PHONE (808) 594-1888

FAX (808) 594-1865

Committee on Resource Management

Trustee John Waihe'e IV, *At-Large - Chair* Trustee Luana Alapa, *Moloka'i / Lāna'i - Vice Chair*

Members

Trustee Dan Ahuna, *Kaua'i / Ni'ihau*Trustee Kaleihikina Akaka, *O'ahu*Trustee Keli'i Akina, *At-Large*Trustee Brickwood Galuteria, *At-Large*Trustee Carmen Hulu Lindsey, *Maui*

Trustee J. Keoni Souza, At-Large

STATE OF HAWAI'I

OFFICE OF HAWAIIAN AFFAIRS

Trustee Mililani Trask, Hawai'i Island MEETING OF THE COMMITTEE ON RESOURCE MANAGEMENT (RM)

DATE: Wednesday October 11, 2023

TIME: 10:00 a.m. **PLACE**: Virtual Meeting

560 N. Nimitz Hwy., Honolulu, HI 96817

viewable at https://www.oha.org/livestream OR

Listen by phone: (213) 338-8477, Webinar ID: 845 9347 7915

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AGENDA

- I. Call to Order
- II. Approval of Minutes
 - A. August 9, 2023
- III. Unfinished Business None
- IV. New Business
 - A. Action Item RM #23-20: Budget Carryover Grants
 - B. Action Item RM #23-21: Approve the Awarding of Economic Stability Grants

from Solicitation #23-03.01 published May 30, 2023

C. Action Item RM #23-22: Approve the Awarding of 'Āina Grants

from Solicitation #23-02.01 published May 30, 2023

D. Action Item RM #23-23: Approve the Awarding of Mo'omeheu Grants

from Solicitation #23-09.01 published May 30, 2023

E. Action Item RM #23-24: Approve the Awarding of Kāko'o Grants

from Solicitation #23-11.02 published May 30, 2023

F. Action Item RM #23-25: FB 2024-2025 Hawaiian-Focused Public Charter School Fund

Administration Grant Recommendation – Part I. Funding Per Pupil

V. Announcements

VI. Adjournment

If you need an auxiliary aid/service or other accommodation due to a disability, please contact Everett Ohta at (808) 594-1988 or by email at everetto@oha.org as soon as possible. Requests made as early as possible have a greater likelihood of being fulfilled. Upon request, this notice is available in alternate/accessible formats.

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STATE OF HAWAI'I OFFICE OF HAWAIIAN AFFAIRS

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

<u>Public Testimony</u> will be called for each agenda item and <u>must be limited</u> 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 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 -fJWoABZRdWangHXxoL5HQ

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.

Trustee John Waihe'e, IV, Chair

Committee on Resource Management

10/05/2023

Date

October 11, 2023 - Continued

PHONE (808) 594-1888

Committee on Resource Management

Trustee John Waihe'e IV, *At-Large - Chair* Trustee Luana Alapa, *Moloka'i / Lāna'i - Vice Chair*

Members

Trustee Dan Ahuna, Kaua'i / Ni'ihau Trustee Kaleihikina Akaka, O'ahu Trustee Keli'i Akina, At-Large Trustee Brickwood Galuteria, At-Large

Trustee Brickwood Galuteria, At-Large Trustee Carmen Hulu Lindsey, Maui Trustee J. Keoni Souza, At-Large Trustee Mililani Trask, Hawai'i Island



STATE OF HAWAI'I OFFICE OF HAWAIIAN AFFAIRS

MEETING OF THE COMMITTEE ON RESOURCE MANAGEMENT (RM)

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AGENDA

I. Call to Order

II. Approval of Minutes

A. August 9, 2023

III. Unfinished Business - None

IV. New Business

A. Action Item RM #23-20: Budget Carryover – Grants

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from Solicitation #23-03.01 published May 30, 2023

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STATE OF HAWAI'I OFFICE OF HAWAIIAN AFFAIRS 560 N. NIMITZ HIGHWAY, SUITE 200 (VIRTUAL MEETING - VIA ZOOM WEBINAR)

COMMITTEE ON RESOURCE MANAGEMENT MINUTES

August 9, 2023 10:00 a.m.

ATTENDANCE:

Chairperson John Waihe'e, IV Vice-Chairperson Luana Alapa Trustee Dan Ahuna Trustee Kaleihikina Akaka Trustee Keli'i Akina Trustee Brickwood Galuteria Trustee C. Hulu Lindsey Trustee J. Keoni Souza Trustee Mililani Trask

BOARD COUNSEL:

Robert G. Klein, Esq.

BOT STAFF:

Crayn Akina Evalani Canto Kanani laea Kyla Hee Lei Ann Durant

BOT STAFF (continued):

Mark Watanabe Melissa Wennihan Nathan Takeuchi Richelle Kim Ruben Sierra Sommer Soares

ADMINISTRATION STAFF:

Colin Kippen, Interim CEO / Ka Pouhana Kūikawā / Administrator Casey Brown, COO / Ka Pou Nui Arlene Aguinaldo, IT Daniel Santos III, IT David Kozuki, IT Everett Ohta, Interim General Counsel Nietzsche Ozawa, Interim Senior Legal Counsel Ramona Hinck, CFO Sam Chung, Board Financial Advisor

I. CALL TO ORDER

Chair Waihe'e calls the Committee on Resource Management meeting for Wednesday, August 9, 2023 to order at **10:00 a.m.**

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

	MEMBERS		AT CALL TO ORDER (10:00 a.m.)	TIME ARRIVED
CHAIR	JOHN	WAIHE'E, IV	PRESENT	
VICE-CHAIR	LUANA	ALAPA	PRESENT	
TRUSTEE	DAN	AHUNA	PRESENT	
TRUSTEE	KALEIHIKINA	AKAKA	PRESENT	
TRUSTEE	KELI'I	AKINA	PRESENT	
TRUSTEE	BRICKWOOD	GALUTERIA	PRESENT	
TRUSTEE	CARMEN HULU	LINDSEY	PRESENT	
TRUSTEE	J. KEONI	SOUZA	PRESENT	
TRUSTEE	MILILANI	TRASK	PRESENT	

At the Call to Order, **NINE (9) Trustees are PRESENT**, thereby constituting a quorum.

II. APPROVAL OF MINUTES

A. August 2, 2023

Trustee Lindsey moves to approve the minutes of August 2, 2023.

Trustee Alapa 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							10:02 a.m.
TRUSTEE		1	2	'AE (YES)	A'OLE (NO)	(ABSTAIN)	EXCUSED
DAN	AHUNA			X			
KALEIHIKINA	AKAKA			X			
KELI'I	AKINA			Х			
VICE-CHAIR LUANA	ALAPA		2	Х			
BRICKWOOD	GALUTERIA			Х			
CARMEN HULU	LINDSEY	1		X			
J. KEONI	SOUZA			X			
MILILANI	TRASK			X			
CHAIR JOHN	WAIHE'E			Х			
TOTAL VOTE C	OUNT			9	0	0	0

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

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

III. UNFINISHED BUSINESS

None

IV. NEW BUSINESS

A. Evaluation and assessment of OHA's recent efforts to develop Hakuone, Kaka'ako Makai, Honolulu, Hawai'i.

Chair Waihe'e asks if there is anyone signed up to testify on this agenda item.

RM Staffer Akina: No one has signed up to testify on this agenda item or any of today's agenda items.

Chair Waihe'e turns it over to Pou Nui Casey Brown.

Pou Nui Brown: Mahalo, Chair Waihe'e. Aloha mai Trustees, our topic is going to focus on an evaluation specifically on the Real Estate Advisory body of work. As this subject matter is going to focus on items that will lead to discussions on proprietary material, and it will likely have the potential for consultation with attorneys as well. Chair Waihe'e, I do recommend that the Board move into executive session, to further discuss and dive into the evaluation.

Chair Waihe'e: Okay, Mahalo.

Chair Waihe'e recognizes Trustee Souza.

Trustee Souza: Mahalo, Chair. Mahalo, Casey. Before we do that, I just want to say that our thoughts and prayers go out, and I'm sure the rest of the Board supports me on this - to Maui. Chair Hulu's island, which are having a rough time right now, especially Lahaina, and whatever we can do to support, don't hesitate to reach out and I know we all feel that way as well. God bless you guys, Aloha.

Trustee Lindsey: Thank you, Trustee.

Chair Waihe'e recognizes Trustee Akina.

Trustee Akina: Thank you, Mr. Chair. Indeed, my thoughts, as well as all of ours, go out to our beloved friends on the island of Maui.

I do want to make one clarification with regard to *New Business, IV. A, Evaluation and assessment of OHA's recent efforts to develop Hakuone, Kaka'ako Makai.* Casey mentioned that he was going to give a presentation on Real Estate Advisory, I just want to point out that's only part of the evaluation that we had voted to conduct, in the assessment that we voted to conduct. We used the term comprehensive, so we want to take a look at what we have done as OHA in the development of Kaka'ako Makai, our decision making process, and not just the Real Estate Advisory portion related to Kuilei.

So, I have a question, Mr. Chair - When and where will we have this comprehensive assessment and evaluation?

Chair Waihe'e: I'm guessing we're having it when we go into Executive Session, that was my understanding.

Pou Nui Brown: Chair Waihe'e, may I reply?

Chair Waihe'e: Yes, Casey.

Pou Nui Brown: One thing that Administration does stress and has stressed, and I totally understand Trustee Akina's desire for the comprehensive evaluation, but one thing we want to stress is we did intentionally focus our efforts on the Real Estate advisory because it's tied to the \$400,000 budget in question, and the second body of work relates to the outreach and entitlements, and the marketing, the campaign, and all of that. Those 2 bodies of work make up the comprehensive evaluation, those 2 bodies of work also can run on separate paths.

So, what Administration is attempting to do today is to focus on one half of that, and our hope is, that you can get to a place where you can understand and potentially approve that half, while reserving time to study the second half, the other body of work. Which is equally as important.

Trustee Akina: Mr. Chair, I do appreciate where Casey and the Administration are coming from. He's made it clear that specifically they are prepared to address the Real Estate Advisory and he's pointed out that there is a second component which is the outreach campaign. Those two items in particular have to do with our contract with Kuilei and we understand that, but what we called for in our assessment was a comprehensive assessment and evaluation which would not only include those two elements related to our contractor, but would talk about us as a Board, and our decision-making process.

I would put forth that we had agreed, to hold off on the \$400K, and we need to take care of the overall, comprehensive assessment and evaluation. So, my question is not directed to Casey or the Administration, but back to you Mr. Chair, when will we as Trustees have that kūkākūkā that is so very important, and I do appreciate that it is important in a timely way, because we have decisions to make going forward on the property that we want to make as quickly as possible.

Chair Waihe'e: Again, I thought it was today. So, I'm mistaken.

Trustee Lindsey: You may not be mistaken, Mr. Chair, because maybe this will come out in our Executive Session. I have some reports to discuss with our new trustees, so that they understand that all of the Board was involved in the discussion as to the direction of Kuilei.

Trustee Lindsey moves to RESOLVE INTO Executive Session pursuant to HRS§92-5(a)(4).

Vice-Chair Alapa seconds the motion.

Chair Waihe'e recognizes Trustee Akina.

Trustee Akina: Thank you. I will support that motion; only with this note, that we do need to conduct that comprehensive assessment and have our kūkākūkā, that's very important. I hope that that will begin today in executive session. Thank you.

Chair Waihe'e recognizes Trustee Souza.

Trustee Souza: Thank you, Chair. I also do support that motion, but I just want to say whatever decision is made, from here on out, no matter what we do, no matter what contract we support, the whole Board is involved, and I want that on record, that everyone is involved. I think the whole approach with this, making the motion, I 'seconding' the motion, doing an assessment evaluation, which was never asked upon us - What do you feel an assessment is? What is a proper assessment, evaluation?

Nobody came to me; Trustee Akina, I don't know if anyone came to you, but nobody came to me and asked me, *how do you want to assess?* Casey, I don't want you to waste your time today, but I see that the focus may be Kuilei again, it has nothing to do with Kuilei, but everything to do with our overall approach with Hakuone, Kaka'ako Makai, for those of you who don't know the new term.

Trustee Souza: It's very, very, very, very, very, very important, and I stress this to certain Trustees that I talk to, that we don't make the same mistakes. We have done multiple different contracts, multiple different attempts, and it seems to be repetitive. So, when I asked for numbers in the past, and Casey, I asked, you guys and I sat down with the Land director and I asked a simple question, but I didn't get the number I asked for on a random question.

So again, moving forward, if we have that discussion, fine, but I still can't support it, and if I vote *no*, for a certain thing, not approving \$400,000, I just want it on record, it's not that I don't support the build, or anything going on at Hakuone.

I said this before, I'm in Real Estate, I am a developer, I support this. I support maximizing the potential for these parcels down there that we have, but I always want to be included, no matter what. I always do, and when we ask for something as the Board of Trustees, we're not trying to strong arm anybody, we're not trying to give attitude, but we deserve the answer, and I deserve the answer in a timely manner. And this goes for everyone here at OHA, everyone, every single person here at OHA, when I ask Administration for something. I don't care if you're the CEO, CFO, interim CEO, it doesn't matter to me. When I ask a question to be answered, I deserve, as a Trustee, the respect, and that's all I ask for. If I'm going to give the respect, and I respect everyone, I always do, but I deserve an answer.

I don't deserve to play games. I don't like to play games. We played games many, many years right now, I'm tired of that. I deserve an answer so that I can report back to our beneficiaries, and that's all I ask, no matter what we discussed moving forward. I just wanted that on the record because I don't want it coming back, so and so didn't want to develop, he didn't want to support this. You know what I mean, talk is cheap, we're going to show our actions, we're going to ask the good questions, and that's all I ask moving forward. So, thank you, Chair, I appreciate it.

Chair Waihe'e recognizes Trustee Galuteria.

Trustee Galuteria: Thank you very much. Going forward as we enter into this Executive Session, and this being the first pass at any kind of assessment and evaluation. It's going to be important that we're able to speak freely on all matters regarding this, not only the Real Estate investment part, but where we're going to take the information that we're going to glean today, and we're going to come up with everyone's personal perspectives on where we take Kaka'ako Makai.

So, I just wanted to make sure that we're prepared to engage in conversation that covers more than what Casey is suggesting, which is just Real Estate investment. So, as how we're going to message and going forward. Now, I'm not quite sure whether today's meeting is the meeting that's going to bring us to conclusion, but it's certainly going to start.

And then, finally, I appreciate the fact that our counsel is going to provide us direction on the Board's powers, duties, privileges, immunities, and liabilities, not only for Kaka'ako Makai, but also for advisory services period. So, I just wanted to share that with you. That's my perspective on my position. Thank you, Chair.

Chair Waihe'e: Thank you.

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

There is no further discussion.

Chair Waihe'e calls for a ROLL CALL VOTE.

							Motion: 10:10 a.m. Vote: 10:15 a.m.
TRUSTEE		1	2	'AE (YES)	A'OLE (NO)	(ABSTAIN)	EXCUSED
DAN	AHUNA			Х			
KALEIHIKINA	AKAKA			Χ			
KELI'I	AKINA			X			
VICE-CHAIR LUANA	ALAPA		2	Χ			
BRICKWOOD	GALUTERIA			Χ			
CARMEN HULU	LINDSEY	1		Χ			
J. KEONI	SOUZA			Χ			
MILILANI	TRASK			Х			
CHAIR JOHN	WAIHE'E			Х			
TOTAL VOTE C	OUNT			9	0	0	0

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

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

The committee resolved into Executive Session at 10:15 a.m. to discuss:

V. EXECUTIVE SESSION®

A. Evaluation and assessment of OHA's recent efforts to develop Hakuone, Kakaako Makai, Honolulu Hawai'i. The committee anticipates going into executive session pursuant to HRS §§ 92-5(a)(4), to consult with Board Counsel Robert G. Klein, and Interim General Counsel Everett Ohta, on questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities pertaining to advisory services provided to OHA.

The committee returned to Open Session at 12:17 p.m.

Chair Waihe'e reports that the Committee met in Executive Session and engaged in full and free discussion. He notes the Joint Committee had an evaluation and assessment of OHA's recent efforts to develop Hakuone.

IV. NEW BUSINESS

B. Action Item RM #23-19: Approval to Proceed with New Funding to Kuilei Consulting, Inc. in the amount of \$400,000 for Services Related to Only Real Estate Advisory Services under 'Contracts' in the OHA Non-Core Operating Budget for Fiscal Biennium Period 2023-2024 (FY24) and 2024-2025 (FY25).

Trustee Lindsey moves to approve to Proceed with New Funding to Kuilei Consulting, Inc., in the amount of \$400,000 for Services Related to Only Real Estate Advisory Services under Contracts' in the OHA Non-Core Operating Budget for Fiscal Biennium Period 2023-2024 (FY24) and 2024-2025 (FY25)

Trustee Akaka seconds the motion.

Chair Waihe'e recognizes Trustee Akina.

Trustee Akina: Thank you, Chair. I am looking forward to moving ahead as a Board of Trustees leading the Office of Hawaiian Affairs, performing our fiduciary duty to develop Hakuone to its fullest potential, and thus I believe an appropriate next step will be to engage our contractors to continue working with us.

The reason that I will vote no on this motion is simply temporary, today. It is because, as of today, I feel strongly that the Board of Trustees of the Office of Hawaiian Affairs has some serious work that we need to do amongst ourselves in terms of communication and developing trust, so that we will be able to execute as best we can the great project that is ahead of us.

I'm hoping that our leadership will schedule a time for us to kūkākūkā and to address issues of concern that many of us have at this time, but I do want to make it clear that my vote of *NO* today is to affirm that process, but it is not to stand in the way of the development of Hakuone, in which I believe will be good for the Hawaiian people.

Chair Waihe'e recognizes Trustee Souza.

Trustee Souza: Mahalo, Chair. I also want it on record that if I do vote *NO*, when we take the vote, it is because I do not have enough information to make an informed decision. Stuff that I have been asking for since February, I've gotten yesterday to satisfy my request. Emails that went out two weeks ago, I've gotten yesterday to try and satisfy my request. It's unacceptable and I think the main question here is that the evaluation and assessment was actually satisfactory, and to what we asked for, not what Administration deemed appropriate, so because of that if I vote *NO*, I want it on record as to why. Mahalo, Chair. Thank you.

Chair Waihe'e: Thank you.

Chair Waihe'e recognizes Trustee Galuteria.

Trustee Galuteria: Thank you, Chair. Well, I've said it before. *I'd like to ask that the words of the previous speakers be entered into the record as if they were my own.* Thank you.

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

There is no further discussion.

Chair Waihe'e calls for a ROLL CALL VOTE.

MOTION							Motion: 12:19 p.m. Vote: 12:22 p.m.
TRUSTEE		1	2	'AE (YES)	A'OLE (NO)	(ABSTAIN)	EXCUSED
DAN	AHUNA			X			
KALEIHIKINA	AKAKA		2	X			
KELI¹I	AKINA				Х		
VICE-CHAIR LUANA	ALAPA			Х			
BRICKWOOD	GALUTERIA				Х		
CARMEN HULU	LINDSEY	1		X			
J. KEONI	SOUZA				X		
MILILANI	TRASK			X			
CHAIR JOHN	WAIHE'E			Х			
TOTAL VOTE C	OUNT			6	3	0	0

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

Chair Waihe'e notes for the record that six members present vote 'AE (YES), three members present vote A'OLE (NO) - and the **MOTION PASSES**.

VI. ANNOUNCEMENTS

Trustee Souza: Real fast, I know it's not agendized, I don't think it needs to be agendized. I want to know if we can have a discussion on how OHA is going to support the recovery efforts on the island of Maui, and I'm not looking at percentage of Hawaiians. One Hawaiian losing their life, losing their house is enough for us to show up. I want to have that agendized on the next meeting Chair on how we can support that. Thank you.

Trustee Lindsey: I just wanted to announce briefly, that I believe the Administration will look at our previous processes. I very briefly explained a little to Trustee Galuteria, and if you could pass it on to Trustee Souza. In the past the Administration assesses the places that are affected, and we do have a process there. So, we'll leave it up to our Interim CEO to share with us.

Trustee Souza: Thank you, Chair.

Ka Pouhana Kippen: Mahalo, this morning when I came in, I sent an email to the Management Team, that we need to put our heads together and figure this out. I also reached out to another organization that we do business with and we have begun the conversation, so we will continue to work on that. Thank you.

VII. ADJOURNMENT

Trustee Ahuna moves to adjourn the RM meeting.

Vice-Chair 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.

							12:25 p.m.
TRUSTEE		1	2	'AE (YES)	A'OLE (NO)	KANALUA (ABSTAIN)	EXCUSED
DAN	AHUNA	1		X			
KALEIHIKINA	AKAKA			X			
KELI'I	AKINA			X			
VICE-CHAIR LUANA	ALAPA		2	Х			
BRICKWOOD	GALUTERIA			X			
CARMEN HULU	LINDSEY			Х			
J. KEONI	SOUZA			Х			
MILILANI	TRASK			Х			
CHAIR JOHN	WAIHE'E			Х			
TOTAL VOTE C	OUNT			9	0	0	0

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

Chair Waihe'e adjourns the RM meeting at 12:25 p.m.

DRAFT For Approval on 10/11/2023

Respectfully submitted,
Melissa Wennihan Frustee Aide
Committee on Resource Management
As approved by the Committee on Resource Management (RM) on October 11, 2023.
Γrustee John Waihe'e, IV
Chair Committee on Resource Management

PHONE (808) 594-1888

Committee on Resource Management

Trustee John Waihe'e IV, *At-Large - Chair* Trustee Luana Alapa, *Moloka'i / Lāna'i - Vice Chair*

Members

Trustee Dan Ahuna, Kaua'i / Ni'ihau Trustee Kaleihikina Akaka, O'ahu Trustee Keli'i Akina, At-Large Trustee Brickwood Galuteria, At-Larg

Trustee Kell I Akilla, At-Large
Trustee Brickwood Galuteria, At-Large
Trustee Carmen Hulu Lindsey, Maui
Trustee J. Keoni Souza, At-Large
Trustee Mililani Trask, Hawai'i Island



STATE OF HAWAI'I OFFICE OF HAWAIIAN AFFAIRS

MEETING OF THE COMMITTEE ON RESOURCE MANAGEMENT (RM)

DATE: Wednesday October 11, 2023

TIME: 10:00 a.m. **PLACE**: Virtual Meeting

. Virtual Meeting

560 N. Nimitz Hwy., Honolulu, HI 96817

viewable at https://www.oha.org/livestream OR

Listen by phone: (213) 338-8477, Webinar ID: 845 9347 7915

This virtual meeting can be viewed and observed via livestream on OHA's website at www.oha.org/livestream or listened to by phone at: (213) 338-8477, Webinar ID: 845 9347 7915. A physical meeting location, open to members of the public who would like to provide oral testimony or view the virtual meeting, will be available at 560 N. Nimitz Hwy., Suite 200, Honolulu HI 96817.

AGENDA

I. Call to Order

II. Approval of Minutes

A. August 9, 2023

III. Unfinished Business - None

IV. New Business

A. Action Item RM #23-20: Budget Carryover – Grants

B. Action Item RM #23-21: Approve the Awarding of Economic Stability Grants

from Solicitation #23-03.01 published May 30, 2023

C. Action Item RM #23-22: Approve the Awarding of 'Āina Grants

from Solicitation #23-02.01 published May 30, 2023

D. Action Item RM #23-23: Approve the Awarding of Mo'omeheu Grants

from Solicitation #23-09.01 published May 30, 2023

E. Action Item RM #23-24: Approve the Awarding of Kāko'o Grants

from Solicitation #23-11.02 published May 30, 2023

F. Action Item RM #23-25: FB 2024-2025 Hawaiian-Focused Public Charter School Fund

Administration Grant Recommendation – Part I. Funding Per Pupil

V. Announcements

VI. Adjournment

If you need an auxiliary aid/service or other accommodation due to a disability, please contact Everett Ohta at (808) 594-1988 or by email at everetto@oha.org as soon as possible. Requests made as early as possible have a greater likelihood of being fulfilled. Upon request, this notice is available in alternate/accessible formats.

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.

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 until the written meeting minutes are posted to OHA's website.



ACTION ITEM

COMMITTEE ON RESOURCE MANAGEMENT October 11, 2023

RM #23-20

Action Item Issue: Budget Carryover - Grants

Prepared by:	Rumo F. Sind	10/7/2023
	Ramona G. Hinck Ka Pou Kihi Kanaloa Wai, Chief Financial Officer	Date
Reviewed by:	Coregon	10/7/2023
	Casey K. Brown Ka Pou Nui, Chief Operating Officer	Date
Reviewed by:	Event Olde	10/7/2023
	Everett Ohta Paepae Puka Kuikawa , Interim General Counsel	Date
Reviewed by:	Colin Kiopen	10/7/2023
	Colin Kippen Ka Pouhana Kūikawā, Interim Chief Executive Officer	Date
Reviewed by:		10/8/2023
	Ke Kua, Trustee John D. Waihee, IV Luna Ho'omalu o ke Kōmike Resource Management Chair of the Committee on Resource Management	Date

I. Proposed Action

Approve the carryforward budget from Fiscal Year 2021-2022 (FY22) and Fiscal Year 2022-2023 (FY23) unspent, uncommitted, unencumbered, and unaccrued funds in Appropriation Supplemental Trust Funds (930), Program - Grants (3800), Proviso Grants (56510), Community Grants (56530), Level II Grants (56540), Sponsorships (56560), and Disaster Aid (56570) in the amount of \$8,440,000 to Fiscal Year 2023-2024 (FY24).

II. Issue

Whether or not the Board of Trustees (BOT) should approve the carryforward budget from Fiscal Year 2021-2022 (FY22) and Fiscal Year 2022-2023 (FY23) unspent, uncommitted, unencumbered, and unaccrued funds in Appropriation Supplemental Trust Funds (930), Program - Grants (3800), Proviso Grants (56510), Community Grants (56530), Level II Grants (56540), Sponsorships (56560), and Disaster Aid (56570) in the amount of \$8,440,000 to Fiscal Year 2023-2024 (FY24).

III. Background and Analysis

Trustees approved Action Item RM #22-06: Budget Management Policy Updates re Carryover Provisions that added section 3.45.g. to 3045 Budget Management of the Executive Policy Manual ("AI RM #22-06") to provide for multi-year, budget carryover provisions.

3.45.g. Multi-Year, Carryover. Multi-year budgets and/or carryover budget provisions (e.g., programs, projects), as a part of the budget evaluation activities described above, are to be presented to the Board for action including all projected impacts on related policies (e.g., spending, cash management) and other considerations (e.g., funding source).

Below are the Net Funds Available for Carryforward from FY22 and FY23 to FY24:

	FY22	FY23	Total
Approved Budgets	\$ 15,673,500	\$ 15,173,500	\$ 30,847,000.00
Grants Budgeted/Awarded in respective fiscal year	(5,986,450)	(8,256,750)	(14,243,200)
Grants Awarded in FY23 and committed	-	(1,079,830)	(1,079,830)
Grants Budgeted in FY22, Awarded in FY23	(4,043,950		(4,043,950)
Net Funds Available for Carryforward to FY24	\$ 5,643,100	\$ 5,836,920	\$ 11,480,020

Beginning with the Approved Budgets for FY22 and FY23, Action Item RM #23-17: OHA Biennium Budget for the Fiscal Biennium Periods 2023-2024 (FY 24) and 2024-2025 (FY 25) ("AI RM #23-17"), the budget amounts were decremented for grants awarded and committed, i.e., grants

awarded and contracted, and grants awarded and pending a contract, respectively, in their budgeted year. In addition, FY22 budgeted grants awarded in FY23 and allowed carryforward provision subject to AI RM #22-06 were also decremented from the Approved FY22 Budget. The Net Funds Available for Carryforward to FY24 as of October 10, 2023, are \$5,643,100 and \$5,836,920, from FY22 and FY23, respectively. A total of \$11,480,020 of unspent, uncommitted, unencumbered, and unaccrued Grant funds are available for carryover to FY24.

Adjustments to the Net Funds Available for Carryforward to FY24 are:

	FY22	FY23	Total	
Net Funds Available for Carryforward to FY24	\$ 5,643,100	\$ 5,836,920	\$ 11,480,020	
Adjustments for FY24:				
Reserved for Social Service matching proviso	(415,000)	(415,000)	(830,000)	
2) Reserved for Housing matching proviso	(250,000)	(250,000)	(500,000)	
3) Reclass due to timing of award and payment	10,000	(10,000)	<u> </u>	
4) Kakoʻo grants awarded, pending grant carryforward approval		(110,000)	(110,000)	
5) Remaining Disaster Recovery budgets approved for carryforward	(49,579)	(132,579)	(182,158)	
6) Additional amount approved, total \$5M Maui fires	(4,938,521)	120,679	(4,817,842)	
Total Adjustments	(5,643,100)	(796,900)	(6,440,000)	
Adjusted Funds Available for Carryover to FY24	S -	\$ 5,040,020	\$ 5,040,020	

Adjustments to the Net Funds Available for Carryforward to FY24 for the matching provisos can best be described as adjustments that need to be reflected in the specific budget year for the Social Service and Housing matching provisos that go hand-in-hand with the general fund appropriations provided for in House Bill 204 SD2 CD1, Governor's Message 1129 for FY22 and FY23. The other two adjustments are grants that were awarded in FY24: 1) \$110,000 Kako'o grants awarded, Action Item RM #23-18: Approve the Awarding of Kāko'o Grants from Solicitation #23-11.01, published April 20, 2023, and 2) \$5,000,000 Emergency Disaster Recovery grant for the Maui Wildfires awarded, Action Item BOT #23-07: Approval of Emergency Disaster Relief to Address the Impacts of the 2023 Maui Island Wildfires . The Adjusted Funds Available for Carryover to FY24 is \$5,040,020.

Budget carryovers were approved in FY22. Prior to FY22, unused budgets generally lapsed and were not available to be used in future years. In FY22, the grant budget was increased to the amount of the Public Land Trust income of \$15,100,000. In the prior year, the grant budget started out at under \$10,000,000, a 51% increase in FY22 from FY21. The budget carryover, and especially for grants, is very important as unused budgets are money not spent for our beneficiaries.

However, pursuant to AI RM #22-06 and although the funding source for grants has been identified as the Public Land Trust income, the FY24 grant budget with the FY22 and FY23 carryover exceeds the FY24 Public Land Trust income of \$21,500,000. Therefore, the Native Hawaiian Trust Fund is impacted and the spending limit needs to be considered. According to AI RM #23-17, the Total Spending Limit calculated for FY24 is \$64,068,029 and the Total Operating Budget for FY24 is \$55,619,943. The difference, \$8,448,086 is the net excess of the spending limit and the budget

carryover for grants is limited to that amount. If the Total Adjustments above of \$6,440,000 are considered first, then the remaining budget carryover for grants is limited to \$2,008,086.

IV. Recommended Action

Approve the carryforward budget from Fiscal Year 2021-2022 (FY22) and Fiscal Year 2022-2023 (FY23) unspent, uncommitted, unencumbered, and unaccrued funds in Appropriation Supplemental Trust Funds (930), Program - Grants (3800), Proviso Grants (56510), Community Grants (56530), Level II Grants (56540), Sponsorships (56560), and Disaster Aid (56570) in the amount of \$8,440,000 to Fiscal Year 2023-2024 (FY24).

V. Reference Documents

The following documents are provided as references for this action item:

- A. Action Item RM #22-06: Budget Management Policy Updates re Carryover
- B. Action Item RM #23-17: OHA Biennium Budget for the Fiscal Biennium Periods 2023-2024 (FY 24) and 2024-2025 (FY 25)
- C. Action Item RM #23-18: Approve the Awarding of Kāko'o Grants from Solicitation #23-11.01, published April 20, 2023
- D. Action Item BOT #23-07: Approval of Emergency Disaster Relief to Address the Impacts of the 2023 Maui Island Wildfires
- E. House Bill 204 SD2 CD1, Governor's Message 1129 for FY22 and FY23

VI. Attachments

- A. Action Item RM #22-06: Budget Management Policy Updates re Carryover
- B. Action Item RM #23-18: Approve the Awarding of Kāko'o Grants from Solicitation #23-11.01, published April 20, 2023
- C. Action Item BOT #23-07: Approval of Emergency Disaster Relief to Address the Impacts of the 2023 Maui Island Wildfires



ACTION ITEM

COMMITTEE ON RESOURCE MANAGEMENT April 12, 2022

RM #22-06

Action Item Issue: Budget Management Policy Updates re: Carryover Provisions

Apr 7, 2022 Co-Prepared by: Ramona G. Hinck Date Ka Pou Kihi Kanaloa Wai, Chief Financial Officer Apr 8, 2022 Reviewed by: Casey K. Brown Date Ka Pou Nui, Chief Operating Officer Evens Oto Apr 8, 2022 Reviewed by: **Everett Ohta** Date Paepae Puka Kūikawā, Interim General Counsel Co-Prepared & Apr 8, 2022 Reviewed by: Sylvia M. Hussey, Ed.D. Date Ka Pouhana, Chief Executive Officer Reviewed by: Ke Kua, Trustee John D. Waihee, IV Date Luna Ho'omalu o ke Kōmike Resource Management

Chair of the Committee on Resource Management

I. Proposed Action

Approve the addition of item **3.45.g**. to section **3045 Budget Management** of the Executive Policy Manual as follows (and at Attachment A in its entirety):

3.45.g. Multi-Year, Carryover. Multi-year budgets and/or carryover budget provisions (e.g., programs, projects), as a part of the budget evaluation activities described above, are to be presented to the Board for action including all projected impacts on related policies (e.g., spending, cash management) and other considerations (e.g., funding source).

II. Issue

Whether or not the Committee on Resource Management should approve, and subsequently recommend to the Board of Trustees ("BOT" or "Board"), the addition of item **3.45.g**. to section **3045 Budget Management** of the Executive Policy Manual to provide for multi-year, budget carryover provisions.

III. Discussion – Policy Basis: Budget Construction, Management, Evaluation

Section 3045 of the Executive Policy Manual (EPM) functions as the organization's budget reporting, management and evaluation policy, collectively "Budget Management Policy". Budget updates and edits were approved via Action Item RM #21-05: Amendment to Executive Policy Manual Section, Budget Management Policy on April 20, 2021. The BOT then approved the updates and edits at its April 22, 2021 (1st Reading) and April 29, 2021 (2nd Reading) meetings. Attachment C illustrates the current "AS IS" policy prior to the addition recommended in this action item.

- A. **Budget Construction.** Via Action Item RM #18-12: Amendments to OHA's Board of Trustees Executive Policy Manual (EPM) related to budget preparation, format and reporting requirements, September 26, 2018, the Board implemented changes to and renamed section 3040 to Planning, Programming, Budget (PPB)¹ ("Section 3040"). In general, section 3040 describes the biennium budget construction process, including sufficient detail planning, programming and financing to support OHA's Strategic Plan priorities, results, programs and operations. Understanding the business model, time horizon and activities, work plans, etc. are important to be able to budget effectively. In addition, the budget should be able to be shared in a multiple ways—non-core, programmatic, strategy, overhead, personnel, non-personnel; and to multiple audiences (e.g., Board, administration, management, legislators, beneficiaries). Section 3040 functions as the organization's budget contruction policy.
- B. **Budget Management.** Once the biennium budget is constructed as outlined in Section 3040, implementation and execution of the budget take various forms such as management and monitoring of site operations and activities, payroll, purchase requisitions, purchase orders, disbursements and contracts. Each operational activity

¹ Section 3040 related to Bylaws Review was deleted and moved to Series 1000 which is related to BOT responsibilities (Source: Action Item ARM 10-06 and page 19)

1

has related policies, processes and procedures. Observations, experiences and operations are supplemented with periodic (e.g., weekly, monthly) reports distributed to executives, directors and managers to monitor and manage strategic and tactical activities, purchase requisitions (representing commitments), purchase orders and contracts (representing encumbrances), budget variances (the difference between actual disbursements + commitments + encumbrances and budgets for the program, object code, contract). EPM section 3045 Budget Management describes the various types of reports available for better budget management.

C. **Budget Evaluation.** System generated reports (e.g., budget variance, purchase requisitions, purchase orders, general ledger, contracts) and budget evaluation activities are intended to go hand in hand. Contract management is also part of budget monitoring, management and evaluation. Evaluation activities consider questions such as: What is the dollar and percentage variance of each program?; What is the nature of that variance—positive, negative, temporary, permanent?; Should there be an adjustment to the process to spend (e.g., accelerate or slow the procurement process) or the actual spend itself (e.g., service contract or other disbursement vehicle)?; Are the program plans on track? Do we need to adjust our plans in order to deliver timely and completely?; Was the intended outcome, deliverable provided? Is there a contract, purchase order or other adjustment to be completed?; How are the expenditures and disbursements aligned tactically or strategically?

IV. Discussion - Multi-Year Budgets and Budget Carryover Provisions

Established budgets, as financial expressions of strategic, tactical and operational planning, need dynamic and responsive mechanisms to change, adapt and be accountable for related spending. Operationally, the OHA has many types of budgets that are constructed, authorized, established, managed, monitored and evaluated for its efficacy, in achieving the intended strategic, tactical or operational intent, including, but not limited to:

- A. Biennium operating budgets (aligned to the State of Hawaii's biennium budget cycles); next is the biennium budget for FY24-25 via the 2023 State Legislative session;
- B. Core project budgets (e.g., major maintenance and/or repairs, information technology);
- C. Budgets established by policy such as the current Kaka'ako Makai policy of 60% of net income for the Legacy Land program;
- D. Legacy Land project budgets: Wahiawa lands (often referred to just as Kukaniloko on Oahu), Wao Kele o Puna (Hawai'i Island), Pahua heiau (Oahu), Palauea Cultural Reserve (Maui), Kekaha Armory (Kauai), Waialua Courthouse, Ho'omana [thrift store site] (Kauai);
- E. Commercial Property budgets (e.g., activation, development): Kaka'ako Makai, Nā Lama Kukui, Iwilei Properties;
- F. Grants (e.g., declined awards, accumulated unexpended funds from closed out contracts); and
- G. Legal fee contracts.

Budget construction activities include review of historical and planning information, assumptions, process, timing of factors out of OHA's control (e.g., permitting, federal grant processes), projections, financing and financial modeling as appropriate.

When considering impacts of multi-year and/or carry-over budget provisions, the organization should consider the impacts to policies (e.g., spending, cash management) or other considerations (e.g., funding source). First and foremost, the Native Hawaiian Trust Fund (NHTF) and related spending policy and limits should be considered and addressed. Examples below contemplate if spending, as a result of multi-year and/or carry-over budget provisions are related to:

- A. Grants, NHTF spending limits would not apply, as the funding source for grants has been identified as the Public Land Trust.
- B. Grants, via legislative provisions utilizing state general funds, NHTF spending limits would not apply; general funds appropriation, encumbrance and/or lapsing (by fiscal year end) provisions would apply.
- C. Commercial properties, NHTF spending limits would not apply as the funding source for commercial property(ies) activities is not the NHTF.
- D. Core legal services contracts, NHTF spending limits would apply and should be considered and addressed.
- E. Core expenditures, NHTF spending limits would apply and should be considered and addressed.

Changes to budgets, once initially established (constructed and approved), can be impacted by new or updated policy changes (e.g., Kaka'ako Makai), expected operational occurrences (e.g., declined grant awards, grant closeouts with unexpended funds) and unexpected operational conditions that are beyond the reasonable control of the organization (e.g., COVID-19).

The following proposed addition to section 3045 Budget Management (new item 3.45.g.) of the EPM is proposed by Administration, as a budgetary carryover provision, to recognize operating conditions and needs to better manage the timing and sequence of strategic, tactical and operational budgeting and spending activities:

3.45.g. Multi-Year, Carryover. Multi-year budgets and/or carryover budget provisions (e.g., programs, projects), as a part of the budget evaluation activities described above, are to be presented to the Board for action including all projected impacts on related policies (e.g., spending, cash management) and other considerations (e.g., funding source).

Attachment B illustrates the red-lined addition to the existing policy and other non-substantive, formatting edits, for conformity and consistency, and Attachment A is the clean, amended (if approved) version.

V. Funding Source

Not applicable, no dedicated funding needed to amend the EPM for budget management policy(ies). Budgetary implications of the application of proposed policies is intended to support budget realignments, reserves, designations.

VI. Recommended Action

Approve the addition of item **3.45.g**. to section **3045 Budget Management** of the Executive Policy Manual as follows (and at Attachment A in its entirety):

3.45.g. Multi-Year, Carryover. Multi-year budgets and/or carryover budget provisions (e.g., programs, projects), as a part of the budget evaluation activities described above, are to be presented to the Board for action including all projected impacts on related policies (e.g., spending, cash management) and other considerations (e.g., funding source).

VI. Timeframe

The new budget management policy, as updated (Attachment A), becomes effective upon the second reading (and approval) by the Board of Trustees and is intended to be fully incorporated and applied immediately thereafter (the second reading).

