officer
Program Manager 1.00 FTE	\$ 60,000	\$ -	\$ -	\$ -	management and deliver of RELI components
Program Assistant .50 FTE	\$ 15,000		\$ -	\$ -	half time administrative assistant
<b>PERSONNEL - Other Costs</b>					
Fringe at 18%	\$ -	\$ 16,875	\$ -	\$ -	fringe at 18%
<b>CONTRACTUAL SERVICES - Administrative</b>					
Development & Data Consultants			\$ -	\$ -	
Prorata Share of Audit	\$ -	\$ 5,900	\$ -	\$ -	25% of fiscal audit/compliance state funds
<b>CONTRACTUAL SERVICES - Programmatic</b>					
Consultants & Trainers	\$ 4,000	\$ 8,475	\$ -	\$ -	curriculum updates and year round delivery of training components
<b>DISTRIBUTIONS</b>					
RELI Participant Placement Funds	\$ 171,000		\$ -	\$ -	RELI placements in the first year budgeted at a max of \$8,750 per participant and minimum of \$4,500
<b>EQUIPMENT - Purchase</b>					
	\$ -	\$ -	\$ -	\$ -	In kind by HCDC at \$1200
<b>FACILITIES - Lease/Rental</b>					
	\$ -	\$ -	\$ -	\$ -	In kind by HCDC prorate at \$11,000
<b>OTHER EXPENSES - Insurance</b>					
	\$ -	\$ -	\$ -	\$ -	In Kind by HCDC prorate est at \$5300
<b>OTHER EXPENSES - Publication &amp; Printing</b>					
	\$ -	\$ -	\$ -	\$ -	In Kind by HCDC \$6800
<b>OTHER EXPENSES - Supplies</b>					
	\$ -	\$ -	\$ -	\$ -	In Kind by HCDC at 3,000 Estimated
<b>TRAVEL AND TRANSPORTATION</b>					
	\$ -	\$ -	\$ -	\$ -	In Kind by HCDC at 3,500 interisland site visits
<b>REQUESTED OHA FUNDS BUDGET:</b>	<b>\$ 250,000</b>				
<b>CASH MATCH FUNDS:</b>		<b>\$ 50,000</b>		<b>20%</b>	<b>% of Match</b>
<b>Partner Organization Match Funds:</b>		<b>\$ -</b>			
<b>Other Funds:</b>				<b>\$ -</b>	
<b>YEAR 2 Total Project Cost:</b>		<b>\$ 300,000</b>			



**Grant Solicitation No. OHA 22-04**

**Community Grant – Economic Stability**

**March 31, 2022**

**All applications must be submitted online at [www.oha.org/grants](http://www.oha.org/grants) on Friday, May 20, 2022, by 2:00 p.m. (HST)**

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

**[grantsinfo@oha.org](mailto:grantsinfo@oha.org)**

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

**[grantsadmin@oha.org](mailto:grantsadmin@oha.org)**

<p>It is the responsibility of applicants to check the OHA Grants webpage at <a href="https://www.oha.org/grants">https://www.oha.org/grants</a> for solicitation amendments, attachments or, other information pertaining to the solicitation.</p>
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## GRANTS PROGRAM

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

In 2022, OHA will release solicitations for the following strategically aligned purposes: 'Ohana, Mo'omeheu, 'Āina, Education (Pre-K to Post-Secondary), Health, Housing and Economic Stability. In addition, solicitations will be released for 'Ahahui (event grants), Homestead Community, Iwi Kupuna Repatriation & Reinternment, and other categories. For general information regarding these grants, go to the Grants Program webpage at [www.oha.org/grants](http://www.oha.org/grants).

The contact information for Grants is:

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

If you have questions regarding this solicitation, please email:

[grantsinfo@oha.org](mailto:grantsinfo@oha.org)

## **SOLICITATION ORGANIZATION**

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

- Section I. Solicitation Description
- Section II. OHA Award Information
- Section III. Phase 1 - Eligibility
- Section IV. Phase 2 - Application
- Section V. Application Submission
- Section VI. Application Evaluation
- Section VII. OHA Award Administration
- Section VIII. Attachments

## SECTION I. SOLICITATION DESCRIPTION

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

<p><b>Economic Stability Grants Purpose:</b> Strengthened capability for ‘ohana to meet living needs, including housing; strengthened effective implementation of the Hawaiian Homes Commission Act</p> <p>Engaging in strategies to enhance the economic development and financial empowerment of the lāhui will ensure that Native Hawaiians progress toward a state of economic stability.</p>	
Economic Stability	<p>Grant considerations include culture and community-based programs and practices to strengthen ‘ohana abilities to pursue multiple pathways toward economic stability and meet at least one of the associated outcomes: increase ‘ohana capacity to provide keiki and kupuna care; increase access to capital and credit for community strengthening Native Hawaiian (NH) businesses and individuals; strengthen resource stability (e.g. financial, subsistence, other); and/or increase NH employment rate.</p> <p>May also include programs that increase the number of successful, community strengthening Native-Hawaiian owned businesses; establish new markets for Native Hawaiian products (kalo, loko i‘a grown fish, etc.) that can provide Native Hawaiian producers a livable wage; and/or establish and operationalize an indigenous economic system consistent with Native Hawaiian knowledge, culture, values and practices.</p>

All applications must include description of processes that seek to address projects that specifically address the solicitation’s purpose, including alignment with the OHA Strategic Plan Direction – Economic Stability, as specified in subsection D.

### A. Solicitation Timetable

The timetable of activities represents OHA’s *estimated* schedule and is provided for planning purposes only. Note that Cycle 2 will be awarded subject to availability of funding. The OHA Grants Program reserves the right to cancel any activity or revise the timetable if needed.

Activity	Key Dates	
	Cycle 1	Cycle 2
1. Availability of Solicitation	Thursday, March 31, 2022	Thursday, September 1, 2022
2. Online access to Phase 1 Eligibility	Monday, April 18, 2022	Tuesday, September 6, 2022

Activity	Key Dates	
	Cycle 1	Cycle 2
3. Phase 1 Eligibility deadline – 2:00 p.m. HST	Monday, May 16, 2022	Monday, October 3, 2022
4. Online access to Phase 2 Application	Upon approval of Eligibility	Upon approval of Eligibility
5. Application deadline – 2:00 p.m. HST	Friday, May 20, 2022	Friday, October 7, 2022
6. Application review period	May-June 2022	October-November 2022
7. Matrix of scores completed	June 2022	November 2022
8. Award recommendation & Board of Trustees' approval	July 2022	November 2022
9. Grant agreement Review	July – August 2022	December 2022
10. Estimated grant agreement start date	September 2022	January 2023

## B. OHA

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

## C. Community Grants Purpose

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

## D. Project Alignment with Strategic Direction & Outcome

This Community Grant is aligned with the OHA Strategic Direction – Economic Stability. Applicants will be required to select one or more of the following strategies and at least one associated outcome.

1. **Strategy 7:** Advance policies, programs and practices that strengthen 'ohana abilities to pursue multiple pathways toward economic stability.
  - a. Outcome 7.1. Increased number/percent of 'ohana who are able to provide high quality keiki and kupuna care.
  - b. Outcome 7.2. Increase access to capital and credit for community strengthening Native Hawaiian businesses and individuals.

- c. Outcome 7.3. Increase number of Native Hawaiian ‘ohana who are resource stable (financial, subsistence, other).
  - d. Outcome 7.4. Increase Native Hawaiian employment rate.
2. **Strategy 8:** Cultivate economic development in and for Hawaiian communities.
- a. Outcome 8.1. Increased number of successful, community strengthening Native-Hawaiian owned businesses.
  - b. Outcome 8.2. Establishment of new markets for Native Hawaiian products (kalo, loko i‘a grown fish, etc.) that can provide Native Hawaiian producers a livable wage.
  - c. Outcome 8.3. Established and operationalized indigenous economic system consistent with Native Hawaiian knowledge, culture, values and practices.

## SECTION II. OHA AWARD INFORMATION

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

### A. Grant Award Period

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

### B. Grant Award Amounts

Subject to the availability of funds, a total of \$1,500,000 in OHA funds will be provided for this solicitation; \$750,000 for fiscal year (FY) 2022 and \$750,000 for FY 2023.

### C. Administrative Costs Restriction

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

### D. Grant Award Restrictions – Multiple Programs

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

### E. Matching Funds

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

### 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 for FB 2024-2025, subject to Administration recommendation and Board approval.

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



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

## SECTION III. PHASE 1 – ELIGIBILITY

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

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

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

### B. Application Restriction

Organizations can submit an application for more than one FB 2022-2023 Community Grant category. However, the project shall be different and not cross over with each other. In addition, if more than one grant category is awarded, the entity would need to choose only one project for award and funding, in a timely manner, or forfeit awarding based on OHA's determination. See the Grants Program webpage for information on other Community Grants that will be released, [www.oha.org/grants](http://www.oha.org/grants).

### C. Duplicative Applications Prohibited

If your organization has already applied for a FB 2022-2023 OHA grant solicitation, submission of the same or related application for another FB 2022-2023 OHA grant solicitation is prohibited.

### D. Duplicative Programs Prohibited

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

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

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

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

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

Applicants will receive an email notification regarding eligibility status and access to the application. If the applicant receives an email notification that it did not meet the eligibility requirements, the applicant can return to the Grants Portal to complete and submit the required documents.

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

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

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

### **1. Applicant & Project Information**

- a. Organization Name** – The applicant shall provide their organization name.
- b. Project Name** – The applicant shall provide the name of the project.
- c. Amount Requested** – The applicant shall indicate the amount of money being requested from OHA for the proposed project. Minimum Amount: \$250,000. Maximum Amount: \$500,000.

#### **d. Project Alignment with Strategic Direction & Outcome**

This Community Grant is aligned with the OHA Strategic Direction – Economic Stability. The applicant shall select one or more of the following strategies and at least one associated outcome.

- i. Strategy 7:** Advance policies, programs and practices that strengthen ‘ohana abilities to pursue multiple pathways toward economic stability.

Outcome 7.1. Increased number/percent of ‘ohana who are able to provide high quality keiki and kupuna care.

Outcome 7.2. Increase access to capital and credit for community strengthening Native Hawaiian businesses and individuals.

Outcome 7.3. Increase number of Native Hawaiian ‘ohana who are resource stable (financial, subsistence, other).

Outcome 7.4. Increase Native Hawaiian employment rate.

- ii. **Strategy 8:** Cultivate economic development in and for Hawaiian communities.

Outcome 8.1. Increased number of successful, community strengthening Native Hawaiian-owned businesses.

Outcome 8.2. Establishment of new markets for Native Hawaiian products (e.g. kalo, loko‘ia grown fish, etc.) that can provide Native Hawaiian producers a livable wage.

Outcome 8.3. Established and operationalized indigenous economic system consistent with Native Hawaiian knowledge, culture, values, and practices.

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

If the project does not serve Native Hawaiians, then the project shall be deemed ineligible to apply for this grant. OHA funding for this grant is for Native Hawaiians only.

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

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

- f. **Island Location(s)** – The applicant shall indicate the island or islands where service delivery for the proposed project will be implemented - Hawai‘i, Maui, Lāna‘i, Moloka‘i, O‘ahu, and/or Kaua‘i.
- g. **Project Contacts** – The applicant shall provide contact information (name, title, mailing address, phone number, email address) for a Primary Project Contact and Secondary Project Contact for the grant agreement. Project Contacts must be directly engaged in the administration and implementation of the project. By being listed in the application, Project Contacts are authorized to communicate, submit required reports and provide authorization for additional Project Contacts on behalf of the awarded organization as necessary.

- h. Governing Board and Executive Team** – The applicant shall list its organizations’ governing board and executive team. The list shall include board/executive team members’ names and titles.
- i. Authorized Signatory – Legal Agreements** – The applicant shall identify the individual(s) that the Board of Directors and/or organization bylaws granted signing authority for contracts. If awarded, this individual(s) name(s) will be included as the signatory in the grant agreement. Please include the individual’s name, position title, phone number, email address and organization physical address.
- j. Application Authorization Form-document upload** – The applicant shall upload the Application Authorization Form. This form needs to be completed and signed by the organization’s authorized signatory. The authorized signatory has the legal power delegated by the applicant organization’s authoritative body (such as the Board of Directors) to sign and submit the OHA Grant Application. See Attachment A. Application Authorization Form. Please include the individual’s name, position title, phone number, email address and organization physical address.

