

Committee on Resource ManagementTrustee 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 HAWAII
OFFICE OF HAWAIIAN AFFAIRS**

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

DATE: Wednesday June 19, 2024**TIME:** 10:00 a.m.**PLACE:** Remote Meeting by Interactive Conference Technology
and in-person at OHA Maui Ola Boardroom

Nā Lama Kukui

560 N. Nimitz Hwy.

Honolulu, HI. 96817

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

Listen by phone: (213) 338-8477, Webinar ID: 859 0068 6521

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: 859 0068 6521.

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**

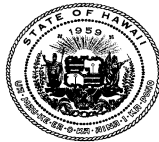
A. May 1, 2024*

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

- A. **Action Item RM #24-13:** Approve the Awarding of Kumuwaiwai Na'auao-Educational Resources Grant from Solicitation #24-01.0.01 published February 12, 2024*
- B. **Action Item RM #24-15:** Approve the Awarding of Ola Ka 'Āina-Health of Land and Water Grant from Solicitation #24-04.0.01 published February 12, 2024*
- C. **Action Item RM #24-18:** Approve the Awarding of Ho'omohala Waiwai 'Ohana-'Ohana Economic Stability Grant from Solicitation #24-07.0.01 published February 12, 2024*
- D. **Action Item RM #24-22:** Approve the Awarding of Pohala Mai-'Ohana Experiencing Financial Hardship Grant from Solicitation #24-16.0.01 published March 13, 2024*
- E. **Action Item RM #24-23:** FB 2024-2025 Hawaiian-Focused Public Charter School Fund Administration Grant Recommendation – Part II. Facilities Funding*
- F. **Action Item RM #24-24:** FB 2024-2025 Hawaiian-Focused Public Charter School Fund Administration Grant Recommendation – Part III. Federal Advocacy*
- G. **Action Item RM #24-25:** Approve a deposit-backed mortgage loan pilot program with American Savings Bank for Native Hawaiian homebuyers*

V. 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.



**STATE OF HAWAII
OFFICE OF HAWAIIAN AFFAIRS**

*Document(s) associated with this agenda item are anticipated to be included in the board packet for this meeting. The board packet will be available for the public to inspect at OHA's main office located at 560 N. Nimitz Hwy., Suite 200, Honolulu, HI 97817, OHA's neighbor island offices, and on OHA's website at: www.oha.org/rm no later than two business days before the meeting.

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 and written meeting minutes are posted to OHA's website.

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

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

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

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

- (1) Persons wishing to provide **written testimony** on items listed on the agenda should submit testimony via **email** to BOTmeetings@oha.org 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_Gt0XWmlKQrel5V7PUTNRwg

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

06/13/2024

Date

June 19, 2024 – Continued

Committee on Resource ManagementTrustee 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*

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**STATE OF HAWAII
OFFICE OF HAWAIIAN AFFAIRS
560 N. NIMITZ HIGHWAY, SUITE 200
(VIRTUAL MEETING - VIA ZOOM WEBINAR)
COMMITTEE ON RESOURCE MANAGEMENT
MINUTES
May 1, 2024 1:30 p.m.**

ATTENDANCE:

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

EXCUSED:

Trustee Dan Ahuna

BOT STAFF:

Crayn Akina
Joyce Yang
Lei-Ann Durant
Melissa Wennihan
Morgan Kauai Robello
Richelle Kim
Ruben Sierra

ADMINISTRATION STAFF:

Stacy Ferreira, CEO / Ka Pouhana
Everett Ohta, Interim General Counsel
Grace Chen, Financial Analyst
Hailama Farden, Senior Director of Hawaiian Cultural Affairs
Kelcie Wade, IT
Kevin Chak, Interim IT Manager
Nietzsche Ozawa, Interim Senior Legal Counsel
Ramona Hinck, CFO
Ryan Lee, Director of Endowment
Sandra Stancil, Senior Executive Assistant

GUESTS

Ali Guttillo, Northern Trust
Brett Manor, Northern Trust
Gerry Flintoft, Consequent Capital Management
Patricia Somerville-Koulouris, Northern Trust
Vijoy Chattergy, Consequent Capital Management

I. CALL TO ORDER

Chair Waihe'e calls the Committee on Resource Management meeting for Wednesday, May 1, 2024 to order at **1:30 p.m.**

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

MEMBERS			AT CALL TO ORDER (1:30 p.m.)	TIME ARRIVED
CHAIR	JOHN	WAIHE'E, IV	PRESENT	
VICE-CHAIR	LUANA	ALAPA	PRESENT	
TRUSTEE	KALEIHIKINA	AKAKA	PRESENT	
TRUSTEE	KELI'I	AKINA	PRESENT	
TRUSTEE	BRICKWOOD	GALUTERIA	PRESENT	
TRUSTEE	J. KEONI	SOUZA	PRESENT	
TRUSTEE	MILILANI	TRASK	PRESENT	
TRUSTEE	C. HULU	LINDSEY	PRESENT	Arrived at 1:45 p.m.

At the Call to Order, **SEVEN (7) Trustees are PRESENT**, thereby constituting a quorum.

EXCUSED from the RM Meeting are:

MEMBERS			COMMENT
TRUSTEE	DAN	AHUNA	MEMO – REQUESTING TO BE EXCUSED

II. APPROVAL OF MINUTES

A. March 27, 2024

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 nor for any other agenda item.

Trustee Souza moves to approve the minutes of March 27, 2024.

Trustee Akina 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							1:33 p.m.
TRUSTEE		1	2	'AE (YES)	A'OLE (NO)	KANALUA (ABSTAIN)	EXCUSED
DAN	AHUNA						EXCUSED
KALEIHIKINA	AKAKA			X			
KELI'I	AKINA		2	X			
VICE-CHAIR LUANA	ALAPA			X			
BRICKWOOD	GALUTERIA			X			
CARMEN HULU	LINDSEY						Arrived at 1:45 p.m.
J. KEONI	SOUZA	1		X			
MILILANI	TRASK			X			
CHAIR JOHN	WAIHE'E			X			
TOTAL VOTE COUNT				7	0	0	2

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. The Native Hawaiian Trust Fund (NHTF) Investment Portfolio Review for the Quarter Ending March 31, 2024 – Ryan Lee, Director of Endowment

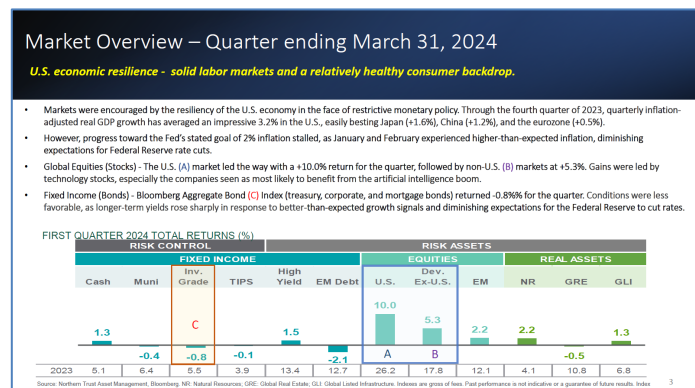
Chair Waihe'e asks if there is anyone signed-up to testify on this agenda item.

RM Staffer Akina: No one has signed-up to testify on this agenda item.

Chair Waihe'e turns it over to Ka Pouhana Stacy Ferreira

Pouhana Ferreira: Mahalo Chair. At this time, I'd like to have Ryan Lee, Director of Endowment provide Trustees with a report for the quarter ending March 31, 2024 of the Native Hawaiian Trust Fund. Mahalo.

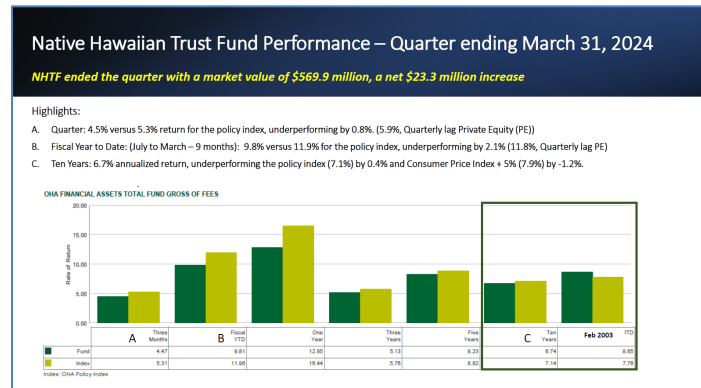
Endowment Director Lee: Aloha mai kakou, Chair, Vice-Chair, Trustees, Colleagues. I'll be reviewing the Native Hawaiian Trust Fund performance as of March 31, 2024. The full report which is produced by Northern Trust, is attached, but I will only go over key areas of the report. The format should be very similar to previous reporting. Basically, I'll provide an overview of markets, performance, policy attribution, asset allocation, and quarterly activities.



Endowment Director Lee: Looking at page 3, the market overview, this slide recaps the market over the last quarter. US growth continues to surprise on the upside. Markets were encouraged by the resiliency of the US economy in the face of restricted monetary policy, so basically high rates. Now, the positive economic data led to upper divisions and growth estimates for the US economy.

On the negative front, there is inflation. Now, progress towards the Federal Reserve's 2% target stalled around 2.8%, so inflation reverse is a downward trend, it ticked upwards, diminishing the expectations of Federal Reserve cuts. Just today, the Fed announced that they're keeping rates the same to tackle inflation. The bottom chart highlights the returns from major asset classes, such as fixed income, equities, real assets.

Endowment Director Lee: The bar chart represents the quarter return, while the bottom row represents the calendar return for the asset classes. If you look at equities, which is the blue box labeled A and B, US markets did extremely well, up 10%. Followed by non-US equity, that returned 5.3%. Now, gains in the US were led by technology stocks, companies that are tied to the artificial intelligence boom actually did very well. Conditions were less favorable for fixed income, if you look at the orange box labeled C, as expectations of interest rates cuts have been pushed back, investments within investment grades, such as treasuries, corporates, agencies, bonds, return a negative 0.8% for the quarter, as overall yields increase. So, basically as yields increase, prices for bonds tend to decrease.



Endowment Director Lee: Now, this slide covers performance, given the market backdrop I just reviewed. The Native Hawaiian Trust Fund ended the quarter with a market value just shy of 570 million, so about a net 23.3 million increase, and this accounts for 3 million spending distribution to fund operations.

The chart below highlights, the short, medium, and long-term performance of the Trust Fund. The green bar represents the Native Hawaiian Trust by performance. The yellow bar represents the policy index.

So when you're looking at the quarter, labeled A, which is the first column, the Trust Fund returned 4.5%, underperformed policy index benchmark by 0.8%, which returned 5.3%, and for the fiscal year to date labeled B, which is the second column, the Trust Fund returned 9.8% versus 11.9% of the policy index.

Now, Trustees should always focus on the longer-term results, that's the best way to measure the success of an investment program, measured by the 10-year performance and since inception. So, if you look at the green box labeled C, for the 10 years, the Native Hawaiian Trust Fund returned 6.7%, underperforming both the policy index as well as the CPI +5.

On a positive note, since inception the Native Hawaiian Trust Fund has outperformed both the policy benchmark as well as the CPI +5 benchmark.

Chair Waihe'e recognizes Trustee Galuteria

Trustee Galuteria: *Why is it not performing as well as it could, the 10-year performance?*

Endowment Director Lee: When you factor decisions made in the past; implementation of the portfolio, the underweight to private equities - these all add up to the other performance. So, this is implementation, as well as the governance structure, I would say.

Trustee Galuteria: *So, some might be better, some might be worse?*

Endowment Director Lee: Right, so policy benchmark is a way to benchmark the actual performance, where we're falling short. So, over the long term we are behind, I think the reason being again, the private equity allocations. We have not been able to keep up with the target, we have not been making reinvestments. The commitments to private equity, which is a high performing asset class over the long term. So, being underweight in that asset class is a detractor to returns over the long term, that's what's occurring.

Trustee Galuteria: I understand, thank you.

Chair Waihe'e recognizes Trustee Akina

Trustee Akina: Thank you, and it is encouraging that the portfolio has doubled since inception. I want to ask a question we've raised in the past with regard to how much risk we could potentially take if perhaps we targeted investment returns from 8% to 8.5% while not increasing our spending. *What are your thoughts on that?*

Endowment Director Lee: Correct, and that's part of the asset allocation modeling that I'm currently working on, and what we'll come back to the RM Committee to workshop, to discuss that more in detail.

Trustee Akina: Thank you. Looking forward to it.

Native Hawaii Trust Fund Policy Level Attribution

*The performance gap should narrow over time as updated private market valuations become available.
The best practice is to evaluate the Private Equity Program over the long term.*

- Contributors: Global Public Equity (A) and Fixed Income (C)
- Detractors: Private Equity (B) -1.2% (delayed valuations compared to public market benchmarks).

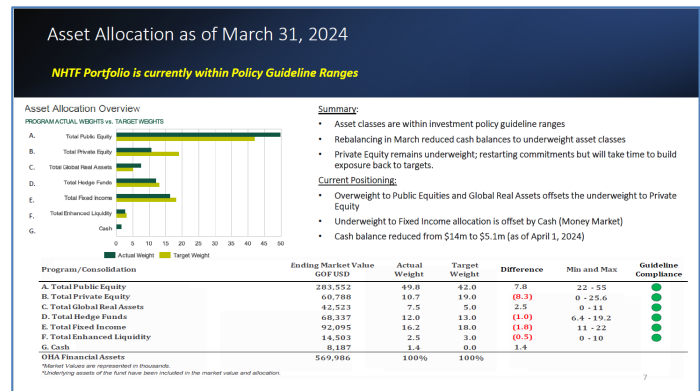
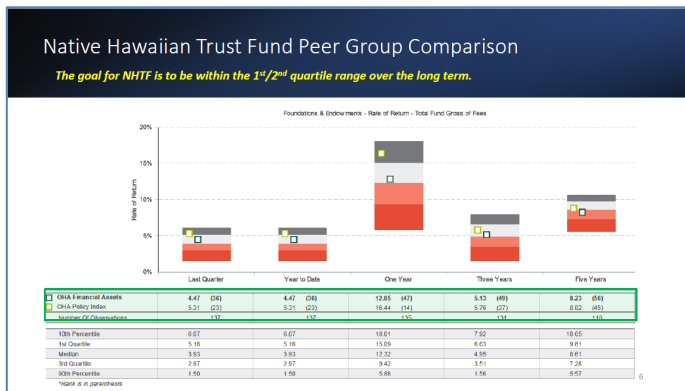
Policy Level Attribution - Three Months

	Weights	Beginning Values	Beginning Weight	Return	Relative Return	Relative Allocation	Relative Effect	Total Effect
Global Financial Assets		100.00	0.00	4.47	-4.00	4.12	-0.88	-0.88
Global Policy Index		100.00	0.00	5.31				
A Total Global Equity		47.75	5.15	8.62	8.39	0.17	0.18	0.38
Global Public Equity		47.75	5.15	8.62	8.39	0.17	0.18	0.38
B Total Private Equity		52.25	-7.01	8.21	-0.35	-0.27	-0.94	-1.28
Global Private Equity		52.25	-7.01	8.21	-0.35	-0.27	-0.94	-1.28
C Total Global Fixed Assets		52.25	2.74	9.98	8.33	0.11	0.80	0.71
Global Fixed Assets		52.25	2.74	9.98	8.33	0.11	0.80	0.71
Global US 10YR + 3%		5.00	0.00	2.48	0.15	0.01	0.02	0.02
Global US 10YR + 4%		12.00	-0.25	2.48	0.15	0.01	0.02	0.02
Global US 10YR + 5%		15.00	-0.31	2.48	0.15	0.01	0.02	0.02
Total Fixed Income		55.91	-2.00	9.51	8.21	0.16	0.83	0.71
Global US Aggregate		55.91	-2.00	9.51	8.21	0.16	0.83	0.71
Total Performance		100.00	0.00	8.75	8.47	0.02	0.01	0.03
Global US Treasury 1-3 Year		3.00	0.00	0.20				
Global US Treasury 1-3 Year		3.00	0.00	0.20				
Net		2.00	-	1.38	-	-1.00	0.00	-0.62
Net		2.00	-	1.38	-	-1.00	0.00	-0.62

The above Attribution Model is based on the Geometric methodology.

Endowment Director Lee: Thank you, so the next slide actually breaks down the policy attribution and explains where the negative 80 basis points is coming from. So, it's a way to slice and dice the portfolio to explain returns. So, if you look at the last column, which is shaded in purple, you can see the 80 basis points up there highlighted, that's the underperformance versus the policy benchmark. When you add the numbers beneath that, it should equal to the negative 80 basis points. So, if we look at the contributors to performance this quarter, it's coming from the green box, global equity as well as C, which is the blue box, fixed income.

Endowment Director Lee: The main detractors for the quarter is private equity, as you can see, highlighted in B, that detracted negative 1.2%, offsetting a lot of the possible contributions from the other asset classes. I think, as mentioned in the past, private equity valuations are delayed, valuations as they come in, would help narrow the performance gap. Despite the performance valuation being updated, there's still some issues with the actual being underweight, the asset class, which is actually being measured as well. So, it actually costs a portfolio, in terms of how we would explain under performance, being underweight, that asset class actually would continue to hurt the portfolio. That's something that we need to look into, to develop a short term and a long-term plan, such that this issue doesn't accumulate over time.



Endowment Director Lee: On the next slide, this compares the Native Hawaiian Trust Fund performance as well as the policy index to a comparable peer group, over the last quarter, year to date, one, three, and five years, and the goal for the Native Hawaiian Trust Fund is to be at least within the first and second quartile, at least above median.

So, the highlighted green box that you see, is the actual performance, as well as the policy index performance. When you look at the bar chart on the last quarter, you see a green square, that's the Native Hawaiian Trust performance, and the yellow square represents the policy index.

So, when you look across the last quarter, one, three, the performance is above median. Looking at five years, the portfolio is actually below median, but the policy index itself is slightly above. A couple of things you can take away with this, especially with the 5 years, is that when you look at the policy index, the goal is to be above median. The policy index itself, is actually hovering around the median level. So, other ways to kind of review the policy mixed, as you mentioned, to take more risk comparing to the other institutions. This is part of the asset allocation work that we've been doing. And again, it's best to measure it within a 10-year timeframe, and it's something that we're looking to add within this table.

The next slide is a snapshot of the asset allocation at the end of the quarter. The chart on the left is linked to the table below, which breaks down the market value, the actual weight, the target weight, the difference, as well as the min and max ranges.

The takeaway here is highlighted with the green circles, the asset allocation is all within policy ranges. Portfolio rebalancing in March actually reduced the cash level and reduced the underweight to the asset classes, such as fixed income and hedge funds.

Endowment Director Lee: Now we cannot easily rebalance into private equity, so private equity remains underweight. It will take time to restart the commitments and build exposure back, so from our current positioning, we manage the underweight new private equities by maintaining an over position in public equities and global real assets - and that's to maintain a similar total portfolio equity risk due to policy. Again, the highlight here would be also that cash balance has been reduced from 14 million down to about 5 million as of April 1st.

Chair Waihe'e recognizes Trustee Akina

Trustee Akina: Thank you. Along those lines that you mentioned in the report, that we may need to consider updating the private equity policy targets - *do you have an example of an update in mind?*

Endowment Director Lee: It's part of the asset allocation work in terms of targeting the return objective and spending and how much liquidity the organization can take. So, part of the study is to examine the spending as well as the liquidity profile of the institution.

NHTF Quarterly Activity Summary				
OHA Management Activities				
Date	Activity	Investment Manager/Strategy	Asset Class	Amount
3/28/2024	Reduce, rebalancing toward policy targets	Northern Trust Money Market	Cash	-\$11,000,000
3/28/2024	Add, rebalancing toward policy targets	S5GA Aggregate Bond	Fixed Income	+\$5,000,000
3/28/2024	Add, rebalancing toward policy targets	PIMCO Tactical Opportunities	Absolute Return	+\$3,000,000
			Total Rebalancing	\$8,000,000
3/28/2024	Withdrawal, Fund Organization Operations	OHA Operations (Spending Policy)	Total for Spending	\$3,000,000
Private Investment Cash Flow Activities				
Date	Activity	Investment Manager/Strategy	Asset Class	Amount
Quarter-to-Date	Capital Calls	2 Managers	Private Markets	-\$490,654
Quarter-to-Date	Cash Distributions	Various Managers	Private Markets	+\$1,819,574
			Net Amount Distributed	+1,328,919

Summary

NHTF Performance Summary:

- Overall, it was a good quarter; expect updated private equity valuations to narrow underperformance to the policy benchmark.
- Updating the private equity policy targets is essential to avoid ongoing benchmark issues.
- The portfolio was rebalanced towards policy targets, which reduced the cash balance. However, PE cash distributions require ongoing reinvestment.

Current Focus:

- Conduct an Asset Allocation study to be incorporated into the policy update work. Schedule a workshop with the RM Committee (June/July).
- Restart Private Equity Commitments. Perform due diligence on potential manager commitments (3 to 6 months).
- Add resources such as private market portfolio monitoring, manager database, and client relationship management (1 to 3 months).

Endowment Director Lee: Okay, the next slide provides an update on administration cash collectives for the quarter. So, as I mentioned, we did rebalance the portfolio, reduced the cash balance so we're able to reduce the cash and add to asset classes that were underweight.

So, for this example, we added fixed income with this State Street aggregate bond, as well as additional contribution to PIMCO Tactical Opportunities which is within the asset return hedge fund allocation.

At the same time, we made a 3 million distribution to fund spend, now the table below highlights, the private investment cash activities. So, this explains how cash is being built up, so quarter to date, capital calls, we had two capital calls for managers representing 490,000. This is the contrast, the cash distributions that we've been getting from various managers equaling 1.8 million.

So net, we got a 1.3 million cash infusion into the portfolio. So typically, if you have an active, how they could portfolio your cash contributions, your distributions will fund your cash capital calls. In this case, we're getting cash flows on a quarterly basis into the portfolio. So, that cash needs to be balanced back to the portfolio.

Endowment Director Lee: Next slide is basically our summary page. I'm highlighting the performance - so overall was a good quarter. We should expect project evaluations to narrow the underperformance to policy benchmarks. But again, I mentioned that we do need to update the private equity policy targets, such that the ongoing benchmark issues would persist if we don't. And again, highlighting the portfolios, we've balanced back to target levels which reduced the cash, but again, the PE cash that comes in requires ongoing reinvestment.

In terms of current focus for Administration, we mentioned the asset allocation work that we're doing, hopefully, we'll schedule a workshop with the RM Committee sometime in June or July. We're also starting private equity commitments, so building up due diligence and potential management commitments. Within a three-to-six-month timeframe, we should have potential managers for the RM Committee to review. In the same time, we're adding resources, tools to help restart that program, so private equity monitoring tools, database, client mission management, all of these are required to perform diligence and monitoring of the portfolio.

Chair Waihe'e recognizes Trustee Akina

Trustee Akina: Thank you and appreciate the presentation, you just mentioned that we're restarting private equity commitments. I don't quite recall why they were paused in the first place. *In your estimation what impact did pausing them have on our portfolio?*

Endowment Director Lee: I think that decision, we were stepping back to review the overall policies, from the Board level, so that forced a pause on commitments. We were bringing people, consulting the Board, updating the policy and so forth. I believe that was one of the reasons.

Endowment Director Lee: *How did it set us back?* I think, just given that in order to have a good private equity portfolio, you need to continue to make commitments; vintage years. So, by not doing that, you risk not maintaining the current private equity level. So, being underinvested in private equity hurts the overall performance. So that's the issue that we have today.

Trustee Akina: So, in your observation, that happened because we were trying to decide what policies to follow, it wasn't a strategic decision with respect to investment.

Endowment Director Lee: That is correct, yes.

Trustee Akina: I'm eager for us to set our policies.

Endowment Director Lee: So, part of the asset allocation we'll discuss the target private equity levels, and then type of pacing that we would need to get back on track, and again it will take time to get back to a level. It does not occur over a year; it will probably take three to four years.

Trustee Akina: Thank you.

Chair Waihe'e recognizes Trustee Souza

Trustee Souza: Ryan, *when was that, when we decided not to recommit?* I always like to put things into perspective, prior to me being here. *So, when was that, and the projected timeline?* As soon as we recommit, potentially making money again, we're stagnant for a while, which is very concerning. We sit here listening to policies and what we should do, but we have an investor, we have our Treasury Director, we could be investing. *So, since then, we haven't invested, right?*

Endowment Director Lee: That is correct.

Trustee Souza: Our private equity, I think we started off, *what were we at 18-19% somewhere around there, down to 10%, somewhere around there, right?* In about 4 years we're back to down to zero again, safe to say, if we don't recommit.

Endowment Director Lee: That is correct.

Trustee Souza: *So, when are we gonna make the move?* I don't like to keep talking about this, we have our guy right here.

Endowment Director Lee: Exactly, so just going forward, I believe within three to six months, we should have... I've done the work in terms of due diligence, managers to present to the Board.

Trustee Souza: Perfect, I'm looking forward to recommitting, I'm a long-term commitment kind of guy, right on.

Pouhana Ferreira: I just want to add on to what Ryan was saying, we just re-engaged when I came on as Ka Pouhana, and had the conversation with Chair on why we weren't proceeding in that manner and which we got the green light to proceed. Mahalo.

Chair Waihe'e recognizes Trustee Galuteria

Trustee Galuteria: Thank you, so just to be clear, what we just heard was a timeline.

Trustee Galuteria: So, I heard three to six months, and then we'd be up on the saddle again. *Is that what I heard, and what do you need for that to happen?*

Endowment Director Lee: Right, so we'll be on track in terms of starting to make commitments. But again, in terms of getting to a target level, that's going to take time. So, in terms of what we need, I talked about the added or needed resources to do that right. So, private equity portfolio monitoring system, software, management database. So, you need resources to get things back on track, to do the work that that's required.

Trustee Galuteria: And that's a direct reflection of what Trustee Souza was asking, because we need to know what you need.

Endowment Director Lee: Correct. Yes, I've been working with the CEO in terms of resources and needs.

Pouhana Ferreira: You're right, and so Ryan has made me aware of his resource needs, and I have approved those.

Chair Waihe'e recognizes Trustee Trask

Trustee Trask: You know, I don't understand when we say the portfolio was rebalanced towards policy targets. *What are you telling me there, Ryan? What happened with the portfolio to rebalance it?*

Endowment Director Lee: Right, so it's rebalancing back to policy targets. So, Trustees have established policy targets for the Native Hawaiian Trust Fund, and as you can imagine, market funds can change so the policy targets could be off track. I mentioned the cash balance building up, so that leads to several asset classes, being overweight or underweight. Rebalancing means, bringing the underweights, overweights back to target levels that the Trustees have approved.

Trustee Trask: *Can you give me an example, Ryan?* I just need to see an example of something we had in the portfolio, changes occurred, and then the staff rebalanced it. I mean, we've been through, we're ongoing with training with Vijoy now, but when I read this portfolio was rebalanced towards policy targets, we're currently assessing and developing policies. We're doing that now with Vijoy, but there's already been a portfolio rebalancing, I don't understand what was done to rebalance the portfolio toward the policy targets, because right now we've been working on a training with regard to policy.

Endowment Director Lee: Right, so you do have an existing policy that's in place, and the portfolio needs to be managed. Even with your ongoing policy discussions with Vijoy on board.

Trustee Trask: Yes.

Endowment Director Lee: So, the rebalancing, if you look at page 7, for example, you have target weights at the policy level, the policy targets have been set. So, rebalancing, for example, that occurred back in March, we reduced the cash levels back into asset classes that were underweight. So, for example, fixed income as well as the hedge funds, these were asset classes that were underweight to target, just to reinvest that cash, to make that cash work for you over the long term.

Chair Waihe'e recognizes Trustee Lindsey

Trustee Lindsey: *Why were we at a standstill, because I know it wasn't the Board that did that?*

Pouhana Ferreira: *Can we have CFO, Ramona Hinck respond?*

Trustee Lindsey: Okay.

CFO Hinck: Aloha, Chair and Trustees. So in 2021, Ryan did multiple workshops to the Board and he introduced concepts about our Investment Policy statements and our asset allocations, and at that point there was a pause, because the Trustees did not want to move forward with these policy changes that were occurring, and the asset allocations. Subsequent to that, we went out with an RFP for a CIO; Ryan and three other people applied for the position, and Ryan was chosen from the evaluation committee. However, at that point Trustees took a step back and said we'd like to get our own investment consultant in, so as a result of that, Ryan's position was reevaluated as a Treasury Director instead, and he was there to execute the investment consultant that the trustees hired. That investment consultant was hired, it took at least six months for that person to come aboard, and that's Vijoy along with Consequent. However, his role, from what I gather, is not the day-to-day management of the Native Hawaiian Trust Fund.

Trustee Lindsey: That's correct.

CFO Hinck: So, at that point Stacy spoke with Chair, and Ryan was placed into the Endowment Director position, so that he would manage the day-to-day investment decisions, or bring the investment decisions to the Board. So, since January fifth or sixth, Ryan has assumed that position, as Endowment Director, and so his first step is to re-look at the asset allocation and to start managing the Native Hawaiian Trust Fund on a day-to-day basis. Thank you.

Chair Waihe'e: Thanks.

Trustee Lindsey: That's interesting. I recall most of what you just said, but I think that some aspects were not asked of the Board, like we didn't know that Ryan was going to be moved, and then there would be kind of nobody there to continue the movement of investments.

You know, suddenly, we saw a new position, which was Ryan's new position. So, when Vijoy came in, I asked, Vijoy, *what do we need?* We don't need a whole lot of positions, and we don't need... I recall Sylvia telling me that a CIO would get paid around \$300,000.

Also in my talking with different portfolio people, they told me that since our portfolio is not 1 billion dollars, we don't need a \$300,000 person, and I shared this with Sylvia, so I don't know if she thought that we're going not to need Ryan, so she created a position for him. We value Ryan's experience and intelligence, it's just what we wanted him to do, and this is why we have an advisor like Vijoy to tell us if we match up with Ryan's qualifications and what he was doing and is doing. *Is that good for OHA?*

Vijoy seems to think it is, he likes Ryan as well. But he has some suggestions on what we should do and what we shouldn't do, and that's why he reports to the Board.

So, I don't think saying that we didn't do anything for a period of time is a fair statement, because there was some confusion between the Board and our CEO at the time as to what Ryan was doing.

We weren't getting timely reports to the Board, that's why we didn't know. If we were getting timely reports, we would know what Ryan was doing. We know he's a smart guy, *but what is he doing?* This is why Ryan is reporting today, actually, because I shared these things with Vijoy. I said, we didn't know some of the things what Ryan was doing, and therefore you're telling me he was stagnant for a few months, and to me that hurt our portfolio.

Chair Waihe'e recognizes CFO Hinck

CFO Hinck: Chair Lindsey. I don't know what the miscommunication was, but I'm glad that Ryan is now in the position as Endowment Director for OHA. And just for the record, I'd just like to explain or list his qualifications. He has two decades of experience as a finance and investment professional; during his tenure at Kamehameha Schools, which was right before he joined OHA in 2021. It spanned 16 years with Kamehameha Schools, and he played a pivotal role in shaping the institutional investment program.

His expertise encompassed a wide range of responsibilities, including investment policy design, strategic asset allocation modeling, global multi asset class investing, and conducting due diligence on institution investment managers for the organization's 12 billion global diversified portfolio.

CFO Hinck: He holds a Bachelor's degree in Finance and a Master's in Business Administration from the University of Hawai'i at Mānoa. Additionally, Ryan previously held licenses as a registered investment advisor and a certified financial planner. He currently serves as the Investment Committee Chair for both Chaminade University and the Y.M.C.A. of Honolulu endowments.

Trustee Lindsey: I don't think any of us question Ryan's capabilities, we're very aware. It's just what process we went through over the last year, that didn't make sense, you know the hold up, of moving forward. We didn't know that he was not doing anything, and I know it's not his choice. I believe he was told that by our CEO that *oh, there's questions about policies or whatever*, and therefore he was switched to another position. So, when he was switched to that other position we wondered if anybody was looking at our portfolio at that point.

Chair Waihe'e: This conversation is only getting marginally related to the agenda item, Ramona, you may reply, but just want to make you aware.

CFO Hinck: Okay, so I don't agree that it was the prior CEO's fault, that Ryan was put on hold. I don't know what happened, but I don't think, in my opinion that Sylvia Hussey, as the prior CEO of OHA was responsible for Ryan not being the Endowment Director then. Sylvia was part of the RFP, and the Evaluation Committee that evaluated three other people during the process, along with the COO, Casey Brown, including myself. Thank you.

Chair Waihe'e recognizes Trustee Trask

Trustee Trask: You know, I wanted to go back a little bit, because this has actually come up earlier, and I had a couple of meetings with Casey about it. We were talking about the endowment fund, and I told him that there were no records that I could find of a previously established endowment fund. I know they have one at KS, which is where a lot of our team comes from, but I could not find any vote or discussion of the Board under RM that approved something that was to be titled as an endowment fund, that's one question that I had.

When I had talked with Casey, at the time that Ryan was being moved, he had told me that not only for the portfolio, but especially for property, that he had his own independent consultant that was hired by OHA, only to work with him and the staff. The investment consultant, I told him, *who is it?*

I mean we're in training, who is the investment consultant that only consults with the Board, and the Chair and excludes the Trustees, and I'm looking at my notes from Casey, and Casey told me that the investment consultant is the Peninsula Real Estate Group.

Trustee Lindsey: No.

Trustee Trask: And then when I looked them up, it's Sam Chung. So, I really don't understand the reporting we're getting from the office. I'm not trying to blame you for anything, Ryan, because I know what happened, but I don't know why we're characterizing portfolio assets as an endowment, and that I had raised with Vijoy, and I don't know why I did not know that OHA had an independent asset consultant that only worked with Casey, the Chair, and Sylvia, and I still don't understand that to this day.

Chair Waihe'e recognizes Trustee Souza

Trustee Souza: Mahalo, Chair. I really value this time with each and every one of you. I look forward to these RM meetings, BAE meetings, and BOT meetings. I think the point of these meetings are to get stuff done, not to go back and forth, blame game, who was involved from the beginning, who stopped the investments.

At the end of the day, I'm here to get one job done, to support our beneficiaries and to do the most for beneficiaries.

The more we invest, the more we make, the more we can do, and we can spread it out.

My question is; I don't like to waste money, *right*?

Just to put into perspective, today I made \$3,000, OHA lost a million, sorry we just didn't make a million.

So now I ask the question, why are we paying Ryan Lee, then we're paying Vijoy, to do the same job, essentially. Not the same job title, job duties, job description, all may differ, essentially the same thing. I don't like wasting money.

I don't think our Board likes wasting money because we have one audience to answer to, that's our beneficiaries. I don't appreciate sitting around this table having conversations of who did this, who should have done this, because while we have that conversation, we're losing money. No, sorry I take that back, I correct myself again, we're just not making any money, that's a concern.

So, I think this conversation should be, who are we paying, and if we're paying Ryan Lee, let's let Ryan Lee do his job. I don't need a consultant to tell me that Ryan Lee is doing his job, because I think Ryan Lee has shown what he's done.

Ramona, thank you for that, but I don't think you even need to talk about what Ryan Lee has done, Kamehameha knows what Ryan Lee has done, OHA doesn't know, because we didn't let Ryan Lee do his job.

So, I'm asking my colleagues to let Ryan Lee do his job from here on out. I don't want to have this conversation, I don't want to learn any more terms, any more investment terms. I know my own investments on what I'm doing, when you're talking about 500 plus million dollars, I think that's kind of a cue to Ryan Lee. So, let's let him bring it up to a bill (billion), he knows that, he knows what I want.

Vijoy knows what I want, *right*? We made it very clear when he had our meetings on the side. I think all Trustees understand that the more we make, the more we can do for our beneficiaries. And also to our beneficiaries watching today, I think they need to understand who has your best interest in mind, we're not over here being selfish, it's not my money, it's your money. I'm a beneficiary as well when I walk out this door, but it's your money, we need to figure out how to get it to you, so let's invest. Let's do it. Thank you, Chair. Mahalo.

Chair Waihe'e asks if there are any further questions or discussion regarding the NHTF Investment Portfolio Review for the Quarter Ending March 31, 2024.

There are no further questions or discussion

Chair Waihe'e: Thank you, Ryan.

IV. NEW BUSINESS

- B. Consequent Capital Management – Independent Board Investment Advisor
1. Introduction and Continuing Trustee Education

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.

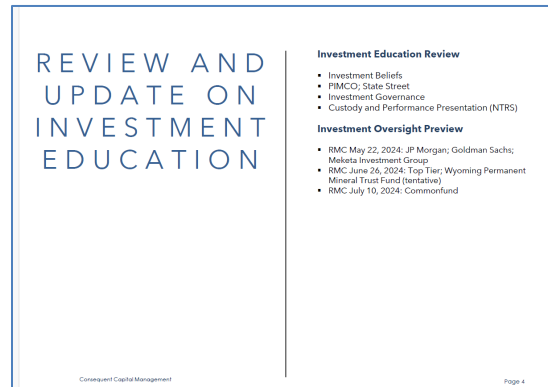
Chair Waihe'e turns it over to Independent Board Investment Advisor Chattergy

Independent Board Investment Advisor Chattergy: Aloha mai kakou. Thank you Chair and Trustees for having us back here to present to the Board, also to our CEO and staff and beneficiaries who may be watching. We are Consequent Capital Management, my name is Vijoy Chattergy, and we are the Board Consultant to OHA. Happy Lei Day to everybody, sorry I don't have my lei, but it's always a festive day as many of you know, and a lot of the different schools putting on assemblies for it. What I'd like to do is what we do at all of our RMC meetings, which is to take you through the presentation that was distributed ahead of time.



Independent Board Investment Advisor Chattergy: If you look on page two, our meeting agenda today; we have our background information, we'll give you an update on the activities that we've undertaken since the last meeting. We'll also talk a little bit about investment governance, and you'll find there's an attached document which is proposed policy for governance going forward in your investment policy statement, and we'll talk a little more about that in a second.

Independent Board Investment Advisor Chattergy: Then we are also going to hear from Northern Trust this afternoon. We've already heard from staff regarding the performance, and I think that's a very good thing that they do - is to regularly come in front of the Trustees and answer questions for you, and also to report to the public about the performance of the Native Hawaiian Trust Fund. I think Ryan did a great job of making that presentation today and look forward to him, continuing to do that. As I mentioned Northern Trust, who is both your custody service provider as well as your performance reporting manager, will give a presentation, and they are, by the way, responsible for the material in your quarterly presentation, so we can talk a little bit more about that.



Independent Board Investment Advisor Chattergy: If we turn to page four of the presentation, what I will do is review a little bit about what we've done. So, last time we talked about investment beliefs, and so that is an open item. We had 8 beliefs that we put forward for the Board and looked for feedback and continue to update that or revise that until we can get that into a policy statement.

That was in last time's document, if there's interest in looking at the beliefs right now. I want to tread carefully, but point out that in the news today, there's a lot going on right now, as you are all aware. At university campuses, and part of that discussion has to do with the way those universities invest, and I just want to make connection here with investment beliefs, but as investment boards with universities and other entities are pressured to change the way they invest or consider how they invest. Something like investment belief statements, knowing why you're in the capital markets, why you invest and how you're investing - can provide a lot of structure to how you respond to those sorts of activities.

OHA is clearly not a university endowment, and doesn't face those sorts of pressures, but over time, as a public entity, you certainly are accountable to your stakeholders, to your beneficiaries, and being able to explain in clear terms what you believe and why you're investing is why investment beliefs can be particularly important.

So, we'll come back to investment beliefs in the future at some point when we are going to ask for adoption or new policy discussion. But there's a lot of time for us, whether in these meetings or inside meetings, to have these conversations.

Chair Waihe'e recognizes Trustee Galuteria

Trustee Galuteria: Vijoy, I don't know how you can make a possible connection between our investment portfolio and the chaos going on in the universities, so please stay away from that. Let's just get back to the agenda.

Independent Board Investment Advisor Chattergy: Sure, Trustee. Let me work through the bullet points here, and to be certain I wasn't trying to make a connection between your portfolio and what's going on in the universities. I was trying to explain the role of investment beliefs which are universal with institutional investors. I hear your concern.

Last time we heard from both PIMCO and State Street as you recall, so it's important to understand those are two of your investment managers and why they play their role in the portfolio. State Street is one that does a lot of index or passive type investments, and that's what you sort of expect from them. PIMCO, as we heard in the previous comments from Ryan, they manage a more strategic or tactical type portfolio, and sort of very different roles in the portfolio, so kind of understanding where that fits.

IV. NEW BUSINESS

- B. Consequent Capital Management – Independent Board Investment Advisor
 - 2. Preliminary DRAFT Language for Board Governance Policy of the Native Hawaiian Trust Fund (NHTF)

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.

Chair Waihe'e turns it over to Independent Board Investment Advisor Chattergy

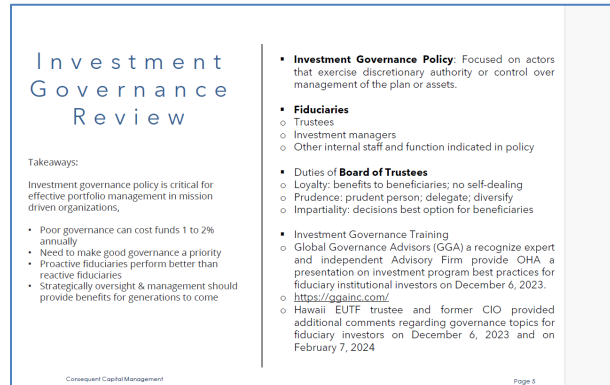
Independent Board Investment Advisor Chattergy: Today, we were starting to talk about previously, is the idea of where investment governance, governance of the Board in the Portfolio should be. So, we do have as an attachment some suggested policy language, as has been referred to me, though, regarding things like that policy language and all the policies, even though we're bringing it to you every meeting.

We'll ask for an Action Item or adoption of that policy in the future. So, I guess it's a kind of we'll do it all at once, what I'd call an everything, everywhere, all at once type approach, which is suitable, rather than going back and constantly changing it.

Finally, we're going to talk about, custody and performance, as I mentioned, Northern Trust is here to make that presentation.

Upcoming, I'll just note, it's not in the material that was passed out, but there is the Milken Institute, that Ryan will be attending on behalf of OHA coming up in early May. I will also be at that particular conference, and find it to be very educational and useful, in terms of discovering investment ideas and having conversations with other institutional and high-quality investors.

Independent Board Investment Advisor Chattergy: The next RMC meeting on May 22nd, you have a full slate of Action Items, but also in terms of presentations, you're going to hear from JP Morgan, Goldman Sachs, and then Meketa, which acts as an investment consultant. So, as we've brought in different types of institution investors, we think it would be appropriate to also hear from a group like Meketa that provides institutional consulting services to entities like yourselves; institutional asset owners. So that'll be a full slate, and then you can kind of see we have a couple other meetings that are in June and July.



Independent Board Investment Advisor Chattergy: On page 5, this is the Investment Governance page, note that on the right-hand side, the importance of investment governance policy is to express the role of actors that have discretionary authority over the management of your assets, and primarily those fiduciaries, of course, are yourselves, the trustees.

Ultimately you have the fiduciary responsibility to oversee those assets, and while the policy and in fact, it's your ability to delegate certain activities around the management of the portfolio, ultimately you can't delegate away your fiduciary responsibility and that's written into the policy as well. But in addition to the trustees, when investment managers, your service providers, staff, and others function according to your policy in managing the portfolio, they often act as fiduciaries, and that's what you would expect from any of your investment managers. There are other service providers who are not necessarily in a fiduciary role, if you get sort of legal advice and other, they can be hired without necessarily having a fiduciary role, but ultimately, again, that lies on the trustees.

Independent Board Investment Advisor Chattergy: So, in terms of the governance, we did have at one of our very first presentations a group come in and talk about governance of fiduciary portfolios, and we talked about the duty of those fiduciaries, particularly the Board of Trustees, and the need for loyalty, prudence, and impartiality in conducting your oversight. And then, in terms of the training that we've done, you had Global Governance Advisors come in in early December, and their website is available there. You also heard from several other investors who have fiduciary responsibilities over other portfolios. So, you heard from an EUTF Trustee, you also heard from a former CIO of the EUTF, and how they have conducted themselves and gained the experience and oversight of that particular portfolio.

In terms of the importance of investment governance, I think, on the left-hand side of Slide 5, the governance is critical for a number of reasons. One very important one is that poor governance has been studied and suggested it can cost the portfolio up to one to two percent returns over time, and that's a significant loss in terms of what poor governance leads to.

Independent Board Investment Advisor Chattergy: They also talk about the need that governance is an active management of your portfolio in that, carrying out the policies and making sure they're executed the way that you will structure your policy is a very active and important role you as trustees.

Then, in terms of the future benefits, obviously strategic oversight and management is again what Trustee Souza's brought everybody's attention to, is the importance of providing these assets and resources for your beneficiaries, not only the present generation, but for future generations, so there's that kind of generational equity that you also have to be thinking of down the road.

Chair Waihe'e recognizes Trustee Trask

Trustee Trask: I just wanted to ask a question of you Vijoy, where we're here now in our training today you have already come forward with the recommendations which I very much appreciate. The first recommendation is that, because the fiduciary obligation over assets, both real estate and portfolio, is a fiduciary obligation of the Board, it is non-delegable, we cannot delegate it to anyone else. But when I take a look at our training in terms of the policy that we're getting from you, I do not see that it is in place now with the independent consultants that we have, possibly Ryan, because he's been here with us. But Peninsula, that's not what's happening with them, Peregrine Realty, that is not what is happening. These things have not been approved by the Board and I'm very concerned about it.

Just a few minutes ago when we were talking with Ryan because he's wearing different hats, and I think that's a common problem that we have. But now that we're working with you Vijoy, it's very clear that your first recommendation is to bring the oversight and decision-making of the assets back to the purview of the Board of Trustees.

When I went and did a deep dive, I found that all of these decisions are under the Admin., but all the liability is with the Board, and I'm telling you this because I need some help to put together that policy which I would like to get to the Board right now. We have to return oversight of the trust assets to the Board, we have a fiduciary obligation there, we took an oath, and it's non-delegable.

So, you can hire Sam, Ryan, Peregrine, and all of them, but we still have the obligation. So, I'd like to get that on the agenda. It came out weeks ago, that the authority and oversight of our people's assets is to the Board, so let's get that on the agenda of the BOT, so that we can make that change right now. We have months more of training to go with Vijoy, and I think we're going to need his services even beyond that. But, given the fact that we got this recommendation, and we look at what we just discussed, we need oversight of the assets of our people to be transferred back to the Board, and the truth is, when you hear that term, it's non-delegable.

Trustee Trask: What Vijoy is telling us is that we could not have delegated it, we're still fiduciarily responsible. So, let's make the changes. And if you go back, it came out in the advisory from Vijoy in March that we return the oversight of all assets to the Board. I'd like to see that put on the next agenda of the Board, and we have both our RM and BAE Chairs here. So, I don't see a reason to drag it on for another several months, bring it back to the Board and let's make the policy adjustments that all decisions relating to these investments by capital or real estate are to the call of the Board.