VII. Reference Documents

The following documents are provided as references for this action item and future budget management policy actions:

- A. Action Item RM #22-07: Core Personnel, Non-Core Budget Adjustments for 2020-2021 (FY21), 2021-2022 (FY22) and 2022-2023 (FY23), April 12, 2022;
- B. Action Item RM #22-05: Kaka'ako Makai Site A, 1101 Ala Moana Blvd, Activation of Business Plan and Nā Lama Kukui Debt Service, Non-Core Operating Budget for the Fiscal Biennium Periods 2021-2022 (FY 22) and 2022-2023 (FY 23)
- C. Action Item RM #21-05: Amendment to Executive Policy Manual Section, Budget Management Policy, April 20, 2021;
- D. Action Item RM #19-16: Action Regarding a Fiscal Stabilization Policy including Withdrawal Guidelines and the related Elimination of the Fiscal Reserve Withdrawal Guidelines contained within the Native Hawaiian Trust Fund Spending Policy, September 4, 2019
- E. Action Item RM #18-12: Amendments to OHA's Board of Trustees Executive Policy Manual related to budget preparation, format and reporting requirements, September 26, 2018

Action Item RM #22-06: Budget Management Policy Updates re: Carryover Provisions

VIII. Attachments

- A. Executive Policy Manual, Section 3045 Budget Management Policy Clean, Amended
- B. Executive Policy Manual, Section 3045 Budget Management Policy Proposed Addition Redlined
- C. Executive Policy Manual, Section 3045 Budget Management Policy AS IS

3045 BUDGET MANAGEMENT POLICY

The budget management policy builds on Section 3040 Planning, Programming, Budget (PPB) which general describes the biennium budget construction process, including sufficient detail planning, programming and financing to support OHA's Strategic Plan, tactical and implementation plan, priorities, results, programs and operations. Understanding OHA's business model, budget construction time horizon and activities, work plans, etc. are important to be able to budget effectively. In addition, the budget should be able to be shared in multiple ways—core/non-core, programmatic, strategy, overhead, personnel, non-personnel; and to multiple audiences (e.g., Board, Administration, management, legislators, beneficiaries, regulatory agencies).

- **3.45.a. Budget Management.** Budget management and monitoring activities should consider a breadth of activities from observations, site operations and activities, payroll, purchase requisitions, purchase orders, disbursements and contracts. Each activity has related policies, processes and procedures. Observations, experiences, operations should be supplemented with periodic (e.g., weekly, monthly) reports and distributed to executives, directors and managers to monitor and manage---strategic and tactical activities, purchase requisitions (representing commitments), purchase orders and contracts (representing encumbrances), budget variance (representing actual disbursements + commitments + encumbrances compared to budgets for the program, object code, contract).
- **3.45.b. Budget Evaluation.** With the budget monitoring and management reports provided, budget evaluation activities are intended for budget management and evaluation activities to go hand in hand. Evaluation activities asks questions such as: What is the dollar and percentage variance of each program? It is not enough to review the computed difference, but to also ask "Why?"; is it a temporary or permanent difference? Should there be an adjustment to the process to spend or the actual spend itself.
- **3.45.c. Budget Realignment.** As the biennium budget is prepared and authorized only once every two years, in accordance with the State's biennium, it may be necessary to update and make adjustments to the budget for various changes that may have occurred since the budget was approved. Significant changes to the budget are made through budget realignments. A budget realignment is essentially a reforecasting of the total budget. Budget realignments are prepared by the CEO through the CFO and presented to the BOT for approval.
- **3.45.d. Budget Adjustment.** Changes to the biennium budget that are not comprehensive enough to require realignment are to be handled through budget adjustments. Management Administration is delegated the authority to approve budget adjustments that fall within the lesser of \$100,000 or 5% between each program. Budget adjustments in and out of grant and sponsorships appropriations are prohibited.

- **3.45.d.1. Quarterly Report.** A quarterly report of budget adjustments made pursuant to 3.45.d shall be regularly submitted to the BOT. Each report shall identify the expenditure category from which the funds were transferred, the total amount of funds transferred, the expenditure category that received thetransferred funds, the total amount of budget adjustments made for each quarter and a justification that briefly explains the necessity of the adjustments.
- **3.45.e. Annual Report.** An annual report of budget adjustments made pursuant to section 3.5.f. shall be submitted to the Board of Trustees no later than 60 days after the closing of each fiscal year. The Budget Adjustment Report shall identify the program from which funds were transferred, the total amount of funds transferred, the program that received the transferred funds, the total adjustments made for the fiscal year, and a justification that briefly explains the necessity of theadjustments.
- **3.45.f.** Variance Report. OHA shall establish a budgetary monitoring process which ensures intra-office and program fiscal accountability. No later than 120 days after the closing of a fiscal year, the Administration shall submit to the Board of Trustees in an agenized meeting a Variance Report on programperformance for the last completed fiscal year. In format, the Variance Report shall follow the same format as the Biennium Budget. The Variance Report shall include:
 - i. a comparison of the budgeted expenditures and actual expenditures for the lastcompleted fiscal year;
 - ii. a comparison of the program size anticipated, and the size realized in the lastcompleted fiscal year;
- iii. a comparison of the level of effectiveness anticipated and the level attained in the lastcompleted fiscal year; and
- iv. a narrative explanation summarizing the major reasons for the differences in the comparisons made for the last completed fiscal year.
- **3.45.g. Multi-Year, Carryover.** Multi-year budgets and/or carryover budget provisions (e.g., programs, projects), as a part of the budget evaluation activities described above, are to be presented to the Board for action including all projected impacts on related policies (e.g., spending, cash management) and other considerations (e.g., funding source).

3045 BUDGET MANAGEMENT POLICY

The budget management policy builds on Section 3040 Planning, Programming, Budget (PPB) which general describes the biennium budget construction process, including sufficient detail planning, programming and financing to support OHA's Strategic Plan, tactical and implementation plan, priorities, results, programs and operations. Understanding OHA's business model, budget construction time horizon and activities, work plans, etc. are important to be able to budget effectively. In addition, the budget should be able to be shared in multiple ways—core/non-core, programmatic, strategy, overhead, personnel, non-personnel; and to multiple audiences (e.g., Board, Administration, management, legislators, beneficiaries, regulatory agencies).

- **3.45.a. Budget Management.** Budget management and monitoring activities should consider a breadth of activities from observations, site operations and activities, payroll, purchase requisitions, purchase orders, disbursements and contracts. Each activity has related policies, processes and procedures. Observations, experiences, operations should be supplemented with periodic (e.g., weekly, monthly) reports and distributed to executives, directors and managers to monitor and manage---strategic and tactical activities, purchase requisitions (representing commitments), purchase orders and contracts (representing encumbrances), budget variance (representing actual disbursements + commitments + encumbrances compared to budgets for theprogram, object code, contract).
- **3.45.b. Budget Evaluation.** With the budget monitoring and management reports provided, budget evaluation activities as summarized in Figure 3 below, are is intended for budget management and evaluation activities to go hand in hand. Evaluation activities asks questions such as: What is the dollar and percentage variance of each program? It is not enough to review_the computed difference, but to also ask "Why?"; is it a temporary or permanent difference? Should there be an adjustment to the process to spend or the actual spend itself.
- **3.45.c.** <u>Budget Realignment.</u> As the biennium budget is prepared and authorized only once every two years, in accordance with the State's biennium, it may be necessary to update and make adjustments to the budget for various changes that may have occurred since the budget was approved. Significant changes to the budget are made through budget realignments. A budget realignment is <u>essentially</u> a reforecasting of the total budget. Budget realignments are prepared by the CEO through the CFO and presented to the BOT for approval.
- **3.45.d.** Budget Adjustment. Changes to the biennium budget that are not comprehensive enough to require realignmentare to be handled through budget adjustments. Management Administration is delegated the authority to approve budget adjustments that fall within the lesser of \$100,000 or 5% between each program. Budget adjustments in and out of grant and sponsorships appropriations are prohibited.

Attachment B - Executive Policy Manual, Section 3045 - Budget Management Policy - Proposed Addition - Redlined

Action Item RM #22-06: Budget Management Policy Updates re: Carryover Provisions

- **3.45.d.1.** Quarterly Report. A quarterly report of budget adjustments made pursuant to 3.45.d shall be regularly submitted to the BOT. Each report shall identify the expenditure category from which the funds were transferred, the total amount of funds transferred, the expenditure category that received thetransferred funds, the total amount of budget adjustments made for each quarter and a justification that briefly explains the necessity of the adjustments.
- **3.45.e.** Annual Report. An annual report of budget adjustments made pursuant to section 3.5.f. shall be submitted to the Board of Trustees no later than 60 days after the closing of each fiscal year. The Budget Adjustment Report shall identify the program from which funds were transferred, the total amount of funds transferred, the program that received the transferred funds, the total adjustments made for the fiscal year, and a justification that briefly explains the necessity of theadjustments.
- **3.45.f.** Variance Report. OHA shall establish a budgetary monitoring process which ensures intra-office and program fiscal accountability. No later than 120 days after the closing of a fiscal year, the Administration shall submit to the Board of Trustees in an agenized meeting a Variance Report on programperformance for the last completed fiscal year. In format, the Variance Report shall follow the same format as the Biennium Budget. The Variance Report shall include:
 - i. a comparison of the budgeted expenditures and actual expenditures for the lastcompleted fiscal year;
 - ii. a comparison of the program size anticipated, and the size realized in the lastcompleted fiscal year;
- iii. a comparison of the level of effectiveness anticipated and the level attained in the lastcompleted fiscal year; and
- iv. a narrative explanation summarizing the major reasons for the differences in the comparisons made for the last completed fiscal year.

3.45.g. Multi-Year, -Carryover. Multi-year budgets and/or carryover budget provisions (e.g., programs, projects), as a part of the budget evaluation activities described above, are to be presented to the Board for action including all projected impacts on related policies (e.g., spending, cash management) and other considerations (e.g., funding source).

3045 BUDGET MANAGEMENT POLICY

The budget management policy builds on Section 3040 Planning, Programming, Budget (PPB) which general describes the biennium budget construction process, including sufficient detail planning, programming and financing to support OHA's Strategic Plan, tactical and implementation plan, priorities, results, programs and operations. Understanding OHA's business model, budget construction time horizon and activities, work plans, etc. are important to be able to budget effectively. In addition, the budget should be able to be shared in multiple ways—core/non-core, programmatic, strategy, overhead, personnel, non-personnel; and to multiple audiences (e.g., Board, Administration, management, legislators, beneficiaries, regulatory agencies).

- **3.45.a. Budget Management.** Budget management and monitoring activities should consider a breadth of activities from observations, site operations and activities, payroll, purchase requisitions, purchase orders, disbursements and contracts. Each activity has related policies, processes and procedures. Observations, experiences, operations should be supplemented with periodic (e.g., weekly, monthly) reports and distributed to executives, directors and managers to monitor and manage---strategic and tactical activities, purchase requisitions (representing commitments), purchase orders and contracts (representing encumbrances), budget variance (representing actual disbursements + commitments + encumbrances compared to budgets for theprogram, object code, contract).
- **3.45.b. Budget Evaluation.** With the budget monitoring and management reports provided, budget evaluation activities as summarized in Figure 3 below, is intended for budget management and evaluation activities to go hand in hand. Evaluation activities asks questions such as: What is the dollar and percentage variance of each program? It is not enough to reviewthe computed difference, but to also ask "Why?"; is it a temporary or permanent difference? Should there be an adjustment to the process to spend or the actual spend itself.
- **3.45.c.** As the biennium budget is prepared and authorized only once every two years, in accordance with the State's biennium, it may be necessary to update and make adjustments to thebudget for various changes that may have occurred since the budget was approved. Significant changes to the budget are made through budget realignments. A budget realignment is generally a reforecasting of the total budget. Budget realignments are prepared by the CEO through the CFO and presented to the BOT for approval.
- **3.45.d.** Changes to the biennium budget that are not comprehensive enough to require realignmentare to be handled through budget adjustments. Management Administration is delegated the authority to approve budget adjustments that fall within the lesser of \$100,000 or 5% between each program. Budget adjustments in and out of grant and sponsorships appropriations are prohibited.

- **3.45.d.1** A quarterly report of budget adjustments made pursuant to 3.45.d shall be regularly submitted to the BOT. Each report shall identify the expenditure category from which the funds were transferred, the total amount of funds transferred, the expenditure category that received the transferred funds, the total amount of budget adjustments made for each quarter and a justification that briefly explains the necessity of the adjustments.
- **3.45.e.** An annual report of budget adjustments made pursuant to section 3.5.f. shall be submitted to the Board of Trustees no later than 60 days after the closing of each fiscal year. The Budget Adjustment Report shall identify the program from which funds were transferred, the total amount of funds transferred, the program that received the transferred funds, the total adjustments made for the fiscal year, and a justification that briefly explains the necessity of theadjustments.
- **3.45.f.** OHA shall establish a budgetary monitoring process which ensures intraoffice and program fiscal accountability. No later than 120 days after the closing of a fiscal year, the Administration shall submit to the Board of Trustees in an agenized meeting a Variance Report on program performance for the last completed fiscal year. In format, the Variance Report shall follow the same format as the Biennium Budget. The Variance Report shall include:
 - i. a comparison of the budgeted expenditures and actual expenditures for the lastcompleted fiscal year;
 - ii. a comparison of the program size anticipated, and the size realized in the lastcompleted fiscal year;
- iii. a comparison of the level of effectiveness anticipated and the level attained in the lastcompleted fiscal year; and
- iv. a narrative explanation summarizing the major reasons for the differences in the comparisons made for the last completed fiscal year.



ACTION ITEM

COMMITTEE ON RESOURCE MANAGEMENT August 2, 2023

RM #23-18

Action Item Issue:	published April 20, 2023.	icitation #23-11.01
Co-Prepared by:	hul VIII	Jul 28, 2023
	Carla J. Hostetter Pou Kākoʻo Kaiāulu Kūikawā, Interim Grants M	Date Aanager
Co-Prepared by:	Careforn	Jul 28, 2023
	Casey K. Brown Ka Pou Nui, Chief Operating Officer	Date
Reviewed by:	June Z. Deid	Jul 28, 2023
	Ramona G. Hinck Ka Pou Kihi Kanaloa Wai, Chief Financial Offic	Date cer
Reviewed by:	Colin Kiosan	Jul 28, 2023
·	Colin Kippen Ka Pouhana Kūikawā, Interim Chief Executive	Date Officer
Reviewed by:		
reviewed by.	John D. Waihee IV	Date
	Luna Hoʻomalu o ke Kōmike RM	
	Committee on Resource Management, Chair	

I. PROPOSED ACTION

Approve the following Fiscal Year 2023 Kāko'o Grant, Solicitation #23-11.01 disbursements totaling \$110,000 from Core Operating Budget (Object Code 56530):

Organization Name	Award Amount Recommendation
Going Home Hawaii	\$25,000
Hawaiian Historical Society	\$25,000
Homestead Community Development Corporation	\$20,000
'Aha Pūnana Leo, Inc.	\$25,000
J. Walter Cameron Center	\$15,000
Total Recommendation (5)	\$110,000

Contract execution to awardees is subject to approval of the FY23 grant budget carryover to FY24, consistent with Action Item RM #22-23E, ratified by the Board to carryover budget from FY22 to FY23.

II. Issue

Whether or not the Committee on Resource Management (RM), should approve the five (5) Kākoʻo grant recommendations.

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III. Background & Context

	FY 2023											
COMMUNITY GRANTS	Approved Budget	Approved Realignment #1	Approved Realignment #2	Approved Realignment #3	Proposed Realignment #4	Adjust	Table					
	(a)	(b)	(c)	(d)	(e)	(f) = (e - d)						
20-01: Culture	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	0						
20-02: Health	500,000	500,000	500,000	500,000	500,000	0						
20-03: Education	750,000	750,000	750,000	750,000	750,000	0						
20-04: Housing	1,500,000	1,500,000	1,500,000	1,500,000	1,000,000	(500,000)	Reclass					
20-05: Income	750,000	750,000	750,000	750,000	750,000	0						
20-06: Land	500,000	500,000	500,000	500,000	500,000	0						
20-07: Ahahui	200,000	200,000	200,000	200,000	200,000	0						
Leverage Opportunities												
Higher Education Scholarships	500,000	500,000	500,000	500,000	500,000	0						
Homestead Community	300,000	300,000	300,000	300,000	300,000	0						
NH Teacher Education & Professional Development	250,000	250,000	250,000	250,000	250,000	0						
Ohana (including Impacts of Incarceration, Human Trafficking, LGBTQ)	750,000	750,000	750,000	750,000	1,250,000	500,000	Reclass					
Iwi Kupuna Repatriation & Reinterment	300,000	300,000	300,000	300,000	300,000	0						
COVID 10 Imposts	500,000	500,000	500,000	500,000	0	(500,000)	Doolog					
Kako'o Grants ⁹					195,921	195,921	New					
rotar Community	\$7,300,000	\$7,300,000	\$7,300,000	\$7,300,000	\$6,995,921	(\$304,079)						

A. Budget Authorization. Via Action Item RM #22-23A - OHA Biennium Budget for the Fiscal Biennium Periods 2021-2022 (FY 22) and 2022-2023 (FY 23), Realignment #4, with \$195,921 allocated to Kākoʻo Grants.

Contract execution to awardees is subject to approval of the FY23 grant budget carryover to FY24, consistent with Action Item RM #22-23E, ratified by the Board to carryover budget from FY22 to FY23.

Figure 1. Table 10c from AI RM#22-23A

- **B. Kāko'o Grant.** The purpose of a Kāko'o Grant is to strengthen community organizations' grant applications, and post award monitoring and reporting, not just for OHA but for other county, state, federal and community resourcing. This grant is intended to broaden and strengthen Native Hawaiian community organizational capacity enabling the organization to seek additional resourcing beyond OHA, subject to available and authorized funding that:
 - Aligns with OHA's 2020-2035 Strategic Plan Framework;
 - Provides for support services to strengthen the Native Hawaiian community based organization(s), including but not limited to grant writers; resource navigators; program implementation supports; program evaluation support; resources to establish and "stand-up" new organizations; resources to strengthen existing community based organizations (e.g., timely filing of reports); paying for financial audits, accountants and accounting services; funding "back office" resources; human resources; payroll processing fees (not the actual payroll or related tax amounts); credit card processing fees; organizational and financial reporting and other back-office functions; business insurance; or Form 990 preparation.

C. Kākoʻo Grant - Solicitation OHA 23-11.01. Key published information¹ for the socialization is summarized below:



Figure 2. Grant Program Phases

Table 1. Published Solicitation Information

Activity	Key Dates	
Orientation Recording Previously Posted	Wednesday, March 15, 2023	
Grants Portal (Re) Opens (Phases 1, 2)	Monday, April 24, 2023	
Deadline for LOI – Phase 1 Submission	Monday, May 15, 2023	
Application Closes @ 2:00 p.m. HST (<i>Phase</i> 2)	Monday, May 22, 2023	
Application Review Period (<i>Phase 3</i>)	May - June 2023	
Administration Recommendation, Board Action (<i>Phase 3</i>)	May – June 2023	
Notification of Award, Non-Award (<i>Phase 4</i>)	June 2023	
Contracting (Phase 5)	July 2023	

D. Kāko'o Grant -FY22-FY23 Biennium Budget. OHA administers the Kāko'o Grant program through a competitive solicitation over the fiscal biennium periods ending June 30, 2023, to provide organizational support for a period of one year.

The maximum award amount is \$25,000 and cycle budgets were established to operationally allocate resources throughout the biennium period. In the FY2022 to FY2023 the total budget for Kākoʻo Grants was \$195,921, and these five (5) Kākoʻo Grants grant recommendations are the first to be made to the Board.

¹ Note. Published information is subject to adjustment based on organization, including Trustee/Board schedule.

The Kākoʻo Grants budget, recommended awarding, and remaining budget is presented in Table 2:

Table 2. Kākoʻo Budget, Awarding, and Carryover

Description	Funding
Funds available for FY 2023	\$195,921
Grant award recommendations	\$110,000
Remaining FY23 Kākoʻo Grant funds	\$85,921

IV. Analysis

- A. <u>Overview.</u> Consistent with current Grants Program process, three external Native Hawaiian community members evaluated all applications. Evaluators signed the Confidentiality Form and Conflict of Interest Disclosure, and documents were reviewed to ensure there were no declared Conflict of Interest with any of the applicants.
- **B. Cycle Statistics.** Table 3 below provides statistics for each phase of the application process.

Table 3. Cycle Statistics

Description	Number	
Phase 1 – Letter of Intent		
1. Number of LOIs Started	56	
2. Number of LOIs Completed (therefore, received application)	32	
Phase 2 - Application		
1. Number of Applicants Provided Application from Phase 1	32	
2. Number of Applications Submitted	25	
2. Number of Submitted Applications deemed Complete ²	9	
3. Number of Complete Applications Forwarded to Evaluation Phase	6	
Phase 3 – Evaluation		
Number of Applications Evaluated Recommended for Awarding - See Attachment A	5	

² Applications submitted by Applicant Organizations (AO) are reviewed by the Grants Program for compliance with solicitation parameters (e.g., matching funds, administration %, eligible budget items, budgetary parameters) before being forwarded (or not) to the Evaluation Phase. Timing of communication to AOs are coordinated with evaluation phase activities and new timeline for solicitation(s).

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

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

Of the nine (9) complete applications submitted, six (6) applications were evaluated and five (5) are being recommended for award, with three (3) being recommended for the full funding amount requested and two (2) being recommended for partial award. Determination of partial award recommendation amounts were based on disallowed proposed budget line items, including salaries.

Refer to Attachment A. Application Analysis for detailed application analysis of five (5) recommended applications for Kākoʻo Grant awards and Appendix B. for the Kākoʻo Grant Solicitation.

Alternatives to Recommended Action

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

VII. Certification

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

Ramona G. Hinck

Chief Financial Officer

Date: Jul 28, 2023

V. Recommended Action

Administration recommends the Board of Trustees approve the following Fiscal Year 2023 Kākoʻo Grant, disbursements totaling \$110,000 from Core Operating Budget (Object Code 56530):

Organization Name	Award Amount Recommendation
Going Home Hawaii	\$25,000
Hawaiian Historical Society	\$25,000
Homestead Community Development Corporation	\$20,000
'Aha Pūnana Leo, Inc.	\$25,000
J. Walter Cameron Center	\$15,000
Total Recommendation (5)	\$110,000

Contract execution to awardees is subject to approval of the FY23 grant budget carryover to FY24, consistent with Action Item RM #22-23E, ratified by the Board to carryover budget from FY22 to FY23.

VI. Attachments

- **A.** Applicant Analysis
- **B.** Grant Solicitation No. OHA 23-11.01, Kākoʻo Grant Program, Posted April 20, 2023

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Executive Team: Lester Estrella (Chief Executive Officer), Dr. Kimi Pacheco (Director of Operations), Michelle Manalo (Director of Finance)

Attachment A - Application Analysis

Solicitation #23-11.01

Organization Name	Service Type	Island Location(s)	Kākoʻo Services	Strategic Direction	Applicant Request Amount	External Grant Reviewer (2) Score, Average	Award Amount Recommended
Purpose Statement: The purpose of this support service is to pay for accounting (including bookkeeping, tax preparation and auditing services and an online QuickBooks subscription), which strengthens our organization by strengthening our financial management systems and enabling us to initiate our first audit. This support service will also pay for grant writing and online case management services, which helps ensure we have adequate resources for our organization and programs, and that we can document, track, and assess those we serve.							
Going Home Hawaii	Audit, bookeeping, tax prep, grant writing, case management & HR services	Hawai'i	Audit, bookeeping, tax prep, grant writing, case management, Quickbooks	Health	\$ 25,000	94, 98, 94 Average = 95	\$ 25,000
Board: Lester Estrella,	Denise Pacheco, Dr. Jan	nes Mahealani N	Miller, Lilinoe Kauahikaua, Dr. C. Ki	mo Alameida	, Dr. Marilyn E	Brown	

Organization Name	Service Type	Island Location(s)	Kākoʻo Services	Strategic Direction	Applicant Request Amount	External Grant Reviewer (2) Score, Average	Award Amount Recommended
Purpose Statement: The purpose of this support service is to offset contractual services and general 'back of house' expenses. The organization is foundationally committed to							
	advancing accessibility and visibility for our historical collections and responsibility to the humanities. We envision ourselves as caretakers and our mission—to preserve historical material, present public lectures, and publish scholarly research—guides our organization in fostering lifelong relationships with the Native Hawaiian community.						

L	71 1	· •		1		•	<u> </u>	
	Hawaiian Historical Society	Back Office Resources and Program Implementation/ Evaluation	Oʻahu	Financial Advisory, Accounting, Tax Prep, Liability Insurance, Program Implementation, Payroll Processing.	Education, Health, Economic Stability	\$ 25,000	87, 100, 92 Average = 93	\$ 25,000

Board: Hailama Farden, Kau'i Sai-Dudoit, Kawika Malama, Stacy Naipo, Leah Caldeira, Julian K. Ako, Nanea Armstrong-Wassel, Allen Hanaike, J. Uluwehi Hopkins, Noelle Kahanu, Robbie Ann Kane, Edward Lapsley, Watters O. Martin Jr., Charles Naumu, Puakea Nogelmeier, Ph.D.

Executive Team: Cynthia Engle (Executive Director)

Attachment A - Application Analysis

marketing materials.	he organization's capacity	to market its p	orograms, prod	ucts, and services, through the dev	velopment of			
Due deser I		Purpose Statement: The purpose of this support service is to strengthen the organization's capacity to market its programs, products, and services, through the development of marketing materials.						
Community Craphic Design and Marketing Support Kaua'i materials, Project Pr	Professional Marketing , i.e. Annual reports, rofile packets for partners, stakeholders ficiaries.	Housing, Economic Stability	\$ 25,000	90, 98, 85 Average = 91	\$ 20,000			

Board: Iwalani McBrayer, Maile Luuwai, Liberta Albao, Daniel Ornellas, Kammy Purdy

Executive Team: Kipukai Kualii (Chief Executive Director), Kara Chow (Deputy Director, Corporate Division), Jordyn Danner (Deputy Director, Housing and Capacity Division)

Organization Name	Service Type	Island Location(s)	Kāko'o Services	Strategic Direction	Applicant Request Amount	External Grant Reviewer (2) Score, Average	Award Amount Recommended	
Purpose Statement: The purpose of this support service is to pay for part of outsourced third-party fiscal support from Poukihi, that will strengthn the organization and directly benefit students and families served in the Kula Kamali'i program.								
'Aha Pūnana Leo, Inc.	Kahena	Oʻahu, Hawaiʻi, Maui, Kauaʻi, Molokaʻi	Financial Managerment Services, Audit,, Policy and Procedure creation & enhancement.	Education	\$ 25,000	92, 91, 88 Average = 90	\$ 25,000	
Roard: Kanange Kama	nā Mālia 'Alohilani Ro	ners Larry Kim	ura. R. Keawe Lones Jr., Kī'one Ravi	mond Willian	H Wilson (Pi	la) Hulilau Wilson		

Board: Kauanoe Kamanā, Mālia 'Alohilani Rogers, Larry Kimura, R. Keawe Lopes Jr., Kī'ope Raymond, Willian H. Wilson (Pila), Hulilau Wilson,

Executive Team: Ka'iulani Laehā (Chief Executive Officer), K. Sean Kekina (Chief Operating Officer)

Action Item RM #23-18: Approve the Awarding of Kākoʻo Grants from Solicitation #23-11.01, published April 20, 2023. Attachment A – Application Analysis

Organization Name	Service Type	Island Location(s)	Kākoʻo Services	Strategic Direction	Applicant Request Amount	External Grant Reviewer (2) Score, Average	Award Amount Recommended
Purpose Statement: The purpose of this support service is to empower, amplify and serve the community through the organizations mission. Funding will provide services for audit, grant management and back-office support to the organization.							
J. Walter Cameron Center	Kākoʻo For Cameron Center	Maui	Annual Audit, Grant Management, Accounting, and back-office support.	Education, Economic Stability, Health, Housing	\$ 25,000	72, 94, 93 Average = 86	\$ 15,000

Board: Georgianne Brown, Royce Fukuroku, Hideo Kawahara, Anthony Krieg, Mike Silva, Sharon Sodetani, Joyce Tamori, Denise Thayer, Jeffrey Ueoka, Lianne Yoshida **Executive Team:** Cesar Gaxiola (Executive Director)

Attachment B - Grant Solicitation



Grant Solicitation No. OHA 23-11.01

Kāko'o Grant Program

Updated: April 19, 2023

The new Kākoʻo Grant Program will have an initial solicitation to provide broader community organizational support for a period of one year from grant agreement execution. The high-level process timeline below is for planning purposes.

Grants Portal (Re) Opens:	Application Deadline (and Portal Closes):	Projected Award Notification:
Monday, April 24, 2023	Monday, May 22, 2023 (2:00 p.m. HST)	June 2023

For assistance with this grant solicitation, please email:

grantsinfo@oha.org

For technical assistance with the Grants Portal, please email:

grantsadmin@oha.org

Attachment B - Grant Solicitation

SOLICITATION ORGANIZATION

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

Section I. Grants Program, Timetable & Orientation

Section II. Kāko'o Grant Program Overview

Section III. Applicant Eligibility
Section IV. Application Instructions

Section V. Evaluation, Eligibility & Application

Section VI. Review & Recommendation

Section VII. Attachments

Attachment B - Grant Solicitation

SECTION I. GRANTS PROGRAM, TIMETABLE & ORIENTATION

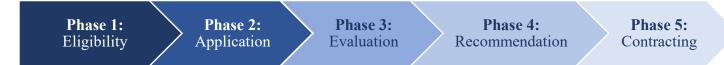
A. Grants Program

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

Contact information for Grants is:

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

Figure 1. Grants Program Phases



B. Solicitation(s) Timetable

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

Table 1. Key Dates Updated

	Activity	Key Dates
1.	Orientation Recording Previously Posted	Wednesday, March 15, 2023
2.	Grants Portal (Re) Opens (Phases 1, 2)	Monday, April 24, 2023
3.	Deadline for LOI - Phase 1 Submission	Monday, May 15, 2023
4.	Application Closes @ 2:00 p.m. HST (Phase 2)	Monday, May 22, 2023

Attachment B - Grant Solicitation

Activity	Key Dates
5. Application Review Period (Phase 3)	May - June 2023
6. Administration Recommendation, Board Action (Phase 3)	May - June 2023
7. Notification of Award, Non-Award (Phase 4)	June 2023
8. Contracting (Phase 5)	July 2023

C. Solicitation Orientation

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

Attachment B - Grant Solicitation

SECTION II. KĀKOʻO GRANT PROGRAM OVERVIEW

A. Kāko'o Grant Program Purpose

This new classification of grants, which was identified as a need by the community and provides for programmatic or organizational kākoʻo or support in the form of services for the applicant Native Hawaiian organizations. The purpose of a kākoʻo grant is to strengthen community organizations' grant applications, and post award monitoring and reporting, not just for OHA but for other county, state, federal and community resourcing. This grant is intended to broaden and strengthen Native Hawaiian community organizational capacity enabling the organization to seek additional resourcing beyond OHA.

Such support services may include, but not be limited to: grant writers; resource navigators; program implementation supports; program evaluation support; resources to establish and "stand-up" new organizations; resources to strengthen existing community based organizations (e.g., timely filing of reports); paying for financial audits, accountants and accounting services; funding "back office" resources; human resources; payroll processing fees (not the actual payroll or related tax amounts); credit card processing fees; organizational and financial reporting and other back-office functions; business insurance; or Form 990 preparation.

1. Target Population to be Served

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

2. Geographic Provision of Service

The support service can be based on any of the islands of Oʻahu, Hawaiʻi, Maui, Kauaʻi, Molokaʻi, and Lānaʻi, however the "client" must be a Native Hawaiian organization.

3. Scope of Eligible Support Services

a. Eligible Services

Refer to the Kāko'o Grant Program Purpose section above.

b. Ineligible Costs and/or Support Services

In general, the following type of costs, including the related services associated with, are ineligible for the Kākoʻo Grant program and will not be considered, in no particular order of ineligibility:

- Salaries, wages, payroll related taxes and/or benefits of applicant organization employee(s);
- Services that are denominated in any other currency than U.S. \$ dollars (e.g., crypto, euro, yen, yuan, won);
- Legal, court or other related costs or fees (e.g., bail, bond fees, judgements, fines, interest on unpaid costs);

Attachment B – Grant Solicitation

- Debt or debt service-related costs (e.g., financing costs, interest, points, loan payment, line of credit repayment);
- Fundraiser or fundraising costs;
- Construction or permitting fees;
- Services that are not compliant with federal, state, or county laws;
- Services that are rendered out of or by an organization that is based out of the state of Hawai'i:
- Promoter, manager or other entertainment related services;
- Administrative costs related to role as an OHA contractor;
- Sponsorships of individuals or teams;
- Travel agent or other related costs associated with travel;
- Purchase of raw or improved land or buildings;
- Purchase of motorized vehicles which includes boats;
- Out-of-state travel;
- Purchase of alcohol, food, tents, chairs, tables, speakers;
- Entertainment or gratuities;
- Indirect costs;
- Lei, makana (gifts), ho'okupu (offerings) or similar cost purposes; and/or
- Face painting, bouncy houses, prizes/awards or other games of chance.

B. COVID Safety Measures Required

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

C. Compensation & Method of Payment

1. Automated Clearing House (ACH) Payments

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

2. Compensation

An initial payment of 25% of the awarded amount shall be made upon execution of the grant agreement and the submission of the Grantee's W-9 form, the initial invoice form, ACH direct deposit form, current Certificate of Liability Insurance, and Grantee press release announcing the award.

Attachment B – Grant Solicitation

All initial payments will be made based upon the following table:

Table 2. Tiered Initial Payment

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

Subsequent payments shall be made to the applicant in quarterly disbursements, upon submission of invoices or other payment documentation by the applicant, and approval by OHA, based on the disbursement plan contained in the grant agreement. OHA shall retain up to ten percent (10%) of the total amount awarded for a final payment and report.

Note: Due to the projected award amount (up to \$25,000) and the one-year nature of the grant agreement, it is possible to disburse the grant in a minimum of three tranches: 1) 25% after grant agreement execution; 2) 65% after the first quarter with appropriate documentation; and 3) 10% upon receipt of close out report.

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.

Attachment B - Grant Solicitation

SECTION III. APPLICANT ELIGIBILITY

A. Eligibility Requirement

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

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

Attachment B - Grant Solicitation

B. Application Deadline

Refer to the deadlines in the table above.

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

C. Multiple Applications, Multiple Deadlines

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

D. Confidential Information

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

E. Funding

a. Funding Restrictions

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

b. Availability of Funds

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

Attachment B - Grant Solicitation

SECTION IV. APPLICATION INSTRUCTIONS

A. How to Apply

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

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

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

Login: Does your nonprofit organization have an account in the Grants Portal? If yes, login.

If no, create one.

Eligibility: Complete the LOI section first. Await approval by Grants Officer via email

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

B. Grants Portal Tips

- Online grant applications must be submitted by the deadline of Hawai'i Standard Time (HST). If you miss the deadline the system will not allow you to hit the submit button.
- A response is required for each item. If the item does not apply to your proposal or if no information is available, answer "not applicable" or "N/A". Do not leave any items blank. Failure to answer any of the items will restrict your ability to submit.
- Required forms or supporting documents must be uploaded to each relevant section of the application. Uploads have size limits. To ensure enough space for all uploads it is recommended to use black/white, compressed, low resolution, text quality documents.
- If you have more than one document to upload to one upload field, combine documents by scanning or merging them into one.
- Application questions have character limits. Character count includes all letters, numbers, symbols, blank spaces, and diacritical marks.
- Grants Portal accepts diacritical marks, please utilize where appropriate.
- It is advised that the applicant review the online application for accuracy and completeness before submitting it.

Attachment B - Grant Solicitation

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

Attachment B - Grant Solicitation

SECTION V. EVALUATION, ELIGIBILITY, & APPLICATION

A. Evaluation - Scoring Breakdown

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

	1. Basic Information & Purpose	Background, Capacity, Experience & Need	3. Service Need & Benefit		
Scoring System	0 Points	15 Points	30 Points		
	A. Basic Information & Purpose	B. Background, Capacity & Need	C1. Service Description	C2. Outreach & Collaboration	
Total Points	0	15	20	10	
Exceeds Expectation	0	13 to 15	18 to 20	9 to 10	
Meets Expectation	0	10 to 12	15 to 17	7 to 8	
Good	0	7 to 9	11 to 14	5 to 6	
Fair	0	4 to 6	6 to 10	3 to 4	
Poor	0	1 to 3	1 to 5	1 to 2	
Not Acceptable	0	0	0	0	

Scoring System	4. Service Contract Mgmt & Evaluation	5. Strategi Align	6. Support Service Budget	
Scoring System	25 Points	20 Poir	20 Points	
	D. Contract	E1. Strategic	E2. Strategic	F. Financial
	Management	Foundations	Directions	Capacity
Total Points	25	10	10	10
Exceeds Expectation	21 to 25	9 to 10	9 to 10	9 to 10
Meets Expectation	15 to 20	7 to 8	7 to 8	7 to 8
Good	10 to 14	5 to 6	5 to 6	5 to 6
Fair	5 to 9	3 to 4	3 to 4	3 to 4
Poor	1 to 4	1 to 2	1 to 2	1 to 2
Not Acceptable	0	0	0	0

B. Evaluation Breakdown

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

Attachment B - Grant Solicitation

C. Eligibility Requirement Questions – Phase 1

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

Basic Information (0 Total Points)

- 1. **Organization Name** The applicant shall provide its nonprofit organization name. If your organization name has an 'okina or kahakō, please use it.
- 2. Service Type Service Description The applicant shall provide the name of and/or describe the service type or nature of the service (i.e., accounting, auditing, grant writing, human resources, payroll, program evaluation)
- **3.** Organization Headquarter Location The applicant shall indicate the island location of the organization's headquarters, Choose one: Oʻahu, Hawaiʻi Island, Maui, Kauaʻi, Molokaʻi, or Lānaʻi.
- **4. Amount Requested** The applicant shall indicate the funding amount being requested from OHA for the proposed support service. The maximum amount requested is \$25,000 (No minimum) with the expectation to expend over one year from grant agreement execution.
- **5.** Authorized Signatory Legal and Financial Agreements The applicant shall identify individuals who have signing authority over legal agreements and reporting (Final Report and Grantee Agreement) for the organization.
 - Use the following format: List the first name, last name, and title.
- **6. Litigation** The applicant shall disclose any pending litigation to which they are a party, including disclosure of any outstanding judgment. If none, indicate with N/A.
- 7. Governing Board and Executive Team The applicant shall list the organization's governing board and executive team.
 - Use the following format: List the first name, last name, and title.
- **8.** Licenses or Permits Provide a list of applicable licenses or permits required for the services and the applicant's status in applying for each license or permit, if applicable.
 - If not applicable, indicate with N/A.
- **9.** Native Hawaiian Serving Organization The applicant shall select yes or no self-declaring if their organization serves majority Native Hawaiian clients and or participants.
- **10. COVID-19 Preparedness and Response Plan** The applicant shall certify that if awarded this grant, the applicant, now grantee, will develop and implement a COVID-19 Preparedness & Response Plan (Plan) that is in compliance with the federal, state and applicable county mandates that are in place during the grant period. The purpose of the Plan is to minimize or

Attachment B - Grant Solicitation

eliminate exposure to SARS-CoV-2 (commonly referred to as COVID-19) for all grant-related participants (e.g., project participants, contractors, employees, community members). The Plan must provide general safeguards for program/project location(s) as well as federal, State of Hawai'i, and applicable county mandates where grant project will be located and implemented. The applicant agrees to incorporate such safeguards and mandates into its implemented Plan. As the COVID-19 situation evolves, the applicant agrees that it will, in a timely fashion, update the Plan to conform to federal, state, and applicable county mandates. The Plan must be made immediately available to OHA upon request.

Eligibility Documents to Upload (0 Total Points)

The applicant is required to upload the following documents:

- 1. IRS Letter of Determination The applicant must have IRS tax-exempt nonprofit status and be registered to do business in the State of Hawai'i. The applicant shall upload the organization's IRS Letter of Determination verifying tax-exempt nonprofit status. See Attachment A for Sample IRS Letter of Determination.
- **2.** Certificate of Vendor Compliance (CVC) The applicant shall upload the Certificate of Vendor Compliance issued by the State of Hawai'i. To obtain this document, applicants must register with Hawai'i Compliance Express online at http://vendors.ehawaii.gov. Applicants must be registered and compliant with Hawai'i Compliance Express (HCE). We do not accept your DCCA. See Attachment B for Sample HCE Certificate of Vendor Compliance.
- **3. Application Authorization Form** The applicant shall upload the Application Authorization Form. This form needs to be completed and signed by the organization's authorized signatory. The authorized signatory has the legal power delegated by the applicant organization's authoritative body (such as the Board of Directors) to sign and submit the OHA Grant Application. *See Attachment C for Sample Application Authorization Form.*
- **4. Board Governance Certification Form** The applicant shall upload the Board Governance Certification Form. The organization's Board Chair or other designated representative of the organization's Board must sign this form. The certification verifies that Board members are not compensated, and that the organization has bylaws and/or policies that govern how business is conducted which includes conflicts of interest and nepotism policies. See Attachment D for Sample Board Governance Certification Form.

D. Application Questions – Phase 2

1. Purpose Statement (0 Total Points)

The applicant shall provide a short statement that describes the proposed support service needed. The statement should include the support service needed and the impact on the applicant organization.