## 2. Certifications

- a. Licenses/Permits Certification** – The applicant shall certify that applicable licenses and/or permits required for the proposed project have been secured when notified of award. Applicants that will be recommended for award will be contacted to ensure that licenses/and or permits have been secured. If an applicant cannot provide the approved licenses/permits, the Grants Program will not recommend the applicant to the Board of Trustees for award. *See Section I. Solicitation Description, A. Solicitation Timetable, Activity No. 8.*
- b. Partner Certification-document upload** – If the applicant is partnering with one or more organizations, each organization’s Board President and Chief Executive Officer/Executive Director is required to sign and submit a partner certification form approving and committing to the partnership with the Native Hawaiian Serving Organization (NHSO) for the grant term. See Attachment B. Partner Certification Form.
- c. Sufficient Funds Certification** – The applicant shall certify that it has sufficient funds available for the effective operation of the proposed project in the grant application for the duration of the grant period.
- d. COVID-19 Preparedness and Response Plan Certification** – The applicant shall certify that if awarded this grant, the applicant, now grantee, will develop and implement a COVID-19 Preparedness & Response Plan (Plan) that is in compliance with the federal, state and applicable county mandates that are in place during the grant period. The purpose of the Plan is to minimize or eliminate exposure to SARS-CoV-2 (commonly referred to as COVID-19) for all grant-related participants (e.g., project

- participants, contractors, employees, community members). The Plan must provide general safeguards for program/project location(s) as well as federal, State of Hawai‘i, and applicable county mandates where grant project will be located and implemented. The applicant agrees to incorporate such safeguards and mandates into its implemented Plan. As the COVID-19 situation evolves, the applicant agrees that it will, in a timely fashion, update the Plan to conform to federal, state, and applicable county mandates. The Plan must be made immediately available to OHA upon request.
- e. **IRS Letter of Determination-document upload** – The applicant must have IRS tax-exempt nonprofit status and be registered to do business in the State of Hawai‘i. The applicant shall upload the organization’s IRS Letter of Determination verifying tax-exempt nonprofit status. See Attachment C. Sample - IRS Letter of Determination.
  - f. **Certificate of Vendor Compliance (CVC)-document upload** – The applicant shall upload the Certificate of Vendor Compliance issued by the State of Hawai‘i. To obtain this document, applicants must register with Hawai‘i Compliance Express online at <http://vendors.ehawaii.gov>. This certificate **must be current within three (3) months of this application deadline**. See Attachment D. Sample - HCE Certificate of Vendor Compliance.
  - g. **Board Governance Certification Form-document upload** – The applicant shall upload the Board Governance Certification Form. The organization’s Board Chair or other designated representative of the organization’s Board must sign this form. The certification verifies that Board members are not compensated and that the organization has bylaws and/or policies that govern how business is conducted which includes conflicts of interest and nepotism policies. See Attachment E. Board Governance Certification Form.
3. **Match Funding Confirmation Form-document upload** – The applicant shall verify that the applicant has at least twenty-percent (20%) cash match of the OHA grant amount requested. In-kind services considerations as matching may be considered on a case-by-case basis. For the purpose of this application, OHA funds cannot be used as matching funds. The applicant shall complete and upload the required OHA Match Funding Confirmation Form, which identifies all sources that will provide cash match funds for the grant’s two (2)-year period. The applicant shall provide cash amount(s) whether the funding is confirmed or pending, and the anticipated award period. For any pending funds, also indicate the anticipated final determination date in the Notes column. If only a percentage of another funding source is dedicated as a match to the OHA funds, explain in the Notes column. See Attachment F. Match Funding Confirmation Form.

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

required to complete a Match Funding Confirmation Form and list the total match amount on the Partner Certification Form.

## SECTION IV. PHASE 2 – APPLICATION

The information included in this section addresses the application process via the OHA Grants Portal, required application elements, and documents that must be uploaded.

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

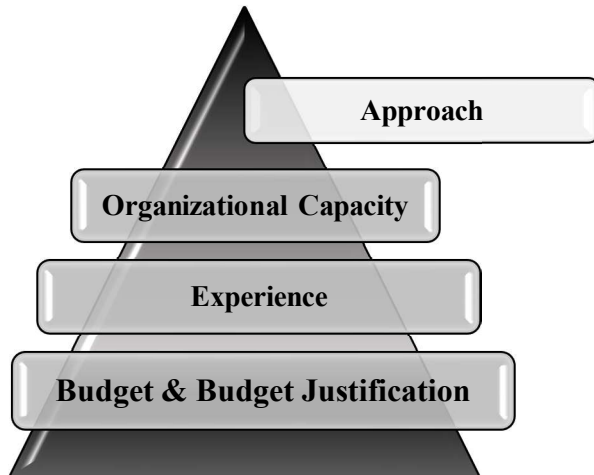
<b>APPLICATION CRITERIA &amp; POINTS</b>
<b>Criterion 1: Approach – Maximum: 64 Points</b>
<b>Criterion 2: Organizational Capacity – Maximum: 11 Points</b>
<b>Criterion 3: Experience – Maximum: 12 Points</b>
<b>Criterion 4: Budget &amp; Budget Justification – Maximum: 13 Points</b>



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


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

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

<b>1. Long-term Community Goal (0-2 points)</b>
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- |  |
|--|
| <ul style="list-style-type: none"> <li>▪ <i>The application identifies a long-term community goal and demonstrates the proposed project is relevant to the achievement of the long-term community goal.</i></li> </ul> |
|--|

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

To address this element, state the long-term community goal. Next, describe how the long-term community goal was defined and the role the community/organization played in long-term goal development. Lastly, describe how the project was selected and how it will bring the community a step closer to reaching the long-term community goal.

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

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

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

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

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

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

Do not describe the specific condition that the project will address as a “lack of” or a “need for” something. For example, applications often will assert, “We need more financial literacy education in our community,” or “Native Hawaiians lack credit sufficient enough to start a small business.” These statements do not describe a condition in the community, rather they describe a possible solution for addressing the condition of the high outstanding debt or poor credit.

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

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

- Be one sentence in length,
- Be compelling and urgent,
- Contain a measure of the current condition, and

- Not include “lack of” or “need for” statements.

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

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

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

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

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

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

For example, if the project is about preserving ‘ōlelo Hawai‘i, then baseline information should include the number of Native Hawaiians and the number of Native Hawaiians who ‘ōlelo Hawai‘i.

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

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

The project goal is a statement describing what is to be achieved by the project’s implementation and/or what role the project will play in addressing the current community condition and how the project aligns with the Strategic Direction-**Economic Stability**. See *Section I.D.*

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

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

- Be one to two sentences in length
- Reduce/Improve/Eliminate the Current Community Condition
- Address the Economic Stability Strategic Direction
- Be realistic

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

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

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

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

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

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

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

Each objective must include the following four TPIT components:

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

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

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

**EXAMPLE for TPIT Objective:** By the end of 24 months, 40 Native Hawaiians statewide will qualify for a business loan to establish their small business.

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

40 (*Target=How much*)

Native Hawaiians statewide (*Population=Who*)

will qualify for a business loan to establish their small business (*Indicator=What*).

Notice that the target is directly related to the indicator and provides a measure of how much the blood sugar levels are expected to decrease by the end of the project.

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

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

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

**Element: All objectives lead to the achievement of the project goal.**

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

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

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

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

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

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

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

For this solicitation, describe how the project strengthens capability for 'ohana to meet living needs, including housing, and/or strengthens effective implementation of the Hawaiian Homes Commission Act. Also address the Economic Stability strategic direction and the associated outcome(s) for each objective in a way that aligns and demonstrates what will be changed as a result of achieving the objective.

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

- a. **Strategy 7:** Advance policies, procedures and practices that strengthen 'ohana abilities to pursue multiple pathways toward economic stability.
  - Outcome 7.1. Increased number/percent of Native Hawaiian 'ohana who are able to provide high quality keiki and kupuna care.
  - Outcome 7.2. Increase access to capital and credit for community strengthening Native Hawaiian businesses and individuals.
  - Outcome 7.3. Increase number of Native Hawaiian 'ohana who are resource stable (financial, subsistence, other).
  - Outcome 7.4 Increase Native Hawaiian employment rate.
- b. **Strategy 8:** Cultivate economic development in and for Hawaiian communities.
  - Outcome 8.1. Increased number of successful, community strengthening Native Hawaiian-owned businesses.
  - Outcome 8.2. Establishment of new markets for Native Hawaiian products (eg. kalo, loco'ia grown fish, etc.) that can provide Native Hawaiian producers a livable wage.

- **Outcome 8.3.** Established and operationalized indigenous economic system consistent with Native Hawaiian knowledge, culture, values, and practices.

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

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

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

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

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

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

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

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

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

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



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

Objective	Target#	Outputs	Relevance
<b>Objective 1:</b> By the end of 24 months (Timeline), 40 (Target) Native Hawaiians statewide (Population) will qualify for a business loan to establish their small business (Indicator).	200	<i>*Required</i> -Native Hawaiian participants newly served	Native Hawaiian entrepreneurs registered for business and financial literacy classes
	160	<i>*Required</i> -Native Hawaiians completed the project	Native Hawaiian entrepreneurs that complete the required business and financial literacy classes
	80	Native Hawaiians who apply for a business loan	50% of participants that complete the classes apply for a loan
	40	Native Hawaiians get approved for a business loan	Direct indicator of the program
	200	Registration forms	Document registration & NH ancestry
	80	Attendance sheets (4x/month x 20 months)	Document participant attendance in workshops
	1	Business Curriculum	Curriculum to teach/improve business acumen
	1	Financial Literacy	Curriculum to teach/improve financial literacy
	1	Contract with Financial Literacy teacher/consultant	Documentation of agreed services for Financial Literacy classes
	160	Participant Pre-/Post- Evaluations	Participant feedback and program evaluation
<b>Data Collection and Verification Documents:</b>			
Registration forms, attendance sheets, business curriculum, financial literacy curriculum, Financial Literacy consultant contract, participant program evaluations			

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

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

- *The OWP serves as a stand-alone document for project implementation, consistently states elements from the project narrative, and provides details about the how, when, and by whom activities will be completed.*
  - *OWP clearly meets or exceeds all requirements and is exemplary = 10 points*
  - *OWP meets all requirements and clearly articulates project = 7-9 points*
  - *OWP meets most requirements and reasonably articulates project = 4-6 points*



- *OWP meets a few requirements and/or reasonably articulates project = 2-3 points*
- *OWP does not meet most requirements and/or poorly articulates project = 0-1 points*

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

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

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

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

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

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

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

How to complete the OWP form:

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

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

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

- *The application clearly demonstrates how the community and/or the target population to be served was involved in developing the project = up to 3 points*
- *The application clearly demonstrates that the applicant organization has a connection to the community to be served including the ability to directly work with the project participants/beneficiaries = up to 4 points*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

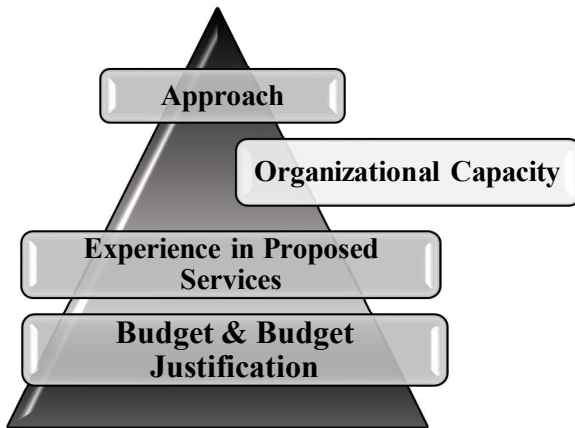
The application includes specific strategies that will be used to address these challenges. This element asks that you acknowledge those most likely to occur and provide a contingency or backup plan to address them.