Independent Board Investment Advisor Chattergy: Thank you, Trustee. Let me just clarify, in terms of the policy, the governance document that's in front of you, that that's written specifically for the Native Hawaiian Trust Fund. The conversation, I think, of the real estate assets up to this point has always sort of been outside of my purview. I don't necessarily have a strong feeling, one way or the other, in terms of how you should manage that. Sometimes it does make sense to have all the assets oversight in one place, but that's again really a decision that's up to this Board.

Trustee Trask: I understand what you're saying, and I understand that your training is not for the entire portfolio, more in terms of portfolio management than real estate. But I am also advised by the State Attorney General's office, the State Attorney general colleagues, and that is that we're to have a framework policy that meets our trust obligation and our obligation for accountability of assets, they are to be under the same policy, and that's why I'm looking at the advisory that we got from Vijoy. We're not in a position to say, okay, portfolio, we'll bring it to the Board, but when it comes to real estate, we'll leave it with Sam, Peninsula and Peregrine. We cannot do that, and I want this to be on the next agenda. At the present time, the property and asset management are under Admin., impossible, bring it back to the Board at the next meeting, and Vijoy's advisory came out, I think it was March fifth, it's the end of April. Come on.

Chair Waihe'e recognizes Independent Board Investment Advisor Chattergy
to continue with his presentation

Independent Board Investment Advisor Chattergy: Okay. Thank you, Trustee Trask. If I could just finish up my portion, and then we can move to the Northern Trust presentation. But you have a draft policy document in terms of governance, a lot of it is roles and responsibilities. So given this conversation, but also just the fact that that's a big part of this document. If the trustees have the time to look at that in more detail, because again, we'll come back with a complete recommended policy, that you can adopt, probably in June, or something like that. We're going to look at things like the portfolio structure, we're going to look at some things I've discussed with Ryan, he's interested in looking at how to go about putting groups on watch and we do need policy to govern that, and be accountable to the Trustees of how managers are subscribed to or terminated over time.

So that's something that we'll also be bringing in front of you, additional policy documents like this one, and then we'll have a complete document that hopefully you can revise. But hopefully, at that point we have all the input and the revisions from staff and from the Trustees, so that it, in fact can be adopted, and I guess the present discussion, if that becomes part of that. Again, I look to the Trustees for guidance there in terms of how you want to proceed. But right now, it's sort of focused in on roles and responsibilities, particularly in oversight of the Native Hawaiian Trust fund as it is structured today.

IV. NEW BUSINESS

B. Consequent Capital Management - Independent Board Investment Advisor

3. Presentation: Northern Trust (Custodian) – Ali Guttillo,
Patricia Somerville-Koulouris,
and Brett Manor

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.

Chair Waihe'e turns it over to Independent Board Investment Advisor Chattergy

Independent Board Investment Advisor Chattergy: Okay, thank you, Chair. At this point I'd like to invite Northern Trust, who is one of your service providers. They're not an Investment Manager, but again, what they do is they oversee your custody of your assets and the different tasks involved with that, and then they also produce your performance reports, so what Ryan was presenting. They also do monthly performance reports as well that go to staff and I'd like to invite them up to come and talk about their role with the Native Hawaiian Trust Fund and for OHA.

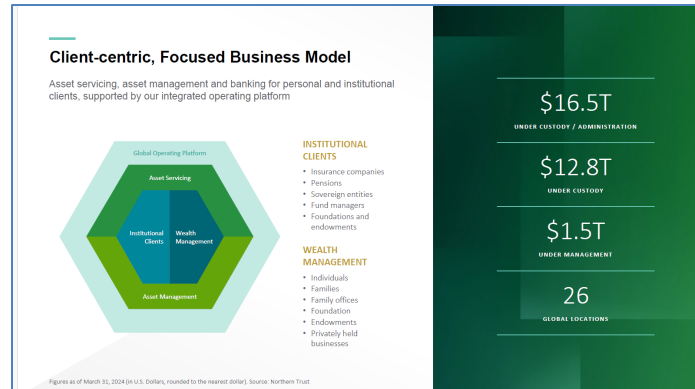
Ali Guttillo, Northern Trust: Aloha, Trustees. Thank you so much for having us here today. As mentioned, we're from Northern Trust, my name is Ali Guttillo, and I am the Relationship Manager on the custody side for OHA and Staff, and I'll let my team introduce themselves.

Patty Koulouris, Northern Trust: Hi, Aloha, my name is Patty Koulouris, I am a Division Manager at the Northern Trust, so Ali's direct boss, but I run half of our public fund business within the organization.

Brett Manor, Northern Trust: Aloha, everyone! My name is Brett, and I am the Northern Trust Performance Reporting Consultant for OHA. So, I help provide Ryan with monthly and quarterly performance reporting and interpretation of the data and making sure that all of the performance reports and performance information is accurate and timely.

Ali Guttillo, Northern Trust: So, our goal here today is to give you a high-level overview of who Northern Trust is, what we do as your custodian, specifically in services to OHA, as well as talk about performance. So, I'm going to hand it over to Patty to talk about Northern Trust, and please feel free if you have any questions to interrupt us.

Patty Koulouris, Northern Trust: First and foremost, thank you for having us here today. We're thrilled to be here and thank you for the business, we've worked with you since 2022, so it's been a short time, but it's been a great relationship for us. So, thank you very much for the business.



Patty Koulouris, Northern Trust: I'm going to talk a little bit about Northern Trust, starting on page 3. So, just from an introduction perspective, Northern Trust is a Chicago-based financial services firm. We have been in business since 1889, we were founded as a Trust company in Chicago, and that fiduciary responsibility of a Trust company and a Trust corporation really goes through to our culture all the way through, till today.

We're based in Chicago, so Ali and I are both based in Chicago, so thank you for having us here today on the beautiful islands, and Brett is located in Tucson, our Arizona office. We do that sometimes, just because of time differences, so that he's closer to Ryan, and when Ryan's available, he could be available more often.

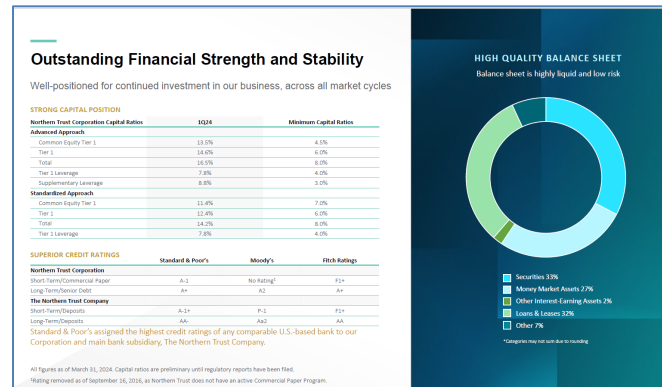
As a financial services institution, we are a little bit different, we are not what I would call a retail bank, so we're not like a JP Morgan, where we have retail branches in the cities and states. We really only do two things which is asset servicing, which is custody, which we're going to talk about today, and then we do investment.

As you can see, we've got about 13 trillion of assets in our custody, about 1.5 trillion under management, so certainly a market leader. I'm gonna focus today on the custody business, because we don't currently do investment management for you. When you think about the custody business, there are really four big players within the US; Northern, State Street, JP Morgan, and then BNY Mellon Bank. And when we think about our competition in that, we like to say we're the smallest of the big. If you look at our assets under custody, we're a little bit less than some of the other providers, but we're the biggest of the small, meaning that size difference allows us to really focus on our customers and focus on the service aspect of the business.

What I thought I'd do is spend 2 minutes to talk about what a custodian is, and what we do. So important to know first, which Vijoy already mentioned, we have no investment discretion over the portfolio, we don't invest any of your assets. What we do is two things, as you make decisions from an investment perspective, we work with the staff to execute them for you, to move the money. If you're investment managers buy securities, we settle those investments for them until we execute the plan that the program manages, and then, just as important, or a lot of times, more importantly, we're your book of record.

So, we're your official book of record of the portfolio, we're independently valuing your securities and the assets in the portfolio and creating a monthly report that we send to the plan that details out the market value and all the transactions that happen in a portfolio.

Patty Koulouris, Northern Trust: One of the things that I think is important about a custodian, for us to do that, is that our financial strength is an important part of that. So, I'm just going to spend a couple minutes on the next page.



Patty Koulouris, Northern Trust: There was a lot of press last year about a couple of banks that had failed, so I think it's also important to just talk about our financial strength for you. One of the things that really changed after the financial crisis is our reporting requirements for the Federal Reserve. We are regulated by the Federal reserve, and they change their capital requirements, so you could see in the top left part of this page, we are more than well capitalized by what the fed requires.

On the bottom part, it talks about our credit ratings. We are one of the highest credit-rated or financial services organizations. That is important, because Moody's, as some of you might know, Moody's came in last year and redid all the banking ratings, and we were very, very happy to keep our rating. They didn't downgrade us, they didn't change us at all, so we're very proud of that.

And then, last, but not least, on the right there is our balance sheet. We very conservatively manage our balance sheet, that's important. The reason I bring all this stuff up from a custodial perspective, why we think it's important and why it's relevant to you, is really through three reasons.

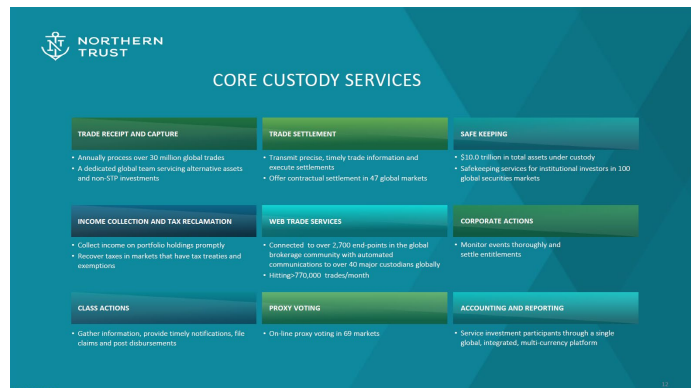
First off, we have to protect our assets, so we have to have the financial strength to do that.

The second thing is that this is a technology business, when you talk about custody and Ali will talk about that, we need to have the capital make sure we're continuing to invest, so we can continue to bring products and services to you. And really, our job is through that, to make your staff's job easier.

Lastly, that does provide us the ability to be a good counterpart for you, if you ever needed us to help you with brokerage or foreign exchange, or anything like that, it allows that as well.

So that's just a very high level of what we do as a Custodian. Ali will certainly go into more detail about what we do for you specifically, and our history as Northern Trust. I can answer any questions before that.

No questions at this time.



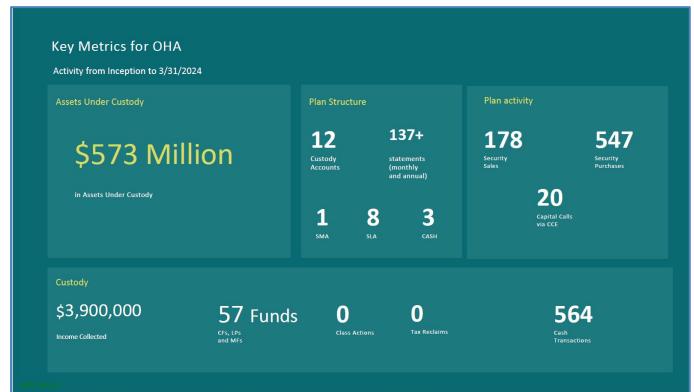
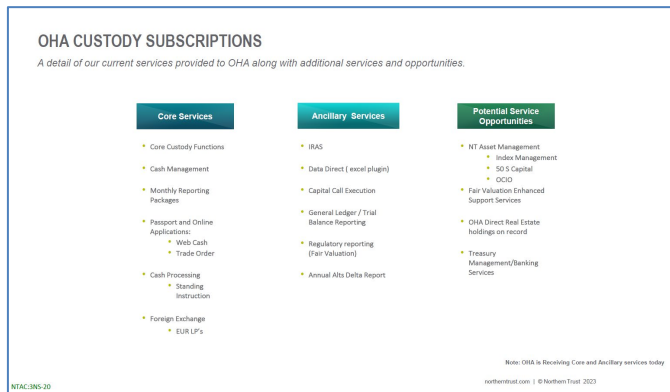
Ali Guttillo, Northern Trust: Thank you, I'm going to skip to slide 12, and this page is just our core custody services which Patty kind of hit on. But this is my role as the Relationship Manager for OHA, I am your main point of contact, and it's really my job to ensure that I'm bringing the right servicing team and our operational team to meet the daily needs of OHA's staff. And what that really means from our core custody services perspective is making sure that your trade receipts, that we're capturing them, the trade settlement is occurring, that we're safekeeping your assets, as well as the final output of accurate and timely accounting and reporting.



Ali Guttillo, Northern Trust: On the next slide is really what we call our complete solutions continuum, what I went ahead and did was highlighted in white are the services that we're currently providing for OHA. As you can see, out of the ones that are highlighted, majority of them are part of our core custody services, as from the asset management perspective, we're doing cash management, and that is very standard for all of our custody clients, so any cash that is held will be in one of our Northern Trust funds to gain interest on, as it's held.

From an asset servicing perspective, we've mentioned safekeeping of your assets, but we also do what is a large portfolio of yours, is your alternative asset servicing. So, what that means is that we become an interested party to your funds, your investment managers, and they send us any capital call notices, they'll send us valuation statements, and that's how we're getting our data to upload as book of record for your funds. And part of that as well, is what we call our capital call execution service, that you guys are a part of, and that just means that we're getting your capital calls and entering them into our systems and giving them to the fund managers.

Ali Guttillo, Northern Trust: A couple other things we'll talk about later is the performance analytics, and then we do regulatory reporting, so we'll work with your auditor on every annual year end. Give them all from a GASB requirement standpoint, and then any other details that they need, as well as work with them, and any questions that they might have as they go through their audit, wo we're there for support for that.



Ali Guttillo, Northern Trust: The next page highlights a lot of the custody services that we're doing for OHA today, as mentioned previously, but we give a monthly reporting package that's delivered automatically on the thirteenth business day. And then we have our passport and online applications, which is our technology piece of the custody service, and that allows our clients to utilize our technology to pull data, run dashboards and get the data that they need in order to do their daily needs, as well as being able to move cash around to certain portfolios or things like that, and that's very secure. And what we mean by that is, we have requirements in place that the same person who's entering any type of money movement, cannot be the person who's approving that money movement. So, there are steps in place that there has to be a separation of duties there.

From a cash processing standpoint, we do have a standing instruction in place which just allows cash to move between a portfolio once a distribution comes in, it'll go directly to that cash account, so that it can be invested as needed. There are ancillary services that are being provided to OHA currently, IRAS, is what we call our Investment Risk and Analytic Services that Brett's going to talk about, but we also have data direct which we think is a great tool that shows our technology. It allows clients to not have to log into Northern's system but allow them to have a secure Northern Trust plugin on their excel, which will download the data directly into an Excel format. Then we've also worked with Ramona and team on providing a trial balance reporting that allows them to get journal entries to do their general reporting on a monthly basis.

This past audit that we had, we created an annual Alts, we call it a Delta, and it's really just giving the idea of what assets looks like as of close on 6/30 versus. When we actually got the 6/30 statements in for evaluations. And then there's just a couple of potential service opportunities that I highlighted, that clients like yourselves do with Northern Trust, and that's really index management from an asset management perspective, and then we've been in talks with Ryan and team of bringing the real estate assets on record at Northern Trust.

Ali Guttillo, Northern Trust: The next page is key metrics for OHA, so I just wanted to give a highlight of what has occurred in the portfolio since we became custodian. So back in 2021, Ryan and team did a due diligence on a search for a custodial provider, and we were in talks, since then. The RFP was issued and we worked, as mentioned, there was about four main competitors in the industry, but we did a finals presentation in late 2021 with the CEO, COO, Ramona, and Ryan, and then we spent about, I'd say, 10 to 12 weeks, really getting to know the staff once we were selected, and the portfolio, and working with State Street to bring the assets on record at Northern.

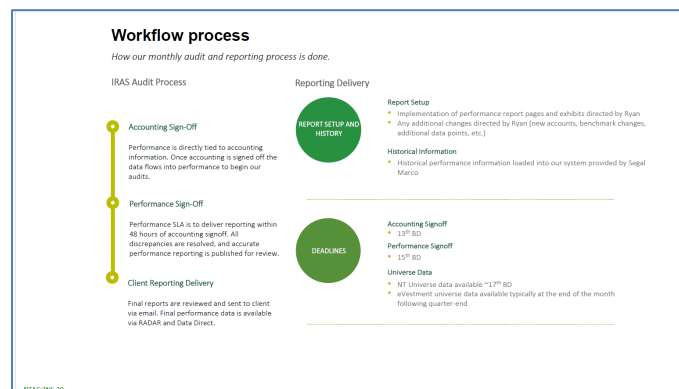
Ali Guttillo, Northern Trust: Those assets were brought in July of 2022 from there we have about 573 million right now, as of 3/31 on record, a plan structure of about 12 custody accounts. With that capital call execution service I talked about, we've done about 20 capital calls for the plan, and those include from Commonfund, PIMCO and Pantheon, just to name a few. As well as your separately managed account, JP Morgan had about 500 security purchases and sales. So, this just gives you kind of a high overview of what the portfolio looks like at Northern Trust.

I'm going to turn it over to Brett, but before I do, *do you have any questions?* I'm sorry, from a custody perspective, the services that we're providing from Northern, or my role in particular.

No questions were posed.

Ali Guttillo, Northern Trust: Great. Thank you so much.

Brett Manor, Northern Trust: Thank you, Ali. So, as I mentioned before, I am the Northern Trust performance reporting consultant for OHA. The department I represent is Investment Risk and Analytical Services, IRAS, for short, which is just kind of a lengthy way of saying performance reporting. We do have a few other services that fall under our umbrella, which are some risk monitoring services, compliance, monitoring, and some private equity solutions. But the vast majority of our business is performance reporting, most of our custody, if not all custody clients subscribe to performance reporting, since they're pretty directly tied together.



Brett Manor, Northern Trust: So, we'll skip to slide 18, this page will kind of detail our workflow and monthly procedures and whatnot. So, the current OHA accounting sign off is on thirteenth business day, and the performance reporting service level agreement is 48 hours within accounting sign off to allow us time to audit and build the reports, review the reports before we send to Ryan. So, we are doing that on a monthly as well as a quarterly basis.

Brett Manor, Northern Trust: As far as the reporting setup itself goes, Ryan and I are in constant communication on what needs to be on the performance reports what's important to present to OHA, make sure that Ryan can interpret the data as he understands it, and all the calculations are correct and accurate.

So, as you know, with State Street as the previous custodian, you were using Segal Marco as your performance reporting consultant. So now that we have taken over the custody business, we are doing performance reporting in house, and with that we took all of the performance information provided by Segal Marco, and loaded it into our system, and built our performance reports off of what Ryan had directed and seemed important for OHA, all of the metrics and information and pages there.

Brett Manor, Northern Trust: All of the information is directed by Ryan in case there's new accounts or changes to the policy or benchmarks, or anything along those lines. Another thing that I want wanted to mention, as far as timing goes, we sign off on fifteenth business day typically. but we also use Northern Trust Peer Universe information in the reports that Ryan had showed previously, and we also have third party Universe information from investment which is typically available towards the end of the month. So, it's my job to communicate with Ryan and get him the most accurate information as soon as he can, even if we're still waiting on sign off on some of that universe information, just getting things to him throughout the month when he needs it.

OHA PERFORMANCE SUBSCRIPTIONS <small>A detail of our current services provided to OHA along with additional IRAS services and opportunities.</small>		
Current Services	Additional Premium Services	Potential Service Opportunities
<ul style="list-style-type: none"> Monthly and Quarterly performance packages Performance and allocation at the asset, manager, asset class, and plan level with benchmark comparison NTAM Market Commentary Plan level attribution Ex-post risk statistics Access to RADAR reporting along with daily ROR detail Data Direct for excel reporting and research 	<ul style="list-style-type: none"> Manager ROR comparison service Board level reporting including investment commentary Manager and Asset class attribution at the regional and sector level Compliance Servicing Private Monitor Reporting Risk Services ESG reporting ADP's and other service delivery methods 	<ul style="list-style-type: none"> Time Matched/Non-lagged performance reporting Unfunded Commitment tracking (PE Reporting) Additional RADAR and Data Direct training with Ryan Preliminary and final performance packages on quarter-ends OHA Direct Real Estate Holdings
<small>NOTE: Current services - OHA receiving today Additional Premium Services - Services Northern can provide Potential Services - Services we think will be beneficial to OHA</small>		

Brett Manor, Northern Trust: The next slide is similar to the slides Ali showed earlier. The first column is the current services under OHA's performance reporting subscription. The middle column is additional services that IRAS does offer, and the last column is potential service opportunities for OHA that we have been in discussions with Ryan about.

So, under your current services as a performance client you get kind of the core performance information, so rates of returns, benchmarking, allocation on a monthly and quarterly basis, as well as the marking commentary that Ryan had shared earlier, which is written by our Northern Trust asset management team. Along with that, other things, along the performance lines such as plan level attribution and risk statistics, and access to our online tool radar, which is a tool that Ryan can use to go in and view performance information for either research or analytical or building reports, however, he sees fit. As well as data direct, which Ali had mentioned earlier, which can be used for accounting or performance reporting to pull information into Excel, to build reports or do ad hoc research.

Brett Manor, Northern Trust: For additional premium services that IRAS does offer, the first one I wanted to mention is, we do have a Manager ROR comparison service, so we would if you had SMA's or investment managers who were providing their own performance reports, that have their own rates of returns on them, we would provide an analysis of, if there is a difference, why is there a difference, and our commentary on that. Typically, it would be attributed to differences in pricing or methodology, since we are the custodian and book of record, we are using our own pricing and timing of transactions, compared to what a manager might be doing something differently. So, it'd just be additional color on why there would be any differences.

Another service that we offer is board meeting or board level reporting. So, if you didn't have someone like Ryan to do your board level performance reporting we could have somebody come in and present the performance data. A couple other sides of IRAS, I've already mentioned is our compliance, private monitor risk, and we also have a newer ESG reporting capabilities as well. And we also have some clients who do their own performance reporting in-house, so one of our services would be just sending our bulk data via either APIS or some other sort of source, so that clients can do their own performance reporting on their end if they were to choose to do so.

Brett Manor, Northern Trust: Then the last column here for potential service opportunities. These are things I've discussed with Ryan, the first one on here is this idea of time matched or non-lagged performance reporting. So, Ryan had kind of mentioned this earlier about how the rates of returns for the private assets are currently lagged on the performance report, so maybe they haven't caught up to this period, and that could attribute to either underperforming or overperforming in certain situations depending on the timing of when the statements come in. So, typically in performance, we are doing non-lag performance reporting as soon as the statement comes in, whatever period that's when it's updated in accounting as well as performance.

We have the second option of, we could build out kind of a second version of your performance tree, which is true to the period that the statements came in. So, the only caveat with that is, we would have to wait for all the statements to come in, and you would be looking historically at last quarter's performance of how it actually looked in that period, instead of always looking at it from an unlagged view. So, Ryan and I have discussed that, and everything on this list is up to your discretion, and if it makes sense to make more informed investment decisions.

Another thing I wanted to touch on was something that we've been talking about, and it's more robust private equity reporting, so just understanding Ryan and OHA's needs of what are the metrics that are important to OHA, what kind of reporting or platforms does OHA need to be able to service their private equity accounts and assets. Along the same lines, it's my job to keep Ryan updated on any new products or service enhancements, as well as trainings, so that's always kind of an ongoing discussion.

The last thing I wanted to touch on was this idea of, if we are ever going to integrate, like the OHA direct real estate holdings into the portfolio, and how we would account for that or build that out within the performance system itself. So, I know that's a larger conversation to be had in general, but how we could fit that into performance reporting at the total plan level.

Are there any questions?

Chair Waihe'e recognizes Trustee Galuteria

Trustee Galuteria: Yeah, thank you and mahalo for coming to Hawai'i. We'll try not to keep you any longer from this beautiful day in Hawai'i nei. I think just for the benefit of the Board, *what is the most common concern that you see with portfolios like ours, with performance subscriptions, like OHA's?*

Patty Koulouris, Northern Trust: In my opinion, what we see most of our clients struggle with is the ability to analyze a portfolio that is as diverse as yours. You've got a public market exposure, you've got private market exposure, you maybe might add real estate. Most clients really struggle with getting all that data together and being able to then really analyze the portfolio.

- *Where is that performance really coming from?*
- *If I'm underperforming, where is it really coming from?*
- *If I'm overperforming, where is it really coming from?*

And getting the tools that are necessary to make those types of decisions, because obviously, you could have a manager that's overperforming, and that could really be a bad thing, because they're out of their investment guidelines, *right?* So, it's managing the compliance to that, and things like that.

Patty Koulouris, Northern Trust: I mean, there's a lot of other struggles out there, too, there are regulatory changes around the financial services and the investment, business is significant now, the SEC is making a lot of changes, the Fed is making a lot of changes. So, for any investment manager financial services, we're working on those so that we can work on that with our client.

Lastly, is technology, *how do you make sure you're spending on the right technology, that'll make us more efficient, and you more efficient?* It's got to be a *shared spending* there. We've got to make it easier for both. So, I would say, those are the three things that most of our clients are really struggling with.

Trustee Galuteria: Thank you. One more thing, I have a thought, and then a question. You observed a robust discussion about why we want to get the lead out, so we would hope that your discussions with Ryan would provide us with the timely information that we need, because it appears that the Board is in analysis paralysis, and what we need to do is we need to be more robust with our portfolio, so that's why we appreciate these conversations, we really do. Thank you, Chair

Chair Waihe'e recognizes Endowment Director Lee

Endowment Director Lee: Can I add, in terms of when we're looking at Northern Trust, we want to make sure we set up the structure to move the portfolio forward to make new investments, new reporting that would be required, so that was a lot of considerations when setting up the actual account structures, and reporting to actually make sure that it would be able to handle the new investments that we move forward with.

Chair Waihe'e recognizes Trustee Akina

Trustee Akina: Thank you for coming to Hawai'i and thank you for your service to OHA. *Do you do performance reporting for combined real estate and securities for many institutions?*

Brett Manor, Northern Trust: Yes.

Trustee Akina: *How common is that?*

Brett Manor, Northern Trust: I would say, it's pretty common. I guess from the performance reporting perspective, it's not all that different to integrate real estate as it is any other alternative asset, if it's private equity or hedge funds. I think that with direct real estate holdings, we'll have to discuss how we want to report that, even on our custody side, how we're coming up with those valuations, are we tracking payments or income, or any other sort of consideration. So, from that aspect it might be a little less straightforward than investing in real estate funds, for example, or something along those lines.

Trustee Akina: Thank you.

Ali Guttillo, Northern Trust: I was just going to add that we've had robust conversations about the real estate assets, and bringing them on at Northern, because we have such a diverse group of clients, not me personally, but Northern trust as a whole services private insurance clients, public funds, and things like that. So, everyone kind of has a different way of wanting to see those real estate assets on record.

Ali Guttillo, Northern Trust: So that's what me and Ryan and team have been working through, on how we can get it to the best information possible, so that your performance on those are accurate and timely.

Patty Koulouris, Northern Trust: Thank you so much for having us here today and thank you for the business. It's been a great relationship. We really look forward to working with Staff and the Trustees, as you grow the plan, I think you made the right decision with the right custodian that can really help you as you grow the plan. And to your point, your real role here is to serve your annuitants and we just want to be a help to that as best as we can. So, thank you so much.

Chair Waihe'e asks if there are any additional questions or comments.

There are no additional questions or comments

Chair Waihe'e: Thank you Ali, Patricia, and Brett.

V. ADJOURNMENT

Trustee Souza 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**.

							3:07 p.m.
TRUSTEE		1	2	'AE (YES)	A'OLE (NO)	KANALUA (ABSTAIN)	EXCUSED
DAN	AHUNA						EXCUSED
KALEIHIKINA	AKAKA			X			
KELI'I	AKINA			X			
VICE-CHAIR LUANA	ALAPA		2	X			
BRICKWOOD	GALUTERIA			X			
CARMEN HULU	LINDSEY						<i>Departed at 2:38 p.m.</i>
J. KEONI	SOUZA	1		X			
MILILANI	TRASK						<i>Camera off / no reply</i>
CHAIR JOHN	WAIHE'E			X			
TOTAL VOTE COUNT				6	0	0	3

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

Chair Waihe'e adjourns the RM meeting at 3:07 p.m.

Respectfully submitted,

Melissa Wennihan
Trustee Aide
Committee on Resource Management

As approved by the Committee on Resource Management (RM) on June 19, 2024

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

Committee on Resource ManagementTrustee 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 HAWAII
OFFICE OF HAWAIIAN AFFAIRS**

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

DATE: Wednesday June 19, 2024**TIME:** 10:00 a.m.**PLACE:** Remote Meeting by Interactive Conference Technology
and in-person at OHA Maui Ola Boardroom

Nā Lama Kukui

560 N. Nimitz Hwy.

Honolulu, HI. 96817

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

Listen by phone: (213) 338-8477, Webinar ID: 859 0068 6521

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: 859 0068 6521.

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. May 1, 2024*

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

A. Action Item RM #24-13: Approve the Awarding of Kumuwaiwai Na'auao-Educational Resources Grant from Solicitation #24-01.0.01 published February 12, 2024*

B. Action Item RM #24-15: Approve the Awarding of Ola Ka 'Āina-Health of Land and Water Grant from Solicitation #24-04.0.01 published February 12, 2024*

C. Action Item RM #24-18: Approve the Awarding of Ho'omohala Waiwai 'Ohana-'Ohana Economic Stability Grant from Solicitation #24-07.0.01 published February 12, 2024*

D. Action Item RM #24-22: Approve the Awarding of Pohala Mai-'Ohana Experiencing Financial Hardship Grant from Solicitation #24-16.0.01 published March 13, 2024*

E. Action Item RM #24-23: FB 2024-2025 Hawaiian-Focused Public Charter School Fund Administration Grant Recommendation – Part II. Facilities Funding*

F. Action Item RM #24-24: FB 2024-2025 Hawaiian-Focused Public Charter School Fund Administration Grant Recommendation – Part III. Federal Advocacy*

G. Action Item RM #24-25: Approve a deposit-backed mortgage loan pilot program with American Savings Bank for Native Hawaiian homebuyers*

V. 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.




ACTION ITEM

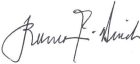
COMMITTEE ON RESOURCE MANAGEMENT June 19, 2024

RM #24-13


Action Item Issue: Approve the Awarding of Kumuwaiwai Na‘auao-Educational Resources Grant from Solicitation #24-01.0.01 published February 12, 2024.

Prepared by:  Jun 16, 2024


T. Ke‘ala Neumann Date
Pou Kāko‘o Kaiāulu, Grants Manager

Reviewed by:  Jun 16, 2024

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

Reviewed by:  Jun 16, 2024

Stacy K. Ferreira Date
Ka Pouhana, Chief Executive Officer

Reviewed by:  Jun 16, 2024

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

I. PROPOSED ACTION

Approve the following Kumuwaiwai Na‘auao-Educational Resources Grant, Solicitation #24-01.0.01 disbursements totaling \$1,365,005.47, from Fiscal Year 2024 Core Operating Budget (Object Code 56530):

Organization Name	Award Amount Recommendation
Kanu o ka ‘Āina Learning ‘Ohana (KALO)	\$137,328.80
Nā Mamo Aloha ‘Āina O Honokōhau	\$100,000.00
Hui Makua O Ke Kula Kaiapuni O Kualapu‘u	\$40,000.00
EA Ecoversity	\$182,310.00
Boys & Girls Club of Hawai‘i	\$205,000
Maui Hui Mālama	\$136,666.67
Ho‘ākeolapono Trades Academy and Institute	\$258,700.00
Ho‘okāko‘o Corporation	\$100,000.00
Keiki O Ka ‘Āina	\$205,000.00
Total Recommendations (9)	\$1,365,005.47

II. ISSUE

Whether or not the Committee on Resource Management (RM), should approve the nine (9) Kumuwaiwai Na‘auao-Educational Resources grant recommendations.

III. BACKGROUND AND CONTEXT

- A. Kumuwaiwai Na‘auao-Educational Resources – Purpose:** Support the development and use of educational resources for all Native Hawaiian lifelong learners in schools, communities and ohana.

Including, supporting Native Hawaiian students to enter educational systems ready to learn; supporting Native Hawaiian students graduating high school to be college, career, and community ready; and/or supporting Native Hawaiians to engage in traditional learning systems (e.g., hale, hālau, mua, hale pe‘a) that re-establish/maintain strong cultural foundations and identity.

Provides for culture and community-based projects that utilize ‘ōlelo and nohona Hawai‘i to meet educational needs of families and communities; and/or activities designed to help Native Hawaiian students prepare for post-secondary education and economic stability pursuits.

- B. Kumuwaiwai Na‘auao-Educational Resources Grant – Solicitation:** Grant Applications were received in response to Solicitation OHA 24-01.0.01. Key published information for the solicitation is summarized below:



Figure 1. Grant Program Phases

Table 1. Published Solicitation Information

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

IV. ANALYSIS

- A. Overview.** Consistent with current Grants Program process, three external 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	
1. Number of LOIs received	41
2. Number of LOIs deemed eligible	40
Phase 2 - Application	
1. Number of Applications received	27
2. Number of Applications deemed complete	17
Phase 3 – Evaluation	
1. Number of Applications evaluated	17
2. Number of Applications recommended for awarding See Attachment A	9

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

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

Of the seventeen (17) complete applications submitted, seventeen (17)

Action Item RM #24-13: Approve the Awarding of Kumuwaiwai Na‘auao-Educational Resources Grant from Solicitation #24-01.0.01, published February 12, 2024.

applications were evaluated and nine (9) are being recommended for award for the first year of requested funding per Board of Trustees recommendation following the deferral of the Action Item on May 22, 2024.

Refer to Attachment A. Application Analysis for detailed application analysis of nine (9) recommended applications for Kumuwaiwai Na‘auao-Educational Resources Grant awards and Attachment B. for the Kumuwaiwai Na‘auao-Educational Resources Grant Solicitation.

V. BUDGET AUTHORIZATION

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

Figure 2. Grants Budget Summary, Approved FY24 Budget, as approved via AI RM #23-17.

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Action Item RM #24-13: Approve the Awarding of Kumuwaiwai Na‘auao-Educational Resources Grant from Solicitation #24-01.0.01, published February 12, 2024.

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

Figure 3. Grants Budget Details, 56530- Community Grants, Approved FY24 Budget, as approved via AI RM #23-17.

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Action Item RM #24-13: Approve the Awarding of Kumuwaiwai Na‘auao-Educational Resources Grant from Solicitation #24-01.0.01, published February 12, 2024.

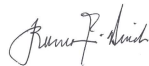
VI. AVAILABLE FUNDS COMMUNITY GRANTS PROGRAM KUMUWAIWAI NA‘AUAO-EDUCATIONAL RESOURCES GRANT

Action Item	FY24	FY25	Remaining Funds
Education- No awards to date for FY24 & FY25.	\$1,230,000	\$1,230,000	\$2,460,000
Iwi Kupuna Repatriation & Reinterment- No awards to date for FY24 & FY25.	\$300,000	\$300,000	\$600,000

\$135,005.47 from Iwi Kupuna Repatriation & Reinterment, “Ola Nā Iwi- Iwi Kupuna,” shall be repurposed to fund the remainder of the Kumuwaiwai Na‘auao- Educational Resources award(s) beyond the initial \$1,230,000 budget for a total of \$1,365,005.47 in awards.

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: Jun 16, 2024

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Action Item RM #24-13: Approve the Awarding of Kumuwaiwai Na‘auao-Educational Resources Grant from Solicitation #24-01.0.01, published February 12, 2024.

VIII. RECOMMENDED ACTION

Approve the following Kumuwaiwai Na‘auao-Educational Resources Grant, Solicitation #24-01.0.01 disbursements totaling \$1,365,005.47 from Fiscal Year 2024 Core Operating Budget (Object Code 56530):

Organization Name	Award Amount Recommendation
Kanu o ka ‘Āina Learning ‘Ohana (KALO)	\$137,328.80
Nā Mamo Aloha ‘Āina O Honokōhau	\$100,000.00
Hui Makua O Ke Kula Kaiapuni O Kualapu‘u	\$40,000.00
EA Ecoversity	\$182,310.00
Boys & Girls Club of Hawai‘i	\$205,000
Maui Hui Mālama	\$136,666.67
Ho‘ākeolapono Trades Academy and Institute	\$258,700.00
Ho‘okāko‘o Corporation	\$100,000.00
Keiki O Ka ‘Āina	\$205,000.00
Total Recommendations (9)	\$1,365,005.47

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Action Item RM #24-13: Approve the Awarding of Kumuwaiwai Na‘auao-Educational Resources Grant from Solicitation #24-01.0.01, published February 12, 2024.

IX. ALTERNATIVES TO RECOMMENDED ACTION

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

X. ATTACHMENTS

- A. Application Analysis
- B. Grant Solicitation No. OHA 24-01.0.01, Kumuwaiwai Na‘auao-Educational Resources Grant Program, Posted February 12, 2024.



GRANT TYPE- 24-01.001- Kumuāiawai Na'auao- Educational Resources

Organization Name	Project Name	Geographic Service Area	Proposed Number of Native Hawaiians to be Served	Project Alignment with Maui's Mutual Strategic Plan Old Strategic Plan Strategy & Outcomes	Amount Requested	Overall Average Score	Project Purpose	Recommended Award Amount (As Requested for Year 1)	Overall Comments	Executive Team	Governing Board
Kam o ka 'Āina Learning 'Ōhana (KALO)	Ho'opi'i Mai	Hawai'i	120	Strategy 1 Outcome 1.1 Outcome 1.3	\$391,008.00	100.00%	The purpose of our project, Ho'opi'i Mai, is to deliver a high-quality, culturally grounded preschool initiative to preschoolers and their families, reaching 120 Native Hawaiians in Waimāna on Hawai'i Island, utilizing culture-based curriculum and Hawaiian language to increase kindergarten readiness by 75%. Population (Who): 120 Native Hawaiians in Waimāna on Hawai'i Island Results (What): Increase kindergarten readiness Target (How much): by 75%	\$137,538.00	"The applicant provides adequate information to render my Award Recommendation for the proposed project." "My recommendation is to support the award this grant. The purpose of the grant will benefit the Native Hawaiian in the community to years and perhaps decades. The grant will support the development of a curriculum, resources, for growth and health and "ohana ensuring a sustainable outcome for social and family well-being and school readiness." "They hit this proposal out of the ball park! It was clear and succinct and easy to understand the linkages between the outcomes and activities. The research cited was relevant and current. The grant was well thought out and the technology as well) program. The sections were well written and answered all questions clearly. Highly recommend!"	Taffi Wiam • Executive Director Katie Benioni • Chief Financial Officer	Hannah Springer • President Edi Teesira • Vice President Judy Oliveira • Treasurer Sally Levenson • Secretary Dwight Talamone • Member
Nā Mamo Akaka 'Āina O Hanaikōhau	Kapaikua	Maui (Lahaina school district)	125	Strategy 1 Outcome 1.3	\$100,000.00	98.00%	The purpose of Kapaikua is to engage 125 Native Hawaiian hāunani in grades PreK-12 from Maui Kōwhāna (West Maui) Hawaiian language immersion schools in Traditions, Kula, Waimāna and Pāhala, aiming to increase the number of Native Hawaiian students in the program by 100% to maintain and reaffirm their cultural foundations, identity, and connections to community and place.	\$100,000.00	"The applicant provides adequate information to render my Award Recommendation for the proposed project." "The application provides a compelling community condition that there are little to no opportunities for 'āina-based experiences in 'Ōlelo Hawai'i in Maui Kōwhāna (West Maui). The project activities support the development and use of educational resources for Native Hawaiian lifelong learners in schools, communities, and through the development and piloting of a Lāhui-nā'au, āina-based, and āina-based program. The project will provide a meaningful space for cultural learning for the kama in west Maui. I would have high hopes for the evaluation results given the amount of effort (2.5 FTE) in the position. There would be many other programs that would be developed and implemented to measure the benefits of this as well as the curriculum that is developed."	Kalana Chai Iakabahi, Curriculum Coordinator Kali Kama, Community Outreach Coordinator Wili Wood, Maui Kōwhāna Roxanna (Sama) Ka'uhane, Administrative Executive	Akai Kamohi, President Kali Kama, Vice President Kali Kama, Secretary Nicole Wood, Treasurer
Hua Kama O Ke Kula Kaupuni O Kaula	Ke Ao 'Ōlono • Era of Enlightenment	Molokai	120	Strategy 1 Outcome 1.1 Outcome 1.2 Outcome 1.3	\$120,000.00	95.33%	Ke Ao 'Ōlono is a three year project whose purpose is to educate 120 Native Hawaiian family members of students, that attend a Hawaiian immersion campus in Kula, Maui. The project will provide a meaningful space for cultural learning for the kama in west Maui. I would have high hopes for the evaluation results given the amount of effort (2.5 FTE) in the position. There would be many other programs that would be developed and implemented to measure the benefits of this as well as the curriculum that is developed."	\$40,000.00	"The applicant provides adequate information to render my Award Recommendation for the proposed project." "The application provides a very compelling and meaningful project to support the development and use of educational resources for all Native Hawaiian lifelong learners in school, communities, and 'ohana." "Because the request is not large, yes, award. If the request was for more than this, I would say no. If the parents can learn language online, is there enough follow up to ensure that the students are learning the language and that the parents are learning the language to support the potential impact on their child's learning. They need to strengthen the output and outcome."	Dyvelyn Han, Director Ulukani Wai'ale'ale, Director Heann Sharkey, Director Ke'ala Fay Camara, Director	Erika Espanola, President Chelsea Jose-Sanchez, Vice President Christopher O'Brien, Treasurer Melani Rawlins-Dominguez, Secretary
EA Eoverunity	Basia Hawaiian	Hawai'i, Maui, O'ahu	110	Strategy 1 Outcome 1.3	\$401,440.00	93.67%	The purpose of this project is to create and bolster Basic Hawaiian (BH), a grassroots Hawaiian language program for Native Hawaiians to learn Hawaiian language. The project will provide a meaningful space for cultural learning for the kama in west Maui. I would have high hopes for the evaluation results given the amount of effort (2.5 FTE) in the position. There would be many other programs that would be developed and implemented to measure the benefits of this as well as the curriculum that is developed."	\$182,310.00	"The applicant provides adequate information to render my Award Recommendation for the proposed project." "The application was well-structured and provided an innovative approach to provide an educational resource for Native Hawaiians to learn Hawaiian language. The potential impact and outcome to increase the number of Native Hawaiians to learn and speak the Hawaiian language is significant." "This is very exciting and has so much potential to do more-if successful. The team is impressive and it will be exciting to see what materials are developed in such a culturally responsive manner."	Philanidiana Kahalana, Kua'ana Ho'ohana (Executive Director) Kamalei Terlep-Chalaba, Kama Ho'ohana (Junior Administrator)	Members of the EA Eoverunity Governing Board Officers: Philanidiana Kahalana, President Nani Kū'elei Jackson, Vice President Suzie Osborne, Secretary / Treasurer Directors: No'ou Parilo, Director Philanidiana Kahalana, Director

Boys & Girls Club of Hawaii	Ka Ulu A'e o Ka Nahaia	O'ahu	212	Strategy 1 Outcome 1.2 Outcome 1.3	\$410,000.00	93.33%	The purpose of Ka Ulu A'e o Ka Nahaia is to provide culturally-relevant career and workforce training to Native Hawaiian high school and college youth from Niihau and Waianae aged 7-17 at risk of becoming opportunity youth, with the measurable result of increasing the number of youth on track to graduate high-school and plan to pursue post-secondary education by 2%.	\$205,000.00	<p>"The application was clearly articulated and addressed how the project will have a significant impact on preparing Native Hawaiian youth for college and career."</p> <p>"This appears to be a promising project for a population that could use this type of support. I had a question about the age group targeted since it is younger than the defined 'opportunity youth' described."</p> <p>"The choices of programs look fantastic and the data tracking capabilities of this organization are excellent."</p>	Pauly Kambane, President & CEO Claudia "Lala" Fernandez, EVP & Chief Operations Officer	<p>OFFICERS</p> <p>Jeff Prader, Chair, Service Pacific, Inc.</p> <p>Ryan Kuniyoshi, Vice Chair, Alexander & Baldwin</p> <p>Bonnie Pang, Secretary, AON Risk Services</p> <p>Christina (Chris) Haise, Past Chair, Kaiser Permanente</p> <p>BOARD OF ADVISORS</p> <p>Robert A. Alm, Community Volunteer</p> <p>H. Mitchell D'Oliver, Community Volunteer</p> <p>Richard Gashman II, DGM Group, Inc.</p> <p>Kevin J. Leary, VP/NE Parking Solutions</p> <p>Jeffrey Lewis, Community Volunteer</p> <p>Robert Schmitt, Community Volunteer</p> <p>Cynthia Schmick Lee, Wells Fargo Advisors</p> <p>Ron Ward, Colliers Moore Friedlander</p> <p>Aaron Young, Pacific Youth Foundation</p> <p>DIRECTORS</p> <p>Danielle Au, American Savings Bank</p> <p>William Chan, Prospa Holdings Group</p> <p>Dylan Ching, TS Restaurants</p> <p>Scott Choi, Locations Hawaii</p> <p>David Chung, National</p> <p>Francisco Choy, Triam, MohaCare</p> <p>Danny Cup Choy, Hawaii Public Policy Advocates</p> <p>Robert (Robby) Field, Island Pacific Distributors</p> <p>Walter (Robby) Heier & Associates</p> <p>Gerard (Chip) Hammond, Carlson Hammond</p> <p>David H. Hays, Hays & Associates</p> <p>Keslie Hui, INI Development LLC</p> <p>Kiran Jo, Central Pacific Bank</p> <p>Andrew Kamikawa, Gentry Homes, Ltd.</p> <p>John Katsiras, The Limitless Consulting Group</p> <p>Robert Karam, WKJ, Inc.</p> <p>Lina Lo, Community Volunteer</p> <p>Elizabeth (Liz) Makara, Wai'alea Health</p> <p>Nikki Medwetz, Aulani, a Disney Resort & Spa</p> <p>Bruce Nakaoaka, Queen Emma Land Company</p> <p>James Nishida, First Hawaiian Bank</p> <p>Shane Nishida, Ed Nishida</p> <p>Ed Nishida, Principal Consulting Group Hawaii</p> <p>Nathan Okubo, Cade's Salute LLP</p> <p>Dr. Nancy Pace, Community Volunteer</p> <p>Glady's Quintanilla-Marino, Nareit Hawaii</p> <p>John (Jack) Quinn, Quinn & Quinlan Communications</p> <p>Cheryl Sakai, THINS, LLC</p> <p>Michelle Takata, Starcom Builders, Inc.</p> <p>Judge Michael A. Town (Retired 2010)</p> <p>Pam Yagi, HGV Hilton Hawaiian Village</p> <p>Darcia Yokumura, Kupu Hawaii</p>
Maui Hui Malama	Breaking Barriers and Creating Connections to Education, Careers, and Culture	Maui	130	Strategy 1 Outcome 1.1 Outcome 1.2 Outcome 1.3	\$410,000.00	92.07%	The purpose of this project is to provide holistic, integrated educational services to support 200 Maui County Native Hawaiian high needs youth ages 5-24 and their families in overcoming barriers to a successful educational pathway with 85% reaching or exceeding their goals (e.g. completing advanced classes, being promoted grade levels, and/or graduation) and/or providing a high school equivalency diploma and enrolling in higher continuing education)	\$136,666.67	<p>"The applicant provides adequate information to render my Award Recommendation for the proposed project."</p> <p>"The application clearly articulated a well-defined project that will directly and meaningfully support educational resources and project activities for at-risk Native Hawaiian youth."</p> <p>"The documentation of need and the development of the approach is excellent. There is much potential here. I would be excited to see a little more detail in the outcome component, not as centrally focused as other applicants. It does appear that there is a great effort to work with families and develop a personalized plan."</p>	Tamara Tanaka, Executive Director Rafael Delima, Operations Manager Daphia Ann Aza, Program Manager Melanie Hualam Inoue, Case Manager	
Haleakalapa Trades Academy and Institute	High School Trades Innovation Program	Kaua'i	20	Strategy 1 Outcome 1.2	\$400,000.00	92.07%	The purpose of this project is to educate 20 Native Hawaiian students in grades 9-12 on Kaua'i island (population in the building trades industry) to increase the Native Hawaiian graduation rate (result) by 1% (target).	\$238,700.00	<p>"The applicant provides adequate information to render my Award Recommendation for the proposed project."</p> <p>"The application clearly articulates a well-defined project addressing a compelling, high-need issue that is not currently being addressed within the scope of the project. The application also effectively demonstrates how the project activities and deliverables will increase the number of Native Hawaiian students graduating high school who are college, career, and community ready."</p> <p>"This is a very large budget request for a small impact. (20 students with 1% increase) It has a lot of potential for the participants but not sure how many NH this project will help over time. It is a great strategy to align school curriculum (Math, language arts, science, etc) to be meaningful to the construction trades, but that is only one career choice. (if that curriculum would be shared it would reach more people) I am concerned about overall impact."</p>	Laraji's Nohie, Executive Director Kinohi Nohie, Office Manager Alexandra Jones, Media Director	<p>Laci Vermeas • President</p> <p>Kahala Flores • Vice President</p> <p>John W. Hays • Treasurer</p> <p>Melanie Nohie • Secretary</p> <p>Bah'i Landizaboli • Board Member</p> <p>Jason Yoshida • Board Member</p> <p>Mel Rapozo • Board Member</p>