<u>Use the following format</u>: "The purpose of this support service is to pay for X which strengthens my organization (or which not only strengthens my organization, but X others)

Attachment B - Grant Solicitation

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

Give the evaluators a sense of organizational capacity to utilize the support services grant effectively or the organizational capacity need for the support services grant. The applicant shall clearly describe the:

- organization mission;
- governing structure;
- existing resources in place for the requested support services (i.e., accounting, auditing, grant writing);
- existing organizational capacity or need;

3. Service Need & Benefit (30 Total Points)

a. Service Description (20 Points)

The applicant shall describe the service (e.g., accounting) or activities surrounding service (e.g., grant writing workshops for multiple entities) needs over the one-year period including how the service will strengthen the applicant and additional Native Hawaiian community-based organization(s).

b. Outreach & Collaboration (10 Points)

The applicant shall describe outreach efforts to other Native Hawaiian community-based organizations, collaboration efforts.

Use the following format:

- Marketing/Promoting: The applicant shall describe the marketing/promoting plan that encourages collaboration with other Native Hawaiian community-based organizations for the service.
- Collaboration: The applicant shall demonstrate their ability to collaborate with other organization(s) in the implementation of the service and to show buy-in from other agencies of the service opportunity
 - The applicant shall specify how the collaborating organization(s) intends to support the applicant's service.

4. Service Contract Management & Evaluation (25 Total Points)

The applicant shall describe its service or contract management process to ensure the service provider and related activities are managed appropriately (e.g., grant writer, accountant, auditor, human resources provider) and service deliverables are met.

Use the following format: List the first name, last name and title of the identified individual who will be managing and evaluating the services described.

Attachment B - Grant Solicitation

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

The applicant shall demonstrate that the applicant Native Hawaiian organization as a whole aligns with OHA's 2020-2035 Strategic Plan Framework's Strategic Foundations and Strategic Directions. No one foundation and direction are valued higher than another and the application score will not increase based on your selection.

a. Strategic Foundations (10 Points)

The applicant shall demonstrate how the <u>applicant organization's mission or purpose</u> is aligned with one or more of OHA's Strategic Foundations.

<u>Use the following format</u>: First, list the name of the foundation(s). Second, demonstrate how the <u>applicant organization's mission or purpose</u> aligns with the selection.

OHA's Strategic Foundations are as follows:

• 'Āina

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

• Mo'omeheu

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

• 'Ohana

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

b. Strategic Directions (10 Points)

The applicant shall demonstrate how the <u>applicant organization's mission or purpose</u> aligns with one or more of OHA's Strategic Directions.

<u>Use the following format</u>: First, list the name of the direction(s). Second, demonstrate how the <u>applicant organization's mission or purpose</u> aligns with the selection.

OHA's Strategic Directions and accompanying strategies are as follows:

• Educational Pathways

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

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

Attachment B - Grant Solicitation

• Health Outcomes

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

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

Quality Housing

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

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

• Economic Stability

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

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

6. Support Service Budget (10 Total Points)

a. Budget (5 Points)

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

Budget columns include the following:

- Budget Category: See Attachment E for Budget Category Table
- OHA Funds Requested: Amount requested from OHA
- Other Funds (if any)
- Description and Justification: See Attachment E for Budget Category Table

OHA reserves the right not to fund any budget expenses it deems inappropriate, unreasonable, or unallowable. <u>See Attachment H for Ineligible Costs and/or Support</u>
<u>Services.</u> Download the OHA budget form, once complete upload the completed document. Do not tamper with form.

<u>See Attachment F for Sample Completed Budget & Budget Justification Form.</u> See Attachment G for Budget & Budget Justification Form.

b. Vendor Quotes (5 Points)

Attachment B – Grant Solicitation

The applicant shall upload a copy of all vendor quotes, invoices, and estimates for budget items listed under the "OHA Funds Requested" column. Past service quotes/invoices and online screenshots/photos of cost are acceptable. The upload shall demonstrate that the funds requested are accurate and justified based on 3rd party quotes, estimates, invoices, and/or work orders.

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

The applicant may choose to include additional documents to support the "ask", however, OHA strongly encourages applicants to be judicious in selecting the type and number of items to include in the application.

Attachment B - Grant Solicitation

SECTION VI. REVIEW & RECOMMENDATION

A. Evaluation – Phase 3

1. Rejection of Applications

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

2. Additional Materials and Documentation

Upon request from OHA, each applicant shall submit any additional materials and documentation reasonably required by OHA in its review of the applications. Once the applicant submits their application and the deadline closes, OHA will not add any additional information to the applicant's submission.

3. Evaluation of Applications and Communication of Status

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

B. Recommendation - Phase 4

1. Recommendation of Award

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

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

C. Contracting – Phase 5

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

Action Item RM #23-18: Approve the Awarding of Kāko'o Grants from Solicitation #23-11.01, published April 20, 2023.

Attachment B – Grant Solicitation

SECTION VII. ATTACHMENTS

- A. Sample IRS Letter of Determination
- B. Sample HCE Certificate of Vendor Compliance (CVC)
- C. Sample Application Authorization Form
- D. Sample Board Governance Certification Form
- E. Budget Category Table
- F. Sample Completed Budget & Budget Justification Form
- G. Budget & Budget Justification Form
- H. Ineligible Costs and/or Support Services
- I. Sample OHA Kākoʻo Grant Agreement

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

Attachment B - Grant Solicitation

Attachment A – Sample IRS Letter of Determination

INTERNAL REVENUE SERVICE P. O. BOX 2508

CINCINNATI, OH 45201

Date: DEC 1 8 2010

Organization Name Org. Address City, State Zipcode DEPARTMENT OF THE TREASURY

Employer Identification Number:

12-1234567

DLN:

600328003

Contact Person:

Kimo Kealoha ID# 31518

Contact Telephone Number:

(877) 888-8888

Accounting Period Ending:

December 31

Public Charity Status: 170(b)(1)(A)(vi)

Form 990 Required:

Yes

Effective Date of Exemption:

February 22, 2010 Contribution Deductibility:

Yes

Addendum Applies:

No

Dear Applicant:

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

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

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

Sincerely,

Robert Choi Director, Exempt Organizations

Rulings and Agreements

Letter 947 (DO/CG)

Attachment B - Grant Solicitation

Attachment B – Sample HCE Certificate of Vendor Compliance (CVC)



STATE OF HAWAII STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

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

Vendor Name: ORGANIZATION NAME

DBA/Trade Name: ORGANIZATION NAME

Issue Date: 09/10/2016

Status: Compliant

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

Status of Compliance for this Vendor on issue date:

Department(s)	Status	
Hawaii Department of Taxation	Compliant	
Internal Revenue Service	Compliant	
Hawaii Department of Commerce & Consumer Affairs	Exempt	
Hawaii Department of Labor & Industrial Relations	Compliant	
	Hawaii Department of Taxation Internal Revenue Service Hawaii Department of Commerce & Consumer Affairs	

Status Legend:

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

Attachment B – Grant Solicitation Attachment C – Sample Application Authorization Form



ATTACHMENT A. APPLICATION AUTHORIZATION FORM

rganization			
	Legal Entity Name (ex. H&B Foundation, Inc. dba Nā M	Iele Hawai'i)	
Address			
j	Street Address	City	Zip
	Mailing Address (if different from Street Address)	City	Zip

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

Authorized Representative Signature	Authorized Representative (Type or Print Name)
Title of Authorized Representative	Date of Authorization

Attachment B – Grant Solicitation

On behalf of

Attachment D – Sample Board Governance Certification Form



BOARD GOVERNANCE CERTIFICATION

(the "Organization"), I hereby certify that:

Organization Name	
1) The members of the Organization's governing and servewithout compensation;	board have no material conflict of interest
 The Organization's governing board has bylav which businessis conducted and policies relating conflict of interest situations; and 	
3) The Organization employs or contracts with n the first orsecond degree of consanguinity (i.e., a grandchild, or sibling of another employee or co Organization employs or contracts with two or n second degree of consanguinity, the Organizatio contractual relationship to OHA, along with the over nepotism or conflicts of interest arising from determine whether the Organization may proceed by signing below, I confirm that I am authorized the requirements of HRS §10-17(c)(2), as listed certification madeherein. I understand that the Owritten request(s) for additional information from responsibilities under HRS Chapter 10.	a spouse, parent, child, grandparent, intractor of the Organization). If the nore members of a family or kin of the first or in shall disclose such employment or Organization's efforts to mitigate concerns in the relationship, and OHA shall then d with its grant application. It to certify the Organization's compliance with above, and that I am responsible for the ffice of Hawaiian Affairs (OHA) may make a
Authorized Board Representative Signature	Title of Authorized Board Representative
Authorized Board Representative (Print Name)	

Attachment B – Grant Solicitation

Attachment E – Budget Category Table

Personnel - Salaries & Wages & Other Costs

Description: Salaries, wages and other costs of employees.

<u>Justification</u>: Provide computations, price quotes, narrative descriptions, and a justification for each cost under this category.

Contractual Services

<u>Description:</u> Costs of all contracts for professional services.

<u>Justification</u>: Explain and justify why these services are being contracted.

Insurance

<u>Description:</u> Costs of insurance related to the organization

<u>Justification</u>: Provide computations, price quotes, narrative descriptions, and a justification for each cost under this category.

Attachment B – Grant Solicitation

Attachment F – Sample Completed Budget & Budget Justification Form

ATTACHMENT F. SAMPLE BUDGET

2	YEAR 1		Applicant Description & Justification	
BUDGET CATEGORY - Item Request OHA Fu Budge		Other Funds (if any)		
PERSONNEL - Salaries				
Reporting Analysts	\$ 5,000	s -	Pro-rated share of Analyst's time to complete reporting Other Grantor grant	
	S -	S -	50 to 100	
	\$ -	\$ -		
PERSONNEL - Other Costs			*	
Fringe	\$ 3,000	s -	Pro-rated share of Analyst's time to complete work	
	s -	S -		
CONTRACTUAL SERVICES - Add	m in istrative		χ.	
Professional Services: Audit	\$ 9,000	\$ -	Pro-rata amoun	
Prfoessional Services: Bookkeeping	\$ 2,000	s -	Pro-rated share of Analyst's time to complete work.	
		s -		
		\$ -		
	S -	S -		
CONTRACTUAL SERVICES - Pro	grammatic			
Program Evaluation Services	\$ 5,000	s -	Pro-rated share of Analyst's time to complete work.	
	s -	S -		
	S -	s -		
	S -	\$ -		
OTHER EXPENSES - Insurance				
G eneral Liability	\$ 1,000	S -		
	S -	\$ -		
	s -	S -		
REQUESTED OHA FUNDS BUDGET:	\$ 25,000			
	Other Funds	s -		
Total	Project Cost:			

Attachment B – Grant Solicitation

Attachment G – Budget & Budget Justification Form

ATTACHMENT G. BUDGET JUSTIFICATION FORM

	YEA	AR1	Applicant Description & Justification	
BUDGET CATEGORY - Item	Requested OHA Funds Budget	Other Funds (if any)		
PERSONNEL - Salaries				
8	S -	S -		
	S -	s -		
	S -	S -		
PERSONNEL - Other Costs				
	S -	S -		
	S -	\$ -		
CONTRACTUAL SERVICES - Add	m in istrative			
	S -	S -		
	s -	S -		
	S -	s -		
	S -	s -		
	s -	s -		
CONTRACTUAL SERVICES - Pro	grammatic			
	S -	s -		
	s -	s -		
	S -	s -		
	s -	s -		
OTHER EXPENSES - Insurance	,			
	S -	s -		
	S -	s -		
	s -	s -		
REQUESTED OHA FUNDS BUDGET:	s -			
	Other Funds	s -		
YEAR 1 Total	Project Cost:	S -		

Attachment B - Grant Solicitation

Attachment H – Ineligible Costs and/or Support Services

In general, the following type of costs, including the related services associated with are ineligible for the Kākoʻo Grant program and will not be considered, in no particular order of ineligibility:

- Salaries, wages, payroll related taxes and/or benefits of applicant organization employee(s);
- Services that are denominated in any other currency than U.S. \$ dollars (e.g., crypto, euro, yen, yuan, won);
- Legal, court or other related costs or fees (e.g., bail, bond fees, judgements, fines, interest on unpaid costs);
- Debt or debt service-related costs (e.g., financing costs, interest, points, loan payment, line of credit repayment);
- Fundraiser or fundraising costs;
- Construction or permitting fees;
- Services that are not compliant with federal, state, or county laws;
- Services that are rendered out of or by an organization that is based out of the state of Hawai'i;
- Promoter, manager or other entertainment related services;
- Administrative costs related to role as an OHA contractor;
- Sponsorships of individuals or teams;
- Travel agent or other related costs associated with travel;
- Purchase of raw or improved land or buildings;
- Purchase of motorized vehicles which includes boats;
- Out-of-state travel;
- Purchase of alcohol, food, tents, chairs, tables, speakers;
- Entertainment or gratuities;
- Indirect costs;
- Lei, makana (gifts), ho'okupu (offerings) or similar cost purposes; and/or
- Face painting, bouncy houses, prizes/awards or other games of chance.

Attachment B - Grant Solicitation

Organization Name

Attachment I – OHA Kākoʻo Grant Agreement SAMPLE (Page 1 of 3)



Kāko'o Grant Agreement

Project Name:		
보선 것 없는 생님		
Organization Ivame.		

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

Updated 4.10.2023

Attachment B - Grant Solicitation

Attachment I – OHA Kāko'o Grant Agreement SAMPLE (Page 2 of 3)



Kāko'o Grant Agreement

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Project Name:

- 12. Recipient agrees to make available to OHA all records the applicant may have relating to the operation of the applicant's grant related activity, business, or enterprise, to allow the office to monitor the applicant's compliance with HRS Section 10-17.
- 13. Recipient shall not use the grant for purposes of entertainment or perquisites.
- Recipient confirms that it has sufficient funds available for the effective operation of the activity for the purpose for which the grant is awarded.
- 15. Recipient represents that the Recipient presently has no interest and promises that the Recipient shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of the services under this Agreement.
- 16. Recipient shall disclose any outside activities or interests, including ownership or participation in any activity that conflicts or may conflict with the best interests of OHA. Prompt disclosure is required if the activity or interested is related, directly or indirectly, to any activity that the Recipient may be involved with on behalf of OHA.
- 17. Recipient understands that failure to comply (warning: two (2) e-mails and one (1) phone call) with any of the conditions or promises stated above may disqualify Recipient from future funding opportunities within the Kāko'o Grant Program for a period of three (3) years. (Refer to Noncompliance Policy).
- 18. Recipient understands that a person authorized to sign on behalf of Recipient organization must sign this Agreement and should this form not be properly signed, OHA may unilaterally terminate the award.
- 19. Recipient's disbursement plan for the one-year award is projected to be:

Total	Description Initial Disbursement		
25%			
XX%	TBD		
XX%	TBD		
10%	Final Disbursement		

Updated 4.10.2023

Attachment B - Grant Solicitation

Attachment I – OHA Kāko'o Grant Agreement SAMPLE (Page 3 of 3)



Kāko'o Grant Agreement

Organization Name:		
Project Name:		
1 1		
Authorized Signatory Certification	Date	
28		
Print Name	Date	

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

PROVIDER'S STANDARD OF CONDUCT DECLARATION

For the purposes of this declaration:

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

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

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

Updated 4.10.2023



ACTION ITEM

BOARD OF TRUSTEES August 17, 2023

BOT #23-07

Action Item Issue:	Approval of Emergency Disaster Relief to Address the 2023 Maui Island Wildfires	Impacts of the
Prepared by:	Casey K. Brown Ka Pou Nui, Chief Operating Officer	Aug 13, 2023 Date
Reviewed by:	Ramona G. Hinck Ka Pou Kihi Kanaloa Wai, Chief Financial Officer	Aug 13, 2023 Date
Reviewed by:	Everett Ohta Ka Paepae Puka Kūikawā, Interim General Counsel	Aug 13, 2023 Date
Reviewed by:	Colin Kippen Ka Pouhana Kūikawā, Interim Chief Executive Officer	Aug 13, 2023 Date

Action Item BOT #23-07: Approval of Emergency Disaster Relief to Address the Impacts of the 2023 Maui Island Wildfires

Reviewed by:

Trustee Carmen Hulu Lindsey
Ke Kauhuhu o ke Kaupoku
Chairperson of the Board of Trustees

I. Proposed Action

Motion #1

Approve the carryforward budget from Fiscal Year 2021-2022 (FY22) and Fiscal Year 2022-2023 (FY23) unspent, uncommitted, unencumbered, and unaccrued funds in Appropriation Supplemental Trust Funds (930), Grants in Aid – Disaster Aid (56570) in the amount of \$182,158 to Fiscal Year 2023-2024 (FY24) Grants in Aid – Disaster Aid (56570).

Motion #2

Approve and authorize the distribution of up to \$332,158 in emergency disaster relief funds:

- A. To address the impacts of the August 2023 wildfires on Maui Island;
- B. Via a non-solicited, Board-directed "2023 Maui Island Wildfire Emergency Disaster Relief Grant" to the Hawai'i Community Lending organization;
- C. For the distribution of financial resources to Native Hawaiian families impacted by the wildfires;
- D. From unallocated FY24 Grants Program (3800), Grants in Aid Disaster Aid (56570).

II. <u>Issue</u>

Whether or not the Board of Trustees (BOT) should approve: 1. The carryforward budget from FY22 and FY23 Grants in Aid – Disaster Aid (56570) in the amount of \$182,158 to FY24 Grants in Aid – Disaster Aid (56570) and 2. Authorize the distribution of up to \$332,158 in emergency disaster relief funds to address the impact of the August 2023 wildfires on Maui Island from unallocated FY24 Grants Program (3800), Grants in Aid – Disaster Aid (56570) to the Hawai'i Community Lending organization.

III. Background and Context

A. Discussion and Need Assessments.

The firestorm that tore through the western shores of Maui on Tuesday, August 8, and Wednesday, August 9, 2023, forced the evacuation of more than 2,000 people, according to authorities. Clay Trauernicht, a tropical fire specialist at the University of Hawai'i at Mānoa, stated that it was the deadliest wildfire in the state's history.

Lahaina, a town of roughly 12,000 people, is virtually destroyed, with at least 89 confirmed dead, as of August 12, 2023, and many more missing. Over 1,700 structures have been destroyed, including entire neighborhoods. There is currently no power and limited cell phone service in West Maui. The U.S. Census Bureau estimates that approximately 2,090 Native Hawaiians, across approximately 360

Action Item BOT #23-07: Approval of Emergency Disaster Relief to Address the Impacts of the 2023 Maui Island Wildfires

Native Hawaiian families, reside in this area. As of August 11, 2023, the Department of Hawaiian Home Lands has also reported that of the 104 lots in Leiali'i, 2 were completely lost, 50 suffered fire damage, 50 suffered smoke damage, and 2 were vacant.

The fire was propelled by strong winds causing the inferno to move so quick that some residents ran into the ocean to escape the smoke and flames. They were rescued by the U.S. Coast Guard, Maui County officials said. Others escaped by car, driving past flames in the shadow of the West Maui mountains.

President Biden has ordered all federal assets in Hawai'i to assist with the fire response, the White House said. The Coast Guard, the Navy and the Marines were supporting firefighting and rescue efforts, and the Department of Transportation was working with commercial airlines to evacuate tourists from the island.

Wildfires in Hawai'i are now burning through more than four times the number of acres than in previous decades, according to Professor Trauernicht, at the University of Hawai'i. Experts attribute the surge in wildfires to the prevalence of nonnative grasses, which are especially common on Maui, and are more flammable than indigenous plants. This is coupled with extreme weather connected to climate change such as unusually hot and dry summers and shifts in rainfall patterns.

IV. Emergency Disaster Relief Grant Recommendation

A. Grant Purpose.

The purpose of the recommended Board-directed 2023 Maui Island Wildfire Emergency Disaster Relief Grant is to fund a non-profit, community-based administrator to identify, coordinate, and disburse OHA funds to Native Hawaiians impacted by the August 2023 wildfires on Maui Island that devastated their communities. This grant is intended to:

- Provide immediate and direct financial resources to Native Hawaiian families impacted by the 2023 Maui Island wildfires through an existing financial distribution mechanism;
- Distribute financial resources to impacted Native Hawaiian families in amounts ranging from \$2,000 to \$5,000 per family, based on criteria that may include, but is not limited to:
 - o Loss of life of family/ household member,
 - o Loss or damage to residence,
 - o Loss or damage to personal belongings,
 - o Loss or decreased income,
 - Mental or physical health impacts.

¹ U.S. Census Bureau, 2015 American Community Survey 5-Year Estimates Detailed Tables, Total Population; Native Hawaiian and Alone or in any Combination.

- Create a low barrier process for Native Hawaiians to access OHA funding with maximum flexibility in eligibility and documentation requirements to support 'ohana who may have lost, or lost access to, basic standard documentation, as a result of the wildfires;
- Establish a system and process for OHA to continue to provide long term support to impacted Native Hawaiian families;
- Form a partnership between OHA and a non-profit administrator of funds to include close collaboration with the OHA Board of Trustees and Administration staff on all intake and check distribution events, communications, and on as many outreach activities as possible.
- Align with OHA's mission and 2020-2035 Strategic Plan Framework; Strategy 7. Advance policies, programs and practices that strengthen 'ohana abilities to pursue multiple pathways toward economic stability; Strategic Outcome 7.3. Increase number of Native Hawaiian 'ohana who are resource stable (financial, subsistence, other).
- **B.** Implementation Rational. Administration recommends the following implementation to best serve Native Hawaiians impacted by the 2023 Maui Island wildfires:
 - 1. Direct Financial Resources. Administration recommends that OHA provide immediate and direct financial resources to impacted Native Hawaiian families. OHA Beneficiary Services and Community Engagement units have completed preliminary needs assessments and based on community input have recommended a phased approach to OHA's role in the Maui Island wildfires relief efforts. Phase 1 was implemented immediately and includes continued assessment of community needs; communication and coordination with other Native Hawaiian serving organizations regarding emergency resources and donations; and office support. Additionally, OHA's Native Hawaiian Revolving Loan Fund is currently reaching out to all existing borrowers who may have been impacted by the recent fires to determine eligibility for loan deferments of at least 6 months and up to 12 months.

However, because OHA is not currently in a position to act as a first responder, administration recommends that OHA prepare and implement Phase 2 as quickly as possible to provide the long-term and continuous support that will be needed by our impacted Native Hawaiian communities. Phase 2 includes providing direct financial resources as quickly and easily as possible. Providing direct financial resources will allow OHA to empower impacted Native Hawaiian 'ohana to determine their own greatest needs and to support meeting those needs through OHA trust dollars.

Phase 2 additionally includes OHA's currently available loan product for Native Hawaiians experiencing a loss as a result of the disaster. These families are now eligible for loans of up to \$20,000 at 4% interest with up to 6 months of deferred payments. Loans may be used for home improvement, vehicle repair or replacement, or business stabilization.

2. Non-Profit Administrator of Funds. Administration recommends that OHA utilize an existing and established, community-based non-profit administrator of funds, as opposed to attempting to quickly develop an internal system of distribution. This recommendation is based on the devastating impact of the wildfires and the urgent community need to receive immediate support, as opposed to waiting for the time it will take for OHA to develop internal systems. The OHA Grant Program estimates that administrative costs for a non-profit administrator of funds will be no more than 20% of the total grant budget, which would be less than the expenses to develop and implement an internal system of distribution on Maui Island. Utilizing an organization with long-established and fully functioning systems, policies, processes, procedures, and staffing will allow for the fastest delivery of funds to our impacted Native Hawaiian communities.

Additionally, OHA currently employs one staff member based out of the Maui Island office. In order to distribute funds using internal resources only, many additional OHA staff members would have to be relocated to Maui Island for an extended period of time, which could lead to a greater strain on very limited lodging resources. Utilizing an organization with staff already on the ground on Maui Island, will allow OHA to deliver funds without creating a greater burden for the Maui community.

3. Board Directed Grant. Administration recommends that OHA exercise our ability to award a grant via a non-solicited, Boarddirected process due to the emergent nature of needs of the Native Hawaiian community impacted by the 2023 Maui Island Wildfires. An OHA grant solicitation process would take an estimated 3 to 4 months to reach Board ratification. However, the OHA Grants Program has an established process and staff experienced in administering a boarddirected grant, such as the most recent Hawaiian Focused Charter School Grants (RM#23-03). This recommendation follows best practice, including the Governor's current emergency proclamations, which suspends the state Procurement Code where compliance with the Code would negatively impact the selection of vendors necessary for emergency efforts. Utilizing a board directed grant, will allow OHA to adhere to *HRS* §10-17: *Grants*; *conditions and qualifications* and allow for the fastest delivery of funds to our impacted Native Hawaiian communities.

- **4. Funding Level.** Administration recommends a grant funding level of \$332,158. This amount reflects the budget currently unallocated within the Grants Program (3800), Grants in Aid Disaster Aid (56570) from FY22, FY23 and FY24. Utilizing unallocated and available funds would allow for the fastest delivery of funds to our impacted Native Hawaiian communities. OHA administration also recommends that OHA continue to monitor the situation as <u>additional disaster relief may be neccessary</u> at which time OHA can execute a budget realignment to deploy more relief funds.
- 5. Recommended organization. Administration recommends awarding a Board-directed grant to Hawai'i Community Lending (HCL) to distribute financial resources to Native Hawaiian families impacted by the 2023 Maui Island Wildfires. HCL is a long standing, trusted partner of OHA and has worked hand in hand with OHA for 15 years to meet our shared goals. HCL has experience in distributing emergency financial aid (EFA) to our beneficiairies. Their existing EFA project model closely models the disaster relief aid disbursement process that OHA would like to implement for the island Maui.

In 2021, HCL was awarded a \$1,044,253 OHA Board-approved EFA Grant that was contracted to run from May 2021 to July 2022. The statewide EFA program was called "Ka Wailele." HCL worked well with OHA to promote their services to our beneficiaries. Additionally, they provided excellent customer service to our beneficiaries. HCL has a proven track record that no other EFA contractor OHA has worked with has been able to match. In this time of crisis, it is crucial that OHA work with a contractor that is experienced and has in place a proven system for intake, review, check disbursment, and reporting to successfully and efficiently manage the disaster relief aid disbursement.

HCL was established in 2002 and is a Hawai'i nonprofit mortgage lender, who helps local and Native Hawaiian families strive for homeownership, offers homeowner assistance funds, emergency relief to prevent foreclosure, and assists with building credit and debt consolidation. HCL has over \$10 million in grants and loans disbursed, 3,808 grants and loans originated and 3,799 'ohana in their own homes.

V. Budget Authorization

A. Motion #1.

	FY 2023						
GRANTS	Approved Budget (RM #21-08A)	Approved Realignment #4 (RM #22- 23A)		Approved Realignment #6 (RM #23-01)	Proposed Realignment #7 (RM #23-16)	Adjustments	FN
	(a)	(b)		(c)	(d)	(e) = (d - c)	
COMMUNITY GRANTS							
56540 GRANTS IN AID LEVEL II GRANTS	6,500,000	7,250,000		7,250,000	7,250,000	0	
56560 GRANTS IN AID - SPONSORSHIPS	410,921	215,000		245,000	245,000	0	
56570 GRANTS IN AID - DISASTER AID	132,579	132,579		132,579	132,579	0	
TOTAL - GRANTS	\$15,173,500	\$15,173,500		\$15,203,500	\$15,203,500	\$0	

Figure 1. Table 10: FY22 and FY23 Approved Budget and Realignment Grants Budget Comparison from AI RM#23-16A

As reflected in Figure 1. Table 10: FY22 and FY23 Approved Budget and Realignment Grants Budget Comparison from Action Item RM #23-16A - OHA Biennium Budget for the Fiscal Biennium Periods 2021-2022 (FY 22) and 2022-2023 (FY 23) - Realignment #7 – Non-Core and Core Realignments, \$265,158 was budgeted for Grants in Aid – Disaster Aid (56570).

B. Motion #2.

56570 DISASTER AID	Awarded	Awarded	Biennium Budget Request		FY24/FY25	%
	FV 22	FV 23	FV 24	FV 25	2-Vear Total	
Placeholder for Disaster Aid	\$132,579	\$132,579	\$150,000	\$150,000	\$300,000	100%

Figure 2. Table 6h: Disaster Aid from AI RM#23-17

As reflected in Figure 2. Table 6h: Disaster Aid from Action Item RM #23-17 - OHA Biennium Budget for the Fiscal Biennium Periods 2023-2024, \$150,000 was budgeted in FY24 for Grants in Aid – Disaster Aid (56570)

VI. Available Funds. Grants in Aid -Disaster Aid Funds

Table 1 reflects the approved programmatic budget and the subsequent Board approved (via Action Item) awards resulting in the remaining budget for this recommended action:

Table 1. FY22-FY23 and FY24. Grant in Aid - Disaster Aid Budget vs Awarding Comparison

Line	Action Item	FY22 Amount	FY23 Amount	FY24 Amount	FY22, FY23, FY24 Running Total
1	Action Item RM #23-16A - OHA Biennium Budget for the Fiscal Biennium Periods 2021-2022 (FY 22) and 2022-2023 (FY 23) – Realignment #7 – Non-Core and Core (approved 6/29/23)	\$132,579	\$132,579		\$265,158
2	Action Item BOT #21-09: Approval of the Distribution of up to \$50,000 in Emergency Relief Funds to Address the Impacts of Hawaii Island Fires, August 12, 2021	(\$50,000)	\$0		\$215,158
	Increase aid amount from \$50,000 to \$70,000 (approved August 12, 2021)	(\$20,000)	\$0		\$195,158
3	Action Item RM #21-12: Approve an Additional Amount of \$13,000 in Emergency Relief Funds to be Distributed to Address the Impacts of Hawaii Island Fires, dated September 14, 2021 (approved 9/16/21)	(\$13,000)	\$0		\$182,158
4	Action Item RM #23-17 – OHA Biennium Budget for the Fiscal Biennium Periods 2023-2024 (FY 24) (approved 6/29/23)			\$150,000	\$332,158

VII. Certification

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

Ramona G. Hinck Chief Financial Officer

Date: Aug 13, 2023

VIII. Prior OHA Disaster Responses And Resources

- A. Impacts of Kaua'i Floods and Puna Lava, 2018 (RM #18-06). Remote Wainiha and Hā'ena areas on Kaua'i were badly affected by torrential downpours and were nearly isolated by highway damage, rockfall and mudslides. While eruptions at Kīlauea volcano on Hawai'i Island drastically impacted households in Puna. In response, the OHA Board authorized \$500,000 for emergency disaster relief in the form of financial assistance, through a partnership with Neighborhood Place of Puna and coordination with OHA's Kaua'i office.
- **B.** Kaua'ula Maui, 2019. (RM #19-06 and RM # 19-11). Wildfires, record rainfall, and widespread flooding were the result of Hurricane Lane, reported on August 21, 2018. The OHA Board approved provision of direct financial resources through a grant to Habitat for Humanity Maui for \$35,000 to serve 20 Native Hawaiian families.
- C. Waimea, Hawai'i Island, Wildfires, Pu'ukapu Subdivision Impact, 2021 (BOT #21-09 and RM #21-12). Hawai'i County experienced two wildfires in Ka'u and in South Kohala on July 30, 2021. The OHA Board approved a total of \$83,000 in disaster aid for families impacted by structure loss, emergency displacement and contracting for heavy equipment.
- D. Impacts of the Eruption of Mauna Loa on Hawai'i Island, 2022 (RM #22-25) On November 27, 2022, the Moku'āweoweo crater on Mauna Loa erupted creating four fissures impacting air quality, water quality, and threatened highways. The OHA Board approved the distribution of up to \$100,000 in emergency relief fund to address the impact of the eruption. These funds were then applied to a FY23 grant solicitation to retain services of an administrator of OHA disaster aid. No eligible applications were received for this solicitation, resulting in unspent, uncommitted, unencumbered, and unaccrued funds in Fiscal Year 2023 Appropriation Supplemental Trust Funds (930), Grants in Aid Disaster Aid (56570) in the amount of \$132,579.

IX. Committee on Resource Management Waiver

Although this Action Item pertains to a budgetary matter and the use of OHA trust funds, a waiver of this Action Item from the Committee on Resource Management will be sought at the August 17, 2023 BOT meeting, due to the urgency in providing this emergency disaster relief to the impacted Native Hawaiian communities on Maui Island. A RM Committee waiver was also approved for the Waimea Hawai'i Island, Wildfires, Pu'ukapu Subdivision Impact, 2021 Action Item BOT #21-09.

X. Recommended Action

Motion #1

Approve the carryforward budget from Fiscal Year 2022 (FY22) and Fiscal Year 2023 (FY23) unspent, uncommitted, unencumbers, and unaccrued funds in Appropriation Supplemental Trust Funds (930), Grants in Aid – Disaster Aid (56570) in the amount of \$182,158 to Fiscal Year 2024 (FY24) Grants in Aid – Disaster Aid (56570).

Motion #2

Approve and authorize the distribution of up to \$332,158 in emergency disaster relief funds:

- A. To address the impacts of the August 2023 wildfires on Maui Island;
- B. Via a non-solicited, Board directed "2023 Maui Island Wildfire Emergency Disaster Relief Grant" to the Hawai'i Community Lending organization;
- C. For the distribution of financial resources to Native Hawaiian families impacted by the wildfires;
- D. From unallocated Fiscal Year 2024 Grants Program (3800), Grants in Aid Disaster Aid (56570).

XI. Alternatives to Recommended Action

- A. Take no action
- B. Approve and authorize different funding mechanisms or award amounts
- C. Propose alternative action(s) to address the impacts of the 2023 Maui Island wildfires

XII. Attachments

None

PHONE (808) 594-1888

Committee on Resource Management

Trustee John Waihe'e IV, *At-Large - Chair* Trustee Luana Alapa, *Moloka'i / Lāna'i - Vice Chair*

Members

Trustee Dan Ahuna, Kaua'i / Ni'ihau Trustee Kaleihikina Akaka, O'ahu Trustee Keli'i Akina, At-Large Trustee Brickwood Galuteria, At-Larg

Trustee Brickwood Galuteria, *At-Large*Trustee Carmen Hulu Lindsey, *Maui*Trustee J. Keoni Souza, *At-Large*Trustee Mililani Trask, *Hawai'i Island*



STATE OF HAWAI'I OFFICE OF HAWAIIAN AFFAIRS

MEETING OF THE COMMITTEE ON RESOURCE MANAGEMENT (RM)

DATE: Wednesday October 11, 2023

TIME: 10:00 a.m. **PLACE**: Virtual Meeting

560 N. Nimitz Hwy., Honolulu, HI 96817

viewable at https://www.oha.org/livestream OR

Listen by phone: (213) 338-8477, Webinar ID: 845 9347 7915

This virtual meeting can be viewed and observed via livestream on OHA's website at www.oha.org/livestream or listened to by phone at: (213) 338-8477, Webinar ID: 845 9347 7915. A physical meeting location, open to members of the public who would like to provide oral testimony or view the virtual meeting, will be available at 560 N. Nimitz Hwy., Suite 200, Honolulu HI 96817.

AGENDA

I. Call to Order

II. Approval of Minutes

A. August 9, 2023

III. Unfinished Business - None

IV. New Business

A. Action Item RM #23-20: Budget Carryover – Grants

B. Action Item RM #23-21: Approve the Awarding of Economic Stability Grants

from Solicitation #23-03.01 published May 30, 2023

C. Action Item RM #23-22: Approve the Awarding of 'Āina Grants

from Solicitation #23-02.01 published May 30, 2023

D. Action Item RM #23-23: Approve the Awarding of Mo'omeheu Grants

from Solicitation #23-09.01 published May 30, 2023

E. Action Item RM #23-24: Approve the Awarding of Kāko'o Grants

from Solicitation #23-11.02 published May 30, 2023

F. Action Item RM #23-25: FB 2024-2025 Hawaiian-Focused Public Charter School Fund

Administration Grant Recommendation – Part I. Funding Per Pupil

V. Announcements

VI. Adjournment

If you need an auxiliary aid/service or other accommodation due to a disability, please contact Everett Ohta at (808) 594-1988 or by email at everetto@oha.org as soon as possible. Requests made as early as possible have a greater likelihood of being fulfilled. Upon request, this notice is available in alternate/accessible formats.

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.

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 until the written meeting minutes are posted to OHA's website.



ACTION ITEM

COMMITTEE ON RESOURCE MANAGEMENT October 11, 2023

RM #23-21

Action Item Issue:	#23-03.01 published May 30, 2023.	Grants from Solicitation
Prepared by:	Careforn	Oct 6, 2023
	Casey K. Brown Ka Pou Nui, Chief Operating Officer	Date
	Funi F. Minch	
Reviewed by:	Junit um	Oct 7, 2023
	Ramona G. Hinck Ka Pou Kihi Kanaloa Wai, Chief Financial	Date Officer
Reviewed by:	Colin Kiopon	Oct 7, 2023
	Colin Kippen Ka Pouhana Kūikawā, Interim Chief Execu	Date tive Officer
	.1 1	
Reviewed by:	War I	Oct. 8, 2023
-	John D. Waihee IV	Date
	Luna Hoʻomalu o ke Kōmike RM	

Committee on Resource Management, Chair

I. PROPOSED ACTION

Approve the following Fiscal Year 2023 Economic Stability Grants, Solicitation #23-03.01, disbursements totaling \$900,000 from Core Operating Budget (Object Code 56530):

Organization Name	Award Amount Recommendation
Hoʻakeolapono Trades Academy and Institute	\$400,000
Homestead Community Development Corporation	\$500,000
Total Recommendation (2)	\$900,000

II. <u>ISSUE</u>

Whether or not the Committee on Resource Management (RM), should approve the two (2) Economic Stability grant recommendations.

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III. BACKGROUND & CONTEXT

A. Economic Stability Grant. Purpose: Strengthened capability for 'ohana to meet living needs, including housing; strengthened effective implementation of the Hawaiian Homes Commission Act. 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.

Grant considerations include culture and community 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.

Considerations 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.

B. Economic Stability Grant. Solicitation Process: Grant applications were received in response to Solicitation OHA 23-03.01. Key published information from the socialization is summarized below:



Table 1. Published Solicitation Information

Activity	Key Dates
Orientation Recording Previously Posted	Wednesday, March 15, 2023
Availability of Solicitation	Tuesday, May 30, 2023
Online Access to Phase 1 Eligibility (Phase 1)	Tuesday, May 30, 2023
Eligibility Deadline – 2:00 p.m. HST (Phase 1)	Monday, June 19, 2023
Online Access Application (Phase 2)	Upon approval of Eligibility
Application Deadline – 2:00 p.m. HST (Phase 2)	Monday, June 26, 2023
Application Evaluation Period (Phase 3)	June 2023 - July 2023

Administration Recommendation, Board Action (Phase 4)	July 2023 - August 2023			
Notification of Award, Non-Award (Phase 4)	August - September 2023			
Contracting (Phase 5)	August - September 2023			
Note. Administration Recommendation, Board Action (<i>Phase 4</i>) was delayed due to reconciliation of FY23 budget and pending carryover Action Item.				

IV. ANALYSIS

- A. Overview. Consistent with current Grants Program process, three external Native Hawaiian community members evaluated all applications. Evaluators signed the Confidentiality Form and Conflict of Interest Disclosure, and documents were reviewed to ensure there were no declared Conflict of Interest with any of the applicants.
- **B.** Cycle Statistics. Table 3 below provides statistics for each phase of the application process.

Table 2. Cycle Statistics

Description	Number
Phase 1 – Letter of Intent	
Number of LOIs received	5
Number of LOIs deemed complete	4
Phase 2 – Application	
Number of applications received	4
Number of applications deemed complete ¹	2
Phase 3 – Evaluation	
Number of applications evaluated	2
Number of applications recommended for awarding - See Attachment A	2

C. Convenings and Awarding Recommendations. Assigned external evaluators completed their review, evaluation, and award recommendations, facilitated by the assigned Grant Program staff member. Evaluators then met in a formal

¹ Applications received are reviewed by the Grants Program for compliance with solicitation parameters (e.g., matching funds, indirect cost limit, indirect cost percent, eligible budget items, budgetary parameters) before being deemed complete and forwarded to the Evaluation Phase. Timing of communication to applicants are coordinated with evaluation phase activities.

convening to address outliers and ensure consistency in process. The evaluators reviewed the outcomes of the individual assessments (via a scoring matrix), including scores that varied between evaluators, awarding recommendations (e.g., award, partial award, do not award) and engaged in discussion. Any subsequent evaluator decision to adjust score(s) were recorded (by the evaluator) in the Grants Portal prior to the systems being closed for score aggregation.

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

Of the two (2) complete applications received, two (2) applications were evaluated and two (2) are being recommended for award for the full funding amount requested.

Refer to Attachment A. Application Analysis for detailed application analysis of two (2) recommended applications for Economic Stability Grant awards and Appendix B. for the Economic Stability Grant Solicitation.