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

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


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

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

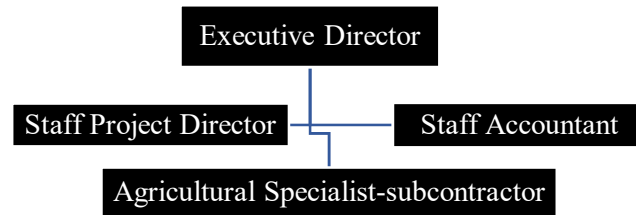
The applicant organization should have a connection to the community with the ability to implement the project with an efficient structure to oversee OHA funds, partners, and the delivery of project objectives. In reaching their conclusions, reviewers will consider the degree to which the following narrative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

<b>1. Organizational Chart &amp; Functions (0-8 point)</b>
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- |  |
|--|
| <ul style="list-style-type: none"> <li>▪ <i>To address these three elements, you can begin by providing an organizational chart that clearly identifies the project staff and where each position falls within the organization. = up to 2 points</i></li> <li>▪ <i>Next, describe the responsibilities and qualifications needed for each staff position (or subcontractor) and include an overview of how the position will support the project. = up to 6 points</i></li> </ul> |
|--|

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

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



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

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

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

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

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

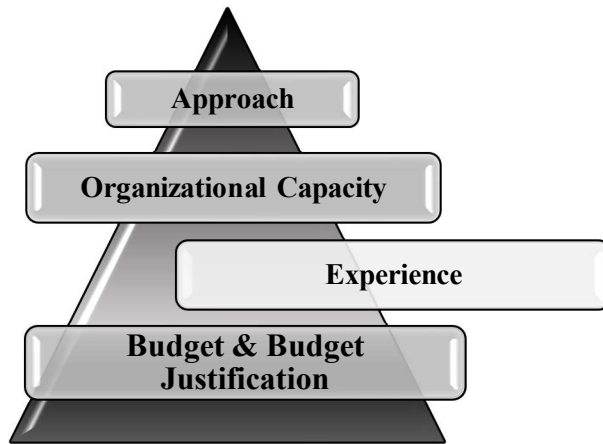
To address this element, describe the financial internal controls of the Organization including the policies which clearly define how disbursement of funds, purchasing, cash drawdowns, and related authorizations are handled.

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

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


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

1. Experience (0-12 points)

<b>1. Experience (0-12 points)</b>
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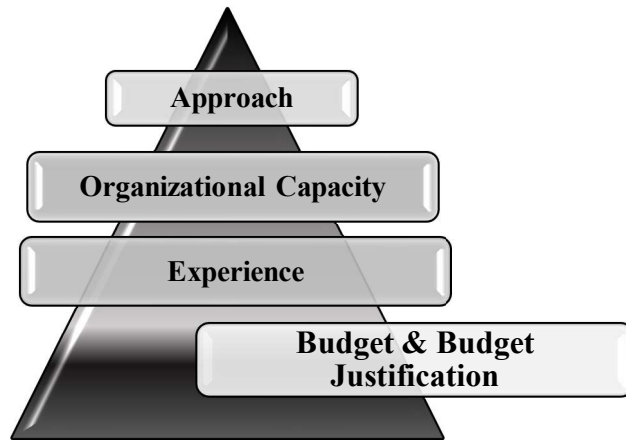
- |   |
|---|
| <ul style="list-style-type: none"> <li>▪ <i>The applicant shall clearly demonstrate and describe prior experience providing the proposed or directly related project services.</i> <ul style="list-style-type: none"> <li>○ <i>Identifies multiple years of exemplary proposed project experience; clearly articulated = 12 points</i></li> <li>○ <i>Identifies multiple years of proposed project experience; explained in detail = 10-11 points</i></li> <li>○ <i>Identifies multiple years of proposed project experience; explained in some detail = 6-9 points</i></li> <li>○ <i>Identifies multiple years of proposed project experience; minimal explanation = 2-5 points</i></li> <li>○ <i>Minimal or no years of proposed project experience; lacks detail = 0-1 points</i></li> </ul> </li> </ul> |
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Identify projects in which the applicant has directly related experience providing the proposed project services. Provide projects related in scope as evidence of the organization's financial and project management capabilities. For each project, the applicant shall provide the funder name, grant purpose, general grant scope, number of years services were provided and dates of service.

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


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

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

<b>1. Line-Item Budget (0-5 points)</b>
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- |   |
|---|
| <ul style="list-style-type: none"> <li>▪ <i>The application includes a line-item budget with class categories for each year of the project that fully details the costs allocated for OHA and Match Funding shares. Personnel should be delineated by full-time equivalent or percentage of time to the project.</i></li> <li>▪ <i>The application includes funds for all required items to successfully implement the project budget, as provided in previous sections. The line-item budget should only include costs that align with the Approach and the OWP.</i></li> <li>▪ <i>If the application exceeds the operating cost restriction = Ineligible</i></li> </ul> |
|---|

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

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

**Operating Cost Restriction.** The budget for administration of the project operating costs cannot exceed 30% of the total OHA grants funds. The minimum budget for OHA funds allocated to direct service is 70% of OHA grant funds. Operating costs are costs not directly associated with the program but with the general operation of your organization. Examples include, but are not limited to: rent, accounting, administrative salaries, liability insurance, telephone and other utilities. In most cases, overhead expenses.

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

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

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

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

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

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

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

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

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

If you have any questions regarding the allowability of a cost item in your budget, contact the Grants Program at [grantsinfo@oha.org](mailto:grantsinfo@oha.org).



## SECTION V. APPLICATION SUBMISSION

### A. Submission Information

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

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

### B. Additional Materials and Documentation

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

### C. Solicitation Amendments

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

### D. Cancellation of Solicitation

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

### E. Rejection of Applications

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

## SECTION VI. APPLICATION EVALUATION

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

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

Scoring System	Criterion 1 - Approach (64 Points)						
	Long-Term Goal	Current Community Condition	Project Goal	Objectives	Outcomes & Indicators	Output Table	Objective Work Plan
Total Points	2	4	6	6	10	12	10
Exceeds Expectation	2	4	6	6	10	12	10
Meets Expectation	2	3	4 to 5	4 to 5	7 to 9	10 to 11	7 to 9
Good	1	2	2 to 3	2 to 3	4 to 6	6 to 9	4 to 6
Fair	1	1	1	1	2 to 3	2 to 5	2 to 3
Poor	0	0	0	0	0 to 1	0 to 1	0 to 1
Scoring System	Approach		Criterion 2 - Organizational Capacity & Fiscal Oversight (11 Points)		Criterion 3 - Experience (12 Points)	Criterion 4 - Budget & Budget Justification (13 Points)	
	Community Based Strategy	Readiness & Implementation Strategy	Organizational Capacity	Fiscal Oversight	Experience	Line Item Budget	Budget Justification
Total Points	7	7	8	3	12	5	8
Exceeds Expectation	7	7	8	3	12	5	8
Meets Expectation	5 to 6	5 to 6	6 to 7	2	10 to 11	3 to 4	6 to 7
Good	3 to 4	3 to 4	4 to 5	1	6 to 9	2	4 to 5
Fair	1 to 2	1 to 2	2 to 3	0	2 to 5	1	2 to 3
Poor	0	0	0 to 1	0	0 to 1	0	0 to 1

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

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

**B. Recommendation for Award**

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

**C. Approval**

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

**D. Notice of Award**

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

## SECTION VII. OHA AWARD ADMINISTRATION

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

### A. Grant Agreement

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

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

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

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

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

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

### C. Compensation & Method of Payment

#### 1. Automated Clearing House (ACH) Payments

If awarded, grant payments to the Grantee shall be completed via automatic ACH payments. Grantee will be required to complete OHA's ACH setup process to receive payments via direct deposit.

**2. Compensation**

An initial payment shall be made upon execution of the grant agreement and the submission of the Grantee's W-9 form, the initial invoice form, ACH direct deposit form, current Certificate of Liability Insurance, and Grantee press release announcing the award.

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

**3. Method of Payment**

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

## **Section VII. Attachments**

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

**Committee on Resource Management**Trustee John Waihe'e IV, *At-Large - Chair*Trustee Luana Alapa, *Moloka'i / Lāna'i - Vice Chair****Members***Trustee Leina'ala Ahu Isa, *At-Large*Trustee Dan Ahuna, *Kaua'i / Ni'ihau*Trustee Kaleihikina Akaka, *O'ahu*Trustee Keli'i Akina, *At-Large*Trustee Brendon Kalei'aina Lee, *At-Large*Trustee Carmen Hulu Lindsey, *Maui*Trustee Mililani Trask, *Hawai'i Island*

**STATE OF HAWAII  
OFFICE OF HAWAIIAN AFFAIRS**

**MEETING OF THE  
COMMITTEE ON RESOURCE MANAGEMENT (RM)**

**DATE:** Tuesday, July 26, 2022**TIME:** 10:00 a.m.

**PLACE:** Virtual Meeting viewable at <https://www.oha.org/livestream> OR  
Listen by phone: (213) 338-8477, Webinar ID 897 8675 9838

**Due to COVID-19, the OHA Board of Trustees and its standing committees will hold virtual meetings until further notice.**

**This virtual meeting can be viewed and observed via livestream on OHA's website at [www.oha.org/livestream](https://www.oha.org/livestream) or listened to by phone at: (213) 338-8477, Webinar ID: 897 8675 9838. A physical meeting location open to the general public will be available at 560 N. Nimitz Hwy., Suite 200, Honolulu HI 96817. All members of the public that wish to access the physical meeting location must pass a wellness check and provide proof of full vaccination or a negative COVID-19 test taken within 72 hours of entry.**

**AGENDA**

**I. Call to Order****II. Approval of Minutes**

A. June 28, 2022\*

**III. Unfinished Business – None****IV. New Business**

A. ACTION ITEM RM #22-16: Approve the Awarding of Community Grants – Economic Stability, from Solicitation #22-04, published March 31, 2022\*

B. ACTION ITEM RM #22-17: Approve the Awarding of Community Grants – Health, from Solicitation #22-03, Published March 31, 2022\*

**V. Announcements****VI. Adjournment**

If you require an auxiliary aid or accommodation due to a disability, please contact Everett Ohta at telephone number (808) 594-1988 or by email at: [everetto@oha.org](mailto:everetto@oha.org) no later than three (3) business days prior to the date of the meeting.

Meeting materials for this meeting will be available for the public to view 48 hours prior to this meeting at OHA's main office located at 560 N. Nimitz Hwy., Suite 200, Honolulu, HI 96817. Meeting materials will also be available to view at OHA's neighbor island offices and will be posted to OHA's website at: [www.oha.org/rm](https://www.oha.org/rm).

In the event that the livestream or the audiovisual connection is interrupted and cannot be restored, the meeting may continue as an audio-only meeting through the phone and Webinar ID listed at the beginning of this agenda. Meeting recordings are available upon request to [BOTmeetings@oha.org](mailto:BOTmeetings@oha.org) until the written meeting minutes are posted to OHA's website.

†Notice: The 72 Hour rule, pursuant to OHA BOT Operations Manual, Section 49, shall be waived for distribution of new committee materials.



## ACTION ITEM

### COMMITTEE ON RESOURCE MANAGEMENT

July 26, 2022

RM #22-17

**Action Item Issue:** Approve the Awarding of Community Grants – Health from Solicitation #22-03, published March 31, 2022

**Co-Prepared  
& Reviewed by:**

A handwritten signature in black ink, appearing to read 'Ramona G. Hinck'.

Jul 19, 2022

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Ramona G. Hinck  
Ka Pou Kihī Kanaloa Wai, Chief Financial Officer  
Pou Kāko‘o Kaiāulu Kūikawā, Interim Grants Manager

Date

**Reviewed by:**

A handwritten signature in black ink, appearing to read 'Casey K. Brown'.

Jul 19, 2022

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Casey K. Brown  
Ka Pou Nui, Chief Operating Officer

Date

**Co-Prepared  
& Reviewed by:**

A handwritten signature in black ink, appearing to read 'Sylvia M. Hussey'.