Ho'okalo'o Corporation	Ho'okaloa (to lay a foundation)	Mokela'i	50	Strategy 1 Outcome 1.1 Outcome 1.3	\$300,000.00	92.33%	Ho'okaloa is a three-year initiative to develop, expand, and sustain enough instructional resources to support classroom and differentiated instruction. Papa Māhala (Early Prep) 'Ehā (Kindergarten—2nd Grade) Hawaiian language medium early education for 50 Native Hawaiian children of whom 80% will achieve a 70% proficiency rating in academic and language acquisition assessments by the end of each year for Papa Māhala through Papa 'Ehā.	\$100,000.00	<p>"The applicant provides adequate information to render my Award Recommendation for the proposed project."</p> <p>"The application provides a compelling current community condition, including ongoing project activities. The project activities, deliverables, and data collection method need to align to understand which area of the project potentially made a difference in student achievement in reading. For example, which teaching and learning strategies were used to improve proficiency in student academic and Hawaiian language proficiency."</p> <p>"The community condition section paints a clear picture of the dire needs, but there was too much information distracting. It is clear that having qualified teachers and providing a safe and secure environment for students are the most important student performance factors. But it will take a while before you see results. I would have liked to see more specific measures that will indicate student improvement. I am not clear that this project will influence enrollment."</p>	<p>David Y. Gibson, Executive Director Linda Trinidad, Principal Chris Kono, Director of Human Resources Dale Abe, Senior Accountant Medita Tabata, Director of Accounting Operations</p>	<p>Paulani Akaka, Chair Hon. Aye, Chair Kathleen A. O'Connell, Secretary Ivan Takashi, Treasurer Kaalaha Fox, Director Mary Konomura, Director Susan Maddox, Director</p>
Ka'ahi O Ka Ala	Board and Stems, Strengthening Families and Equipping for the Future	O'ahu, Mokela'i	1232	Strategy 1 Outcome 1.1 Outcome 1.2 Outcome 1.3	\$410,000.00	90.33%	The primary purpose of this project is to educate and train 1,232 Native Hawaiians from communities on O'ahu and Mokela'i in cultural foundations and life-long learning through Board and Stems class by increasing their cultural knowledge by 80%.	\$205,000.00	<p>"Overall the application clearly and effectively articulated the proposed project"</p> <p>"Overall, the capacity of this organization is impressive. The planning capacity is good and the activities are clear. This project talked about many things, like health outcomes, leadership development, cultural identity, cultural pedagogy, but I would have wanted more change in teaching to affect the students. I was not sure we were getting information about the best practice development and how that might affect to being a lifelong learner. Or how the self-awareness building will connect to other areas of life. Need more clear connections.</p> <p>It would be helpful if they directly answered the questions (like the % NH served, worth 1 or 2 pts)—I can extrapolate from their participant counts in the other section (like the % of students that were served, but it would be good if they reported the % (like they did with the staff %))."</p>	<p>Momi Akana • CEO Janna Iimamaka • COO Meredith Lamakala Vega • CEO Kara Chandra • CFO Earl Soriano • Facilities Director</p>	<p>Momi Akana, CEO, Director Internat President • Jeff Proctor Kathleen Akana, Director Secretary, Kiki Momi, Vice President, John Dreger Ka'imi Chelsi Garza-Maguire, Director Cy Kalama, Director Jonathan Lopez-Mung, Director November Morris, Director</p>

ATTACHMENT B



Grant Solicitation

No. OHA 24-01.0.01

Community Grant – **Kumuwaiwai Na‘auao – Educational Resources**

February 12, 2024

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

For additional information regarding this grant solicitation, please email:

grantsinfo@oha.org

**For technical assistance with the online application and/or concerns regarding the
OHA Grants Portal, please email:**

grantsadmin@oha.org

<p>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.</p>
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ATTACHMENT B

GRANTS PROGRAM

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

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

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

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

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

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

The contact information for the OHA Grants Program is:

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

For additional information regarding this grant solicitation, please email:

grantsinfo@oha.org

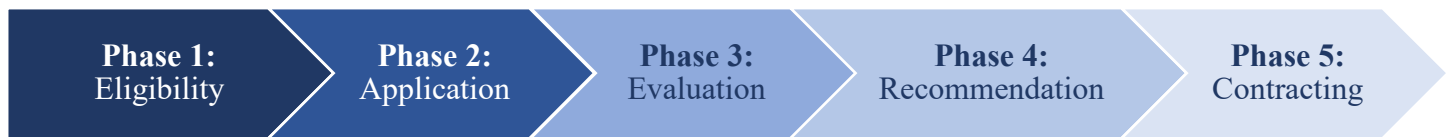
ATTACHMENT B

SOLICITATION ORGANIZATION

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

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

Figure 1. Grants Program Phases



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SECTION I. SOLICITATION DESCRIPTION

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

Kumuwaiwai Na‘auao – Educational Resources Purpose: Support the development and use of educational resources for all Native Hawaiian lifelong learners in schools, communities and ohana, including supporting Native Hawaiian students to enter educational systems ready to learn; supporting Native Hawaiian students graduating high school to be college, career, and community ready; and/or supporting Native Hawaiians to engage in traditional learning systems (e.g., hale, hālau, mua, hale pe‘a) that re-establish/maintain strong cultural foundations and identity.	
Focus Areas	Priority funding consideration include culture and community-based projects that utilize ‘ōlelo and nohona Hawai‘i to meet educational needs of families and communities; and/or activities designed to help Native Hawaiian students prepare for post-secondary education and economic stability pursuits.

A. Solicitation Timetable

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

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

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

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

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

B. OHA

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

C. Community Grants Purpose

Community Grants are programmatic grants for organizations to administer projects in the State of Hawai'i designed to meet the needs of our Native Hawaiian community in alignment with OHA's Mana i Maui Ola Strategic Plan. The opportunity for grant contract extension beyond the initial grant period awarded shall be based on outcomes of grant monitoring, evaluation, and availability of funding.

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

This Community Grant is aligned with OHA's Strategy 1: Support development and use of educational resources for all Native Hawaiian life-long learners in schools, communities, and ohana. Applicants will be required to align their project to this Strategy and one or more associated Strategic Outcome, as listed below.

Strategy 1: Support development and use of educational resources for all Native Hawaiian life-learners in schools, communities and 'ohana.

Outcome 1.1. Increased number or percent of Native Hawaiian students who enter educational systems ready to learn.

Outcome 1.2. Increased number or percent of Native Hawaiian students graduating high school who are college, career, and community ready.

Outcome 1.3. Increased number of Native Hawaiians engaged in traditional learning systems (i.e., hale, hālau, mua, hale pe'a) that reestablish/maintain strong cultural foundations/identity.

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SECTION II. OHA AWARD INFORMATION

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

A. Grant Award Period

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

- B. Amount Requested** – The applicant may request an OHA grant in amounts of **\$100,000 (Minimum Amount) to \$410,000 (Maximum Amount)** for the project. Applications in which the Amount Requested is below the minimum amount or exceeds the maximum amount will be deemed ineligible.

C. Indirect Cost Restrictions

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

D. Multiple OHA Grant Application & Award Restrictions

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

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

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

E. Matching Funds

Applicants are required to provide matching funds for a grant award period of at least fifteen percent (15%) of the OHA grant award amount per year. Matching funds priority should be comprised of cash sources, including other grantor cash sources. Post award, OHA funds can be used as matching funds for other grant(s) with OHA notification. Matching funds can be committed from the applicant and/or a partner organization. Appropriate supporting documentation will be required. Applications with less than 15% matching funds will be deemed ineligible.

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F. Geographic Service Area

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

G. Grant Award Renewal

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

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

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

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

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

Letter of Interest Submission Process & Required Documents

The applicant shall provide information and upload the required documents to the OHA Grants Portal to meet the solicitation minimum eligibility requirements.

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

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

Applicants will receive an email notification regarding eligibility status and access to the application. If the applicant receives an email notification that it did not meet the Phase 1 – Eligibility- LOI (Letter of Interest) requirements, the applicant can return to the OHA Grants Portal to complete and submit the required documents **one additional time**.

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

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

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

A. Applicant & Project Information

1. **Organization Name** – The applicant shall provide the name of the applicant organization.
2. **Project Name** – The applicant shall provide the name of the project.
3. **Amount Requested** – The applicant shall indicate the amount of money being requested from OHA for the project. **Minimum Amount: \$100,000. Maximum Amount: \$410,000.** *If the Amount Requested is below the minimum amount or exceeds the maximum amount, the application will be deemed ineligible.

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

Strategy 1: Support development and use of educational resources for all Native Hawaiian life-long learners in schools, communities and ‘ohana.

Outcome 1.1. Increased number or percent of Native Hawaiian students who enter educational systems ready to learn.

Outcome 1.2. Increased number or percent of Native Hawaiian students graduating high school who are college, career, and community ready.

Outcome 1.3. Increased number of Native Hawaiians engaged in traditional learning systems (i.e., hale, hālau, mua, hale pe‘a) that reestablish/maintain strong cultural foundations/identity.

5. **Project Contacts** – The applicant shall provide contact information (name, title, mailing address, phone number, email address) for a Primary Project Contact and Secondary Project Contact for the grant contract. Project Contacts must be directly engaged in the administration and implementation of the project. By being listed in the application, Project Contacts are authorized to communicate, submit required reports, and provide authorization for additional Project Contacts on behalf of the awarded organization as necessary.
6. **Governing Board** – The applicant shall list its organizations’ governing board. The list shall include board members’ names and titles.
7. **Executive Team** – The applicant shall list its organizations’ executive team. The list shall include executive team members’ names and titles.
8. **Authorized Signatory Form - *document upload*** – The applicant shall complete and upload the Authorized Signatory Form. This form needs to be completed and signed by the organization’s Authorized Signatory for both the OHA Grant Application and the OHA Grant Contract. *See Attachment A. Authorized Signatory Form.*

B. Certifications

1. **Licenses/Permits Certification** – The applicant shall certify that applicable licenses and/or permits required for the project have been secured when notified of award. Applicants that will be recommended for award will be contacted to ensure that licenses/and or permits have been secured. If an applicant cannot provide the approved licenses/permits, the Grants Program will not recommend the applicant to the Board of Trustees for award.

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2. **Sufficient Funds Certification** – The applicant shall certify that it has sufficient funds available for the effective operation of the project proposed in the grant application for the duration of the grant period, including fifteen percent (15%) in matching funds to support the project, confirmed or pending at time of application. Applicants will be asked to submit supporting documentation of matching funds in their application. This grant is a reimbursement grant, with an initial payment and cost reimbursement for allowable incurred costs provided at the end of each reporting period, to the extent prescribed in the grant contract.
3. **IRS Letter of Determination – document upload** – The applicant shall upload the organization's IRS Letter of Determination verifying tax-exempt nonprofit status. Should the current Organization Name not match the name listed on the original IRS Letter of Determination, the applicant shall submit the approved Board Meeting minutes indicating the name change. See Attachment B. Sample - IRS Letter of Determination.
4. **Certificate of Vendor Compliance (CVC) - document upload** –The applicant shall upload the Certificate of Vendor Compliance issued by the State of Hawai'i verifying the applicant is registered to do business in the State of Hawai'i. To obtain this document, applicants must register with Hawai'i Compliance Express online at <http://vendors.chawaii.gov>. Registration with Hawai'i Compliance Express may take up to **two weeks** before access to the online CVC is granted. This certificate **must be current within three (3) months of this application deadline**. We do not accept your DCCA Certificate of Good Standing. See Attachment C. Sample - HCE Certificate of Vendor Compliance.
5. **Board Governance Certification** – The applicant shall certify the following:
 - a. The members of the organization's governing board have no material conflict of interest and serve without compensation in their capacity as governing board members;
 - b. The organization's governing board has bylaws or policies that describe the manner in which business is conducted and policies relating to nepotism and management of potential conflict of interest situations; and
 - c. The organization employs or contracts with no two or more members of a family, or kin, of the first or second degree of consanguinity (i.e., a spouse, parent, child, grandparent, grandchild, or sibling of another employee or contractor of the organization). If the organization employs or contracts with two or more members of a family, or kin, of the first or second degree of consanguinity, the organization shall disclose such employment or contractual relationship to OHA, along with the organization's efforts to mitigate concerns over nepotism or conflicts of interest arising from the relationship, and OHA shall then determine whether the organization may proceed with its grant application.
6. **Native Hawaiians to be Served** – The applicant shall certify that OHA grant funding for this project shall be used to **directly** serve Native Hawaiian individuals only. If the project does not serve Native Hawaiians, the application will be deemed ineligible. Matching funds for this project from other sources may be used to serve non-Hawaiian community or 'ohana members as needed.

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- 7. Geographic Service Area** – The applicant shall certify service delivery for this project will be implemented on the island(s) of Hawai‘i, Maui, Lāna‘i, Moloka‘i, O‘ahu, **and/or** Kaua‘i.

SECTION IV. PHASE 2 – APPLICATION

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

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

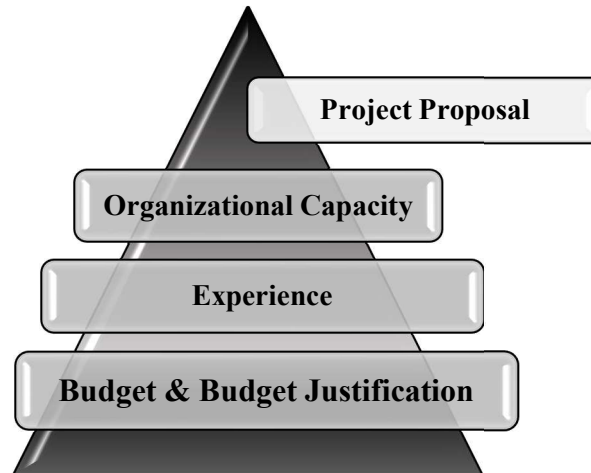
APPLICATION CRITERIA & POINTS
Criterion 1: Project Proposal – Maximum: 65 Points
Criterion 2: Organizational Capacity – Maximum: 10 Points
Criterion 3: Experience – Maximum: 15 Points
Criterion 4: Budget & Budget Justification – Maximum: 10 Points

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Criterion 1

Project Proposal | Maximum Points: 65



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

Components:

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

1. Project Purpose (0-5 points)
--

<u>Scoring Elements</u>

- | |
|---|
| <ul style="list-style-type: none">▪ <i>The application identifies a project purpose that is relevant to the community and meaningful in scope. (0–5 points)</i> |
|---|

Instructions

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

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

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Sample:

The purpose of this project is to educate 250 Native Hawaiians from Hāmākua communities in lo‘i restoration to increase community stewards’ connection to ‘āina by 80%.

- Population (Who): 250 Native Hawaiians from Hāmākua communities
- Result (What): education in lo‘i restoration to increase community stewards’ connection to ‘āina
- Target (How much): by 80%.

2. Current Community Condition (0-10 points)

Scoring Elements

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

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

Instructions

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

Do not describe the specific condition that the project will address as a “lack of” or a “need for” the project. For example, applications often will state, “We should assert konohiki fishing rights in our community,” or “Native Hawaiians lack access to necessary wai for their 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.

The current community condition should:

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

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

Instructions

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

Data for the baseline information should come from surveys, focus groups, research papers/studies, censuses, archives, etc. Use the most recent data available (within the last 10 years). Provide local data first that speaks directly to the community to be served (community rates for unemployment, suicide, poverty, etc.), and if local data is not available move progressively outward to regional and statewide sources. It is often helpful to compare local statistics to regional and statewide statistics to show the severity of the condition.

Lay the groundwork for Grant Application Evaluators to understand the current community condition and to accurately determine if your project is viable. Baseline information should paint a picture to use as a comparison for future improvements and success. Support all claims with facts and evidence and cite specific sources.

When addressing this element, it is important to only include information that is related to a baseline for the single identified condition. For example, if the project is about preserving 'ōlelo Hawai'i, then baseline information should include the number of Native Hawaiians within the community served and the number of Native Hawaiians who 'ōlelo Hawai'i.

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

Scoring Elements

- *The application clearly demonstrates how the project will directly and meaningfully address Strategy 1. (0–5 points)*
- *The application clearly demonstrates how the project will have significant community impact in alignment with one or more Strategic Outcomes. (0–5 points)*
- *The application clearly demonstrates how the project will have significant community impact through engaging one or more Strategic Foundations. (0–5 points)*

Scoring Element: The application clearly demonstrates how the project will directly and meaningfully address Strategy 1.

Instructions

Describe how the project aligns with:

Strategy 1: Support development and use of educational resources for all Native Hawaiian life- long learners in schools, communities and 'ohana.

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

Instructions

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

Outcome 1.1. Increased number or percent of Native Hawaiian students who enter educational systems ready to learn.

Outcome 1.2. Increased number or percent of Native Hawaiian students graduating high school who are college, career, and community ready.

Outcome 1.3. Increased number of Native Hawaiians engaged in traditional learning systems (i.e., hale, hālau, mua, hale pe‘a) that reestablish/maintain strong cultural foundations/identity.

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

Instructions

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

‘Ohana – Family. ‘Ohana is instrumental to community empowerment. When families are strong and healthy, and when there is positive engagement within the ‘ohana, from keiki to kūpuna, communities thrive. Connections to mo‘omeheu and ‘āina begin with connections within families.

Mo‘omeheu – Culture. Culture is the essence of who Native Hawaiians are as a people. It includes all those things that distinguish the community: language, stories, customs, music, art, food, protocols, religions, values, traditions, and celebrations. Expressions of culture are both internal and external. Culture shapes Native Hawaiian worldview and thinking. It informs the ways in which individuals interact with one another and with ‘āina. It influences the way Native Hawaiians interpret events and approach problem-solving.

‘Āina – Land & Water. To Native Hawaiian kūpuna, the land was life. Imbued with mana, ‘āina provides everything the community needs to survive. On an intimate level, Native Hawaiians are connected to the land by the generations of kūpuna who lived on the land and whose iwi rest here. Thus, the emotional ties to family, and the aloha for them, extends to the land that feeds us.

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

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4. Scope of Services (0-15 points)

Scoring Elements

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

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

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

Instructions

Number of Native Hawaiians to be Served

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

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

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

Geographic Service Area

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

Services

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

Example:

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

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

Instructions

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

Sample:

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

5. Performance Measurement Table (0-20 points)

Scoring Elements

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

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

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

Instructions

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

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

Instructions

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

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

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

Instructions

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

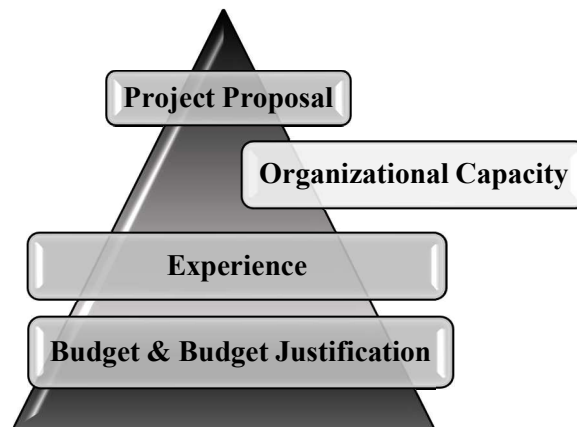
Additional project-specific outcomes may also be inserted in the Performance Measurement Table, with related year-end targets, to measure and document project impact. Outcomes are the difference/impact, in measurable/quantifiable terms, made by the outputs (e.g., knowledge transferred, and behaviors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

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Criterion 2

Organizational Capacity | Maximum Points: 10



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

Components:

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

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

<u>Scoring Elements</u>

- | |
|---|
| <ul style="list-style-type: none">▪ <i>The organization's background, history, and years serving the Native Hawaiian community is sufficient to implement the project. (0-1 point)</i>▪ <i>The organizational chart clearly identifies adequate staff to implement the project and indicates where each position falls within the organization. (0-1 point)</i>▪ <i>The application clearly defines appropriate responsibilities for each staff position (or subcontractor) in the implementation of the project. (0 –2 points)</i>▪ <i>The application identifies appropriate strategies for recruiting and hiring project staff. (0-1 point)</i> |
|---|

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

Instructions

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

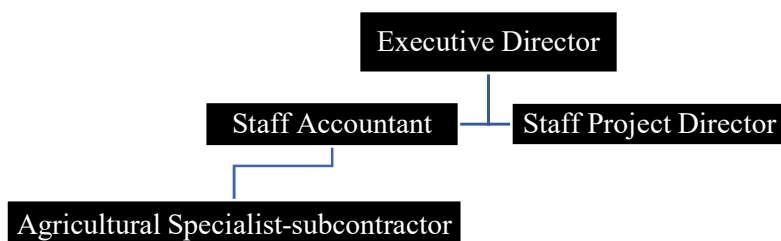
ATTACHMENT B

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

Instructions

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

Sample:



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

Instructions

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

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

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

Instructions

For any positions that will be vacant at the start of the project, outline a recruitment and hiring plan that aligns with the organization's current policies and procedures. Include an estimated timeframe needed for recruitment and hiring. Lastly, if the Project Director or related position needs to be filled, identify who will be responsible for the implementation of activities until they are hired.

ATTACHMENT B

2. Fiscal Oversight (0-5 points)

Scoring Elements

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

Instructions

Describe the financial internal controls of the organization including the policies which clearly define how disbursement of funds, purchasing, cash drawdowns, and related authorizations are handled.

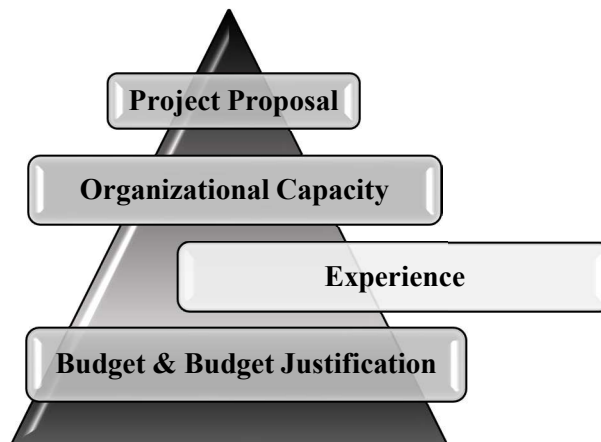
Identify the relevant financial staff or the financial contractor (individual CPAs or Accounting Firms), their responsibilities, qualifications, and experience.

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ATTACHMENT B

Criterion 3

Experience | Maximum Points: 15



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

Components:

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

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

<u>Scoring Elements</u>

- | |
|---|
| <ul style="list-style-type: none">▪ <i>The application clearly demonstrates meaningful prior experience providing the proposed or directly related project services. (0-5 points)</i> |
|---|

Instructions

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

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

Scoring Elements

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

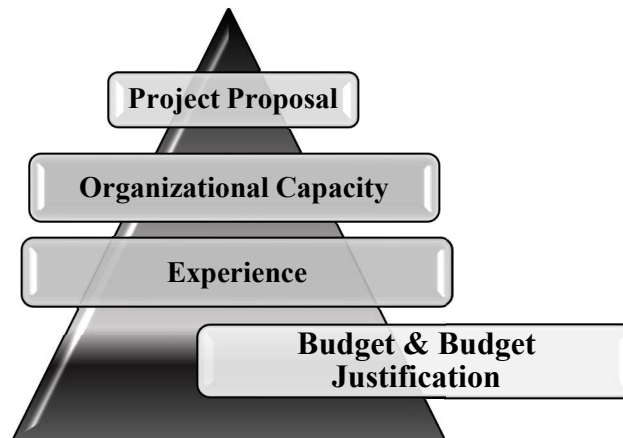
Instructions

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

ATTACHMENT B

Criterion 4

Budget & Budget Justification | Maximum Points: 10



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

Components:

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

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

Scoring Elements

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

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

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

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

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Instructions

Complete and upload a line-item budget for each year of the project. The line-item budget is a list of the resources and services required to complete the project and their associated costs which are organized by Budget Categories. See Attachment G. Budget & Budget Justification Form and Attachment H. Sample- Budget & Budget Justification Form.

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

Matching Funds

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

Complete and upload the required *OHA Matching Funds Confirmation Form* and supporting documentation, which identifies all sources that will provide cash match funds for the grant period. The Matching Funds Confirmation Form should verify that the applicant has at least fifteen percent (15%) cash match of the OHA grant amount requested per year. For the purpose of this application, OHA funds cannot be used as matching funds. Provide cash amount(s) whether the funding is confirmed or pending, and the anticipated award period. For any pending funds, also indicate the anticipated final determination date in the Notes column. If only a percentage of another funding source is dedicated as a match to the OHA funds, explain in the Notes column. See Attachment I. Matching Funds Confirmation Form.

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

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

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Indirect Costs

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

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

- Cannot exceed 20% of the total OHA grant funds.
- For operating costs not directly associated with the program.
- For costs associated with the general overhead operation of your organization.
- Examples include, but not limited to:
 - Administrative Payroll – Salaries & Fringe Benefits
 - Rent – Office Lease
 - Rent – Equipment (e.g., copier)
 - Accounting/Payroll Services
 - IT/Data Services
 - Professional Services – Legal, Audit, etc.
 - Insurance – General Liability, Auto, etc.
 - Utilities – Telephone & Internet, Electricity, Water, etc.

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

Disallowed Costs

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

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

Budget Adjustments

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

ATTACHMENT B

2. Budget Justification (0-5 points)

Scoring Elements

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

Instructions

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

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

Example:

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

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

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SECTION V. APPLICATION SUBMISSION

A. Submission Information

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

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

B. Additional Materials and Documentation

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

C. Solicitation Amendments

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

D. Cancellation of Solicitation

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

E. Rejection of Applications

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

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SECTION VI. APPLICATION EVALUATION

This section explains how the applications will be evaluated and provides the specific evaluation criteria and the points assigned to each criterion. The evaluation of applications shall be conducted comprehensively, fairly, and impartially. An evaluation committee of designated Grant Application Evaluators shall review and evaluate all applications that are complete and meet eligibility requirements. The evaluation committee will be comprised of community members with experience in and knowledge of the solicitation subject matter.

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

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

The following evaluation framework shall be used by Grant Application Evaluators during scoring:

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

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B. Recommendation for Award

The grant recommendation process includes the consideration of applications voted to award by a majority of the evaluation committee and the prioritization of applications based on the highest scores in the scoring matrix. Upon review of the scoring matrix, the OHA Administration may include the following considerations in its recommendation for award to the Board of Trustees: 1) Applicant's past OHA grant performance; 2) Gaps in service to Native Hawaiian communities; 3) Geographical distribution of grant funds to Native Hawaiian communities; and 4) Alignment of project to solicitation focus area(s). Based on the foregoing, OHA Administration shall issue final recommendations to the Board of Trustees with budget modifications and/or recommendation adjustments in accordance with grant funding amounts.

C. Approval

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

D. Notice of Award

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

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SECTION VII. OHA AWARD ADMINISTRATION

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

A. Grant Contract

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

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

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

B. Reporting Requirements for Project and Fiscal Data

Grantee shall be required to complete quarterly Performance Progress Reports and Invoices on the OHA Grants Portal and upload appropriate reports to follow up forms on the OHA Grants Portal. Grantee reports shall consist of statements by the grantee relating to the work by the grantee that was accomplished during the reporting period. Quarterly Reports shall include a description of services provided expenditures incurred, and invoice amount. Additional reports include bi-annual Performance Measurement Table report, Annual Data Reports, and a Final Report on the impact of the project on Native Hawaiians. Timely compliance with reporting requirements is required to continue to receive funding under the award.

Reports shall be submitted to OHA by the end of the month following the last day of each quarter during the term of the Contract. The grantee shall submit reports relating to the work accomplished during the specific performance and reporting period. Grantee contract performance is based on submission of complete and accurate reports. The grantee shall, within two (2) months from the end of the Time of Performance for Programmatic Services, or within two (2) months from the expenditure of all funds under this Contract, submit the Final Report to OHA via the Grants Portal.

Refer to the Example Reporting Table on the next page.

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

Report Components	Period of Performance Year 1	Due Date
<ul style="list-style-type: none"> • Performance Progress Report & Invoice • Expenditure Report 	July 1, 2024 – September 30, 2024	October 31, 2024
<ul style="list-style-type: none"> • Performance Progress Report & Invoice • Expenditure Report 	October 1, 2024 – December 31, 2024	January 31, 2025
• Performance Measurement Table	July 1, 2024 – December 31, 2024	January 31, 2025
<ul style="list-style-type: none"> • Performance Progress Report & Invoice • Expenditure Report 	January 1, 2025 – March 31, 2025	April 30, 2025
<ul style="list-style-type: none"> • Performance Progress Report & Invoice • Expenditure Report 	April 1, 2025 – June 30, 2025	July 31, 2025
• Performance Measurement Table	January 1, 2025– June 30, 2025	July 31, 2025
• Annual Data Report	July1, 2025– June 30, 2025	July 31, 2025

Report Components	Period of Performance Year 2	Due Date
<ul style="list-style-type: none"> • Performance Progress Report & Invoice • Expenditure Report 	July 1, 2025 – September 30, 2025	October 31, 2025
<ul style="list-style-type: none"> • Performance Progress Report & Invoice • Expenditure Report 	October 1, 2025 – December 31, 2025	January 31, 2026
• Performance Measurement Table	July 1, 2025 – December 31, 2025	January 31, 2026
<ul style="list-style-type: none"> • Performance Progress Report & Invoice • Expenditure Report 	January 1, 2026 – March 31, 2026	April 30, 2026
<ul style="list-style-type: none"> • Performance Progress Report & Invoice • Expenditure Report 	April 1, 2026 – June 30, 2026	July 31, 2026
• Performance Measurement Table	January 1, 2026 – June 30, 2026	July 31, 2026
• Annual Data Report	July1, 2026 – June 30, 2026	July 31, 2026
• Final Report	July 1, 2026 – June 30, 2026	August 31, 2026

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

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C. Compensation & Method of Payment

1. Automated Clearing House (ACH) Payments

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

2. Compensation

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

Subsequent payments shall be made to the applicant in quarterly disbursements, upon submission by the applicant, and approval by OHA, of Performance Progress Reports and Invoices, Expenditure Reports, and certification of Native Hawaiian Ancestry, if applicable. OHA shall retain up to ten percent (10%) of the total amount awarded for a final payment.

3. Method of Payment

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

ATTACHMENT B

Section VIII. Attachments

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

ATTACHMENT B



Attachment A. Authorized Signatory Form

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

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


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

The authorized signatory below certifies that they have legal power delegated by an organization's governing body (such as the Board of Directors) to *sign and submit the OHA Grant Contract* and that the organization's governing body will review the contract prior to submission. If awarded, this individual(s) name(s) will be included as the signatory in the grant contract.

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

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Attachment B. Sample – IRS Letter of Determination

INTERNAL REVENUE SERVICE P. O. BOX 2508 CINCINNATI, OH 45201	DEPARTMENT OF THE TREASURY
Date: DEC 18 2010	Employer Identification Number: 12-1234567
Organization Name	DLN: 600328003
Org. Address	Contact Person: Kimo Kealoha ID# 31518
City, State Zipcode	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:	
<p>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.</p> <p>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.</p> <p>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.</p>	
Sincerely,	
	
Robert Choi Director, Exempt Organizations Rulings and Agreements	
Letter 947 (DO/CG)	

ATTACHMENT B

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


STATE OF HAWAII
STATE PROCUREMENT OFFICE
CERTIFICATE OF VENDOR COMPLIANCE

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

Vendor Name: ORGANIZATION NAME

DBA/Trade Name: ORGANIZATION NAME

Issue Date: 09/10/2016

Status: Compliant

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

This certificate must be current within three (3) months of this application deadline.

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Attachment D. Performance Measurement Table

Organization: _____

Project: _____

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

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

ATTACHMENT B

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

ATTACHMENT B

Outputs	Year 1 Target	Year 2 Target	Year 3 Target
10. Deliverable F:			
Project Definition:			
Project Data Collection:			
11. Deliverable G:			
Project Definition:			
Project Data Collection:			
12. MANDATORY. Number of partners/collaborators			
OHA Definition: The number of partners/collaborators who contribute to the success of the project. Target numbers should be unduplicated.			
Project Data Collection: The number of partners/collaborators shall be documented through...			
Outcomes	Year 1 Target	Year 2 Target	Year 3 Target
1. OHA Strategic Outcome. Number of Native Hawaiian students who enter educational systems ready to learn (1.1)			
2. OHA Strategic Outcome. Number of Native Hawaiian students graduating high school who are college, career and community ready (1.2)			
3. OHA Strategic Outcome. Number of Native Hawaiians engaged in traditional learning systems (i.e. hale, halau, mua, hale pe‘a) that reestablish/maintain strong cultural foundations/identity (1.3)			
OHA Definition: Outcomes are the benefits that a project is designed to deliver. They represent the difference/impact, in measurable/quantifiable terms, made by the outputs (e.g., knowledge transferred, and behaviors changed). Outcomes define changes that have taken place because of the proposed project. The project must address and measure ONE OR MORE OHA Strategic Outcome, as selected in Criterion 1. Component 3: Project Alignment with Mana i Maui Ola Strategic Plan Strategy and Outcome(s). Additional project-specific outcomes may be added as needed. Insert additional rows for each project outcome.			
Project Definition:			
Project Data Collection:			
Outcomes	Year 1 Target	Year 2 Target	Year 3 Target
1. Project-Specific Outcome.			
Project Definition:			
Project Data Collection:			

ATTACHMENT B

Attachment E. Sample — Performance Measurement Table

Organization: _____
Project: _____

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

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

ATTACHMENT B

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

ATTACHMENT B

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

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

ATTACHMENT B



Attachment F. Budget Category Table

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

PERSONNEL - Salaries

Description: Costs of Employees Salaries and Wages.

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

PERSONNEL - Other Costs

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

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

CONTRACTUAL SERVICES - Administrative

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

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

CONTRACTUAL SERVICES - Programmatic

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

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

DISTRIBUTIONS

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

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

EQUIPMENT - Lease/Rental

Description: Cost of equipment lease or rental as related to the proposed project services (e.g. van, back hoe, printer)

Justification: Provide computations, price quotes, narrative description, and a justification for each cost under this category. Include prorata amount if the equipment is shared and not used exclusively for the project.

EQUIPMENT - Purchase

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

Justification: For each type of equipment requested, provide a description of the item and its relevance to the project, the cost per unit and the number of units.

FACILITIES - Lease/Rental

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

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

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FACILITIES - Utilities

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

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

OTHER EXPENSES - Honorarium

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

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

OTHER EXPENSES - Insurance

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

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

OTHER EXPENSES - Mileage

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

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

OTHER EXPENSES - Other Costs

Description: Enter all other costs not included in any other category.

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

OTHER EXPENSES - Postage, Freight, Delivery

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

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

OTHER EXPENSES - Publication & Printing

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

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

OTHER EXPENSES - Staff Training

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

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

OTHER EXPENSES - Supplies

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

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

PROGRAM ACTIVITIES

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

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

TRAVEL AND TRANSPORTATION

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

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

ATTACHMENT B

Attachment G. Budget and Budget Justification Form

YEAR 1

Cost Type (Check one per Line Item)						
DIRECT	INDIRECT	BUDGET CATEGORY - Item	Requested OHA Funds Budget	Matching Funds	Other Funds (if any)	Description & Justification
PERSONNEL - Salaries						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
PERSONNEL - Other Costs						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
CONTRACTUAL SERVICES - Administrative						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
CONTRACTUAL SERVICES - Programmatic						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
DISTRIBUTIONS						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
EQUIPMENT - Lease/Rental						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
EQUIPMENT - Purchase						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
FACILITIES - Lease/Rental						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
FACILITIES - Utilities						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Honorarium						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Insurance						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Mileage						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Other Costs						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Postage, Freight, Delivery						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Publication & Printing						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	

ATTACHMENT B

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

ATTACHMENT B

Attachment G. Budget and Budget Justification Form

YEAR 2

Cost Type (Check one per Line Item)						
DIRECT	INDIRECT	BUDGET CATEGORY - Item	Requested OHA Funds Budget	Matching Funds	Other Funds (if any)	Description & Justification
PERSONNEL - Salaries						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
PERSONNEL - Other Costs						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
CONTRACTUAL SERVICES - Administrative						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
CONTRACTUAL SERVICES - Programmatic						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
DISTRIBUTIONS						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
EQUIPMENT - Lease/Rental						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
EQUIPMENT - Purchase						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
FACILITIES - Lease/Rental						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
FACILITIES - Utilities						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Honorarium						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Insurance						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Mileage						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Other Costs						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Postage, Freight, Delivery						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Publication & Printing						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	

ATTACHMENT B

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

ATTACHMENT B

Attachment G. Budget and Budget Justification Form

YEAR 3

Cost Type (Check one per Line Item)		BUDGET CATEGORY - Item	Requested OHA Funds Budget	Matching Funds	Other Funds (if any)	Description & Justification
DIRECT	INDIRECT					
PERSONNEL - Salaries						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
PERSONNEL - Other Costs						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
CONTRACTUAL SERVICES - Administrative						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
CONTRACTUAL SERVICES - Programmatic						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
DISTRIBUTIONS						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
EQUIPMENT - Lease/Rental						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
EQUIPMENT - Purchase						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
FACILITIES - Lease/Rental						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
FACILITIES - Utilities						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Honorarium						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Insurance						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Mileage						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Other Costs						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Postage, Freight, Delivery						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Publication & Printing						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	

ATTACHMENT B

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

ATTACHMENT B

Attachment H. Sample— Budget and Budget Justification Form

YEAR XX

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

ATTACHMENT B

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

ATTACHMENT B



Attachment I. Matching Funds Confirmation Form

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

FUNDING SOURCE - YR 1	AMOUNT	CONFIRMED/ PENDING	AWARD PERIOD	NOTES
TOTAL INCOME:	\$ -			

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

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



Attachment J. Partner Organization Certification Form for Matching Funds

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

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

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

project, if the applicant organization is awarded. The commitment shall be for the entire grant term specified in the final grant contract with the Office of Hawaiian Affairs.

Furthermore, the partner organization has agreed to commit \$ _____
(Matching Funds)

in matching funds specifically designated for this grant project.

PARTNER ORGANIZATION INFORMATION

Organization Name: _____

Mailing Address: _____

Point of Contact: _____

Phone Number: _____

Email Address: _____

Board President Name: (Partner Organization)	_____	Board President Signature: (Partner Organization)	_____
---	-------	--	-------

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



Attachment K. Reference Guide to Disallowed Costs

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

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

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

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



Attachment L. Reference Guide to Direct and Indirect Costs

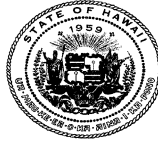
	COST TYPES	
	<u>Direct</u>	<u>Indirect</u>
Personnel		
Program Manager *	X	
Executive Director *		X
CEO *		X
Payroll Manager		X
Administrative Assistant		X
Accounting Staff (salaried on contractual)		X
Farm Manager	X	
Teacher	X	
Cultural Specialist	X	
Fringe Benefits (dependent on if the original cost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

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

ATTACHMENT B

INDIRECT COST RESTRICTION

- Cannot exceed 20% of the total OHA grants funds.
- For operating costs not directly associated with the program.
- For costs associated with the general overhead operation of your organization.
- Examples include, but not limited to:
 - Administrative Payroll – Salaries & Fringe Benefits
 - Rent – Office Lease
 - Rent – Equipment (e.g. copier)
 - Accounting/Payroll Services
 - IT/Data Services
 - Professional Services – Legal, Audit, etc.
 - Insurance – General Liability, Auto, etc.
 - Utilities – Telephone & Internet, Electricity, Water, etc.

Committee on Resource ManagementTrustee 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 HAWAII
OFFICE OF HAWAIIAN AFFAIRS**

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

DATE: Wednesday June 19, 2024**TIME:** 10:00 a.m.**PLACE:** Remote Meeting by Interactive Conference Technology
and in-person at OHA Maui Ola Boardroom

Nā Lama Kukui

560 N. Nimitz Hwy.

Honolulu, HI. 96817

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

Listen by phone: (213) 338-8477, Webinar ID: 859 0068 6521

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: 859 0068 6521.

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. May 1, 2024*

III. Unfinished Business – None**IV. New Business**A. **Action Item RM #24-13:** Approve the Awarding of Kumuwaiwai Na'auao-Educational Resources Grant from Solicitation #24-01.0.01 published February 12, 2024*B. **Action Item RM #24-15:** Approve the Awarding of Ola Ka 'Āina-Health of Land and Water Grant from Solicitation #24-04.0.01 published February 12, 2024*C. **Action Item RM #24-18:** Approve the Awarding of Ho'omohala Waiwai 'Ohana-'Ohana Economic Stability Grant from Solicitation #24-07.0.01 published February 12, 2024*D. **Action Item RM #24-22:** Approve the Awarding of Pohala Mai-'Ohana Experiencing Financial Hardship Grant from Solicitation #24-16.0.01 published March 13, 2024*E. **Action Item RM #24-23:** FB 2024-2025 Hawaiian-Focused Public Charter School Fund Administration Grant Recommendation – Part II. Facilities Funding*F. **Action Item RM #24-24:** FB 2024-2025 Hawaiian-Focused Public Charter School Fund Administration Grant Recommendation – Part III. Federal Advocacy*G. **Action Item RM #24-25:** Approve a deposit-backed mortgage loan pilot program with American Savings Bank for Native Hawaiian homebuyers***V. 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.



ACTION ITEM

COMMITTEE ON RESOURCE MANAGEMENT

June 19, 2024

RM #24-15

Action Item Issue: Approve the Awarding of Ola Ka 'Āina-Health of Land and Water Grant from Solicitation #24-04.0.01 published February 12, 2024.

Prepared by:

A handwritten signature in black ink, appearing to read 'T. Ke'ala Neumann'.

Jun 16, 2024

T. Ke'ala Neumann
Pou Kāko'o Kaiāulu, Grants Manager

Date

Reviewed by:

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

Jun 16, 2024

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

Date

Reviewed by:

A handwritten signature in black ink, appearing to read 'Stacy K. Ferreira'.

Jun 16, 2024

Stacy K. Ferreira
Ka Pouhana, Chief Executive Officer

Date

Reviewed by:

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

Jun 16, 2024

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

Date

I. PROPOSED ACTIONS

Motion #1

Approve the following Ola Ka ‘Āina-Health of Land and Water grant, Solicitation #24-04.0.01 disbursements totaling \$745,000, from Fiscal Year 2024 Core Operating Budget (Object Code 56530):

Organization Name	Award Amount Recommendation
Hale Mua Cultural Group	\$145,000
Papahana Kuaola	\$200,000
Maui Nui Makai Network	\$200,000
Pōhāhā I Ka Lani	\$200,000
Total Recommendations (4)	\$745,000

Motion #2

Approve the following Ola Ka ‘Āina-Health of Land and Water grant, Solicitation #24-04.0.01 disbursement totaling \$194,717, from Fiscal Year 2024 Core Operating Budget (Object Code 56530):

Organization Name	Award Amount Recommendation
Akaka Foundation for Tropical Forests	\$194,717
Total Recommendation (1)	\$194,717

II. ISSUE

Whether or not the Committee on Resource Management (RM), should approve the five (5) Ola Ka ‘Āina-Health of Land and Water grant recommendations for a cumulative total of \$939,717.

III. BACKGROUND AND CONTEXT

- A. Ola Ka ‘Āina-Health of Land and Water – Purpose:** Support programs and practices that strengthen the health of the ‘āina, including increasing community stewardship of Hawai‘i’s natural and cultural resources that foster connection to ‘āina, ‘ohana, and communities; and/or increasing restoration of Native Hawaiian cultural sites, landscapes, kulāiwi and traditional food systems

Priority funding consideration include projects implementing climate change and adaptation mitigation strategies and practices.

- B. Ola Ka ‘Āina-Health of Land and Water Grant – Solicitation:** Grant Applications were received in response to Solicitation OHA 24-04.0.01. Key published information for the solicitation is summarized below:



Figure 1. Grant Program Phases

Table 1. Published Solicitation Information

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

IV. ANALYSIS

- A. Overview.** Consistent with current Grants Program process, three external community members evaluated all applications. Evaluators signed the Confidentiality Form and Conflict of Interest Disclosure, and documents were

Action Item RM #24-15: Approve the Awarding of Ola Ka ‘Āina-Health of Land and Water Grant, Solicitation #24-04.0.01, published February 12, 2024.

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	23
2. Number of LOIs deemed eligible	20
Phase 2 - Application	
1. Number of Applications received	11
2. Number of Applications deemed complete	9
Phase 3 – Evaluation	
1. Number of Applications evaluated	9
2. Number of Applications recommended for awarding See Attachment A	5

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

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

Of the nine (9) complete applications submitted, nine (9) applications were evaluated and five (5) are being recommended for award for the full funding amount requested.