V. BUDGET AUTHORIZATION.

Table 6c: Core Grants Budget - by Expenditure Type Approved FY22/ Approved FY23/ FY24 FY25 Budget Request

GRANTS	Approved	Approved	pproved Biennium Budget Request		FY24/FY25	%
	FY 22	FY 23	FY 24	FY 25	2-Year Total	
56510 PROGRAM & PROVISO GRANTS	\$1,830,000	\$1,330,000	\$5,300,000	\$5,300,000	\$10,600,000	30%
56530 COMMUNITY GRANTS	6,800,000	6,995,921	4,350,000	4,350,000	8,700,000	25%
56540 LEVEL II GRANTS SYSTEM	6,500,000	6,500,000	6,250,000	6,250,000	12,500,000	36%
56560 SPONSORSHIPS	410,921	215,000	535,921	535,921	1,071,842	3%
56570 DISASTER AID	132,579	132,579	150,000	150,000	300,000	1%
56578 COLLABORATIONS	0	0	1,000,000	1,000,000	2,000,000	6%
TOTAL GRANTS	\$15,673,500	\$15,173,500	\$17,585,921	\$17,585,921	\$35,171,842	100%

Figure 1. Table 6c from AI RM #23-17

Table 6e: Community Grants Program - 56530

56530 COMMUNITY	Approved	Approved	Bienniun Reg		FY24/FY25	
GRANTS	FY 22	FY 23	FY 24 FY 25		2-Year Total	0/0
Mo'omeheu	\$500,000	\$500,000	\$500,000	\$500,000	\$1,000,000	11%
Health	500,000	500,000	500,000	500,000	1,000,000	11%
Education	750,000	750,000			0	0%
Housing	1.000.000	1.000.000	8 8		0	0%
Economic Stability	750,000	750,000	300,000	300,000	600,000	7%
'Āina	500,000	500,000			0	0%
'Ahahui (In-State)	200,000	200,000	200,000	200,000	400,000	5%
'Ahahui (Out-of-state)	7	8)	50,000	50,000	100,000	1%
Leverage Opportunities		80			0	0%
Post Secondary Education	500,000	500,000	500,000	500,000	1,000,000	11%
Homestead Community	300,000	300,000	300,000	300,000	600,000	7%
Iwi Kupuna Repatriation & Reinterment	300,000	300,000	300,000	300,000	600,000	7%
NH Teacher Education & Professional Development	250,000	250,000			0	0%
Ohana (including Impacts of Incarceration, Human Trafficking, LGBTQ)	750,000	1,250,000			0	0%
COVID-19 Impacts	500,000	0	7		0	0%
Ohana Grants (\$750K Grants, \$250K NH Teacher Education + \$500K Kulia)	5	8	1,500,000	1,500,000	3,000,000	34%
Kako'o Grants	0	195,921	200,000	200,000	400,000	5%
TOTAL - COMMUNITY GRANTS	\$6,800,000	\$6,995,921	\$4,350,000	\$4,350,000	\$8,700,000	100%

Figure 2. Table 6e from AI RM #23-17

Fiscal year 2024 and 2025 Budgets totaling \$600,000 will be encumbered for the two grants awarded with the remaining \$300,000 balance funded subject to the approval of Action Item RM #23-20 - Budget Carryover – Grant.

VII. <u>CERTIFICATION</u>

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

Ramona G. Hinck Chief Financial Officer

Date: Oct 7, 2023

VIII. RECOMMENDED ACTION

Administration recommends the Board of Trustees approve the following Fiscal Year 2023 Economic Stability Grants, Solicitation #23-03.01, disbursements totaling \$900,000 from Core Operating Budget (Object Code 56530):

Organization Name	Award Amount Recommendation
Hoʻakeolapono Trades Academy and Institute	\$400,000
Homestead Community Development Corporation	\$500,000
Total Recommendation (2)	\$900,000

IX. <u>ALTERNATIVES TO RECOMMENDED ACTION</u>

- a. Approve and authorize additional awardee(s).
- b. Approve and authorize different award amounts.
- c. Do not approve awards.

X. <u>ATTACHMENTS</u>

- a. Applicant Analysis
- b. Grant Solicitation No. OHA 23-03.01, Economic Stability Grant Program, Posted May 30, 2023.

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Action Item RM #23-21: Approve the Awarding of Economic Stability Grants from Solicitation #23-03.01, published May 30, 2023. Attachment A. Application Analysis

Solicitation #23-03.01 Economic Stability

Organization	n Name	Project Name	Island Location(s)	Est. Native Hawaiians Served	Strategic Direction	Applicant Request Amount	External Grant Reviewer (3) Score, Average	Award Amount Recommended
Hoʻakeolapono Academy and l		Building through Innovation Program	Kauaʻi	32	Economic Stability	\$ 400,000	70, 98, 99 Average = 89	\$ 400,000

Project Goal: To provide the Native Hawaiian community members on Kaua'i with increased employment opportunities, and improve the overall employment rate. The project is a workforce development program offering services to Native Hawaiian families as a priority.

Project Objective(s): (24 months)

24 Native Hawaiian community members of Kaua'i (population) will be employed in the building and construction industry in Hawai'i (indicator). The Building through Innovation Program aims to improve the Native Hawaiian employment rate on Kaua'i by offering trades and vocational skills by highly qualified professionals, improving individuals' real-world experience in the trades industry and preparing individuals for job placement in Hawai'i.

OHA Strategic Outcome(s):

• 7.4. Increase Native Hawaiian employment rate.

Project Outcome(s) Alignment:

This project will better prepare Native Hawaiians on Kaua'i island for employment in the trades and vocational skills industry, aligned to Strategy 7: Advance policies, programs and practices that strengthen 'ohana abilities to pursue multiple pathways toward economic stability. This project will equip participants with trades skills, financial literacy as well as job placement. Ultimately, these skills will increase their hirability and increase the Native Hawaiian employment rate on Kaua'i.

Evaluator Comments

- Seems like a service that is needed for the people of Kaua'i. Overall, great idea and seems like the necessary partnerships are in place.
- The grant application demonstrates a strong commitment to addressing community needs through innovative career training programs. Overall, the initiative shows promise with an experienced team and potential for positive impact.
- Upon evaluation of this application all documents are submitted with excellent summary and detailed with detailed supporting documents.

Board: Lawai'a Naihe, Kelci Yomen, Kinohionani Naihe, Moani Piena,

Executive Team: Lawai'a Naihe, Executive Director, Alexandria Jones, Office Manager,

Action Item RM #23-21: Approve the Awarding of Economic Stability Grants from Solicitation #23-03.01, published May 30, 2023. Attachment A. Application Analysis

Solicitation #23-03.01 Economic Stability

Organization Name	Project Name	Island Location(s)	Est. Native Hawaiians Served	Strategic Direction	Applicant Request Amount	External Grant Reviewer (3) Score, Average	Award Amount Recommended
Homestead Community Development Corporation	Residential Employment Living Improvement Program	Statewide	95	Economic Stability	\$ 500,000	72, 95, 100 Average = 89	\$ 500,000

Project Goal: The Residential Employment Living Improvement (RELI) Project is to provide experiential employment opportunities and training, for 95 Native Hawaiians by the end of a 24-month project period. Successful implementation of RELI shall increase knowledge and access to fulfilling employment in grassroots organizations, and change attitudes of out-migration, amongst project participants.

Project Objective(s): (24 months)

95 Native Hawaiians served, 73% or 70 Native Hawaiians statewide under RELI, will complete a RELI training component.

40 out of 70 Native Hawaiians will achieve job placement. Successful implementation shall increase knowledge and access to fulfilling employment in grassroots organizations, and change attitudes of out-migration, amongst project participants.

OHA Strategic Outcome(s):

- 7.1. Increased number/percent of 'ohana who are able to provide high quality keiki and kupuna care.
- 7.2 Increase access to capital and credit for community strengthening Native Hawaiian businesses and individuals.
- 7.3. Increase number of Native Hawaiian 'ohana who are resource stable (financial, subsistence, other)
- 7.4 Increase Native Hawaiian employment rate.
 - 8.1. Increased number of successful, community strengthening Native Hawaiian-owned businesses.
 - 8.3. Established and operationalized indigenous economic system consistent with Native Hawaiian knowledge, culture, values, and practices.

Project Outcomes Alignment:

This project goal's alignment with OHA's strategic direction is demonstrated by the provision of experiential employment opportunities and training. RELI creates opportunities to pursue experiential opportunities in organizations he/she has not considered. Further, this project has a statewide service area – addressing economic development in multiple Native Hawaiian communities.

Evaluator Comments

- Applicant seems very experienced and connected to community.
- Overall, the applicant demonstrates a strong understanding of the necessary elements for successful project implementation.

 The organization's connection to the community and its ability to directly work with the target population are clearly articulated.
- This project has provided a well done proposed informational, clear and meets the criteria to support the organization goals and plans.

Board: Iwalani McBrayer, Maile Luuwai, Liberta Albao, Daniel Ornellas, Kammy Purdy,

Executive Team: Kipukai Kualii, Acting Chief Executive Officer; Kara Chow, Deputy Director, Corporate Compliance Division; Jordyn Danner, Deputy Director, Programs and Capacity Division; Dave Miller, Deputy Director, Camp Grounds and Facilities Division

Action Item RM #23-21: Approve the Awarding of Economic Stability Grants from Solicitation #23-03.01, published May 30, 2023. Attachment A. Application Analysis



Grant Solicitation No. OHA 23-03.01

Community Grant – Economic Stability

May 30, 2023

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

For assistance with this grant solicitation, please email:

grantsinfo@oha.org

For technical assistance with the online application, please email:

grantsadmin@oha.org

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

Page 1

GRANTS PROGRAM

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

OHA will release solicitations for the following strategically aligned purposes: '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 & Reinterment, and other categories. For general information regarding these grants, go to the Grants Program webpage at www.oha.org/grants.

The contact information for Grants is:

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

If you have questions regarding this solicitation, please email:

grantsinfo@oha.org

Figure 1. Grants Program Phases

Phase 1: Eligibility

Phase 2: Application

Phase 3: Phase 4: Recommendation

Phase 5: Contracting

Page 2

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

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Page 3

SECTION I. SOLICITATION DESCRIPTION

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

Economic Stability Grants Purpose: Strengthened capability for 'ohana to meet living needs, including housing; strengthened effective implementation of the Hawaiian Homes Commission Act

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.

Economic Stability

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.

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.

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 – <u>Economic Stability</u>, as specified in subsection D.

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Page 4

A. Solicitation Timetable

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

Activity	Key Dates
Availability of Solicitation (Phase 1)	Tuesday, May 30, 2023
2. Online Access to Phase 1 Eligibility (Phase 1)	Tuesday, May 30, 2023
3. Phase 1 Eligibility Deadline – 2:00 p.m. HST (Phase 1) ¹	Monday, June 19, 2023
4. Online Access to Phase 2 Application (Phase 2)	Upon approval of Eligibility
5. Application Deadline – 2:00 p.m. HST (Phase 2) ²	Monday, June 26, 2023
6. Application Evaluation Period (Phase 3)	June 2023 - July 2023
7. Administration Recommendation, Board Action (Phase 4)	July 2023 - August 2023
8. Notification of Award, Non-Award (Phase 4)	August - September 2023
9. Contracting (Phase 5)	August - September 2023

B. OHA

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

C. Community Grants Purpose

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

Page 5

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

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

D. Project Alignment with Strategic Direction & Outcome

This Community Grant is aligned with the OHA <u>Strategic Direction – Economic Stability</u>. 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. <u>Outcome 7.2.</u> Increase access to capital and credit for community strengthening Native Hawaiian businesses and individuals.
 - c. <u>Outcome 7.3.</u> 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. <u>Outcome 8.1.</u> 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. <u>Outcome 8.3.</u> Established and operationalized indigenous economic system consistent with Native Hawaiian knowledge, culture, values and practices.

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Page 6

SECTION II. OHA AWARD INFORMATION

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

A. Grant Award Period

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

B. Administrative Costs Restriction

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

C. Grant Award Restrictions – Multiple Programs

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

D. Matching Funds

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

E. Geographic Service Area

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

F. Grant Award Renewal

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

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

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

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Page 8

SECTION III. PHASE 1 – ELIGIBILITY

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

A. Native Hawaiian Serving Organization (NHSO) Requirement

The applicant shall be an organization that can <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.

B. Application Restriction

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

C. Duplicative Applications Prohibited

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

D. Duplicative Programs Prohibited

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

E. Phase 1 - Eligibility Submission Process & Required Documents

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

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

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

Applicants will receive an email notification regarding eligibility status and access to the application. If the applicant receives an email notification that it did not meet the Phase 1 – Eligibility requirements, the applicant can return to the Grants Portal to complete and submit the

Page 9

required documents one additional time.

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

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

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

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 <u>Strategic Direction – **Economic Stability.**</u> 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.

Page 10

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

<u>Outcome 8.2.</u> Establishment of new markets for Native Hawaiian products (e.g. kalo, lokoʻia 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 <u>directly</u> 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.

Page 11

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

2. Certifications

- a. Licenses/Permits Certification The applicant shall certify that applicable licenses and/or permits required for the proposed project have been secured when notified of award. Applicants that will be recommended for award will be contacted to ensure that licenses/and or permits have been secured. If an applicant cannot provide the approved licenses/permits, the Grants Program will not recommend the applicant to the Board of Trustees for award.
- **b. Partner Certification**-document upload If the applicant is partnering with one or more organizations, each organization's Board President and Chief Executive Officer/Executive Director is required to sign and submit a partner certification form approving and committing to the partnership with the Native Hawaiian Serving Organization (NHSO) for the grant term. <u>See Attachment B. Partner Certification Form.</u>
- **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

Page 12

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. <u>See Attachment C. Sample IRS Letter of Determination</u>.
- f. Certificate of Vendor Compliance (CVC)-document upload The applicant shall upload the Certificate of Vendor Compliance issued by the State of Hawai'i. To obtain this document, applicants must register with Hawai'i Compliance Express online at http://vendors.ehawaii.gov. This certificate must be current within three
 (3) months of this application deadline. We do not accept your DCCA Certificate of Good Standing. 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. <u>See Attachment E. Board Governance Certification Form.</u>
- 3. Match Funding Confirmation Form-document upload The applicant shall verify that the applicant has at least twenty percent (20%) cash match of the OHA grant amount requested. For the purpose of this application, OHA funds cannot be used as matching funds. The applicant shall complete and upload the required OHA Match Funding Confirmation Form, which identifies all sources that will provide cash match funds for the grant's two (2)-year period. The applicant shall provide cash amount(s) whether the funding is confirmed or pending, and the anticipated award period. For any pending funds, also indicate the anticipated final determination date in the Notes column. If only a percentage of another funding source is dedicated as a match to the OHA funds, explain in the Notes column. See Attachment F. Match Funding Confirmation Form.

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

SECTION IV. PHASE 2 – APPLICATION

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

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

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

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Criterion 1 Approach | Maximum Points: 64



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

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

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

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

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

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

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

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

2. Current Community Condition (0-4 points)

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

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

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

Do not describe the specific condition that the project will address as a "lack of" or a "need for" something. For example, applications often will assert, "We 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.

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

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

■ Be one sentence in length,

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

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

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

Data for the baseline information can come from surveys, focus groups, research papers/studies, censuses, archives, etc. Use data that has been collected within the <u>last 3 to 5 years</u>. 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 <u>and</u> 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

<u>Element</u>: 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 <u>one to three objectives</u> 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.

<u>Element</u>: 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

Page 18

- Indicator: a measurable sign that something has been done or achieved
- <u>Target</u>: 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 <u>at least one</u> of the following strategies and <u>at least one</u> 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 Hawaiianowned businesses.
 - Outcome 8.2. Establishment of new markets for Native Hawaiian products (eg. kalo, lokoʻia 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.

<u>Element:</u> 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
Objective 1: By the end of 24 months (Timeline), 40 (Target) Native Hawaiians statewide (Population) will	200	*Required-Native Hawaiian participants newly served	Native Hawaiian entrepreneurs registered for business and financial literacy classes
qualify for a business loan to establish their small business (Indicator).	160	*Required-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

Data Collection and Verification Documents:

Registration forms, attendance sheets, business curriculum, financial literacy curriculum, Financial Literacy consultant contract, participant program evaluations

Page 22

^{*}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.
 - \circ *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
 - \circ *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.

<u>Element:</u> 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.

<u>Element:</u> 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

<u>Element</u>: 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.

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

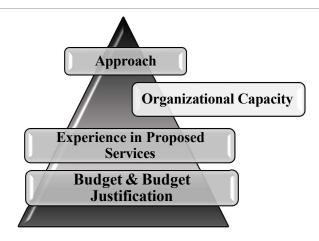
The application appropriately cites potential obstacles and challenges to project implementation, such as initial staffing, unexpected staff vacancies, partnerships, participant recruitment, or other issues that may impede progress.

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

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

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Criterion 2 Organizational Capacity | Maximum Points: 11



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

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

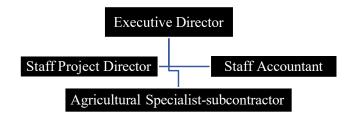
The applicant organization should have a connection to the community with the ability to implement the project with an efficient structure to oversee OHA funds, partners, and the delivery of project objectives. In reaching their conclusions, reviewers will consider the degree to which the following narrative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

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

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

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

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



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

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

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

2. Fiscal Oversight (0-3 points)

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

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

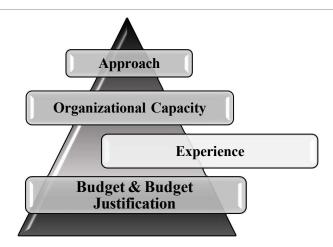
Identify the relevant financial staff or the financial contractor (individual CPAs or Accounting Firms), their responsibilities, qualifications, and experience.

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Page 27

Criterion 3

Experience | Maximum Points: 12



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

1. Experience (0-12 points)

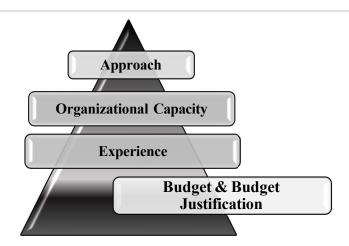
1. Experience (0-12 points)

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

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

Criterion 4

Budget & Budget Justification | Maximum Points: 13



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

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

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

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

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

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

Indirect Overhead Cost

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

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

2. Budget Justification (0-8 points)

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

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

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

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

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

For example, for each personnel position provide their percentage of full-time equivalent, number of hours and the hourly rate assigned to that position for the year, i.e., a 0.5 FTE position

- \$25/hr. x 80 hours per month x 12 months of the year. For travel costs, each trip should be broken down by airfare, hotel, parking, taxi, and mileage.

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

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

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

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Page 31

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:

	1,0		Criterion 1	- Approach (64			
Scoring System	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)	Budget Justification (13	
	Community Based Strategy	Readiness & Implementation Strategy	Organizational Capacity	Fiscal Oversight	Experience	Line Item Budget	Budget Justification
Total Points	7	7	8	3	12	5	8
Exceeds Expectation	7	7	8	3	12	5	8
Meets Expectation	5 to 6	5 to 6	6 to 7	2	10 to 11	3 to 4	6 to 7
Good	3 to 4	3 to 4	4 to 5	1	6 to 9	2	4 to 5
Fair	1 to 2	1 to 2	2 to 3	0	2 to 5	1	2 to 3
Poor	0	0	0 to 1	0	0 to 1	0	0 to 1

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Page 33

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.

34

SECTION VII. OHA AWARD ADMINISTRATION

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

A. Grant Agreement

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

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

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

B. Reporting Requirements for Project and Fiscal Data

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

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

Refer to the Example Reporting Table on the next page.

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

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

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

When deemed necessary, OHA shall conduct compliance review monitoring to evaluate performance. Monitoring activities shall include review of conformance with grant agreement requirements and may include interviews with staff and/or articipants, 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. All initial payments will be made based upon the following.

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

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

3. Method of Payment

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

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Section VIII. Attachments

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

Page 38



ATTACHMENT A. APPLICATION AUTHORIZATION FORM

Organization			
	Legal Entity Name (ex. H&B Foundation, Inc. dba Nā Mele Ha	awai'i)	
Address			
	Street Address	City	Zip
	Mailing Address (if different from Street Address)	City	Zip

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

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



<u>ATTACHMENT B. PARTNER ORGANIZATION CERTIFICATION FORM</u>

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

As of(Date of form submittal)	_, the partner organization listed below agrees to commit to a
	for the purpose of the(Grant Project Name)
(Applicant NH	HSO) (Grant Project Name)
project, if the applicant NHSO is av	warded. The commitment shall be for the entire grant term
specified in the final grant contract	with the Office of Hawaiian Affairs.
Furthermore, the partner or	ganization has agreed to commit \$(cash match funds, if any)
in and match for the consideration	
in cash match funding specifically	designated for this grant project.
PARTNER ORGANIZATION INF	FORMATION .
Organization Name:	
Point of Contact:	
Mailing Address:	
Phone Number:	
Email Address:	
Board President Name:	Board President Signature:
Chief Executive Officer or Executive Director Name:	Chief Executive Officer or Executive Director Signature:

Attachment C. Sample – IRS Letter of Determination

INTERNAL REVENUE SERVICE P. O. BOX 2508

CINCINNATI, OH 45201

Date: DEC 18 2010

Organization Name

City, State Zipcode

Org. Address

Employer Identification Number:

DEPARTMENT OF THE TREASURY

12-1234567

DLN:

600328003

Contact Person:

ID# 31518 Kimo Kealoha

Contact Telephone Number:

(877) 888-8888

Accounting Period Ending:

December 31

Public Charity Status:

170(b)(1)(A)(vi) Form 990 Required:

Yes

Effective Date of Exemption: Contribution Deductibility:

February 22, 2010

Yes

Addendum Applies: No

Dear Applicant:

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

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

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

Sincerely

Robert Choi Director, Exempt Organizations Rulings and Agreements

Letter 947 (DO/CG)

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



STATE OF HAWAII STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

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

Vendor Name: ORGANIZATION NAME

DBA/Trade Name: ORGANIZATION NAME

This certificate must be current 09/10/2016 Issue Date:

within three (3) months of this

application deadline.

Compliant Status:

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

Status of Compliance for this Vendor on issue date:

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

Status Legend:

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



Attachment E. BOARD GOVERNANCE CERTIFICATION

On behalf of

_____ (the "Organization"), I hereby certify that:

d have no material conflict of interest
policies that describe the manner in epotism and management of potential
or more members of a family or kin of ise, parent, child, grandparent, or of the Organization). If the nembers of a family or kin of the first or all disclose such employment or nization's efforts to mitigate concerns relationship, and OHA shall then its grant application. The organization's compliance with the and that I am responsible for the of Hawaiian Affairs (OHA) may make a Organization, in fulfillment of OHA's
e of Authorized Board Representative



ATTACHMENT F. MATCH FUNDING CONFIRMATION FORM

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

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

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



ATTACHMENT G. OUTPUT TABLE

Organization Name:	
Project Name:	

Objective	Target #	Outputs	Relevance



ATTACHMENT G. OBJECTIVE WORK PLAN

Organization Name:	
Project Title:	
Project Year	

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

ATTACHMENT H. SAMPLE BUDGET

BUDGET CATEGORY - Item	ОН	equested A Funds Budget	C	ash Match Funds	Partn Organiza Match F	ation unds]	Other Funds if any)	Description & Justification
PERSONNEL - Salaries					(11 411)	,,			
Kumu/Cultural Expert	\$	27,500	\$	10,000	\$ 5.	,000	\$	2,500	1.0 FTE to design, prepare, coordinate and teach cultural workshops 2x/month for 10-months of Year 1.
Project Manager	\$	5,000	\$	-	\$	-	\$	-	0.1 FTE to manage administrative tasks throughout the duration of the grant Year 1.
PERSONNEL - Other Costs									
Fringe Benefits	\$	2,000	\$	500	\$	-	\$	-	Year 1 Taxes - Kumu and Project Mgr \$1,200. Year 1 medical - Kumu and Project Mgr. \$1,300.
CONTRACTUAL SERVICES - Ad	mini	istrative							
Account Services	\$	2,500	\$	-	\$	-	\$	-	Accounting and Payroll Services for Year 1.
CONTRACTUAL SERVICES - Pro	ogra	mmatic							
Kumu Assistant	\$	4,000	\$	-	\$	-	\$	-	Assist Kumu with workshops in Year 1 - 20 workshop x \$200/workshop.
EQUIPMENT - Lease/Rental							<u> </u>		1
Copy Machine	\$	1,000	\$	1,000	\$	-	\$	-	Pro rata share of copy machine costs for copying or curriculum and handouts for workshops.
EQUIPMENT - Purchase									
Computer and accessories	\$	1,500	\$	-	\$	-	\$	-	Laptop for project activities \$1,000. Laptop warranty \$150. Laptop Bag \$50. Color Printer \$300.
FACILITIES - Lease/Rental									
Office Lease	\$	10,000	\$	20,000	\$	-	\$	-	Pro rata share of lease of office space for project administration & activities \$2,500/month x 12-mos.
FACILITIES - Utilities					•		•		
Telephone and Internet Services	\$	1,000	\$	2,000	\$	-	\$	-	Pro rata share of telephone and utilities.
OTHER EXPENSES - Honorarium					ı				Kūpuna guest speakers at workshops to share 'ike
Kūpuna - Guest Speakers	\$	1,000	\$	-	\$	-	\$	-	lā'au lapa'au - \$100 x 2 speakers x 5 workshops.
OTHER EXPENSES - Insurance									
General liability	\$	1,500	\$	-	\$	-	\$	-	Pro rata share of required annual insurance premium.
OTHER EXPENSES - Publication	& Pı	rinting							
Curriculum Packets	\$	2,500	\$	625	\$	625	\$	-	One Curriculum packet for each participant \$75 x 50 participants in Year 1.
OTHER EXPENSES- Repair & Ma	inte	nance							
Maintenance of Commercial Dehydrator Machine	\$	1,500	\$	-	\$	-	\$	-	Annual maintenance of commercial dehydrator
OTHER EXPENSES - Supplies					ı				Color/Black Ink \$500. Paper, pens, other office
Office supplies	\$	1,000	\$	-	\$	-	\$	-	supplies \$500.
PROGRAM ACTIVITIES	1				Ι		ı		One tool set for each participant \$100 x 50
Tool sets for participants	\$	5,000	\$	-	\$	-	\$	-	participants in Year 1.
Lapa'au Starter Kits	\$	10,000	\$	-	\$	-	\$	-	Lapa'au Kits for participants that complete the program in Year 1, kit includes bowl, chopper, strainer, steamer, knife, muslin material, five different plant starters, other lapa'au supplies \$200 \times 50 participants in Year 1.
Workshop Supplies	\$	1,100	\$	-	\$	-	\$	-	PPE \$300, disposable gloves \$200, storage containers \$500, trash bags \$100.

TRAVEL AND TRANSPORTATIO	N							
Staff travel for 2-day Maui workshop	\$	900	\$	-	\$ -	\$	-	Airfare \$200 x 2 staff = \$400. Car rental \$200. Overnight Accommodations for \$300.
Staff travel for 2-day Kaua'i workshop	\$	1,000	\$	-	\$ -	\$	-	Airfare \$200 x 2 staff = \$400. Car rental \$200. Overnight Accommodations for \$400.
REQUESTED OHA FUNDS BUDGET:	\$	80,000						
CASH MA	ГСН	FUNDS:	\$	34,125			49.7%	% of Match
Partner	Org	anization	Mat	ch Funds:	\$ 5,625			
Other Funds:						\$	2,500	
YEAR 1 Total Project Cost:				\$	1	22,250		

ATTACHMENT I. BUDGET CATEGORY TABLE

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

PERSONNEL - Salaries

Description: Costs of Employees Salaries and Wages.

Justification: Identify key project staff positions. For each staff person, provide: position title, time commitment to the project as a percentage or full-time equivalent, and annual salary calculation.

PERSONNEL - Other Costs

Description: Costs of Employees (Federal and State requirements) which may include payroll taxes, assessments and fringe benefits.

Justification: List all components of fringe benefits and provide a breakdown of the amounts and percentages (FICA. imemployment insurance, health insurance, retirement, etc.) in relation to salaries and wages.

CONTRACTUAL SERVICES - Administrative

Description: Costs of all contracts for professional services or consultant services necessary for the project that are a part of the organizational functions (e.g. payroll processing, audit, accounting, hardware/software maintenance).

Justification: Explain why these services are being contracted. Include prorata amounts based on FTE or staff ratios. Service contracts and/or agreements are required.

CONTRACTUAL SERVICES - Programmatic

or consultant services that are not regularly part of the organization's staff and necessary for project implementation (e.g. kumu, cultural practitioners, specialists, repair/maintenance).

Description: Costs of all contracts for professional services Justification: Explain why these services are being contracted. Services must be documented in the Scope of Services. Include type of service, fee for service and time commitment to the project as applicable. Service contracts and/or agreements are required.

DISTRIBUTIONS

Description: Amount allocated to direct payments (e.g. match savings programs, scholarships, emergency financial assistance. Charter School fimds).

Justification: Describe eligibility criteria for payments and what direct payments are for Supporting documents confirming eligibility are required.

EQUIPMENT - Lease/Rental

the proposed project services (e.g. van, back hoe, printer)

Justification: Provide computations, price quotes, narrative Description: Cost of equipment lease or rental as related to description, and a justification for each cost under this category. Include prorata amount if the equipment is shared and not used exclusively for the project.

EQUIPMENT - Purchase

Description: "Equipment" means an article including items of personal property, as distinguished from real acquisition cost of \$500 or more per unit. *Note: Equipment purchased with OHA grant funding must continue to be used to benefit the Native Hawaiian community after the term of the OHA grant.

property, having a useful life of more than one year and an Justification: For each type of equipment requested, provide a description of the item and its relevance to the project, the cost per unit and the number of units.

FACILITIES - Lease/Rental

Description: Costs may include lease/tental of office space or other project-related facility costs.

Justification: Provide computations, price quotes, narrative description, and a justification for each cost under this category. Include prorata amount if this is a shared cost.

FACILITIES - Utilities

Description: Costs may include utilities such as water, sewer, electricity and/or telephone/internet services.

Justification: Provide computations, price quotes, narrative description, and a justification for each cost under this category. Include prorata amount if this is a shared cost.

OTHER EXPENSES - Honorarium

Description: Payment made for services for which fees are not traditionally required (e.g. guest speaker at a workshop to cover time and/or travel).

OTHER EXPENSES - Insurance

Description: Cost of insurance required as related to provision of proposed services, which may include general liability, automobile and worker's compensation.

OTHER EXPENSES - Mileage

Description: Travel allowance based on staff use of private vehicles for project-related activities.

OTHER EXPENSES - Other Costs

OTHER EXPENSES - Postage, Freight, Delivery

Description: Costs of mailing, shipping or delivery as related to the project.

OTHER EXPENSES - Publication & Printing

Description: Costs may include items such as project outreach materials, client forms, or other project related educational materials.

OTHER EXPENSES - Staff Training

Description: Costs may include tuition, stipends, registration fees and other staff development related expenses.

OTHER EXPENSES - Supplies

Description: Include costs of administrative supplies and equipment (other than that included under the Equipment category) related to service delivery.

PROGRAM ACTIVITIES

Description: Cost of items, supplies and project services directly related to the delivery of services to participants.

TRAVEL AND TRANSPORTATION

Description: Travel is for In State Travel Only. Costs of project-related travel by applicant employees, which may include airfare, vehicle rental, mileage, or lodging. Cost for transportation for participants to projectrelated services, which may include bus rental. Grant funds do not cover participant travel.

Justification: Provide computations, narrative description, and a justification for each cost under this category.

Justification: For each type of insurance requested, provide a description of the coverage, cost, prorata share and necessity as applicable to provision of proposed services.

Justification: Provide computations based on miles, rate, months and FTE, and a narrative description for cost under this category.

Description: Enter all other costs not included in any other Justification: Provide computations, a narrative description and a justification for each cost under this category.

> Justification: Provide computations, a narrative description and a justification for each cost under this category.

> Justification: Provide computations, a narrative description, and a justification for each cost under this category.

> Justification: Provide computations, a narrative description and a justification for each cost under this category.

Justification: Specify general supplies costs and units. Show computations and provide other information that supports the amount requested.

Justification: Provide computations (cost and units), a narrative description and a justification for each cost under this category.

Justification: For each trip, show the total number of travelers, travel destination, and purpose of trip as it relates to proposed project. Provide computations, price quote, narrative description and a justification for each cost under this category.

		_	1 131	AK I		
	Requested			Partner		
BUDGET CATEGORY - Item	OHA Funds	C	ash Match		Other Funds	Description & Justification
	Budget		Funds	Match Funds	(if any)	P
PERSONNEL - Salaries	Ö			(if any)		
PERSONNEL - Salaries		T _a			φ Ι	
	\$ -	\$	-	\$ -	\$ -	
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BUDGET CATEGORY - Item	Requested OHA Funds Budget	Cash Match Funds	Partner Organization Match Funds (if any)	Other Funds (if any)	Description & Justification
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BUDGET CATEGORY - Item	Requested OHA Funds Budget	Cash Match Funds	Partner Organization Match Funds (if any)	Other Funds (if any)	Description & Justification
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REQUESTED OHA FUNDS BUDGET:	\$ -				
CASH MATCH FUNDS: \$ -				#DIV/0!	% of Match
Partner Organization Match Funds:			\$ -		
Other Funds:				\$ -	
YEAR 2 Total Project Cost:			\$	-	

ATTACHMENT K. DISALLOWED COSTS

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

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

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

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



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

COST TYPES

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

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

OPERATING COST (OVERHEAD) RESTRICTION

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

PHONE (808) 594-1888

Committee on Resource Management

Trustee John Waihe'e IV, *At-Large - Chair* Trustee Luana Alapa, *Moloka'i / Lāna'i - Vice Chair*

Members

Trustee Dan Ahuna, Kaua'i / Ni'ihau Trustee Kaleihikina Akaka, O'ahu Trustee Keli'i Akina, At-Large Trustee Brickwood Galuteria, At-Large

Trustee Brickwood Galuteria, At-Large Trustee Carmen Hulu Lindsey, Maui Trustee J. Keoni Souza, At-Large Trustee Mililani Trask, Hawai'i Island



STATE OF HAWAI'I OFFICE OF HAWAIIAN AFFAIRS

MEETING OF THE COMMITTEE ON RESOURCE MANAGEMENT (RM)

DATE: Wednesday October 11, 2023

TIME: 10:00 a.m.

PLACE: Virtual Meeting

560 N. Nimitz Hwy., Honolulu, HI 96817

viewable at https://www.oha.org/livestream OR

Listen by phone: (213) 338-8477, Webinar ID: 845 9347 7915

This virtual meeting can be viewed and observed via livestream on OHA's website at www.oha.org/livestream or listened to by phone at: (213) 338-8477, Webinar ID: 845 9347 7915. A physical meeting location, open to members of the public who would like to provide oral testimony or view the virtual meeting, will be available at 560 N. Nimitz Hwy., Suite 200, Honolulu HI 96817.

AGENDA

I. Call to Order

II. Approval of Minutes

A. August 9, 2023

III. Unfinished Business - None

IV. New Business

A. Action Item RM #23-20: Budget Carryover – Grants

B. Action Item RM #23-21: Approve the Awarding of Economic Stability Grants

from Solicitation #23-03.01 published May 30, 2023

C. Action Item RM #23-22: Approve the Awarding of 'Āina Grants'

from Solicitation #23-02.01 published May 30, 2023

D. Action Item RM #23-23: Approve the Awarding of Mo'omeheu Grants

from Solicitation #23-09.01 published May 30, 2023

E. Action Item RM #23-24: Approve the Awarding of Kāko'o Grants

from Solicitation #23-11.02 published May 30, 2023

F. Action Item RM #23-25: FB 2024-2025 Hawaiian-Focused Public Charter School Fund

Administration Grant Recommendation – Part I. Funding Per Pupil

V. Announcements

VI. Adjournment

If you need an auxiliary aid/service or other accommodation due to a disability, please contact Everett Ohta at (808) 594-1988 or by email at everetto@oha.org as soon as possible. Requests made as early as possible have a greater likelihood of being fulfilled. Upon request, this notice is available in alternate/accessible formats.

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.

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 until the written meeting minutes are posted to OHA's website.



ACTION ITEM

COMMITTEE ON RESOURCE MANAGEMENT October 11, 2023

RM #23-22

Action Item Issue:	Approve the Awarding of 'Āina Grants from Spublished May 30, 2023.	Solicitation #23-02.01
Prepared by:	Coregon	Oct 6, 2023
	Casey K. Brown Ka Pou Nui, Chief Operating Officer	Date
Reviewed by:	Funi Z. Mind	Oct 7, 2023
reviewed by.	Ramona G. Hinck Ka Pou Kihi Kanaloa Wai, Chief Financial	Date Officer
Reviewed by:	Colin Kiopon	Oct 7, 2023
220,20,700,000	Colin Kippen Ka Pouhana Kūikawā, Interim Chief Execu	Date tive Officer
Daviowad by:	Market V	Oct. 8, 2023
Reviewed by:	John D. Waihee IV Luna Ho'omalu o ke Kōmike RM	Date

Committee on Resource Management, Chair

I. PROPOSED ACTION

Approve the following Fiscal Year 2023 'Āina Grant, Solicitation #23-02.01 disbursements totaling \$600,000 from Core Operating Budget (Object Code 56530):

Organization Name	Award Amount Recommendation
Hui Mālama i ke Ala 'Ūlili	\$100,000
Aloha Kuamoo Aina	\$100,000
The Men of PAA	\$100,000
Aina Alliance	\$100,000
Papakolea Community Development Corporation	\$100,000
Keaukahā Pana'ewa Community Alliance	\$100,000
Total Recommendation (5)	\$600,000

II. <u>ISSUE</u>

Whether or not the Committee on Resource Management (RM), should approve the six (6) 'Āina grant recommendations.

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III. BACKGROUND AND CONTENT

A. 'Āina Grant. Purpose: Recognize the connection that Native Hawaiians have to the 'āina; ensure responsible stewardship of Ka Pae 'Āina O Hawai'i that Native Hawaiians participate in and benefit from. Strengthening our ancestral connection to 'āina through responsible stewardship to preserve legacy lands and to responsibly develop economically viable lands.

Grant consideration includes culture-based programming and projects to preserve and perpetuate cultural-based places (wahi pana), practices (cultural, natural resource management practices), and practitioners (cultural and resource managers).

Consideration will also include 'āina (land resources), wai (fresh water resources), kai (marine resources), lewa (atmospheric resources), lewa mawaho (space), nā hōkū 'ae'a a me nā hōkū (planets and stars), nā lā'au a me nā holoholona (plants and animals), ua (rain), makani (wind), loko i'a, konohiki fishing rights, production of crops that are of significant value to Native Hawaiians, etc.

B. 'Āina Grant. Solicitation Process: Grant applications were received in response to Solicitation OHA 23-02.01. Key published information from the socialization is summarized below:

Phase 1: Phase 2: Phase 3: Phase 4: Recommendation Phase 5: Contracting

Table 1. Published Solicitation Information

Activity	Key Dates
Orientation Recording Previously Posted	Wednesday, March 15, 2023
Availability of Solicitation	Tuesday, May 30, 2023
Online Access to Phase 1 Eligibility (Phase 1)	Tuesday, May 30, 2023
Eligibility Deadline – 2:00 p.m. HST (Phase 1)	Monday, June 19, 2023
Online Access to Phase 2 Application (Phase 2)	Upon approval of Eligibility
Application Deadline – 2:00 p.m. HST (Phase 2)	Monday, June 26, 2023
Application Evaluation Period (Phase 3)	June 2023 - July 2023
Administration Recommendation, Board Action (Phase 4)	July 2023 - August 2023
Notification of Award, Non-Award (Phase 4)	August - September 2023
Contracting (Phase 5)	August - September 2023

Note. Administration Recommendation, Board Action (Phase 4) was delayed due to reconciliation of FY23 budget and pending carryover Action Item.

IV. **ANALYSIS**

- A. **Overview.** Consistent with current Grants Program process, four external Native Hawaiian community members evaluated all applications. Evaluators signed the Confidentiality Form and Conflict of Interest Disclosure, and documents were reviewed to ensure there were no declared Conflict of Interest with any of the applicants.
- В. Cycle Statistics. Table 2 below provides statistics for each phase of the application process.

Description	Number					
Phase 1 – Letter of Intent						
Number of LOIs received	10					
Number of LOIs deemed complete	10					
Phase 2 - Application						
Number of applications received	8					
Number of applications deemed complete ¹	6					
Phase 3 – Evaluation						
Number of applications evaluated	6					
Number of applications recommended for awarding - See Attachment A	6					

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

¹ Applications received are reviewed by the Grants Program for compliance with solicitation parameters (e.g., matching funds, indirect cost limit, indirect cost percent, eligible budget items, budgetary parameters) before being deemed complete and forwarded to the Evaluation Phase. Timing of communication to applicants are coordinated with evaluation phase activities.

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

Of the eight (8) complete applications received, six (6) applications were evaluated and six (6) are being recommended for award for the full funding amount requested.

Refer to Attachment A. Application Analysis for detailed application analysis of six (6) recommended applications for 'Āina Grant awards and Appendix B. for the 'Āina Grant Solicitation.