Jul 19, 2022

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Sylvia M. Hussey, Ed.D.  
Ka Pouhana, Chief Executive Officer

Date

**Reviewed by:**

A handwritten signature in black ink, appearing to read 'John D. Waihee IV'.

Jul 20, 2022

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John D. Waihee IV  
Luna Ho‘omalū o ke Kōmike RM  
Committee on Resource Management, Chair

Date



**Action Item RM #22-17: Approve the Awarding of Community Grants – Health from Solicitation #22-03, published March 31, 2022**

**I. Proposed Action**

Approve the following Fiscal Year 2022 , Community Grants – Health disbursements totaling \$470,000 from Core Operating Budget (Object Code 56530) for:

Organization/Island	Award Amount
Ma Ka Hana Ka 'Ike Building Program	\$220,000
Alu Like, Inc.	\$250,000
<b>Total</b>	<b>\$470,000</b>

**II. Issue**

Whether or not the Committee on Resource Management (RM), should approve, authorize the recommendation for awarding of the Community Grants – Health.

**III. Budget Authorization**

Via Action Item RM #21-08A - OHA Biennium Budget for the Fiscal Biennium Periods

2021-2022 (FY 22) and 2022-2023 (FY 23), June 30, 2021, \$1,000,000 for the Biennium FY22 and FY 23 The approval authorized \$500,000 in Fiscal Year 2022 and \$500,000 in Fiscal Year 2023. Minimum award - \$100,000; Maximum award - \$250,000.

**Table 8: Community Grants Program – 56530**

Community Grants	Awarded	Awarded	Biennium Budget Request		FY22/FY23	%
	FY 20*	FY 21*	FY 22	FY 23	2-Year Total	
20-01: Culture	\$500,000	\$500,000	\$500,000	\$500,000	\$1,000,000	7%
20-02: Health	500,000	500,000	500,000	500,000	1,000,000	7%
20-03: Education	750,000	750,000	750,000	750,000	1,500,000	10%
20-04: Housing	500,000	500,000	1,500,000	1,500,000	3,000,000	21%
20-05: Income	750,000	750,000	750,000	750,000	1,500,000	10%
20-06: Land	500,000	500,000	500,000	500,000	1,000,000	7%
20-07: Ahahui	200,000	200,000	200,000	200,000	400,000	3%
<b>Leverage Opportunities</b>						0%
Higher Education Scholarships			500,000	500,000	1,000,000	7%
Homestead Community		250,000	300,000	300,000	600,000	4%
NH Teacher Education & Professional Development		250,000	250,000	250,000	500,000	3%
*Ohana (including Impacts of Incarceration, Human Trafficking, LGBTQ)		250,000	750,000	750,000	1,500,000	10%
Iwi Kupuna Repatriation & Reinterment		144,079	300,000	300,000	600,000	4%
COVID-19 Impacts		500,000	500,000	500,000	1,000,000	7%
<b>Total Community Grants:</b>	<b>\$3,700,000</b>	<b>\$5,094,079</b>	<b>\$7,300,000</b>	<b>\$7,300,000</b>	<b>\$14,600,000</b>	<b>100%</b>

**Figure 1. Table 8 from AI #21-08A**

#### **IV. Health Grants Purpose**

<b>Health Outcomes Grants Purpose:</b> Strengthened ‘ōiwi (cultural identity), ea (self governance), ‘āina momona (healthy lands and people), pilina (relationships), waiwai (shared wealth), and Ke Akua Mana (spirituality).  Supporting initiatives, leveraging partnerships, engaging in strategies to promote healthy and strong families.	
Health	Grants include consideration for culture and community-based programming that address the needs of individual family members and/or families as a whole, living in multi-generational conditions of poverty, houselessness, impacted by incarceration, criminal justice processes, human trafficking and/or LGBTQIA2S+ identity, and any other conditions that build on the strengths of families and communities to meet family’s needs.

**Figure 2: Section I – Solicitation Description, Page 4 of the Solicitation**

#### **V. Solicitation / Evaluation Process**

- A. Solicitation.** The Community Grants – Health Solicitation #22-03 was released on Thursday, March 31, 2022. The application deadline was May 20, 2022.
- B. Phase 1 – Eligibility Letter of Interest.** All applicants completed the Phase 1 – Eligibility Letter of Interest (LOI) requirement to obtain access to the grant application. Grants Program staff reviewed all submitted LOIs for eligibility requirements, which included HRS 10-17 statutory requirements as well as the certification of provisions and match funding.

<p><b>SECTION III. PHASE 1 – ELIGIBILITY</b></p> <p>The information included in this section addresses the application restrictions, minimum eligibility requirements, required documents, and eligibility submission process. If you need clarification on the minimum eligibility requirements, contact the Grants Program at <a href="mailto:grantsinfo@oha.org">grantsinfo@oha.org</a>.</p> <p><b>A. Native Hawaiian Serving Organization (NHSO) Requirement</b></p> <p>The applicant shall be an organization that can <u>certify and clearly demonstrate</u> that at least sixty-percent (60%) or more of the organization’s <u>overall current</u> client and/or participant base is Native Hawaiian. The applicant shall provide information and data to substantiate how the applicant derived the percentage provided. The information and data shall not be based solely on the project being applied for, but the organization’s overall participant and/or client base for all services provided by the organization.</p>
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**Figure 3. Section III. Phase 1 – Eligibility Excerpt, Page 10**

Based on past experiences, Phase 1 is intended to end before even progressing to the application phase and investment of reviewer time and ensure applicants meet all of the

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

If the project does not serve Native Hawaiians, then the project shall be deemed ineligible to apply for this grant. OHA funding for this grant is for Native Hawaiians only.

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

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

basic requirements on the front subject to reviewer variation in interpretation vs. consistent Grants Program determination. Three eligibility requirements sections need to be satisfactorily completed in this phase (refer to Section III of the solicitation):

1. ***Applicant & Project Information.*** Organization name, project name, amount requested, project alignment with strategic direction & outcome, number of Native Hawaiians to be served, island location(s), project contacts, governing board and executive team, authorized signatory – legal agreements, and application authorization form.

**Figure 4: Section III – Phase 1 Eligibility Page 11**

When the Grants Program reviews each submitted LOI, the percentage computed and supporting data is reviewed,

specifically how many participants has their organization as a whole served over the past one to three years, and of those participants, how many are Native Hawaiian. Applicants certify that the information is submitted is true. The applicant is asked to provide data from their programs and supporting documents (e.g., sign-in sheets, registration forms, surveys). Although the supporting docs are not always required, additional supporting documents are requested if the submitted data is unclear, inconsistent or conflicting. A prior awarded grantee would generally be eligible for this phase based on their previous grant.

2. ***Certifications.*** Licenses/permits certification, partner certification, if applicable, sufficient funds certification, COVID-19 preparedness and response plan certification, IRS Letter of Determination, Certificate of Vendor Compliance, Board Governance); and

3. ***Match Funding Confirmation.*** Twenty percent (20%) cash match of the OHA grant amount

**E. Matching Funds**

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

requested, including confirmed or pending status. In-kind services considerations as matching may be considered on a case-by-case basis.

**Figure 5: Section II – OHA Award Information Page 7 of the Solicitation**

Grants Program staff reviewed all submitted LOIs for eligibility requirements, which included HRS 10-17 statutory requirements as well as the certification of provisions and match funding. LOIs that did not meet these eligibility requirements were deemed ineligible and did not proceed to the application phase.

Three of three applicants passed Phase 1 – Eligibility and moved on to Phase 2 – Application. One (1) applicant did not submit an application by the deadline, Mobile Native Hawaiian Health, Inc. Two (2) applicants submitted the grant application by the deadline.

- C. **Phase 2 – Application.** Applicants were required to respond to fourteen (14) components in the application. Each component was allocated a specific amount of points for a total maximum score of 100 points. LOIs that did not meet these eligibility requirements were deemed ineligible and did not proceed to the application phase 2 in this cycle.

## **VI. Application Evaluation & Award Recommendation**

- A. **Application Evaluation.** All eligible applications were assessed in accordance with the following evaluation process:

1. **Reviewer Training.** Grant reviewers received training and were assigned to applications to review.
2. **Reviewer Conflict of Interest/Confidentiality.** Reviewers were provided the list of applications and completed conflict of interest and confidentiality forms. If a reviewer had an actual conflict of interest, the reviewer was removed from the application evaluation process.
3. **Individual Scoring.** Upon completion of required conflicts checks, reviewers individually scored assigned applications in the OHA Grants Portal. These scores were included in the first matrix of the application scores that was provided to the reviewers.
4. **Reviewer Team Meeting.** Reviewers then met to formally discuss their scores on the first matrix. A second and final matrix of scores was completed after the Team meeting.

- B. **Award Recommendation.** Administration set the minimum score for award at 80 points. The award recommendations herein are based on the highest scores in the final matrix. Both applications are being recommended for award based on their final score and the reviewers recommendations. The Grants Program is in agreement with their recommendation.

The Grant Program and third-party evaluators noted the following re: Alu Like's application: 1) The application submitted was for \$150,000 for the two-year grant period, however, the budget sheets as submitted totaled \$150,000 per year; 2) The third party evaluators recommended awarding Alu Like, Inc. with budget modifications for the \$125,000 per year as reflected in the budget worksheets, subject to the \$250,000 program award maximum.

**Action Item RM #22-17: Approve the Awarding of Community Grants – Health from Solicitation #22-03, published March 31, 2022**

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**VII. FB 2022-2023 Community Grants – Health Grant Award Recommendations**

On June 30, 2021, the Board approved RM #21-08A OHA Biennium Budget for the Fiscal Biennium Periods 2021-2022 (FY22) and 2022-2023 (FY23). The approval authorized \$500,000 in Fiscal Year 2022 and \$500,000 in Fiscal Year 2023. The minimum award amount was \$100,000 and the maximum was \$250,000.

The Grants Program received two (2) applications for evaluation. The applications are ranked by highest average score and is provided below with an award recommendation. The Applicant Profiles are provided in Appendices A-1 and A-2.

<b>Organization/Island</b>	<b>Ave Score</b>	<b>Award Amount</b>	<b>Award Recommendation</b>
Ma Ka Hana Ka 'Ike Building Program	93 (99, 90, 89)	\$220,000	Award
Alu Like, Inc.	87 (100, 76, 86)	\$250,000	Award
<b>Total Cycle 1 Recommendations</b>		<b>\$470,000</b>	

**Reconciliation for Cycle 2**

A total of \$1,000,000 was made available for award for the two-year grant period. Between the two organizations being recommended for award, a total of \$470,000 will be recommended for awarding in Cycle 1. This leaves \$530,000 of FB22-23 funding available for award in Cycle 2.

**VIII. Alternatives to Recommended Action**

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

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**Action Item RM #22-17: Approve the Awarding of Community Grants – Health from Solicitation #22-03, published March 31, 2022**

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**IX. Certification**

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



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Ramona G. Hinck  
Chief Financial Officer

Jul 19, 2022

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Date

**X. Recommendation**

Approve the following Fiscal Year 2022 , Community Grants – Health disbursements totaling \$470,000 from Core Operating Budget (Object Code 56530) for:

Organization/Island	Award Amount
Ma Ka Hana Ka 'Ike Building Program	\$220,000
Alu Like, Inc.	\$250,000
<b>Total</b>	<b>\$470,000</b>

**XI. Attachments**

A-1 Applicant Profile and Budget – Ma Ka Hana Ka ‘Ike Building Program

A-2 Applicant Profile and Budget – Alu Like, Inc.