Refer to Attachment A. Application Analysis for detailed application analysis of five (5) recommended applications for Ola Ka ‘Āina-Health of Land and Water

Action Item RM #24-15: Approve the Awarding of Ola Ka ‘Āina-Health of Land and Water Grant, Solicitation #24-04.0.01, published February 12, 2024.

Grant awards and Attachment B. for the Ola Ka ‘Āina-Health of Land and Water Grant Solicitation.

V. BUDGET AUTHORIZATION

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

Figure 2. Grants Budget Summary, Approved FY24 Budget, as approved via AI RM #23-17.

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Action Item RM #24-15: Approve the Awarding of Ola Ka 'Āina-Health of Land and Water Grant, Solicitation #24-04.0.01, published February 12, 2024.

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

Figure 3. Grants Budget Details, 56530- Community Grants, Approved FY24 Budget, as approved via AI RM #23-17.

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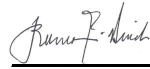
Action Item RM #24-15: Approve the Awarding of Ola Ka ‘Āina-Health of Land and Water Grant, Solicitation #24-04.0.01, published February 12, 2024.

VI. AVAILABLE FUNDS COMMUNITY GRANTS PROGRAM OLA KA ‘ĀINA HEALTH OF LAND AND WATER GRANT

Action Item	FY24	FY25	Remaining Funds
RM #23-22- Approve the Awarding of ‘Āina Grants from Solicitation #23-02.01 published May 30, 2023	\$1,000,000	\$1,000,000	\$2,000,000

VII. CERTIFICATION

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



Ramona G. Hinck
Chief Financial Officer

Date: Jun 16, 2024

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Action Item RM #24-15: Approve the Awarding of Ola Ka ‘Āina-Health of Land and Water Grant, Solicitation #24-04.0.01, published February 12, 2024.

VIII. RECOMMENDED ACTION

Motion #1

Approve the following Ola Ka ‘Āina-Health of Land and Water grant, Solicitation #24-04.0.01 disbursements totaling \$745,000, from Fiscal Year 2024 Core Operating Budget (Object Code 56530):

Organization Name	Award Amount Recommendation
Hale Mua Cultural Group	\$145,000
Papahana Kuaola	\$200,000
Maui Nui Makai Network	\$200,000
Pōhāhā I Ka Lani	\$200,000
Total Recommendations (4)	\$745,000

Motion #2

Approve the following Ola Ka ‘Āina-Health of Land and Water grant, Solicitation #24-04.0.01 disbursement totaling \$194,717, from Fiscal Year 2024 Core Operating Budget (Object Code 56530):

Organization Name	Award Amount Recommendation
Akaka Foundation for Tropical Forests	\$194,717
Total Recommendation (1)	\$194,717

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Action Item RM #24-15: Approve the Awarding of Ola Ka ‘Āina-Health of Land and Water Grant, Solicitation #24-04.0.01, published February 12, 2024.

IX. ALTERNATIVES TO RECOMMENDED ACTION

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

X. ATTACHMENTS

- A. Application Analysis
- B. Grant Solicitation No. OHA 24-04.0.01, Ola Ka ‘Āina-Health of Land and Water Grant Program, Posted February 12, 2024.



GRANT TYPE- 24-04,0,01- Ola Ka 'Āina- Health of Land and Water

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ATTACHMENT B



Grant Solicitation

No. OHA 24-04.0.01

Community Grant – **Ola Ka ‘Āina- Health of Land and Water**

February 12, 2024

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

For additional information regarding this grant solicitation, please email:

grantsinfo@oha.org

**For technical assistance with the online application and/or concerns regarding the
OHA Grants Portal, please email:**

grantsadmin@oha.org

<p>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.</p>
--

ATTACHMENT B

GRANTS PROGRAM

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

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

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

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

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

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

The contact information for the OHA Grants Program is:

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

For additional information regarding this grant solicitation, please email:

grantsinfo@oha.org

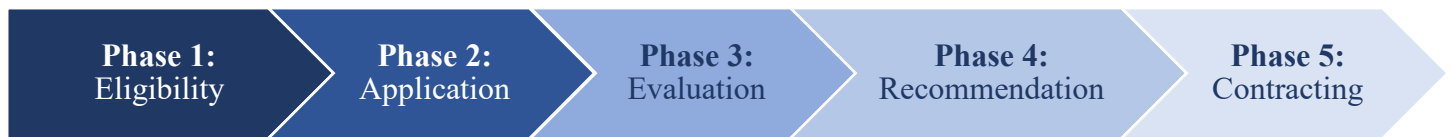
ATTACHMENT B

SOLICITATION ORGANIZATION

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

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

Figure 1. Grants Program Phases



ATTACHMENT B

SECTION I. SOLICITATION DESCRIPTION

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

Ola Ka ‘Āina- Health of Land and Water Grants Purpose: Support programs and practices that strengthen the health of the ‘āina, including increasing community stewardship of Hawai‘i’s natural and cultural resources that foster connection to ‘āina, ‘ohana, and communities; and/or increasing restoration of Native Hawaiian cultural sites, landscapes, kulāiwi and traditional food systems.	
Focus Areas	Priority funding consideration include projects implementing climate change and adaptation mitigation strategies and practices.

A. Solicitation Timetable

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

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

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

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

ATTACHMENT B

B. OHA

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

C. Community Grants Purpose

Community Grants are programmatic grants for organizations to administer projects in the State of Hawai'i designed to meet the needs of our Native Hawaiian community in alignment with OHA's Mana i Maui Ola Strategic Plan. The opportunity for grant contract extension beyond the initial grant period awarded shall be based on outcomes of grant monitoring, evaluation, and availability of funding.

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

This Community Grant is aligned with OHA's Strategy 4: Advance policies, programs and practices that strengthen the health of the 'āina. Applicants will be required to align their project to this Strategy and one or more associated Strategic Outcome, as listed below.

Strategy 4: Advance policies, programs and practices that strengthen the health of the 'āina.

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.

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ATTACHMENT B

SECTION II. OHA AWARD INFORMATION

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

A. Grant Award Period

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

- B. Amount Requested** – The applicant may request an OHA grant in amounts of **\$100,000 (Minimum Amount) to \$200,000 (Maximum Amount)** for the project. Applications in which the Amount Requested is below the minimum amount or exceeds the maximum amount will be deemed ineligible.

C. Indirect Cost Restrictions

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

D. Multiple OHA Grant Application & Award Restrictions

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

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

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

E. Matching Funds

Applicants are required to provide matching funds for a grant award period of at least fifteen percent (15%) of the OHA grant award amount per year. Matching funds priority should be comprised of cash sources, including other grantor cash sources. Post award, OHA funds can be used as matching funds for other grant(s) with OHA notification. Matching funds can be committed from the applicant and/or a partner organization. Appropriate supporting documentation will be required. Applications with less than 15% matching funds will be deemed ineligible.

ATTACHMENT B

F. Geographic Service Area

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

G. Grant Award Renewal

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

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

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

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

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

Letter of Interest Submission Process & Required Documents

The applicant shall provide information and upload the required documents to the OHA Grants Portal to meet the solicitation minimum eligibility requirements.

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

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

Applicants will receive an email notification regarding eligibility status and access to the application. If the applicant receives an email notification that it did not meet the Phase 1 – Eligibility- LOI (Letter of Interest) requirements, the applicant can return to the OHA Grants Portal to complete and submit the required documents **one additional time**.

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

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

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

A. Applicant & Project Information

1. **Organization Name** – The applicant shall provide the name of the applicant organization.
2. **Project Name** – The applicant shall provide the name of the project.
3. **Amount Requested** – The applicant shall indicate the amount of money being requested from OHA for the project. **Minimum Amount: \$100,000. Maximum Amount: \$200,000.** *If the Amount Requested is below the minimum amount or exceeds the maximum amount, the application will be deemed ineligible.

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

Strategy 4: Advance policies, programs and practices that strengthen the health of the ‘āina.

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.

5. **Project Contacts** – The applicant shall provide contact information (name, title, mailing address, phone number, email address) for a Primary Project Contact and Secondary Project Contact for the grant contract. Project Contacts must be directly engaged in the administration and implementation of the project. By being listed in the application, Project Contacts are authorized to communicate, submit required reports, and provide authorization for additional Project Contacts on behalf of the awarded organization as necessary.
6. **Governing Board** – The applicant shall list its organizations’ governing board. The list shall include board members’ names and titles.
7. **Executive Team** – The applicant shall list its organizations’ executive team. The list shall include executive team members’ names and titles.
8. **Authorized Signatory Form - document upload** – The applicant shall complete and upload the Authorized Signatory Form. This form needs to be completed and signed by the organization’s Authorized Signatory for both the OHA Grant Application and the OHA Grant Contract. See Attachment A, Authorized Signatory Form.

B. Certifications

1. **Licenses/Permits Certification** – The applicant shall certify that applicable licenses and/or permits required for the project have been secured when notified of award. Applicants that will be recommended for award will be contacted to ensure that licenses/and or permits have been secured. If an applicant cannot provide the approved licenses/permits, the Grants Program will not recommend the applicant to the Board of Trustees for award.
2. **Sufficient Funds Certification** – The applicant shall certify that it has sufficient funds available for the effective operation of the project proposed in the grant application for the duration of the grant period, including fifteen percent (15%) in matching funds to

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support the project, confirmed or pending at time of application. Applicants will be asked to submit supporting documentation of matching funds in their application. This grant is a reimbursement grant, with an initial payment and cost reimbursement for allowable incurred costs provided at the end of each reporting period, to the extent prescribed in the grant contract.

3. **IRS Letter of Determination – document upload** – The applicant shall upload the organization’s IRS Letter of Determination verifying tax-exempt nonprofit status. Should the current Organization Name not match the name listed on the original IRS Letter of Determination, the applicant shall submit the approved Board Meeting minutes indicating the name change. *See Attachment B. Sample - IRS Letter of Determination.*
4. **Certificate of Vendor Compliance (CVC) - document upload** –The applicant shall upload the Certificate of Vendor Compliance issued by the State of Hawai‘i verifying the applicant is registered to do business in the State of Hawai‘i. To obtain this document, applicants must register with Hawai‘i Compliance Express online at <http://vendors.ehawaii.gov>. Registration with Hawai‘i Compliance Express may take up to **two weeks** before access to the online CVC is granted. This certificate **must be current within three (3) months of this application deadline.** We do not accept your DCCA Certificate of Good Standing. *See Attachment C. Sample - HCE Certificate of Vendor Compliance.*
5. **Board Governance Certification** – The applicant shall certify the following:
 - a. The members of the organization's governing board have no material conflict of interest and serve without compensation in their capacity as governing board members;
 - b. The organization's governing board has bylaws or policies that describe the manner in which business is conducted and policies relating to nepotism and management of potential conflict of interest situations; and
 - c. The organization employs or contracts with no two or more members of a family, or kin, of the first or second degree of consanguinity (i.e., a spouse, parent, child, grandparent, grandchild, or sibling of another employee or contractor of the organization). If the organization employs or contracts with two or more members of a family, or kin, of the first or second degree of consanguinity, the organization shall disclose such employment or contractual relationship to OHA, along with the organization’s efforts to mitigate concerns over nepotism or conflicts of interest arising from the relationship, and OHA shall then determine whether the organization may proceed with its grant application.
6. **Native Hawaiians to be Served** – The applicant shall certify that OHA grant funding for this project shall be used to **directly** serve Native Hawaiian individuals only. If the project does not serve Native Hawaiians, the application will be deemed ineligible. Matching funds for this project from other sources may be used to serve non-Hawaiian community or ‘ohana members as needed.

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- 7. Geographic Service Area** – The applicant shall certify service delivery for this project will be implemented on the island(s) of Hawai‘i, Maui, Lāna‘i, Moloka‘i, O‘ahu, **and/or** Kaua‘i.

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SECTION IV. PHASE 2 – APPLICATION

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

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

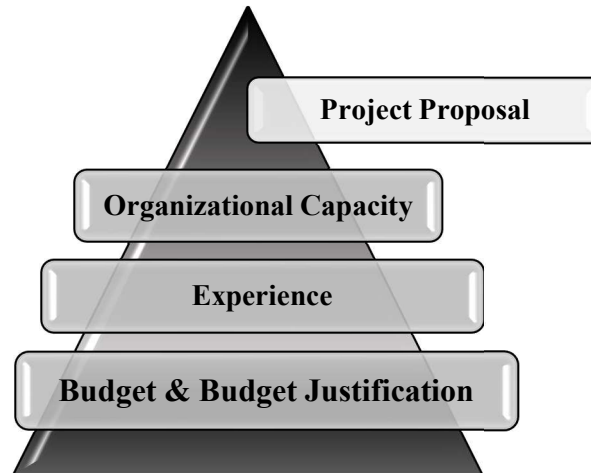
APPLICATION CRITERIA & POINTS
Criterion 1: Project Proposal – Maximum: 65 Points
Criterion 2: Organizational Capacity – Maximum: 10 Points
Criterion 3: Experience – Maximum: 15 Points
Criterion 4: Budget & Budget Justification – Maximum: 10 Points

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Criterion 1

Project Proposal | Maximum Points: 65



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

Components:

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

1. Project Purpose (0-5 points)
--

<u>Scoring Elements</u>

- | |
|---|
| <ul style="list-style-type: none">▪ <i>The application identifies a project purpose that is relevant to the community and meaningful in scope. (0–5 points)</i> |
|---|

Instructions

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

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

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Sample:

The purpose of this project is to educate 250 Native Hawaiians from Hāmākua communities in lo‘i restoration to increase community stewards’ connection to ‘āina by 80%.

- Population (Who): 250 Native Hawaiians from Hāmākua communities
- Result (What): education in lo‘i restoration to increase community stewards’ connection to ‘āina
- Target (How much): by 80%.

2. Current Community Condition (0-10 points)

Scoring Elements

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

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

Instructions

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

Do not describe the specific condition that the project will address as a “lack of” or a “need for” the project. For example, applications often will state, “We should assert konohiki fishing rights in our community,” or “Native Hawaiians lack access to necessary wai for their 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.

The current community condition should:

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

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

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Instructions

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

Data for the baseline information should come from surveys, focus groups, research papers/studies, censuses, archives, etc. Use the most recent data available (within the last 10 years). Provide local data first that speaks directly to the community to be served (community rates for unemployment, suicide, poverty, etc.), and if local data is not available move progressively outward to regional and statewide sources. It is often helpful to compare local statistics to regional and statewide statistics to show the severity of the condition.

Lay the groundwork for Grant Application Evaluators to understand the current community condition and to accurately determine if your project is viable. Baseline information should paint a picture to use as a comparison for future improvements and success. Support all claims with facts and evidence and cite specific sources.

When addressing this element, it is important to only include information that is related to a baseline for the single identified condition. For example, if the project is about preserving ‘ōlelo Hawai‘i, then baseline information should include the number of Native Hawaiians within the community served and the number of Native Hawaiians who ‘ōlelo Hawai‘i.

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

Scoring Elements

- *The application clearly demonstrates how the project will directly and meaningfully address Strategy 4. (0–5 points)*
- *The application clearly demonstrates how the project will have significant community impact in alignment with one or more Strategic Outcomes. (0–5 points)*
- *The application clearly demonstrates how the project will have significant community impact through engaging one or more Strategic Foundations. (0–5 points)*

Scoring Element: The application clearly demonstrates how the project will directly and meaningfully address Strategy 4.

Instructions

Describe how the project aligns with:

Strategy 4: Advance policies, programs and practices that strengthen the health of the ‘āina.

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

Instructions

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

Outcome 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.

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

Instructions

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

‘Ohana – Family. ‘Ohana is instrumental to community empowerment. When families are strong and healthy, and when there is positive engagement within the ‘ohana, from keiki to kūpuna, communities thrive. Connections to mo‘omeheu and ‘āina begin with connections within families.

Mo‘omeheu – Culture. Culture is the essence of who Native Hawaiians are as a people. It includes all those things that distinguish the community: language, stories, customs, music, art, food, protocols, religions, values, traditions, and celebrations. Expressions of culture are both internal and external. Culture shapes Native Hawaiian worldview and thinking. It informs the ways in which individuals interact with one another and with ‘āina. It influences the way Native Hawaiians interpret events and approach problem-solving.

‘Āina – Land & Water. To Native Hawaiian kūpuna, the land was life. Imbued with mana, ‘āina provides everything the community needs to survive. On an intimate level, Native Hawaiians are connected to the land by the generations of kūpuna who lived on the land and whose iwi rest here. Thus, the emotional ties to family, and the aloha for them, extends to the land that feeds us.

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

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4. Scope of Services (0-15 points)

Scoring Elements

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

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

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

Instructions

Number of Native Hawaiians to be Served

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

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

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

Geographic Service Area

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

Services

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

Example:

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

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

Instructions

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

Sample:

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

5. Performance Measurement Table (0-20 points)

Scoring Elements

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

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

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

Instructions

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

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

Instructions

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

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

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

Instructions

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

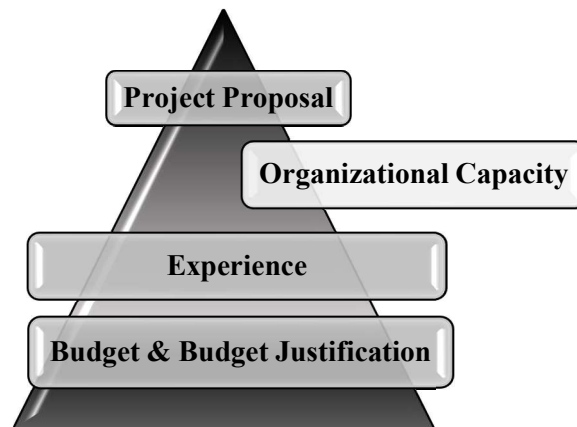
Additional project-specific outcomes may also be inserted in the Performance Measurement Table, with related year-end targets, to measure and document project impact. Outcomes are the difference/impact, in measurable/quantifiable terms, made by the outputs (e.g., knowledge transferred, and behaviors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

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ATTACHMENT B

Criterion 2

Organizational Capacity | Maximum Points: 10



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

Components:

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

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

<u>Scoring Elements</u>

- | |
|---|
| <ul style="list-style-type: none">▪ <i>The organization's background, history, and years serving the Native Hawaiian community is sufficient to implement the project. (0-1 point)</i>▪ <i>The organizational chart clearly identifies adequate staff to implement the project and indicates where each position falls within the organization. (0-1 point)</i>▪ <i>The application clearly defines appropriate responsibilities for each staff position (or subcontractor) in the implementation of the project. (0 –2 points)</i>▪ <i>The application identifies appropriate strategies for recruiting and hiring project staff. (0-1 point)</i> |
|---|

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

Instructions

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

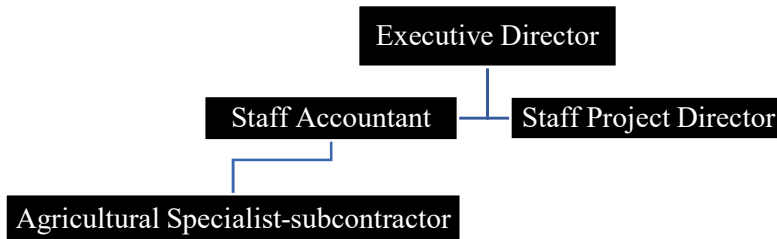
ATTACHMENT B

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

Instructions

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

Sample:



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

Instructions

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

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

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

Instructions

For any positions that will be vacant at the start of the project, outline a recruitment and hiring plan that aligns with the organization's current policies and procedures. Include an estimated timeframe needed for recruitment and hiring. Lastly, if the Project Director or related position needs to be filled, identify who will be responsible for the implementation of activities until they are hired.

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2. Fiscal Oversight (0-5 points)

Scoring Elements

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

Instructions

Describe the financial internal controls of the organization including the policies which clearly define how disbursement of funds, purchasing, cash drawdowns, and related authorizations are handled.

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

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Criterion 3

Experience | Maximum Points: 15



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

Components:

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

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

<u>Scoring Elements</u>

- | |
|---|
| <ul style="list-style-type: none">▪ <i>The application clearly demonstrates meaningful prior experience providing the proposed or directly related project services. (0-5 points)</i> |
|---|

Instructions

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

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

Scoring Elements

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

Instructions

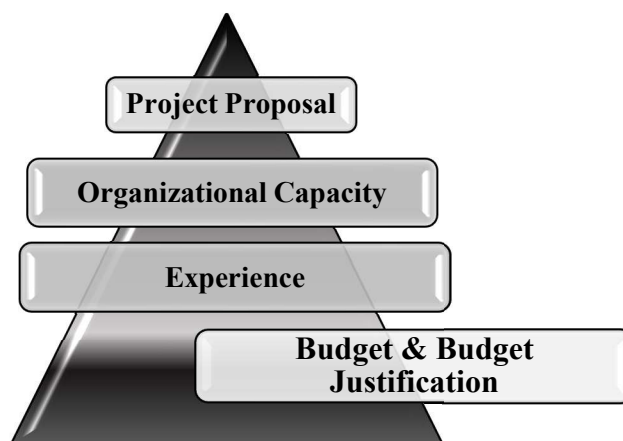
Provide information and data to substantiate how the percentage was derived. The information and data should not be based solely on the project proposed in this application, but the organization's overall participant and/or client base for all services provided by the organization.

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ATTACHMENT B

Criterion 4

Budget & Budget Justification | Maximum Points: 10



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

Components:

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

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

Scoring Elements

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

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

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

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

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Instructions

Complete and upload a line-item budget for each year of the project. The line-item budget is a list of the resources and services required to complete the project and their associated costs which are organized by Budget Categories. See Attachment G. Budget & Budget Justification Form and Attachment H. Sample- Budget & Budget Justification Form.

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

Matching Funds

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

Complete and upload the required *OHA Matching Funds Confirmation Form* and supporting documentation, which identifies all sources that will provide cash match funds for the grant period. The Matching Funds Confirmation Form should verify that the applicant has at least fifteen percent (15%) cash match of the OHA grant amount requested per year. For the purpose of this application, OHA funds cannot be used as matching funds. Provide cash amount(s) whether the funding is confirmed or pending, and the anticipated award period. For any pending funds, also indicate the anticipated final determination date in the Notes column. If only a percentage of another funding source is dedicated as a match to the OHA funds, explain in the Notes column. See Attachment I. Matching Funds Confirmation Form.

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

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

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Indirect Costs

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

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

- Cannot exceed 20% of the total OHA grant funds.
- For operating costs not directly associated with the program.
- For costs associated with the general overhead operation of your organization.
- Examples include, but not limited to:
 - Administrative Payroll – Salaries & Fringe Benefits
 - Rent – Office Lease
 - Rent – Equipment (e.g., copier)
 - Accounting/Payroll Services
 - IT/Data Services
 - Professional Services – Legal, Audit, etc.
 - Insurance – General Liability, Auto, etc.
 - Utilities – Telephone & Internet, Electricity, Water, etc.

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

Disallowed Costs

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

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

Budget Adjustments

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

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2. Budget Justification (0-5 points)

Scoring Elements

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

Instructions

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

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

Example:

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

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

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SECTION V. APPLICATION SUBMISSION

A. Submission Information

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

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

B. Additional Materials and Documentation

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

C. Solicitation Amendments

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

D. Cancellation of Solicitation

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

E. Rejection of Applications

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

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SECTION VI. APPLICATION EVALUATION

This section explains how the applications will be evaluated and provides the specific evaluation criteria and the points assigned to each criterion. The evaluation of applications shall be conducted comprehensively, fairly, and impartially. An evaluation committee of designated Grant Application Evaluators shall review and evaluate all applications that are complete and meet eligibility requirements. The evaluation committee will be comprised of community members with experience in and knowledge of the solicitation subject matter.

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

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

The following evaluation framework shall be used by Grant Application Evaluators during scoring:

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

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B. Recommendation for Award

The grant recommendation process includes the consideration of applications voted to award by a majority of the evaluation committee and the prioritization of applications based on the highest scores in the scoring matrix. Upon review of the scoring matrix, the OHA Administration may include the following considerations in its recommendation for award to the Board of Trustees: 1) Applicant's past OHA grant performance; 2) Gaps in service to Native Hawaiian communities; 3) Geographical distribution of grant funds to Native Hawaiian communities; and 4) Alignment of project to solicitation focus area(s). Based on the foregoing, OHA Administration shall issue final recommendations to the Board of Trustees with budget modifications and/or recommendation adjustments in accordance with grant funding amounts.

C. Approval

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

D. Notice of Award

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

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SECTION VII. OHA AWARD ADMINISTRATION

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

A. Grant Contract

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

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

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

B. Reporting Requirements for Project and Fiscal Data

Grantee shall be required to complete quarterly Performance Progress Reports and Invoices on the OHA Grants Portal and upload appropriate reports to follow up forms on the OHA Grants Portal. Grantee reports shall consist of statements by the grantee relating to the work by the grantee that was accomplished during the reporting period. Quarterly Reports shall include a description of services provided expenditures incurred, and invoice amount. Additional reports include bi-annual Performance Measurement Table report, Annual Data Reports, and a Final Report on the impact of the project on Native Hawaiians. Timely compliance with reporting requirements is required to continue to receive funding under the award.

Reports shall be submitted to OHA by the end of the month following the last day of each quarter during the term of the Contract. The grantee shall submit reports relating to the work accomplished during the specific performance and reporting period. Grantee contract performance is based on submission of complete and accurate reports. The grantee shall, within two (2) months from the end of the Time of Performance for Programmatic Services, or within two (2) months from the expenditure of all funds under this Contract, submit the Final Report to OHA via the Grants Portal.

Refer to the Example Reporting Table on the next page.

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

Report Components	Period of Performance Year 1	Due Date
<ul style="list-style-type: none"> • Performance Progress Report & Invoice • Expenditure Report 	July 1, 2024 – September 30, 2024	October 31, 2024
<ul style="list-style-type: none"> • Performance Progress Report & Invoice • Expenditure Report 	October 1, 2024 – December 31, 2024	January 31, 2025
• Performance Measurement Table	July 1, 2024 – December 31, 2024	January 31, 2025
<ul style="list-style-type: none"> • Performance Progress Report & Invoice • Expenditure Report 	January 1, 2025 – March 31, 2025	April 30, 2025
<ul style="list-style-type: none"> • Performance Progress Report & Invoice • Expenditure Report 	April 1, 2025 – June 30, 2025	July 31, 2025
• Performance Measurement Table	January 1, 2025– June 30, 2025	July 31, 2025
• Annual Data Report	July 1, 2025– June 30, 2025	July 31, 2025

Report Components	Period of Performance Year 2	Due Date
<ul style="list-style-type: none"> • Performance Progress Report & Invoice • Expenditure Report 	July 1, 2025 – September 30, 2025	October 31, 2025
<ul style="list-style-type: none"> • Performance Progress Report & Invoice • Expenditure Report 	October 1, 2025 – December 31, 2025	January 31, 2026
• Performance Measurement Table	July 1, 2025 – December 31, 2025	January 31, 2026
<ul style="list-style-type: none"> • Performance Progress Report & Invoice • Expenditure Report 	January 1, 2026 – March 31, 2026	April 30, 2026
<ul style="list-style-type: none"> • Performance Progress Report & Invoice • Expenditure Report 	April 1, 2026 – June 30, 2026	July 31, 2026
• Performance Measurement Table	January 1, 2026 – June 30, 2026	July 31, 2026
• Annual Data Report	July 1, 2026 – June 30, 2026	July 31, 2026
• Final Report	July 1, 2026 – June 30, 2026	August 31, 2026

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

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C. Compensation & Method of Payment

1. Automated Clearing House (ACH) Payments

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

2. Compensation

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

Subsequent payments shall be made to the applicant in quarterly disbursements, upon submission by the applicant, and approval by OHA, of Performance Progress Reports and Invoices, Expenditure Reports, and certification of Native Hawaiian Ancestry, if applicable. OHA shall retain up to ten percent (10%) of the total amount awarded for a final payment.

3. Method of Payment

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

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Section VIII. Attachments

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

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Attachment A. Authorized Signatory Form

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

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

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

The authorized signatory below certifies that they have legal power delegated by an organization's governing body (such as the Board of Directors) to *sign and submit the OHA Grant Contract* and that the organization's governing body will review the contract prior to submission. If awarded, this individual(s) name(s) will be included as the signatory in the grant contract.

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

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Attachment B. Sample – IRS Letter of Determination

INTERNAL REVENUE SERVICE P. O. BOX 2508 CINCINNATI, OH 45201	DEPARTMENT OF THE TREASURY
Date: DEC 18 2010	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
Organization Name Org. Address City, State Zipcode	


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

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


STATE OF HAWAII
STATE PROCUREMENT OFFICE
CERTIFICATE OF VENDOR COMPLIANCE

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

Vendor Name: ORGANIZATION NAME

DBA/Trade Name: ORGANIZATION NAME

Issue Date: 09/10/2016

Status: Compliant

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

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Attachment D. Performance Measurement Table

Organization: _____
Project: _____

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

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

ATTACHMENT B

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

ATTACHMENT B

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

Outcomes	Year 1 Target	Year 2 Target	Year 3 Target
1. OHA Strategic Outcome. <i>Number of community stewardships of Hawai‘i’s natural or cultural resources that foster connection to ‘āina, ‘ohana and communities to be created or supported (4.2)</i>			
2. OHA Strategic Outcome. <i>Number of Native Hawaiian cultural sites, landscapes, kulāiwi, and traditional food systems to be restored (4.3)</i>			
OHA Definition: Outcomes are the benefits that a project is designed to deliver. They represent the difference/impact, in measurable/quantifiable terms, made by the outputs (e.g., knowledge transferred, and behaviors changed). Outcomes define changes that have taken place because of the proposed project. The project must address and measure ONE OR MORE OHA Strategic Outcome, as selected in Criterion 1. Component 3: Project Alignment with Mana i Maui Ola Strategic Plan Strategy and Outcome(s). Additional project-specific outcomes may be added as needed. Insert additional rows for each project outcome.			
Project Definition:			
Project Data Collection:			
Outcomes	Year 1 Target	Year 2 Target	Year 3 Target
Project-Specific Outcome.			
Project Definition:			
Project Data Collection:			

ATTACHMENT B

Attachment E. Sample — Performance Measurement Table

Organization: _____
Project: _____

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

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

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

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

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

ATTACHMENT B



Attachment F. Budget Category Table

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

PERSONNEL - Salaries

Description: Costs of Employees Salaries and Wages.

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

PERSONNEL - Other Costs

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

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

CONTRACTUAL SERVICES - Administrative

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

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

CONTRACTUAL SERVICES - Programmatic

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

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

DISTRIBUTIONS

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

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

EQUIPMENT - Lease/Rental

Description: Cost of equipment lease or rental as related to the proposed project services (e.g. van, back hoe, printer)

Justification: Provide computations, price quotes, narrative description, and a justification for each cost under this category. Include prorata amount if the equipment is shared and not used exclusively for the project.

EQUIPMENT - Purchase

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

Justification: For each type of equipment requested, provide a description of the item and its relevance to the project, the cost per unit and the number of units.

ATTACHMENT B

FACILITIES - Lease/Rental

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

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

FACILITIES - Utilities

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

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

OTHER EXPENSES - Honorarium

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

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

OTHER EXPENSES - Insurance

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

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

OTHER EXPENSES - Mileage

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

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

OTHER EXPENSES - Other Costs

Description: Enter all other costs not included in any other category.

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

OTHER EXPENSES - Postage, Freight, Delivery

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

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

OTHER EXPENSES - Publication & Printing

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

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

OTHER EXPENSES - Staff Training

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

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

OTHER EXPENSES - Supplies

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

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

PROGRAM ACTIVITIES

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

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

TRAVEL AND TRANSPORTATION

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

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

ATTACHMENT B

Attachment G. Budget and Budget Justification Form

YEAR 1

Cost Type (Check one per Line Item)						
DIRECT	INDIRECT	BUDGET CATEGORY - Item	Requested OHA Funds Budget	Matching Funds	Other Funds (if any)	Description & Justification
PERSONNEL - Salaries						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
PERSONNEL - Other Costs						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
CONTRACTUAL SERVICES - Administrative						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
CONTRACTUAL SERVICES - Programmatic						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
DISTRIBUTIONS						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
EQUIPMENT - Lease/Rental						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
EQUIPMENT - Purchase						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
FACILITIES - Lease/Rental						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
FACILITIES - Utilities						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Honorarium						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Insurance						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Mileage						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Other Costs						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Postage, Freight, Delivery						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Publication & Printing						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	

ATTACHMENT B

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

ATTACHMENT B

Attachment G. Budget and Budget Justification Form

YEAR 2

Cost Type (Check one per Line Item)						
DIRECT	INDIRECT	BUDGET CATEGORY - Item	Requested OHA Funds Budget	Matching Funds	Other Funds (if any)	Description & Justification
PERSONNEL - Salaries						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
PERSONNEL - Other Costs						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
CONTRACTUAL SERVICES - Administrative						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
CONTRACTUAL SERVICES - Programmatic						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
DISTRIBUTIONS						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
EQUIPMENT - Lease/Rental						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
EQUIPMENT - Purchase						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
FACILITIES - Lease/Rental						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
FACILITIES - Utilities						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Honorarium						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Insurance						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Mileage						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Other Costs						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Postage, Freight, Delivery						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Publication & Printing						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	

ATTACHMENT B

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

ATTACHMENT B

Attachment G. Budget and Budget Justification Form

YEAR 3

Cost Type (Check one per Line Item)		BUDGET CATEGORY - Item	Requested OHA Funds Budget	Matching Funds	Other Funds (if any)	Description & Justification
DIRECT	INDIRECT					
PERSONNEL - Salaries						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
PERSONNEL - Other Costs						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
CONTRACTUAL SERVICES - Administrative						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
CONTRACTUAL SERVICES - Programmatic						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
DISTRIBUTIONS						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
EQUIPMENT - Lease/Rental						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
EQUIPMENT - Purchase						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
FACILITIES - Lease/Rental						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
FACILITIES - Utilities						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Honorarium						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Insurance						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Mileage						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Other Costs						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Postage, Freight, Delivery						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Publication & Printing						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	

ATTACHMENT B

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

ATTACHMENT B

Attachment H. Sample— Budget and Budget Justification Form

YEAR XX

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

ATTACHMENT B

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

ATTACHMENT B



Attachment I. Matching Funds Confirmation Form

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

FUNDING SOURCE - YR 1	AMOUNT	CONFIRMED/ PENDING	AWARD PERIOD	NOTES
TOTAL INCOME:	\$ -			

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

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

**Attachment J. Partner Organization Certification Form for Matching Funds**

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

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

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

project, if the applicant organization is awarded. The commitment shall be for the entire grant term specified in the final grant contract with the Office of Hawaiian Affairs.

Furthermore, the partner organization has agreed to commit \$ _____
(Matching Funds)

in matching funds specifically designated for this grant project.

PARTNER ORGANIZATION INFORMATION

Organization Name: _____

Mailing Address: _____

Point of Contact: _____

Phone Number: _____

Email Address: _____

Board President Name: _____ Board President Signature: _____
(Partner Organization) (Partner Organization)

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

**Attachment K. Reference Guide to Disallowed Costs**

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

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

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

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



Attachment L. Reference Guide to Direct and Indirect Costs

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

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

ATTACHMENT B

INDIRECT COST RESTRICTION

- Cannot exceed 20% of the total OHA grants funds.
- For operating costs not directly associated with the program.
- For costs associated with the general overhead operation of your organization.
- Examples include, but not limited to:
 - Administrative Payroll – Salaries & Fringe Benefits
 - Rent – Office Lease
 - Rent – Equipment (e.g. copier)
 - Accounting/Payroll Services
 - IT/Data Services
 - Professional Services – Legal, Audit, etc.
 - Insurance – General Liability, Auto, etc.
 - Utilities – Telephone & Internet, Electricity, Water, etc.

Committee on Resource ManagementTrustee 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 HAWAII
OFFICE OF HAWAIIAN AFFAIRS**

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

DATE: Wednesday June 19, 2024**TIME:** 10:00 a.m.**PLACE:** Remote Meeting by Interactive Conference Technology
and in-person at OHA Maui Ola Boardroom

Nā Lama Kukui

560 N. Nimitz Hwy.

Honolulu, HI. 96817

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

Listen by phone: (213) 338-8477, Webinar ID: 859 0068 6521

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: 859 0068 6521.

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. May 1, 2024*

III. Unfinished Business – None**IV. New Business**A. **Action Item RM #24-13:** Approve the Awarding of Kumuwaiwai Na'auao-Educational Resources Grant from Solicitation #24-01.0.01 published February 12, 2024*B. **Action Item RM #24-15:** Approve the Awarding of Ola Ka 'Āina-Health of Land and Water Grant from Solicitation #24-04.0.01 published February 12, 2024*C. **Action Item RM #24-18:** Approve the Awarding of Ho'omohala Waiwai 'Ohana-'Ohana Economic Stability Grant from Solicitation #24-07.0.01 published February 12, 2024*D. **Action Item RM #24-22:** Approve the Awarding of Pohala Mai-'Ohana Experiencing Financial Hardship Grant from Solicitation #24-16.0.01 published March 13, 2024*E. **Action Item RM #24-23:** FB 2024-2025 Hawaiian-Focused Public Charter School Fund Administration Grant Recommendation – Part II. Facilities Funding*F. **Action Item RM #24-24:** FB 2024-2025 Hawaiian-Focused Public Charter School Fund Administration Grant Recommendation – Part III. Federal Advocacy*G. **Action Item RM #24-25:** Approve a deposit-backed mortgage loan pilot program with American Savings Bank for Native Hawaiian homebuyers***V. 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.



ACTION ITEM

COMMITTEE ON RESOURCE MANAGEMENT June 19, 2024

RM #24-18

Action Item Issue: Approve the Awarding of Ho‘omohala Waiwai ‘Ohana-‘Ohana Economic Stability Grant from Solicitation #24-07.0.01 published February 12, 2024.

Prepared by:

A handwritten signature in black ink, appearing to read 'T. Ke'ala Neumann'.

Jun 16, 2024

T. Ke‘ala Neumann
Pou Kāko‘o Kaiāulu, Grants Manager

Date

Reviewed by:

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

Jun 16, 2024

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

Date

Reviewed by:

A handwritten signature in black ink, appearing to read 'Stacy K. Ferreira'.

Jun 16, 2024

Stacy K. Ferreira
Ka Pouhana, Chief Executive Officer

Date

Reviewed by:

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

Jun 16, 2024

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

Date

I. PROPOSED ACTION

Approve the following Ho‘omohala Waiwai ‘Ohana-‘Ohana Economic Stability Grant, Solicitation #24-07.0.01 disbursements totaling \$401,226, from Fiscal Year 2024 Core Operating Budget (Object Code 56530):

Organization Name	Award Amount Recommendation
La‘i‘ōpua 2020	\$200,000
The Men of PA‘A	\$201,226
Total Recommendations (2)	\$401,226

II. ISSUE

Whether or not the Committee on Resource Management (RM), should approve the two (2) Ho‘omohala Waiwai ‘Ohana-‘Ohana Economic Stability grant recommendations.

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III. BACKGROUND AND CONTEXT

- A. Ho‘omohala Waiwai ‘Ohana-‘Ohana Economic Stability – Purpose:**
Support programs and practices that strengthen ‘ohana abilities to pursue multiple pathways toward economic stability, including projects that enable ‘ohana to provide high quality keiki and kupuna care; projects that increase access to capital and credit for community-strengthening Native Hawaiian businesses and/or individuals; projects that support the resource stability (financial, subsistence, other) of Native Hawaiian ‘ohana; and/or projects that increase the Native Hawaiian employment rate.
- B. Ho‘omohala Waiwai ‘Ohana-‘Ohana Economic Stability Grant – Solicitation:** Grant Applications were received in response to Solicitation OHA 24-07.0.01. Key published information for the solicitation is summarized below:

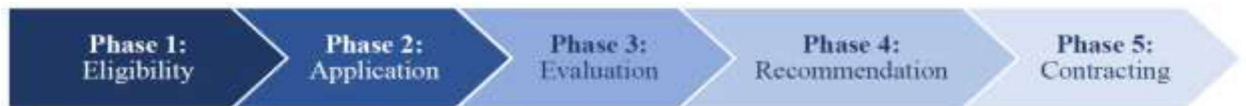


Figure 1. Grant Program Phases

Table 1. Published Solicitation Information

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

IV. ANALYSIS

- A. Overview.** Consistent with current Grants Program process, three external 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	
1. Number of LOIs received	7
2. Number of LOIs deemed eligible	7
Phase 2 - Application	
1. Number of Applications received	3
2. Number of Applications deemed complete	2
Phase 3 – Evaluation	
1. Number of Applications evaluated	2
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 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.

Action Item RM #24-18: Approve the Awarding of Ho‘omohala Waiwai ‘Ohana-‘Ohana Economic Stability Grant from Solicitation #24-07.0.01, published February 12, 2024.

Of the two (2) complete applications submitted, two (2) applications were evaluated and two (2) are being recommended for award for the first year of requested funding per Board of Trustees recommendation following the deferral of the Action Item on May 22, 2024.

Refer to Attachment A. Application Analysis for detailed application analysis of two (2) recommended applications for Ho‘omohala Waiwai ‘Ohana-‘Ohana Economic Stability Grant awards and Attachment B. for the Ho‘omohala Waiwai ‘Ohana-‘Ohana Economic Stability Grant Solicitation.

V. BUDGET AUTHORIZATION

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

Figure 2. Grants Budget Summary, Approved FY24 Budget, as approved via AI RM #23-17.

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Action Item RM #24-18: Approve the Awarding of Ho‘omohala Waiwai ‘Ohana-‘Ohana Economic Stability Grant from Solicitation #24-07.0.01, published February 12, 2024.

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

Figure 3. Grants Budget Details, 56530- Community Grants, Approved FY24 Budget, as approved via AI RM #23-17.

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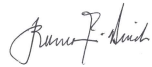
Action Item RM #24-18: Approve the Awarding of Ho‘omohala Waiwai ‘Ohana-‘Ohana Economic Stability Grant from Solicitation #24-07.0.01, published February 12, 2024.

VI. AVAILABLE FUNDS COMMUNITY GRANTS PROGRAM HO‘OMOHALA WAIWAI ‘OHANA-‘OHANA ECONOMIC STABILITY GRANT

Action Item	FY24	FY25	Remaining Funds
RM #23-21- Approve the Awarding of Economic Stability Grants from Solicitation #23-03.01 published May 30, 2023	\$440,000	\$440,000	\$880,000

VII. CERTIFICATION

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



Ramona G. Hinck
Chief Financial Officer

Date: Jun 16, 2024

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Action Item RM #24-18: Approve the Awarding of Ho‘omohala Waiwai ‘Ohana-‘Ohana Economic Stability Grant from Solicitation #24-07.0.01, published February 12, 2024.

VIII. RECOMMENDED ACTION

Administration recommends the Board of Trustees approve the following Ho‘omohala Waiwai ‘Ohana-‘Ohana Economic Stability Grant, disbursements totaling \$401,226 from Fiscal Year 2024 Core Operating Budget (Object Code 56530):

Organization Name	Award Amount Recommendation
La‘i‘ōpua 2020	\$200,000
The Men of PA‘A	\$201,226
Total Recommendations (2)	\$401,226

IX. ALTERNATIVES TO RECOMMENDED ACTION

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

X. ATTACHMENTS

- A. Application Analysis
- B. Grant Solicitation No. OHA 24-07.0.01, Ho‘omohala Waiwai ‘Ohana-‘Ohana Economic Stability Grant Program, Posted February 12, 2024.



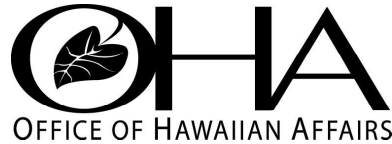
Organization Name	Project Name	Geographic Service Area	Proposed Number of Native Hawaiians to be Served	Project Alignment with Maui's Land Use Strategy & Plan Outcomes	Amount Requested	Overall Average Score	Project Purpose	Recommended Award Amount (As Requested for Year 1)	Overall Comments	Executive Team	Governing Board
Lā'Opuia 2020	A'o	Hawai'i Island	120	Strategy 7 Outcome 7.4	\$400,000.00	91.67%	L2020 will provide a trades skill training and apprenticeship program for participants that will result in an increase of at least 45 certified workers and at least 30 job placements each year of the program. The program will focus on Commercial Driver's License, Forklift Operation, Scissor Lift Operation, Crane Operation, and Firefighting (Hazardous Atmosphere), Arrest (Facelined Spaces), Defensive Driving and First Responders Course.	\$200,000.00	"Proper and sufficient training is essential to establishing income and stability for one's self." "The applicant clearly has the experience and capacity to execute and meet the outcomes of the proposed project. They have demonstrated their ability to deliver quality programs. However the overall cost per participant is concerning in comparison to other training programs and for the length of time that participants are engaging in actual training and or supports (8 week course). The total two year project budget to approve \$656,000 and per the performance table 30 people in each year of the project will complete the "full set" of services and training. This comes out to a cost of almost \$11,000 per participant. While it is recognized that the program is comprehensive and provides a lot of support for participants, for comparison the total cost of a two year capacity degree at HCC is \$10,500 including all books and supplies."	Members of the Executive Team: Rebecca "Kavehi" Iukaa, Executive Director Mikaela "Maui" Kani, Assistant / Logistical and Resource Coordinator Michelle Pope, Marketing and Community Outreach / Facilities Manager	Members of the Governing Board: Marie N. Louis, President James A. Lee, Vice President Gertie J. Greco, Secretary/Treasurer Margaret (Maggie) Kaholua, Director Renee Kate' Kai'e' Halekama-Kam, Director
Mālama Puna Development Project	Mālama Puna Development Project	Hawai'i Island	200	Strategy 7 Outcome 7.2 Outcome 7.3 Outcome 7.4	\$400,000.00	84.50%	The "Mālama Puna Workforce Development Project" will provide training and employment opportunities from the Puna District, particularly those emerging from the justice system and their families, by providing comprehensive job training and financial literacy programs, resulting in measurable improvements in the economic status of the community and increased employment opportunities within two years of implementation.	\$201,228.00	"The general concept of the project is supported." "This project is much needed and focuses on a significantly underserved community. Mālama Men o Pū'a for the work you do." "Applicant is doing good work in the community and seeks to address an urgent community need. They will need support to strengthen their rationale and impact."	James Alan, Board President Helekalani Formano, Secretary Malakailani Shilo-Moore, Treasurer Ilopa Maunakea, Executive Director Bale Parish, Administrative Director	James Alan, Board President Helekalani Formano, Secretary Malakailani Shilo-Moore, Treasurer Ilopa Maunakea, Executive Director Bale Parish, Administrative Director

"Applicant makes a compelling case to cover an essential gap to economic stability, employment, skilled

"This project is much needed and focuses on a significantly underserved community. Mahalo Men of Pa'u for the work you do."

"Applicant is doing good work in the community and seeks to address an urgent community need. They will need support to strengthen their rationale and impact."