V. **BUDGET AUTHORIZATION.**

Table 6c: Core Grants Budget - by Expenditure Type Approved FY22/ Approved FY23/ FY24 FY25 Budget Request

GRANTS	Approved	Approved	2,121.7	n Budget uest	FY24/FY25	%
	FY 22	FY 23	FY 24 FY 25		2-Year Total	
56510 PROGRAM & PROVISO GRANTS	\$1,830,000	\$1,330,000	\$5,300,000	\$5,300,000	\$10,600,000	30%
56530 COMMUNITY GRANTS	6,800,000	6,995,921	4,350,000	4,350,000	8,700,000	25%
56540 LEVEL II GRANTS SYSTEM	6,500,000	6,500,000	6,250,000	6,250,000	12,500,000	36%
56560 SPONSORSHIPS	410,921	215,000	535,921	535,921	1,071,842	3%
56570 DISASTER AID	132,579	132,579	150,000	150,000	300,000	1%
56578 COLLABORATIONS	0	0	1,000,000	1,000,000	2,000,000	6%
TOTAL GRANTS	\$15,673,500	\$15,173,500	\$17,585,921	\$17,585,921	\$35,171,842	100%

Figure 1. Table 6c from AI RM #23-17

Table 6e: Community Grants Program - 56530

56530 COMMUNITY	Approved	Approved	Bienniun Req		FY24/FY25	0.0
GRANTS	FY 22	FY 23	FY 24 FY 25		2-Year Total	9/6
Mo'omeheu	\$500,000	\$500,000	\$500,000	\$500,000	\$1,000,000	11%
Health	500,000	500,000	500,000	500,000	1,000,000	11%
Education	750,000	750,000	2		0	0%
Housing	1.000.000	1,000,000	×		0	0%
Economic Stability	750,000	750,000	300,000	300,000	600,000	7%
*Āiṇa	500,000	500,000			0	0%
'Ahahui (In-State)	200,000	200,000	200,000	200,000	400,000	5%
'Ahahui (Out-of-state)	22.00.00.00.00.00.00	6	50,000	50,000	100,000	1%
Leverage Opportunities	3	2	%	1214411101-1101	0	0%
Post Secondary Education	500,000	500,000	500,000	500,000	1,000,000	11%
Homestead Community	300,000	300,000	300,000	300,000	600,000	7%
Iwi Kupuna Repatriation & Reinterment	300,000	300,000	300,000	300,000	600,000	7%
NH Teacher Education & Professional Development	250,000	250,000			0	0%
'Ohana (including Impacts of Incarceration, Human Trafficking, LGBTQ)	750,000	1,250,000	SO 50		0	0%
COVID-19 Impacts	500,000	0	3 3		0	0%
Ohana Grants (\$750K Grants, \$250K NH Teacher Education + \$500K Kulia)		X	1,500,000	1,500,000	3,000,000	34%
Kako'o Grants	0	195,921	200,000	200,000	400,000	5%
TOTAL - COMMUNITY GRANTS	\$6,800,000	\$6,995,921	\$4,350,000	\$4,350,000	\$8,700,000	100%

Figure 2. Table 6e from AI RM #23-17

Contract execution is subject to the approval of Action Item RM #23-20 - Budget Carryover – Grant.

VII. <u>CERTIFICATION</u>

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

Ramona G. Hinck Chief Financial Officer

Date: Oct 7, 2023

VIII. RECOMMENDED ACTION

Administration recommends the Board of Trustees approve the following Fiscal Year 2023 'Āina Grant, Solicitation #23-02.01 disbursements totaling \$600,000 from Core Operating Budget (Object Code 56530):

Organization Name	Award Amount Recommendation
Hui Mālama i ke Ala 'Ūlili	\$100,000
Aloha Kuamoo Aina	\$100,000
The Men of PAA	\$100,000
Aina Alliance	\$100,000
Papakolea Community Development Corporation	\$100,000
Keaukahā Pana'ewa Community Alliance	\$100,000
Total Recommendation (5)	\$600,000

IX. <u>ALTERNATIVES TO RECOMMENDED ACTION</u>

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

X. <u>ATTACHMENTS</u>

- a. Applicant Analysis
- **b.** Grant Solicitation No. OHA 23-02.01, 'Āina Grant Program, Posted May 30,2023.

Organization Name	Project Name	Island Location(s)	Est. Native Hawaiians Served	Strategic Direction	Applicant Request Amount	External Grant Reviewer (4) Score, Average	Award Amount Recommended
Hui Mālama i ke Ala 'Ūlili	Hoʻonohopapa Koholālele	Hawai'i	650	Health	\$ 100,000	96, 100, 100, 100 Average = 99	\$ 100,000

Project Goal: To restore and steward 20-acres of regenerative 'ulu agroforestry in Ka Maha 'Ulu o Koholālele by clearing invasive species and outplanting 500 'ulu and 1500 place-appropriate native plant species through our Ho'onohopapa Koholālele program. Our intention is to cultivate and improve food security, economic stability, and access to culturally significant and agriculturally viable 'āina to 650 Native Hawaiians and the community of Hāmākua Hikina that supports a multi-generational ahupua'a-scale project of 1,390 acres in Koholālele.

Project Objective(s): (24 months)

325 Native Hawaiians per year will assist in restoring long-term food security, economic stability, and access to culturally significant and agriculturally-viable 'āina by participating in the restoration of 'Ōiwi food systems and cultural landscapes in Koholālele.

Target Y1: 20-acres cleared, Target Y2 500 'ulu trees and 1500 place-appropriate native plant species.

OHA Strategic Outcome(s):

- 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, kulāiwi and traditional food systems.

Project Outcome(s) Alignment:

The core project for Ho'onohopapa Koholālele program, Ka Maha 'Ulu o Koholālele will restore a traditional 'Ōiwi food system in Koholālele, Hāmākua that will directly benefit our Hāmākua Hikina community and our Lāhui 'Ōiwi for generations to come. Within the 20-acres to be restored, the 500 'ulu trees to be planted have the potential to provide 200,000 lbs. of nutritious, traditional food annually to Hāmākua and all of Hawai'i starting in 2034.

Evaluator Comments

- Strong, focused project. This effort to heal aina will result in the healing of its people, in a way that is material and results-oriented.
- We are in a time when food sustainability is needed. What a better way to get that then to teach the people that live on that land how to cultivate it and how to restore it. This is an accomplishment that will continue to provide benefits for generations to come.
- Exceeds Expectation: All application requirements are met, and several are exceeded, application response clearly and effectively articulates project and is exemplary.
- Well organized and communicated, very thorough.

Board: Chauncey Kalā Lindsey-Asing, Liana Iaea Honda, Shaelene Kamakaʻala, Valerie Peralto, Shani Kailani Carvalho, Zelda Dela Cruz, Kū Kahakalau, Derrick Kiyabu, Lisa Malia Yang,

Executive Team: Leon No'eau Peralto, Executive Director, Haley Kailiehu, Director of Creative Development,

Organization Name	Project Name	Island Location(s)	Est. Native Hawaiians Served	Strategic Direction	Applicant Request Amount	External Grant Reviewer (4) Score, Average	Award Amount Recommended
Aloha Kuamoo Aina	Mālama Kuamoʻo Community Stewardship Program	Hawai'i	300	Health	\$ 100,000	92, 96, 98, 99 Average = 96	\$ 100,000

Project Goal: To provide recurring service learning opportunities that strengthen the connections between community and 'āina at Kuamo'o. It preserves Kuamo'o, a wahi pana of foundational importance in Native Hawaiian national history. The program also increases community-based stewardship and culturally-grounded restoration of Kuamo'o's traditional agroecosystem. Additionally, it perpetuates the mo'olelo of Ke Kaua 'Ai Noa (the 1819 Battle of Kuamo'o), the ancestral governance system known as 'ai kapu, and the swiftly changing circumstances our kūpuna who lived then faced as 'ohana and a lāhui.

Project Objective(s): (24 months)

300 Native Hawaiian participants will help to restore a 3-acre portion of the Kuamo'o landscape by contributing 600 service learning hours at our Program Site. Native Hawaiian program participants will experience an improved sense of connection to Kuamo'o by a proportion of 80%

OHA Strategic Outcome(s):

- 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, kulāiwi and traditional food systems.

Project Outcome(s) Alignment:

The project will impact Native Hawaiian participants and quantifies their restoration efforts in terms of service learning hours performed. Monthly community work days and individualized service learning visits for schools, hālau, and other community groups will offer participants culturally-grounded and guided access to key sites across the Kuamoʻo landscape, including our native agroforestry enclosure, ancestral agricultural terracing and domestic sites, and the Ala Kahakai National Historic Trail which traverses the length of our 47-acre Program Site. These events will introduce new visitors to the 'āina through ancestral moʻolelo and cultural protocols, and will give returning 'ohana opportunities to deepen their connection, observation, and stewardship of Kuamoʻoʻs natural and cultural resources.

Evaluator Comments

- This project is simple yet strong. Project details are well thought out and designed for effectiveness. The approach is focused specifically on the Kuamo'o 'aina and lineal descendants of the surrounding area. This is the epitome of the connection between Aina and Health as described in OHA's strategic plan, man and land in unified mo'oku'auhau, backbone of lahui.
- Well-articulated application. I would like to see this project blossom through its goals..
- Exceeds Expectation: All application requirements are met, and several are exceeded, application response clearly and effectively articulates project and is exemplary.
- Application requirements met; project effectively communicated. .

Board: Keola Beamer, Dr. Jonathan Osorio, Neil Hannahs.

Executive Team: Dr. Kamana Beamer, Executive Director, Kelsy Jorgensen, Program Director.

	Organization Name	Project Name	Island Location(s)	Est. Native Hawaiians Served	Strategic Direction	Applicant Request Amount	External Grant Reviewer (4) Score, Average	Award Amount Recommended
Tì	ne Men of PAA	Imu Mea Ai	Hawaiʻi	150	Health	\$ 100,000	87, 77, 93, 86 Average = 86	\$ 100,000

Project Goal: To promote the healing, empowerment, and reintegration of Native Hawaiian men transitioning from the justice system and foster the well-being and resilience of at-risk Native Hawaiian youth in the Puna District by implementing the 'Āina-based Recovery and Community Service Program, which combines land stewardship, community service, and cultural reconnection opportunities.

Project Objective(s): (24 months)

50 Native Hawaiian men transitioning from the justice system in the Puna District (Population) will successfully complete the 'Āina-based Recovery and Community Service Program (Indicator) with a 90% success rate.

100 at-risk Native Hawaiian youth aged 15 to 21 in the Puna District (Population) will participate in the program's cultural, educational, and stewardship activities (Indicator) with at least 80% of participants demonstrating increased knowledge, skills, and resilience as measured by pre-and post-program surveys.

75% of participating Native Hawaiian families in the Puna District (Population) will report strengthened relationships and increased involvement in community and cultural activities (Indicator) as measured by pre- and post-program surveys.

OHA Strategic Outcome(s):

- 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.

Project Outcome(s) Alignment:

The project will achieve three objectives that will directly contribute to the Program goal of preserving and perpetuating Native Hawaiian culture, language, and traditions while increasing community stewardship of Hawai'i's natural and cultural resources for Native Hawaiian men transitioning from the justice system and at-risk Native Hawaiian youth in the Puna District, thereby improving their well-being, resilience, and reintegration into society within the Program period.

Evaluator Comments

- This is a strong project that uses 'āina to heal a community of Hawaiians in real need in a real, material way.
- While this project has good intent and I'd like to see it evolve into success
- All application requirements are met and application response clearly articulates project.
- Project effectively communicated.

Board: Donovan Hanohano, Madie Green, Curtis Leialoha. **Executive Team:** Iopa Maunakea, Executive Director

Organization Name	Project Name	Island Location(s)	Est. Native Hawaiians Served	Strategic Direction	Applicant Request Amount	External Grant Reviewer (4) Score, Average	Award Amount Recommended
Aina Alliance	Anahola Hazard Mitigation	Kauaʻi	50	Health	\$ 100,000	66, 87, 91, 89 Average = 83	\$ 100,000

Project Goal: The Project Goal is to reduce safety and health hazards along the Anahola Coastal areas by increasing stewardship participation and Native Hawaiian cultural activities in the area to strengthen the health of the 'āina and mo'omeheu. Specifically, our goal is to add at least 50 new participants over the course of two years who have volunteered for preservation, stewardship, or restoration activities at least twice a year. Based on previous results, the average volunteer will remove at least two 5 gallon buckets of trash per hour. Based on this minimal calculation our 50 participants x 10 gallons of trash x 2 events x 2 years = 2000 gallons of trash and debris removed.

Project Objective(s): (24 months)

- 50 Native Hawaiians on Kaua'i will participate in at least 2 stewardship or cultural activities per year to decrease pollution in Anahola by 2000 gallons.
- 24 stewardship events for participants to attend increasing our total new completed participant list by 50 Native Hawaiians.
- 24 cultural learning events for participants to attend increasing our total new completed participant list by 50 Native Hawaiians.

OHA Strategic Outcome(s):

- 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, kulāiwi and traditional food systems.

Project Outcome(s) Alignment:

The project will provide more opportunities of outreach in the community increasing the chances of participation and completion of the project goal. Increasing participants directly correlates to a reduction in pollution resulting in a healthier land and healthier people staying active outdoors in the fresh air along the beach re-establishing their connection to traditions, reconnecting with their Native Hawaiian identity and re-building a strong sense of lāhui.

Evaluator Comments

- This organization is young and volunteer run. The energy they are putting into rehabilitating their homestead community is commendable.
- I also see this is a grass roots project starting from the very bottom with lots of potential if handled properly. I would like to see this project as a way of assisting our Lāhui in taking this project to the next level.
- Application response clearly and effectively articulates project and is exemplary.
- Project reasonable articulated.

Board: Jeremie, Makepa, Gary, Cummings Jr, Devin, Medeiros, Sandra Cummings.

Executive Team: None, Board members fill the responsibility of the Executive Team

Organization Name	Project Name	Island Location(s)	Est. Native Hawaiians Served	Strategic Direction	Applicant Request Amount	External Grant Reviewer (4) Score, Average	Award Amount Recommended
Papakolea Community Development Corporation	Puowaina Research and Education Project	Oʻahu	50	Health	\$ 100,000	68, 76, 86, 98 Average = 82	\$ 100,000

Project Goal: To plan, coordinate, and successfully deliver Pūowaina Research and Education Project (*PREP*), the applicant shall recruit and assemble a co-hort of 50 'ōpio, ages 10-19, to conduct research on history, mo'olelo, practices, and significant sites, related to Pūowaina. Successful implementation of the project shall increase educational programming in the Papakōlea community based in 'ike and 'ōlelo Hawai'i, and advance the applicants long term goal of establishing a multi-purpose learning Center at Pūowaina.

Project Objective(s): (24 months)

Recruit and educate a co-hort of 50 Native Hawaiian 'ōpio to participate in PREP, increasing knowledge of 'ike related to Pūowaina and Papakōlea by 80%.

The proposed project seeks to coordinate and deliver educational programming based in 'ike and 'ōlelo Hawai'i - with a specific focus on Pūowaina and Papakōlea. Preservation and perpetuation of Hawaiian language, culture, traditions, identity, and sense of lāhui, is the core of the project.

OHA Strategic Outcome(s):

- 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, kulāiwi and traditional food systems

Project Outcome(s) Alignment:

The project deliverable shall conduct research and create educational programming, while coordinating the development of a multi-purpose learning Center on 'Āina that is important to Native Hawaiians (Pūowaina), is an ideal way to increase community stewardship of Hawai'i's natural resources that foster connection to 'āina, 'ohana and community. To increase the restoration of Native Hawaiian cultural sites. According to the preliminary archaeological reports, over 20 sacred sites were identified, and are in need of restoration and protection.

Evaluator Comments

- The budget justification describes G70 as having a role in the educational programming, although they will also be conducting the environmental assessment to advance the construction of the Community Center.
- While I believe it is beneficial to the people of the community, it is not one that they could not also find the same information elsewhere.
- Overall, this application meets expectations.
- Project proposal very straightforward an effectively communicated.

Board: Erlene Enos, Jon Matsuoka, Richard Pedrina, Teresa Makuakane-Drechsel, Sam Kaina,

Executive Team: Lilia Kapuniai, Executive Director

Organization Name	Project Name	Island Location(s)	Est. Native Hawaiians Served	Strategic Direction	Applicant Request Amount	External Grant Reviewer (4) Score, Average	Award Amount Recommended
Keaukahā Pana'ewa Community Alliance	Mahiʻai Project	Hawai'i	50	Health	\$ 100,000	80, 77, 85, 81 Average = 81	\$ 100,000

Project Goal: The Project Goal is to provide agricultural educational workshops and hands-on "grow your own' experiential activities to enable our Native Hawaiian community to grow their own food and thus, reduce the high cost of food for their households and multigenerational households, as wells as provide healthy food to their 'ohana. Hands on experiential growing activities will take place at our Hydroponics Hub and Kea'ahuli O Pana'ewa- our Polyforestry food forest located at our Pana'ewa Hub.

Project Objective(s): (24 months)

50 Native Hawaiians will be engaged in mahi'ai practices will increase and in accordance with our project objective.

OHA Strategic Outcome(s):

- 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, kulāiwi and traditional food systems.

Project Outcome(s) Alignment:

The project will self-report that Native Hawaiians will obtain increased knowledge and skills to grow their own food.

We will track this indicator by providing an assessment for each program participant at the end of each workshop, series of workshops experiential grow activity.

Evaluator Comments

- Project would provide much needed support to the Keaukaha Panaewa homestead community, supporting the agricultural potential of an aging community.
- I think this program can be educational and useful for the people of that community. But I also believe assistance is needed.
- All application requirements are met, and several areas are exceeded.
- Project sufficiently articulated.

Board: Kihei Ahuna, Germaine Tauati, U'ilani Naipo, Lorilynn Pua

Executive Team: No Executive Team



Grant Solicitation No. OHA 23-02.01

Community Grant - 'Āina

May 30, 2023

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

For assistance with this grant solicitation, please email:

grantsinfo@oha.org

For technical assistance with the online application, please email:

grantsadmin@oha.org

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

Page 1

Rev: 05.21.2023

GRANTS PROGRAM

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

OHA will release solicitations for the following strategically aligned purposes: '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 & Reinterment, and other categories. For general information regarding these grants, go to the Grants Program webpage at www.oha.org/grants.

The contact information for Grants is:

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

If you have questions regarding this solicitation, please email:

grantsinfo@oha.org

Figure 1. Grants Program Phases

Phase 1: Phase 2: Phase 3: Phase 4: Phase 5: Evaluation Recommendation Contracting

Rev: 05.21.2023

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.

'Āina Grants Purpose: Recognize the connection that Native Hawaiians have to the 'āina; ensure responsible stewardship of Ka Pae 'Āina O Hawai'i that Native Hawaiians participate in and benefit from.

Strengthening our ancestral connection to 'āina through responsible stewardship to preserve legacy lands and to responsibly develop economically viable lands.

legacy lands and	to responsibly develop economically viable lands.
Land & Water	Grant considerations include culture-based programming and projects to preserve and perpetuate cultural-based places (wahi pana), practices (cultural, natural resource management practices), and practitioners (cultural and resource managers).
	The following will also be considered 'āina (land resources), wai (fresh water resources), kai (marine resources), lewa (atmospheric resources), lewa mawaho (space), nā hōkū 'ae'a a me nā hōkū (planets and stars), nā lā'au a me nā holoholona (plants and animals), ua (rain), makani (wind), loko i'a, konohiki fishing rights, production of crops that are of significant value to Native Hawaiians, etc.

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

A. Solicitation Timetable

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

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

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

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

B. OHA

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

C. Community Grants Purpose

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

D. Project Alignment with Strategic Direction & Outcome

This Community Grant is aligned with the OHA <u>Strategic Foundation - 'Āina.</u> Applicants will be required to align their project to the following Strategic Direction and at least one associated outcome.

- 1. **Strategy 4:** Advance policies, programs and practices that strengthen the health of the 'āina and mo'omeheu.
 - a. <u>Outcome 4.1.</u> Preservation and perpetuation of Hawaiian language, culture, traditions, identity and sense of lāhui.
 - b. <u>Outcome 4.2.</u> Increased community stewardship of Hawai'i's natural and cultural resources that foster connection to 'āina, 'ohana, and communities.
 - c. <u>Outcome 4.3.</u> Increased restoration of Native Hawaiian cultural sites, landscapes, kulāiwi and traditional food systems.

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

SECTION II. OHA AWARD INFORMATION

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

A. Grant Award Period

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

B. Administrative Costs Restriction

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

C. Grant Award Restrictions – Multiple Programs

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

D. Matching Funds

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

E. Geographic Service Area

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

F. Grant Award Renewal

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

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

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

Rev: 05.21.2023

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

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Page 7

Rev: 05.21.2023

SECTION III. PHASE 1 – ELIGIBILITY

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

A. Native Hawaiian Serving Organization (NHSO) Requirement

The applicant shall be an organization that can <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.

B. Application Restriction

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

C. Duplicative Applications Prohibited

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

D. Duplicative Programs Prohibited

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

E. Phase 1 - Eligibility Submission Process & Required Documents

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

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

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

Applicants will receive an email notification regarding eligibility status and access to the application. If the applicant receives an email notification that it did not meet the Phase 1 – Eligibility requirements, the applicant can return to the Grants Portal to complete and submit the required documents <u>one</u> additional time.

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

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

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

1. Applicant & Project Information

- **a.** Organization Name The applicant shall provide their organization name.
- **b.** Project Name The applicant shall provide the name of the project.
- **c. Amount Requested** The applicant shall indicate the amount of money being requested from OHA for the proposed project. Minimum Amount: \$50,000. Maximum Amount: \$100,000.
- d. Project Alignment with Strategic Direction & Outcome

This Community Grant is aligned with the OHA <u>Strategic Foundation – ' \bar{A} ina</u>. The applicant shall align their project to the following Strategic Direction and at least one associated outcome.

- i. **Strategy 4:** Advance policies, programs and practices that strengthen the health of the 'āina and mo'omeheu.
 - Outcome 4.1. Preservation and perpetuation of Hawaiian language, culture, traditions, identity and sense of lāhui.
 - Outcome 4.2. Increased community stewardship of Hawai'i's natural and cultural resources that foster connection to 'āina, 'ohana, and communities.
 - Outcome 4.3. Increased restoration of Native Hawaiian cultural sites, landscapes, kulāiwi and traditional food systems.
- e. Number of Native Hawaiians to be Served The applicant shall provide the total number of Native Hawaiian individuals that the proposed project intends to directly serve through OHA funding.

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

The number of Native Hawaiian individuals served shall include project

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

- Newly Served. The applicant shall provide the total target number of newly enrolled Native Hawaiians. A newly served participant is a first-time project participant under this OHA grant.
- Completed. The applicant shall provide the total target number of Native Hawaiians that will complete the project. For example, the total number of participants that completed all required workshops, treatment programs, etc.
- **f.** Island Location(s) The applicant shall indicate the island or islands where service delivery for the proposed project will be implemented Hawai'i, Maui, Lāna'i, Moloka'i, O'ahu, and/or Kaua'i.
- **g. Project Contacts** The applicant shall provide contact information (name, title, mailing address, phone number, email address) for a Primary Project Contact and Secondary Project Contact for the grant agreement. Project Contacts must be directly engaged in the administration and implementation of the project. By being listed in the application, Project Contacts are authorized to communicate, submit required reports and provide authorization for additional Project Contacts on behalf of the awarded organization as necessary.
- h. Governing Board and Executive Team The applicant shall list its organizations' governing board and executive team. The lists shall include board/executive team members' names and titles.
- i. Authorized Signatory Legal Agreements The applicant shall identify the individual(s) that the Board of Directors and/or organization bylaws granted signing authority for contracts. If awarded, this individual(s) name(s) will be included as the signatory in the grant agreement. Please include the individual's name, position title, phone number, email address and organization physical address.
- **j. Application Authorization Form-***document upload* The applicant shall upload the Application Authorization Form. This form needs to be completed and signed by the organization's authorized signatory. The authorized signatory has the legal power delegated by the applicant organization's authoritative body (such as the Board of Directors) to sign and submit the OHA Grant Application. <u>See Attachment A. Application Authorization Form.</u> Please include the individual's name, position title, phone number, email address and organization physical address.

2. Certifications

a. Licenses/Permits Certification – The applicant shall certify that applicable licenses and/or permits required for the proposed project have been secured when notified of award. Applicants that will be recommended for award will be contacted to ensure that

licenses/and or permits have been secured. If an applicant cannot provide the approved licenses/permits, the Grants Program will not recommend the applicant to the Board of Trustees for award.

- **b. Partner Certification***-document upload* If the applicant is partnering with one or more organizations, each organization's Board President and Chief Executive Officer/Executive Director is required to sign and submit a partner certification form approving and committing to the partnership with the Native Hawaiian Serving Organization (NHSO) for the grant term. <u>See Attachment B. Partner Certification Form.</u>
- **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. <u>See Attachment C. Sample IRS Letter of Determination</u>.
- f. Certificate of Vendor Compliance (CVC)-document upload The applicant shall upload the Certificate of Vendor Compliance issued by the State of Hawai'i. To obtain this document, applicants must register with Hawai'i Compliance Express online at http://vendors.ehawaii.gov. This certificate must be current within three
 (3) months of this application deadline. We do not accept your DCCA Certificate of Good Standing. See Attachment D. Sample HCE Certificate of Vendor Compliance.
- g. Board Governance Certification Form-document upload The applicant shall upload the Board Governance Certification Form. The organization's Board Chair or other designated representative of the organization's Board must sign this form. The certification verifies that Board members are not compensated, and that the organization has bylaws and/or policies that govern how business is conducted which

includes conflicts of interest and nepotism policies. <u>See Attachment E. Board Governance Certification Form.</u>

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

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

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Page 12

Rev: 05.21.2023

SECTION IV. PHASE 2 – APPLICATION

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

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

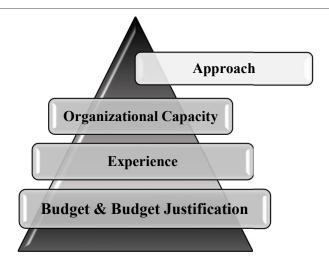
APPLICATION CRITERIA & POINTS
Criterion 1: Approach – Maximum: 64 Points
Criterion 2: Organizational Capacity – Maximum: 11 Points
Criterion 3: Experience – Maximum: 12 Points
Criterion 4: Budget & Budget Justification – Maximum: 13 Points

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Rev: 05.21.2023

Criterion 1

Approach | Maximum Points: 64



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

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

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

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

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

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

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

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

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

2. Current Community Condition (0-4 points)

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

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

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

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

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 <u>last 3 to 5 years</u>. 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 'Āina Strategic Foundation = up to 3 points
- The application clearly states how the Project Goal is specifically aligned with 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 <u>and</u> how the project aligns with the Strategic Foundation- 'Āina and Strategic Direction – **Health Outcomes**. See Section I.D.

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

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

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

<u>Element</u>: 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 <u>one to three objectives</u> 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.

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

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

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

Each objective must include the following four TPIT components:

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

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

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

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

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

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

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

by 10% (Target=How much).

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

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

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

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

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 Outcome 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 recognizes the connection that Native Hawaiians have to the 'āina and/or ensures responsible stewardship of Ka Pae 'Āina O Hawai'i that Native Hawaiians participate in and benefit from. Also address the Health Outcomes Strategic Direction and the associated outcome(s) for each objective in a way that aligns and demonstrates what will be changed as a result of achieving the objective.

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

- a. **Strategy 4**: Advance policies, procedures 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.

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

As noted above, each objective will have only one primary outcome seen at the community/organizational level. Although the objective, indicator + target, and outcomes are all closely tied together, they are not the same. Achieving the objective (indicator + target) results in

change which is measured at the project level. The outcome is an anticipated change that can be observed/measured at the community level.

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

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

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

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

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

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

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

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Page 20

EXAMPLE of OUTPUT TABLE & data collection/verification documents

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

Registration forms, attendance sheets, business curriculum, financial literacy curriculum, Financial Literacy consultant contract, participant program evaluations

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

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

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

<u>Element:</u> 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

<u>Element</u>: 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.

<u>Element</u>: 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.

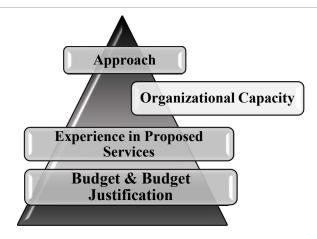
The application includes specific strategies that will be used to address these challenges. This element asks that you acknowledge those most likely to occur and provide a contingency or backup plan to address them.

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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Page 24

Criterion 2 Organizational Capacity | Maximum Points: 11



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

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

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

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

- To address these three elements, you can begin by providing an organizational chart that clearly identifies the project staff and where each position falls within the organization.

 = up to 2 points
- Next, describe the responsibilities and qualifications needed for each staff position (or subcontractor) and include an overview of how the position will support the project. = up to 6 points

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

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



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

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

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

2. Fiscal Oversight (0-3 points)

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

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

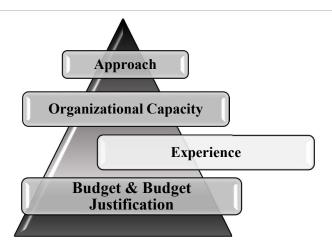
Identify the relevant financial staff or the financial contractor (individual CPAs or Accounting Firms), their responsibilities, qualifications, and experience.

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Page 26

Criterion 3

Experience | Maximum Points: 12



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

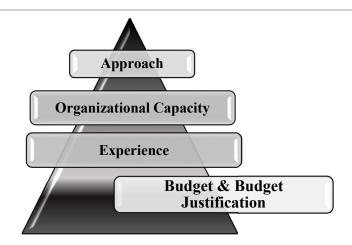
1. Experience (0-12 points)

1. Experience (0-12 points)

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

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

Criterion 4 Budget & Budget Justification | Maximum Points: 13



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

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

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

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

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

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

Indirect Overhead Cost

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

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

2. Budget Justification (0-8 points)

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

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

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. <u>Attachment K. Disallowed Costs</u>.

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

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

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Page 30

SECTION V. APPLICATION SUBMISSION

A. Submission Information

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

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

B. Additional Materials and Documentation

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

C. Solicitation Amendments

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

D. Cancellation of Solicitation

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

E. Rejection of Applications

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

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SECTION VI. APPLICATION EVALUATION

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

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

	Criterion 1		- Approach (64 Points)				
Scoring System	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)	Budget Justification (13	
	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.

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

Refer to the Example Reporting Table on the next page.

Page 34

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

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

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

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

C. Compensation & Method of Payment

1. Automated Clearing House (ACH) Payments

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

2. Compensation

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

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

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

3. Method of Payment

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

Section VIII. Attachments

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



ATTACHMENT A. APPLICATION AUTHORIZATION FORM

Organization			
	Legal Entity Name (ex. H&B Foundation, Inc. dba Nā Mele Ha	awai'i)	
Address			
	Street Address	City	Zip
	Mailing Address (if different from Street Address)	City	Zip

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

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



<u>ATTACHMENT B. PARTNER ORGANIZATION CERTIFICATION FORM</u>

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

As of(Date of form submittal)	_, the partner organization listed below agrees to commit to a
	for the purpose of the(Grant Project Name)
(Applicant NH	HSO) (Grant Project Name)
project, if the applicant NHSO is av	warded. The commitment shall be for the entire grant term
specified in the final grant contract	with the Office of Hawaiian Affairs.
Furthermore, the partner or	ganization has agreed to commit \$(cash match funds, if any)
in and match for the consideration	
in cash match funding specifically	designated for this grant project.
PARTNER ORGANIZATION INF	FORMATION .
Organization Name:	
Point of Contact:	
Mailing Address:	
Phone Number:	
Email Address:	
Board President Name:	Board President Signature:
Chief Executive Officer or Executive Director Name:	Chief Executive Officer or Executive Director Signature:

Attachment C. Sample – IRS Letter of Determination

INTERNAL REVENUE SERVICE P. O. BOX 2508

CINCINNATI, OH 45201

Date: DEC 18 2010

Organization Name

City, State Zipcode

Org. Address

Employer Identification Number:

DEPARTMENT OF THE TREASURY

12-1234567

DLN:

600328003

Contact Person:

ID# 31518 Kimo Kealoha

Contact Telephone Number:

(877) 888-8888

Accounting Period Ending:

December 31

Public Charity Status:

170(b)(1)(A)(vi) Form 990 Required:

Yes

Effective Date of Exemption: Contribution Deductibility:

February 22, 2010

Yes

Addendum Applies: No

Dear Applicant:

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

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

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

Sincerely

Robert Choi Director, Exempt Organizations Rulings and Agreements

Letter 947 (DO/CG)

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



STATE OF HAWAII STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

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

Vendor Name: ORGANIZATION NAME

DBA/Trade Name: ORGANIZATION NAME

This certificate must be current 09/10/2016 Issue Date:

within three (3) months of this

application deadline.

Compliant Status:

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

Status of Compliance for this Vendor on issue date:

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

Status Legend:

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



Attachment E. BOARD GOVERNANCE CERTIFICATION

On behalf of

_____ (the "Organization"), I hereby certify that:

d have no material conflict of interest
policies that describe the manner in epotism and management of potential
or more members of a family or kin of ise, parent, child, grandparent, or of the Organization). If the nembers of a family or kin of the first or all disclose such employment or nization's efforts to mitigate concerns relationship, and OHA shall then its grant application. The organization's compliance with the and that I am responsible for the of Hawaiian Affairs (OHA) may make a Organization, in fulfillment of OHA's
e of Authorized Board Representative



ATTACHMENT F. MATCH FUNDING CONFIRMATION FORM

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

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

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



ATTACHMENT G. OUTPUT TABLE

Organization Name:	
Project Name:	

Objective	Target #	Outputs	Relevance



ATTACHMENT G. OBJECTIVE WORK PLAN

Organization Name:	
Project Title:	
Project Year	

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

ATTACHMENT H. SAMPLE BUDGET

BUDGET CATEGORY - Item	ОН	equested A Funds Budget	C	ash Match Funds	Partne Organiza Match Fu (if any	tion inds]	Other Funds if any)	Description & Justification
PERSONNEL - Salaries					(II uny	,			
Kumu/Cultural Expert	\$	27,500	\$	10,000	\$ 5,0	000	\$	2,500	1.0 FTE to design, prepare, coordinate and teach cultural workshops 2x/month for 10-months of Year 1.
Project Manager	\$	5,000	\$	-	\$	-	\$	-	0.1 FTE to manage administrative tasks throughout the duration of the grant Year 1.
PERSONNEL - Other Costs									
Fringe Benefits	\$	2,000	\$	500	\$	-	\$	-	Year 1 Taxes - Kumu and Project Mgr \$1,200. Year 1 medical - Kumu and Project Mgr. \$1,300.
CONTRACTUAL SERVICES - Ad	mini	istrative	:						
Account Services	\$	2,500	\$	-	\$	-	\$	-	Accounting and Payroll Services for Year 1.
CONTRACTUAL SERVICES - Pro	ogra	mmatic			•				
Kumu Assistant	\$	4,000	\$	_	\$	-	\$	-	Assist Kumu with workshops in Year 1 - 20 workshop x \$200/workshop.
EQUIPMENT - Lease/Rental									1
Copy Machine	\$	1,000	\$	1,000	\$	-	\$	-	Pro rata share of copy machine costs for copying or curriculum and handouts for workshops.
EQUIPMENT - Purchase									
Computer and accessories	\$	1,500	\$	-	\$		\$	-	Laptop for project activities \$1,000. Laptop warranty \$150. Laptop Bag \$50. Color Printer \$300.
FACILITIES - Lease/Rental									
Office Lease	\$	10,000	\$	20,000	\$	-	\$	-	Pro rata share of lease of office space for project administration & activities \$2,500/month x 12-mos.
FACILITIES - Utilities					•		•		
Telephone and Internet Services	\$	1,000	\$	2,000	\$	-	\$	-	Pro rata share of telephone and utilities.
OTHER EXPENSES - Honorarium			<u> </u>		ı		_		Kūpuna guest speakers at workshops to share 'ike
Kūpuna - Guest Speakers	\$	1,000	\$	-	\$	-	\$	-	lā'au lapa'au - \$100 x 2 speakers x 5 workshops.
OTHER EXPENSES - Insurance									
General liability	\$	1,500	\$	-	\$	-	\$	-	Pro rata share of required annual insurance premium.
OTHER EXPENSES - Publication	& Pı	rinting							
Curriculum Packets	\$	2,500	\$	625	\$	625	\$	-	One Curriculum packet for each participant \$75 x 50 participants in Year 1.
OTHER EXPENSES- Repair & Ma	inte	nance							
Maintenance of Commercial Dehydrator Machine	\$	1,500	\$	-	\$	-	\$	-	Annual maintenance of commercial dehydrator
OTHER EXPENSES - Supplies			1				l .		Color/Black Ink \$500. Paper, pens, other office
Office supplies	\$	1,000	\$	-	\$	-	\$	-	supplies \$500.
PROGRAM ACTIVITIES	1		ı				1		One tool set for each participant \$100 x 50
Tool sets for participants	\$	5,000	\$	-	\$	-	\$	-	participants in Year 1.
Lapa'au Starter Kits	\$	10,000	\$	-	\$	-	\$	-	Lapa'au Kits for participants that complete the program in Year 1, kit includes bowl, chopper, strainer, steamer, knife, muslin material, five different plant starters, other lapa'au supplies \$200 \times 50 participants in Year 1.
Workshop Supplies	\$	1,100	\$	-	\$	-	\$	-	PPE \$300, disposable gloves \$200, storage containers \$500, trash bags \$100.

TRAVEL AND TRANSPORTATIO	N								
Staff travel for 2-day Maui workshop	\$	900	\$	-	\$	-	\$	-	Airfare \$200 x 2 staff = \$400. Car rental \$200. Overnight Accommodations for \$300.
Staff travel for 2-day Kaua'i workshop	\$	1,000	\$	-	\$	-	\$	-	Airfare \$200 x 2 staff = \$400. Car rental \$200. Overnight Accommodations for \$400.
REQUESTED OHA FUNDS BUDGET:	\$	80,000							
CASH MA	ГСН	FUNDS:	\$	34,125				49.7%	% of Match
Partner	Org	ganization	Mat	ch Funds:	\$	5,625			
Other Funds:							\$	2,500	
YEAR 1 Total Project Cost:							1	22,250	

ATTACHMENT I. BUDGET CATEGORY TABLE

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

PERSONNEL - Salaries

Description: Costs of Employees Salaries and Wages.

Justification: Identify key project staff positions. For each staff person, provide: position title, time commitment to the project as a percentage or full-time equivalent, and annual salary calculation.

PERSONNEL - Other Costs

Description: Costs of Employees (Federal and State requirements) which may include payroll taxes, assessments and fringe benefits.

Justification: List all components of fringe benefits and provide a breakdown of the amounts and percentages (FICA. imemployment insurance, health insurance, retirement, etc.) in relation to salaries and wages.

CONTRACTUAL SERVICES - Administrative

Description: Costs of all contracts for professional services or consultant services necessary for the project that are a part of the organizational functions (e.g. payroll processing, audit, accounting, hardware/software maintenance).

Justification: Explain why these services are being contracted. Include prorata amounts based on FTE or staff ratios. Service contracts and/or agreements are required.

CONTRACTUAL SERVICES - Programmatic

or consultant services that are not regularly part of the organization's staff and necessary for project implementation (e.g. kumu, cultural practitioners, specialists, repair/maintenance).

Description: Costs of all contracts for professional services Justification: Explain why these services are being contracted. Services must be documented in the Scope of Services. Include type of service, fee for service and time commitment to the project as applicable. Service contracts and/or agreements are required.

DISTRIBUTIONS

Description: Amount allocated to direct payments (e.g. match savings programs, scholarships, emergency financial assistance. Charter School fimds).

Justification: Describe eligibility criteria for payments and what direct payments are for Supporting documents confirming eligibility are required.

EQUIPMENT - Lease/Rental

the proposed project services (e.g. van, back hoe, printer)

Justification: Provide computations, price quotes, narrative Description: Cost of equipment lease or rental as related to description, and a justification for each cost under this category. Include prorata amount if the equipment is shared and not used exclusively for the project.

EQUIPMENT - Purchase

Description: "Equipment" means an article including items of personal property, as distinguished from real acquisition cost of \$500 or more per unit. *Note: Equipment purchased with OHA grant funding must continue to be used to benefit the Native Hawaiian community after the term of the OHA grant.

property, having a useful life of more than one year and an Justification: For each type of equipment requested, provide a description of the item and its relevance to the project, the cost per unit and the number of units.

FACILITIES - Lease/Rental

Description: Costs may include lease/tental of office space or other project-related facility costs.

Justification: Provide computations, price quotes, narrative description, and a justification for each cost under this category. Include prorata amount if this is a shared cost.

FACILITIES - Utilities

Description: Costs may include utilities such as water, sewer, electricity and/or telephone/internet services.

Justification: Provide computations, price quotes, narrative description, and a justification for each cost under this category. Include prorata amount if this is a shared cost.

OTHER EXPENSES - Honorarium

Description: Payment made for services for which fees are not traditionally required (e.g. guest speaker at a workshop to cover time and/or travel).

OTHER EXPENSES - Insurance

Description: Cost of insurance required as related to provision of proposed services, which may include general liability, automobile and worker's compensation.

OTHER EXPENSES - Mileage

Description: Travel allowance based on staff use of private vehicles for project-related activities.

OTHER EXPENSES - Other Costs

Description: Enter all other costs not included in any other Justification: Provide computations, a narrative description

OTHER EXPENSES - Postage, Freight, Delivery

Description: Costs of mailing, shipping or delivery as related to the project.

OTHER EXPENSES - Publication & Printing

Description: Costs may include items such as project outreach materials, client forms, or other project related educational materials.

OTHER EXPENSES - Staff Training

Description: Costs may include tuition, stipends, registration fees and other staff development related expenses.

OTHER EXPENSES - Supplies

Description: Include costs of administrative supplies and equipment (other than that included under the Equipment category) related to service delivery.