B - Grant Solicitation No. OHA 22-03, Community Grant – Health, Posted March 31, 2022 (without attachments)

<b>Organization</b>	<b>Ma Ka Hana Ka 'Ike Building Program</b>	
<b>Project Title</b>	<b>Mana 'Āina, Maui Ola</b>	
Average Score: 93	Est. NH Impacted: 175	Project Location: East Maui
Amount Funded	\$220,000	
Strategic Direction	Strengthen Health: Hawaiian well-being and 'Āina and Mo'omeheu	
Outcome Alignment	3.1. Increased availability and access to quality, culturally based, and culturally adapted prevention and treatment interventions in 'ohana, schools, and communities. 4.1. Preservation and perpetuation of Hawaiian language, culture, traditions, identity and sense of lāhui 4.2. Increased community stewardship of Hawai'i's natural and cultural resources that foster connection to 'āina, 'ohana and communities 4.3. Increased restoration of Native Hawaiian cultural sites, landscapes, kulāwi, and traditional food systems	
Project Goal	Provide connections between East Maui descendants and the mana living in our cultural spaces to create a stronger relationship with the life forces that connect us. Provide through stewardship of a 10-acre organic farm at Honoma'ele that includes Culinary program at Hāna school, fresh prepared food to kūpuna, malama 'āina activities. In addition, Preserve and perpetuate 'olelo hawai'i, culture, tradition and sense of lāhui.	
Reviewer Comments	<ul style="list-style-type: none"> <li>• Application is very detailed and provides exceptional description of overall programs, goals and community. Specifies its history and positive experiences within the community and school.</li> <li>• Application was very well put together and answered most, if not all of my questions. I highly recommend support this grant request.</li> <li>• Application either met or exceeded most of the required criteria.</li> </ul>	
External Reviewer Scores	93 (99, 90, 89)	
Board of Directors	Kamaui Aiona - Board President Kathleen Street - Vice President Stephan Reeve – Treasurer Kamalei Pico – Secretary Huakane Medeiros - Community Representative/Construction Consultant	
Executive Staff	Lipoa Kahaleuahi - Executive Director	

## ATTACHMENT J. BUDGET AND BUDGET JUSTIFICATION FORM

		YEAR 1			
BUDGET CATEGORY - Item	Requested OHA Funds Budget	Cash Match Funds	Partner Organziation Match Funds (if any)	Other Funds (if any)	Description & Justification
<b>PERSONNEL - Salaries</b>					
Executive Director	\$ 8,000		\$ -	\$ -	.1 FTE Based on annual salary of \$80,000 per year.
Building Program Manager	\$ 5,600	\$ -	\$ -	\$ -	160 hours of carving instruction @ \$35/hr
Mahele Farm Manager	\$ 5,100				150 hours of mālama 'āina instruction @ \$34/hr
Mālama Hāloa Program Manager	\$ 1,700				50 hours of cultural education oversight/planning
Kahu 'Ai Program Manager	\$ 11,700				390 hours of 'Ai Pono Instruction @ \$30/hr
Graduate Teachers BP	\$ 3,680	\$ -	\$ -	\$ -	160 hours of carving instruction @ \$23/hr
Graduate Teacher MF	\$ 3,300	\$ -	\$ -	\$ -	150 hours of mālama 'āina instruction @ \$22/hr
Graduate Teacher Kumu Kukui	\$ 8,000	\$ -	\$ -	\$ -	320 hours of Cultural Experiences @ \$25/hr
Administrative Assistant	\$ 3,120	\$ -	\$ -	\$ -	120 hours of program & reporting support @ \$26/hr
Kupuna Coordinator	\$ 2,600	\$ -	\$ -	\$ -	100 hours of food distribution support @ \$26/hr
Finance Officer	\$ 3,840	\$ -	\$ -	\$ -	120 hours of support, bookkeeping @ \$32/hr
Community Outreach Coordinator	\$ 5,200	\$ -	\$ -	\$ -	200 hours of support with annual surveyts @ \$26/hr
Graduate Apprentice Stipends	\$ 20,000		\$ 32,500.00		3500 Training Hours @ \$15/hr
Student Apprentice Stipends	\$ 12,000		\$ 6,000.00		1500 Training hours @ \$12/hr
<b>PERSONNEL - Other Costs</b>					
Payroll Tax Expense	\$ 11,360	\$ -	\$ -	\$ -	12.1% Payroll Tax Expense
<b>CONTRACTUAL SERVICES - Administrative</b>					
	\$ -	\$ -	\$ -	\$ -	
<b>CONTRACTUAL SERVICES - Programmatic</b>					
Data Reporting and Evaluation	\$ 4,800	\$ -		\$ -	Monthly Contracting Agreement (\$1,600 per month) to gather, compile and evaluate all Monthly Data Reports and Payroll Summaries \$400 per month toward OHA project
<b>DISTRIBUTIONS</b>					
	\$ -	\$ -	\$ -	\$ -	
<b>EQUIPMENT - Lease/Rental</b>					
	\$ -	\$ -	\$ -	\$ -	
<b>EQUIPMENT - Purchase</b>					
	\$ -	\$ -	\$ -	\$ -	
<b>FACILITIES - Lease/Rental</b>					
	\$ -	\$ -	\$ -	\$ -	
<b>FACILITIES - Utilities</b>					
	\$ -	\$ -	\$ -	\$ -	
<b>OTHER EXPENSES - All Other Expenses</b>					



	\$ -	\$ -	\$ -	\$ -	
<b>PROGRAM ACTIVITIES</b>					
Kahu 'Ai Supplies	\$ -	\$ -	\$ 5,000.00	\$ -	Cooking Supplies, Kitchen Supplies Food Safety Supplies, Food Ingredients (not grown in-program)
Cultural Experiences Supplies	\$ -	\$ -	\$ 2,500.00	\$ -	Kalo cooking supplies, Food Safety supplies, Craft Supplies for Kapa making
Mālama 'Āina Supplies	\$ -	\$ -	\$ 3,500.00	\$ -	Small Garden Tools, Fertilizers, Seeds, PPE, Irrigation supplies,
<b>TRAVEL AND TRANSPORTATION</b>					
	\$ -	\$ -	\$ -	\$ -	
<b>REQUESTED OHA FUNDS BUDGET:</b>	\$ 110,000				
<b>CASH MATCH FUNDS:</b>	\$ -			45%	% of Match
<b>Partner Organization Match Funds:</b>	\$ 49,500.00				
<b>Other Funds:</b>				\$ -	
<b>YEAR 1 Total Project Cost:</b>	\$		159,500		

## ATTACHMENT J. BUDGET AND BUDGET JUSTIFICATION FORM

YEAR 2					
BUDGET CATEGORY - Item	Requested OHA Funds Budget	Cash Match Funds	Partner Organization Match Funds (if any)	Other Funds (if any)	Description & Justification
<b>PERSONNEL - Salaries</b>					
Executive Director	\$ 8,000	\$ -	\$ -	\$ -	.1 FTE Based on annual salary of \$80,000 per year.
Building Program Manager	\$ 5,600	\$ -	\$ -	\$ -	160 hours of carving instruction @ \$35/hr
Mahele Farm Manager	\$ 5,100	\$ -	\$ -	\$ -	150 hours of mālama 'āina instruction @ \$34/hr
Mālama Hāloa Program Manager	\$ 1,700	\$ -	\$ -	\$ -	50 hours of cultural education oversight/planning
Kahu 'Ai Program Manager	\$ 11,700	\$ -	\$ -	\$ -	390 hours of 'Ai Pono Instruction @ \$30/hr
Graduate Teachers BP	\$ 3,680	\$ -	\$ -	\$ -	160 hours of carving instruction @ \$23/hr
Graduate Teacher MF	\$ 3,300	\$ -	\$ -	\$ -	150 hours of mālama 'āina instruction @ \$22/hr
Graduate Teacher Kumu Kukui	\$ 8,000	\$ -	\$ -	\$ -	320 hours of Cultural Experiences @ \$25/hr
Administrative Assistant	\$ 3,120	\$ -	\$ -	\$ -	120 hours of program & reporting support @ \$26/hr
Kupuna Coordinator	\$ 2,600	\$ -	\$ -	\$ -	100 hours of food distribution support @ \$26/hr
Finance Officer	\$ 3,840	\$ -	\$ -	\$ -	120 hours of support, bookkeeping @ \$32/hr
Community Outreach Coordinator	\$ 5,200	\$ -	\$ -	\$ -	200 hours of support with annual surveys @ \$26/hr
Graduate Apprentice Stipends	\$ 20,000	\$ -	\$ 32,500.00	\$ -	3500 Training Hours @ \$15/hr

Student Apprentice Stipends	\$ 12,000	\$ -	\$ 6,000.00	\$ -	1500 Training hours @ \$12/hr
<b>PERSONNEL - Other Costs</b>					
Payroll Tax Expense	\$ 11,360	\$ -	\$ -	\$ -	12.1% Payroll Tax Expense
<b>CONTRACTUAL SERVICES - Administrative</b>					
	\$ -	\$ -	\$ -	\$ -	
<b>CONTRACTUAL SERVICES - Programmatic</b>					
Data Reporting and Evaluation	\$ 4,800	\$ -		\$ -	Monthly Contracting Agreement (\$1,600 per month) to gather, compile and evaluate all Monthly Data Reports and Payroll Summaries \$400 per month toward OHA project
<b>DISTRIBUTIONS</b>					
	\$ -	\$ -	\$ -	\$ -	
<b>EQUIPMENT - Lease/Rental</b>					
	\$ -	\$ -	\$ -	\$ -	
<b>EQUIPMENT - Purchase</b>					
	\$ -	\$ -	\$ -	\$ -	
<b>FACILITIES - Lease/Rental</b>					
	\$ -	\$ -	\$ -	\$ -	
<b>FACILITIES - Utilities</b>					
	\$ -	\$ -	\$ -	\$ -	
<b>OTHER EXPENSES - All Other Expenses</b>					
	\$ -	\$ -	\$ -	\$ -	
<b>PROGRAM ACTIVITIES</b>					
Kahu 'Ai Supplies	\$ -	\$ -	\$ 5,000.00	\$ -	Cookin Supplies, Kitchen Supplies Food Safety Supplies, Food Ingredients (not grown in-program)
Cultural Experiences Supplies	\$ -	\$ -	\$ 2,500.00	\$ -	Kalo cooking supplies, Food Safety supplies, Craft Supplies for Kapa making
Mālama 'Āina Supplies	\$ -	\$ -	\$ 3,500.00	\$ -	Small Garden Tools, Fertilizers, Seeds, PPE, Irrigation supplies,
<b>TRAVEL AND TRANSPORTATION</b>					
	\$ -	\$ -	\$ -	\$ -	
<b>REQUESTED OHA FUNDS BUDGET:</b>	\$ 110,000				
<b>CASH MATCH FUNDS:</b>	\$ -			45%	% of Match
<b>Partner Organization Match Funds:</b>	\$ 49,500.00				
<b>Other Funds:</b>				\$ -	
<b>YEAR 2 Total Project Cost:</b>	\$			159,500	

## Grant Award Recommendations FB 2022-2023 Community Grants – Health

July 1, 2022

Page 1

<b>Organization</b>	<b>Alu Like, Inc.</b>	
<b>Project Title</b>	<b>Kohopono</b>	
Average Score: 87	Est. NH Impacted: 200	Project Location: Maui, Kaua'i, O'ahu
Amount Requested	\$250,000	
Strategic Direction	Strengthen Health: Hawaiian well-being and 'Āina and Mo'omeheu	
Outcome Alignment	3.1. Increased availability and access to quality, culturally based, and culturally adapted prevention and treatment interventions in 'ohana, schools, and communities.	
Project Goal	Improve the social and emotional health well-being of Native Hawaiian youth living in Hana, Maui, Kaua'i, and Nanakuli, O'ahu by implementing the Pono Life Skills culturally based and culturally adapted prevention curriculum.	
Reviewer Comments	<ul style="list-style-type: none"> <li>• Application provides outstanding overviews, plans, goals and services for the communities.</li> <li>• Very important age demographic and health topic. I am glad to see the expanse of this project encompassing numerous rural communities.</li> <li>• Application is clearly aligned with the OHA strategic goals identified.</li> </ul>	
External Reviewer Scores	87 (100, 76, 86)	
Board of Directors	Walter (Kamika) J. Smith III - Chair Kaua'i Island Representative KeKamaikamaikalani Helm - Treasure Moloka'i Island Representative Paige Kapiolani Barber - Secretary O'ahu Island Representative Robert Hill - Director, Maui Island Representative C. Kimo Almeida - Director, Hawai'i Island Representative	
Executive Staff	Mervina Cash-Kaeo - President/CEO	