ATTACHMENT B



Grant Solicitation

No. OHA 24-07.0.01

Community Grant – Ho‘omohala Waiwai ‘Ohana- ‘Ohana Economic Stability

February 12, 2024

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

For additional information regarding this grant solicitation, please email:

grantsinfo@oha.org

**For technical assistance with the online application and/or concerns regarding the
OHA Grants Portal, please email:**

grantsadmin@oha.org

<p>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.</p>
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ATTACHMENT B

GRANTS PROGRAM

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

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

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

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

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

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

The contact information for the OHA Grants Program is:

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

For additional information regarding this grant solicitation, please email:

grantsinfo@oha.org

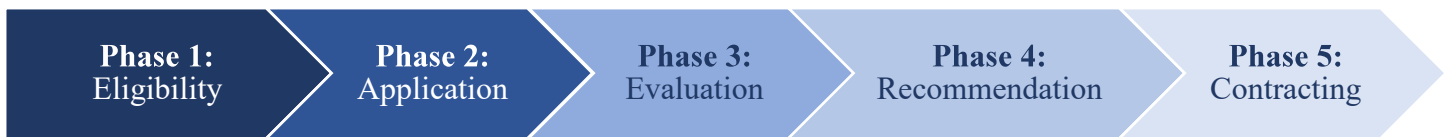
ATTACHMENT B

SOLICITATION ORGANIZATION

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

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

Figure 1. Grants Program Phases



ATTACHMENT B

SECTION I. SOLICITATION DESCRIPTION

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

Ho‘omohala Waiwai ‘Ohana- ‘Ohana Economic Stability Grants Purpose: Support programs and practices that strengthen ‘ohana abilities to pursue multiple pathways toward economic stability, including projects that enable ‘ohana to provide high quality keiki and kupuna care; projects that increase access to capital and credit for community-strengthening Native Hawaiian businesses and/or individuals; projects that support the resource stability (financial, subsistence, other) of Native Hawaiian ‘ohana; and/or projects that increase the Native Hawaiian employment rate.

A. Solicitation Timetable

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

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

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

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

ATTACHMENT B

B. OHA

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

C. Community Grants Purpose

Community Grants are programmatic grants for organizations to administer projects in the State of Hawai'i designed to meet the needs of our Native Hawaiian community in alignment with OHA's Mana i Maui Ola Strategic Plan. The opportunity for grant contract extension beyond the initial grant period awarded shall be based on outcomes of grant monitoring, evaluation, and availability of funding.

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

This Community Grant is aligned with OHA's Strategy 7: Advance policies, programs and practices that strengthen 'ohana abilities to pursue multiple pathways toward economic stability. Applicants will be required to align their project to this Strategy and one or more associated Strategic Outcome, as listed below.

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.

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ATTACHMENT B

SECTION II. OHA AWARD INFORMATION

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

A. Grant Award Period

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

- B. Amount Requested** – The applicant may request an OHA grant in amounts of **\$250,000 (Minimum Amount) to \$440,000 (Maximum Amount)** for the project. Applications in which the Amount Requested is below the minimum amount or exceeds the maximum amount will be deemed ineligible.

C. Indirect Cost Restrictions

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

D. Multiple OHA Grant Application & Award Restrictions

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

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

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

E. Matching Funds

Applicants are required to provide matching funds for a grant award period of at least fifteen percent (15%) of the OHA grant award amount per year. Matching funds priority should be comprised of cash sources, including other grantor cash sources. Post award, OHA funds can be used as matching funds for other grant(s) with OHA notification. Matching funds can be committed from the applicant and/or a partner organization. Appropriate supporting documentation will be required. Applications with less than 15% matching funds will be deemed ineligible.

ATTACHMENT B

F. Geographic Service Area

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

G. Grant Award Renewal

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

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

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

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ATTACHMENT B

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

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

Letter of Interest Submission Process & Required Documents

The applicant shall provide information and upload the required documents to the OHA Grants Portal to meet the solicitation minimum eligibility requirements.

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

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

Applicants will receive an email notification regarding eligibility status and access to the application. If the applicant receives an email notification that it did not meet the Phase 1 – Eligibility- LOI (Letter of Interest) requirements, the applicant can return to the OHA Grants Portal to complete and submit the required documents **one additional time**.

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

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

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

A. Applicant & Project Information

1. **Organization Name** – The applicant shall provide the name of the applicant organization.
2. **Project Name** – The applicant shall provide the name of the project.
3. **Amount Requested** – The applicant shall indicate the amount of money being requested from OHA for the project. **Minimum Amount: \$250,000. Maximum Amount: \$440,000.** *If the Amount Requested is below the minimum amount or exceeds the maximum amount, the application will be deemed ineligible.

ATTACHMENT B

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

Strategy 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.

5. **Project Contacts** – The applicant shall provide contact information (name, title, mailing address, phone number, email address) for a Primary Project Contact and Secondary Project Contact for the grant contract. Project Contacts must be directly engaged in the administration and implementation of the project. By being listed in the application, Project Contacts are authorized to communicate, submit required reports, and provide authorization for additional Project Contacts on behalf of the awarded organization as necessary.
6. **Governing Board** – The applicant shall list its organizations’ governing board. The list shall include board members’ names and titles.
7. **Executive Team** – The applicant shall list its organizations’ executive team. The list shall include executive team members’ names and titles.
8. **Authorized Signatory Form - *document upload*** – The applicant shall complete and upload the Authorized Signatory Form. This form needs to be completed and signed by the organization’s Authorized Signatory for both the OHA Grant Application and the OHA Grant Contract. See Attachment A. Authorized Signatory Form.

B. Certifications

1. **Licenses/Permits Certification** – The applicant shall certify that applicable licenses and/or permits required for the project have been secured when notified of award. Applicants that will be recommended for award will be contacted to ensure that licenses/and or permits have been secured. If an applicant cannot provide the approved licenses/permits, the Grants Program will not recommend the applicant to the Board of Trustees for award.

ATTACHMENT B

2. **Sufficient Funds Certification** – The applicant shall certify that it has sufficient funds available for the effective operation of the project proposed in the grant application for the duration of the grant period, including fifteen percent (15%) in matching funds to support the project, confirmed or pending at time of application. Applicants will be asked to submit supporting documentation of matching funds in their application. This grant is a reimbursement grant, with an initial payment and cost reimbursement for allowable incurred costs provided at the end of each reporting period, to the extent prescribed in the grant contract.
3. **IRS Letter of Determination – *document upload*** – The applicant shall upload the organization's IRS Letter of Determination verifying tax-exempt nonprofit status. Should the current Organization Name not match the name listed on the original IRS Letter of Determination, the applicant shall submit the approved Board Meeting minutes indicating the name change. See Attachment B. Sample - IRS Letter of Determination.
4. **Certificate of Vendor Compliance (CVC) - *document upload*** –The applicant shall upload the Certificate of Vendor Compliance issued by the State of Hawai'i verifying the applicant is registered to do business in the State of Hawai'i. To obtain this document, applicants must register with Hawai'i Compliance Express online at <http://vendors.chawaii.gov>. Registration with Hawai'i Compliance Express may take up to **two weeks** before access to the online CVC is granted. This certificate **must be current within three (3) months of this application deadline**. We do not accept your DCCA Certificate of Good Standing. See Attachment C. Sample - HCE Certificate of Vendor Compliance.
5. **Board Governance Certification** – The applicant shall certify the following:
 - a. The members of the organization's governing board have no material conflict of interest and serve without compensation in their capacity as governing board members;
 - b. The organization's governing board has bylaws or policies that describe the manner in which business is conducted and policies relating to nepotism and management of potential conflict of interest situations; and
 - c. The organization employs or contracts with no two or more members of a family, or kin, of the first or second degree of consanguinity (i.e., a spouse, parent, child, grandparent, grandchild, or sibling of another employee or contractor of the organization). If the organization employs or contracts with two or more members of a family, or kin, of the first or second degree of consanguinity, the organization shall disclose such employment or contractual relationship to OHA, along with the organization's efforts to mitigate concerns over nepotism or conflicts of interest arising from the relationship, and OHA shall then determine whether the organization may proceed with its grant application.
6. **Native Hawaiians to be Served** – The applicant shall certify that OHA grant funding for this project shall be used to **directly** serve Native Hawaiian individuals only. If the project does not serve Native Hawaiians, the application will be deemed ineligible. Matching funds for this project from other sources may be used to serve non-Hawaiian community or 'ohana members as needed.

ATTACHMENT B

- 7. Geographic Service Area** – The applicant shall certify service delivery for this project will be implemented on the island(s) of Hawai‘i, Maui, Lāna‘i, Moloka‘i, O‘ahu, **and/or** Kaua‘i.

SECTION IV. PHASE 2 – APPLICATION

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

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

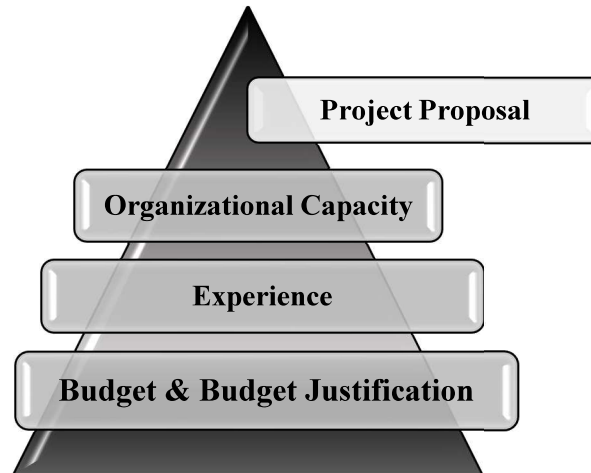
APPLICATION CRITERIA & POINTS
Criterion 1: Project Proposal – Maximum: 65 Points
Criterion 2: Organizational Capacity – Maximum: 10 Points
Criterion 3: Experience – Maximum: 15 Points
Criterion 4: Budget & Budget Justification – Maximum: 10 Points

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ATTACHMENT B

Criterion 1

Project Proposal | Maximum Points: 65



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

Components:

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

1. Project Purpose (0-5 points)
--

<u>Scoring Elements</u>

- | |
|---|
| <ul style="list-style-type: none">▪ <i>The application identifies a project purpose that is relevant to the community and meaningful in scope. (0–5 points)</i> |
|---|

Instructions

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

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

ATTACHMENT B

Sample:

The purpose of this project is to educate 250 Native Hawaiians from Hāmākua communities in lo‘i restoration to increase community stewards’ connection to ‘āina by 80%.

- Population (Who): 250 Native Hawaiians from Hāmākua communities
- Result (What): education in lo‘i restoration to increase community stewards’ connection to ‘āina
- Target (How much): by 80%.

2. Current Community Condition (0-10 points)

Scoring Elements

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

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

Instructions

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

Do not describe the specific condition that the project will address as a “lack of” or a “need for” the project. For example, applications often will state, “We should assert konohiki fishing rights in our community,” or “Native Hawaiians lack access to necessary wai for their 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.

The current community condition should:

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

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

Instructions

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

Data for the baseline information should come from surveys, focus groups, research papers/studies, censuses, archives, etc. Use the most recent data available (within the last 10 years). Provide local data first that speaks directly to the community to be served (community rates for unemployment, suicide, poverty, etc.), and if local data is not available move progressively outward to regional and statewide sources. It is often helpful to compare local statistics to regional and statewide statistics to show the severity of the condition.

Lay the groundwork for Grant Application Evaluators to understand the current community condition and to accurately determine if your project is viable. Baseline information should paint a picture to use as a comparison for future improvements and success. Support all claims with facts and evidence and cite specific sources.

When addressing this element, it is important to only include information that is related to a baseline for the single identified condition. For example, if the project is about preserving 'ōlelo Hawai'i, then baseline information should include the number of Native Hawaiians within the community served and the number of Native Hawaiians who 'ōlelo Hawai'i.

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

Scoring Elements

- *The application clearly demonstrates how the project will directly and meaningfully address Strategy 7. (0–5 points)*
- *The application clearly demonstrates how the project will have significant community impact in alignment with one or more Strategic Outcomes. (0–5 points)*
- *The application clearly demonstrates how the project will have significant community impact through engaging one or more Strategic Foundations. (0–5 points)*

Scoring Element: The application clearly demonstrates how the project will directly and meaningfully address Strategy 7.

Instructions

Describe how the project aligns with:

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

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

Instructions

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

Outcome 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.

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

Instructions

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

‘Ohana – Family. ‘Ohana is instrumental to community empowerment. When families are strong and healthy, and when there is positive engagement within the ‘ohana, from keiki to kūpuna, communities thrive. Connections to mo‘omeheu and ‘āina begin with connections within families.

Mo‘omeheu – Culture. Culture is the essence of who Native Hawaiians are as a people. It includes all those things that distinguish the community: language, stories, customs, music, art, food, protocols, religions, values, traditions, and celebrations. Expressions of culture are both internal and external. Culture shapes Native Hawaiian worldview and thinking. It informs the ways in which individuals interact with one another and with ‘āina. It influences the way Native Hawaiians interpret events and approach problem-solving.

‘Āina – Land & Water. To Native Hawaiian kūpuna, the land was life. Imbued with mana, ‘āina provides everything the community needs to survive. On an intimate level, Native Hawaiians are connected to the land by the generations of kūpuna who lived on the land and whose iwi rest here. Thus, the emotional ties to family, and the aloha for them, extends to the land that feeds us.

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

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4. Scope of Services (0-15 points)

Scoring Elements

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

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

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

Instructions

Number of Native Hawaiians to be Served

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

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

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

Geographic Service Area

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

Services

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

Example:

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

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

Instructions

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

Sample:

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

5. Performance Measurement Table (0-20 points)

Scoring Elements

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

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

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

Instructions

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

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

Instructions

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

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

ATTACHMENT B

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

Instructions

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

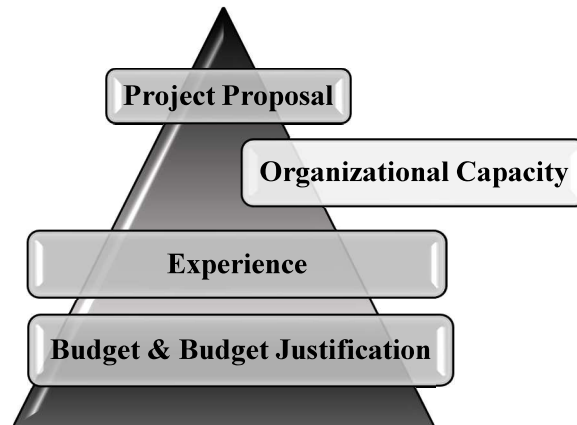
Additional project-specific outcomes may also be inserted in the Performance Measurement Table, with related year-end targets, to measure and document project impact. Outcomes are the difference/impact, in measurable/quantifiable terms, made by the outputs (e.g., knowledge transferred, and behaviors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

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ATTACHMENT B

Criterion 2

Organizational Capacity | Maximum Points: 10



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

Components:

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

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

<u>Scoring Elements</u>

- | |
|---|
| <ul style="list-style-type: none">▪ <i>The organization's background, history, and years serving the Native Hawaiian community is sufficient to implement the project. (0-1 point)</i>▪ <i>The organizational chart clearly identifies adequate staff to implement the project and indicates where each position falls within the organization. (0-1 point)</i>▪ <i>The application clearly defines appropriate responsibilities for each staff position (or subcontractor) in the implementation of the project. (0 –2 points)</i>▪ <i>The application identifies appropriate strategies for recruiting and hiring project staff. (0-1 point)</i> |
|---|

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

Instructions

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

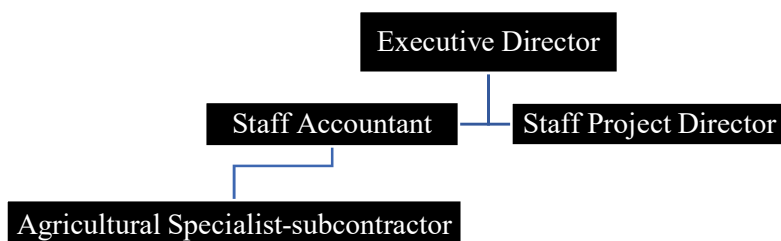
ATTACHMENT B

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

Instructions

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

Sample:



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

Instructions

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

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

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

Instructions

For any positions that will be vacant at the start of the project, outline a recruitment and hiring plan that aligns with the organization's current policies and procedures. Include an estimated timeframe needed for recruitment and hiring. Lastly, if the Project Director or related position needs to be filled, identify who will be responsible for the implementation of activities until they are hired.

ATTACHMENT B

2. Fiscal Oversight (0-5 points)

Scoring Elements

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

Instructions

Describe the financial internal controls of the organization including the policies which clearly define how disbursement of funds, purchasing, cash drawdowns, and related authorizations are handled.

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

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ATTACHMENT B

Criterion 3

Experience | Maximum Points: 15



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

Components:

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

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

<u>Scoring Elements</u>

- | |
|---|
| <ul style="list-style-type: none">▪ <i>The application clearly demonstrates meaningful prior experience providing the proposed or directly related project services. (0-5 points)</i> |
|---|

Instructions

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

ATTACHMENT B

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

Scoring Elements

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

Instructions

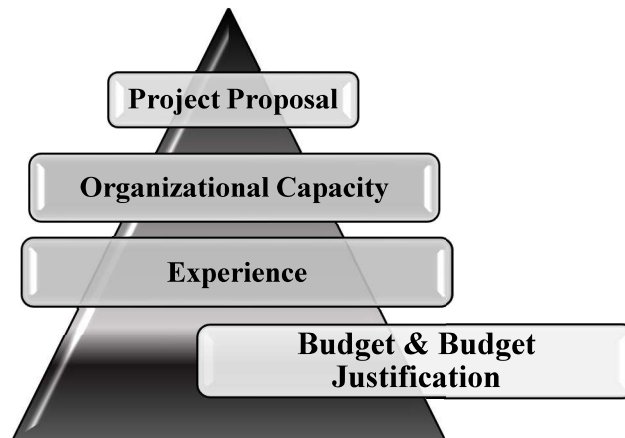
Provide information and data to substantiate how the percentage was derived. The information and data should not be based solely on the project proposed in this application, but the organization's overall participant and/or client base for all services provided by the organization.

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ATTACHMENT B

Criterion 4

Budget & Budget Justification | Maximum Points: 10



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

Components:

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

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

Scoring Elements

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

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

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

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

ATTACHMENT B

Instructions

Complete and upload a line-item budget for each year of the project. The line-item budget is a list of the resources and services required to complete the project and their associated costs which are organized by Budget Categories. See Attachment G. Budget & Budget Justification Form and Attachment H. Sample- Budget & Budget Justification Form.

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

Matching Funds

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

Complete and upload the required *OHA Matching Funds Confirmation Form* and supporting documentation, which identifies all sources that will provide cash match funds for the grant period. The Matching Funds Confirmation Form should verify that the applicant has at least fifteen percent (15%) cash match of the OHA grant amount requested per year. For the purpose of this application, OHA funds cannot be used as matching funds. Provide cash amount(s) whether the funding is confirmed or pending, and the anticipated award period. For any pending funds, also indicate the anticipated final determination date in the Notes column. If only a percentage of another funding source is dedicated as a match to the OHA funds, explain in the Notes column. See Attachment I. Matching Funds Confirmation Form.

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

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

ATTACHMENT B

Indirect Costs

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

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

- Cannot exceed 20% of the total OHA grant funds.
- For operating costs not directly associated with the program.
- For costs associated with the general overhead operation of your organization.
- Examples include, but not limited to:
 - Administrative Payroll – Salaries & Fringe Benefits
 - Rent – Office Lease
 - Rent – Equipment (e.g., copier)
 - Accounting/Payroll Services
 - IT/Data Services
 - Professional Services – Legal, Audit, etc.
 - Insurance – General Liability, Auto, etc.
 - Utilities – Telephone & Internet, Electricity, Water, etc.

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

Disallowed Costs

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

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

Budget Adjustments

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

ATTACHMENT B

2. Budget Justification (0-5 points)

Scoring Elements

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

Instructions

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

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

Example:

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

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

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ATTACHMENT B

SECTION V. APPLICATION SUBMISSION

A. Submission Information

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

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

B. Additional Materials and Documentation

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

C. Solicitation Amendments

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

D. Cancellation of Solicitation

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

E. Rejection of Applications

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

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SECTION VI. APPLICATION EVALUATION

This section explains how the applications will be evaluated and provides the specific evaluation criteria and the points assigned to each criterion. The evaluation of applications shall be conducted comprehensively, fairly, and impartially. An evaluation committee of designated Grant Application Evaluators shall review and evaluate all applications that are complete and meet eligibility requirements. The evaluation committee will be comprised of community members with experience in and knowledge of the solicitation subject matter.

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

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

The following evaluation framework shall be used by Grant Application Evaluators during scoring:

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

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B. Recommendation for Award

The grant recommendation process includes the consideration of applications voted to award by a majority of the evaluation committee and the prioritization of applications based on the highest scores in the scoring matrix. Upon review of the scoring matrix, the OHA Administration may include the following considerations in its recommendation for award to the Board of Trustees: 1) Applicant's past OHA grant performance; 2) Gaps in service to Native Hawaiian communities; and 3) Geographical distribution of grant funds to Native Hawaiian communities. Based on the foregoing, OHA Administration shall issue final recommendations to the Board of Trustees with budget modifications and/or recommendation adjustments in accordance with grant funding amounts.

C. Approval

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

D. Notice of Award

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

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SECTION VII. OHA AWARD ADMINISTRATION

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

A. Grant Contract

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

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

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

B. Reporting Requirements for Project and Fiscal Data

Grantee shall be required to complete quarterly Performance Progress Reports and Invoices on the OHA Grants Portal and upload appropriate reports to follow up forms on the OHA Grants Portal. Grantee reports shall consist of statements by the grantee relating to the work by the grantee that was accomplished during the reporting period. Quarterly Reports shall include a description of services provided expenditures incurred, and invoice amount. Additional reports include bi-annual Performance Measurement Table report, Annual Data Reports, and a Final Report on the impact of the project on Native Hawaiians. Timely compliance with reporting requirements is required to continue to receive funding under the award.

Reports shall be submitted to OHA by the end of the month following the last day of each quarter during the term of the Contract. The grantee shall submit reports relating to the work accomplished during the specific performance and reporting period. Grantee contract performance is based on submission of complete and accurate reports. The grantee shall, within two (2) months from the end of the Time of Performance for Programmatic Services, or within two (2) months from the expenditure of all funds under this Contract, submit the Final Report to OHA via the Grants Portal.

Refer to the Example Reporting Table on the next page.

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

Report Components	Period of Performance Year 1	Due Date
<ul style="list-style-type: none"> • Performance Progress Report & Invoice • Expenditure Report 	July 1, 2024 – September 30, 2024	October 31, 2024
<ul style="list-style-type: none"> • Performance Progress Report & Invoice • Expenditure Report 	October 1, 2024 – December 31, 2024	January 31, 2025
• Performance Measurement Table	July 1, 2024 – December 31, 2024	January 31, 2025
<ul style="list-style-type: none"> • Performance Progress Report & Invoice • Expenditure Report 	January 1, 2025 – March 31, 2025	April 30, 2025
<ul style="list-style-type: none"> • Performance Progress Report & Invoice • Expenditure Report 	April 1, 2025 – June 30, 2025	July 31, 2025
• Performance Measurement Table	January 1, 2025– June 30, 2025	July 31, 2025
• Annual Data Report	July 1, 2025– June 30, 2025	July 31, 2025

Report Components	Period of Performance Year 2	Due Date
<ul style="list-style-type: none"> • Performance Progress Report & Invoice • Expenditure Report 	July 1, 2025 – September 30, 2025	October 31, 2025
<ul style="list-style-type: none"> • Performance Progress Report & Invoice • Expenditure Report 	October 1, 2025 – December 31, 2025	January 31, 2026
• Performance Measurement Table	July 1, 2025 – December 31, 2025	January 31, 2026
<ul style="list-style-type: none"> • Performance Progress Report & Invoice • Expenditure Report 	January 1, 2026 – March 31, 2026	April 30, 2026
<ul style="list-style-type: none"> • Performance Progress Report & Invoice • Expenditure Report 	April 1, 2026 – June 30, 2026	July 31, 2026
• Performance Measurement Table	January 1, 2026 – June 30, 2026	July 31, 2026
• Annual Data Report	July 1, 2026 – June 30, 2026	July 31, 2026
• Final Report	July 1, 2026 – June 30, 2026	August 31, 2026

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

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C. Compensation & Method of Payment

1. Automated Clearing House (ACH) Payments

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

2. Compensation

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

Subsequent payments shall be made to the applicant in quarterly disbursements, upon submission by the applicant, and approval by OHA, of Performance Progress Reports and Invoices, Expenditure Reports, and certification of Native Hawaiian Ancestry, if applicable. OHA shall retain up to ten percent (10%) of the total amount awarded for a final payment.

3. Method of Payment

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

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Section VIII. Attachments

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

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Attachment A. Authorized Signatory Form

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

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


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

The authorized signatory below certifies that they have legal power delegated by an organization's governing body (such as the Board of Directors) to *sign and submit the OHA Grant Contract* and that the organization's governing body will review the contract prior to submission. If awarded, this individual(s) name(s) will be included as the signatory in the grant contract.

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

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Attachment B. Sample – IRS Letter of Determination

INTERNAL REVENUE SERVICE P. O. BOX 2508 CINCINNATI, OH 45201	DEPARTMENT OF THE TREASURY
Date: DEC 18 2010	Employer Identification Number: 12-1234567
Organization Name Org. Address City, State Zipcode	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:	
<p>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.</p> <p>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.</p> <p>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.</p>	
Sincerely,	
	
Robert Choi Director, Exempt Organizations Rulings and Agreements	
Letter 947 (DO/CG)	

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


STATE OF HAWAII
STATE PROCUREMENT OFFICE
CERTIFICATE OF VENDOR COMPLIANCE

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

Vendor Name: ORGANIZATION NAME

DBA/Trade Name: ORGANIZATION NAME

Issue Date: 09/10/2016

Status: Compliant

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

This certificate must be current within three (3) months of this application deadline.

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Attachment D. Performance Measurement Table

Organization: _____
Project: _____

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

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

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

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

Outcomes	Year 1 Target	Year 2 Target	Year 3 Target
1. OHA Strategic Outcome. Number of ‘ohana members who receive high quality keiki OR kupuna care (7.1)			
2. OHA Strategic Outcome. Number of community-strengthening Native Hawaiian businesses to increase access to capital and credit OR Number of Native Hawaiians to increase access to capital and credit (7.2)			
3. OHA Strategic Outcome. Number of Native Hawaiian ‘ohana members who are resource stable (financial, subsistence, other) (7.3)			
4. OHA Strategic Outcome. Number of Native Hawaiians to gain employment (7.4)			
OHA Definition: Outcomes are the benefits that a project is designed to deliver. They represent the difference/impact, in measurable/quantifiable terms, made by the outputs (e.g., knowledge transferred, and behaviors changed). Outcomes define changes that have taken place because of the proposed project. The project must address and measure ONE OR MORE OHA Strategic Outcome, as selected in Criterion 1. Component 3: Project Alignment with Mana i Maui Ola Strategic Plan Strategy and Outcome(s). Additional project-specific outcomes may be added as needed. Insert additional rows for each project outcome.			
Project Definition:			
Project Data Collection:			
Outcomes	Year 1 Target	Year 2 Target	Year 3 Target
Project-Specific Outcome.			
Project Definition:			
Project Data Collection:			

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Attachment E. Sample — Performance Measurement Table

Organization: _____
Project: _____

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

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

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

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

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

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Attachment F. Budget Category Table

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

PERSONNEL - Salaries

Description: Costs of Employees Salaries and Wages.

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

PERSONNEL - Other Costs

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

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

CONTRACTUAL SERVICES - Administrative

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

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

CONTRACTUAL SERVICES - Programmatic

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

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

DISTRIBUTIONS

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

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

EQUIPMENT - Lease/Rental

Description: Cost of equipment lease or rental as related to the proposed project services (e.g. van, back hoe, printer)

Justification: Provide computations, price quotes, narrative description, and a justification for each cost under this category. Include prorata amount if the equipment is shared and not used exclusively for the project.

EQUIPMENT - Purchase

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

Justification: For each type of equipment requested, provide a description of the item and its relevance to the project, the cost per unit and the number of units.

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FACILITIES - Lease/Rental

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

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

FACILITIES - Utilities

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

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

OTHER EXPENSES - Honorarium

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

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

OTHER EXPENSES - Insurance

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

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

OTHER EXPENSES - Mileage

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

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

OTHER EXPENSES - Other Costs

Description: Enter all other costs not included in any other category.

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

OTHER EXPENSES - Postage, Freight, Delivery

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

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

OTHER EXPENSES - Publication & Printing

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

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

OTHER EXPENSES - Staff Training

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

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

OTHER EXPENSES - Supplies

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

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

PROGRAM ACTIVITIES

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

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

TRAVEL AND TRANSPORTATION

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

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

ATTACHMENT B

Attachment G. Budget and Budget Justification Form

YEAR 1

Cost Type (Check one per Line Item)						
DIRECT	INDIRECT	BUDGET CATEGORY - Item	Requested OHA Funds Budget	Matching Funds	Other Funds (if any)	Description & Justification
PERSONNEL - Salaries						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
PERSONNEL - Other Costs						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
CONTRACTUAL SERVICES - Administrative						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
CONTRACTUAL SERVICES - Programmatic						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
DISTRIBUTIONS						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
EQUIPMENT - Lease/Rental						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
EQUIPMENT - Purchase						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
FACILITIES - Lease/Rental						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
FACILITIES - Utilities						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Honorarium						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Insurance						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Mileage						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Other Costs						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Postage, Freight, Delivery						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Publication & Printing						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	

ATTACHMENT B

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

ATTACHMENT B

Attachment G. Budget and Budget Justification Form

YEAR 2

Cost Type (Check one per Line Item)						
DIRECT	INDIRECT	BUDGET CATEGORY - Item	Requested OHA Funds Budget	Matching Funds	Other Funds (if any)	Description & Justification
PERSONNEL - Salaries						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
PERSONNEL - Other Costs						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
CONTRACTUAL SERVICES - Administrative						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
CONTRACTUAL SERVICES - Programmatic						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
DISTRIBUTIONS						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
EQUIPMENT - Lease/Rental						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
EQUIPMENT - Purchase						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
FACILITIES - Lease/Rental						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
FACILITIES - Utilities						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Honorarium						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Insurance						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Mileage						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Other Costs						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Postage, Freight, Delivery						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Publication & Printing						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	

ATTACHMENT B

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

ATTACHMENT B

Attachment G. Budget and Budget Justification Form

YEAR 3

Cost Type (Check one per Line Item)		BUDGET CATEGORY - Item	Requested OHA Funds Budget	Matching Funds	Other Funds (if any)	Description & Justification
DIRECT	INDIRECT					
PERSONNEL - Salaries						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
PERSONNEL - Other Costs						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
CONTRACTUAL SERVICES - Administrative						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
CONTRACTUAL SERVICES - Programmatic						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
DISTRIBUTIONS						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
EQUIPMENT - Lease/Rental						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
EQUIPMENT - Purchase						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
FACILITIES - Lease/Rental						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
FACILITIES - Utilities						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Honorarium						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Insurance						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Mileage						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Other Costs						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Postage, Freight, Delivery						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Publication & Printing						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	

ATTACHMENT B

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

ATTACHMENT B

Attachment H. Sample— Budget and Budget Justification Form

YEAR XX

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

ATTACHMENT B

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

ATTACHMENT B



Attachment I. Matching Funds Confirmation Form

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

FUNDING SOURCE - YR 1	AMOUNT	CONFIRMED/ PENDING	AWARD PERIOD	NOTES
TOTAL INCOME:	\$ -			

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

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

**Attachment J. Partner Organization Certification Form for Matching Funds**

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

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

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

project, if the applicant organization is awarded. The commitment shall be for the entire grant term specified in the final grant contract with the Office of Hawaiian Affairs.

Furthermore, the partner organization has agreed to commit \$ _____
(Matching Funds)

in matching funds specifically designated for this grant project.

PARTNER ORGANIZATION INFORMATION

Organization Name: _____

Mailing Address: _____

Point of Contact: _____

Phone Number: _____

Email Address: _____

Board President Name: (Partner Organization)	_____	Board President Signature: (Partner Organization)	_____
---	-------	--	-------

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

**Attachment K. Reference Guide to Disallowed Costs**

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

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

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

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



Attachment L. Reference Guide to Direct and Indirect Costs

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

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

ATTACHMENT B

INDIRECT COST RESTRICTION

- Cannot exceed 20% of the total OHA grants funds.
- For operating costs not directly associated with the program.
- For costs associated with the general overhead operation of your organization.
- Examples include, but not limited to:
 - Administrative Payroll – Salaries & Fringe Benefits
 - Rent – Office Lease
 - Rent – Equipment (e.g. copier)
 - Accounting/Payroll Services
 - IT/Data Services
 - Professional Services – Legal, Audit, etc.
 - Insurance – General Liability, Auto, etc.
 - Utilities – Telephone & Internet, Electricity, Water, etc.

Committee on Resource ManagementTrustee 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 HAWAII
OFFICE OF HAWAIIAN AFFAIRS**

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

DATE: Wednesday June 19, 2024**TIME:** 10:00 a.m.

PLACE: Remote Meeting by Interactive Conference Technology
and in-person at OHA Maui Ola Boardroom
Nā Lama Kukui
560 N. Nimitz Hwy.
Honolulu, HI. 96817

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

Listen by phone: (213) 338-8477, Webinar ID: 859 0068 6521

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: 859 0068 6521.

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. May 1, 2024*

III. Unfinished Business – None**IV. New Business**A. **Action Item RM #24-13:** Approve the Awarding of Kumuwaiwai Na'auao-Educational Resources Grant from Solicitation #24-01.0.01 published February 12, 2024*B. **Action Item RM #24-15:** Approve the Awarding of Ola Ka 'Āina-Health of Land and Water Grant from Solicitation #24-04.0.01 published February 12, 2024*C. **Action Item RM #24-18:** Approve the Awarding of Ho'omohala Waiwai 'Ohana-'Ohana Economic Stability Grant from Solicitation #24-07.0.01 published February 12, 2024*D. **Action Item RM #24-22:** Approve the Awarding of Pohala Mai-'Ohana Experiencing Financial Hardship Grant from Solicitation #24-16.0.01 published March 13, 2024*E. **Action Item RM #24-23:** FB 2024-2025 Hawaiian-Focused Public Charter School Fund Administration Grant Recommendation – Part II. Facilities Funding*F. **Action Item RM #24-24:** FB 2024-2025 Hawaiian-Focused Public Charter School Fund Administration Grant Recommendation – Part III. Federal Advocacy*G. **Action Item RM #24-25:** Approve a deposit-backed mortgage loan pilot program with American Savings Bank for Native Hawaiian homebuyers***V. 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.



ACTION ITEM

COMMITTEE ON RESOURCE MANAGEMENT June 19, 2024

RM #24-22

Action Item Issue: Approve the Awarding of Pohala Mai-‘Ohana Experiencing Financial Hardship Grant from Solicitation #24-16.0.01 published March 13, 2024.

Prepared by:

A handwritten signature in black ink, appearing to read 'T. Ke'ala Neumann'.

Jun 16, 2024

T. Ke‘ala Neumann
Pou Kāko‘o Kaiāulu, Grants Manager

Date

Reviewed by:

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

Jun 16, 2024

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

Date

Reviewed by:

A handwritten signature in black ink, appearing to read 'Stacy K. Ferreira'.

Jun 16, 2024

Stacy K. Ferreira
Ka Pouhana, Chief Executive Officer

Date

Reviewed by:

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

Jun 16, 2024

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

Date

I. PROPOSED ACTION

Approve the following Fiscal Year 2024 Pohala Mai-‘Ohana Experiencing Financial Hardship Grant, Solicitation #24-16.0.01 disbursements totaling \$1,660,000, that is \$830,000 from Fiscal Year 2024 Core Operating Budget (Object Code 56530) and \$830,000 from Fiscal Year 2025 Core Operating Budget (Object Code 56530):

Organization Name	Award Amount Recommendation
Hawaiian Community Assets	\$1,660,000
Total Recommendation (1)	\$1,660,000

II. ISSUE

Whether or not the Committee on Resource Management (RM), should approve the one (1) Pohala Mai-‘Ohana Experiencing Financial Hardship grant recommendation.

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III. BACKGROUND AND CONTEXT

- A. Pohala Mai-‘Ohana Experiencing Financial Hardship – Purpose:** Support a project that provides social services, including direct financial assistance, case management, and referral services, to Native Hawaiians to immediately address an unexpected crisis and improve resource stability during the emergency financial situation. The intent of the emergency funds is to assist Native Hawaiians to achieve and/or reestablish economic stability and prevent a reoccurring cycle of debt.

Program services shall include:

1. Establishing an OHA Emergency Financial Assistance Fund to provide temporary financial assistance for individuals and families who are facing hardships due to loss of income, loss of employment, debilitating illness or injury, death of household member, or other unanticipated circumstances.

OHA Emergency Financial Assistance shall be used for rent or mortgage payments to prevent an impending eviction; utility payments to prevent impending termination of services; car repair; funeral expenses; out-of-pocket medical expenses; and other similar exigent time-sensitive expenses.

2. Case management.
3. Referrals and information to link Native Hawaiians to other services and activities.
4. Financial literacy services.
5. Collaboration with OHA on outreach, project marketing, and public relations.

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Action Item RM #24-22: Approve the Awarding of Pohala Mai-‘Ohana Experiencing Financial Hardship Grant from Solicitation #24-16.0.01, published March 13, 2024.

- B. Pohala Mai-‘Ohana Experiencing Financial Hardship Grant – Solicitation:**
Grant Applications were received in response to Solicitation OHA 24-16.0.01.
Key published information for the solicitation is summarized below:

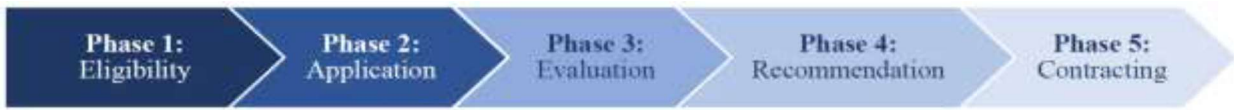


Figure 1. Grant Program Phases

Table 1. Published Solicitation Information

Activity	Key Dates
1. Availability of Solicitation (Phase I)	Wednesday, March 13, 2024
2. Online Access to Letter of Interest (LOI) (Phase 1)	Wednesday, March 13, 2024
3. Letter of Interest Deadline – (Phase 1)	Friday, April 12, 2024 11:59 p.m. HST
4. Online Access to Application (Phase 2)	Upon approval of LOI
5. Application Deadline – (Phase 2)	Friday, April 12, 2024 11:59 p.m. HST
6. Application Evaluation Period (Phase 3)	April – May 2024
7. Administration Recommendation, Board Action (Phase 4)	May – June 2024
8. Notification of Award, Non-Award (Phase 4)	May – June 2024
9. Contracting (Phase 5)	June – July 2024
10. Commencement of Contract Activities	July – August 2024

IV. ANALYSIS

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

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Action Item RM #24-22: Approve the Awarding of Pohala Mai-‘Ohana Experiencing Financial Hardship Grant from Solicitation #24-16.0.01, published March 13, 2024.

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

Table 2. Cycle Statistics

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

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

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

Of the one (1) complete applications submitted, 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 Pohala Mai-‘Ohana Experiencing Financial Hardship Grant awards and Attachment B. for the Pohala Mai-‘Ohana Experiencing Financial Hardship Grant Solicitation.

Action Item RM #24-22: Approve the Awarding of Pohala Mai-‘Ohana Experiencing Financial Hardship Grant from Solicitation #24-16.0.01, published March 13, 2024.

V. BUDGET AUTHORIZATION

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

Figure 2. Grants Budget Summary, Approved FY24 Budget, as approved via AI RM #23-17.

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Action Item RM #24-22: Approve the Awarding of Pohala Mai-‘Ohana Experiencing Financial Hardship Grant from Solicitation #24-16.01, published March 13, 2024.

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

Figure 3. Grants Budget Details, 56530- Community Grants, Approved FY24 Budget, as approved via AI RM #23-17.

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Action Item RM #24-22: Approve the Awarding of Pohala Mai-‘Ohana Experiencing Financial Hardship Grant from Solicitation #24-16.01, published March 13, 2024.

BG (Budget Year)	PROGRAM CODE	Account Code Name	Sum of FY25 (APPROVED FY25) TOTAL
BG 2025	3800 GRANTS	56510 PROGRAM & PROVISIO GRANTS	5,300,000
BG 2025	3800 GRANTS	56530 COMMUNITY GRANTS	4,350,000
BG 2025	3800 GRANTS	56540 LEVEL II GRANTS SYSTEM	6,250,000
BG 2025	3800 GRANTS	56560 SPONSORSHIPS	535,921
BG 2025	3800 GRANTS	56570 DISASTER AID	150,000
BG 2025	3800 GRANTS	56578 COLLABORATIONS	1,000,000
BG 2025 Total			17,585,921

Figure 4. Grants Budget Summary, Approved FY25, as approved via AI RM #23-17.

PROGRAM CODE	SERVICE CODE	Account Code Name	Description Proposed:	Sum of FY24 (APPROVED FY24 BR#1) TOTAL
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Economy S7. Ho'omohala Waiwai 'Ohana- 'Ohana Economic Stability ('Ohana Economic Stability Proviso)	740,000
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Economy S8. Ho'omohala Waiwai Kaiaulu - Community Economic Development	800,000
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Education S1: Kumu Waiwai Na'auao- Educational Resources (Educational Improvement Programs Proviso)	1,230,000
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Event Grants	250,000
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Health S3. Ola Ke Kanaka- Physical, Spiritual, Mental & Emotional Health	500,000
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Health S3. Ola Na Iwi- Iwi Kupuna	300,000
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Health S4. Ola Ka 'Aina (Protections of 'Aina Proviso)	1,000,000
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Health S4. Ola Ka Mo'omeheu	500,000
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Housing S5: Lako Ko Kauhale- 'Ohana Resource Management & Housing (Occupancy-Ready Housing Proviso)	1,500,000
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Kako'o Grants	200,000
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Post Secondary Education	500,000
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Special Populations- 'Aina Ho'opulapula- Hawaiian Homestead	300,000
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Special Populations- Ola Ka Lahui- Vulnerable Populations	1,000,000
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Special Populations: Pohala Mai- 'Ohana Experiencing Financial Hardship (Social Service Proviso)	830,000
		SUBTOTAL - 56530 COMMUNITY GRANTS		9,650,000

Figure 5. Grants Budget Details, 56530- Community Grants, Approved FY25 Budget, as approved via AI RM #23-17.

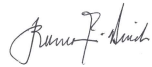
Action Item RM #24-22: Approve the Awarding of Pohala Mai-‘Ohana Experiencing Financial Hardship Grant from Solicitation #24-16.0.01, published March 13, 2024.

VI. AVAILABLE FUNDS COMMUNITY GRANTS PROGRAM POHALA MAI-‘OHANA EXPERIENCING FINANCIAL HARDSHIP GRANT

Action Item	FY24	FY25	Remaining Funds
N/A- No awards to date for FY 24 & FY25.	\$830,000	\$830,000	\$1,660,000

VII. CERTIFICATION

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



Ramona G. Hinck
Chief Financial Officer

Date: Jun 16, 2024

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Action Item RM #24-22: Approve the Awarding of Pohala Mai-‘Ohana Experiencing Financial Hardship Grant from Solicitation #24-16.0.01, published March 13, 2024.

VIII. RECOMMENDED ACTION

Approve the following Fiscal Year 2024 Pohala Mai-‘Ohana Experiencing Financial Hardship Grant, Solicitation #24-16.0.01 disbursements totaling \$1,660,000, that is \$830,000 from Fiscal Year 2024 Core Operating Budget (Object Code 56530) and \$830,000 from Fiscal Year 2025 Core Operating Budget (Object Code 56530):

Organization Name	Award Amount Recommendation
Hawaiian Community Assets	\$1,660,000
Total Recommendation (1)	\$1,660,000

IX. ALTERNATIVES TO RECOMMENDED ACTION

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

X. ATTACHMENTS

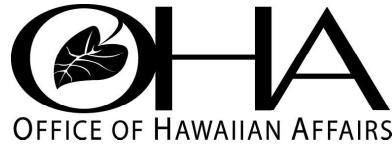
- A. Application Analysis
- B. Grant Solicitation No. OHA 24-16.0.01, Pohala Mai-‘Ohana Experiencing Financial Hardship Grant Program, Posted March 13, 2024.



Organization Name	Project Name	Geographic Service Area	Proposed Number of Native Hawaiians to be Served	Project Alignment with Māna i Māhū Oh Strategic Plan Strategy & Outcomes	Overall Average Score	Project Purpose	Recommended Award Amount	Overall Comments	Executive Team	Governing Board
Hawaiian Community Assets	Kāhala Kahua	Hawai'i, Maui, Lanai, Molokai, Oahu, and Kona I. Counties	120	Strategy 7 Outcome 7.3	91.50%	<p>Establishment of an Emergency Financial Assistance Fund</p> <p>In the midst of post-COVID-19 economic uncertainty, the circumstances of Native Hawaiian individuals and families facing financial hardships cannot be overlooked. Through the establishment of the Kāhala Kahua (Foundation Building) Program, a program dedicated to developing an Emergency Financial Assistance Fund, HCA will deliver critical financial support to financial and life-threatening situations for Native Hawaiians and their families, and to help them overcome financial challenges. The Kāhala Kahua program represents a beacon of hope for families teetering on the edge of financial instability.</p> <p>This is particularly important given that Hawai'i is in a housing crisis, with median home prices significantly above the national average. In 2019, renters in nearly half of the state's counties paid more than 30 percent of their income on rent. In the first of three emergency proclamations relating to housing recognizing Hawai'i's affordable housing shortage is profound and that housing is the single biggest household expense, making up to 38 percent or more of household spending for residents and reinforcing Hawaii as the highest cost of living in the nation. LMI communities face vulnerabilities due to high living costs, limited affordable housing stock, financial barriers, and educational gaps.</p> <p>Using the U.S. Department of Health and Human Services poverty guidelines below, Native Hawaiians experiencing financial hardship who are at or below 300% in income will qualify for emergency support through the Kāhala Kahua program.</p>	\$1,660,000.00	<p>"An organization that can assist low/moderate income based individuals/families that are struggling financially is committed to the betterment of society. To assist in finances, home ownership, etc. and be a mentor to those who have come on with the program, there is to be awarding of \$100,000.00 to help with the financial and life-threatening situations. Maybe this suggestion can be for them to get the word out differently so many more people know they exist; based on the thoroughness and quality of the application provided by Hawaiian Community Assets (HCA), I recommend Awarding the organization."</p> <p>"While the application could benefit from more specific details on the outcomes of past projects and internal project management practices, the overall demonstration of HCA's experience and capability is strong. With their proven track record and dedication to serving the community, HCA is well-positioned to successfully implement this program, which has the potential for a significant impact on the betterment of conditions for Native Hawaiians. Therefore, I recommend Awarding the organization."</p>	<p>Members of the Executive Team:</p> <p>Chelsey Evans Enos, Executive Director</p> <p>Damayanthi Tennant, Program Director</p> <p>Shirley Nye, Compliance and Grants Director</p> <p>Kesha Nye, Finance Director</p> <p>Kawahi Kana, Intake Manager</p> <p>Lana Cornette, Office Manager</p> <p>Liliana Napoleon, Special Projects Manager</p> <p>Makana Reilly, Development and Communications Director</p> <p>Director: Dr. Dal Rosario, Asset Acquisition, Management and Assets Director</p> <p>Vandana Panulala, Data Specialist</p> <p>Wendell Atkins, Community Relations Manager</p>	<p>Members of the Governing Board:</p> <p>Dr. Adrienne Dilard, PhD, HBSW, LSW, Board President</p> <p>Karpo Kakaheko, Vice President</p> <p>Gavin Thornton, Board Secretary and Treasurer</p> <p>Noelle Kai, Board Director</p> <p>Kui Meyer, Board Director</p>

Organization Name	Project Name	Geographic Service Area	Proposed Number of Native Hawaiians to be Served	Project Alignment with Māna i Māhū Oh Strategic Plan Strategy & Outcomes	Overall Average Score	Project Purpose	Recommended Award Amount	Overall Comments	Executive Team	Governing Board
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ATTACHMENT B



Grant Solicitation

No. OHA 24-16.0.01

Community Grant – **Pohala Mai-** **‘Ohana Experiencing Financial Hardship**

March 13, 2024

**All applications must be submitted online via the OHA Grants Portal by
Friday, April 12, 2024, by 11:59 p.m. (HST)**

For additional information regarding this grant solicitation, please email:

grantsinfo@oha.org

**For technical assistance with the online application and/or concerns regarding the
OHA Grants Portal, please email:**

grantsadmin@oha.org

<p>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.</p>
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ATTACHMENT B

GRANTS PROGRAM

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

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

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

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

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

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

The contact information for the OHA Grants Program is:

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

For additional information regarding this grant solicitation, please email:

grantsinfo@oha.org

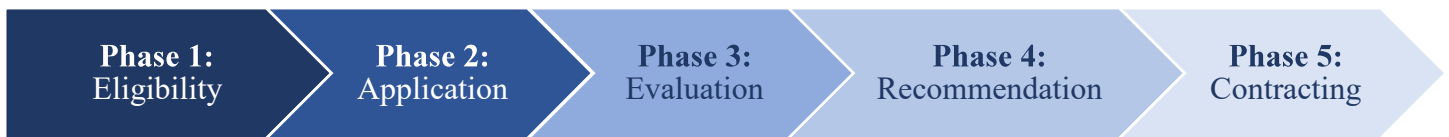
ATTACHMENT B

SOLICITATION ORGANIZATION

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

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

Figure 1. Grants Program Phases



ATTACHMENT B

SECTION I. SOLICITATION DESCRIPTION

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

Pohala Mai- ‘Ohana Experiencing Financial Hardship Grant Purpose: Support a project that provides social services, including direct financial assistance, case management, and referral services, to Native Hawaiians to immediately address an unexpected crisis and improve resource stability during the emergency financial situation. The intent of the emergency funds is to assist Native Hawaiians to achieve and/or reestablish economic stability and prevent a reoccurring cycle of debt.