PROGRAM ACTIVITIES

Description: Cost of items, supplies and project services directly related to the delivery of services to participants.

TRAVEL AND TRANSPORTATION

Description: Travel is for In State Travel Only. Costs of project-related travel by applicant employees, which may include airfare, vehicle rental, mileage, or lodging. Cost for transportation for participants to projectrelated services, which may include bus rental. Grant funds do not cover participant travel.

Justification: Provide computations, narrative description, and a justification for each cost under this category.

Justification: For each type of insurance requested, provide a description of the coverage, cost, prorata share and necessity as applicable to provision of proposed services.

Justification: Provide computations based on miles, rate, months and FTE, and a narrative description for cost under this category.

and a justification for each cost under this category.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

Justification: Provide computations, a narrative description, and a justification for each cost under this category.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

Justification: Specify general supplies costs and units. Show computations and provide other information that supports the amount requested.

Justification: Provide computations (cost and units), a narrative description and a justification for each cost under this category.

Justification: For each trip, show the total number of travelers, travel destination, and purpose of trip as it relates to proposed project. Provide computations, price quote, narrative description and a justification for each cost under this category.

ATTACHMENT J. BUDGET AND BUDGET JUSTIFICATION FORM YEAR 1

		_	1 131	AK I		
	Requested			Partner		
BUDGET CATEGORY - Item	OHA Funds	C	ash Match		Other Funds	Description & Justification
	Budget		Funds	Match Funds	(if any)	P
PERSONNEL - Salaries	Ö			(if any)		
PERSONNEL - Salaries		T _a			φ Ι	
	\$ -	\$	-	\$ -	\$ -	
	\$ -	\$	-	\$ -	\$ -	
	\$ -	\$	_	\$ -	\$ -	
PERSONNEL - Other Costs	•					
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	\$ -	\$		\$ -	ф	
COMED A CELLA I CEDIMORGIA I	7			5 -	\$ -	
CONTRACTUAL SERVICES - Ad		_			1	
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	\$ -	\$	-	\$ -	\$ -	
CONTRACTUAL SERVICES - Pro	ogrammatic	:				
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	\$ -	\$		\$ -	\$ -	
DICTRIBUTIONS	J	1	-	- پ	φ -	
DISTRIBUTIONS						
	\$ -	_	-	\$ -	\$ -	
	\$ -	\$	-	\$ -	\$ -	
EQUIPMENT - Lease/Rental						
	\$ -	\$	_	\$ -	\$ -	
	\$ -	\$		\$ -	\$ -	
EQUIDATENTE D. I	5 -)		5 -	ъ -	
EQUIPMENT - Purchase						
	\$ -	\$	-	\$ -	\$ -	
	\$ -	\$	-	\$ -	\$ -	
FACILITIES - Lease/Rental						
	\$ -	\$	_	\$ -	\$ -	
	\$ -	\$		\$ -	\$ -	
EACH IEIEC 14994	5 -	•		5 -	ф -	
FACILITIES - Utilities		_			T .	
	\$ -	\$	-	\$ -	\$ -	
	\$ -	\$	-	\$ -	\$ -	
OTHER EXPENSES - Honorarium						
	s -	\$	_	s -	\$ -	
	\$ -	\$	_	\$ -	\$ -	
OTHER EXPENSES - Insurance	Ψ	Ψ		y -	Ψ	
OTHER EXPENSES - Insurance		_		_		
	\$ -			\$ -	\$ -	
	\$ -	\$	-	\$ -	\$ -	
OTHER EXPENSES - Mileage						
	\$ -	\$	_	\$ -	\$ -	
	\$ -	\$	_	\$ -	\$ -	
OTHER EXPENSES - Other Costs					·	
OTHER EATENSES - OHIEI COSTS	0	6		6	¢	
	\$ -	\$	-	\$ -	\$ -	
	\$ -	\$	-	\$ -	\$ -	
OTHER EXPENSES - Postage, Fre	ight, Deliver	ry				
	\$ -	\$	-	\$ -	\$ -	
	\$ -	\$		\$ -	\$ -	
OTHER EXPENSES - Publication						
OTHER EATENSES - FUNICATION		0		•	¢	
	\$ -			\$ -	\$ -	
	\$ -	\$	-	\$ -	\$ -	
OTHER EXPENSES- Repair & Ma	intenance					
	\$ -	\$	_	\$ -	\$ -	
		-				

ATTACHMENT J. BUDGET AND BUDGET JUSTIFICATION FORM YEAR 1

BUDGET CATEGORY - Item	Requested OHA Funds Budget	Cash Match Funds	Partner Organization Match Funds (if any)	Other Funds (if any)	Description & Justification
	\$ -	\$ -	\$ -	\$ -	
OTHER EXPENSES - Staff Trainin	g			•	
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
OTHER EXPENSES - Supplies					
	s -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
PROGRAM ACTIVITIES		-		-	
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
TRAVEL AND TRANSPORTATIO	N			-	
	s -	\$ -	s -	\$ -	
	s -	\$ -	s -	\$ -	
REQUESTED OHA FUNDS BUDGET:	\$ -				
CASH MA	TCH FUNDS:	\$ -		#DIV/0!	% of Match
Partner	Organization	: \$ -			
		Other Funds	:	\$ -	
	YEAR 1 Tota	l Project Cost	: \$	-	

ATTACHMENT J. BUDGET AND BUDGET JUSTIFICATION FORM YEAR 2

		1 15/	AKZ		
	Requested	C I M (I	Partner		
BUDGET CATEGORY - Item	OHA Funds	Cash Match	0	Other Funds	Description & Justification
	Budget	Funds	Match Funds (if any)	(if any)	•
PERSONNEL - Salaries			(II ally)		
TERSONNEL - Salaries	I o	l o	I @	ф	
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
PERSONNEL - Other Costs					
	\$ -	\$ -	\$ -	\$ -	
	s -	\$ -	\$ -	\$ -	
CONTRACTUAL SERVICES - Ad	ministrativ <i>e</i>			*	
CONTRACTORE SERVICES - Au	s -		s -	\$ -	
	s -	\$ - \$ -	 	φ.	
COMPRAGRAM GERMAGEG	•	1	\$ -	\$ -	
CONTRACTUAL SERVICES - Pro	<u> </u>	1	,	,	
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
DISTRIBUTIONS					
	\$ -	\$ -	\$ -	\$ -	
	s -	\$ -	\$ -	\$ -	
EQUIPMENT - Lease/Rental	-			*	
EQUITMENT - Lease/Kentar	0	s -		\$ -	
	\$ -		\$ -		
	\$ -	\$ -	\$ -	\$ -	
EQUIPMENT - Purchase					
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
FACILITIES - Lease/Rental	•	•	•		
	\$ -	\$ -	s -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
FACILITIES - Utilities		-	-	Φ -	
FACILITIES - Utilities	I.	1 -	1.		
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
OTHER EXPENSES - Honorarium	l				
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
OTHER EXPENSES - Insurance	•	•			
- Insurante	\$ -	\$ -	s -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
OTHER EVDENCES Miles	-	φ -	.	φ -	
OTHER EXPENSES - Mileage					
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
OTHER EXPENSES - Other Costs					
	\$ -	\$ -	\$ -	\$ -	
	s -	\$ -	\$ -	\$ -	
OTHER EXPENSES - Postage, Fre	-				
OTTIER ENDED - Tostage, FIE	s -	Ĭ	s -	\$ -	
	-				
	\$ -	\$ -	\$ -	\$ -	
OTHER EXPENSES - Publication					
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
OTHER EXPENSES- Repair & Ma	intenance				
	\$ -	\$ -	\$ -	\$ -	
	Ψ	Ψ	Ψ -	Ψ	

ATTACHMENT J. BUDGET AND BUDGET JUSTIFICATION FORM YEAR 2

BUDGET CATEGORY - Item	Requested OHA Funds Budget	Cash Match Funds	Partner Organization Match Funds (if any)	Other Funds (if any)	Description & Justification
	\$ -	\$ -	\$ -	\$ -	
OTHER EXPENSES - Staff Trainin	g				
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
OTHER EXPENSES - Supplies					
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
PROGRAM ACTIVITIES					
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
TRAVEL AND TRANSPORTATIO	N				
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
REQUESTED OHA FUNDS BUDGET:	\$ -				
CASH MA	TCH FUNDS:	\$ -		#DIV/0!	% of Match
Partner	Organization 1	Match Funds:	\$ -		
		Other Funds:		\$ -	
	YEAR 2 Total	Project Cost:	\$	-	

ATTACHMENT K. DISALLOWED COSTS

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

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

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

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



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

COST TYPES

	COS	I IIFL3	
	Direct Program	Indirect Overhead	
Personnel			
Program Manager *	Χ		
Executive Director *		Χ	
CEO *		Χ	
Payroll Manager		Χ	
Administrative Assistant		Χ	
Accounting Staff (salaried on contractual)		Χ	
Farm Manager	X		
Teacher	Χ		
Cultural Specialist	Χ		
Fringe Benefits (dependent on if the original	Χ	Χ	
cost is Direct or Indirect)			
Other Expenses			
Rent Office Lease		Χ	
Rent for Workshop Venue	Χ		
Utilities		Χ	
Office Supplies		Χ	
Supplies for Workshops	Χ		
Farm Equipment Lease	Χ		
Insurance		Χ	
IT Data Services		Χ	
Legal Fees		Χ	
Travel	Χ		
Data Reporting		Χ	
Copier Lease		Χ	
Printing costs for workshop handouts	Χ		
Purchased Equipment for use in your project	X		
Repair costs associated with purchased equipment in above line	X		

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

OPERATING COST (OVERHEAD) RESTRICTION

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

PHONE (808) 594-1888

Committee on Resource Management

Trustee John Waihe'e IV, *At-Large - Chair* Trustee Luana Alapa, *Moloka'i / Lāna'i - Vice Chair*

Members

Trustee Dan Ahuna, Kaua'i / Ni'ihau Trustee Kaleihikina Akaka, O'ahu Trustee Keli'i Akina, At-Large

Trustee Brickwood Galuteria, At-Large Trustee Carmen Hulu Lindsey, Maui Trustee J. Keoni Souza, At-Large Trustee Mililani Trask, Hawai'i Island



STATE OF HAWAI'I OFFICE OF HAWAIIAN AFFAIRS

MEETING OF THE COMMITTEE ON RESOURCE MANAGEMENT (RM)

DATE: Wednesday October 11, 2023

TIME: 10:00 a.m.

PLACE: Virtual Meeting

560 N. Nimitz Hwy., Honolulu, HI 96817

viewable at https://www.oha.org/livestream OR

Listen by phone: (213) 338-8477, Webinar ID: 845 9347 7915

This virtual meeting can be viewed and observed via livestream on OHA's website at www.oha.org/livestream or listened to by phone at: (213) 338-8477, Webinar ID: 845 9347 7915. A physical meeting location, open to members of the public who would like to provide oral testimony or view the virtual meeting, will be available at 560 N. Nimitz Hwy., Suite 200, Honolulu HI 96817.

AGENDA

I. Call to Order

II. Approval of Minutes

A. August 9, 2023

III. Unfinished Business - None

IV. New Business

A. Action Item RM #23-20: Budget Carryover – Grants

B. Action Item RM #23-21: Approve the Awarding of Economic Stability Grants

from Solicitation #23-03.01 published May 30, 2023

C. Action Item RM #23-22: Approve the Awarding of 'Āina Grants

from Solicitation #23-02.01 published May 30, 2023

D. Action Item RM #23-23: Approve the Awarding of Mo'omeheu Grants

from Solicitation #23-09.01 published May 30, 2023

E. Action Item RM #23-24: Approve the Awarding of Kāko'o Grants

from Solicitation #23-11.02 published May 30, 2023

F. Action Item RM #23-25: FB 2024-2025 Hawaiian-Focused Public Charter School Fund

Administration Grant Recommendation – Part I. Funding Per Pupil

V. Announcements

VI. Adjournment

If you need an auxiliary aid/service or other accommodation due to a disability, please contact Everett Ohta at (808) 594-1988 or by email at everetto@oha.org as soon as possible. Requests made as early as possible have a greater likelihood of being fulfilled. Upon request, this notice is available in alternate/accessible formats.

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.

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 until the written meeting minutes are posted to OHA's website.



ACTION ITEM

COMMITTEE ON RESOURCE MANAGEMENT October 11, 2023

RM #23-23

Date

Action Item Issue:	Approve the Awarding of Mo'omeheu Grants 09.01 published May 30, 2023.	from Solicitation #23-
Prepared by:	Casey Brown	Oct 6, 2023
T	Casey K. Brown Ka Pou Nui, Chief Operating Officer	Date
Reviewed by:	Rum Z. Mind	Oct 7, 2023
	Ramona G. Hinck Ka Pou Kihi Kanaloa Wai, Chief Financial	Date Officer
Reviewed by:	Colin Kioson	Oct 7, 2023
Reviewed by.	Colin Kippen Ka Pouhana Kūikawā, Interim Chief Execu	Date tive Officer
Reviewed by:	Walter W	Oct. 8, 2023

John D. Waihee IV

Luna Hoʻomalu o ke Kōmike RM

Committee on Resource Management, Chair

I. PROPOSED ACTION

Approve the following Fiscal Year 2023 Mo'omeheu Grants, Solicitation #23-09.01, disbursements totaling \$100,000 from Core Operating Budget (Object Code 56530):

Organization Name	Award Amount Recommendation
Ka Ipu Makani Cultural Heritage Center	\$100,000
Total Recommendation (1)	\$100,000

II. <u>ISSUE</u>

Whether or not the Committee on Resource Management (RM), should approve the one (1) Mo'omeheu grant recommendation.

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III. BACKGROUND AND CONTEXT

A. Mo'omeheu Grant. Purpose: To preserve, perpetuate and protect Hawaiian culture. Supporting the preservation, perpetuation and protection of traditional cultural practices that strengthen Native Hawaiian identity and connection to culture.

Grant considerations include culture-based programming and projects to preserve and perpetuate cultural-based places (wahi pana), practices (cultural, natural resource management practices), and practitioners (cultural and resource managers).

Consideration may also include iwi kupuna (ancestral bones/burials), heiau, wahi pana (storied/legendary places), wahi kapu (sacred places), nā 'ike a me nā hana (cultural practices), historical resources, archiving, recording, digitizing, etc.

B. Mo'omeheu Grant. Solicitation Process: Grant Applications were received in response to Solicitation OHA 23-09.01. Key published information for the socialization is summarized below:



Table 1. Published Solicitation Information

Activity	Key Dates
Orientation Recording Previously Posted	Wednesday, March 15, 2023
Availability of Solicitation	Tuesday, May 30, 2023
Online Access to Phase 1 Eligibility (Phase 1)	Tuesday, May 30, 2023
Eligibility Deadline – 2:00 p.m. HST (Phase 1)	Monday, June 19, 2023
Online Access to Phase 2 Application (Phase 2)	Upon approval of Eligibility
Application Deadline – 2:00 p.m. HST (Phase 2)	Monday, June 26, 2023
Application Evaluation Period (Phase 3)	June 2023 - July 2023
Administration Recommendation, Board Action (Phase 4)	July 2023 - August 2023
Notification of Award, Non-Award (Phase 4)	August - September 2023
Contracting (Phase 5)	August - September 2023
Note. Administration Recommendation, Board Action (Phase 4)	was delayed due to

Note. Administration Recommendation, Board Action (*Phase 4*) was delayed due to reconciliation of FY23 budget and pending carryover Action Item.

IV. ANALYSIS

- A. Overview. Consistent with current Grants Program process, four external Native Hawaiian community members evaluated all applications. Evaluators signed the Confidentiality Form and Conflict of Interest Disclosure, and documents were reviewed to ensure there were no declared Conflict of Interest with any of the applicants.
- **B.** Cycle Statistics. Table 2 below provides statistics for each phase of the application process.

Table 2. Cycle Statistics

Description	Number						
Phase 1 – Letter of Intent							
1. Number of LOIs received	2						
2. Number of LOIs deemed complete	2						
Phase 2 - Application							
1. Number of applications received	2						
2. Number of applications deemed complete 1	1						
Phase 3 – Evaluation							
1. Number of applications evaluated	1						
2. Number of applications evaluated recommended for awarding - See Attachment A	1						

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

Grants Program staff reviewed the budget for the external awarding recommendations (e.g., award, partial award, do not award) noting various

¹ Applications received are reviewed by the Grants Program for compliance with solicitation parameters (e.g., matching funds, indirect cost limit, indirect cost percent, eligible budget items, budgetary parameters) before being deemed complete and forwarded to the Evaluation Phase. Timing of communication to applicants are coordinated with evaluation phase activities.

budgetary items, such as a) unallowable budget items; b) reasonableness and relevancy of budget line items; and c) alignment to solicitation purpose.

Of the two (2) complete applications received, one (1) application was evaluated and one (1) is being recommended for award for the full funding amount requested.

Refer to Attachment A. Application Analysis for detailed application analysis of one (1) recommended application for Mo'omeheu Grant awards and Appendix B. for the Mo'omeheu Grant Solicitation.

V. <u>BUDGET AUTHORIZATION</u>.

Table 6c: Core Grants Budget - by Expenditure Type Approved FY22/ Approved FY23/ FY24 FY25 Budget Request

GRANTS	Approved	Approved Approved		n Budget uest	FY24/FY25	%
	FY 22	FY 23	FY 24	FY 25	2-Year Total	
56510 PROGRAM & PROVISO GRANTS	\$1,830,000	\$1,330,000	\$5,300,000	\$5,300,000	\$10,600,000	30%
56530 COMMUNITY GRANTS	6,800,000	6,995,921	4,350,000	4,350,000	8,700,000	25%
56540 LEVEL II GRANTS SYSTEM	6,500,000	6,500,000	6,250,000	6,250,000	12,500,000	36%
56560 SPONSORSHIPS	410,921	215,000	535,921	535,921	1,071,842	3%
56570 DISASTER AID	132,579	132,579	150,000	150,000	300,000	1%
56578 COLLABORATIONS	0	0	1,000,000	1,000,000	2,000,000	6%
TOTAL GRANTS	\$15,673,500	\$15,173,500	\$17,585,921	\$17,585,921	\$35,171,842	100%

Figure 1. Table 6c from AI RM #23-17

Table 6e: Community Grants Program - 56530

56530 COMMUNITY	Approved	Approved		Biennium Budget Request		0.0	
GRANTS	ANTS FY 22 FY 23		FY 24	FY 25	2-Year Total	%	
Mo'omeheu	\$500,000	\$500,000	\$500,000	\$500,000	\$1,000,000	11%	
Health	500,000	500,000	500,000	500,000	1,000,000	11%	
Education	750,000	750,000	2		0	0%	
Housing	1,000,000	1,000,000	8: 0	*	0	0%	
Economic Stability	750,000	750,000	300,000	300,000	600,000	7%	
*Āina	500,000	500,000	0 72 4		0	0%	
'Ahahui (In-State)	200,000	200,000	200,000	200,000	400,000	5%	
'Ahahui (Out-of-state)	9 99 10 10 10 10 10 10 10 10 10 10 10 10 10	6	50,000	50,000	100,000	1%	
Leverage Opportunities	3	6	56 X	0.0000000000000000000000000000000000000	0	0%	
Post Secondary Education	500,000	500,000	500,000	500,000	1,000,000	11%	
Homestead Community	300,000	300,000	300,000	300,000	600,000	7%	
Iwi Kupuna Repatriation & Reinterment	300,000	300,000	300,000	300,000	600,000	7%	
NH Teacher Education & Professional Development	250,000	250,000			0	0%	
Ohana (including Impacts of Incarceration, Human Trafficking, LGBTQ)	750,000	1,250,000			0	0%	
COVID-19 Impacts	500,000	0	3 2		0	0%	
Ohana Grants (\$750K Grants, \$250K NH Teacher Education + \$500K Kulia)	× -	8	1,500,000	1,500,000	3,000,000	34%	
Kako'o Grants	0	195,921	200,000	200,000	400,000	5%	
TOTAL - COMMUNITY GRANTS	\$6,800,000	\$6,995,921	\$4,350,000	\$4,350,000	\$8,700,000	100%	

Figure 2. Table 6e from AI RM #23-17

Fiscal year 2024 Budget totaling \$100,000 will be encumbered for the grant awarded.

VII. <u>CERTIFICATION</u>

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

Ramona G. Hinck

Chief Financial Officer

Date: Oct 7, 2023

VIII. RECOMMENDED ACTION

Administration recommends the Board of Trustees Approve the following Fiscal Year 2023 Mo'omeheu Grants, Solicitation #23-09.01, disbursements totaling \$100,000 from Core Operating Budget (Object Code 56530):

Organization Name	Award Amount Recommendation
Ka Ipu Makani Cultural Heritage Center	\$100,000
Total Recommendation (1)	\$100,000

IX. <u>ALTERNATIVES TO RECOMMENDED ACTION</u>

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

X. <u>ATTACHMENTS</u>

- **A.** Applicant Analysis
- **B.** Grant Solicitation No. OHA 23-09.01, Mo'omeheu Grant Program, Posted May 30, 2023.

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Solicitation #23-09.01 Mo'omeheu

Organization Name	Project Name	Island Location(s)	Est. Native Hawaiians Served	Strategic Direction	Applicant Request Amount	External Grant Reviewer (4) Score, Average	Award Amount Recommended
Ka Ipu Makani Cultural Heritage Center	Moa'e Moloka'i Digitization Project	Moloka'i	250	Health	\$ 100,000	93, 86, 100, 97 Average = 94	\$ 100,000

Project Goal: To improve the preservation of- and access to- content of unique and specific value to the Native Hawaiian Molokai community, through the digitization and preservation of unique records and audiovisual collections that lend to the understanding and appreciation of the island's history and culture so that they can be made accessible through the online Moae Molokai Digital Repository. Moae Molokai Digitization Project (MMDP) purpose is to assist in the long-term preservation of these resources and the invaluable information held in them, while simultaneously making them accessible to the public in a digital format. Access to the digitized materials will allow Moloka'i community members and researchers to gather historical information and data that are of value to the Moloka'i community, being especially beneficial to those who cannot afford the financial burden of traveling to outer islands to conduct research.

Project Objective(s): (24 months)

153 issues of the Ka Leo o Moloka'i Newspaper will be ingested into the Moa'e Moloka'i Digital Repository, increasing community access to ~198 unique records that document the cultural and historical importance of Moloka'i. Digitals include 27 VHS tapes, 32 VHS-C tapes, and 4 audio cassette tapes will be processed and stabilized, increasing the preservation of collective Moloka'i histories by 63 audiovisual records.

250 community members will have been engaged in records management and community archive building, increasing the understanding and appreciation of the island's history and culture and a shared sense of community authority, ownership, and responsibility of our island's cultural resources by 60 people.

OHA Strategic Outcome(s):

- 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.

Project Outcome(s) Alignment:

This project will preserve primary resources that document the island's historical past, language, culture, and traditions. In addition, it will enable our organization (and in turn our communities) the ability to preserve our cultural heritage materials, increasing community stewardship of Hawaii's cultural resources that foster connection digitally and physically to aina, ohana, and communities.

Evaluator Comments

- Excellent project. Well planned. The fact that the archive materials, including the Ka Leo O Molokai nupepa, are all pili to Molokai is a major asset to the population.
- I applaud the project. History is hard to preserve in its natural state, but to digitize it and bring it to the people is a journey that many will not understand until it is completed.
- Exceeds Expectation: All application requirements are met, and several are exceeded, application response clearly and effectively articulates project and is exemplary.
- Overall project effectively communicated.

Board: Awapuhimele Napoleon-Obrien, Josh Pastrana, Rachel Abshire,

Executive Team: Cheney-Ann Pūlama Lima, Executive Director



Grant Solicitation No. OHA 23-09.01

<u>Community Grant – Mo'omeheu</u>

May 30, 2023

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

For assistance with this grant solicitation, please email:

grantsinfo@oha.org

For technical assistance with the online application, please email:

grantsadmin@oha.org

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

Page 1

GRANTS PROGRAM

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

OHA will release solicitations for the following strategically aligned purposes: '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 & Reinterment, and other categories. For general information regarding these grants, go to the Grants Program webpage at www.oha.org/grants.

The contact information for Grants is:

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

If you have questions regarding this solicitation, please email:

grantsinfo@oha.org

SOLICITATION ORGANIZATION

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

Section I. Solicitation Description

Section II. OHA Award Information

Section III. Phase 1 - Eligibility

Section IV. Phase 2 - Application

Section V. Application Submission

Section VI. Application Evaluation

Section VII. OHA Award Administration

Section VIII. Attachments

SECTION I. SOLICITATION DESCRIPTION

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

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

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

A. Solicitation Timetable

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

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

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

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

B. OHA

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

C. Community Grants Purpose

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

D. Project Alignment with Strategic Direction & Outcome

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

- 1. **Strategy 4:** Advance policies, programs and practices that strengthen the health of the 'āina and mo'omeheu.
 - a. <u>Outcome 4.1.</u> Preservation and perpetuation of Hawaiian language, culture, traditions, identity and sense of lāhui.
 - b. <u>Outcome 4.2.</u> Increased community stewardship of Hawai'i's natural and cultural resources that foster connection to 'āina, 'ohana, and communities.
 - c. <u>Outcome 4.3.</u> Increased restoration of Native Hawaiian cultural sites, landscapes, kulāiwi and traditional food systems.

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

SECTION II. OHA AWARD INFORMATION

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

A. Grant Award Period

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

B. Administrative Costs Restriction

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

C. Grant Award Restrictions – Multiple Programs

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

D. Matching Funds

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

E. Geographic Service Area

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

F. Grant Award Renewal

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

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

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

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

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Page 7

SECTION III. PHASE 1 – ELIGIBILITY

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

A. Native Hawaiian Serving Organization (NHSO) Requirement

The applicant shall be an organization that can <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.

B. Application Restriction

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

C. Duplicative Applications Prohibited

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

D. Duplicative Programs Prohibited

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

E. Phase 1 - Eligibility Submission Process & Required Documents

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

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

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

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

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

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

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

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

1. Applicant & Project Information

- **a.** Organization Name The applicant shall provide their organization name.
- **b.** Project Name The applicant shall provide the name of the project.
- **c. Amount Requested** The applicant shall indicate the amount of money being requested from OHA for the proposed project. Minimum Amount: \$50,000. Maximum Amount: \$100,000.
- d. Project Alignment with Strategic Direction & Outcome

This Community Grant is aligned with the OHA <u>Strategic Foundation</u> — <u>Mo'omeheu</u>. The applicant shall align their project to the following Strategic Direction and at least one associated outcome.

- i. **Strategy 4:** Advance policies, programs and practices that strengthen the health of the 'āina and mo'omeheu.
 - Outcome 4.1. Preservation and perpetuation of Hawaiian language, culture, traditions, identity and sense of lāhui.
 - Outcome 4.2. Increased community stewardship of Hawai'i's natural and cultural resources that foster connection to 'āina, 'ohana, and communities.
 - <u>Outcome 4.3.</u> 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 <u>directly</u> serve through OHA funding.

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

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

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

- Newly Served. The applicant shall provide the total target number of newly enrolled Native Hawaiians. A newly served participant is a first-time project participant under this OHA grant.
- Completed. The applicant shall provide the total target number of Native Hawaiians that will complete the project. For example, the total number of participants that completed all required workshops, treatment programs, etc.
- **f.** Island Location(s) The applicant shall indicate the island or islands where service delivery for the proposed project will be implemented Hawai'i, Maui, Lāna'i, Moloka'i, O'ahu, and/or Kaua'i.
- **g. Project Contacts** The applicant shall provide contact information (name, title, mailing address, phone number, email address) for a Primary Project Contact and Secondary Project Contact for the grant agreement. Project Contacts must be directly engaged in the administration and implementation of the project. By being listed in the application, Project Contacts are authorized to communicate, submit required reports and provide authorization for additional Project Contacts on behalf of the awarded organization as necessary.
- **h. Governing Board and Executive Team** The applicant shall list its organizations' governing board and executive team. The lists shall include board/executive team members' names and titles.
- i. Authorized Signatory Legal Agreements The applicant shall identify the individual(s) that the Board of Directors and/or organization bylaws granted signing authority for contracts. If awarded, this individual(s) name(s) will be included as the signatory in the grant agreement. Please include the individual's name, position title, phone number, email address and organization physical address.
- **j. Application Authorization Form-***document upload* The applicant shall upload the Application Authorization Form. This form needs to be completed and signed by the organization's authorized signatory. The authorized signatory has the legal power delegated by the applicant organization's authoritative body (such as the Board of Directors) to sign and submit the OHA Grant Application. <u>See Attachment A. Application Authorization Form.</u> Please include the individual's name, position title, phone number, email address and organization physical address.

2. Certifications

- a. Licenses/Permits Certification The applicant shall certify that applicable licenses and/or permits required for the proposed project have been secured when notified of award. Applicants that will be recommended for award will be contacted to ensure that licenses/and or permits have been secured. If an applicant cannot provide the approved licenses/permits, the Grants Program will not recommend the applicant to the Board of Trustees for award.
- **b. Partner Certification-***document upload* If the applicant is partnering with one or more organizations, each organization's Board President and Chief Executive Officer/Executive Director is required to sign and submit a partner certification form approving and committing to the partnership with the Native Hawaiian Serving Organization (NHSO) for the grant term. <u>See Attachment B. Partner Certification Form.</u>
- **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 taxexempt 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 taxexempt nonprofit status. <u>See Attachment C. Sample - IRS Letter of Determination</u>.
- f. Certificate of Vendor Compliance (CVC)-document upload The applicant shall upload the Certificate of Vendor Compliance issued by the State of Hawai'i. To obtain this document, applicants must register with Hawai'i Compliance Express online at http://vendors.ehawaii.gov. This certificate must be current within three (3) months of this application deadline. We do not accept your DCCA Certificate of

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

- **g. Board Governance Certification Form-***document upload* The applicant shall upload the Board Governance Certification Form. The organization's Board Chair or other designated representative of the organization's Board must sign this form. The certification verifies that Board members are not compensated and that the organization has bylaws and/or policies that govern how business is conducted which includes conflicts of interest and nepotism policies. <u>See Attachment E. Board Governance Certification Form.</u>
- 3. Match Funding Confirmation Form-document upload The applicant shall verify that the applicant has at least twenty percent (20%) cash match of the OHA grant amount requested. For the purpose of this application, OHA funds cannot be used as matching funds. The applicant shall complete and upload the required OHA Match Funding Confirmation Form, which identifies all sources that will provide cash match funds for the grant's two (2)-year period. The applicant shall provide cash amount(s) whether the funding is confirmed or pending, and the anticipated award period. For any pending funds, also indicate the anticipated final determination date in the Notes column. If only a percentage of another funding source is dedicated as a match to the OHA funds, explain in the Notes column. See Attachment F. Match Funding Confirmation Form.

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

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SECTION IV. PHASE 2 – APPLICATION

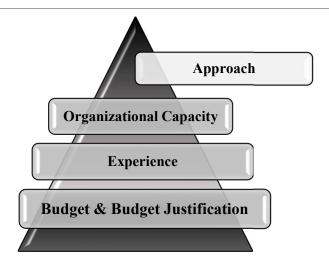
The information included in this section addresses the application process via the OHA Grants Portal, required application elements, and documents that must be uploaded. The application will be evaluated and scored using the criteria in this section. The highest score for this section is 100 points.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

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

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Criterion 1

Approach | Maximum Points: 64



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

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

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

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

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

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

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

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

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

2. Current Community Condition (0-4 points)

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

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

The current community condition is a gap or barrier that is preventing the community from achieving the long-term community goal. While there are many conditions the community can identify that stand in the way of reaching the long-term goal, your application should identify 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 should assert konohiki fishing rights in our community," or "Native Hawaiians lack access to necessary wai for their lo'i kalo." These statements do not describe a condition in the community, rather they describe a possible solution for addressing the condition of decreasing fish stocks or low numbers of Native Hawaiian kalo farmers.

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 <u>last 3 to 5 years</u>. 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 Mo'omeheu Strategic Foundation = up to 3 points
- The application clearly states how the Project Goal is specifically aligned with the Strategic Direction & one associated outcome of the solicitation. = up to 3 points

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

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

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

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

<u>Element</u>: 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 <u>one to three objectives</u> 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.

<u>Element</u>: 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
- <u>Target</u>: the amount of change/increase/decrease/improvement that will be achieved

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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Page 20

EXAMPLE of OUTPUT TABLE & data collection/verification documents

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

Registration forms, attendance sheets, business curriculum, financial literacy curriculum, Financial Literacy consultant contract, participant program evaluations

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
 - \circ *OWP* meets a few requirements and/or reasonably articulates project = 2-3 points
 - \circ *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.

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

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.

<u>Element:</u> 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.

<u>Element:</u> 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

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

e 23

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.

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

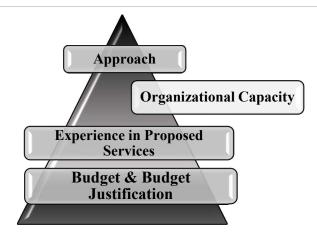
The application appropriately cites potential obstacles and challenges to project implementation, such as initial staffing, unexpected staff vacancies, partnerships, participant recruitment, or other issues that may impede progress.

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

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

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Criterion 2 Organizational Capacity | Maximum Points: 11



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

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

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

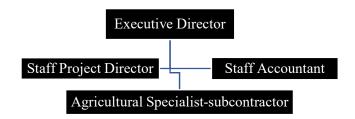
1. Organizational Chart & Functions (0-8 point)

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

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

Page 25

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



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

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

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

2. Fiscal Oversight (0-3 points)

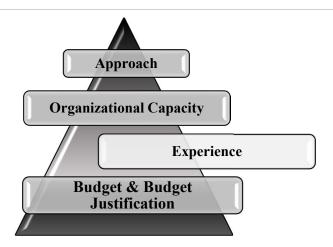
• The application describes a plan for proper oversight of OHA award funds, including the identification of staff and internal controls for financial management, demonstrated knowledge or experience in the proper and timely disbursement of funds, and accurate accounting practices.

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

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

Criterion 3

Experience | Maximum Points: 12



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

1. Experience (0-12 points)

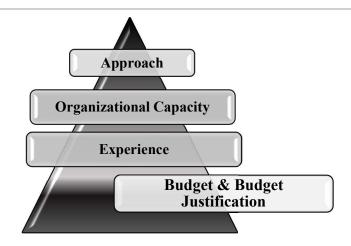
1. Experience (0-12 points)

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

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

Page 27

Criterion 4 Budget & Budget Justification | Maximum Points: 13



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

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

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

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

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

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

Page 28

Indirect Overhead Cost

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

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

2. Budget Justification (0-8 points)

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

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

See Attachment J. Budget & Budget Justification Form.

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

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

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

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

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

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

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

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Page 30

SECTION V. APPLICATION SUBMISSION

A. Submission Information

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

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

B. Additional Materials and Documentation

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

C. Solicitation Amendments

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

D. Cancellation of Solicitation

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

E. Rejection of Applications

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

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SECTION VI. APPLICATION EVALUATION

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

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

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

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

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

B. Recommendation for Award

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

C. Approval

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

D. Notice of Award

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

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Page 33

SECTION VII. OHA AWARD ADMINISTRATION

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

A. Grant Agreement

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

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

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

B. Reporting Requirements for Project and Fiscal Data

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

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

Refer to the Example Reporting Table on the next page.

Page 34

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

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

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

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

C. Compensation & Method of Payment

1. Automated Clearing House (ACH) Payments

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

2. Compensation

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

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

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

3. Method of Payment

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

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Page 36

Section VIII. Attachments

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



ATTACHMENT A. APPLICATION AUTHORIZATION FORM

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

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

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



<u>ATTACHMENT B. PARTNER ORGANIZATION CERTIFICATION FORM</u>

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

As of(Date of form submittal)	_, the partner organization listed below agrees to commit to a
	for the purpose of the(Grant Project Name)
(Applicant NH	HSO) (Grant Project Name)
project, if the applicant NHSO is av	warded. The commitment shall be for the entire grant term
specified in the final grant contract	with the Office of Hawaiian Affairs.
Furthermore, the partner or	ganization has agreed to commit \$(cash match funds, if any)
in and match for the consideration	
in cash match funding specifically	designated for this grant project.
PARTNER ORGANIZATION INF	FORMATION .
Organization Name:	
Point of Contact:	
Mailing Address:	
Phone Number:	
Email Address:	
Board President Name:	Board President Signature:
Chief Executive Officer or Executive Director Name:	Chief Executive Officer or Executive Director Signature:

Attachment C. Sample – IRS Letter of Determination

INTERNAL REVENUE SERVICE P. O. BOX 2508

CINCINNATI, OH 45201

Date: DEC 18 2010

Organization Name

City, State Zipcode

Org. Address

Employer Identification Number:

DEPARTMENT OF THE TREASURY

12-1234567

DLN:

600328003

Contact Person:

ID# 31518 Kimo Kealoha

Contact Telephone Number:

(877) 888-8888

Accounting Period Ending:

December 31

Public Charity Status:

170(b)(1)(A)(vi) Form 990 Required:

Yes

Effective Date of Exemption: Contribution Deductibility:

February 22, 2010

Yes

Addendum Applies: No

Dear Applicant:

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

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

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

Sincerely

Robert Choi Director, Exempt Organizations Rulings and Agreements

Letter 947 (DO/CG)

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



STATE OF HAWAII STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

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

Vendor Name: ORGANIZATION NAME

DBA/Trade Name: ORGANIZATION NAME

This certificate must be current 09/10/2016 Issue Date:

within three (3) months of this

application deadline.

Compliant Status:

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

Status of Compliance for this Vendor on issue date:

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

Status Legend:

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



Attachment E. BOARD GOVERNANCE CERTIFICATION

On behalf of

_____ (the "Organization"), I hereby certify that:

d have no material conflict of interest
policies that describe the manner in epotism and management of potential
or more members of a family or kin of ise, parent, child, grandparent, or of the Organization). If the nembers of a family or kin of the first or all disclose such employment or nization's efforts to mitigate concerns relationship, and OHA shall then its grant application. The organization's compliance with the and that I am responsible for the of Hawaiian Affairs (OHA) may make a Organization, in fulfillment of OHA's
e of Authorized Board Representative



ATTACHMENT F. MATCH FUNDING CONFIRMATION FORM

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

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

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



ATTACHMENT G. OUTPUT TABLE

Organization Name:	
Project Name:	

Objective	Target #	Outputs	Relevance



ATTACHMENT G. OBJECTIVE WORK PLAN

Organization Name:	
Project Title:	
Project Year	

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

ATTACHMENT H. SAMPLE BUDGET

BUDGET CATEGORY - Item	ОН	equested A Funds Budget	C	ash Match Funds	Partne Organiza Match Fu (if any	tion inds]	Other Funds if any)	Description & Justification
PERSONNEL - Salaries					(II uny	,			
Kumu/Cultural Expert	\$	27,500	\$	10,000	\$ 5,0	000	\$	2,500	1.0 FTE to design, prepare, coordinate and teach cultural workshops 2x/month for 10-months of Year 1.
Project Manager	\$	5,000	\$	-	\$	-	\$	-	0.1 FTE to manage administrative tasks throughout the duration of the grant Year 1.
PERSONNEL - Other Costs									
Fringe Benefits	\$	2,000	\$	500	\$	-	\$	-	Year 1 Taxes - Kumu and Project Mgr \$1,200. Year 1 medical - Kumu and Project Mgr. \$1,300.
CONTRACTUAL SERVICES - Ad	mini	istrative	:						
Account Services	\$	2,500	\$	-	\$	-	\$	-	Accounting and Payroll Services for Year 1.
CONTRACTUAL SERVICES - Pro	ogra	mmatic			•				
Kumu Assistant	\$	4,000	\$	_	\$	-	\$	-	Assist Kumu with workshops in Year 1 - 20 workshop x \$200/workshop.
EQUIPMENT - Lease/Rental									1
Copy Machine	\$	1,000	\$	1,000	\$	-	\$	-	Pro rata share of copy machine costs for copying or curriculum and handouts for workshops.
EQUIPMENT - Purchase									
Computer and accessories	\$	1,500	\$	-	\$		\$	-	Laptop for project activities \$1,000. Laptop warranty \$150. Laptop Bag \$50. Color Printer \$300.
FACILITIES - Lease/Rental									
Office Lease	\$	10,000	\$	20,000	\$	-	\$	-	Pro rata share of lease of office space for project administration & activities \$2,500/month x 12-mos.
FACILITIES - Utilities					•		•		
Telephone and Internet Services	\$	1,000	\$	2,000	\$	-	\$	-	Pro rata share of telephone and utilities.
OTHER EXPENSES - Honorarium			<u> </u>		ı		_		Kūpuna guest speakers at workshops to share 'ike
Kūpuna - Guest Speakers	\$	1,000	\$	-	\$	-	\$	-	lā'au lapa'au - \$100 x 2 speakers x 5 workshops.
OTHER EXPENSES - Insurance									
General liability	\$	1,500	\$	-	\$	-	\$	-	Pro rata share of required annual insurance premium.
OTHER EXPENSES - Publication	& Pı	rinting							
Curriculum Packets	\$	2,500	\$	625	\$	625	\$	-	One Curriculum packet for each participant \$75 x 50 participants in Year 1.
OTHER EXPENSES- Repair & Ma	inte	nance							
Maintenance of Commercial Dehydrator Machine	\$	1,500	\$	-	\$	-	\$	-	Annual maintenance of commercial dehydrator
OTHER EXPENSES - Supplies			1				l .		Color/Black Ink \$500. Paper, pens, other office
Office supplies	\$	1,000	\$	-	\$	-	\$	-	supplies \$500.
PROGRAM ACTIVITIES	1		ı				1		One tool set for each participant \$100 x 50
Tool sets for participants	\$	5,000	\$	-	\$	-	\$	-	participants in Year 1.
Lapa'au Starter Kits	\$	10,000	\$	-	\$	-	\$	-	Lapa'au Kits for participants that complete the program in Year 1, kit includes bowl, chopper, strainer, steamer, knife, muslin material, five different plant starters, other lapa'au supplies \$200 \times 50 participants in Year 1.
Workshop Supplies	\$	1,100	\$	-	\$	-	\$	-	PPE \$300, disposable gloves \$200, storage containers \$500, trash bags \$100.