## ATTACHMENT J. BUDGET AND BUDGET JUSTIFICATION FORM

YEAR 1					
BUDGET CATEGORY - Item	Requested OHA Funds Budget	Cash Match Funds	Partner Organization Match Funds (if any)	Other Funds (if any)	Description & Justification
<b>PERSONNEL - Salaries</b>					
TBH-Prog. Assistant Hana, Maui	\$ 14,820		\$ -	\$ -	.48 FTE to teach Pono life Skills & support Prog. Spec.
TBH-Prog. Assistant Waimea, Kaua'i	\$ 14,820	\$ -	\$ -	\$ -	.48 FTE to teach Pono life Skills & support Prog. Spec.
TBH-Prog. Spec. Nanakuli-O'ahu	\$ 20,000 40,000			\$ 20,000-	.50 FTE to teach Pono Life Skills, support Prog. Spec. and mentor youth
Fiscal Spec.	\$ 6,655				.10 FTE Grants management
Fiscal Spec.	\$ 5,000			\$ 5,000-	.10 FTE Accounts Payable, Accts Rec
Admin. Assistant	\$ 4,213				.10 FTE to support director & Program staff
Director	\$ 3,902				.05 FTE Provide oversight & communicate with evaluator
Prog. Spec. III Hana, Waimea, Nanakuli		\$ -	\$ 15,865.00	\$ -	3 Specialists @ .10 FTE
<b>PERSONNEL - Other Costs**</b>					
Fringe Benefits/Taxes	\$ 26,454	\$ -	\$ 7,123.00	\$ -	Program Assts and Spec
Fringe Benefits/Taxes	\$ 8,581	\$ -	\$ -	\$ -	Fiscal Specs, Admin Asst, Director
<b>CONTRACTUAL SERVICES - Administrative</b>					
Professional Fees	\$ 1,000	\$ -	\$ 3,637.00	\$ -	Mandatory Audit for organizations compliance
Payroll Processing	\$ 240	\$ -	\$ -	\$ -	
<b>CONTRACTUAL SERVICES - Programmatic</b>					
TBH-Evaluator	\$ 2,000	\$ -	\$ -	\$ -	Program evaluation
	\$ -	\$ -	\$ -	\$ -	
<b>DISTRIBUTIONS</b>					
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
<b>EQUIPMENT - Lease/Rental</b>					
Copy machine, postage machine	\$ 2,000	\$ -	\$ -	\$ -	Allocated costs (shared among all programs)
	\$ -	\$ -	\$ -	\$ -	
<b>EQUIPMENT - Purchase</b>					
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
<b>FACILITIES - Lease/Rental</b>					
Office Rent	\$ 7,200	\$ -		\$ -	Office space
	\$ -	\$ -	\$ -	\$ -	
<b>FACILITIES - Utilities</b>					
Utilities	\$ 1,800	\$ -		\$ -	Elec/water for 3 sites
		\$ -	\$ -	\$ -	
<b>OTHER EXPENSES - Honorarium</b>					
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
<b>OTHER EXPENSES - Insurance</b>					

Insurance	\$ -	\$ -	\$ 3,375.00	\$ -	
	\$ -	\$ -	\$ -	\$ -	
<b>OTHER EXPENSES - Mileage</b>					
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
<b>OTHER EXPENSES - Other Costs</b>					
Telephone/communication	\$ 3,600	\$ -		\$ -	Telephone and equip for 3 sites
<b>OTHER EXPENSES - Postage, Freight, Delivery</b>					
		\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
<b>OTHER EXPENSES - Publication &amp; Printing</b>					
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
<b>OTHER EXPENSES- Repair &amp; Maintenance</b>					
Office R&M	\$ 740	\$ -	\$ -	\$ -	Janitorial, other maint
Network tech support	\$ 2,880	\$ -	\$ -	\$ -	Network maint
<b>OTHER EXPENSES - Staff Training</b>					
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
<b>OTHER EXPENSES - Supplies</b>					
Office Supplies & Postage	\$ 1,095	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	
<b>PROGRAM ACTIVITIES</b>					
Youth Activities	\$ 3,000	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
<b>TRAVEL AND TRANSPORTATION</b>					
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
<b>REQUESTED OHA FUNDS BUDGET:</b>	\$ 125,000				
<b>CASH MATCH FUNDS:</b>		\$ -		24%	% of Match
<b>Partner Organization Match Funds:</b>			\$ 30,000.00		
<b>Other Funds:</b>				\$ 25,000.	
<b>YEAR 1 Total Project Cost:</b>			\$ 180,000		

## ATTACHMENT J. BUDGET AND BUDGET JUSTIFICATION FORM

YEAR 2					
BUDGET CATEGORY - Item	Requested OHA Funds Budget	Cash Match Funds	Partner Organization Match Funds (if any)	Other Funds (if any)	Description & Justification
<b>PERSONNEL - Salaries</b>					
TBH-Prog. Assistant Hana, Maui	\$ 15,265				.48 FTE to teach Pono life Skills & support Prog. Spec.
TBH-Prog. Assistant Waimea, Kaua'i	\$ 15,265				.48 FTE to teach Pono life Skills & support Prog. Spec.

TBH-Prog. Spec. Nanakuli-O'ahu	\$ 21,200 41,200			\$ 20,000-	.50 FTE to teach Pono Life Skills, support Prog. Spec. and mentor youth
Fiscal Spec.	\$ 6,855				.10 FTE Grants management
Fiscal Spec.	\$ 150 5,150.			\$ 5,000 -	.10 FTE Accounts Payable, Accts Rec
Admin. Assistant	\$ 4,339				.10 FTE to support director & Program staff
Director	\$ 4,019				.05 FTE Provide oversight & communicate with evaluator
Prog. Spec. III Hana, Waimea, Nanakuli	-	\$ -	\$ 16,342.00	\$ -	3 Specialists @ .10 FTE
<b>PERSONNEL - Other Costs**</b>					
Fringe Benefits/Taxes Prog Assts & Spec	\$ 26,876	\$ -	\$ 7,225.00	\$ -	Program Assts and Spec
Fringe Benefits/Taxes Fiscal, AA, Dir	\$ 8,708	\$ -	\$ -	\$ -	Fiscal Specs, Admin Asst, Director
<b>CONTRACTUAL SERVICES - Administrative</b>					
Professional Fees	\$ 1,000	\$ -	\$ 3,058.00	\$ -	Mandatory Audit for organizations compliance
Payroll Processing	\$ 240	\$ -	\$ -	\$ -	
<b>CONTRACTUAL SERVICES - Programmatic</b>					
Evaluator	\$ 2,000	\$ -	\$ -	\$ -	Program evaluation
	\$ -	\$ -	\$ -	\$ -	
<b>DISTRIBUTIONS</b>					
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
<b>EQUIPMENT - Lease/Rental</b>					
Copy machine, postage machine	\$ 2,000	\$ -	\$ -	\$ -	Allocated costs (shared among all programs)
	\$ -	\$ -	\$ -	\$ -	
<b>EQUIPMENT - Purchase</b>					
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
<b>FACILITIES - Lease/Rental</b>					
Office Rent	\$ 3,968	\$ -		\$ -	Office space for 3 ALI sites
	\$ -	\$ -	\$ -	\$ -	
<b>FACILITIES - Utilities</b>					
Utilities	\$ 1,800	\$ -		\$ -	Elec/water for 3 sites
	\$ -	\$ -	\$ -	\$ -	
<b>OTHER EXPENSES - Honorarium</b>					
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
<b>OTHER EXPENSES - Insurance</b>					
Insurance	\$ -	\$ -	\$ 3,375.00	\$ -	
	\$ -	\$ -	\$ -	\$ -	
<b>OTHER EXPENSES - Mileage</b>					
	\$ -	\$ -	\$ -	\$ -	

	\$ -	\$ -	\$ -	\$ -	
<b>OTHER EXPENSES - Other Costs</b>					
Telephone/Communication	\$ 3,600	\$ -		\$ -	Telephone for 3 sites
<b>OTHER EXPENSES - Postage, Freight, Delivery</b>					
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
<b>OTHER EXPENSES - Publication &amp; Printing</b>					
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
<b>OTHER EXPENSES- Repair &amp; Maintenance</b>					
Office R&M	\$ 740	\$ -	\$ -	\$ -	Janitorial, other maint
Network Tech Support	\$ 2,880	\$ -	\$ -	\$ -	Network maint
<b>OTHER EXPENSES - Staff Training</b>					
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
<b>OTHER EXPENSES - Supplies</b>					
Office Supplies & Postage	\$ 1,095	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
<b>PROGRAM ACTIVITIES</b>					
Youth Activities	\$ 3,000	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
<b>TRAVEL AND TRANSPORTATION</b>					
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
<b>REQUESTED OHA FUNDS BUDGET:</b>	\$ 125,000				
<b>CASH MATCH FUNDS:</b>	\$ -			24%	% of Match
<b>Partner Organization Match Funds:</b>	\$ 30,000.00				
<b>Other Funds:</b>				\$ 25,000	
<b>YEAR 2 Total Project Cost:</b>	\$ 180,000				



# **Grant Solicitation No. OHA 22-03**

## **Community Grant - Health**

**March 31, 2022**

**All applications must be submitted online at [www.oha.org/grants](http://www.oha.org/grants) on Friday, May 20, 2022, by 2:00 p.m. (HST)**

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

**[grantsinfo@oha.org](mailto:grantsinfo@oha.org)**

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

**[grantsadmin@oha.org](mailto:grantsadmin@oha.org)**

<p>It is the responsibility of applicants to check the OHA Grants webpage at <a href="https://www.oha.org/grants">https://www.oha.org/grants</a> for solicitation amendments, attachments or, other information pertaining to the solicitation.</p>
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## **GRANTS PROGRAM**

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

In 2022, OHA will release solicitations for the following strategically aligned purposes: 'Ohana, Mo'omeheu, 'Āina, Education (Pre-K to Post-Secondary), Health, Housing and Economic Stability. In addition, solicitations will be released for 'Ahahui (event grants), Homestead Community, Iwi Kupuna Repatriation & Reinternment, and other categories. For general information regarding these grants, go to the Grants Program webpage at [www.oha.org/grants](http://www.oha.org/grants).

The contact information for Grants is:

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

If you have questions regarding this solicitation, please email:

[grantsinfo@oha.org](mailto:grantsinfo@oha.org)

## **SOLICITATION ORGANIZATION**

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

- Section I. Solicitation Description
- Section II. OHA Award Information
- Section III. Phase 1 - Eligibility
- Section IV. Phase 2 - Application
- Section V. Application Submission
- Section VI. Application Evaluation
- Section VII. OHA Award Administration
- Section VIII. Attachments

## SECTION I. SOLICITATION DESCRIPTION

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

<b>Health Outcomes Grants Purpose:</b> Strengthened ‘ōiwi (cultural identity), ea (self governance), ‘āina momona (healthy lands and people), pilina (relationships), waiwai (shared wealth), and Ke Akua Mana (spirituality).  Supporting initiatives, leveraging partnerships, engaging in strategies to promote healthy and strong families.	
Health	Grants include consideration for culture and community-based programming that address the needs of individual family members and/or families as a whole, living in multi-generational conditions of poverty, houselessness, impacted by incarceration, criminal justice processes, human trafficking and/or LGBTQIA2S+ identity, and any other conditions that build on the strengths of families and communities to meet family’s needs.

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

### A. Solicitation Timetable

The timetable of activities represents OHA’s *estimated* schedule and is provided for planning purposes only. Note that Cycle 2 will be awarded subject to availability of funding. The OHA Grants Program reserves the right to cancel any activity or revise the timetable if needed.