Program services shall include:

1. Establishing an OHA Emergency Financial Assistance Fund to provide temporary financial assistance for individuals and families who are facing hardships due to loss of income, loss of employment, debilitating illness or injury, death of household member, or other unanticipated circumstances.

OHA Emergency Financial Assistance shall be used for rent or mortgage payments to prevent an impending eviction; utility payments to prevent impending termination of services; car repair; funeral expenses; out-of-pocket medical expenses; and other similar exigent time-sensitive expenses.

2. Case management.
3. Referrals and information to link Native Hawaiians to other services and activities.
4. Financial literacy services.
5. Collaboration with OHA on outreach, project marketing, and public relations.

A. Solicitation Timetable

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

Activity	Key Dates
1. Availability of Solicitation (Phase 1)	Wednesday, March 13, 2024
2. Online Access to Letter of Interest (LOI) (Phase 1)	Wednesday, March 13, 2024

ATTACHMENT B

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

B. OHA

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

C. Community Grants Purpose

Community Grants are programmatic grants for organizations to administer projects in the State of Hawai'i designed to meet the needs of our Native Hawaiian community in alignment with OHA's Mana i Maui Ola Strategic Plan. The opportunity for grant contract extension beyond the initial grant period awarded shall be based on outcomes of grant monitoring, evaluation, and availability of funding.

D. Project Alignment with Mana i Maui Ola Strategic Plan: Strategy & Outcome

This Community Grant is aligned with OHA's Strategy 7: Advance policies, programs and practices that strengthen 'ohana abilities to pursue multiple pathways toward economic stability. Applicants will be required to align their project to this Strategy and the associated Strategic Outcome, as listed below.

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

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.

ATTACHMENT B

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

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ATTACHMENT B

SECTION II. OHA AWARD INFORMATION

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

A. Grant Award Period

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

B. Amount Requested

The grant amount is **\$1,660,000** over two (2) years for this project. Applications in which the Amount Requested is below or exceeds this amount will be deemed ineligible.

C. Administrative Cost Restrictions

Administrative Costs cannot exceed 30% of the total OHA grant budget (\$498,000) and must be justified. Administrative costs are defined as all program operating costs, which are not payments directly distributed to Native Hawaiian beneficiaries as emergency financial assistance. The Administrative Cost Restriction is inclusive of Indirect Costs. Applications with more than 30% Administrative Costs will be deemed ineligible.

D. Indirect Cost Restrictions

Indirect Costs cannot exceed 20% of the total OHA grant budget (\$332,000) and must be justified. Indirect costs are defined as operating costs not directly associated with the program or costs associated with the general overhead operation of your organization. The Administrative Cost Restriction is inclusive of Indirect Costs. Applications with more than 20% Indirect Costs will be deemed ineligible.

E. Multiple OHA Grant Application & Award Restrictions

Organizations may apply for the Pohala Mai- 'Ohana Experiencing Financial Hardship Grant and another project in any other OHA grant solicitations.

Current OHA grantees may apply for the Pohala Mai- 'Ohana Experiencing Financial Hardship Grant.

F. Matching Funds

Applicants are required to provide matching funds for a grant award period of at least fifteen percent (15%) of the OHA grant award amount per year. Matching funds priority should be comprised of cash sources, including other grantor cash sources. Post award, OHA funds can be used as matching funds for other grant(s) with OHA notification. Matching funds can be committed from the applicant and/or a partner organization. Appropriate supporting documentation will be required. Applications with less than 15% matching funds will be deemed ineligible.

G. 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.

ATTACHMENT B

H. Grant Award Renewal

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

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

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

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ATTACHMENT B

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

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

Letter of Interest Submission Process & Required Documents

The applicant shall provide information and upload the required documents to the OHA Grants Portal to meet the solicitation minimum eligibility requirements.

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

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

Applicants will receive an email notification regarding eligibility status and access to the application. If the applicant receives an email notification that it did not meet the Phase 1 – Eligibility- LOI (Letter of Interest) requirements, the applicant can return to the OHA Grants Portal to complete and submit the required documents **one additional time**.

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

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

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

A. Applicant & Project Information

1. **Organization Name** – The applicant shall provide the name of the applicant organization.
2. **Project Name** – The applicant shall provide the name of the project.
3. **Amount Requested** – The applicant shall indicate the amount of money being requested from OHA for the project. **Minimum Amount: \$1,660,000. Maximum Amount: \$1,660,000.** *If the Amount Requested is below the minimum amount or exceeds the maximum amount, the application will be deemed ineligible.

ATTACHMENT B

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

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

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

- 5. Project Contacts** – The applicant shall provide contact information (name, title, mailing address, phone number, email address) for a Primary Project Contact and Secondary Project Contact for the grant contract. Project Contacts must be directly engaged in the administration and implementation of the project. By being listed in the application, Project Contacts are authorized to communicate, submit required reports, and provide authorization for additional Project Contacts on behalf of the awarded organization as necessary.
- 6. Governing Board** – The applicant shall list its organizations’ governing board. The list shall include board members’ names and titles.
- 7. Executive Team** – The applicant shall list its organizations’ executive team. The list shall include executive team members’ names and titles.
- 8. Authorized Signatory Form - *document upload*** – The applicant shall complete and upload the Authorized Signatory Form. This form needs to be completed and signed by the organization’s Authorized Signatory for both the OHA Grant Application and the OHA Grant Contract. *See Attachment A. Authorized Signatory Form.*

B. Certifications

- 1. Licenses/Permits Certification** – The applicant shall certify that applicable licenses and/or permits required for the project have been secured when notified of award. Applicants that will be recommended for award will be contacted to ensure that licenses/and or permits have been secured. If an applicant cannot provide the approved licenses/permits, the Grants Program will not recommend the applicant to the Board of Trustees for award.
- 2. Sufficient Funds Certification** – The applicant shall certify that it has sufficient funds available for the effective operation of the project proposed in the grant application for the duration of the grant period, including fifteen percent (15%) in matching funds to support the project, confirmed or pending at time of application. Applicants will be asked to submit supporting documentation of matching funds in their application. This grant is a reimbursement grant, with an initial payment and cost reimbursement for allowable incurred costs provided at the end of each reporting period, to the extent prescribed in the grant contract.

ATTACHMENT B

3. **IRS Letter of Determination – document upload** – The applicant shall upload the organization's IRS Letter of Determination verifying tax-exempt nonprofit status. Should the current Organization Name not match the name listed on the original IRS Letter of Determination, the applicant shall submit the approved Board Meeting minutes indicating the name change. *See Attachment B. Sample - IRS Letter of Determination.*
4. **Certificate of Vendor Compliance (CVC) - document upload** –The applicant shall upload the Certificate of Vendor Compliance issued by the State of Hawai'i verifying the applicant is registered to do business in the State of Hawai'i. To obtain this document, applicants must register with Hawai'i Compliance Express online at <http://vendors.chawaii.gov>. Registration with Hawai'i Compliance Express may take up to **two weeks** before access to the online CVC is granted. This certificate **must be current within three (3) months of this application deadline**. We do not accept your DCCA Certificate of Good Standing. *See Attachment C. Sample - HCE Certificate of Vendor Compliance.*
5. **Board Governance Certification** – The applicant shall certify the following:
 - a. The members of the organization's governing board have no material conflict of interest and serve without compensation in their capacity as governing board members;
 - b. The organization's governing board has bylaws or policies that describe the manner in which business is conducted and policies relating to nepotism and management of potential conflict of interest situations; and
 - c. The organization employs or contracts with no two or more members of a family, or kin, of the first or second degree of consanguinity (i.e., a spouse, parent, child, grandparent, grandchild, or sibling of another employee or contractor of the organization). If the organization employs or contracts with two or more members of a family, or kin, of the first or second degree of consanguinity, the organization shall disclose such employment or contractual relationship to OHA, along with the organization's efforts to mitigate concerns over nepotism or conflicts of interest arising from the relationship, and OHA shall then determine whether the organization may proceed with its grant application.
6. **Native Hawaiians to be Served** – The applicant shall certify that OHA grant funding for this project shall be used to **directly** serve Native Hawaiian individuals only. If the project does not serve Native Hawaiians, the application will be deemed ineligible. Matching funds for this project from other sources may be used to serve non-Hawaiian community or 'ohana members as needed.
7. **Geographic Service Area** – The applicant shall certify service delivery for this project will be implemented statewide on the island(s) of Hawai'i, Maui, Lāna'i, Moloka'i, O'ahu, and Kaua'i.

ATTACHMENT B

SECTION IV. PHASE 2 – APPLICATION

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

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

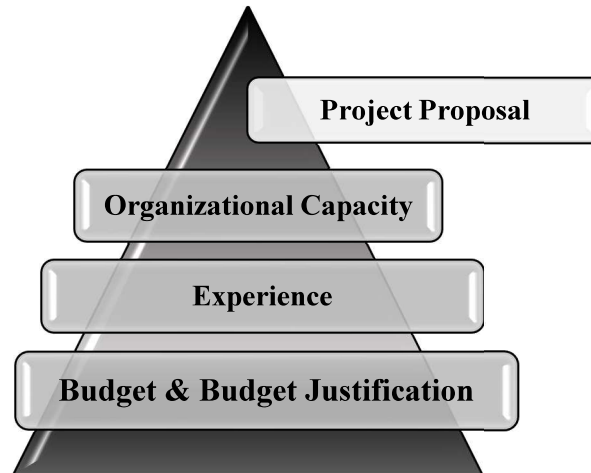
APPLICATION CRITERIA & POINTS
Criterion 1: Project Proposal – Maximum: 65 Points
Criterion 2: Organizational Capacity – Maximum: 10 Points
Criterion 3: Experience – Maximum: 15 Points
Criterion 4: Budget & Budget Justification – Maximum: 10 Points

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Criterion 1

Project Proposal | Maximum Points: 65



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

Components:

1. Project Service Design (0-20 points)
2. Project Service Delivery (0-20 points)
3. Project Alignment with Mana i Maui Ola Strategic Plan (0-5 points)
4. Scope of Services (0-10 points)
5. Performance Measurement Table (0-10 points)

1. Project Services Design (0-20 points)

<u>Scoring Elements</u>

- | |
|---|
| <ul style="list-style-type: none">▪ <i>The application outlines a comprehensive design that is sufficient to implement the required Emergency Financial Assistance Fund services. (0-5 points)</i>▪ <i>The application outlines a comprehensive design that is sufficient to implement the required case management services. (0-5 points)</i>▪ <i>The application outlines a comprehensive design that is sufficient to implement the required referral services. (0-5 points)</i>▪ <i>The application outlines a comprehensive design that is sufficient to implement the required financial literacy services. (0-5 points)</i> |
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ATTACHMENT B

The application outlines a comprehensive design that is sufficient to implement the required Emergency Financial Assistance Fund services.

Instructions

Describe how the project will establish an Emergency Financial Assistance Fund to provide temporary financial assistance for Native Hawaiian individuals and ‘ohana who are facing hardships. Include policies and processes that will be implemented to support individuals and ‘ohana to obtain emergency financial assistance, such as funding levels; eligibility criteria; required documentation; screening, intake, and assessment procedures; payment processes; and other requirements.

OHA Required Emergency Financial Assistance Elements

- Eligible hardship includes loss of income, loss of employment, debilitating illness or injury, death of household members, or other unanticipated circumstances.
- Eligible uses of assistance include rent or mortgage payments to prevent an impending eviction; utility payments to prevent impending termination of services; car repair; funeral expenses; out-of-pocket medical expenses; and other similar exigent time-sensitive expenses.
- Emergency funding shall be limited to one-time per grant year, per Native Hawaiian individual.
- Payments shall be made directly to the vendor with required documentation.
- Individual screening, intake, and assessment shall assure compliance with specific guidelines and policies relating to eligibility, level of financial assistance, Native Hawaiian Ancestry verification, and other program requirements.

The application outlines a comprehensive design that is sufficient to implement the required case management services.

Instructions

Describe how the project will provide case management services, including but not limited to, supporting individuals and ‘ohana to obtain and maintain the services they need; helping participants develop a plan that coordinates and integrates the social services that the patient/client needs to optimize their own economic and resource stability goals and outcomes. Describe the case management data system and financial tracking system that will be used for this project.

The application outlines a comprehensive design that is sufficient to implement the required referral services.

Instructions

Describe how the project will competently provide multi-services referrals to link Native Hawaiians with other services and activities designed to improve economic and resource stability. Describe the organization’s familiarity and networking ability to coordinate with wide array of community agencies/resources that can provide the necessary multiple services to Native Hawaiian individuals and ‘ohana. Include details on how the referrals will be coordinated.

ATTACHMENT B

The application outlines a comprehensive design that is sufficient to implement the required financial literacy services.

Instructions

Describe how the project will provide financial literacy services for Native Hawaiian individuals and ‘ohana who are facing hardships. Include policies and processes that will be implemented to support Native Hawaiian individuals and ‘ohana to improving their financial literacy to achieve and/or reestablish economic stability and prevent a reoccurring cycle of debt.

OHA Required Financial Literacy Elements

- Financial literacy education on budgeting, savings, spending, debt, and credit.

2. Project Service Delivery (0-20 points)

Scoring Elements

- *The application outlines outreach strategies that are appropriate and reasonable to recruit the proposed number of Native Hawaiian participants. (0-5 points)*
- *The application provides a plan that is appropriate and reasonable to provide services on all islands. (0-5 points)*
- *The application provides a plan to respond to participant requests that reflects a timely, appropriate, and reasonable process. (0-5 points)*
- *The application identifies strategies to coordinate with OHA on outreach, project marketing and public relations. (0-5 points)*

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

Instructions

Number of Native Hawaiians to be Served

Provide the total number of Native Hawaiian individuals that the project intends to **directly** serve through OHA funding, including through direct financial assistance, referral services, and financial literacy services.

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

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

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Outreach

Describe the outreach activities to promote and encourage Native Hawaiians to access project services process to recruit participants for the project. Identify the detailed methods of outreach and recruitment, including if the project uses partnerships in outreach and recruitment strategies.

Example:

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

The application provides a plan that is appropriate and reasonable to provide services on all islands.

Instructions

Geographic Service Area

The islands where project services will be delivered include Hawai‘i, Maui, Lāna‘i, Moloka‘i, O‘ahu, and Kaua‘i.

Island Service Plan

Provide a detailed description of how the project plans to provide services on each island and describe how beneficiaries will be able to access services, including completing intake forms and processes. Also identify how the project will provide services to beneficiaries that may not be near office locations, i.e., how services will be provided to beneficiaries on Moloka‘i, Lāna‘i, Hāna, Kona, Kohala, Ka‘ū, Wai‘anae, Lā‘ie and other rural areas.

The application provides a plan to respond to participant requests that reflects a timely, appropriate, and reasonable process.

Instructions

Provide a detailed plan on how the project will respond to participant requests for services, including, if applicable, response time to website inquiries, email inquiries, telephone inquiries and walk-ins.

OHA Required Response Time

- 1-2 business days from participant contact.

The application identifies strategies to coordinate with OHA on outreach, project marketing and public relations.

Describe how the project will inform OHA of upcoming project activities; and coordinate marketing and outreach strategies.

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OHA Required Coordination

- Coordination with OHA to issue a press release announcing grant award.
- Acknowledgement of the support of OHA in all publicity, publications, and other materials produced in connection with this grant and prominent citation of the underwriting/sponsorship of OHA in any promotional events and materials, which become an integral part of the project.

3. Project Alignment with Mana i Maui Ola Strategic Plan (0-5 points)

Scoring Elements

- *The application clearly demonstrates how the project will have significant community impact through engaging one or more Strategic Foundation. (0–5 points)*

Instructions

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

‘Ohana – Family. ‘Ohana is instrumental to community empowerment. When families are strong and healthy, and when there is positive engagement within the ‘ohana, from keiki to kūpuna, communities thrive. Connections to mo‘omeheu and ‘āina begin with connections within families.

Mo‘omeheu – Culture. Culture is the essence of who Native Hawaiians are as a people. It includes all those things that distinguish the community: language, stories, customs, music, art, food, protocols, religions, values, traditions, and celebrations. Expressions of culture are both internal and external. Culture shapes Native Hawaiian worldview and thinking. It informs the ways in which individuals interact with one another and with ‘āina. It influences the way Native Hawaiians interpret events and approach problem-solving.

‘Āina – Land & Water. To Native Hawaiian kūpuna, the land was life. Imbued with mana, ‘āina provides everything the community needs to survive. On an intimate level, Native Hawaiians are connected to the land by the generations of kūpuna who lived on the land and whose iwi rest here. Thus, the emotional ties to family, and the aloha for them, extends to the land that feeds us.

ATTACHMENT B

4. Scope of Services (0-10 points)

Scoring Elements

- *The application outlines detailed project activities that are sufficient to achieve the project objective(s), outputs, and outcomes. (0-10 points)*

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

Instructions

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

Sample:

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

5. Performance Measurement Table (0-10 points)

Scoring Elements

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

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

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

Instructions

Provide projected year-end targets for the indicated mandatory outputs (1 through 7), based on the OHA Definition. The newly served Native Hawaiian targets should match those entered in the Project Service Delivery. Enter information on how these outputs will be defined within the context of the project in the Project Definition section. In the Project Data Collection section, enter information on how the mandatory outputs will be measured, tracked, and documented in the participants' files and/or project records. Describe the data collection and reporting tools to be used to measure each output, including how data on Native Hawaiian ancestry will be collected and tracked (verified through documentation such as Birth Certificate, DHHL Lease, Ho'oulu data letter, OHA registry, etc.).

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

Instructions

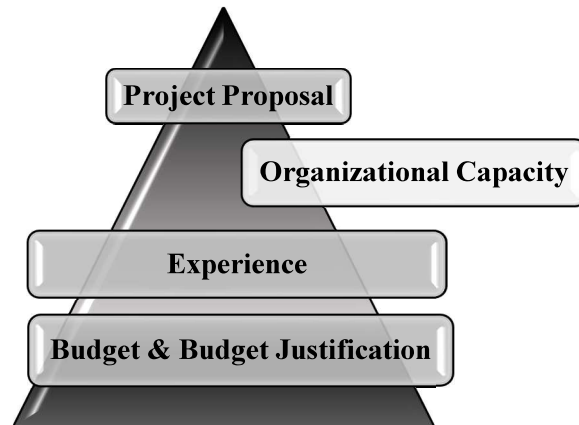
Provide projected year-end targets for the OHA Strategic Outcome. Enter information on how these outcomes will be defined within the context of the project in the Project Definition section. In the Project Data Collection section, enter information on how the OHA Strategic Outcome will be measured, tracked, and documented in the participants' files and/or project records. Describe the data collection and reporting tools to be used to measure each outcome, including how data on Native Hawaiian ancestry will be collected and tracked (verified through documentation such as Birth Certificate, DHHL Lease, Ho'oulu data letter, OHA registry etc.)

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ATTACHMENT B

Criterion 2

Organizational Capacity | Maximum Points: 10



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

Components:

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

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

<u>Scoring Elements</u>

- | |
|---|
| <ul style="list-style-type: none">▪ <i>The organization's background, history, and years serving the Native Hawaiian community is sufficient to implement the project. (0-1 point)</i>▪ <i>The organizational chart clearly identifies adequate staff to implement the project and indicates where each position falls within the organization. (0-1 point)</i>▪ <i>The application clearly defines appropriate responsibilities for each staff position (or subcontractor) in the implementation of the project. (0 –2 points)</i>▪ <i>The application identifies appropriate strategies for recruiting and hiring project staff. (0-1 point)</i> |
|---|

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

Instructions

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

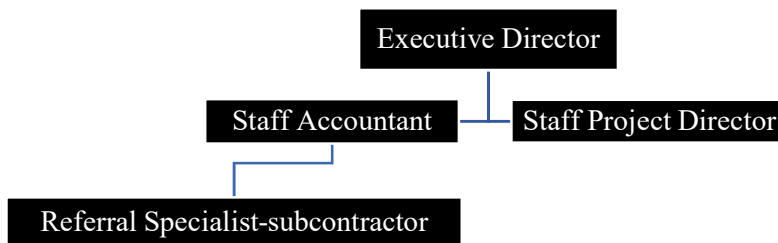
ATTACHMENT B

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

Instructions

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

Sample:



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

Instructions

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

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

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

Instructions

For any positions that will be vacant at the start of the project, outline a recruitment and hiring plan that aligns with the organization's current policies and procedures. Include an estimated timeframe needed for recruitment and hiring. Lastly, if the Project Director or related position needs to be filled, identify who will be responsible for the implementation of activities until they are hired.

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2. Fiscal Oversight (0-5 points)

Scoring Elements

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

Instructions

Describe the financial internal controls of the organization including the policies which clearly define how disbursement of funds, purchasing, cash drawdowns, and related authorizations are handled.

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

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ATTACHMENT B

Criterion 3

Experience | Maximum Points: 15



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

Components:

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

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

<u>Scoring Elements</u>

- | |
|---|
| <ul style="list-style-type: none">▪ <i>The application clearly demonstrates meaningful prior experience providing the proposed or directly related project services. (0-5 points)</i> |
|---|

Instructions

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

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

Scoring Elements

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

Instructions

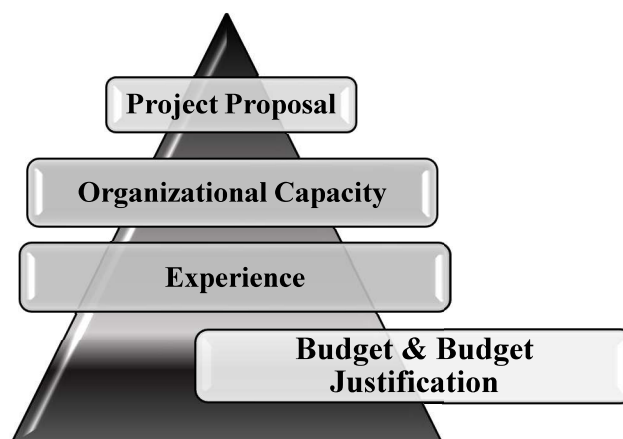
Provide information and data to substantiate how the percentage was derived. The information and data should not be based solely on the project proposed in this application, but the organization's overall participant and/or client base for all services provided by the organization.

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ATTACHMENT B

Criterion 4

Budget & Budget Justification | Maximum Points: 10



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

Components:

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

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

Scoring Elements

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

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

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

- *Matching Funds are less than 15% of the Requested OHA Funds Budget (\$249,000)*
- *Administrative Costs are more than 30% of the Requested OHA Funds Budget (\$498,000)*
- *Indirect Costs are more than 20% of the Requested OHA Funds Budget. (\$332,000) See Attachment K. Reference Guide to Direct and Indirect Costs*
- *The Request OHA Funds Budget is more than maximum allowed for this solicitation. (\$1,660,000) See Section II. OHA Award Information. B. Amount Requested*

ATTACHMENT B

Instructions

Complete and upload a line-item budget for each year of the project. The line-item budget is a list of the resources and services required to complete the project and their associated costs which are organized by Budget Categories. See Attachment F. Budget & Budget Justification Form and Attachment G. Sample- Budget & Budget Justification Form.

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

Matching Funds

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

Complete and upload the required *OHA Matching Funds Confirmation Form* and supporting documentation, which identifies all sources that will provide cash match funds for the grant period. The Matching Funds Confirmation Form should verify that the applicant has at least fifteen percent (15%) cash match of the OHA grant amount requested per year. For the purpose of this application, OHA funds cannot be used as matching funds. Provide cash amount(s) whether the funding is confirmed or pending, and the anticipated award period. For any pending funds, also indicate the anticipated final determination date in the Notes column. If only a percentage of another funding source is dedicated as a match to the OHA funds, explain in the Notes column. See Attachment H. Matching Funds Confirmation Form.

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

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

ATTACHMENT B

Administrative Cost Restrictions

Applications with more than 30% Administrative Costs will be deemed ineligible.

Indicate on the *Budget & Budget Justification Form* a minimum of \$1,162,000 on the Distribution line-item for direct payments distributed to Native Hawaiian beneficiaries as emergency financial assistance. All other line-items, which are not payments directly distributed to Native Hawaiian beneficiaries as emergency financial assistance, should be detailed. The Administrative Cost Restriction is inclusive of Indirect Costs.

Indirect Costs

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

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

- Cannot exceed 20% of the total OHA grant funds.
- For operating costs not directly associated with the program.
- For costs associated with the general overhead operation of your organization.
- Examples include, but not limited to:
 - Administrative Payroll – Salaries & Fringe Benefits
 - Rent – Office Lease
 - Rent – Equipment (e.g., copier)
 - Accounting/Payroll Services
 - IT/Data Services
 - Professional Services – Legal, Audit, etc.
 - Insurance – General Liability, Auto, etc.
 - Utilities – Telephone & Internet, Electricity, Water, etc.

See Attachment K. Reference Guide to Direct and Indirect Costs.

Disallowed Costs

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

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

Budget Adjustments

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

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2. Budget Justification (0-5 points)

Scoring Elements

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

Instructions

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

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

Example:

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

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

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ATTACHMENT B

SECTION V. APPLICATION SUBMISSION

A. Submission Information

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

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

B. Additional Materials and Documentation

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

C. Solicitation Amendments

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

D. Cancellation of Solicitation

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

E. Rejection of Applications

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

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SECTION VI. APPLICATION EVALUATION

This section explains how the applications will be evaluated and provides the specific evaluation criteria and the points assigned to each criterion. The evaluation of applications shall be conducted comprehensively, fairly, and impartially. An evaluation committee of designated Grant Application Evaluators shall review and evaluate all applications that are complete and meet eligibility requirements. The evaluation committee will be comprised of community members with experience in and knowledge of the solicitation subject matter.

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

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

The following evaluation framework shall be used by Grant Application Evaluators during scoring:

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

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B. Recommendation for Award

The grant recommendation process includes the consideration of applications voted to award by a majority of the evaluation committee and the prioritization of applications based on the highest scores in the scoring matrix. Upon review of the scoring matrix, the OHA Administration may include the following considerations in its recommendation for award to the Board of Trustees: 1) Applicant's past OHA grant performance; 2) Gaps in service to Native Hawaiian communities; and 3) Geographical distribution of grant funds to Native Hawaiian communities. Based on the foregoing, OHA Administration shall issue final recommendations to the Board of Trustees with budget modifications and/or recommendation adjustments in accordance with grant funding amounts.

C. Approval

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

D. Notice of Award

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

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SECTION VII. OHA AWARD ADMINISTRATION

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

A. Grant Contract

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

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

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

B. Reporting Requirements for Project and Fiscal Data

An initial payment of 25% of the awarded grant amount for Administrative Costs and an initial payment of 25% of the awarded grant amount for the Emergency Financial Assistance Fund distributions shall be made upon execution of the grant contract and required documents.

Grantee shall be required to complete quarterly Performance Progress Reports and Invoices on the OHA Grants Portal and upload appropriate reports on the OHA Grants Portal. Grantee reports shall consist of statements by the grantee relating to the work by the grantee that was accomplished during the reporting period. Quarterly Reports shall include a description of services provided; Administrative Cost expenditures incurred; and invoice amount. Subsequent Administrative Cost reimbursements will be delayed if reporting on the initial payment has not be submitted and verified complete and accurate by OHA.

Grantees shall also be required to complete Funds Distribution Progress Reports and Invoices on the OHA Grants Portal, with timing based on a 50% depletion of the Emergency Financial Assistance Fund advance. Funds Distribution Progress Reports and Invoices shall include a Funds Distribution Report with beneficiary name, island, category of assistance, amount of assistance, and date of payment transmission; Funds Distribution expenditure report; and invoice amount. Subsequent Emergency Financial Assistance Funds advances will be delayed if reporting on the initial payment has not be submitted and verified complete and accurate by the OHA.

Additional reports include bi-annual Performance Measurement Table report, Annual Data Reports, and a Final Report on the impact of the project on Native Hawaiians. Timely compliance with reporting requirements is required to continue to receive funding under the award.

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Quarterly Reports shall be submitted to OHA by the end of the month following the last day of each quarter during the term of the Contract. The grantee shall submit reports relating to the work accomplished during the specific performance and reporting period. Grantee contract performance is based on submission of complete and accurate reports. The grantee shall, within two (2) months from the end of the Time of Performance for Programmatic Services, or within two (2) months from the expenditure of all funds under this Contract, submit the Final Report to OHA via the Grants Portal.

Refer to the Example Reporting Table on the next page.

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

Report Components	Period of Performance Year 1	Due Date
<ul style="list-style-type: none"> • Performance Progress Report & Invoice • Administrative Cost Expenditure Report 	July 1, 2024 – September 30, 2024	October 31, 2024
<ul style="list-style-type: none"> • Performance Progress Report & Invoice • Administrative Costs Expenditure Report 	October 1, 2024 – December 31, 2024	January 31, 2025
<ul style="list-style-type: none"> • Performance Measurement Table 	July 1, 2024 – December 31, 2024	January 31, 2025
<ul style="list-style-type: none"> • Performance Progress Report & Invoice • Administrative Costs Expenditure Report 	January 1, 2025 – March 31, 2025	April 30, 2025
<ul style="list-style-type: none"> • Performance Progress Report & Invoice • Administrative Costs Expenditure Report 	April 1, 2025 – June 30, 2025	July 31, 2025
<ul style="list-style-type: none"> • Performance Measurement Table 	January 1, 2025– June 30, 2025	July 31, 2025
<ul style="list-style-type: none"> • Annual Data Report 	July1, 2025– June 30, 2025	July 31, 2025

Report Components	Period of Performance Year 2	Due Date
<ul style="list-style-type: none"> • Performance Progress Report & Invoice • Administrative Costs Expenditure Report 	July 1, 2025 – September 30, 2025	October 31, 2025
<ul style="list-style-type: none"> • Performance Progress Report & Invoice • Administrative Costs Expenditure Report 	October 1, 2025 – December 31, 2025	January 31, 2026
<ul style="list-style-type: none"> • Performance Measurement Table 	July 1, 2025 – December 31, 2025	January 31, 2026
<ul style="list-style-type: none"> • Performance Progress Report & Invoice • Administrative Costs Expenditure Report 	January 1, 2026 – March 31, 2026	April 30, 2026
<ul style="list-style-type: none"> • Performance Progress Report & Invoice • Administrative Costs Expenditure Report 	April 1, 2026 – June 30, 2026	July 31, 2026
<ul style="list-style-type: none"> • Performance Measurement Table 	January 1, 2026 – June 30, 2026	July 31, 2026
<ul style="list-style-type: none"> • Annual Data Report 	July1, 2026 – June 30, 2026	July 31, 2026
<ul style="list-style-type: none"> • Final Report 	July 1, 2026 – June 30, 2026	August 31, 2026

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Fund Distribution Report Components	2 Year Period of Performance	Due Date
<ul style="list-style-type: none"> • Funds Distribution Progress Report and Invoice 1 • Funds Distribution Report • Funds Distribution Expenditure Report 	Invoice for EFA Advance 1	Upon 50% depletion of EFA Fund advances
<ul style="list-style-type: none"> • Funds Distribution Progress Report and Invoice 2 • Funds Distribution Report • Funds Distribution Expenditure Report 	Invoice for EFA Advance 2	Upon 50% depletion of EFA Fund advances
<ul style="list-style-type: none"> • Funds Distribution Progress Report and Invoice 3 • Funds Distribution Report • Funds Distribution Expenditure Report 	Invoice for EFA Advance 3	Upon 50% depletion of EFA Fund advances
<ul style="list-style-type: none"> • Funds Distribution Progress Report and Invoice 4 • Funds Distribution Report • Funds Distribution Expenditure Report 	Invoice for EFA Advance 4	Upon 50% depletion of EFA Fund
<ul style="list-style-type: none"> • Funds Distribution Progress Report and Invoice 5 • Funds Distribution Report • Funds Distribution Expenditure Report 	Invoice for EFA Advance 5	Upon 50% depletion of EFA Fund
<ul style="list-style-type: none"> • Funds Distribution Progress Report and Invoice 6 • Funds Distribution Report • Funds Distribution Expenditure Report 	Invoice for EFA Advance 6	Upon 50% depletion of EFA Fund
<ul style="list-style-type: none"> • Final Funds Distribution Progress Report • Final Funds Distribution Report • Final Funds Distribution Expenditure Report 	Final Funds Distribution Progress Report	Upon 100% depletion of EFA Fund or July 31st 2026.

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

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C. Compensation & Method of Payment

1. Automated Clearing House (ACH) Payments

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

2. Compensation

An initial payment of 25% of the awarded grant amount for Administrative Costs and an initial payment of 25% of the awarded grant amount for the Emergency Financial Assistance Fund distributions shall be made upon execution of the grant contract and the submission of the grantee's W-9 form, the initial invoice, ACH direct deposit form, current Certificate of Liability Insurance, and Grantee press release announcing the award.

Subsequent Administrative Cost payments shall be made to the applicant in quarterly disbursements, upon submission by the applicant, and approval by OHA, of Performance Progress Reports and Invoices, Administrative Cost Expenditure Reports, and certification of Native Hawaiian Ancestry, if applicable.

Subsequent Emergency Financial Assistance Fund distribution advance payments shall be made to the applicant based upon 50% depletion of the fund, upon submission by the applicant, and approval by OHA, of Funds Distribution Progress Reports and Invoices, Funds Distribution Reports, and Funds Distribution Expenditure Report.

OHA shall retain up to ten percent (10%) of the Administrative Cost amount awarded for a final payment.

3. Method of Payment

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

Advances of emergency financial assistance fund distributions can be requested based on 50% depletion of fund. Detailed funds distribution reporting is required before an advance payment is approved and disbursed.

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Section VIII. Attachments

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

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Attachment A. Authorized Signatory Form

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

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


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

The authorized signatory below certifies that they have legal power delegated by an organization's governing body (such as the Board of Directors) to *sign and submit the OHA Grant Contract* and that the organization's governing body will review the contract prior to submission. If awarded, this individual(s) name(s) will be included as the signatory in the grant contract.

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

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Attachment B. Sample – IRS Letter of Determination

INTERNAL REVENUE SERVICE P. O. BOX 2508 CINCINNATI, OH 45201	DEPARTMENT OF THE TREASURY
Date: DEC 18 2010	Employer Identification Number: 12-1234567
Organization Name Org. Address City, State Zipcode	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:	
<p>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.</p> <p>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.</p> <p>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.</p>	
Sincerely, 	
Robert Choi Director, Exempt Organizations Rulings and Agreements	
Letter 947 (DO/CG)	

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



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

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

Vendor Name: ORGANIZATION NAME

DBA/Trade Name: ORGANIZATION NAME

Issue Date: 09/10/2016

Status: Compliant

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

This certificate must be current within three (3) months of this application deadline.

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Attachment D. Performance Measurement Table

Organization: _____
Project: _____

All numbers should reflect actual expected outputs and outcomes to be achieved by the project per year. Numbers should be unduplicated throughout the entire grant period. A Performance Measurement Table (PMT) Report Form is required for each island geographic service area proposed for this project.

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

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Outputs	Year 1 Target	Year 2 Target
5. MANDATORY. Deliverable A: Total dollar amount of Emergency Financial Assistance distributed		
A. MANDATORY. Number of Native Hawaiians who request Emergency Financial Assistance		
B. MANDATORY. Number of Native Hawaiian who complete intake and were deemed eligible to receive Emergency Financial Assistance		
C. MANDATORY. Number of Native Hawaiians who received Emergency Financial Assistance		
OHA Definition: Completed deliverables generally include goods or services that have resulted from the OHA funded project, such as, number of workshops, amount of funds distributed to Native Hawaiians, number of capital improvement projects completed, etc. Enter the target number to complete the mandatory deliverables for each project year.		
Project Definition:		
Project Data Collection:		
6. MANDATORY. Deliverable B: Number of referrals provided		
A. MANDATORY. Total number of participants who receive referrals		
B. MANDATORY. Number of Native Hawaiian participants who receives referrals		
Project Definition:		
Project Data Collection:		
7. MANDATORY. Deliverable C: Number of financial literacy services provided		
A. MANDATORY. Total number of participants who complete the financial literacy services		
B. MANDATORY. Number of Native Hawaiian participants who complete the financial literacy services		
Project Definition:		
Project Data Collection:		
8. MANDATORY. Number of partners/collaborators		
OHA Definition: The number of partners/collaborators who contribute to the success of the project. Target numbers should be unduplicated.		
Project Data Collection: The number of partners/collaborators shall be documented through...		

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Outcomes	Year 1 Target	Year 2 Target
1. OHA Strategic Outcome. Number of Native Hawaiian ‘ohana members who are resource stable (financial, subsistence, other) (7.3)		
OHA Definition: Outcomes are the benefits that a project is designed to deliver. They represent the difference/impact, in measurable/quantifiable terms, made by the outputs (e.g., knowledge transferred, and behaviors changed). Outcomes define changes that have taken place because of the proposed project. The project must address and measure OHA Strategic Outcome 7.3.		
Project Definition:		
Project Data Collection:		

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Attachment E. Budget Category Table

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

PERSONNEL - Salaries

Description: Costs of Employees Salaries and Wages.

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

PERSONNEL - Other Costs

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

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

CONTRACTUAL SERVICES - Administrative

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

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

CONTRACTUAL SERVICES - Programmatic

Description: Costs of all contracts for professional services or consultant services that are not regularly part of the organization's staff and necessary for project implementation (e.g. kumu, cultural practitioners, specialists, repair/maintenance).

Justification: Explain why these services are being contracted. Services must be documented in the Scope of Services. Include type of service, fee for service and time commitment to the project as applicable. Service contracts and/or agreements are required to be submitted to OHA prior to service payment.

DISTRIBUTIONS

Description: Amount allocated to direct payments (e.g. match savings programs, scholarships, emergency financial assistance, Charter School funds).

Justification: Describe eligibility criteria for payments and what direct payments are for. Supporting documents confirming eligibility are required.

EQUIPMENT - Lease/Rental

Description: Cost of equipment lease or rental as related to the proposed project services (e.g. van, back hoe, printer)

Justification: Provide computations, price quotes, narrative description, and a justification for each cost under this category. Include prorata amount if the equipment is shared and not used exclusively for the project.

EQUIPMENT - Purchase

Description: "Equipment" means an article including items of personal property, as distinguished from real property, having a useful life of more than one year and an acquisition cost of \$500 or more per unit. *Note: Equipment purchased with OHA grant funding must continue to be used to benefit the Native Hawaiian community after the term of the OHA grant.

Justification: For each type of equipment requested, provide a description of the item and its relevance to the project, the cost per unit and the number of units.

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FACILITIES - Lease/Rental

Description: Costs may include lease/rental of office space or other project-related facility costs.

Justification: Provide computations, price quotes, narrative description, and a justification for each cost under this category. Include prorata amount if this is a shared cost.

FACILITIES - Utilities

Description: Costs may include utilities such as water, sewer, electricity and/or telephone/internet services.

Justification: Provide computations, price quotes, narrative description, and a justification for each cost under this category. Include prorata amount if this is a shared cost.

OTHER EXPENSES - Honorarium

Description: Payment made for services for which fees are not traditionally required (e.g. guest speaker at a workshop to cover time and/or travel).

Justification: Provide computations, narrative description, and a justification for each cost under this category.

OTHER EXPENSES - Insurance

Description: Cost of insurance required as related to provision of proposed services, which may include general liability, automobile and worker's compensation.

Justification: For each type of insurance requested, provide a description of the coverage, cost, prorata share and necessity as applicable to provision of proposed services.

OTHER EXPENSES - Mileage

Description: Travel allowance based on staff use of private vehicles for project-related activities.

Justification: Provide computations based on miles, rate, months and FTE, and a narrative description for cost under this category.

OTHER EXPENSES - Other Costs

Description: Enter all other costs not included in any other category.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

OTHER EXPENSES - Postage, Freight, Delivery

Description: Costs of mailing, shipping or delivery as related to the project.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

OTHER EXPENSES - Publication & Printing

Description: Costs may include items such as project outreach materials, client forms, or other project related educational materials.

Justification: Provide computations, a narrative description, and a justification for each cost under this category.

OTHER EXPENSES - Staff Training

Description: Costs may include tuition, stipends, registration fees and other staff development related expenses.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

OTHER EXPENSES - Supplies

Description: Include costs of administrative supplies and equipment (other than that included under the Equipment category) related to service delivery.

Justification: Specify general supplies costs and units. Show computations and provide other information that supports the amount requested.

PROGRAM ACTIVITIES

Description: Cost of items, supplies and project services directly related to the delivery of services to participants.

Justification: Provide computations (cost and units), a narrative description and a justification for each cost under this category.

TRAVEL AND TRANSPORTATION

Description: Travel is for In State Travel Only. Costs of project-related travel by applicant employees, which may include airfare, vehicle rental, mileage, or lodging. Cost for transportation for participants to project-related services, which may include bus rental. Grant funds do not cover participant travel.

Justification: For each trip, show the total number of travelers, travel destination, and purpose of trip as it relates to proposed project. Provide computations, price quote, narrative description and a justification for each cost under this category.