TRAVEL AND TRANSPORTATIO	N								
Staff travel for 2-day Maui workshop	\$	900	\$	-	\$	-	\$	-	Airfare \$200 x 2 staff = \$400. Car rental \$200. Overnight Accommodations for \$300.
Staff travel for 2-day Kaua'i workshop	\$	1,000	\$	-	\$	-	\$	-	Airfare \$200 x 2 staff = \$400. Car rental \$200. Overnight Accommodations for \$400.
REQUESTED OHA FUNDS BUDGET:	\$	80,000							
CASH MA	ГСН	FUNDS:	\$	34,125				49.7%	% of Match
Partner	Org	ganization	Mat	ch Funds:	\$	5,625			
Other Funds:							\$	2,500	
YEAR 1 Total Project Cost:					\$		1	22,250	

ATTACHMENT I. BUDGET CATEGORY TABLE

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

PERSONNEL - Salaries

Description: Costs of Employees Salaries and Wages.

Justification: Identify key project staff positions. For each staff person, provide: position title, time commitment to the project as a percentage or full-time equivalent, and annual salary calculation.

PERSONNEL - Other Costs

Description: Costs of Employees (Federal and State requirements) which may include payroll taxes, assessments and fringe benefits.

Justification: List all components of fringe benefits and provide a breakdown of the amounts and percentages (FICA. imemployment insurance, health insurance, retirement, etc.) in relation to salaries and wages.

CONTRACTUAL SERVICES - Administrative

Description: Costs of all contracts for professional services or consultant services necessary for the project that are a part of the organizational functions (e.g. payroll processing, audit, accounting, hardware/software maintenance).

Justification: Explain why these services are being contracted. Include prorata amounts based on FTE or staff ratios. Service contracts and/or agreements are required.

CONTRACTUAL SERVICES - Programmatic

or consultant services that are not regularly part of the organization's staff and necessary for project implementation (e.g. kumu, cultural practitioners, specialists, repair/maintenance).

Description: Costs of all contracts for professional services Justification: Explain why these services are being contracted. Services must be documented in the Scope of Services. Include type of service, fee for service and time commitment to the project as applicable. Service contracts and/or agreements are required.

DISTRIBUTIONS

Description: Amount allocated to direct payments (e.g. match savings programs, scholarships, emergency financial assistance. Charter School fimds).

Justification: Describe eligibility criteria for payments and what direct payments are for Supporting documents confirming eligibility are required.

EQUIPMENT - Lease/Rental

the proposed project services (e.g. van, back hoe, printer)

Justification: Provide computations, price quotes, narrative Description: Cost of equipment lease or rental as related to description, and a justification for each cost under this category. Include prorata amount if the equipment is shared and not used exclusively for the project.

EQUIPMENT - Purchase

Description: "Equipment" means an article including items of personal property, as distinguished from real acquisition cost of \$500 or more per unit. *Note: Equipment purchased with OHA grant funding must continue to be used to benefit the Native Hawaiian community after the term of the OHA grant.

property, having a useful life of more than one year and an Justification: For each type of equipment requested, provide a description of the item and its relevance to the project, the cost per unit and the number of units.

FACILITIES - Lease/Rental

Description: Costs may include lease/tental of office space or other project-related facility costs.

Justification: Provide computations, price quotes, narrative description, and a justification for each cost under this category. Include prorata amount if this is a shared cost.

FACILITIES - Utilities

Description: Costs may include utilities such as water, sewer, electricity and/or telephone/internet services.

Justification: Provide computations, price quotes, narrative description, and a justification for each cost under this category. Include prorata amount if this is a shared cost.

OTHER EXPENSES - Honorarium

Description: Payment made for services for which fees are not traditionally required (e.g. guest speaker at a workshop to cover time and/or travel).

OTHER EXPENSES - Insurance

Description: Cost of insurance required as related to provision of proposed services, which may include general liability, automobile and worker's compensation.

OTHER EXPENSES - Mileage

Description: Travel allowance based on staff use of private vehicles for project-related activities.

OTHER EXPENSES - Other Costs

Description: Enter all other costs not included in any other Justification: Provide computations, a narrative description

OTHER EXPENSES - Postage, Freight, Delivery

Description: Costs of mailing, shipping or delivery as related to the project.

OTHER EXPENSES - Publication & Printing

Description: Costs may include items such as project outreach materials, client forms, or other project related educational materials.

OTHER EXPENSES - Staff Training

Description: Costs may include tuition, stipends, registration fees and other staff development related expenses.

OTHER EXPENSES - Supplies

Description: Include costs of administrative supplies and equipment (other than that included under the Equipment category) related to service delivery.

PROGRAM ACTIVITIES

Description: Cost of items, supplies and project services directly related to the delivery of services to participants.

TRAVEL AND TRANSPORTATION

Description: Travel is for In State Travel Only. Costs of project-related travel by applicant employees, which may include airfare, vehicle rental, mileage, or lodging. Cost for transportation for participants to projectrelated services, which may include bus rental. Grant funds do not cover participant travel.

Justification: Provide computations, narrative description, and a justification for each cost under this category.

Justification: For each type of insurance requested, provide a description of the coverage, cost, prorata share and necessity as applicable to provision of proposed services.

Justification: Provide computations based on miles, rate, months and FTE, and a narrative description for cost under this category.

and a justification for each cost under this category.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

Justification: Provide computations, a narrative description, and a justification for each cost under this category.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

Justification: Specify general supplies costs and units. Show computations and provide other information that supports the amount requested.

Justification: Provide computations (cost and units), a narrative description and a justification for each cost under this category.

Justification: For each trip, show the total number of travelers, travel destination, and purpose of trip as it relates to proposed project. Provide computations, price quote, narrative description and a justification for each cost under this category.

		_	1 131	AK I		
	Requested			Partner		
BUDGET CATEGORY - Item	OHA Funds	C	ash Match		Other Funds	Description & Justification
	Budget		Funds	Match Funds	(if any)	P
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PERSONNEL - Salaries		T _a			φ Ι	
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FACILITIES - Lease/Rental						
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OTHER EXPENSES - Honorarium						
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OTHER EXPENSES - Postage, Fre	ight, Deliver	ry				
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OTHER EXPENSES- Repair & Ma	intenance					
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BUDGET CATEGORY - Item	Requested OHA Funds Budget	Cash Match Funds	Partner Organization Match Funds (if any)	Other Funds (if any)	Description & Justification
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	Requested	C I M (I	Partner		
BUDGET CATEGORY - Item	OHA Funds	Cash Match	0	Other Funds	Description & Justification
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FACILITIES - Lease/Rental	•	•	•		
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OTHER EXPENSES - Honorarium	l				
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BUDGET CATEGORY - Item	Requested OHA Funds Budget	Cash Match Funds	Partner Organization Match Funds (if any)	Other Funds (if any)	Description & Justification
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OTHER EXPENSES - Supplies					
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TRAVEL AND TRANSPORTATIO	N				
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REQUESTED OHA FUNDS BUDGET:	\$ -				
CASH MA	TCH FUNDS:	\$ -		#DIV/0!	% of Match
Partner	Organization 1	\$ -			
		Other Funds:		\$ -	
	YEAR 2 Total	Project Cost:	\$	-	

ATTACHMENT K. DISALLOWED COSTS

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

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

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

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



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

COST TYPES

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

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

OPERATING COST (OVERHEAD) RESTRICTION

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

PHONE (808) 594-1888

Committee on Resource Management

Trustee John Waihe'e IV, At-Large - Chair Trustee Luana Alapa, Moloka'i / Lāna'i - Vice Chair

Members

Trustee Dan Ahuna, Kaua'i / Ni'ihau Trustee Kaleihikina Akaka, O'ahu Trustee Keli'i Akina, At-Large Trustee Brickwood Galuteria. At-Lars

Trustee Brickwood Galuteria, At-Large Trustee Carmen Hulu Lindsey, Maui Trustee J. Keoni Souza, At-Large Trustee Mililani Trask, Hawai'i Island



STATE OF HAWAI'I OFFICE OF HAWAIIAN AFFAIRS

MEETING OF THE COMMITTEE ON RESOURCE MANAGEMENT (RM)

DATE: Wednesday October 11, 2023

TIME: 10:00 a.m. **PLACE**: Virtual Meeting

560 N. Nimitz Hwy., Honolulu, HI 96817

viewable at https://www.oha.org/livestream OR

Listen by phone: (213) 338-8477, Webinar ID: 845 9347 7915

This virtual meeting can be viewed and observed via livestream on OHA's website at www.oha.org/livestream or listened to by phone at: (213) 338-8477, Webinar ID: 845 9347 7915. A physical meeting location, open to members of the public who would like to provide oral testimony or view the virtual meeting, will be available at 560 N. Nimitz Hwy., Suite 200, Honolulu HI 96817.

AGENDA

I. Call to Order

II. Approval of Minutes

A. August 9, 2023

III. Unfinished Business - None

IV. New Business

A. Action Item RM #23-20: Budget Carryover – Grants

B. Action Item RM #23-21: Approve the Awarding of Economic Stability Grants

from Solicitation #23-03.01 published May 30, 2023

C. Action Item RM #23-22: Approve the Awarding of 'Āina Grants

from Solicitation #23-02.01 published May 30, 2023

D. Action Item RM #23-23: Approve the Awarding of Mo'omeheu Grants

from Solicitation #23-09.01 published May 30, 2023

E. Action Item RM #23-24: Approve the Awarding of Kāko'o Grants

from Solicitation #23-11.02 published May 30, 2023

F. Action Item RM #23-25: FB 2024-2025 Hawaiian-Focused Public Charter School Fund

Administration Grant Recommendation – Part I. Funding Per Pupil

V. Announcements

VI. Adjournment

If you need an auxiliary aid/service or other accommodation due to a disability, please contact Everett Ohta at (808) 594-1988 or by email at everetto@oha.org as soon as possible. Requests made as early as possible have a greater likelihood of being fulfilled. Upon request, this notice is available in alternate/accessible formats.

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.

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 until the written meeting minutes are posted to OHA's website.



ACTION ITEM

COMMITTEE ON RESOURCE MANAGEMENT October 11, 2023

RM #23-24

Action Item Issue:	Approve the Awarding of Kākoʻo Grants from Solicitation #23-11.02 published May 30, 2023.		
Prepared by:	CareyBru	Oct 6, 2023	
	Casey K. Brown Ka Pou Nui, Chief Operating Officer	Date	
Reviewed by:	Kun Z. Suid	Oct 7, 2023	
	Ramona G. Hinck Ka Pou Kihi Kanaloa Wai, Chief Financial	Date Officer	
Reviewed by:	Colin Kiopen	Oct 7, 2023	
	Colin Kippen Ka Pouhana Kūikawā, Interim Chief Execu	Date	
	1/2-1		
Reviewed by:	Market 1	Oct. 8, 2023	
	John D. Waihee IV	Date	
	Luna Hoʻomalu o ke Kōmike RM		

Committee on Resource Management, Chair

I. PROPOSED ACTION

Approve the following Fiscal Year 2023 Kāko'o Grants, Solicitation #23-11.02, disbursements totaling \$105,000 from Core Operating Budget (Object Code 56530):

Organization Name	Award Amount Recommendation	
Kalaeloa Heritage & Legacy Foundation	\$15,000	
The Men of PAA	\$15,000	
Laʻiʻōpua 2020	\$25,000	
Infinite Reach [dba 'Apoākea Native Hawaiian Innovation Institute]	\$25,000	
Aina Alliance	\$25,000	
Total Recommendation (5)	\$105,000	

II. <u>ISSUE</u>

Whether or not the Committee on Resource Management (RM), should approve the five $(5) \, K\bar{a}ko'o$ grant recommendations.

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III. BACKGROUND AND CONTENT

A. Kākoʻo Grant. Purpose: To strengthen community organizations' grant applications, and post award monitoring and reporting, not just for OHA but for other county, state, federal and community resourcing. This grant is intended to broaden and strengthen Native Hawaiian community organizational capacity enabling the organization to seek additional resourcing beyond OHA.

Grants are intended for operational administration (vs. capital, repair, maintenance) funding, support services may include), but not limited to: grant writers; resource navigators; program implementation supports; program evaluation support; resources to establish and "stand-up" new organizations; resources to strengthen existing community based organizations (e.g., timely filing of reports); paying for financial audits, accountants and accounting services; funding "back office" resources; human resources; payroll processing fees (not the actual payroll or related tax amounts); credit card processing fees; organizational and financial reporting and other back-office functions; business insurance; or Form 990 preparation.

B. Kāko'o Grant. Solicitation Process. Key published information for the socialization is summarized below:

Phase 1: Phase 2: Phase 3: Phase 4: Recommendation Phase 5: Contracting

Table 1. Published Solicitation Information

Activity	Key Dates
Orientation Recording Previously Posted	Wednesday, March 15, 2023
Availability of Solicitation	Tuesday, May 30, 2023
Online Access to Phase 1 Eligibility (Phase 1)	Tuesday, May 30, 2023
Eligibility Deadline – 2:00 p.m. HST (Phase 1)	Monday, June 19, 2023
Online Access to Application (Phase 2)	Upon approval of Eligibility
Application Deadline – 2:00 p.m. HST (Phase 2)	Monday, June 26, 2023
Application Evaluation Period (Phase 3)	June 2023 - July 2023
Administration Recommendation, Board Action (Phase 4)	July 2023 - August 2023
Notification of Award, Non-Award (Phase 4)	August - September 2023
Contracting (Phase 5)	August - September 2023

Note. Administration Recommendation, Board Action (*Phase 4*) was delayed due to reconciliation of FY23 budget and pending carryover Action Item.

IV. ANALYSIS

- A. Overview. Consistent with current Grants Program process, four external Native Hawaiian community members evaluated all applications. Evaluators signed the Confidentiality Form and Conflict of Interest Disclosure, and documents were reviewed to ensure there were no declared Conflict of Interest with any of the applicants.
- **B. Cycle Statistics.** Table 2 below provides statistics for each phase of the application process.

Table 2. Cycle Statistics

Description	Number	
Phase 1 – Letter of Intent		
1. Number of LOIs received	18	
2. Number of LOIs deemed complete	18	
Phase 2 - Application		
1. Number of Applicants received	14	
2. Number of Submitted Applications deemed complete	8	
Phase 3 – Evaluation		
Number of Applications evaluated	8	
Number of Applications Evaluated Recommended for Awarding - See Attachment A	5	

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

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

Of the eight (8) complete applications received, eight (8) applications were evaluated and five (5) are being recommended for award for full funding amount requested.

Refer to Attachment A. Application Analysis for detailed application analysis of five (5) recommended applications for Kākoʻo Grant awards and Appendix B. for the Kākoʻo Grant Solicitation.

V. <u>BUDGET AUTHORIZATION</u>

Table 6c: Core Grants Budget - by Expenditure Type Approved FY22/ Approved FY23/ FY24 FY25 Budget Request

GRANTS	Approved	Approved	1,500	n Budget uest	FY24/FY25	%
	FY 22	FY 23	FY 24 FY 25		2-Year Total	
56510 PROGRAM & PROVISO GRANTS	\$1,830,000	\$1,330,000	\$5,300,000	\$5,300,000	\$10,600,000	30%
56530 COMMUNITY GRANTS	6,800,000	6,995,921	4,350,000	4,350,000	8,700,000	25%
56540 LEVEL II GRANTS SYSTEM	6,500,000	6,500,000	6,250,000	6,250,000	12,500,000	36%
56560 SPONSORSHIPS	410,921	215,000	535,921	535,921	1,071,842	3%
56570 DISASTER AID	132,579	132,579	150,000	150,000	300,000	1%
56578 COLLABORATIONS	0	0	1,000,000	1,000,000	2,000,000	6%
TOTAL GRANTS	\$15,673,500	\$15,173,500	\$17,585,921	\$17,585,921	\$35,171,842	100%

Figure 1. Table 6c from AI RM #23-17

Table 6e: Community Grants Program - 56530

56530 COMMUNITY	Approved	Approved	Bienniun Req		FY24/FY25	
GRANTS	FY 22	FY 23	FY 24	FY 25	2-Year Total	%
Mo'omeheu	\$500,000	\$500,000	\$500,000	\$500,000	\$1,000,000	11%
Health	500,000	500,000	500,000	500,000	1,000,000	11%
Education	750,000	750,000	2		0	0%
Housing	1.000,000	1.000,000	8 		0	0%
Economic Stability	750,000	750,000	300,000	300,000	600,000	7%
'Āina	500,000	500,000	, , , , , , , , , , , , , , , , , , ,		0	0%
'Ahahui (In-State)	200,000	200,000	200,000	200,000	400,000	5%
'Ahahui (Out-of-state)	4 72.45.00.00.00.00.00	6-	50,000	50,000	100,000	1%
Leverage Opportunities	3	6	36 X1		0	0%
Post Secondary Education	500,000	500,000	500,000	500,000	1,000,000	11%
Homestead Community	300,000	300,000	300,000	300,000	600,000	7%
Iwi Kupuna Repatriation & Reinterment	300,000	300,000	300,000	300,000	600,000	7%
NH Teacher Education & Professional Development	250,000	250,000			0	0%
'Ohana (including Impacts of Incarceration, Human Trafficking, LGBTQ)	750,000	1,250,000			0	0%
COVID-19 Impacts	500,000	0	8 8		0	0%
Ohana Grants (\$750K Grants, \$250K NH Teacher Education + \$500K Kulia)		8	1,500,000	1,500,000	3,000,000	34%
Kako'o Grants	0	195,921	200,000	200,000	400,000	5%
TOTAL - COMMUNITY GRANTS	\$6,800,000	\$6,995,921	\$4,350,000	\$4,350,000	\$8,700,000	100%

Figure 2. Table 6e from AI RM #23-17

Fiscal year 2024 Budget totaling \$105,000 will be encumbered for the grants awarded.

VII. <u>CERTIFICATION</u>

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

Ramona G. Hinck Chief Financial Officer

Date: Oct 7, 2023

VIII. RECOMMENDED ACTION

Administration recommends the Board of Trustees Approve the following Fiscal Year 2023 Kākoʻo Grants, Solicitation #23-11.02, disbursements totaling \$105,000 from Core Operating Budget (Object Code 56530):

Organization Name	Award Amount Recommendation
Kalaeloa Heritage & Legacy Foundation	\$15,000
The Men of PAA	\$15,000
Laʻiʻōpua 2020	\$25,000
Infinite Reach [dba 'Apoākea Native Hawaiian Innovation Institute]	\$25,000
Aina Alliance	\$25,000
Total Recommendation (5)	\$105,000

IX. <u>ALTERNATIVES TO RECOMMENDED ACTION</u>

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

X. <u>ATTACHMENTS</u>

- **A.** Applicant Analysis
- **B.** Grant Solicitation No. OHA 23-11.02, Kākoʻo Grant Program, Posted May 30.2023.

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Organization Name	Project Name	Island Location(s)	Kākoʻo Services	Strategic Direction	Applicant Request Amount	External Grant Reviewer (4) Score, Average	Award Amount Recommended
Kalaeloa Heritage & Legacy Foundation	Grant writing	Oʻahu	Grant Writing	Education, Health	\$ 15,000	100, 100, 71, 95 Average = 92	\$ 15,000

Purpose Statement: The purpose of this support service is to pay for grant management and proposal writing services which strengthens our capacity to connect Native Hawaiians to Kalaeloa, 'Ewa and to preserve the historical and cultural landscape of the KHP for future generations.

Service Description: To implement a new grant management system conduct assessment of current KHLF grant management processes. A grant workshops to be conducted for Native Hawaiians and the Ewa community based organizations through KHLF networks at no cost to participants. Provide program evaluation and proposal writing.

OHA Strategic Direction(s):

Educational Pathways:

• Strategy 1: Support development and use of educational resources for all Hawaiian lifelong learners in schools, communities, and 'ohana.

Health Outcomes:

- Strategy 3: Advance policies, programs and practices that strengthen Hawaiian wellbeing, including physical, spiritual, mental, and emotional health.
- Strategy 4: Advance policies, programs and practices that strengthen the health of the 'āina and mo'omeheu.

Evaluator Comments

- The applicant provides more that the required information in this grant application and presents the information in a clear and effective manner that justifies being awarded the full amount requested in this application.
- The application exceeds the grant application requirements.
- Applicant was able to describe its service and management process.
- Well written with clear descriptive alignment. Detailed examples provided.

Board: Dwight Victor, Kawena Komeiji, Valerie Kane.

Executive Team: Dwight Victor, President, Kawena Komeiji, Vice President, Valerie Kane, Secretary

Organization Name	Project Name	Island Location(s)	Kākoʻo Services	Strategic Direction	Applicant Request Amount	External Grant Reviewer (4) Score, Average	Award Amount Recommended
The Men of PAA	Book keeping, 3rd Party HR fees, Liability and D&O Insurance, Accounting, grant writing service	Hawai'i	Book keeping, 3rd Party HR fees, Liability and D&O Insurance, Accounting, grant writing service	Health Economic Stability	\$ 15,000	100, 100, 74, 92 Average = 92	\$ 15,000

Purpose Statement: The purpose of this support service is to pay for essential operational needs, including professional accounting, bookkeeping, grant writing services, general liability insurance, directors' and officers' insurance, and third-party HR services. These resources will not only strengthen the organization by enhancing its operational efficiency but will also bolster our ability to continue providing effective and much-needed interventions to the community we serve. With these services, we can dedicate more time and energy towards our core mission of aiding justice-involved Native Hawaiian men on their path to recovery, reintegration, and empowerment.

Service Description: Funding to bolster key areas of our infrastructure that will facilitate our mission of rehabilitating and empowering kanaka Maoli. These services include accounting, bookkeeping, professional grant writing, general liability insurance, directors and officers insurance, and third-party HR services. These services form the backbone of our organizational operations and are essential to our sustainability and growth.

OHA Strategic Direction(s):

Health Outcomes:

- Strategy 3: Advance policies, programs and practices that strengthen Hawaiian wellbeing, including physical, spiritual, mental, and emotional health.
- Strategy 4: Advance policies, programs and practices that strengthen the health of the 'āina and mo'omeheu.

Economic Stability:

- Strategy 7: Advance policies, programs and practices that strengthen 'ohana abilities to pursue multiple pathways toward economic stability.
- Strategy 8: Cultivate economic development in and for Hawaiian communities.

Evaluator Comments

- The applicant provides more that the required information in this grant application and presents the information in a clear and effective manner that justifies being awarded the full amount requested in this application.
- The application exceeds the grant application requirements.
- Applicant was able to describe its service and management process.
- Well written with clear descriptive alignment. Detailed examples provided.

Board: Donovan Hanohano, Madie Green, Curtis Leialoha.

Executive Team: Donovan Hanohano, President, Madie Green, Secretary, Curtis Leialoha, Treasurer, Iopa Maunakea, Executive Director

Orga	anization Name	Project Name	Island Location(s)	Kākoʻo Services	Strategic Direction	Applicant Request Amount	External Grant Reviewer (4) Score, Average	Award Amount Recommended
La'i'ō _]	pua 2020	Accounting Services, Financial Audits, Business Insurance, and Payroll Processing Fees	Hawai'i	Accounting Services, Financial Audits, Business Insurance, and Payroll Processing Fees	Education Economic Stability	\$25,000.00	100, 100, 64, 97 Average = 90	\$ 25,000

Purpose Statement: The purpose of this Kākoʻo Grant request is to pay for Accounting Services, Financial Audits, Business Insurance, and Payroll Processing Fees to support and strengthen our Native Hawaiian Community-Based Serving Organization. This funding would give our organization the capability to expand its programs and services, as requested by our partners, which include but are not limited to the Department of Hawaiian Homelands' Villages of LaʻiʻŌpua, Kealakehe Elementary School, Konawaena Elementary School, and Ke Kula ʻO ʻEhunuikaimalino.

Service Description: Over the one-year Kākoʻo Grant period, our Native Hawaiian Community-Based Serving Organization will work with Accounting Services to make certain that 1) every donation, grant, and expense is in its proper place, 2) accurate audit-ready financial reports are always available, and 3) to establish key accounting processes and create forward-looking plans. By doing so, our Board and Executive Director/Certifying Officer, will be able to make clear, concise, and accurate decisions for our organization, as we expand our programs and services to meet the demands of our community and those we serve.

OHA Strategic Direction(s):

Educational Pathways:

• Strategy 1: Support development and use of educational resources for all Hawaiian lifelong learners in schools, communities, and 'ohana.

Economic Stability:

- Strategy 7: Advance policies, programs and practices that strengthen 'ohana abilities to pursue multiple pathways toward economic stability.
- Strategy 8: Cultivate economic development in and for Hawaiian communities.

Evaluator Comments

- The applicant provides more that the required information in this grant application and presents the information in a clear and effective manner that justifies being awarded the full amount requested in this application.
- The application exceeds the grant application requirements.
- Applicant was able to describe its service and management process.
- Well written and addresses required criteria. Examples and data were relevant and provided support for requests.

Board: Wailana Kamau'u, Marie Louis, Gayle Greco, Malia Kipapa, Merrick Nishimoto.

Executive Team: Rebecca "Kawehi" Inaba, Executive Director, Sharon Sakai, Executive Director Assistant and Program Manager Michelle Pope. Communications and Facilities Manager

Organization Name	Project Name	Island Location(s)	Kākoʻo Servi	ces	ategic ection	Applicant Request Amount	External Grant Reviewer (4) Score, Average	Award Amount Recommended
Infinite Reach [dba 'Apoākea Native Hawaiian Innovation Institute]	Grant writing, accounting, and insurance	Oʻahu	Grant writing, accounting, and insurance	Education, F Economic, C Housing, St	Quality	\$25,000.00	80, 90, 65, 92 Average = 82	\$ 25,000

Purpose Statement: The purpose of this Kākoʻo Grant request is to pay for Accounting Services, Financial Audits, Business Insurance, and Payroll Processing Fees to support and strengthen our Native Hawaiian Community-Based Serving Organization. This funding would give our organization the capability to expand its programs and services, as requested by our partners, which include but are not limited to the Department of Hawaiian Homelands' Villages of LaʻiʻŌpua, Kealakehe Elementary School, Konawaena Elementary School, and Ke Kula ʻO ʻEhunuikaimalino.

Service Description: With access to adequate funding over the next year, our organization would be able to: service our Native Hawaiian Community-Based Serving Organization with Accounting Services to make certain that contract with effective/experienced grant writers which would increase the number of grant opportunities we are able to apply for; 1) contract with effective/experienced grant writers which would increase the number of grant opportunities we are able to apply for. 2) increase the amount of funding we have projected to be awarded within the fiscal year. 3) maintain accounting in preparation for an audit. 4) further our capacity to advance and fulfill our mission through an increase in time and funding for our programs and projects; 5) increase our capacity to develop and maintain partnerships with other Native Hawaiian serving organizations in order to strengthen each other and the communities we serve. 6) improve and grow our web presence to build confidence with potential funders and the communities we serve. 7) increase our membership and participant base. 8) provide more services and resources to our target communities.

OHA Strategic Direction(s):

Educational Pathways:

• Strategy 1: Support development and use of educational resources for all Hawaiian lifelong learners in schools, communities, and 'ohana.

Health Outcomes:

- Strategy 3: Advance policies, programs and practices that strengthen Hawaiian wellbeing, including physical, spiritual, mental, and emotional health.
- Strategy 4: Advance policies, programs and practices that strengthen the health of the 'āina and mo'omeheu.

Quality Housing:

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

Economic Stability:

- Strategy 7: Advance policies, programs and practices that strengthen 'ohana abilities to pursue multiple pathways toward economic stability.
- Strategy 8: Cultivate economic development in and for Hawaiian communities.

Evaluator Comments

- The applicant provides the required information in most of this grant application.
- The applicant meets the requirements of the grant application. Applicant was able to describe its service and management process.
- Applicant describes its service and contract management process.
- Well-written, providing clear and comprehensive descriptions aligned with grant requirements.

Board: Kelea Levy, Keani Rawlins-Fernandez, Dr. Katie Kamelamela, Hanale Bishop, Heather Kruse.

Executive Team: Brandi-Lynn Makalani Hyden, Executive Director, Teresa Māhealani Traub, Assistant Director

Organization Name	Project Name	Island Location(s)	Kākoʻo Servi	ces Strategic Direction	Applicant Request Amount	External Grant Reviewer (4) Score, Average	Award Amount Recommended
Aina Alliance	Grant writing and program evaluation	Kauaʻi	Grant writing and program evaluation	Education, Health, Economic, Quality Housing, Stability	\$25,000.00	86, 88, 69, 83 Average = 82	\$ 25,000

Purpose Statement: The purpose of this support service is to pay for professional services to conduct program evaluation, and grant management which strengthens my organization's capabilities to complete the necessary documentation and records needed to comply with our current and future grant requirements. Our organization's staffing is volunteer based and has no paid staff. The program evaluation services will assist to monitor and report existing programs as required by successful grants. The grant writing service will assist to research, plan and write for upcoming grant opportunities and report on them as required.

Service Description: In the next one-year, we have one active County grant and one approved DHHL grant with expected funding in July 2023. To keep up with the grant requirements we need accurate program evaluation, grant progress reporting and active grant writing to sustain the momentum. These services will strengthen our organizations capacity to fulfill the requirements of each grant, and effectively manage and inform the volunteers that power our organization.

OHA Strategic Direction(s):

Educational Pathways:

- Strategy 1: Support development and use of educational resources for all Hawaiian lifelong learners in schools, communities, and 'ohana.
- Strategy 2: Support education through Hawaiian language medium and focused Charter Schools.

Health Outcomes:

- OHA's Strategy 3: Advance policies, programs and practices that strengthen Hawaiian wellbeing, including physical, spiritual, mental, and emotional health.
- OHA's Strategy 4: Advance policies, programs and practices that strengthen the health of the 'āina and mo'omeheu.

Quality Housing:

- OHA's Strategy 5: Advance policies, programs and practices that strengthen Hawaiian resource management knowledge and skills to meet the housing needs of their 'ohana.
- OHA's Strategy 6: Support implementation of the Hawaiian Homes Commission Act and other efforts to meet the housing needs of 'ohana.

Economic Stability:

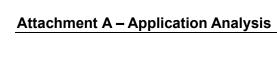
- OHA's Strategy 7: Advance policies, programs and practices that strengthen 'ohana abilities to pursue multiple pathways toward economic stability.
- OHA's Strategy 8: Cultivate economic development in and for Hawaiian communities.

Evaluator Comments

- The applicant provides more that the required information in most of this grant application and presents the information in a clear and effective manner that justifies being awarded the full amount requested in this application.
- The application requirements are met, and responses clearly articulates service need.
- Applicant has provided adequate information to justify cost.
- Well written grant and descriptions align with OHA's application requirements.

Board: Jeremie, Makepa, Gary, Cummings Jr, Devin, Medeiros, Sandra, Cummings.

Executive Team: Jeremie, Makepa, President, Gary, Cummings Jr, Vice President, Devin, Medeiros, Secretary, Sandra, Cummings, Treasurer





Grant Solicitation No. OHA 23-11.02

Kāko'o Grant Program

May 30, 2023

The new Kākoʻo Grant Program will have an initial solicitation to provide broader community organizational support for a period of one year from grant agreement execution. The high-level process timeline below is for planning purposes.

Grants Portal (Re) Opens:	Phase 1 – LOI Eligibility	Phase 2 – Application Deadline (and Portal Closes):
Monday, May 30, 2023	Monday, June 19, 2023 (2:00 p.m. HST)	Monday, June 26, 2023 (2:00 p.m. HST)

For assistance with this grant solicitation, please email:

grantsinfo@oha.org

For technical assistance with the Grants Portal, please email:

grantsadmin@oha.org

SOLICITATION ORGANIZATION

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

Section I. Grants Program, Timetable & Orientation

Section II. Kāko'o Grant Program Overview

Section III. Applicant Eligibility
Section IV. Application Instructions

Section V. Evaluation, Eligibility & Application

Section VI. Review & Recommendation

Section VII. Attachments

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SECTION I. GRANTS PROGRAM, TIMETABLE & ORIENTATION

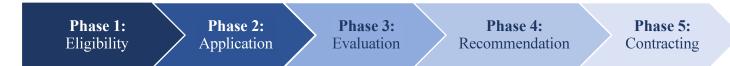
A. Grants Program

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

Contact information for Grants is:

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

Figure 1. Grants Program Phases



B. Solicitation(s) Timetable

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

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

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

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

C. Solicitation Orientation

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

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

SECTION II. KĀKO'O GRANT PROGRAM OVERVIEW

A. Kāko'o Grant Program Purpose

This new classification of grants, which was identified as a need by the community and provides for programmatic or organizational kākoʻo or support in the form of services for the applicant Native Hawaiian organization. The purpose of a kākoʻo grant is to strengthen community organizations' grant applications, and post award monitoring and reporting, not just for OHA but for other county, state, federal and community resourcing. This grant is intended to broaden and strengthen Native Hawaiian community organizational capacity enabling the organization to seek additional resourcing beyond OHA.

Intended for operational administration (vs. capital, repair, maintenance) funding, support services may include, but not be limited to: grant writers; resource navigators; program implementation supports; program evaluation support; resources to establish and "stand-up" new organizations; resources to strengthen existing community based organizations (e.g., timely filing of reports); paying for financial audits, accountants and accounting services; funding "back office" resources; human resources; payroll processing fees (not the actual payroll or related tax amounts); credit card processing fees; organizational and financial reporting and other back-office functions; business insurance; or Form 990 preparation.

1. Target Population to be Served

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

2. Geographic Provision of Service

The support service can be based on any of the islands of O'ahu, Hawai'i, Maui, Kaua'i, Moloka'i, and Lāna'i, however the "client" must be a Native Hawaiian organization.

3. Scope of Eligible Support Services

• Eligible Services

Refer to the Kāko'o Grant Program Purpose section above.

• Ineligible Costs and/or Support Services

In general, the following type of costs, including the related services associated with, are ineligible for the Kākoʻo Grant program and will not be considered, in no particular order of ineligibility:

- Salaries, wages, payroll related taxes and/or benefits;
- Services that are denominated in any other currency than U.S. \$ dollars (e.g., crypto, euro, yen, yuan, won);
- Legal, court or other related costs or fees (e.g., bail, bond fees, judgements, fines, interest on unpaid costs);

- Debt or debt service-related costs (e.g., financing costs, interest, points, loan payment, line of credit repayment);
- Fundraiser or fundraising costs;
- Construction or permitting fees;
- Services that are not compliant with federal, state, or county laws;
- Services that are rendered out of or by an organization that is based out of the state of Hawai'i;
- Promoter, manager or other entertainment related services;
- Administrative costs related to role as an OHA contractor;
- Sponsorships of individuals or teams;
- Travel agent or other related costs associated with travel;
- Purchase of raw or improved land or buildings;
- Purchase of motorized vehicles which includes boats:
- Out-of-state travel;
- Purchase of alcohol, food, tents, chairs, tables, speakers;
- Entertainment or gratuities;
- Indirect costs:
- Lei, makana (gifts), ho'okupu (offerings) or similar cost purposes; and/or
- Face painting, bouncy houses, prizes/awards or other games of chance.

B. COVID Safety Measures Required

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

C. Compensation & Method of Payment

1. Automated Clearing House (ACH) Payments

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

2. Compensation

An initial payment of 25% of the awarded amount shall be made upon execution of the grant agreement and the submission of the Grantee's W-9 form, the initial invoice form, ACH direct deposit form, current Certificate of Liability Insurance, and Grantee press release announcing the award.

All initial payments will be made based upon the following table:

Table 2. Tiered Initial Payment

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

Subsequent payments shall be made to the applicant in periodic (e.g., monthly, bi-monthly, quarterly) reimbursements, upon submission of invoices or other payment documentation by the applicant, and approval by OHA, based on the disbursement plan contained in the grant agreement. OHA shall retain up to ten percent (10%) of the total amount awarded for a final payment and report.

Note: Due to the projected award amount (up to \$25,000) and the one-year nature of the grant agreement, it is possible to disburse the grant in a minimum of three tranches: 1) 25% after grant agreement execution; 2) 65% after the first quarter with appropriate documentation; and 3) 10% upon receipt of Final Report.

3. Method of Payment

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

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SECTION III. APPLICANT ELIGIBILITY

A. Eligibility Requirement

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

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

8

• Agree to indemnify and hold OHA and the State of Hawai'i harmless for activities undertaken with grant funding, if awarded.

B. Application Deadline

Refer to the deadlines in the table above.

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

C. Multiple Applications, Multiple Deadlines

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

D. Confidential Information

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

E. Funding

a. Funding Restrictions

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

b. Supporting Documentation

The applicant shall upload a copy of all vendor quotes, invoices, and estimates for budget items listed under the "OHA Funds Requested" column. All amounts entered in the "OHA Funds Requested" column, should match the amounts provided on the vendor quotes. Past event quotes/invoices and online screenshots/photos of cost are acceptable. Verbal quotes are not acceptable. The uploads shall demonstrate that the funds requested are accurate and justified. The applicant must also certify that all vendors listed are located within the State of Hawai'i. In the event that there are no vendors available within the State of Hawai'i, the applicant shall provide sufficient justification.

c. Availability of Funds

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

9

SECTION IV. APPLICATION INSTRUCTIONS

A. How to Apply

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

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

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

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

Eligibility: Complete the LOI section first. Await approval by Grants Officer via email Application: Once approved, begin completing the application and submit when done.

B. Grants Portal Tips

- Online grant applications must be submitted by the deadline of Hawai'i Standard Time (HST). If you miss the deadline the system will not allow you to hit the submit button.
- A response is required for each item. If the item does not apply to your proposal or if no information is available, answer "not applicable" or "N/A". Do not leave any items blank. Failure to answer any of the items will restrict your ability to submit.
- Required forms or supporting documents must be uploaded to each relevant section of the application. Uploads have size limits. To ensure enough space for all uploads it is recommended to use black/white, compressed, low resolution, text quality documents.
- If you have more than one document to upload to one upload field, combine documents by scanning or merging them into one.
- Application questions have character limits. Character count includes all letters, numbers, symbols, blank spaces, and diacritical marks.
- Grants Portal accepts diacritical marks, please utilize where appropriate.
- It is advised that the applicant review the online application for accuracy and completeness

10

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

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SECTION V. EVALUATION, ELIGIBILITY, & APPLICATION

A. Evaluation - Scoring Breakdown

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

	1. Basic Information & Purpose	Background, Capacity, Experience & Need	3. Service Need & Benefit		
Scoring System 0 Points 15 Points		15 Points	30 Points		
	A. Basic Information & Purpose	B. Background, Capacity & Need	C1. Service Description	C2. Outreach & Collaboration	
Total Points	0	15	20	10	
Exceeds Expectation	0	13 to 15	18 to 20	9 to 10	
Meets Expectation	0	10 to 12	15 to 17	7 to 8	
Good	0	7 to 9	11 to 14	5 to 6	
Fair	0	4 to 6	6 to 10	3 to 4	
Poor	0	1 to 3	1 to 5	1 to 2	
Not Acceptable	0	0	0	0	

S	4. Service Contract Mgmt & Evaluation	5. Strategie Align:	6. Support Service Budget		
Scoring System	25 Points	20 Points		10 Points	
	D. Contract	E1. Strategic	E2. Strategic	F. Financial	
	Management	Foundations	Directions	Capacity	
Total Points	25	10	10	10	
Exceeds Expectation	21 to 25	9 to 10	9 to 10	9 to 10	
Meets Expectation	15 to 20	7 to 8	7 to 8	7 to 8	
Good	10 to 14	5 to 6	5 to 6	5 to 6	
Fair	5 to 9	3 to 4	3 to 4	3 to 4	
Poor	1 to 4	1 to 2	1 to 2	1 to 2	
Not Acceptable	0	0	0	0	

B. Evaluation Breakdown

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

C. Eligibility Requirement Questions – Phase 1

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

Basic Information (0 Total Points)

- **1. Organization Name** The applicant shall provide its nonprofit organization name. If your organization name has an 'okina or kahakō, please use it.
- 2. Service Type Service Description The applicant shall provide the name of and/or describe the service type or nature of the service (i.e., accounting, auditing, grant writing, human resources, payroll, program evaluation)
- **3. Organization Headquarter Location** The applicant shall indicate the island location of the organization's headquarters, Choose one: Oʻahu, Hawaiʻi Island, Maui, Kauaʻi, Molokaʻi, or Lānaʻi.
- **4. Amount Requested** The applicant shall indicate the funding amount being requested from OHA for the proposed support service. The maximum amount requested is \$25,000 (No minimum) with the expectation to expend over one year from grant agreement execution.
- 5. Authorized Signatory Legal and Financial Agreements The applicant shall identify individuals who have signing authority over legal agreements and reporting (Final Report and Grantee Agreement) for the organization. Please include the individual's name, position title, phone number, email address and organization physical address.
- **6. Litigation** The applicant shall disclose any pending litigation to which they are a party, including disclosure of any outstanding judgment. If none, indicate with N/A.
- **7. Governing Board and Executive Team** The applicant shall list the organization's governing board and executive team. The lists shall include board/executive team members' names and titles.
- **8.** Licenses or Permits Provide a list of applicable licenses or permits required for the services and the applicant's status in applying for each license or permit, if applicable. If not applicable, indicate with N/A.
- **9.** Native Hawaiian Serving Organization The applicant shall select yes or no self-declaring if their organization serves majority Native Hawaiian clients and or participants.
- **10. COVID-19 Preparedness and Response Plan** The applicant shall certify that if awarded this grant, the applicant, now grantee, will develop and implement a COVID-19 Preparedness & Response Plan (Plan) that is in compliance with the federal, state and applicable county mandates that are in place during the grant period. The purpose of the Plan is to minimize or eliminate exposure to SARS-CoV-2 (commonly referred to as COVID-19) for all grant-

related participants (e.g., project participants, contractors, employees, community members). The Plan must provide general safeguards for program/project location(s) as well as federal, State of Hawai'i, and applicable county mandates where grant project will be located and implemented. The applicant agrees to incorporate such safeguards and mandates into its implemented Plan. As the COVID-19 situation evolves, the applicant agrees that it will, in a timely fashion, update the Plan to conform to federal, state, and applicable county mandates. The Plan must be made immediately available to OHA upon request.