Activity	Key Dates	
	Cycle 1	Cycle 2
1. Availability of Solicitation	Thursday, March 31, 2022	Thursday, September 1, 2022
2. Online access to Phase 1 Eligibility	Monday, April 18, 2022	Tuesday, September 6, 2022
3. Phase 1 Eligibility deadline – 2:00 p.m. HST	Monday, May 16, 2022	Monday, October 3, 2022
4. Online access to Phase 2 Application	Upon approval of Eligibility	Upon approval of Eligibility
5. Application deadline – 2:00 p.m. HST	Friday, May 20, 2022	Friday, October 7, 2022
6. Application review period	May-June 2022	October-November 2022
7. Matrix of scores completed	June 2022	November 2022

Activity	Key Dates	
	Cycle 1	Cycle 2
8. Award recommendation & Board of Trustees' approval	July 2022	November 2022
9. Grant agreement Review	July – August 2022	December 2022
10. Estimated grant agreement start date	September 2022	January 2023

## B. OHA

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

## C. Community Grants Purpose

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

## D. Project Alignment with Strategic Direction & Outcome

This Community Grant is aligned with the OHA Strategic Direction – Health Outcomes. Applicants will be required to select one or more of the following strategies and at least one associated outcome.

1. **Strategy 3:** Advance policies, programs and practices that strengthen Hawaiian well-being, including physical, spiritual, mental and emotional health.
  - a. Outcome 3.1. Increased availability and access to quality, culturally based, and culturally adapted prevention and treatment interventions in 'ohana, schools, and communities
  - b. Outcome 3.2. Establishment of a fully functional, high quality, culturally adapted, primary Native Hawaiian Health System which coordinates effective wellness activities/programs
  - c. Outcome 3.3. Decrease the number/percent of Native Hawaiians in jails and prison
  - d. Outcome 3.4. Communities are empowered to take care of iwi kupuna.
2. **Strategy 4:** Advance policies, programs and practices that strengthen the health of the 'āina and mo'omeheu.
  - a. Outcome 4.1. Preservation and perpetuation of Hawaiian language, culture, traditions, identity and sense of lāhui

- b. Outcome 4.2. Increased community stewardship of Hawai‘i’s natural and cultural resources that foster connection to ‘āina, ‘ohana and communities
- c. Outcome 4.3. Increased restoration of Native Hawaiian cultural sites, landscapes, kulāiwi, and traditional food systems

## SECTION II. OHA AWARD INFORMATION

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

### A. Grant Award Period

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

### B. Grant Award Amounts

Subject to the availability of funds, a total of \$1,000,000 in OHA funds will be provided for this solicitation; \$500,000 for fiscal year (FY) 2022 and \$500,000 for FY 2023.

### C. Administrative Costs Restriction

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

### D. Grant Award Restrictions – Multiple Programs

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

### E. Matching Funds

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

### F. Geographic Service Area

Geographic coverage of the project's service and/or activities areas include 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 for FB 2024-2025, subject to Administration recommendation and Board approval.

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

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

## SECTION III. PHASE 1 – ELIGIBILITY

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

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

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

### B. Application Restriction

Organizations can submit an application for more than one FB 2022-2023 Community Grant category. However, the project shall be different and not cross over with each other. In addition, if more than one grant category is awarded, the entity would need to choose only one project for award and funding, in a timely manner, or forfeit awarding based on OHA's determination. See the Grants Program webpage for information on other Community Grants that will be released, [www.oha.org/grants](http://www.oha.org/grants).

### C. Duplicative Applications Prohibited

If your organization has already applied for a FB 2022-2023 OHA grant solicitation, submission of the same or related application for another FB 2022-2023 OHA grant solicitation is prohibited.

### D. Duplicative Programs Prohibited

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

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

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

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

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



Applicants will receive an email notification regarding eligibility status and access to the application. If the applicant receives an email notification that it did not meet the eligibility requirements, the applicant can return to the Grants Portal to complete and submit the required documents.

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

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

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

### **1. Applicant & Project Information**

- a. Organization Name** – The applicant shall provide their organization name.
- b. Project Name** – The applicant shall provide the name of the project.
- c. Amount Requested** – The applicant shall indicate the amount of money being requested from OHA for the proposed project. Minimum Amount: \$100,000. Maximum Amount: \$250,000.

#### **d. Project Alignment with Strategic Direction & Outcome**

This Community Grant is aligned with the OHA Strategic Direction – Health Outcomes. The applicant shall select one or more of the following strategies and at least one associated outcome.

- i. Strategy 3:** Advance policies, programs and practices that strengthen Hawaiian well-being, 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

Outcome 3.4. Communities are empowered to take care of iwi kupuna.

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

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

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

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

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

If the project does not serve Native Hawaiians, then the project shall be deemed ineligible to apply for this grant. OHA funding for this grant is for Native Hawaiians only.

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

- Newly Served. The applicant shall provide the total target number of newly enrolled Native Hawaiians. A newly served participant is a first-time project participant under this OHA grant.
  - Completed. The applicant shall provide the total target number of Native Hawaiians that will complete the project. For example, the total number of participants that completed all required workshops, treatment programs, etc.
- f. **Island Location(s)** – The applicant shall indicate the island or islands where service delivery for the proposed project will be implemented - Hawai‘i, Maui, Lāna‘i, Moloka‘i, O‘ahu, and/or Kaua‘i.
- g. **Project Contacts** – The applicant shall provide contact information (name, title, mailing address, phone number, email address) for a Primary Project Contact and Secondary Project Contact for the grant agreement. Project Contacts must be directly engaged in the administration and implementation of the project. By being listed in the application, Project Contacts are authorized to communicate, submit required reports and provide authorization for additional Project Contacts on behalf of the awarded organization as necessary.

- h. Governing Board and Executive Team** – The applicant shall list its organizations’ governing board and executive team. The list shall include board/executive team members’ names and titles.
- i. Authorized Signatory – Legal Agreements** – The applicant shall identify the individual(s) that the Board of Directors and/or organization bylaws granted signing authority for contracts. If awarded, this individual(s) name(s) will be included as the signatory in the grant agreement. Please include the individual’s name, position title, phone number, email address and organization physical address.
- j. Application Authorization Form-document upload** – The applicant shall upload the Application Authorization Form. This form needs to be completed and signed by the organization’s authorized signatory. The authorized signatory has the legal power delegated by the applicant organization’s authoritative body (such as the Board of Directors) to sign and submit the OHA Grant Application. See Attachment A. Application Authorization Form. Please include the individual’s name, position title, phone number, email address and organization physical address.

## 2. Certifications

- a. Licenses/Permits Certification** – The applicant shall certify that applicable licenses and/or permits required for the proposed project have been secured when notified of award. Applicants that will be recommended for award will be contacted to ensure that licenses/and or permits have been secured. If an applicant cannot provide the approved licenses/permits, the Grants Program will not recommend the applicant to the Board of Trustees for award. *See Section I. Solicitation Description, A. Solicitation Timetable, Activity No. 8.*
- b. Partner Certification-document upload** – If the applicant is partnering with one or more organizations, each organization’s Board President and Chief Executive Officer/Executive Director is required to sign and submit a partner certification form approving and committing to the partnership with the Native Hawaiian Serving Organization (NHSO) for the grant term. See Attachment B. Partner Certification Form.
- c. Sufficient Funds Certification** – The applicant shall certify that it has sufficient funds available for the effective operation of the proposed project in the grant application for the duration of the grant period.
- d. COVID-19 Preparedness and Response Plan Certification** – The applicant shall certify that if awarded this grant, the applicant, now grantee, will develop and implement a COVID-19 Preparedness & Response Plan (Plan) that is in compliance with the federal, state and applicable county mandates that are in place during the grant period. The purpose of the Plan is to minimize or eliminate exposure to SARS-CoV-2 (commonly referred to as COVID-19) for all grant-related participants (e.g., project

- participants, contractors, employees, community members). The Plan must provide general safeguards for program/project location(s) as well as federal, State of Hawai‘i, and applicable county mandates where grant project will be located and implemented. The applicant agrees to incorporate such safeguards and mandates into its implemented Plan. As the COVID-19 situation evolves, the applicant agrees that it will, in a timely fashion, update the Plan to conform to federal, state, and applicable county mandates. The Plan must be made immediately available to OHA upon request.
- e. **IRS Letter of Determination-document upload** – The applicant must have IRS tax-exempt nonprofit status and be registered to do business in the State of Hawai‘i. The applicant shall upload the organization’s IRS Letter of Determination verifying tax-exempt nonprofit status. See Attachment C. Sample - IRS Letter of Determination.
  - f. **Certificate of Vendor Compliance (CVC)-document upload** – The applicant shall upload the Certificate of Vendor Compliance issued by the State of Hawai‘i. To obtain this document, applicants must register with Hawai‘i Compliance Express online at <http://vendors.ehawaii.gov>. This certificate **must be current within three (3) months of this application deadline**. See Attachment D. Sample - HCE Certificate of Vendor Compliance.
  - g. **Board Governance Certification Form-document upload** – The applicant shall upload the Board Governance Certification Form. The organization’s Board Chair or other designated representative of the organization’s Board must sign this form. The certification verifies that Board members are not compensated and that the organization has bylaws and/or policies that govern how business is conducted which includes conflicts of interest and nepotism policies. See Attachment E. Board Governance Certification Form.
3. **Match Funding Confirmation Form-document upload** – The applicant shall verify that the applicant has at least twenty-percent (20%) cash match of the OHA grant amount requested. In-kind services considerations as matching may be considered on a case-by-case basis. For the purpose of this application, OHA funds cannot be used as matching funds. The applicant shall complete and upload the required OHA Match Funding Confirmation Form, which identifies all sources that will provide cash match funds for the grant’s two (2)-year period. The applicant shall provide cash amount(s) whether the funding is confirmed or pending, and the anticipated award period. For any pending funds, also indicate the anticipated final determination date in the Notes column. If only a percentage of another funding source is dedicated as a match to the OHA funds, explain in the Notes column. See Attachment F. Match Funding Confirmation Form.

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

required to complete a Match Funding Confirmation Form and list the total match amount on the Partner Certification Form.

## SECTION IV. PHASE 2 – APPLICATION

The information included in this section addresses the application process via the OHA Grants Portal, required application elements, and documents that must be uploaded.

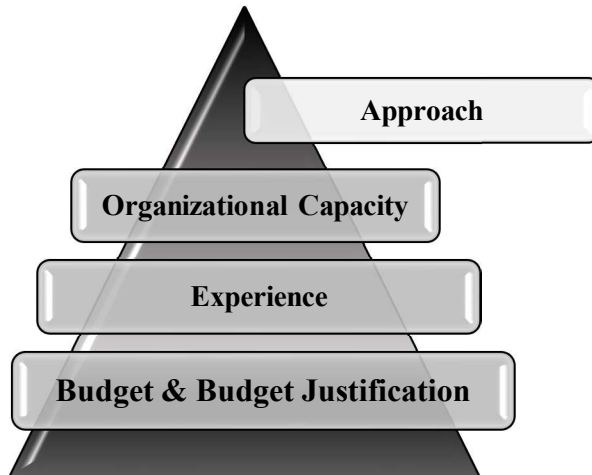
The application will be evaluated and scored using the criteria in this section. The highest score for this section is 100 points. It is important to understand this section and align your application with each part of the criteria. This section includes a set of three main criteria, its corresponding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

<b>APPLICATION CRITERIA &amp; POINTS</b>
<b>Criterion 1: Approach – Maximum: 64 Points</b>
<b>Criterion 2: Organizational Capacity – Maximum: 11 Points</b>
<b>Criterion 3: Experience – Maximum: 12 Points</b>
<b>Criterion 4: Budget &amp; Budget Justification – Maximum: 13 Points</b>

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


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

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

<b>1. Long-term Community Goal (0-2 points)</b>
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- |  |
|--|
| <ul style="list-style-type: none"> <li>▪ <i>The application identifies a long-term community goal and demonstrates the proposed project is relevant to the achievement of the long-term community goal.</i></li> </ul> |
|--|

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

To address this element, state the long-term community goal. Next, describe how the long-term community goal was defined and the role the community/organization played in long-term goal development. Lastly, describe how the project was selected and how it will bring the community a step closer to reaching the long-term community goal.

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

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

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

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

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

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

Do not describe the specific condition that the project will address as a “lack of” or a “need for” something. For example, applications often will assert, “We need more health education in our community,” or “Our kupuna lack access to affordable healthcare.” These statements do not describe a condition in the community, rather they describe a possible solution for addressing the condition of the high cost of healthcare or the high percentage of Native Hawaiians with diabetes.