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Attachment F. Budget and Budget Justification Form

YEAR 1

Cost Type (Check one per Line Item)						
DIRECT	INDIRECT	BUDGET CATEGORY - Item	Requested OHA Funds Budget	Matching Funds	Other Funds (if any)	Description & Justification
PERSONNEL - Salaries						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
PERSONNEL - Other Costs						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
CONTRACTUAL SERVICES - Administrative						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
CONTRACTUAL SERVICES - Programmatic						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
DISTRIBUTIONS						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
EQUIPMENT - Lease/Rental						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
EQUIPMENT - Purchase						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
FACILITIES - Lease/Rental						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
FACILITIES - Utilities						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Honorarium						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Insurance						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Mileage						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Other Costs						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Postage, Freight, Delivery						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Publication & Printing						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	

ATTACHMENT B

OTHER EXPENSES- Repair & Maintenance						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Staff Training						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Supplies						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
PROGRAM ACTIVITIES						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
TRAVEL AND TRANSPORTATION						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
REQUESTED OHA FUNDS BUDGET:			\$ -			
CASH MATCH FUNDS:			\$ -	#DIV/0!	% of Matching Funds	
Other Funds:			\$ -			
YEAR 1 Total Project Cost:			\$ -			

ATTACHMENT B

Attachment F. Budget and Budget Justification Form

YEAR 2

Cost Type (Check one per Line Item)						
DIRECT	INDIRECT	BUDGET CATEGORY - Item	Requested OHA Funds Budget	Matching Funds	Other Funds (if any)	Description & Justification
PERSONNEL - Salaries						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
PERSONNEL - Other Costs						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
CONTRACTUAL SERVICES - Administrative						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
CONTRACTUAL SERVICES - Programmatic						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
DISTRIBUTIONS						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
EQUIPMENT - Lease/Rental						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
EQUIPMENT - Purchase						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
FACILITIES - Lease/Rental						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
FACILITIES - Utilities						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Honorarium						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Insurance						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Mileage						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Other Costs						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Postage, Freight, Delivery						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Publication & Printing						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	

ATTACHMENT B

OTHER EXPENSES- Repair & Maintenance						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Staff Training						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Supplies						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
PROGRAM ACTIVITIES						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
TRAVEL AND TRANSPORTATION						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
REQUESTED OHA FUNDS BUDGET:			\$ -			
CASH MATCH FUNDS:			\$ -	#DIV/0!	% of Matching Funds	
Other Funds:			\$ -			
YEAR 2 Total Project Cost:			\$ -			

ATTACHMENT B

Attachment F. Budget and Budget Justification Form

YEAR 3

Cost Type (Check one per Line Item)						
DIRECT	INDIRECT	BUDGET CATEGORY - Item	Requested OHA Funds Budget	Matching Funds	Other Funds (if any)	Description & Justification
PERSONNEL - Salaries						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
PERSONNEL - Other Costs						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
CONTRACTUAL SERVICES - Administrative						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
CONTRACTUAL SERVICES - Programmatic						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
DISTRIBUTIONS						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
EQUIPMENT - Lease/Rental						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
EQUIPMENT - Purchase						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
FACILITIES - Lease/Rental						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
FACILITIES - Utilities						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Honorarium						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Insurance						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Mileage						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Other Costs						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Postage, Freight, Delivery						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Publication & Printing						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	

ATTACHMENT B

OTHER EXPENSES- Repair & Maintenance						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Staff Training						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Supplies						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
PROGRAM ACTIVITIES						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
TRAVEL AND TRANSPORTATION						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
		REQUESTED OHA FUNDS BUDGET:	\$ -			
		MATCHING FUNDS	\$ -	#DIV/0!	% of Matching Funds	
		Other Funds:	\$ -			
		YEAR 3 Total Project Cost:	\$ -			

ATTACHMENT B

Attachment G. Sample— Budget and Budget Justification Form

YEAR XX

Cost Type (Check one per Line Item)		BUDGET CATEGORY - Item	Requested OHA Funds Budget	Matching Funds	Other Funds (if any)	Description & Justification
DIRECT	INDIRECT					
PERSONNEL - Salaries						
X		Kumu/Cultural Expert	\$ 27,500.00	\$ 10,000.00	\$ 2,500.00	1.0 FTE, \$40,000/year to design, prepare, coordinate and teach cultural workshops 13x/month for 10 months.
X		Project Manager	\$ 5,000.00	\$ -	\$ -	0.1 FTE, \$50,000/year to manage administrative tasks throughout the duration of the year.
			\$ -	\$ -	\$ -	
PERSONNEL - Other Costs						
X		Fringe Benefits	\$ 2,000.00	\$ 500.00	\$ -	Taxes - Kumu and Project Mgr \$1,200 Medical - Kumu and Project Mgr \$1,300
			\$ -	\$ -	\$ -	
CONTRACTUAL SERVICES - Administrative						
	X	Account Services	\$ 3,600.00	\$ -	\$ -	Accounting and Payroll services for year. (\$300/month x 12 months)
			\$ -	\$ -	\$ -	
CONTRACTUAL SERVICES - Programmatic						
X		Kumu Assistant	\$ 5,000.00	\$ -	\$ -	Assist Kumu with workshops - 20 workshops x \$250/workshop
			\$ -	\$ -	\$ -	
DISTRIBUTIONS						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
EQUIPMENT - Lease/Rental						
X		Copy Machine	\$ 1,000.00	\$ 1,000.00	\$ -	Pro rata share of copy machine costs for copying or curriculum and handouts for workshops.
			\$ -	\$ -	\$ -	
EQUIPMENT - Purchase						
X		Computer, software, and accessories	\$ 1,500.00	\$ -	\$ -	Laptop for project activities \$1,000 Laptop warranty \$150 Laptop bag \$50 Word Processing Software \$300
			\$ -	\$ -	\$ -	
FACILITIES - Lease/Rental						
	X	Office Lease	\$ 10,000.00	\$ 20,000.00	\$ -	Pro rata share of lease of office space for project administration & activities \$2,500/month x 12 mos
			\$ -	\$ -	\$ -	
FACILITIES - Utilities						
	X	Telephone and Internet Services	\$ 1,000.00	\$ 2,000.00	\$ -	Pro rata share of telephone and utilities
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Honorarium						
X		Kupuna - Guest Speakers	\$ 2,000.00	\$ -	\$ -	Kupuna guest speakers at workshops to share 'ike lā'au lapa'au - \$100 x 2 speakers x 10 workshops
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Insurance						
	X	General Liability	\$ 1,500.00	\$ -	\$ -	Pro rata share of required annual insurance premium
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Mileage						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Other Costs						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Postage, Freight, Delivery						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	

ATTACHMENT B

OTHER EXPENSES - Publication & Printing						
X		Curriculum Packets	\$ 5,000.00	\$ 625.00	\$ -	One Curriculum packet for each participant \$56.25 x 100 participants.
			\$ -	\$ -	\$ -	
OTHER EXPENSES- Repair & Maintenance						
		Maintenance of Commercial Dehydrator Machine	\$ 1,500.00	\$ -	\$ -	Annual maintenance of commercial dehydrator
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Staff Training						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
OTHER EXPENSES - Supplies						
	X	Office Supplies	\$ 1,000.00	\$ -	\$ -	Paper \$750 Pens, Paper Clips, Post-its, Tape, Staples, and other office supplies \$250
			\$ -	\$ -	\$ -	
PROGRAM ACTIVITIES						
X		Tool sets for participants	\$ 7,500.00	\$ -	\$ -	One tool set for each participant \$75 x 100 participants in Year 1
X		Lapa'au Starter Kits	\$ 20,000.00	\$ -	\$ -	Lapa'au kits for participants that complete the program in Year 1, kit includes bowl, chopper, strainer, steamer, knife, muslin material, five different plant starters, other lapa'au supplies \$200 x 100 participants in Year 1
X		Workshop Supplies	\$ 1,500.00	\$ -	\$ -	PPE \$700, Disposable gloves \$200, Storage containers \$500, Trash bags \$100
TRAVEL AND TRANSPORTATION						
X		Staff travel for 4-day Maui workshop	\$ 1,700.00	\$ -	\$ -	Airfare \$200 x 2 staff = \$400, Car Rental \$300, Lodging x 1 room- 4 nights at \$250/night = \$1000. NOTE: Airfare max at \$200/ roundtrip. Car Rental max at \$150/day, Lodging max at \$300/night.
X		Staff travel for 4-day Kauai workshop	\$ 1,700.00	\$ -	\$ -	Airfare \$200 x 2 staff = \$400, Car Rental \$300, Lodging x 1 room- 4 nights at \$250/night = \$1000. NOTE: Airfare max at \$200/ roundtrip. Car Rental max at \$150/day, Lodging max at \$300/night.
REQUESTED OHA FUNDS BUDGET:			\$ 100,000.00			
MATCHING FUNDS			\$ 34,125.00	34%	% of Matching Funds	
Other Funds:				\$2,500.00		
Total Project Cost :				\$136,625.00		

ATTACHMENT B



Attachment H. Matching Funds Confirmation Form

We, _____, hereby affirm that any monies designated as matching funds under
Organization Name
the terms of OHA's grant award will be dedicated funds and will not be used for any other purpose.

FUNDING SOURCE - YR 1	AMOUNT	CONFIRMED/ PENDING	AWARD PERIOD	NOTES
TOTAL INCOME:	\$ -			

FUNDING SOURCE - YR 2	AMOUNT	CONFIRMED/ PENDING	AWARD PERIOD	NOTES
TOTAL INCOME:	\$ -			

FUNDING SOURCE - YR 3	AMOUNT	CONFIRMED/ PENDING	AWARD PERIOD	NOTES
TOTAL INCOME:	\$ -			



Attachment I. Partner Organization Certification Form for Matching Funds

If the applicant organization will receive matching funds from one or more partner organization, each organizations' Board President and Chief Executive Officer/Executive Director is required to sign and submit a *Partner Organization Certification Form for Matching Funds*, approving and committing to the partnership with, and provision of matching funds to, the applicant organization for the grant term.

As of _____, the partner organization listed below agrees to commit to a
(Date of form submission)
partnership with _____ for the purpose of the _____
(Applicant) (Grant Project Name)
project, if the applicant organization is awarded. The commitment shall be for the entire grant term specified in the final grant contract with the Office of Hawaiian Affairs.

Furthermore, the partner organization has agreed to commit \$ _____
(Matching Funds)
in matching funds specifically designated for this grant project.

PARTNER ORGANIZATION INFORMATION

Organization Name: _____
Mailing Address: _____
Point of Contact: _____
Phone Number: _____
Email Address: _____

Board President Name: (Partner Organization)	_____	Board President Signature: (Partner Organization)	_____
---	-------	--	-------

Chief Executive Officer or Executive Director Name: (Partner Organization)	_____	Chief Executive Officer or Executive Director Signature: (Partner Organization)	_____
--	-------	---	-------

**Attachment J. Reference Guide to Disallowed Costs**

OHA reserves the right not to fund any budget expenses it deems inappropriate, unreasonable, or unallowable. OHA grant funds may not be used to support costs incurred prior to the grant start date or not related to the grant. In addition, in general, OHA does not allow the following:

- Food/Meals
- Gratuities
- Makana (gifts)
- International or Out-of-State travel
- Per diem
- Prizes/Awards
- Purchase of land or buildings
- Construction or capital improvements
- Purchase of motorized vehicles which includes boats and golf carts
- Purchase of alcohol
- Promotional materials and items
- Entertainment
- Indirect Costs. This category may be used only when the applicant currently has an indirect cost rate approved by a State department or Federal agency contributing matching funding for this project.

In-state travel and all transportation costs must be justified and reasonable. Travelers and travel must be deemed necessary for the purposes of the grant. Transportation costs (i.e., airfare, ground transportation, accommodations) to facilitate project services and/or activities must comply with all applicable, federal, state and county COVID-19 related orders. OHA will not be responsible for implications and/or impacts of grantee travel within the state related to COVID-19, civil or community unrest or jurisdictional matters. Grant funds do not cover participant travel.

Equipment purchased with OHA grant funding must be justified and continued to be used to benefit the Native Hawaiian community after the term of the grant.



Attachment K. Reference Guide to Direct and Indirect Costs

	COST TYPES	
	<u>Direct</u>	<u>Indirect</u>
Personnel		
Program Manager *	X	
Executive Director *		X
CEO *		X
Payroll Manager		X
Administrative Assistant		X
Accounting Staff (salaried on contractual)		X
Farm Manager	X	
Teacher	X	
Cultural Specialist	X	
Fringe Benefits (dependent on if the original cost is Direct or Indirect)	X	X
Other Expenses		
Rent Office Lease		X
Rent for Workshop Venue	X	
Utilities		X
Office Supplies		X
Supplies for Workshops	X	
Farm Equipment Lease	X	
Insurance		X
IT Data Services		X
Legal Fees		X
Travel	X	
Data Reporting		X
Copier Lease		X
Printing costs for workshop handouts	X	
Purchased Equipment for use in your project	X	
Repair costs associated with purchased equipment in above line	X	

* Generally labeled as an indirect cost unless the position has direct contact with project participants (i.e. developing the curriculum for a workshop, teaching a class, providing legal advice, etc.)

ATTACHMENT B

INDIRECT COST RESTRICTION

- Cannot exceed 20% of the total OHA grants funds.
- For operating costs not directly associated with the program.
- For costs associated with the general overhead operation of your organization.
- Examples include, but not limited to:
 - Administrative Payroll – Salaries & Fringe Benefits
 - Rent – Office Lease
 - Rent – Equipment (e.g. copier)
 - Accounting/Payroll Services
 - IT/Data Services
 - Professional Services – Legal, Audit, etc.
 - Insurance – General Liability, Auto, etc.
 - Utilities – Telephone & Internet, Electricity, Water, etc.

Committee on Resource ManagementTrustee 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 HAWAII
OFFICE OF HAWAIIAN AFFAIRS**

**MEETING OF THE
COMMITTEE ON RESOURCE MANAGEMENT (RM)**

DATE: Wednesday June 19, 2024**TIME:** 10:00 a.m.**PLACE:** Remote Meeting by Interactive Conference Technology
and in-person at OHA Maui Ola Boardroom

Nā Lama Kukui

560 N. Nimitz Hwy.

Honolulu, HI. 96817

viewable at <https://www.oha.org/livestream> OR

Listen by phone: (213) 338-8477, Webinar ID: 859 0068 6521

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: 859 0068 6521.

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. May 1, 2024*

III. Unfinished Business – None**IV. New Business**

- A. **Action Item RM #24-13:** Approve the Awarding of Kumuwaiwai Na'auao-Educational Resources Grant from Solicitation #24-01.0.01 published February 12, 2024*
- B. **Action Item RM #24-15:** Approve the Awarding of Ola Ka 'Āina-Health of Land and Water Grant from Solicitation #24-04.0.01 published February 12, 2024*
- C. **Action Item RM #24-18:** Approve the Awarding of Ho'omohala Waiwai 'Ohana-'Ohana Economic Stability Grant from Solicitation #24-07.0.01 published February 12, 2024*
- D. **Action Item RM #24-22:** Approve the Awarding of Pohala Mai-'Ohana Experiencing Financial Hardship Grant from Solicitation #24-16.0.01 published March 13, 2024*
- E. **Action Item RM #24-23:** FB 2024-2025 Hawaiian-Focused Public Charter School Fund Administration Grant Recommendation – Part II. Facilities Funding*
- F. **Action Item RM #24-24:** FB 2024-2025 Hawaiian-Focused Public Charter School Fund Administration Grant Recommendation – Part III. Federal Advocacy*
- G. **Action Item RM #24-25:** Approve a deposit-backed mortgage loan pilot program with American Savings Bank for Native Hawaiian homebuyers*

V. 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.

OFFICE OF HAWAIIAN AFFAIRS
Action Item

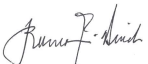
Committee on Resource Management
June 19, 2024

RM #24-23


**Action Item Issue: FB 2024-2025 Hawaiian-Focused Public Charter School
Fund Administration Grant Recommendation – Part
II. Facilities Funding**

Prepared by:  Jun 16, 2024


T. Ke'ala Neumann Date
Pou Kāko'o Kaiāulu, Grants Manager

Reviewed by:  Jun 16, 2024

Ramona G. Hinck Date
Ka Pou Kihi Kanaloa Wai, Chief Financial Officer

Reviewed by:  Jun 16, 2024

Stacy K. Ferreira Date
Ka Pouhana, Chief Executive Officer

Reviewed by:  Jun 16, 2024

John D. Waihee IV Date
Luna Ho'omalū o ke Kōmike RM
Committee on Resource Management, Chair

Action Item RM #24-23: FB 2024-2025 Hawaiian-Focused Public Charter School Fund Administration Grant Recommendation – Part II. Facilities Funding

I. PROPOSED ACTIONS

Motion #1

To approve and authorize the:

- A. Disbursements totaling \$2,250,000, that is \$1,125,000 from the Fiscal Year 2024 Core Operating Budget (Object Code 56540) and \$1,125,000 from the Fiscal Year 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 15 HFPCS;
- B. Disbursements totaling \$450,000, that is \$225,000 from the Fiscal Year 2024 Core Operating Budget (Object Code 56540) and \$225,000 from the Fiscal Year 2025 Core Operating Budget (Object Code 56540) to fund the administrative fee for KALO to distribute the funds for 16 HFPCS; and
- C. Execute a new contract with KALO to affect the authorized actions of this Action Item.

Motion #2

To approve and authorize the:

- A. Disbursements totaling \$150,000, that is \$75,000 from the Fiscal Year 2024 Core Operating Budget (Object Code 56540) and \$75,000 from the Fiscal Year 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; and
- B. Execute a new contract with KALO to affect the authorized actions of this Action Item.

Motion #3

To approve and authorize the:

- A. Disbursements totaling \$150,000, that is \$75,000 from the Fiscal Year 2024 Core Operating Budget (Object Code 56540) and \$75,000 from the Fiscal Year 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 New Century Public Charter School (KANU); and
- B. Execute a new contract with KANU to affect the authorized actions of this Action Item.

II. ISSUE

Whether (or not) the Committee on Resource Management (CRM) should approve, authorize and recommend to the Board of Trustees (BOT) the disbursement of the

Action Item RM #24-23: FB 2024-2025 Hawaiian-Focused Public Charter School Fund Administration Grant Recommendation – Part II. Facilities Funding

remaining budgeted and approved 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 enhance the learning environments, including facilities related costs.

III. **BACKGROUND AND CONTEXT – Administration of Hawaiian Focused Public Charter Schools Grants – FB 18-19, FB 20-21, FB 22-23, and FB24-25 Part I**

A. **FB 18-19 In-House OHA Administration.** KALO has a long history of successfully serving Hawaiian Focused Public Charter Schools (HFPCS). The relationships that KALO have built with the schools is unmatched by other non-profit organizations that may assert the capability to administer the referenced grant. This was made evident, when several HFPCS testified adamantly in support of KALO at a 2017 BOT meeting, after the Grants Program recommended that the FB 18-19 Charter School Administration grant be awarded to another vendor.

In response to the 2017 HFPCSs related testimonies and procedural errors by the Transitional Assistance Program (TAP)¹, the BOT did not approve the award to another vendor and directed the Grants Program to administer the grant funding for FB 18-19 in-house. This Board directive added 17 individual charter school contracts to the OHA Grants program workload for the two-year grant period FB18-19.

B. **FB 20-21 KALO Initial HFPCS Administration.** Because of the growing grants portfolio, the integrated and systemic nature of HFPCS, and need to more efficiently manage like kinds of grantees, Administration decided to release a solicitation for FB 20-21, to administer the portfolio of 17 HFPCS. In response, four (4) organizations submitted applications to administer the grant. KALO not only received the highest cumulative score, KALO 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*

¹ Former name of the Grants Program

Action Item RM #24-23: FB 2024-2025 Hawaiian-Focused Public Charter School Fund Administration Grant Recommendation – Part II. Facilities Funding

“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 Hawaiian-focused 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 Hawaiian-Focused Public Charter School Fund Administration Grant, awarding KALO the grant to administer funding to sixteen (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 Charter School Fund disbursement of \$249,411, directly from OHA via a grant agreement managed by the OHA Grants Program.

The basis for the total of seventeen (17) HFPCS FB 20-21 disbursements (16 through KALO and one directly with KANU), less the administrative fee for KALO, was historically and primarily based on preliminary, then final, student enrollment.

- C. **FY 2021 \$500,000 COVID-19 Additional Grant Amount to the HFPCS.** 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 Charter Schools Repairs and Maintenance (CSRM) for the 17 HFPCS. KALO’s contract was amended in June 2021 to include a total of \$454,690, with \$75,000 for administrative costs to administer this grant for all schools (less KANU); and KANU’s contract was amended to add \$45,310 for its proportionate share of the CSRM 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.²
- D. **FB 22-23 KALO’s Approved to Continue HFPCS Grants Administration.** As KALO’s administration (via the two grant agreements/contracts) of the HFPCS grants were deemed compliant, as monitored by the Grants Program through FB 20-21, via Action Item RM #22-02, February 22, 2022, Administration recommended, and the CRM (February 22, 2022) approved, and the Board ratified (February 24, 2022), amendments to KALO contracts to continue administering 16 of the 17 HFPCS contracts for the FB 22-23 funds, as well as an amendment to the KANU contract to administer directly by OHA. The preliminary allocation of FB 22-23 funds was done similarly and consistently with the FB 20-21 allocation basis (per pupil, student enrollment). The final distribution of \$3,000,000, FB 22-23 funds was based

² The award authorization in June 2020 occurred as all Grantees and Grant staff were working to pivot grants programs to meet COVID mandates and schools had completed their planning/budget for SY20-21 by this time. Schools were also experiencing confusion and instability within their systems which made it difficult for KALO to come up with and implement a solid process and plan for the CSRM funds. As schools settled into their new “normal” and started planning for SY21-22, Grants Program was able to work with KALO to finalize a reasonable process to distribute the CSRM funds. The final contract amendment was executed on June 16, 2021.

Action Item RM #24-23: FB 2024-2025 Hawaiian-Focused Public Charter School Fund Administration Grant Recommendation – Part II. Facilities Funding

primarily on HFPCS final school year student enrollment counts.

Action Item RM #22-02, February 22, 2022 resulted in three motions effecting two contract amendments: 1) KALO - \$2,629,549 for administration and distribution to 15 HFPCS + KALO - \$121,040 for Kanuikapono Public Charter School; and 2) KANU - \$249,411, for a total of \$3,000,000 for FB2022-2023. As further noted in the action item, *“This action item re [RM #22-02] relates only to \$3.0MM of the FY 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 24-25 KALO’s Approved to Continue HFPCS Grants Administration.** As KALO’s administration (via the two grant agreements/contracts) of the HFPCS grants currently compliant, as monitored by the Grants Program FB 24-25, via Action Item RM #23-25, October 11, 2023, Administration recommended, and the CRM (October 11, 2023) approved, and the Board ratified (October 19, 2022), amendments to KALO contracts to continue administering 16 of the 17 HFPCS contracts for the FB 24-25 funds, as well as an amendment to the KANU contract to administer directly by OHA. The preliminary allocation of FB 24-25 funds was done similarly and consistently with the FB 22-23 allocation basis (per pupil, student enrollment). The final distribution of \$3,000,000, FB 24-25 funds was based primarily on HFPCS final school year student enrollment counts.

Action Item RM #23-25, October 11, 2023 resulted in three motions effecting two contract awards: 1) KALO - \$2,612,552 for administration and distribution to 15 HFPCS + KALO - \$97,062 for Kanuikapono Public Charter School; and 2) KANU - \$290,386, for a total of \$3,000,000 for FB2024-2025. As further noted in the action item, *“This action item re [RM #23-25] relates only to \$3.0MM of the FY 2024-2025 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.”*

IV. DISCUSSION – KALO & KANU

A. Kanu o ka ‘Āina Learning ‘Ohana (KALO).

KALO’s current FY24-25 two-year contract is active and in its first Semi-Annual period. Contract award includes \$2,489,614 for HFPCS disbursements, \$80,000 for the annual Ku‘i ka Lono Charter School Conference, and \$200,000 for administrative costs for a total of \$2,709,614.

KALO’s original two-year contract included \$2,470,589 for HFPCS disbursements, \$80,000 for the annual Ku‘i ka Lono Charter School Conference, and \$200,000 for administrative costs for a total of \$2,750,589.

Over the FY23 grant period, KALO met the performance targets of its contract and has consistently demonstrated the ability and capacity to work with all HFPCS to meet compliance with its grant agreement. All HFPCS reports were submitted to

Action Item RM #24-23: FB 2024-2025 Hawaiian-Focused Public Charter School Fund Administration Grant Recommendation – Part II. Facilities Funding

the Grants Program and disbursements issued in a timely manner. KALO managed to prepare for and host their annual Ku‘i 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.

Collectively, in school year 2019-2020, the HFPCS served a total of 4,692 students, 3,425 Native Hawaiians. Enrollment dropped slightly in school year 2020-2021, with 4,103 students enrolled and 3,086 Native Hawaiians. This has been due, in part, to COVID. The 17 HFPCS enrollment in 2019-2020 (4,692) and 2020-2021 (4,103) compared to the total charter school enrollment, in 37 schools, of 11,877 (40%) and 12,213 (34%), respectively.

In school year 2022-2023, the HFPCS served a total of 4,008 students, 3,136 Native Hawaiians.

- B. Kanu o ka ‘Āina New Century Public Charter School (KANU).** KANU also consistently met their performance targets over the current grant period. Even with the COVID-19 mandates in the first grant year, KANU continued to provide a quality culture-based, place-based educational program to its students.

KANU’s current FY24-25 two-year contract is active and in its first Semi- Annual period. Contract award totals \$290,386.

In school year 2019-2020, the school enrolled 591 students, 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, 374 Native Hawaiians. Eight (8) ‘Ohana engagement activities were provided virtually and in-person to over 700 school ‘ohana members. KANU had 13 graduates, 11 of which had planned to attend college and two planning to attend trade school.

In school year 2022-2023, KANU reporting started enrollment at 612 students and WASC Accreditation through June 30, 2023. At the end of the school year a reported decrease of students to 592 students, 371 Native Hawaiians.

Fourteen (14) ‘Ohana engagement activities were provided virtually and in- person to over 1,274 school ‘ohana members. KANU had 10 graduates, 9 of which had planned to attend college and one planning to attend vocational training or trade school. In addition, 27 community engagement opportunities serviced over 4,000 participants.

KANU’s contract was also amended in June 2021 to include an additional \$45,310 in Repair & Maintenance funds. The school’s projects include upgrading their temporary tent structure for COVID safe outdoor lunch services, installation of dividers and barriers, preparing outdoor space for learning, accommodations for distance learning, new furniture for these upgraded learning spaces, and annual

Action Item RM #24-23: FB 2024-2025 Hawaiian-Focused Public Charter School Fund Administration Grant Recommendation – Part II. Facilities Funding

maintenance activities.

V. DISCUSSION- Administration of Hawaiian Focused Public Charter Schools Grants – FB 24-25- Part II - \$3,000,000 – Allocation Basis

As noted above, a future action item was to be brought forward to address additional needed social services administered through the charter school network. At the time, Administration reasoned that economic impacts of COVID-19 might still be impacting charter schools and surrounding communities. However, based on a 2022 post site visit conducted by KALO, 16 of the schools noted unmet facilities-related needs, refer to column [G] at Attachment A. 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.

Current AS IS methodology of HPCSC grant \$ allocation is based on per pupil or student enrollment, however as it relates to unmet facilities related needs, Administration does not consider per pupil, student enrollment to be an effective allocation basis, given the broad facilities related needs, and disparate conditions of schools (e.g., from LEED³ certified to pop up tents), therefore, Administration proposes that an equal amount be distributed to all 17 HFPCS, after a 15% administration fee⁴ to KALO.

Refer to Tables 1 and 2 on the next page.

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³ LEED (Leadership in Energy and Environmental Design) is the most widely used green building rating system in the world. Available for virtually all building types, LEED provides a framework for healthy, efficient, and cost-saving green buildings. [https://support.usgbc.org/hc/en-us/articles/4404406912403-What-is-LEED-certification-#:~:text=LEED%20\(Leadership%20in%20Energy%20and.and%20cost%2Dsaving%20green%20buildings](https://support.usgbc.org/hc/en-us/articles/4404406912403-What-is-LEED-certification-#:~:text=LEED%20(Leadership%20in%20Energy%20and.and%20cost%2Dsaving%20green%20buildings).

Retrieved February 12, 2023

⁴ A 15% administrative fee is consistent with the amount provided to KALO when administering the \$500,000 COVID-19 CSRM grants.

Action Item RM #24-23: FB 2024-2025 Hawaiian-Focused Public Charter School Fund Administration Grant Recommendation – Part II. Facilities Funding

Table 1 – Overall Allocation

School	%	FB 24-25 – Part II Disbursement
To KALO for Distribution 16 HFPCS (see Table 2 below)	85%	\$2,400,000
To KANU Direct Contract with OHA		\$150,000
To KALO for Administrative Fee	15%	\$450,000
	100%	\$3,000,000

Table 2 – Details for the 16 HFPCS

School	Island	FB 24-25 – Part II Disbursement
1. Hakipu‘u Learning Center	O‘ahu	\$150,000
2. Hālau Kū Mana Public Charter School	O‘ahu	\$150,000
3. Ka ‘Umeke Kā‘eo	Hawai‘i Island	\$150,000
4. Ka Waihona o ka Na‘auao Public Charter School	O‘ahu	\$150,000
5. Kamaile Academy Public Charter School	O‘ahu	\$150,000
6. Kula Aupuni Ni‘ihau A Kahelelani Aloha	Kaua‘i	\$150,000
7. Kanuikapono Public Charter School ⁵	Kaua‘i	\$150,000
8. Kawaikini New Century Public Charter School	Kaua‘i	\$150,000
9. Ke Ana La‘ahana Public Charter School	Hawai‘i Island	\$150,000
10. Ke Kula ‘o Nāwahīokalani‘ōpu‘u Iki Lab Public Charter School	Hawai‘i Island	\$150,000
11. Ke Kula ‘o Samuel M. Kamakau Laboratory Public Charter School	O‘ahu	\$150,000
12. Ke Kula Ni‘ihau o Kekaha Learning Center	Kaua‘i	\$150,000
13. Kua o ka Lā New Century Public Charter School	Hawai‘i Island	\$150,000
14. Kualapu‘u School: A Public Conversion Charter	Moloka‘i	\$150,000
15. Mālama Honua	O‘ahu	\$150,000
16. Waimea Middle Public Conversion Charter School	Hawai‘i Island	\$150,000
	Total	\$2,400,000

⁵ To be bifurcated into a separate motion.

Action Item RM #24-23: FB 2024-2025 Hawaiian-Focused Public Charter School Fund Administration Grant Recommendation – Part II. Facilities Funding

VI. REFERENCE ACTION ITEMS

The following Action Items support FY2024 and FY2025 HFPCS grants:

- A. Action Item RM #23-17: OHA Biennium Budget for the Fiscal Biennium Periods 2023-2024 (FY 24) and 2024-2025 (FY 25)
- B. Action Item RM #23-03: FB 2022-2023 Hawaiian-Focused Charter School Fund Administration Grant Recommendation Part II, February 23, 2023.
- C. Action Item RM #22-02: FB 2022-2023 Hawaiian-Focused Charter School Fund Administration Grant Recommendation, February 22, 2022.
- D. 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.
- E. Action Item BOT #20-04: OHA Biennium Budget for the Fiscal Biennium Periods 2019-2020 (FY 20) and 2020-2021 (FY 21) – Realignment #2.

VII. BUDGET AUTHORIZATION

BG (Budget Year) CF (Carry Forward)	PROGRAM CODE	Account Code Name	Sum of FY24 (APPROVED FY24 BR#1) TOTAL
BG 2024	3800 GRANTS	56510 PROGRAM & PROVISIO GRANTS	-
BG 2024	3800 GRANTS	56530 COMMUNITY GRANTS	9,150,000
BG 2024	3800 GRANTS	56540 LEVEL II GRANTS SYSTEM	6,250,000
BG 2024	3800 GRANTS	56560 SPONSORSHIPS	535,921
BG 2024	3800 GRANTS	56570 DISASTER AID	150,000
BG 2024	3800 GRANTS	56578 COLLABORATIONS	1,500,000
BG 2024 Total			17,585,921
CF 2024		56570 DISASTER AID	5,000,000
CF 2024 Total			5,000,000
Grand Total			22,585,921

Figure 1. Grants Budget Summary, Approved FY24 Budget, as approved via AI RM #23-17.

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Action Item RM #24-23: FB 2024-2025 Hawaiian-Focused Public Charter School Fund Administration Grant Recommendation – Part II. Facilities Funding

PROGRAM CODE	SERVICE CODE	Account Code Name	Description Proposed:	Sum of FY24 (APPROVED FY24 BR#1) TOTAL
3800 GRANTS	3800 GRANTS	56540 LEVEL II GRANTS SYSTEM	Hawaiian Focused Charter Schools -Phase I. Per Pupil Funding	1,500,000
3800 GRANTS	3800 GRANTS	56540 LEVEL II GRANTS SYSTEM	Hawaiian Focused Charter Schools -Phase II. Facilities Funding	1,500,000
3800 GRANTS	3800 GRANTS	56540 LEVEL II GRANTS SYSTEM	Hawaiian-Focused Public Charter School -Federal Advocacy	250,000
3800 GRANTS	3800 GRANTS	56540 LEVEL II GRANTS SYSTEM	Department of Hawaiian Home Lands (DHHL)	3,000,000
		SUBTOTAL - 56540 LEVEL II GRANTS SYSTEM		6,250,000

Figure 2. Grants Budget Details, 56540- Level II Grants System, Approved FY24 Budget, as approved via AI RM #23-17.

FY25 APPROVED BUDGET - GRANTS Budget Summary

BG (Budget Year)	PROGRAM CODE	Account Code Name	Sum of FY25 (APPROVED FY25) TOTAL
BG 2025	3800 GRANTS	56510 PROGRAM & PROVISIO GRANTS	5,300,000
BG 2025	3800 GRANTS	56530 COMMUNITY GRANTS	4,350,000
BG 2025	3800 GRANTS	56540 LEVEL II GRANTS SYSTEM	6,250,000
BG 2025	3800 GRANTS	56560 SPONSORSHIPS	535,921
BG 2025	3800 GRANTS	56570 DISASTER AID	150,000
BG 2025	3800 GRANTS	56578 COLLABORATIONS	1,000,000
BG 2025 Total			17,585,921

Figure 3. Grants Budget Summary, Approved FY25, as approved via AI RM #23-17.

APPROVED FY25 BUDGET- GRANTS BUDGET DETAILS

BOT APPROVED via Action Item RM #23-17 - OHA Biennium Budget for the Fiscal Biennium Periods 2023-2024 (FY 24) and 2024-2025 (FY 25)

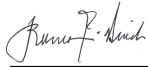
PROGRAM CODE	SERVICE CODE	Account Code Name	Description Proposed:	Sum of FY25 (APPROVED FY25) TOTAL
3800 GRANTS	3800 GRANTS	56540 LEVEL II GRANTS SYSTEM	Hawaiian Focused Charter Schools -Phase I. Per Pupil Funding	1,500,000
3800 GRANTS	3800 GRANTS	56540 LEVEL II GRANTS SYSTEM	Hawaiian Focused Charter Schools -Phase II. Facilities Funding	1,500,000
3800 GRANTS	3800 GRANTS	56540 LEVEL II GRANTS SYSTEM	Hawaiian-Focused Public Charter School -Federal Advocacy	250,000
3800 GRANTS	3800 GRANTS	56540 LEVEL II GRANTS SYSTEM	Department of Hawaiian Home Lands (DHHL)	3,000,000
		SUBTOTAL - 56540 LEVEL II GRANTS SYSTEM		6,250,000

Figure 4. Grants Budget Details, 56540- Level II Grants System, Approved FY25 Budget, as approved via AI RM #23-17.

Action Item RM #24-23: FB 2024-2025 Hawaiian-Focused Public Charter School Fund Administration Grant Recommendation – Part II. Facilities Funding

VIII. CERTIFICATION

The following is the certification by the Chief Financial Officer that the funds are available for the recommended award:



Ramona G. Hinck, Chief Financial Officer

Date Jun 16, 2024

IX. RECOMMENDED ACTIONS

Motion #1

To approve and authorize the:

- A. Disbursements totaling \$2,250,000, that is \$1,125,000 from the Fiscal Year 2024 Core Operating Budget (Object Code 56540) and \$1,125,000 from the Fiscal Year 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 15 HFPCS;
- B. Disbursements totaling \$450,000, that is \$225,000 from the Fiscal Year 2024 Core Operating Budget (Object Code 56540) and \$225,000 from the Fiscal Year 2025 Core Operating Budget (Object Code 56540) to fund the administrative fee for KALO to distribute the funds for 16 HFPCS; and
- C. Execute a new contract with KALO to affect the authorized actions of this Action Item.

Motion #2

To approve and authorize the:

- A. Disbursements totaling \$150,000, that is \$75,000 from the Fiscal Year 2024 Core Operating Budget (Object Code 56540) and \$75,000 from the Fiscal Year 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; and
- B. Execute a new contract with KALO to affect the authorized actions of this Action Item.

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Action Item RM #24-23: FB 2024-2025 Hawaiian-Focused Public Charter School Fund Administration Grant Recommendation – Part II. Facilities Funding

Motion #3

To approve and authorize the:

- A. Disbursements totaling \$150,000, that is \$75,000 from the Fiscal Year 2024 Core Operating Budget (Object Code 56540) and \$75,000 from the Fiscal Year 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 New Century Public Charter School (KANU); and
- B. Execute a new contract with KANU to affect the authorized actions of this Action Item.

X. ALTERNATIVES TO RECOMMENDED ACTION

- A. Approve and authorize partial or alternate funding.
- B. Do not approve funding.

XI. TIMEFRAME

Immediate action is recommended to affect notification of awards and drafting and execution of contracts.

XII. 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
- C. Action Item RM #22-02: FB 2022-2023 Hawaiian-Focused Charter School Fund Administration Grant Recommendation, February 22, 2022

ATTACHMENT A
Kanu o ka ‘Āina Learning ‘Ohana Board of Directors and Executive Staff

Board of Directors

Ed Teixeira – 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

Keōmailani Case

Randy Vitousek

Steve Hurwitz

Naomi Tachera

John Colson

Ali Ann Buscher

Kimberley Pickard

Keala Campbell

Mana Purdy

Michael Rossi

Administration

Kanoa Castro – Upper School Po‘okumu

Keōmailani Case – Elementary School Po‘okumu



**STATE OF HAWAII
OFFICE OF HAWAIIAN AFFAIRS**

Committee on Resource Management

Trustee John Waihe'e IV, *At-Large - Chair*

Trustee Luana Alapa, *Moloka'i / Lāna'i - Vice Chair*

Members

Trustee Leina'ala Ahu Isa, *At-Large*

Trustee Dan Ahuna, *Kaua'i / Ni'ihau*

Trustee Kaleihikina Akaka, *O'ahu*

Trustee Keli'i Akina, *At-Large*

Trustee Brendon Kalei'āina Lee, *At-Large*

Trustee Carmen Hulu Lindsey, *Maui*

Vacancy, *Hawai'i Island*

**MEETING OF THE
COMMITTEE ON RESOURCE MANAGEMENT (RM)**

DATE: Tuesday, February 22, 2022

TIME: 1:30 p.m.

PLACE: Virtual Meeting viewable at www.oha.org/livestream OR

Listen by phone: (213) 338-8477,

Webinar ID: 821 2526 9340

Due to COVID-19, the OHA Board of Trustees and its standing committees will hold virtual meetings until further notice. Pursuant to Governor Ige's January 26, 2022, Emergency Proclamation Related to COVID-19 (Omicron Variant), there will be no in-person location for this meeting that is open to the general public. The virtual meeting can be viewed and observed via livestream on OHA's website at www.oha.org/livestream or can be listened to by phone via the phone number and Webinar ID listed at the beginning of this agenda.

AGENDA

I. Call to Order

II. Public Testimony on Items Listed on the Agenda*

(Please see page 2 on how to submit written testimony or provide oral testimony online.

Oral testimony by telephone/landline **will not** be accepted)

III. Approval of Minutes

None

IV. Unfinished Business

None

V. New Business

A. ACTION ITEM RM #22-01: OHA Biennium Budget for the Fiscal Biennium Periods 2021-2022 (FY 22) and 2022-2023 (FY 23) - Realignment #2

B. ACTION ITEM RM #22-02: FB 2022-2023 Hawaiian-Focused Charter School Fund Administration Grant Recommendation

VI. Announcements

VII. Adjournment

If you require an auxiliary aid or accommodation due to a disability, please contact Everett Ohta at telephone number (808) 594-1988 or by email at: everetto@oha.org no later than three (3) business days prior to the date of the meeting. Meeting materials will be available to the public 72 hours prior to the meeting and posted to OHA's website at: www.oha.org/rm.



**STATE OF HAWAII
OFFICE OF HAWAIIAN AFFAIRS**

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.

†Notice: The 72 Hour rule, pursuant to OHA BOT Operations Manual, Section 49, shall be waived for distribution of new committee materials.

*** Public Testimony on Items Listed on the Agenda must be limited to 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** 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. **Due to COVID-19 office closure and limited in-office staffing, please do not fax or hand-deliver written testimony.**

- (2) Persons wishing to provide **oral testimony online** during the virtual meeting must first register at:

https://us06web.zoom.us/webinar/register/WN_vurJjN0MRnGD_hqPUNRiCQ

You need to register if you would like to orally testify. 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 during the virtual meeting. The registration page will close once the Public Testimony or Community Concerns agenda items have concluded.

To provide oral testimony online, you will need:

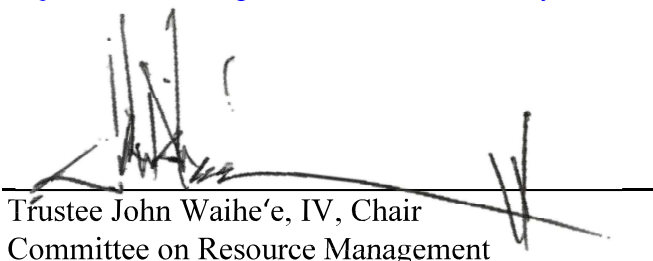
- (1) a computer or mobile device to connect to the virtual meeting;
- (2) internet access; and
- (3) a microphone to provide oral testimony.

Oral testimony online will be limited to five (5) minutes.

Oral testimony by telephone/landline **will not** be accepted at this time.

Once your oral testimony 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.

Please visit OHA's website for more detailed information on how to submit Public Testimony OR Community Concerns at: <https://www.oha.org/how-to-submit-testimony-for-oha-bot-meetings/>.


Trustee John Waihe'e, IV, Chair
Committee on Resource Management

02/16/2022

Date

February 22, 2022 - Continued

Committee on Resource Management

Trustee John Waihe'e IV, *At-Large - Chair*

Trustee Luana Alapa, *Moloka'i / Lāna'i - Vice Chair*

Members

Trustee Leina'ala Ahu Isa, *At-Large*

Trustee Dan Ahuna, *Kaua'i / Ni'ihau*

Trustee Kaleihikina Akaka, *O'ahu*

Trustee Keli'i Akina, *At-Large*

Trustee Brendon Kalei'āina Lee, *At-Large*

Trustee Carmen Hulu Lindsey, *Maui*

Vacancy, *Hawai'i Island*



STATE OF HAWAII OFFICE OF HAWAIIAN AFFAIRS

MEETING OF THE COMMITTEE ON RESOURCE MANAGEMENT (RM)

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III. Approval of Minutes

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IV. Unfinished Business

None

V. New Business

A. ACTION ITEM RM #22-01: OHA Biennium Budget for the Fiscal Biennium Periods 2021-2022 (FY 22) and 2022-2023 (FY 23) - Realignment #2

B. ACTION ITEM RM #22-02: FB 2022-2023 Hawaiian-Focused Charter School Fund Administration Grant Recommendation

VI. Announcements

VII. Adjournment

If you require an auxiliary aid or accommodation due to a disability, please contact Everett Ohta at telephone number (808) 594-1988 or by email at: everetto@oha.org no later than three (3) business days prior to the date of the meeting. Meeting materials will be available to the public 72 hours prior to the meeting and posted to OHA's website at: www.oha.org/rm.

OFFICE OF HAWAIIAN AFFAIRS Action Item

Committee on Resource Management
February 22, 2022

RM #22-02

Action Item Issue: FB 2022-2023 Hawaiian-Focused Charter School Fund
Administration Grant Recommendation

Prepared by:

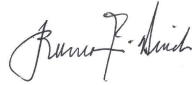


Feb 17, 2022

Maile Lu'uwai
Pou Kāko'o Kaiāulu, Grants Manager

Date

Reviewed by:



Feb 17, 2022

Ramona G. Hinck
Ka Pou Kihī Kanaloa Wai, Chief Financial Officer

Date

Reviewed by:



Feb 17, 2022

Casey K. Brown
Ka Pou Nui, Chief Operating Officer

Date

Reviewed by:



Feb 17, 2022

Sylvia M. Hussey, Ed.D.
Ka Pouhana, Chief Executive Officer

Date

Reviewed by:



Feb 17, 2022

John D. Waihee IV
Luna Ho'omalū o ke Kōmike RM
Committee on Resource Management, Chair

Date

Action Item RM #22-02: FB 2022-2023 Hawaiian-Focused Charter School Fund

Administration Grant Recommendation

Page2

I. Proposed Actions

Motion #1

To approve and authorize the: A) Disbursement of \$2,629,549¹ from the Fiscal Biennium (FB) 2022-2023 Core Operating Budget (Object Code 56540) to fund the FB 2022-2023 Hawaiian-Focused Public Charter Schools (HFPCS) grant to Kanu o ka 'Āina Learning 'Ohana (KALO), for the benefit of 15 HFPCSs; and B) Amendment to KALO contract #3358.01.

Motion #2

To approve and authorize the: A) Disbursement of \$121,040 from the Fiscal Biennium (FB) 2022-2023 Core Operating Budget (Object Code 56540) to fund the FB 2022-2023 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; and B) Amendment to KALO contract #3358.01.

Motion #3

To approve and authorize the: A) Disbursement of \$249,411 from the Fiscal Biennium (FB) 2022-2023 Core Operating Budget (Object Code 56540) to fund the FB 2022-2023 Hawaiian-Focused Public Charter Schools (HFPCS) grant to Kanu o ka 'Āina New Century Public Charter School (KANU); and B) Amendment to KANU contract #3359.01.

II. Issue

Whether (or not) 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) 2022-2023 Core Operating Budget (Object Code 56540) to fund the FB 2022-2023 Hawaiian-Focused Public Charter Schools (HFPCS) grant.

III. Background & Context

KALO has a long history of successfully serving HFPCSs. The relationships that KALO have built with the schools is unmatched by other non-profit organizations that may assert the capability to administer the referenced grant. This was made evident, when the HFPCS testified adamantly in support of KALO at a 2017 BOT meeting, after the Grants Program recommended that the FB 18-19 Charter School Administration grant be awarded to another vendor.

In response to the 2017 HFPCSs related testimonies and procedural errors by the Transitional Assistance Program (TAP)², the BOT did not approve the award to

¹ KALO - \$2,629,549 for 15 HFPCS + KALO - \$121,040 for Kanuikapono Public Charter School + KANU - \$249,411 = \$3,000,000 for FB2022-2023

² Former name of the Grants Program

Action Item RM #22-02: FB 2022-2023 Hawaiian-Focused Charter School Fund Administration Grant Recommendation Page3

another vendor and directed the Grants Program to administer the grant funding for FB 18-19. This directive added 17 individual charter school contracts to the OHA Grants program workload for the two-year grant period 18-19.

For FB 20-21, the Grants Program released the Hawaiian-Focused Public Charter School Administration solicitation. In response, four (4) organizations submitted applications to administer the grant. KALO not only received the highest cumulative score, KALO 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 Hawaiian-focused 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 Hawaiian-Focused Public Charter School Fund Administration Grant awarding KALO the grant to administer funding to sixteen (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 Charter School Fund disbursement of \$249,411, directly from OHA via a grant agreement managed by the OHA Grants Program.

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ATTACHMENT C

Action Item RM #22-02: FB 2022-2023 Hawaiian-Focused Charter School Fund

Administration Grant Recommendation

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The sixteen (16) HFPCS FB 20-21 disbursements through KALO were as follows, and the final allocation of FB 22-23 funds will be based on HFPCS final school year 2021-2022 student enrollment count.

School	Island	FB 20-21 Disbursement ³
1. Hakipu‘u Learning Center	O‘ahu	\$98,737
2. Hālau Kū Mana Public Charter School	O‘ahu	\$137,360
3. Ka ‘Umeke Kā‘eo	Hawai‘i Island	\$220,048
4. Ka Waihona o ka Na‘auao Public Charter School	O‘ahu	\$296,752
5. Kamaile Academy Public Charter School	O‘ahu	\$204,544
6. Kula Aupuni Ni‘ihau A Kahelelani Aloha	Kaua‘i	\$97,388
7. Kanuikapono Public Charter School	Kaua‘i	\$121,040 ⁴
8. Kawaikini New Century Public Charter School	Kaua‘i	\$146,608
9. Ke Ana La‘ahana Public Charter School	Hawai‘i Island	\$99,280
10. Ke Kula ‘o Nāwahīokalani‘ōpu‘u Iki Lab Public Charter School	Hawai‘i Island	\$272,000
11. Ke Kula ‘o Samuel M. Kamakau Laboratory Public Charter School	O‘ahu	\$142,528
12. Ke Kula Ni‘ihau o Kekaha Learning Center	Kaua‘i	\$101,456
13. Kua o ka Lā New Century Public Charter School	Hawai‘i Island	\$121,040
14. Kualapu‘u School: A Public Conversion Charter	Moloka‘i	\$183,056
15. Mālama Honua	O‘ahu	\$122,944
16. Waimea Middle Public Conversion Charter School	Hawai‘i Island	\$105,808

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³ Final individual listed disbursements may be less than total due to rounding.

⁴ Kanuikapono Public Charter School will be listed as a separate motion.

**Action Item RM #22-02: FB 2022-2023 Hawaiian-Focused Charter School Fund
Administration Grant Recommendation
Page 5**

IV. Discussion

A. Kanu o ka ‘Āina Learning ‘Ohana (KALO)

KALO’s original two-year contract included \$2,470,589 for HFPCS disbursements, \$80,000 for the annual Ku‘i ka Lono Charter School Conference, and \$200,000 for administrative costs for a total of \$2,750,589.

Over the current grant period, KALO has met the performance targets of its contract and has 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 Grants Program and disbursements issued in a timely manner. KALO managed to prepare for and host their annual Ku‘i 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.