Eligibility Documents to Upload (0 Total Points)

The applicant is required to upload the following documents:

- 1. IRS Letter of Determination The applicant must have IRS tax-exempt nonprofit status and be registered to do business in the State of Hawai'i. The applicant shall upload the organization's IRS Letter of Determination verifying tax-exempt nonprofit status. See Attachment A for Sample IRS Letter of Determination.
- 2. Certificate of Vendor Compliance (CVC) The applicant shall upload the Certificate of Vendor Compliance issued by the State of Hawai'i. To obtain this document, applicants must register with Hawai'i Compliance Express online at http://vendors.ehawaii.gov. Applicants must be registered and compliant with Hawai'i Compliance Express (HCE). This certificate must be registered and compliant with Hawai'i Compliance Express (HCE). This certificate must be current within three (3) months of this application deadline. We do not accept your DCCA Certificate of Good Standing. See Attachment B for Sample HCE Certificate of Vendor Compliance.
- **3. Application Authorization Form** The applicant shall upload the Application Authorization Form. This form needs to be completed and signed by the organization's authorized signatory. The authorized signatory has the legal power delegated by the applicant organization's authoritative body (such as the Board of Directors) to sign and submit the OHA Grant Application. *See Attachment C for Sample Application Authorization Form*.
- **4. Board Governance Certification Form** The applicant shall upload the Board Governance Certification Form. The organization's Board Chair or other designated representative of the organization's Board must sign this form. The certification verifies that Board members are not compensated, and that the organization has bylaws and/or policies that govern how business is conducted which includes conflicts of interest and nepotism policies. *See Attachment D for Sample Board Governance Certification Form.*

D. Application Questions – Phase 2

1. Purpose Statement (0 Total Points)

The applicant shall provide a short statement that describes the proposed support service needed. The statement should include the support service needed and the impact on the applicant organization.

Use the following format: "The purpose of this support service is to pay for X which strengthens

14

my organization (or which not only strengthens my organization, but X others).

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

Give the evaluators a sense of organizational capacity to utilize the support services grant effectively or the organizational capacity need for the support services grant. The applicant shall clearly describe the:

- organization mission;
- governing structure;
- existing resources in place for the requested support services (i.e., accounting, auditing, grant writing);
- existing organizational capacity or need.

3. Service Need & Benefit (30 Total Points)

a. Service Description (20 Points)

The applicant shall describe the service (e.g., accounting) or activities surrounding service (e.g., grant writing workshops for multiple entities) needs over the one-year period including how the service will strengthen the applicant and additional Native Hawaiian community-based organization(s).

b. Outreach & Collaboration (10 Points)

The applicant shall describe outreach efforts to other Native Hawaiian community-based organizations, collaboration efforts.

Use the following format:

- Marketing/Promoting: The applicant shall describe the marketing/promoting plan that encourages collaboration with other Native Hawaiian community-based organizations for the service.
- Collaboration: The applicant shall demonstrate their ability to collaborate with other organization(s) in the implementation of the service and to show buy-in from other agencies of the service opportunity
 - The applicant shall specify how the collaborating organization(s) intends to support the applicant's service.

4. Service Contract Management & Evaluation (25 Total Points)

The applicant shall describe its service or contract management process to ensure the service provider and related activities are managed appropriately (e.g., grant writer, accountant, auditor, human resources provider) and service deliverables are met.

Use the following format: List the first name, last name and title of the identified individual who will be managing and evaluating the services described.

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

The applicant shall demonstrate that the applicant Native Hawaiian organization as a whole aligns with OHA's 2020-2035 Strategic Plan Framework's Strategic Foundations and Strategic Directions. No one foundation and direction are valued higher than another and the application score will not increase based on your selection.

a. Strategic Foundations (10 Points)

The applicant shall demonstrate how the <u>applicant organization's mission or purpose</u> is aligned with one or more of OHA's Strategic Foundations.

<u>Use the following format</u>: First, list the name of the foundation(s). Second, demonstrate how the <u>applicant organization's mission or purpose</u> aligns with the selection.

OHA's Strategic Foundations are as follows:

• 'Āina

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

• Mo'omeheu

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

• 'Ohana

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

b. Strategic Directions (10 Points)

The applicant shall demonstrate how the <u>applicant organization's mission or purpose</u> aligns with one or more of OHA's Strategic Directions.

<u>Use the following format</u>: First, list the name of the direction(s). Second, demonstrate how the <u>applicant organization's mission or purpose</u> aligns with the selection.

OHA's Strategic Directions and accompanying strategies are as follows:

Educational Pathways

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

OHA's Strategy 2 is to support education through Hawaiian language medium and

focused Charter Schools.

Health Outcomes

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

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

• Quality Housing

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

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

• Economic Stability

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

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

6. Support Service Budget (10 Total Points)

a. Budget (5 Points)

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

Budget columns include the following:

- Budget Category: See Attachment E for Budget Category Table
- OHA Funds Requested: Amount requested from OHA
- Other Funds (if any)
- Description and Justification: <u>See Attachment E for Budget Category Table</u>

OHA reserves the right not to fund any budget expenses it deems inappropriate, unreasonable, or unallowable. <u>See Attachment H for Ineligible Costs and/or Support Services.</u> Download the OHA budget form, once complete upload the completed document. Do not tamper with form.

<u>See Attachment F for Sample Completed Budget & Budget Justification Form.</u> <u>See Attachment G for Budget & Budget Justification Form.</u>

b. Vendor Quotes (5 Points)

The applicant shall upload a copy of all vendor quotes, invoices, and estimates for budget items listed under the "OHA Funds Requested" column. All amounts entered in the "OHA Funds Requested" column, should match the amounts provided on the vendor quotes. Past event quotes/invoices and online screenshots/photos of cost are acceptable. Verbal quotes are not acceptable. The uploads shall demonstrate that the funds requested are accurate and justified. The applicant must also certify that all vendors listed are located within the State of Hawai'i. In the event that there are no vendors available within the State of Hawai'i, the applicant shall provide sufficient justification.

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

The applicant may choose to include additional documents to support the "ask", however, OHA strongly encourages applicants to be judicious in selecting the type and number of items to include in the application.

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SECTION VI. REVIEW & RECOMMENDATION

A. Evaluation – Phase 3

1. Rejection of Applications

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

2. Additional Materials and Documentation

Upon request from OHA, each applicant shall submit any additional materials and documentation reasonably required by OHA in its review of the applications. Once the applicant submits their application and the deadline closes, OHA will not add any additional information to the applicant's submission.

3. Evaluation of Applications and Communication of Status

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

B. Recommendation - Phase 4

1. Recommendation of Award

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

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

C. Contracting – Phase 5

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

19

SECTION VII. ATTACHMENTS

- A. Sample IRS Letter of Determination
- B. Sample HCE Certificate of Vendor Compliance (CVC)
- C. Sample Application Authorization Form
- D. Sample Board Governance Certification Form
- E. Budget Category Table
- F. Sample Completed Budget & Budget Justification Form
- G. Budget & Budget Justification Form
- H. Ineligible Costs and/or Support Services
- I. Sample OHA Kākoʻo Grant Agreement

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

20

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Attachment A – Sample IRS Letter of Determination

INTERNAL REVENUE SERVICE P. O. BOX 2508

CINCINNATI, OH 45201

Date: DEC 1 8 2010

Organization Name Org. Address City, State Zipcode DEPARTMENT OF THE TREASURY

ID# 31518

Employer Identification Number:

12-1234567

DLN:

600328003

Contact Person:

Kimo Kealoha

Contact Telephone Number:

(877) 888-8888

Accounting Period Ending:

December 31

Public Charity Status:

170(b)(1)(A)(vi)

Form 990 Required:

Yes

Effective Date of Exemption:

February 22, 2010

Contribution Deductibility:

Yes

Addendum Applies:

No

Dear Applicant:

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

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

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

Sincerely

Robert Choi Director, Exempt Organizations Rulings and Agreements

Letter 947 (DO/CG)

Attachment B – Sample HCE Certificate of Vendor Compliance (CVC)



STATE OF HAWAII STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

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

Vendor Name: ORGANIZATION NAME

DBA/Trade Name: ORGANIZATION NAME

Issue Date: 09/10/2016

Status: Compliant

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

Status of Compliance for this Vendor on issue date:

Compliant
Compliant
Exempt
Compliant

Status Legend:

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

Attachment C - Application Authorization Form



APPLICATION AUTHORIZATION FORM

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

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

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

Attachment D – Sample Board Governance Certification Form



BOARD GOVERNANCE CERTIFICATION

On behalf of	(the "Organization"), I hereby certify that:
Organization Name	
1) The members of the Organization's government and serve without compensation;	ing board have no material conflict of interest
2) The Organization's governing board has by which businessis conducted and policies relat- conflict of interest situations; and	
the first orsecond degree of consanguinity (i.e grandchild, or sibling of another employee or	contractor of the Organization). If the or more members of a family or kin of the first or tion shall disclose such employment or the Organization's efforts to mitigate concerns from the relationship, and OHA shall then
the requirements of HRS §10-17(c)(2), as listed certification madeherein. I understand that the	zed to certify the Organization's compliance with ed above, and that I am responsible for the e Office of Hawaiian Affairs (OHA) may make a from the Organization, in fulfillment of OHA's
Authorized Board Representative Signature	Title of Authorized Board Representative
Authorized Board Representative (Print Name	e)

Attachment E - Budget Category Table

Contractual Services

<u>Description:</u> Costs of all contracts for professional services.

<u>Justification</u>: Explain and justify why these services are being contracted.

Insurance

<u>Description:</u> Costs of insurance related to the organization.

<u>Justification</u>: Provide computations, price quotes, narrative descriptions, and a justification for each cost under this category.

ATTACHMENT F. SAMPLE BUDGET & BUDGET JUSTIFICATION FORM Organization Name

			Organization Name
BUDGET CATEGORY - Item	Requested OHA Funds Budget	Other Funds (if any)	Description & Justification
CONTRACTUAL SERVICES - Add	ministrative	<u> </u>	
Professional Services: Audit	\$ 8,000	\$ -	Audit Services: Quarterly audits, \$2,000/audit
Professional Services: Bookkeeping	\$ 2,400	\$ -	Bookkeeping Services: \$200/month x 12 months
		\$ -	
		\$ -	
	\$ -	\$ -	
CONTRACTUAL SERVICES - Pro	grammatic		
Program Evaluation Services	\$ 4,000	\$ -	Program Evaluation Services: 100 hours, \$40/hr
Reporting Analyst	\$ 9,600	\$ -	Reporting Analyst: \$800/month x 12 months
	\$ -	\$ -	
	\$ -	\$ -	
OTHER EXPENSES - Insurance			
General Liability	\$ 1,000	\$ -	General Liability Insurance
	\$ -	\$ -	
	\$ -	\$ -	
REQUESTED OHA FUNDS BUDGET:	\$ 25,000		
	Other Funds	\$ -	
	Total Cost:	\$ 25,000	

ATTACHMENT G. BUDGET & BUDGET JUSTIFICATION FORM

			Organization Name	
BUDGET CATEGORY - Item	Requested OHA Funds Budget	Other Funds (if any)	Description & Justification	
CONTRACTUAL SERVICES - Add	ministrative			
	\$ -	\$ -		
	\$ -	\$ -		
	\$ -	\$ -		
	\$ -	\$ -		
	\$ -	\$ -		
CONTRACTUAL SERVICES - Programmatic				
	\$ -	\$ -		
	\$ -	\$ -		
	\$ -	\$ -		
	\$ -	\$ -		
OTHER EXPENSES - Insurance				
	\$ -	\$ -		
	\$ -	\$ -		
	\$ -	\$ -		
REQUESTED OHA FUNDS BUDGET:	-			
	Other Funds	\$ -		
	Total Cost:	\$ -		

Attachment H - Ineligible Costs and/or Support Services

In general, the following type of costs, including the related services associated with are ineligible for the Kākoʻo Grant program and will not be considered, in no particular order of ineligibility:

- Salaries, wages, payroll related taxes and/or benefits;
- Services that are denominated in any other currency than U.S. \$ dollars (e.g., crypto, euro, yen, yuan, won);
- Legal, court or other related costs or fees (e.g., bail, bond fees, judgements, fines, interest on unpaid costs);
- Debt or debt service-related costs (e.g., financing costs, interest, points, loan payment, line of credit repayment);
- Fundraiser or fundraising costs;
- Construction or permitting fees;
- Services that are not compliant with federal, state, or county laws;
- Services that are rendered out of or by an organization that is based out of the state of Hawai'i;
- Promoter, manager or other entertainment related services;
- Administrative costs related to role as an OHA contractor;
- Sponsorships of individuals or teams;
- Travel agent or other related costs associated with travel;
- Purchase of raw or improved land or buildings;
- Purchase of motorized vehicles which includes boats;
- Out-of-state travel;
- Purchase of alcohol, food, tents, chairs, tables, speakers;
- Entertainment or gratuities;
- Indirect costs;
- Lei, makana (gifts), ho'okupu (offerings) or similar cost purposes; and/or
- Face painting, bouncy houses, prizes/awards or other games of chance.



Attachment I - Kāko'o Grant Agreement

Organization Name:		
Project Name:		

- 1. Recipient is a non-profit community-based organization in good standing with Hawai'i Compliance Express determined to be exempt from federal income taxation by the Internal Revenue Service, who is able to provide the services and/or conduct the activities specified in Recipient's grant request submitted to OHA.
- 2. Recipient maintains current licenses and permits applicable to and required for conducting the activities or providing the services for which this grant has been awarded.
- 3. Recipient agrees to use the funds received for the purposes approved in the approve budget form and will not use these funds for purposes of entertainment or perquisites (privileges, gain, or profit).
- 4. All activities undertaken with these funds shall comply with all applicable federal, state, and county statutes and ordinances, including appliable building codes and agency rules.
- 5. Recipient will indemnify and hold harmless OHA, its officers, agent, and employees from and against any and all claims arising out of or resulting from the activities carried out or projects undertaken with these funds and that Recipient will purchase sufficient insurance to provide this indemnification if requested to do so by OHA.
- 6. Recipient is an "independent contractor" and shall be responsible for securing and/or paying for all applicable federal, state and county taxes and fees that may become due and owing by Recipient by reason of this Grant.
- 7. Funding this grant request does not in any form or manner further obligate or impose any legal obligations upon OHA for Recipient's activity(ies) or services.
- 8. Recipient agrees that any changes to the Primary Contact's name, phone number and email shall be communicated to the Grants Program in a timely manner (1-3 business days).
- 9. Recipient understands that any changes to awarded project must be approved and communicated to the Grants Program in a timely manner (1-3 business days).
- 10. Recipient agrees to acknowledge OHA's support in any publications (e.g., annual report, evaluation), and/or other materials that promote; an initial Press Release copy is due to the Grants Program within fourteen (14) days of notification of award.
- 11. Recipient understands that a Revised Budget Form reflecting the Amount Awarded only if it differs from the Amount Requested is due to the Grants Program with fourteen (14) days of notification of award.



Attachment I - Kāko'o Grant Agreement

Organization Name:		
Project Name:		

- 12. Recipient agrees to make available to OHA all records the applicant may have relating to the operation of the applicant's grant related activity, business, or enterprise, to allow the office to monitor the applicant's compliance with HRS Section 10-17.
- 13. Recipient shall not use the grant for purposes of entertainment or perquisites.
- 14. Recipient confirms that it has sufficient funds available for the effective operation of the activity for the purpose for which the grant is awarded.
- 15. Recipient represents that the Recipient presently has no interest and promises that the Recipient shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of the services under this Agreement.
- 16. Recipient shall disclose any outside activities or interests, including ownership or participation in any activity that conflicts or may conflict with the best interests of OHA. Prompt disclosure is required if the activity or interested is related, directly or indirectly, to any activity that the Recipient may be involved with on behalf of OHA.
- 17. Recipient understands that failure to comply (warning: two (2) e-mails and one (1) phone call) with any of the conditions or promises stated above may disqualify Recipient from future funding opportunities within the Kākoʻo Grant Program for a period of three (3) years. (Refer to Noncompliance Policy).
- 18. Recipient understands that a person authorized to sign on behalf of Recipient organization must sign this Agreement and should this form not be properly signed, OHA may unilaterally terminate the award.
- 19. Recipient's disbursement plan for the one-year award is projected to be:

Total	Description
25%	Initial Disbursement
XX%	TBD
XX%	TBD
10%	Final Disbursement



Attachment I - Kāko'o Grant Agreement

Orgar	nization Name:		
Projec	et Name:		
	Authorized Signatory Certification	Date	
	Print Name	Date	

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

PROVIDER'S STANDARD OF CONDUCT DECLARATION

For the purposes of this declaration:

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

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

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

PHONE (808) 594-1888

Committee on Resource Management

Trustee John Waihe'e IV, *At-Large - Chair* Trustee Luana Alapa, *Moloka'i / Lāna'i - Vice Chair*

Members

Trustee Dan Ahuna, Kaua'i / Ni'ihau Trustee Kaleihikina Akaka, O'ahu Trustee Keli'i Akina, At-Large Trustee Brickwood Galuteria, At-Large

Trustee Brickwood Galuteria, At-Large Trustee Carmen Hulu Lindsey, Maui Trustee J. Keoni Souza, At-Large Trustee Mililani Trask, Hawai'i Island



STATE OF HAWAI'I OFFICE OF HAWAIIAN AFFAIRS

MEETING OF THE COMMITTEE ON RESOURCE MANAGEMENT (RM)

DATE: Wednesday October 11, 2023

TIME: 10:00 a.m.

PLACE: Virtual Meeting

560 N. Nimitz Hwy., Honolulu, HI 96817

viewable at https://www.oha.org/livestream OR

Listen by phone: (213) 338-8477, Webinar ID: 845 9347 7915

This virtual meeting can be viewed and observed via livestream on OHA's website at www.oha.org/livestream or listened to by phone at: (213) 338-8477, Webinar ID: 845 9347 7915. A physical meeting location, open to members of the public who would like to provide oral testimony or view the virtual meeting, will be available at 560 N. Nimitz Hwy., Suite 200, Honolulu HI 96817.

AGENDA

- I. Call to Order
- II. Approval of Minutes
 - A. August 9, 2023
- III. Unfinished Business None
- IV. New Business
 - A. Action Item RM #23-20: Budget Carryover Grants
 - B. Action Item RM #23-21: Approve the Awarding of Economic Stability Grants

from Solicitation #23-03.01 published May 30, 2023

C. Action Item RM #23-22: Approve the Awarding of 'Āina Grants

from Solicitation #23-02.01 published May 30, 2023

D. Action Item RM #23-23: Approve the Awarding of Mo'omeheu Grants

from Solicitation #23-09.01 published May 30, 2023

E. Action Item RM #23-24: Approve the Awarding of Kāko'o Grants

from Solicitation #23-11.02 published May 30, 2023

F. Action Item RM #23-25: FB 2024-2025 Hawaiian-Focused Public Charter School Fund

Administration Grant Recommendation – Part I. Funding Per Pupil

V. Announcements

VI. Adjournment

If you need an auxiliary aid/service or other accommodation due to a disability, please contact Everett Ohta at (808) 594-1988 or by email at everetto@oha.org as soon as possible. Requests made as early as possible have a greater likelihood of being fulfilled. Upon request, this notice is available in alternate/accessible formats.

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.

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 until the written meeting minutes are posted to OHA's website.

OFFICE OF HAWAIIAN AFFAIRS Action Item

Committee on Resource Management October 11, 2023

RM #23-25

Action Item Issue:	Administration Grant Recommendation – Part I. Fu	
Prepared by:	Carey	Oct 6, 2023
	Casey Brown Ka Pou Nui, Chief Operating Officer	Date
Reviewed by:	Rune F. Dind	Oct 7, 2023
·	Ramona Hinck Ka Pou Kihi Kanaloa Wai, Chief Financial Office	Date r
Reviewed by:	Colin Kiopan	Oct 7, 2023
·	Colin Kippen Ka Pouhana Kūikawā, Interim Chief Executive On	Date fficer
Reviewed by:		Oct. 8, 2023
	John Waihee IV Luna Hoʻomalu Kōmike RM,	Date
	Committee on Resource Management, Chair	

I. PROPOSED ACTIONS:

Motion #1

To approve and authorize the:

- A) Disbursement of \$2,332,552 from the Fiscal Biennium (FB) 2024-2025 Core Operating Budget (Object Code 56540) to fund the FB 2024-2025 Hawaiian-Focused Public Charter Schools (HFPCS) grant to Kanu o ka 'Āina Learning 'Ohana (KALO), to distribute to 15 HFPCSs on a per pupil basis;
- B) Disbursement of \$200,000 from the Fiscal Biennium (FB) 2024-2025 Core Operating Budget (Object Code 56540) to fund the administrative fee for KALO to distribute funds to HFPCSs:
- C) Disbursement of \$80,000 from the Fiscal Biennium (FB) 2024-2025 Core Operating Budget (Object Code 56540) to fund the annual Ka'i ka Lona Charter School conference for KALO to host and manage

Motion #2

To approve and authorize the disbursement of \$97,062 from the Fiscal Biennium (FB) 2024-2025 Core Operating Budget (Object Code 56540) to fund the FB 2024- 2025 Hawaiian-Focused Public Charter Schools (HFPCS) grant to Kanu o ka 'Āina Learning 'Ohana (KALO), for the benefit of Kanuikapono Public Charter School, Anahola, Kaua'i.

Motion #3

To approve and authorize the disbursement of \$290,386 from the Fiscal Biennium (FB) 2024-2025 Core Operating Budget (Object Code 56540) to fund the FB 2024- 2025 Hawaiian-Focused Public Charter Schools (HFPCS) disbursement to Kanu o ka 'Āina, New Century Public Charter School (KANU).

II. <u>ISSUE:</u>

Whether the Committee on Resource Management (RM) should approve, authorize and recommend to the Board of Trustees (BOT) the disbursement of a cumulative amount of \$3,000,000 from the Fiscal Biennium (FB) 2024-2025 Core Operating Budget (Object Code 56540) to fund the FB 2024-2025 Hawaiian-Focused Public Charter Schools (HFPCS) grant to Kanu o ka 'Āina Learning 'Ohana (KALO), for the benefit of 17 HFPCSs; or should direct OHA Administration to issue a solicitation to award the \$3,000,000 FB 2024-2025 HFPCS grant through a competitive granting process.

III. BACKGROUND & CONTEXT

A. FB 18-19 OHA-Administered HFPCS Grants. OHA initially released a solicitation to select a nonprofit organization to administer \$3,000,000 in OHA funding to 17 HFPCS, facilitate reporting, conduct site visits, and administer funds for the annual charter school conference. In response to the 2017 HFPCSs related testimonies and procedural errors by the Transitional Assistance Program (TAP)¹, the BOT did not approve the recommended awardee and directed OHA Administration to administer the HFPCS grant funding for FB 18-19. This Board directive added 17 individual charter school contracts to the OHA Grants Program workload for the two-year grant period FB 18-19 and resulted in no administrative fee funding provided to the HFPCS.

B. FB 20-21 KALO- Administered HFPCS Grant. In FB 20-21, OHA again released a solicitation to select a nonprofit to administer OHA HRFCS funding of \$3,000,000 to 17 HFPCS. This solicitation included a provision of a two-year grant extension for FB 22-23 contingent upon satisfactory performance of the grant agreement and approval by the BOT. In response, four (4) organizations submitted applications. KALO not only received the highest cumulative score, but also ranked higher than all other applicants in each of the following experience categories:

- Providing the proposed services to the Native Hawaiian community;
- Administering grant funding to Hawaiian-focused public charter schools;
- Administering grant funding to multiple grant recipients from one funding source; and;
- Facilitating reporting from multiple grant recipients.

The following comments were included in external reviewer evaluation summaries for KALO's application:

- "This applicant (KALO) seems to have the clearest and most in-depth understanding of how they could best support HFPCS's beyond the level of mere fiscal management of this grant. KALO is the only applicant that strongly demonstrated a commitment to and experience in Hawaiian focused education. KALO is also the only applicant that described significant "value-added" components of what they would bring to administering this grant, that is, supports around advocacy and accreditation, two areas of vital importance to HFPCS's."
- "[The] organization has a strong relationship with the large majority of Hawaiianfocused Charter Schools and a plethora of experience funding and collaborating with the schools."

On October 17, 2019, the BOT approved Action Item BAE-RM #19-08 FB 20-21 HFPCS Administration Grant, awarding KALO the grant to administer funding to 16 HFPCS and for coordination of the annual charter school conference. Since Kanu o ka 'Āina New Century Public Charter School (KANU) is an educational program of KALO, via the same Action Item, the BOT approved KANU to receive its FB 20-21 proportion of the OHA HFPCS per pupil funding (\$249,411), directly from OHA via a grant

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¹ Former name of the Grants Program

agreement managed by the OHA Grants Program. The basis for the per school disbursement amounts was the annual student enrollment counts.

C. FY 2021 KALO-Administered COVID-19 HFPCS Grant. In June 2020, via Action Item BOT #20-04: OHA Biennium Budget for the Fiscal Biennium Periods 2019-2020 (FY 20) and 2020-2021 (FY 21) – Realignment #2, the BOT approved \$500,000 for repairs and maintenance for the 17 HFPCS. KALO's contract was amended to include administration of these funds; and KANU's contract was amended to add its proportionate share of the repair and maintenance funding grant. The grant funds covered facilities repair and maintenance projects and/or other project costs to support the schools in meeting COVID-19 mandates and to complete facility upgrades to mitigate COVID impacts.

D. FB 22-23 KALO-Administered HFPCS Continuation Grant. As KALO's administration of the FB 20-21 HFPCS grants were deemed compliant, the BOT approved the amendment of the KALO grant to continue administering the FB 22-23 funds to 16 HFPCS, as well as the amendment of the KANU grant for FB 22-23 for a total funding amount of \$3,000,000, via Action Item RM #22-02, February 22, 2022.

The allocation of the FB 22-23 funds was consistent with the FB 20-21 allocation on a per pupil basis, based on HFPCS student enrollment. As further noted in the action item, "This action item re [RM #22-02] relates only to \$3.0MM of the [FB] 2022-2023 budget (\$1.5MM per year), the additional \$3.0MM was budgeted to determine additional needed social services administered through the charter school network, and a specific action item will be brought forward to the Board in the future."

E. FB 22-23 KALO-Administered HFPCS Facilities Grant. As noted above, an action item was to be brought forward to address additional needed social services administered through the charter school network. However, based on a 2022 post site visit conducted by KALO, 16 of the schools continued to note unmet facilities-related needs. Such needs ranged from operational rent, utilities, repair and maintenance to major repairs (e.g., roof, classrooms), construction (e.g., kitchen) to operationalizing donated, but idle, portable classrooms.

On February 22, 2023, the BOT approved Action Item RM #23-03 FB 2022-2023 Hawaiian-Focused Public Charter School Grants – Part II, awarding KALO the grant to administer additional funding for facility related needs to 16 HFPCS and awarding KANU to receive its FB 20-21 proportion of the OHA HFPCS facilities funding of \$150,000 directly from OHA via a grant agreement managed by the OHA Grants Program. Due to the nature of facilities-related needs, the BOT approved the allocation of the per school disbursement amounts to be based on an equal amount share of the total funding (\$150,000), minus the 15% administration fee.

IV. <u>DISCUSSION</u>

A. Kanu o ka 'Āina Learning 'Ohana (KALO). KALO's original two-year contract included \$2,470,589 for HFPCS disbursements, \$200,000 for administrative costs, and \$80,000 for the annual Ku'i ka Lono Charter School Conference for a total of \$2,750,589. The two-year extension of \$2,709,614 included \$2,429,614 for HFPCS disbursements, \$80,000 for the annual Ku'i ka Lono Charter School Conference, and \$200,000 for administrative costs.

Over the FY20-21 and FY22-23 grant period, KALO met the performance targets of its contract and consistently demonstrated the ability and capacity to work with all HFPCS to meet compliance with its grant agreement. All HFPCS reports were submitted to the OHA Grants Program and disbursements issued in a timely manner. KALO hosted their annual Kuʻi ka Lono Charter School conference in 2020 before the pandemic, and with the mandates of COVID-19, KALO conducted virtual site visits with all HFPCS and continued to meet with schools in group or individual sessions during the first year of the grant agreement. In March 2023, KALO was able to return to hosting the conference inperson.

Collectively, in school year 2019-2020, the HFPCS served a total of 4,692 students, including 3,425 Native Hawaiians. Enrollment dropped slightly in school year 2020-2021,with 4,103 students enrolled, including 3,086 Native Hawaiians. This may have been due, in part, to COVID-19. For school year 2022-2023, the HFPCS served 3,949 total students, including 3,043 Native Hawaiians.

B. Kanu o ka 'Āina New Century Public Charter School (KANU). KANU also consistently met their performance targets over the grant period. In school year 2019-2020, the school enrolled 591 students, including 313 Native Hawaiians; provided 170 'Ohana and Community engagement activities with 500 school 'ohana members participating; and graduated five seniors with four graduates planning to attend college and one planning to attend trade school.

In school year 2020-2021, KANU increased enrollment to 619 students, including 374 Native Hawaiians. Eight (8) 'Ohana engagement activities were provided virtually and in person to over 700 school 'ohana members.

In school year 2022-2023, KANU enrolled 612 students, including 374 Native Hawaiians. Five (5) 'Ohana engagement activities were provided which had 100% attendance with 381 'Ohana attending. KANU provided 12 Community Engagement activities which were attended by 1,459 school and community participants.

C. Hawaiian-Focused Public Charter School Fund Administration- Allocation Basis. Table 1 provides the FB 22-23 disbursements, which was based on Native Hawaiian student enrollment, with adjustments to account for small and conversion school allocations. The final allocation of FB 24-25 funds will similarly be based on HFPCS final school year 2022- 2023 student enrollment counts, with the necessary adjustments.

Table 1, FB 22-23 School Disbursement

Table 1. FB 22-23 School Disbursen School	Island	FY23 Native Hawaiian Student Enrollment	FB 22-23 Disbursement ²	
1. Hakipu'u Learning Center	Oʻahu	44	\$113,346	
Hālau Kū Mana Public Charter School	Oʻahu	105	\$113,346	
3. Ka 'Umeke Kā'eo	Hawai'i Island	232	\$196,484	
4. Ka Waihona o ka Na'auao Public CharterSchool	Oʻahu	594	\$303,200	
5. Kamaile Academy Public Charter School	Oʻahu	586	\$300,000	
6. Kula Aupuni Ni'ihau A Kahelelani Aloha	Kaua'i	43	\$113,346	
7. Kanuikapono Public Charter School	Kaua'i	170	\$97,062	
8. Kawaikini New Century Public CharterSchool	Kauaʻi	143	\$108,898	
9. Ke Ana La'ahana Public Charter School	Hawaiʻi Island	27	\$113,346	
10. Ke Kula 'o Nāwahīokalani'ōpu'u Iki Lab Public Charter School	Hawaiʻi Island	421	\$303,200	
11. Ke Kula 'o Samuel M. Kamakau Laboratory Public Charter School	Oʻahu	132	\$107,320	
12. Ke Kula Ni'ihau o Kekaha Learning Center	Kaua'i	53	\$113,346	
13. Kua o ka Lā New Century Public CharterSchool	Hawai'i Island	81	\$113,346	
14. Kualapu'u School: A Public Conversion Charter	Moloka'i	324	\$150,000	
15. Mālama Honua	Oʻahu	125	\$103,374	
16. Waimea Middle Public Conversion CharterSchool	Hawaiʻi Island	104	\$80,000	
17. Kanu o ka 'Āina New Century Public Charter School	Hawai'i Island	371	\$290,386	

Additional		Amount
Annual Conference		\$80,000
Administrative Fee	15%	\$200,000

2 Individual listed disbursements may be less than total due to rounding.

V. <u>BUDGET AUTHORIZATION</u>.

56540 LEVEL II GRANTS SYSTEM	Approved FY 22	Approved FY 23	Biennium Budget Request		FY24/FY25	
			FY 24	FY 25	2-Year Total	%
Department of Hawaiian Home Lands (DHHL)	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$6,000,000	48%
Hawaiian-Focused Public Charter Schools	3,000,000	3,000,000			0	0%
Hawaiian-Focused Public Charter Schools - Federal			250,000	250,000	500,000	4%
Hawaiian-Focused Public Charter Schools (Per Pupil)			1,500,000	1,500,000	3,000,000	24%
Hawanan-Focused Public Charter Schools - Facilities			1,500,000	1,500,000	3,000,000	24%
Kulia	500,000	500,000			0	0%
TOTAL - LEVEL II GRANTS	\$6,500,000	\$6,500,000	\$6,250,000	\$6,250,000	\$12,500,000	100%

Via Action Item RM #23-17: OHA Biennium Budget for the Fiscal Biennium Periods 2023-2024 (FY24) and 2024-2025 (FY25), \$3,000,000 was allocation to Hawaiian-Focused Public Charter Schools (Per Pupil).

Figure 1. Table 6f: Level II Grants – 56540 from AI RM #23-17

VI. <u>CERTIFICATION</u>

The following is the certification by the Chief Financial Officer that the funds are available.

June F. Dind

Ramona G. Hinck, Chief Financial Officer Date: Oct 7, 2023

VII. REFERENCE ACTION ITEMS

The following Action Items support FY2024 and FY2025 HFPCS grants:

A. Action Item RM #23-03: FB 2022-2023 Hawaiian-Focused Public Charter School Grants – Part II, February 22, 2023.

B. Action Item RM #22-02: FB 2022-2023 Hawaiian-Focused Charter School Fund Administration Grant Recommendation, February 22, 2022.

C. 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.

D. Action Item BOT #20-04: OHA Biennium Budget for the Fiscal Biennium Periods 2019-2020 (FY 20) and 2020-2021 (FY 21) – Realignment #2.

VIII. RECOMMENDED ACTIONS

Motion #1

To approve and authorize the:

- A) Disbursement of \$2,332,552 from the Fiscal Biennium (FB) 2024-2025 Core Operating Budget (Object Code 56540) to fund the FB 2024-2025 Hawaiian-Focused Public Charter Schools (HFPCS) grant to Kanu o ka 'Āina Learning 'Ohana (KALO), to distribute to 15 HFPCSs on a per pupil basis;
- B) Disbursement of \$200,000 from the Fiscal Biennium (FB) 2024-2025 Core Operating Budget (Object Code 56540) to fund the administrative fee for KALO to distribute funds to HFPCSs;
- C) Disbursement of \$80,000 from the Fiscal Biennium (FB) 2024-2025 Core Operating Budget (Object Code 56540) to fund the annual Ka'i ka Lona Charter School conference for KALO to host and manage;

Motion #2

To approve and authorize the disbursement of \$97,062 from the Fiscal Biennium (FB) 2024-2025 Core Operating Budget (Object Code 56540) to fund the FB 2024- 2025 Hawaiian-Focused Public Charter Schools (HFPCS) grant to Kanu o ka 'Āina Learning 'Ohana (KALO), for the benefit of Kanuikapono Public Charter School, Anahola, Kaua'i.

Motion #3

To approve and authorize the disbursement of \$290,386 from the Fiscal Biennium (FB) 2024-2025 Core Operating Budget (Object Code 56540) to fund the FB 2024- 2025 Hawaiian-Focused Public Charter Schools (HFPCS) disbursement to Kanu o ka 'Āina New Century Public Charter School (KANU).

IX. <u>ALTERNATIVES TO RECOMMENDED</u>

- **A.** Approve and authorize partial or alternate funding amounts.
- **B.** Direct OHA Administration to issue a solicitation to award the \$3,000,000 FB 2024-2025 Hawaiian-Focused Public Charter Schools through a competitive granting process, with specifications including:
 - **I. Overview & Purpose**. Since 2005, OHA has provided \$21,600,000 in grant funding to seventeen (17) Hawaiian-focused public charter schools. OHA has been a consistent supporter of these charter schools providing legislative advocacy and programmatic support, as well as grant funding support.

Seventy-seven (77) percent of the students in the Hawaiian-focused public charter schools are of Native Hawaiian ancestry. The Hawaiian-focused public charter schools have a common focus to use innovative education approaches, perpetuate the Hawaiian language, infuse Hawaiian culture and traditions, and to achieve

academic excellence. According to research from Kamehameha Schools, there is a positive relationship between Hawaiian-focused culturally based education and improved student outcomes. Researchers found that Hawaiian students exposed to culturally driven educational strategies have a stronger sense of socio-emotional well-being, and deeper engagement with their school and community. Researchers also concluded that these factors, especially socio-emotional well-being, are directly tied to academic achievement.

The purpose of this solicitation is to find a non-profit organization to administer charter school funding, facilitate reporting, submit reports, conduct site visits, and administer funds for the annual charter school conference coordination and program. To accomplish this, OHA will solicit applications from non-profit organizations that will serve as the OHA fund administrator to the Hawaiian focused public charter schools identified herein.

- **A.** Description of the Target Population to be Served. The target population for these services is Native Hawaiian students attending Hawaiian-focused public charter schools. Providers must maintain proper documentation to demonstrate that program participants meet this eligibility requirement.
- **B.** Geographic Coverage of Service. Service areas include the islands of O'ahu, Hawai'i, Kaua'i, and Moloka'i where the Hawaiian-focused public charter schools are located.
- C. Probable Funding Amounts, Source, and Period of Availability. The grant award period is for two (2) years. Subject to the availability of funds, a total of \$3,000,000 in OHA funds will be provided for this solicitation; \$1,500,000 for Year and \$1,500,000 for Year 2. A two-year extension may be granted for FB 2026-2027 contingent upon satisfactory performance of the grant agreement awarded under this solicitation and approval by the OHA Board of Trustees.

II. Scope of Work.

Service Activities (mandatory tasks and responsibilities)

The applicant shall describe in detail how the applicant will provide the required services. The mandatory service activities required by this solicitation are:

- 1. Notify individual charter schools of the funding opportunity, OHA reporting requirements and timetables, and Hawaiian ancestry verification requirements.
- 2. Execute contracts for each charter school to include OHA reporting and documentation requirements.
- 3. Create and manage a tracking spreadsheet for funding disbursements and report submissions for all charter schools.
- 4. Serve as the fund administrator and disburse funding to each charter school based on the allocation provided by OHA.
- 5. Serve as the fund administrator for the charter school conference coordination and programs.
- 6. Contact the coordinator that was selected for the annual charter school conference and execute a contract for services.
- 7. Collect charter school progress reports, expenditure reports, and support documentation per contract requirements. OHA will provide report forms.
- 8. Submit the conference reports and expenditure reports from the charter school

- conference. Verify conference receipts against expenditures.
- 9. Complete assessment reports based on the charter school reports and submit to OHA. OHA will provide report forms.
- 10. Conduct annual site visits to individual charter schools and complete monitoring reports to submit to OHA. OHA will provide report forms.

X. <u>TIMEFRAME</u>

Immediate action is recommended to affect notification of awards and commencement of contract.

XI. Attachments

- A. Kanu o ka 'Āina Learning 'Ohana Board of Directors and Executive Staff
- B. Kanu o ka 'Āina New Century Public Charter School Board of Directors and Administration

ATTACHMENT A Kanu o ka 'Āina Learning 'Ohana Board of Directors and Executive Staff

Board of Directors

Ed Texteira – President

Judy Oliveira – Vice President/Treasurer

Nancy Levenson – Secretary

Hannah Springer – Director

Executive Staff

Taffi Wise – Executive Director

Katie Benioni – Chief Financial Officer

ATTACHMENT B Kanu o ka 'Āina New Century Public Charter School Board of Directors and Administration

Governing Board

Kanani Kapuniai

Keomailani Case

Randy Vitousek

Steve Hurwitz

Nahaku Kalei

Naomi Tachera

John Colson

Administration

Kanoa Castro – Upper School Po'okumu

Keomailani Case – Elementary School Po'okumu