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

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

- Be one sentence in length,
- Be compelling and urgent,
- Contain a measure of the current condition, and



- Not include “lack of” or “need for” statements.

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

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

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

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

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

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

For example, if the project is about preserving ‘ōlelo Hawai‘i, then baseline information should include the number of Native Hawaiians and the number of Native Hawaiians who ‘ōlelo Hawai‘i.

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

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

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

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

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

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

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

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

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

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

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

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

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

Each objective must include the following four TPIT components:

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

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

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

**EXAMPLE for TPIT Objective:** By the end of 24 months, 150 Native Hawaiians statewide will decrease their blood sugar levels by at least two points through dietary and other lifestyle changes.

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

150 Native Hawaiians statewide (*Population=Who*)

will decrease their blood sugar levels (*Indicator=What*)

by at least two points (*Target=How much*) through dietary and other lifestyle changes.

Notice that the target is directly related to the indicator and provides a measure of how much the blood sugar levels are expected to decrease by the end of the project.

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

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

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

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

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

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

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

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

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

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

For this solicitation, describe how the project strengthens 'oiwi (cultural identity), ea (self governance), 'aina momona (healthy lands and people), pilina (relationships), waiwai (shared wealth), and/or Ke Akua Mana (spirituality). Also address the Health Outcomes strategic direction and the associated outcome(s) for each objective in a way that aligns and demonstrates what will be changed as a result of achieving the objective.

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

- a. **Strategy 3:** Advance policies, procedures and practices that strengthen Hawaiian well-being, 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
  - Outcome 3.4 Communities are empowered to take care of iwi kupuna.
- b. **Strategy 4:** Advance policies, programs and practices that strengthen the health of the 'āina and mo'omeheu.
  - Outcome 4.1. Preservation and perpetuation of Hawaiian language, culture, traditions, identity and sense of lāhui
  - Outcome 4.2. Increased community stewardship of Hawai'i's natural and cultural resources that foster connection to 'āina, 'ohana, and communities

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

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

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

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

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

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

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

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

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

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

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

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

Objective	Target#	Outputs	Relevance
<b>Objective 1:</b> By the end of 24 months (Timeline) 200 Native Hawaiians statewide (Population) will decrease their blood sugar levels (Indicator) by two points (Target) through dietary and other lifestyle changes.	300	<i>*Required</i> -Native Hawaiian participants newly served	Native Hawaiian clinical patients participate in Diabetes program
	150	<i>*Required</i> -Native Hawaiians completed the project	Native Hawaiian clinical patients attend 80% of all program workshops
	150	Native Hawaiians decrease their blood sugar levels by at least 2 points	Direct indicator of the program
	300	Registration forms	Document registration & NH ancestry
	80	Attendance sheets (4x/month x 20 months)	Document patient attendance in workshops
	1	Diabetes Workshops Curriculum	Curriculum delivered to patients to encourage dietary and lifestyle changes
	150	Participant Pre and Post Blood Sugar levels	Aggregated report of tests to indicate patient decrease in blood sugar levels
	200	Participant Evaluation forms	Participant feedback and program evaluation
<b>Data Collection and Verification Documents:</b>			
Registration forms, attendance sheets, curriculum, aggregated report of blood sugar tests, participant program evaluations			

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

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

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

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

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

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

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

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

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

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

How to complete the OWP form:

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

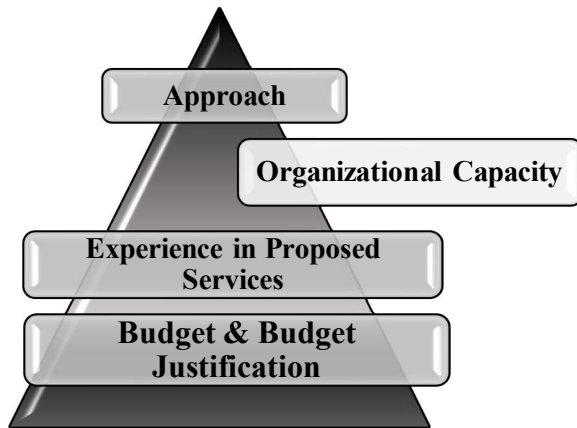
The application includes specific strategies that will be used to address these challenges. This element asks that you acknowledge those most likely to occur and provide a contingency or backup plan to address them.

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

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


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

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

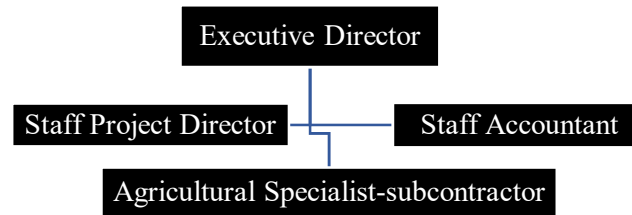
The applicant organization should have a connection to the community with the ability to implement the project with an efficient structure to oversee OHA funds, partners, and the delivery of project objectives. In reaching their conclusions, reviewers will consider the degree to which the following narrative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

<b>1. Organizational Chart &amp; Functions (0-8 point)</b>
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|--|
| <ul style="list-style-type: none"> <li>▪ <i>To address these three elements, you can begin by providing an organizational chart that clearly identifies the project staff and where each position falls within the organization. = up to 2 points</i></li> <li>▪ <i>Next, describe the responsibilities and qualifications needed for each staff position (or subcontractor) and include an overview of how the position will support the project. = up to 6 points</i></li> </ul> |
|--|

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

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



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

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

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

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

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

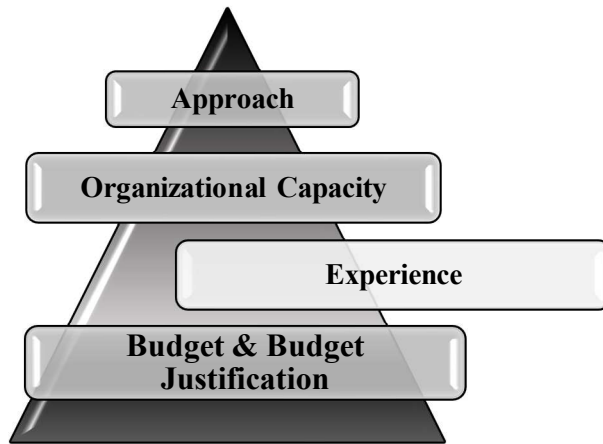
To address this element, describe the financial internal controls of the Organization including the policies which clearly define how disbursement of funds, purchasing, cash drawdowns, and related authorizations are handled.

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

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


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

1. Experience (0-12 points)

<b>1. Experience (0-12 points)</b>
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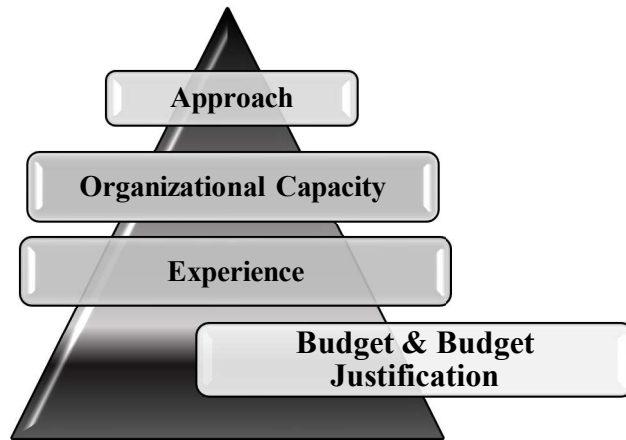
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|---|
| <ul style="list-style-type: none"> <li>▪ <i>The applicant shall clearly demonstrate and describe prior experience providing the proposed or directly related project services.</i> <ul style="list-style-type: none"> <li>○ <i>Identifies multiple years of exemplary proposed project experience; clearly articulated = 12 points</i></li> <li>○ <i>Identifies multiple years of proposed project experience; explained in detail = 10-11 points</i></li> <li>○ <i>Identifies multiple years of proposed project experience; explained in some detail = 6-9 points</i></li> <li>○ <i>Identifies multiple years of proposed project experience; minimal explanation = 2-5 points</i></li> <li>○ <i>Minimal or no years of proposed project experience; lacks detail = 0-1 points</i></li> </ul> </li> </ul> |
|---|

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

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


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

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

<b>1. Line-Item Budget (0-5 points)</b>
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| <ul style="list-style-type: none"> <li>▪ <i>The application includes a line-item budget with class categories for each year of the project that fully details the costs allocated for OHA and Match Funding shares. Personnel should be delineated by full-time equivalent or percentage of time to the project.</i></li> <li>▪ <i>The application includes funds for all required items to successfully implement the project budget, as provided in previous sections. The line-item budget should only include costs that align with the Approach and the OWP.</i></li> <li>▪ <i>If the application exceeds the operating cost restriction = Ineligible</i></li> </ul> |
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A line-item budget is required for each year of the project.

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

**Operating Cost Restriction.** The budget for administration of the project operating costs cannot exceed 30% of the total OHA grants funds. The minimum budget for OHA funds allocated to direct service is 70% of OHA grant funds. Operating costs are costs not directly associated with the program but with the general operation of your organization. Examples include, but are not limited to: rent, accounting, administrative salaries, liability insurance, telephone and other utilities. In most cases, overhead expenses.

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

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

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

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

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

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

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

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

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

If you have any questions regarding the allowability of a cost item in your budget, contact the Grants Program at [grantsinfo@oha.org](mailto:grantsinfo@oha.org).

## SECTION V. APPLICATION SUBMISSION

### A. Submission Information

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

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

### B. Additional Materials and Documentation

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

### C. Solicitation Amendments

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

### D. Cancellation of Solicitation

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

### E. Rejection of Applications

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

## SECTION VI. APPLICATION EVALUATION

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

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

Scoring System	Criterion 1 - Approach (64 Points)						
	Long-Term Goal	Current Community Condition	Project Goal	Objectives	Outcomes & Indicators	Output Table	Objective Work Plan
Total Points	2	4	6	6	10	12	10
Exceeds Expectation	2	4	6	6	10	12	10
Meets Expectation	2	3	4 to 5	4 to 5	7 to 9	10 to 11	7 to 9
Good	1	2	2 to 3	2 to 3	4 to 6	6 to 9	4 to 6
Fair	1	1	1	1	2 to 3	2 to 5	2 to 3
Poor	0	0	0	0	0 to 1	0 to 1	0 to 1
Scoring System	Approach		Criterion 2 - Organizational Capacity & Fiscal Oversight (11 Points)		Criterion 3 - Experience (12 Points)	Criterion 4 - Budget & Budget Justification (13 Points)	
	Community Based Strategy	Readiness & Implementation Strategy	Organizational Capacity	Fiscal Oversight	Experience	Line Item Budget	Budget Justification
Total Points	7	7	8	3	12	5	8
Exceeds Expectation	7	7	8	3	12	5	8
Meets Expectation	5 to 6	5 to 6	6 to 7	2	10 to 11	3 to 4	6 to 7
Good	3 to 4	3 to 4	4 to 5	1	6 to 9	2	4 to 5
Fair	1 to 2	1 to 2	2 to 3	0	2 to 5	1	2 to 3
Poor	0	0	0 to 1	0	0 to 1	0	0 to 1



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

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

**B. Recommendation for Award**

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

**C. Approval**

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

**D. Notice of Award**

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

## SECTION VII. OHA AWARD ADMINISTRATION

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

### A. Grant Agreement

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

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

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

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

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

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

### C. Compensation & Method of Payment

#### 1. Automated Clearing House (ACH) Payments

If awarded, grant payments to the Grantee shall be completed via automatic ACH payments. Grantee will be required to complete OHA's ACH setup process to receive payments via direct deposit.

**2. Compensation**

An initial payment shall be made upon execution of the grant agreement and the submission of the Grantee's W-9 form, the initial invoice form, ACH direct deposit form, current Certificate of Liability Insurance, and Grantee press release announcing the award.

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

**3. Method of Payment**

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

## **Section VII. Attachments**

not included in action item attachment

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