Collectively, in school year 2019-2020, the HFPCS served a total of 4,692 students, 3,425 Native Hawaiians. Enrollment dropped slightly in school year 2020-2021, with 4,103 students enrolled and 3,086 Native Hawaiians. This has been due, in part, to COVID. The 17 HFPCS enrollment in 2019-2020 (4,692) and 2020-2021 (4,103) compared to the total charter school enrollment, in 37 schools, of 11,877 (40%) and 12,213 (34%), respectively.

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 Charter Schools Repairs and Maintenance (CSRM) for the 17 HFPCSs. KALO’s contract was amended in June 2021 to include a total of \$454,690, with \$75,000 for administrative costs to administer this grant for all schools (less KANU); and KANU’s contract was amended to add \$45,310 for its proportionate share of the CSRM 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.⁵

B. Kanu o ka ‘Āina New Century Public Charter School (KANU)

KANU also consistently met their performance targets over the current grant period. Even with the COVID-19 mandates in the first grant year, KANU continued to provide a quality culture-based, place-based educational program to its students.

⁵ The award authorization in June 2020 occurred as all Grantees and Grant staff were working to pivot grants programs to meet COVID mandates and schools had completed their planning/budget for SY20-21 by this time. Schools were also experiencing confusion and instability within their systems which made it difficult for KALO to come up with and implement a solid process and plan for the CSRM funds. As schools settled into their new “norm” and started planning for SY21-22, Grants Program was able to work with KALO to finalize a reasonable process to distribute the CSRM funds. The final contract amendment was executed on June 16, 2021.

**Action Item RM #22-02: FB 2022-2023 Hawaiian-Focused Charter School Fund
Administration Grant Recommendation
Page 6**

In school year 2019-2020, the school enrolled 591 students, 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, 374 Native Hawaiians. Eight (8) ‘Ohana engagement activities were provided virtually and in-person to over 700 school ‘ohana members. KANU had 13 graduates, 11 of which had planned to attend college and two planning to attend tradeschool.

KANU’s contract was also amended in June 2021 to include an additional \$45,310 in Repair & Maintenance funds. The school’s projects include upgrading their temporary tent structure for COVID safe outdoor lunch services, installation of dividers and barriers, preparing outdoor space for learning, accommodations for distance learning, new furniture for these upgraded learning spaces, and annual maintenance activities.

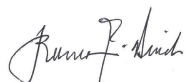
V. Funding Source

Funding for this recommendation was authorized on June 30, 2021, via BOT approval of RM #21-08A OHA Biennium Budget for the Fiscal Biennium Periods 2021-2022 (FY 22) and 2022-2023 (FY 23), which authorized funding of \$3,000,000 for FY 2022 and \$3,000,000 for FY 2023 for OHA’s Hawaiian-focused Public Charter School program.

This action item relates only to \$3.0MM of the FY 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.

VI. Certification

The following is the certification by the Chief Financial Officer that the funds are available for the recommended award:



Ramona G. Hinck
Chief Financial Officer

Date: Feb 17, 2022

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Action Item RM #22-02: FB 2022-2023 Hawaiian-Focused Charter School Fund

Administration Grant Recommendation

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VII. Recommended Actions

Motion #1

To approve and authorize the: A) Disbursement of \$2,629,549⁶ from the Fiscal Biennium (FB) 2022-2023 Core Operating Budget (Object Code 56540) to fund the FB 2022-2023 Hawaiian-Focused Public Charter Schools (HFPCS) grant to Kanu o ka 'Āina Learning 'Ohana (KALO), for the benefit of 15 HFPCS; and B) Amendment to KALO contract #3358.01.

Motion #2

To approve and authorize the: A) Disbursement of \$121,040 from the Fiscal Biennium (FB) 2022-2023 Core Operating Budget (Object Code 56540) to fund the FB 2022-2023 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; and B) Amendment to KALO contract #3358.01.

Motion #3

To approve and authorize the: A) Disbursement of \$249,411 from the Fiscal Biennium (FB) 2022-2023 Core Operating Budget (Object Code 56540) to fund the FB 2022-2023 Hawaiian-Focused Public Charter Schools (HFPCS) grant to Kanu o ka 'Āina New Century Public Charter School (KANU); and B) Amendment to KANU contract #3359.01.

VIII. Alternatives to Recommended Action

- A. Approve and authorize partial or alternate funding.
- B. Do not approve funding.

IX. Timeframe

Immediate action is recommended to effect notification of awards and commencement of contract amendments.

X. 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

⁶ KALO - \$2,629,549 for 15 HFPCS + KALO - \$121,040 for Kanuikapono Public Charter School + KANU - \$249,411 = \$3,000,000 for FB2022-2023.

ATTACHMENT C

Action Item RM #22-02: FB 2022-2023 Hawaiian-Focused Charter School Fund

Administration Grant Recommendation

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ATTACHMENT A

ATTACHMENT A

Kanu o ka ‘Āina Learning ‘Ohana Board of Directors and Executive Staff

Board of Directors

Ed Teixeira – President

Judy Oliveira – Vice President/Treasurer

Nancy Levenson – Secretary

Hannah Springer – Director

Executive Staff

Taffi Wise – Executive Director

Katie Benioni – Chief Financial Officer

Nancy Levenson – Director of Mālamapōki‘i, Early Childhood Education Program

ATTACHMENT C

Action Item RM #22-02: FB 2022-2023 Hawaiian-Focused Charter School Fund

Administration Grant Recommendation

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ATTACHMENT B

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

Committee on Resource ManagementTrustee 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 HAWAII
OFFICE OF HAWAIIAN AFFAIRS**

**MEETING OF THE
COMMITTEE ON RESOURCE MANAGEMENT (RM)**

DATE: Wednesday June 19, 2024**TIME:** 10:00 a.m.**PLACE:** Remote Meeting by Interactive Conference Technology
and in-person at OHA Maui Ola Boardroom

Nā Lama Kukui

560 N. Nimitz Hwy.

Honolulu, HI. 96817

viewable at <https://www.oha.org/livestream> OR

Listen by phone: (213) 338-8477, Webinar ID: 859 0068 6521

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: 859 0068 6521.

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. May 1, 2024*

III. Unfinished Business – None**IV. New Business**

- A. **Action Item RM #24-13:** Approve the Awarding of Kumuwaiwai Na'auao-Educational Resources Grant from Solicitation #24-01.0.01 published February 12, 2024*
- B. **Action Item RM #24-15:** Approve the Awarding of Ola Ka 'Āina-Health of Land and Water Grant from Solicitation #24-04.0.01 published February 12, 2024*
- C. **Action Item RM #24-18:** Approve the Awarding of Ho'omohala Waiwai 'Ohana-'Ohana Economic Stability Grant from Solicitation #24-07.0.01 published February 12, 2024*
- D. **Action Item RM #24-22:** Approve the Awarding of Pohala Mai-'Ohana Experiencing Financial Hardship Grant from Solicitation #24-16.0.01 published March 13, 2024*
- E. **Action Item RM #24-23:** FB 2024-2025 Hawaiian-Focused Public Charter School Fund Administration Grant Recommendation – Part II. Facilities Funding*
- F. **Action Item RM #24-24:** FB 2024-2025 Hawaiian-Focused Public Charter School Fund Administration Grant Recommendation – Part III. Federal Advocacy*
- G. **Action Item RM #24-25:** Approve a deposit-backed mortgage loan pilot program with American Savings Bank for Native Hawaiian homebuyers*

V. 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.

OFFICE OF HAWAIIAN AFFAIRS
Action Item

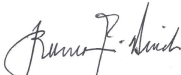
Committee on Resource Management
June 19, 2024

RM #24-24


**Action Item Issue: FB 2024-2025 Hawaiian-Focused Public Charter School
Fund Administration Grant Recommendation – Part
III. Federal Advocacy**

Prepared by:  Jun 16, 2024


T. Ke'ala Neumann Date
Pou Kāko'o Kaiāulu, Grants Manager

Reviewed by:  Jun 16, 2024

Ramona G. Hinck Date
Ka Pou Kihi Kanaloa Wai, Chief Financial Officer

Reviewed by:  Jun 16, 2024

Stacy K. Ferreira Date
Ka Pouhana, Chief Executive Officer

Reviewed by:  Jun 16, 2024

John D. Waihee IV Date
Luna Ho'omalua o ke Kōmike RM
Committee on Resource Management, Chair

Action Item RM #24-24: FB 2024-2025 Hawaiian-Focused Public Charter School Fund Administration Grant Recommendation – Part III. Federal Advocacy

I. PROPOSED ACTION

To approve and authorize the:

- A. Disbursements totaling \$500,000, that is \$250,000 from the Fiscal Year 2024 Core Operating Budget (Object Code 56540) and \$250,000 from the Fiscal Year 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 support of Nā Lei Na‘auao- Alliance for Native Hawaiian Education;
- B. Execute a new contract with KALO to affect the authorized actions of this Action Item.

II. ISSUE

Whether (or not) the Committee on Resource Management (CRM) should approve, authorize and recommend to the Board of Trustees (BOT) the disbursement of the budgeted and approved cumulative amount of \$500,000 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 establish a learning system designed and controlled by the community, rooted in Hawaiian culture and values.

III. BACKGROUND AND CONTEXT – Administration of Hawaiian Focused Public Charter Schools Grants – FB 18-19, FB 20-21, FB 22-23, and FB24-25

- A. **FB 18-19 In-House OHA Administration.** KALO has a long history of successfully serving Hawaiian Focused Public Charter Schools (HFPCS). The relationships that KALO have built with the schools is unmatched by other non-profit organizations that may assert the capability to administer the referenced grant. This was made evident, when several HFPCS testified adamantly in support of KALO at a 2017 BOT meeting, after the Grants Program recommended that the FB 18-19 Charter School Administration grant be awarded to another vendor.

In response to the 2017 HFPCSs related testimonies and procedural errors by the Transitional Assistance Program (TAP)¹, the BOT did not approve the award to another vendor and directed the Grants Program to administer the grant funding for FB 18-19 in-house. This Board directive added 17 individual charter school contracts to the OHA Grants program workload for the two-year grant period FB18-19.

- B. **FB 20-21 KALO Initial HFPCS Administration.** Because of the growing grants portfolio, the integrated and systemic nature of HFPCS, and need to more efficiently manage like kinds of grantees, Administration decided to release a solicitation for FB 20-21, to administer the portfolio of 17 HFPCS.

¹ Former name of the Grants Program

Action Item RM #24-24: FB 2024-2025 Hawaiian-Focused Public Charter School Fund Administration Grant Recommendation – Part III. Federal Advocacy

In response, four (4) organizations submitted applications to administer the grant. KALO not only received the highest cumulative score, KALO 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 Hawaiian-focused 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 Hawaiian-Focused Public Charter School Fund Administration Grant, awarding KALO the grant to administer funding to sixteen (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 Charter School Fund disbursement of \$249,411, directly from OHA via a grant agreement managed by the OHA Grants Program.

- The basis for the total of seventeen (17) HFPCS FB 20-21 disbursements (16 through KALO and one directly with KANU), less the administrative fee for KALO, was historically and primarily based on preliminary, then final, student enrollment.

- C. **FY 2021 \$500,000 COVID-19 Additional Grant Amount to the HFPCS.** 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 Charter Schools Repairs and Maintenance (CSRM) for the 17 HFPCS. KALO's contract was amended in June 2021 to include a total of \$454,690, with \$75,000 for administrative costs to administer this grant for all schools (less KANU); and KANU's contract was amended to add \$45,310 for its proportionate share of the CSRM grant. The grant funds covered facilities repair and maintenance projects and/or other project costs to support the schools in meeting COVID-19

Action Item RM #24-24: FB 2024-2025 Hawaiian-Focused Public Charter School Fund Administration Grant Recommendation – Part III. Federal Advocacy

mandates and to complete facility upgrades to mitigate COVID impacts.²

- D. **FB 22-23 KALO's Approved to Continue HFPCS Grants Administration.** As KALO's administration (via the two grant agreements/contracts) of the HFPCS grants were deemed compliant, as monitored by the Grants Program through FB 20-21, via Action Item RM #22-02, February 22, 2022, Administration recommended, and the CRM (February 22, 2022) approved, and the Board ratified (February 24, 2022), amendments to KALO contracts to continue administering 16 of the 17 HFPCS contracts for the FB 22-23 funds, as well as an amendment to the KANU contract to administer directly by OHA. The preliminary allocation of FB 22-23 funds was done similarly and consistently with the FB 20-21 allocation basis (per pupil, student enrollment). The final distribution of \$3,000,000, FB 22-23 funds was based primarily on HFPCS final school year student enrollment counts.

Action Item RM #22-02, February 22, 2022 resulted in three motions effecting two contract amendments: 1) KALO - \$2,629,549 for administration and distribution to 15 HFPCS + KALO - \$121,040 for Kanuikapono Public Charter School; and 2)

KANU - \$249,411, for a total of \$3,000,000 for FB2022-2023. As further noted in the action item, *"This action item re [RM #22-02] relates only to \$3.0MM of the FY 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 24-25 KALO's Approved to Continue HFPCS Grants Administration.** As KALO's administration (via the two grant agreements/contracts) of the HFPCS grants currently compliant, as monitored by the Grants Program FB 24-25, via Action Item RM #23-25, October 11, 2023, Administration recommended, and the CRM (October 11, 2023) approved, and the Board ratified (October 19, 2023), amendments to KALO contracts to continue administering 16 of the 17 HFPCS contracts for the FB 24-25 funds, as well as an amendment to the KANU contract to administer directly by OHA. The preliminary allocation of FB 24-25 funds was done similarly and consistently with the FB 22-23 allocation basis (per pupil, student enrollment). The final distribution of \$3,000,000, FB 24-25 funds was based primarily on HFPCS final school year student enrollment counts.

Action Item RM #23-25, October 11, 2023 resulted in three motions effecting two contract awards: 1) KALO - \$2,612,552 for administration and distribution to 15 HFPCS + KALO - \$97,062 for Kanuikapono Public Charter School; and 2) KANU - \$290,386, for a total of \$3,000,000 for FB2024-2025. As further noted in the action item, *"This action item re [RM #23-25] relates only to \$3.0MM of the FY 2024-2025 budget (\$1.5M per year), the additional \$3.0M was budgeted to determine*

² The award authorization in June 2020 occurred as all Grantees and Grant staff were working to pivot grants programs to meet COVID mandates and schools had completed their planning/budget for SY20-21 by this time. Schools were also experiencing confusion and instability within their systems which made it difficult for KALO to come up with and implement a solid process and plan for the CSRM funds. As schools settled into their new "normal" and started planning for SY21-22, Grants Program was able to work with KALO to finalize a reasonable process to distribute the CSRM funds. The final contract amendment was executed on June 16, 2021.

Action Item RM #24-24: FB 2024-2025 Hawaiian-Focused Public Charter School Fund Administration Grant Recommendation – Part III. Federal Advocacy

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.

- F. **FB 24-25 HFPCS Federal Advocacy Funding.** In June 2023, via Action Item RM #23-17: OHA Biennium Budget for the Fiscal Biennium Periods 2023-2024 (FY 24) and 2024-2025 (FY 25), the BOT approved \$500,000 for Hawaiian-Focused Public Charter Schools- Federal Advocacy. This was the first time that an amount as such was allocated for this specific purpose for the Hawaiian-Focused Public Charter Schools- Federal Advocacy. This Action Item seeks to award the full amount allocated for this purpose in alignment with the recommended awardee's intent to establish a learning system designed and controlled by the community, rooted in Hawaiian culture and values which will require well beyond community, local, state, federal, and international advocacy and support. (See Attachment B).

IV. REFERENCE ACTION ITEMS

The following Action Items support all FY24 and FY25 HFPCS grants:

- A. Action Item RM #23-17: OHA Biennium Budget for the Fiscal Biennium Periods 2023-2024 (FY 24) and 2024-2025 (FY 25)
- B. Action Item RM #23-25: FB 2024-2025 Hawaiian-Focused Public Charter School Fund Administration Grant Recommendation — Part I. Funding Per Pupil
- C. Action Item RM #23-03: FB 2022-2023 Hawaiian-Focused Charter School Fund Administration Grant Recommendation Part II, February 23, 2023.
- D. Action Item RM #22-02: FB 2022-2023 Hawaiian-Focused Charter School Fund Administration Grant Recommendation, February 22, 2022.

V. BUDGET AUTHORIZATION

BG (Budget Year) CF (Carry Forward)	PROGRAM CODE	Account Code Name	Sum of FY24 (APPROVED FY24 BR#1) TOTAL
BG 2024	3800 GRANTS	56510 PROGRAM & PROVISIO GRANTS	-
BG 2024	3800 GRANTS	56530 COMMUNITY GRANTS	9,150,000
BG 2024	3800 GRANTS	56540 LEVEL II GRANTS SYSTEM	6,250,000
BG 2024	3800 GRANTS	56560 SPONSORSHIPS	535,921
BG 2024	3800 GRANTS	56570 DISASTER AID	150,000
BG 2024	3800 GRANTS	56578 COLLABORATIONS	1,500,000
BG 2024 Total			17,585,921
CF 2024		56570 DISASTER AID	5,000,000
CF 2024 Total			5,000,000
Grand Total			22,585,921

Figure 1. Grants Budget Summary, Approved FY24 Budget, as approved via AI RM #23-17.

Action Item RM #24-24: FB 2024-2025 Hawaiian-Focused Public Charter School Fund Administration Grant Recommendation – Part III. Federal Advocacy

PROGRAM CODE	SERVICE CODE	Account Code Name	Description Proposed:	Sum of FY24 (APPROVED FY24 BR#1) TOTAL
3800 GRANTS	3800 GRANTS	56540 LEVEL II GRANTS SYSTEM	Hawaiian Focused Charter Schools -Phase I. Per Pupil Funding	1,500,000
3800 GRANTS	3800 GRANTS	56540 LEVEL II GRANTS SYSTEM	Hawaiian Focused Charter Schools -Phase II. Facilities Funding	1,500,000
3800 GRANTS	3800 GRANTS	56540 LEVEL II GRANTS SYSTEM	Hawaiian-Focused Public Charter School -Federal Advocacy	250,000
3800 GRANTS	3800 GRANTS	56540 LEVEL II GRANTS SYSTEM	Department of Hawaiian Home Lands (DHHL)	3,000,000
		SUBTOTAL - 56540 LEVEL II GRANTS SYSTEM		6,250,000

Figure 2. Grants Budget Details, 56540- Level II Grants System, Approved FY24 Budget, as approved via AI RM #23-17.

FY25 APPROVED BUDGET - GRANTS Budget Summary

BG (Budget Year)	PROGRAM CODE	Account Code Name	Sum of FY25 (APPROVED FY25) TOTAL
BG 2025	3800 GRANTS	56510 PROGRAM & PROVISIO GRANTS	5,300,000
BG 2025	3800 GRANTS	56530 COMMUNITY GRANTS	4,350,000
BG 2025	3800 GRANTS	56540 LEVEL II GRANTS SYSTEM	6,250,000
BG 2025	3800 GRANTS	56560 SPONSORSHIPS	535,921
BG 2025	3800 GRANTS	56570 DISASTER AID	150,000
BG 2025	3800 GRANTS	56578 COLLABORATIONS	1,000,000
BG 2025 Total			17,585,921

Figure 3. Grants Budget Summary, Approved FY25 Budget, as approved via AI RM #23-17.

APPROVED FY25 BUDGET- GRANTS BUDGET DETAILS

BOT APPROVED via Action Item RM #23-17 - OHA Biennium Budget for the Fiscal Biennium Periods 2023-2024 (FY 24) and 2024-2025 (FY 25)

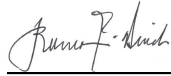
PROGRAM CODE	SERVICE CODE	Account Code Name	Description Proposed:	Sum of FY25 (APPROVED FY25) TOTAL
3800 GRANTS	3800 GRANTS	56540 LEVEL II GRANTS SYSTEM	Hawaiian Focused Charter Schools -Phase I. Per Pupil Funding	1,500,000
3800 GRANTS	3800 GRANTS	56540 LEVEL II GRANTS SYSTEM	Hawaiian Focused Charter Schools -Phase II. Facilities Funding	1,500,000
3800 GRANTS	3800 GRANTS	56540 LEVEL II GRANTS SYSTEM	Hawaiian-Focused Public Charter School -Federal Advocacy	250,000
3800 GRANTS	3800 GRANTS	56540 LEVEL II GRANTS SYSTEM	Department of Hawaiian Home Lands (DHHL)	3,000,000
		SUBTOTAL - 56540 LEVEL II GRANTS SYSTEM		6,250,000

Figure 4. Grants Budget Details, 56540- Level II Grants System, Approved FY25 Budget, as approved via AI RM #23-17.

Action Item RM #24-24: FB 2024-2025 Hawaiian-Focused Public Charter School Fund Administration Grant Recommendation – Part III. Federal Advocacy

VI. CERTIFICATION

The following is the certification by the Chief Financial Officer that the funds are available for the recommended award:



Ramona G. Hinck, Chief Financial Officer

Date Jun 16, 2024

VII. RECOMMENDED ACTIONS

To approve and authorize the:

- A. Disbursements totaling \$500,000, that is \$250,000 from the Fiscal Year 2024 Core Operating Budget (Object Code 56540) and \$250,000 from the Fiscal Year 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 support of Nā Lei Na‘auao- Alliance for Native Hawaiian Education;
- B. Execute a new contract with KALO to affect the authorized actions of this Action Item.

VIII. ALTERNATIVES TO RECOMMENDED ACTION

- A. Approve and authorize partial or alternate funding.
- B. Do not approve funding.

IX. TIMEFRAME

Immediate action is recommended to affect notification of awards and drafting and execution of contract.

X. ATTACHMENTS

- A. Kanu o ka ‘Āina Learning ‘Ohana Board of Directors and Executive Staff
- B. Kanu o ka ‘Āina Learning ‘Ohana Letter to OHA Board of Trustees Dated March 20, 2024

ATTACHMENT A
Kanu o ka ‘Āina Learning ‘Ohana Board of Directors and Executive Staff

Board of Directors

Ed Teixeira – President

Judy Oliveira – Vice President/Treasurer

Nancy Levenson – Secretary

Hannah Springer – Director

Executive Staff

Taffi Wise – Executive Director

Katie Benioni – Chief Financial Officer



E 'ONIPA'A KAKOU, A KAU I KA NU'U
Let us move together as one to reach the summit

March 20, 2024

Office of Hawaiian Affairs Board of Trustees
560 N. Nimitz Hwy., Suite 200
Honolulu, HI 96817
Via: Keala Neumann and Carla Hostetter

Aloha e Keala and Carla,

As you know, we just completed our 21st annual Ku'i ka Lono Conference last week, at which time we held a Leadership Summit. As a result, I am requesting to change the disbursement of the feasibility study funds to a grant to KALO on behalf of Na Lei Na'auao. E kalamai, I know I stated we should do it a different way; however, after getting consensus from the schools, they feel it will accommodate their needs better as a grant and want to broaden the scope.

I have included a themed analysis of the notes from our summit on March 14, 2024, and a grant request.

Mahalo piha for all you do for our school communities. Please let me know the next steps and if there is anything you need me to do.

Me ka ha'aha'a,
Taffi Wise

64-1043 Hi'iaka Street Waimea, Hawaii

PH: 887-1117



PO Box 6511, Kamuela, Hawaii 96743

FAX: 887-0030

www.kalo.org

HONORING THE PAST, ADDRESSING THE PRESENT, SERVING THE FUTURE

ATTACHMENT B

Grant request \$250,000 (2024), \$250,000 (2025-6)

Grant Request: Establishing a Native Hawaiian Charter School and Hawaiian-medium Learning System

Introduction

This concept paper presents a strategy for achieving Outcome 2.3 of the Office of Hawaiian Affairs (OHA) Strategic Plan: the establishment of a Native Hawaiian Charter School and Hawaiian-medium learning system. Recognizing education as a priority, this initiative aims to advance educational sovereignty for Native Hawaiians, drawing on grassroots efforts and the community's commitment to "EA - Education with Aloha."

Rationale

Historical injustices and systemic inequities have long undermined the educational outcomes of Hawaiian students. The current charter school system, while a step toward educational reform, continues to face challenges from hostile regulatory practices and financial inequities. Leadership from culturally aware Hawaiians, who advocate for the unique needs of Hawaiian students, is crucial for moving beyond these obstacles toward true educational sovereignty.

Goals and Steps

The primary goal is to establish a learning system designed and controlled by the community, rooted in Hawaiian culture and values. Key steps include:

1. Contact the Office of Hawaiian Affairs (OHA) to request that KALO be awarded the funding in a grant format for Na Lei Na'auao.
2. Facilitate strategic planning sessions with school leadership, establishing timelines to define goals and objectives and clarify questions that need expert input; then identify these experts.
3. Compile a historical overview of relevant resources, reports, task forces, assessments, and empowering authorities, and present this in a forum for new school leaders and their key staff.
4. Hire experts to address the identified questions.
5. Establish processes and procedures to advance towards the defined vision.
6. Work in collaboration with OHA Trustees and their key staff.

Timeline

An estimated timeline of three years is projected for these foundational steps.

Solidifying the Concept

Inspired by Aunty Malia Craver's vision and the schools' commitment to EA, this initiative aims to unite Native Hawaiians through education, rooted in ancestral values. This foundation is essential for achieving educational sovereignty and fostering a unified Hawaiian identity.

Implementation and Leadership

Led by Nā Lei Na'auao – Alliance for Native Hawaiian Education, the initiative will draw on 24 years of experience in serving the lāhui and advocating for education that honors Hawaiian epistemology. The focus will be on creating an education system that supports lāhui, ea, kuleana, and pono.

Challenges and Opportunities

Addressing the legacy of oppression and reassessing public policy are critical challenges. However, this initiative presents an opportunity to redefine the relationship between the Native Hawaiian community, the U.S. government, and the Hawai'i Department of Education (HIDOE), leveraging potential U.S. Department of Education resources for direct investment.

Implementation Strategy

A tactical strategy will focus on reshaping the organizational structure of Na Lei Nā'auao, investigating trust responsibilities, and securing financial resources. The strategy includes revisiting the Lei Ho'olaha Community Development Finance Institution's authorizer application, emphasizing Education with Aloha.

State Resources and Empowerments

The project will utilize existing state resources for charter schools and draw on empowerments provided by the Hawaii State Constitution, Hawaii Revised Statutes, and Hawaii Administrative Rules. We will inventory the existing reports, studies, analyses, and empowering authorities that currently support our collective and school missions.

Conclusion

This initiative aims to rectify historical injustices and empower the Native Hawaiian community through culturally relevant education. By solidifying the concept, leveraging leadership, and addressing structural challenges, the Native Hawaiian Charter Schools will enhance educational sovereignty and improve the quality of life for Kanaka Maoli, marking a significant step towards a just and equitable future for all beneficiaries. This comprehensive approach aligns with OHA's Strategic Plan and embodies a broader vision of systemic transformation explored in the meeting with OHA and Po'o in September 2023 as well as Po'o in March 2024, contemplating whether the charter system or an alternative approach best serves our educational goals and community needs.

Ku'i ka Lono Leadership Summit March 14, 2024 @ Kawaihona o ka Na'auao Charter School – Summary of Discussion Points

Attendees: Clavin Hoe, Charlene Hoe, Katie Benioni, Kalehua Krug, Kanoa Castro, Mapuana Waipa, Mikale Kahale, Anuheia Awo-Chun, Poni Nāpū'elua, Namomi McCorriston, Chase Cabana, Paul Kepka, Loretta Sherwood, Nicole Ryan, Hedy Sullivan, Steven Sullivan, Taffi Wise.

Ho'olauna school founding date: Malama Honua 2014, Kualalapu'u as charter 2004, Hakipu'u 2001, KANAKA 2001, Ku Mana 2001, Ke Ana La'ahana 2001, Kawaikini 2008, Kamaile 2007, Ka Waihona 2001, Kanu o ka 'Āina 2000.

Themed analysis of notes from Ku'i ka Lono 3/14/24 Leadership Summit

Analysis and Organization of Meeting Themes with Consideration for System Alternatives

The comprehensive discussion with OHA and po'o in September and again at Ku'i ka Lono in March not only explored the nuances of the current charter school system but also implicitly raised a fundamental question: Is the existing charter system the optimal framework for achieving our educational and community goals, does it need to be changed with another authorizer, or might another system serve us better? This document integrates these critical considerations into the analysis, aiming to provide a more holistic view of the paths forward.

Reevaluating the Educational Framework

Exploring System Alternatives: Amid discussions on feasibility studies, authorizer roles, and systemic changes, a foundational inquiry emerges—whether a charter system is indeed the best approach, what amendments would need to be made, or if an alternative educational framework might more effectively meet the needs of our communities and embody our values and aspirations.

System Structure, Authorizer Role, and Beyond

Feasibility Study and System Reimagining: Extends the discussion beyond a traditional feasibility study to encompass a broader exploration of educational models that might offer more cohesive and culturally responsive frameworks.

Beyond the Charter Model: Evaluates the pros and cons of maintaining versus evolving from the charter system, considering potential new systems that prioritize community control, cultural preservation, and educational efficacy.

Advocacy, Engagement, Leadership, and Systemic Alternatives

Visionary Advocacy: Advocacy efforts could be directed not only within the existing charter system confines but also towards advocating for systemic alternatives that align more closely with community needs and values.

Engaging in Systemic Innovation: Engagement strategies should also consider how communities can be involved in imagining and advocating for educational systems that go beyond the current charter model, fostering a dialogue on innovative, community-centric education solutions.

Support, Sustainability, Improvement, and Alternative Models

Supporting Educational Innovation: Discussions about support for schools and sustainability should include considerations of alternative educational models that might offer improved structures for support, sustainability, and strategic planning.

Assessment of Alternative Models: An assessment shift to evaluate the success and challenges of the current charter system alongside other educational frameworks, drawing on national and international examples of successful alternative educational models.

Collaboration, Unity, and Reimagining Education

Unified Approach to Systemic Change: The emphasis on collaboration and unity is crucial not only within the charter school system but also in the broader context of reimagining the educational landscape to better serve our communities.

System and School Transformation: Unification discussions should be expanded to consider how a transformed or entirely new educational system could foster deeper autonomy, cultural integrity, and community control.

Challenges, Concerns, and Systemic Reevaluation

Facing Systemic Challenges with Openness to Alternatives: Acknowledging the challenges within the current system while being open to exploring and committing to alternative models that may offer more holistic solutions to these challenges.

Celebrations, Cultural Preservation, and Forward Movement in a New Framework

Celebrating Cultural and Educational Evolution: Celebrations of achievements and cultural heritage should also embrace the potential for systemic change or the adoption of new educational models that more deeply reflect and preserve cultural identities.

Conclusion and Next Steps: A Call for Systemic Exploration

This document not only addresses the immediate concerns and themes related to the current charter school system but also opens the door for a broader discussion on the nature of the educational framework itself. It calls for strategic exploration sessions to not just improve the current system but to courageously consider and develop alternative models that might more effectively serve our communities and future generations. The ultimate goal is to foster an educational system (or systems) that is deeply aligned with community needs, cultural preservation, and educational excellence beyond the constraints of the existing charter school model.

Next Steps:

ATTACHMENT B

1. Contact the Office of Hawaiian Affairs (OHA) to request that KALO be awarded the funding in a grant format for Na Lei Na'auao.
2. Facilitate strategic planning sessions with schools leadership, establishing timelines to define goals, objectives, and clarify questions that need expert input; then identify these experts.
3. Compile a historical overview of relevant resources, reports, task forces, assessments, and empowering authorities, and present this in a forum for new school leaders and their key staff.
4. Hire experts to address the identified questions.
5. Establish processes and procedures to advance towards the defined vision.
6. Work in collaboration with OHA Trustees and their key staff.

Committee on Resource ManagementTrustee 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 HAWAII
OFFICE OF HAWAIIAN AFFAIRS**

**MEETING OF THE
COMMITTEE ON RESOURCE MANAGEMENT (RM)**

DATE: Wednesday June 19, 2024**TIME:** 10:00 a.m.**PLACE:** Remote Meeting by Interactive Conference Technology
and in-person at OHA Maui Ola Boardroom

Nā Lama Kukui

560 N. Nimitz Hwy.

Honolulu, HI. 96817

viewable at <https://www.oha.org/livestream> OR

Listen by phone: (213) 338-8477, Webinar ID: 859 0068 6521

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: 859 0068 6521.

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. May 1, 2024*

III. Unfinished Business – None**IV. New Business**

- A. **Action Item RM #24-13:** Approve the Awarding of Kumuwaiwai Na'auao-Educational Resources Grant from Solicitation #24-01.0.01 published February 12, 2024*
- B. **Action Item RM #24-15:** Approve the Awarding of Ola Ka 'Āina-Health of Land and Water Grant from Solicitation #24-04.0.01 published February 12, 2024*
- C. **Action Item RM #24-18:** Approve the Awarding of Ho'omohala Waiwai 'Ohana-'Ohana Economic Stability Grant from Solicitation #24-07.0.01 published February 12, 2024*
- D. **Action Item RM #24-22:** Approve the Awarding of Pohala Mai-'Ohana Experiencing Financial Hardship Grant from Solicitation #24-16.0.01 published March 13, 2024*
- E. **Action Item RM #24-23:** FB 2024-2025 Hawaiian-Focused Public Charter School Fund Administration Grant Recommendation – Part II. Facilities Funding*
- F. **Action Item RM #24-24:** FB 2024-2025 Hawaiian-Focused Public Charter School Fund Administration Grant Recommendation – Part III. Federal Advocacy*
- G. **Action Item RM #24-25:** Approve a deposit-backed mortgage loan pilot program with American Savings Bank for Native Hawaiian homebuyers*

V. 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.



ACTION ITEM

COMMITTEE ON RESOURCE MANAGEMENT June 19, 2024

RM #24-25

Action Item Issue: Approve a deposit-backed mortgage loan pilot program with American Savings Bank for Native Hawaiian homebuyers.

Prepared by:

A handwritten signature in blue ink, appearing to read 'Niniau Kawaihae'.

Jun 16, 2024

Niniau Kawaihae
Ka Pou Kihi Ki'i, Community Engagement Director

Date

Reviewed by:

A handwritten signature in black ink, appearing to read 'Ramona G. Hinck'.

Jun 17, 2024

Ramona G. Hinck
Ka Pou Kihi Kanaloa Wai, Chief Financial Officer

Date

Reviewed by:

A handwritten signature in black ink, appearing to read 'Stacy K. Ferreira'.

Jun 17, 2024

Stacy K. Ferreira
Ka Pouhana, Chief Executive Officer

Date

Reviewed by:

A handwritten signature in black ink, appearing to read 'John D. Waihee IV'.

Jun 16, 2024

John D. Waihee IV
Luna Ho'omalua o ke Kōmike RM
Committee on Resource Management, Chair

Date

I. PROPOSED ACTION

Approve the allocation of \$1,500,000, from Fiscal Year 2024 Core Operating Budget (Object Code 56530) to fund a deposit-backed mortgage loan pilot program with American Savings Bank for Native Hawaiian homebuyers:

Organization Name	Allocation Amount Recommendation
American Savings Bank	\$1,500,000
Total Recommendation (1)	\$1,500,000

II. ISSUE

Whether or not to approve the allocation of \$1,500,000, from Fiscal Year 2024 Core Operating Budget (Object Code 56530) to fund a deposit-backed mortgage loan pilot program with American Savings Bank for Native Hawaiian homebuyers.

III. BACKGROUND AND CONTEXT

- A. Lako Ko Kauhale-‘Ohana Resource Management & Housing – Purpose:** Support programs and practices that strengthen Native Hawaiian resource management knowledge and skills to meet the housing needs of their ‘ohana, increasing safety, stability, social support networks, and cultural connection in Native Hawaiian communities. Projects include those that support Native Hawaiians to rent or own housing that meets their ‘ohana financial and wellbeing needs.

During the discussion of the Lako Ko Kauhale-‘Ohana Resource Management & Housing grant at the May 22, 2024 Committee on Resource Management meeting, Trustees expressed a desire to see OHA funds go more directly to getting Native Hawaiians into homes. Given the limited options from the one qualified entity that applied to the solicitation, OHA staff looked outward.

- B. Deposit-backed mortgage loan pilot program** – The proposed pilot program with American Savings Bank will target first-time, Native Hawaiian homebuyers. The deposit of \$1,500,000 of OHA funds would support loans with more favorable terms, such as a lower down payment amount, no mortgage insurance costs, lower closing costs, and more favorable mortgage loan rates. This program would lower the barriers for homeownership for an initial set of borrowers and funds would be redeployed into the program as loan balances are paid down. See Attachment A for additional information.

Action Item RM #24-25: Approve a deposit-backed mortgage loan pilot program with American Savings Bank for Native Hawaiian homebuyers

If approved, the OHA CEO and Administration would negotiate and execute an agreement with American Savings Bank that would establish the deposit-backed mortgage loan pilot program. The \$1,500,000.00 in funds to be deposited and encumbered for the pilot program would come from the funds designated for the Lako Ko Kauhale-‘Ohana Resource Management & Housing Grant, Solicitation #24-05.0.01, published February 12, 2024, which would be cancelled.

IV. BUDGET AUTHORIZATION

FY24 APPROVED BUDGET REALIGNMENT #1 - GRANTS Budget Summary

BG (Budget Year) CF (Carry Forward)	PROGRAM CODE	Account Code Name	Sum of FY24 (APPROVED FY24 BR#1) TOTAL
BG 2024	3800 GRANTS	56510 PROGRAM & PROVISIO GRANTS	-
BG 2024	3800 GRANTS	56530 COMMUNITY GRANTS	9,150,000
BG 2024	3800 GRANTS	56540 LEVEL II GRANTS SYSTEM	6,250,000
BG 2024	3800 GRANTS	56560 SPONSORSHIPS	535,921
BG 2024	3800 GRANTS	56570 DISASTER AID	150,000
BG 2024	3800 GRANTS	56578 COLLABORATIONS	1,500,000
BG 2024 Total			17,585,921
CF 2024		56570 DISASTER AID	5,000,000
CF 2024 Total			5,000,000
Grand Total			22,585,921

Figure 2. Grants Budget Summary, Approved FY24 Budget Realignment #1, as approved via AI RM #24-04.

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Action Item RM #24-25: Approve a deposit-backed mortgage loan pilot program with American Savings Bank for Native Hawaiian homebuyers

APPROVED FY24 BUDGET REALIGNMENT #1 - GRANTS BUDGET DETAILS
BOT APPROVED via Action Item RM #24-04 - FY24 Budget Realignment #1

PROGRAM CODE	SERVICE CODE	Account Code Name	Description Proposed:	Sum of FY24 (APPROVED FY24 BR#1) TOTAL
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Economy S7. Ho'omohala Waiwai 'Ohana- 'Ohana Economic Stability ('Ohana Economic Stability Proviso)	740,000
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Economy S8. Ho'omohala Waiwai Kaiaulu - Community Economic Development	800,000
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Education S1: Kumuwaiwai Na'auao- Educational Resources (Educational Improvement Programs Proviso)	1,230,000
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Event Grants	250,000
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Health S3. Ola Ke Kanaka- Physical, Spiritual, Mental & Emotional Health	500,000
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Health S3. Ola Na Iwi- Iwi Kupuna	300,000
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Health S4. Ola Ka 'Āina (Protections of 'Āina Proviso)	1,000,000
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Health S4. Ola Ka Mo'omeheu	500,000
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Housing S5: Lako Ko Kauhale- 'Ohana Resource Management & Housing (Occupancy-Ready Housing Proviso)	1,500,000
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Kako'o Grants	200,000
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Post Secondary Education	-
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Special Populations- 'Āina Ho'opulapula- Hawaiian Homestead	300,000
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Special Populations- Ola Ka Lāhui- Vulnerable Populations	1,000,000
3800 GRANTS	3800 GRANTS	56530 COMMUNITY GRANTS	Special Populations: Pohala Mai- 'Ohana Experiencing Financial Hardship (Social Service Proviso)	830,000
		SUBTOTAL - 56530 COMMUNITY GRANTS		9,150,000

Figure 3. Grants Budget Details, 56530- Community Grants, Approved FY24 Budget Realignment #1, as approved via AI RM #24-04.


V. AVAILABLE FUNDS COMMUNITY GRANTS PROGRAM LAKO KO KAUAHALE-'OHANA RESOURCE MANAGEMENT& HOUSING GRANT

Action Item	FY24	FY25	Remaining Funds
N/A- No awards to date for FY 24 & FY25.	\$1,500,000	\$1,500,000	\$3,000,000

Action Item RM #24-25: Approve a deposit-backed mortgage loan pilot program with American Savings Bank for Native Hawaiian homebuyers

VI. 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: Jun 17, 2024

VII. RECOMMENDED ACTION

Administration recommends the Board of Trustees approve the allocation of \$1,500,000, from Fiscal Year 2024 Core Operating Budget (Object Code 56530) to fund a deposit-backed mortgage loan pilot program with American Savings Bank for Native Hawaiian homebuyers:

Organization Name	Allocation Amount Recommendation
American Savings Bank	\$1,500,000
Total Recommendation (1)	\$1,500,000

VIII. ALTERNATIVES TO RECOMMENDED ACTION

- A. Approve and authorize different funding award.
- B. Do not approve funding.

IX. ATTACHMENTS

- A. American Savings Bank proposal for deposit-backed mortgage loan program.

Action Item RM#24-25

Attachment A: American Savings Bank proposal
for deposit-backed loan program



Making Dreams Possible

Affordable Housing Strategy

STRATEGIC ISSUE

- The local Hawaii housing market suffers from an under-supply/over-demand imbalance and most consumers cannot qualify to buy a home.
- For the first time in our history there are more native Hawaiians living outside Hawaii than within.
- The lack of affordable housing challenges the ability of families to remain and thrive in Hawaii thus threatening the health of our workforce, customers, and ultimately the long-term success of our business and Hawaii.
- Stable housing is the platform to drive improved outcomes for many social issues impacting our community.
- ASB can use this issue as an opportunity to lead by building foundational, long-term relationships with the historically overlooked members of our community to establish goodwill, differentiate us amongst other local companies, and drive growth.

AFFORDABLE HOUSING ISSUES

Affordability is the biggest problem due primarily to two factors

- Lack of inventory (Supply)
- Lack of borrower readiness (Access)

Supply	Access
<ul style="list-style-type: none">▶ Scarce land for development▶ Construction and development costs▶ Prohibitive government policy▶ High demand▶ Lack of inventory between affordable rentals and starter homes	<ul style="list-style-type: none">▶ Cost of housing in relation to income▶ Limited financing options▶ Lack of savings▶ Lack of financial literacy▶ Complex homebuying process▶ High cost of living

AFFORDABLE HOUSING ISSUES

Improving Access to Home Ownership

2024	
<ul style="list-style-type: none">▶ Hometown Heroes – helped 123 essential workers to achieve homeownership in 2023 and 11 as of April 2024.▶ This is HOME – launched 7/2023 and helped 24 ALICE first-time homebuyers achieve their dream of homeownership in 2023 and 21 as of April 2024.▶ ASB’s DHHL program – currently two homeowners approved.▶ VA – 6 VA loans funded in 2023 and 2 as of April 2024.	<ul style="list-style-type: none">▶ Deposit-backed Loan Program<ul style="list-style-type: none">▶ Increase homeownership to those who need it most.▶ New first-time homebuyer loan program offering as little as 0% - 5% down payment, with no mortgage insurance cost, lower closing costs, lower mortgage rates/payments with less restrictions.

AFFORDABLE HOUSING ISSUES

Deposit Backed Loan Program

- There are two major barriers to homeownership, the cash to close (down payment and closing costs), and the monthly mortgage payment.
- By supporting a deposit-backed mortgage loan, ASB can tackle all three issues, create homeownership opportunities for our community with funds from our partners that will cycle back through to create a sustainable program for those who need it most.

AFFORDABLE HOUSING ISSUES

Deposit Backed Loan Program

Example:

- Median condominium price in Hawaii is ~\$500,000
- Homebuyer provides 3% down - \$15,000
- Partner Organization guarantees 18% down, or \$85,000, through deposits held with ASB
- ASB offers loan at pricing equal to 80% loan-to-value resulting in
 - Lower rate
 - Lower closing costs
 - Lower monthly payment
 - Favorable guidelines (credit profile, no mortgage insurance, favorable condo approvals)

AFFORDABLE HOUSING ISSUES

Deposit Backed Loan Program – **Need to add disclaimers before going public**

Example:

	Deposit Guaranteed Loan	Conventional First-Time Homebuyer Loan
Sales Price: \$500,000	\$15,000	\$15,000
Customer 3% Down	\$85,000	N/A
Partner Guarantee	\$485,000	\$485,000
Loan Amount:	7.375%	7.375%
Rate	7.390%	7.390%
APR	1.75%	1.375%
Points	\$3,349.77	\$3,349.77
Monthly P&I	N/A	\$460.75
Mortgage Insurance	\$100	\$100
Est. Taxes	\$600	\$600
Est. Maintenance Fees	\$4,049.77	\$4,510.52
Total Monthly Payment		

A \$10 million deposit would support ~118 new homeowners and saving them \$460.75 per month!

Based on condominium purchase, first-time homebuyer My Community program, 680 FICO, DTI of 45%, 3 months reserves. MI monthly coverage of 1.11%.

AFFORDABLE HOUSING ISSUES

ASB Historical Delinquency and Charge-off Rates Forecast Loan Loss Rates

- The deposit guarantee would essentially be replacing the need for mortgage insurance on the loans. Historically, **ASB has only filed one conventional loan mortgage insurance claim since XXXXX (20 years ago...)**
- The provision for credit losses for 2023 was \$10.4 million compared to \$2.0 million in 2022 and included \$5.9 million in additional credit reserves related to borrowers impacted by the Maui wildfires and the resulting economic disruption. The fourth quarter 2023 provision for credit losses was \$0.3 million, compared to \$8.8 million in the linked quarter and \$2.7 million in the fourth quarter of 2022. As of December 31, 2023, ASB's allowance for credit losses to outstanding loans was 1.20% compared to 1.23% as of September 30, 2023, and 1.21% as of December 31, 2022.
- The 2023 net charge-off ratio was 0.12% compared to 0.03% in 2022. The net charge-off ratio for the fourth quarter of 2023 was 0.15%, compared to 0.07% in the linked quarter and 0.06% in the fourth quarter of 2022. Nonaccrual loans as a percentage of total loans receivable held for investment were 0.46% as of December 31, 2023, compared to 0.16% as of September 30, 2023, and 0.28% as of December 31, 2022.
- [Hawaiian Electric Industries, Inc. - American Savings Bank Reports Fourth Quarter and Full Year 2023 Financial Results \(hei.com\)](#)

AFFORDABLE HOUSING ISSUES

Deposit Backed Loan Program

- Deposited funds are allocated 1:1 toward loan guarantees. For example, \$85,000 of deposits will be carved out of accessible deposits to guarantee \$85,000 of loan principal in the example presented.
- ASB to monitor funds allocated to support the program with quarterly/annual reports to Partner.
- As loan balances are paid down monthly by the customer, or the loan is paid off through a sale/refinance, those deposit-backed funds will be redeployed to future homeowners.
- \$10 million in deposits would support ~118 new homeowners purchasing a condo for \$500,000.



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Mahalo!