



Resource Management – Transitional Assistance Program
Fiscal Biennium 2018-19

Grant Solicitation 18-08: Administering Higher Education Scholarships

Deadline: September 29, 2017 4:00 p.m. HST

Grants Solicitation Contact

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Background

The Office of Hawaiian Affairs (OHA) was established in 1978 as a government agency responsible for improving the well-being of Native Hawaiians. OHA's strategic plan recognizes that it can maximize its impact for Hawaiians by prioritizing its efforts in a few key areas, rather than broadly dispersing its resources. To that end, funding opportunities developed by OHA are specific and focused on achieving results and improving the lives of Native Hawaiians. Providing scholarships for higher education aligns with OHA's strategic priorities of Education and Economic Self-Sufficiency.

Purpose

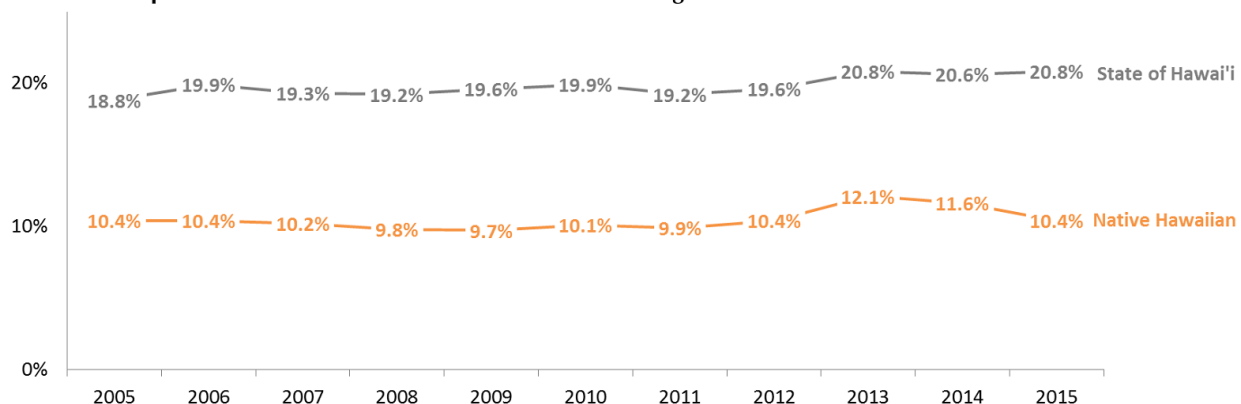
The purpose of this solicitation is to seek qualified applicants to administer higher education scholarships to Native Hawaiian students attending accredited post-secondary institutions.

Data from the U.S Census Bureau indicates a continued academic achievement gap between Native Hawaiians and the total state population. Disparity in educational attainment of Native Hawaiians continues to be a probable major factor contributing to disproportionate income levels within the state. A person in Hawai'i with a Bachelor's degree earns on average \$22,763 more than a person without this degree (Kamehameha Schools, 2014). Education remains one of the great equalizers leading to increased access to better-paying jobs, home ownership, and health care.

The education gap between Native Hawaiians and the total state population (25 years and older), is pronounced in BA degree attainment. In 2015, 20.8% of the total state population

earned Bachelor's degrees, while only 10.4% of the Native Hawaiian population attained this level of education. A disparity exists between graduate degree attainment, with 10.6% of the total state population holding graduate degrees and only 6.0% of the Native Hawaiian population obtaining this level of education.

Percent of Population 25 Years and Older with a Bachelor's Degree 2005-2015



Service Goals

The goal of these services is to maximize the choices of life and work for Native Hawaiians by increasing the number of Native Hawaiians who earn post-secondary degrees or certificates. Service activities should include the following:

- promote the scholarship program
- intake all applications
- maintain physical and/or digital files
- conduct preliminary screening of applicants for eligibility
- recommend scholarship recipients and amounts for OHA approval
- report demographic information about scholarship recipients
- notify recipients of award
- distribute scholarships directly to the post-secondary institutions on behalf of scholarship recipients
- track recipients' academic progress and graduation
- require each scholarship recipient to submit a consent form for data tracking.

Funding Amounts and Period of Availability

Subject to the availability of funds, \$550,000 is available for each year (School Year 2018-19 and School Year 2019-20), including up to \$50,000 in administration fees for the selected scholarship administrator. The total funding available for the two-year period is \$1,100,000.

Eligibility

This solicitation is issued under the provisions of the Hawai'i Revised Statutes (HRS) Chapter 10-17. To be eligible for funding consideration, an applicant shall:

1. Have IRS tax-exempt non-profit status or be a government agency;
2. Be compliant with all laws governing entities doing business in the State of Hawai'i;
3. Provide services to the Hawaiian community;
4. Be in compliance and in good standing with OHA.

Application Instructions

1. A response shall be required for **each** question
2. Applications shall not exceed twenty (20) pages, including attachments. Applications must be types on plain, white, letter-size paper with one-inch margins on all sides in a font no smaller than 12 points.
3. Applications shall be submitted electronically in Word or PDF format to Misti Pali-Oriol, Grants Specialist via email at mistip@oha.org.
4. A cover page shall be required that includes the name of organization, address, contact name and title, phone number and email address.
5. Each applicant is encouraged to thoroughly read all sections of the Office of Hawaiian Affairs (OHA) solicitation. It is the responsibility of the applicant to understand the requirements of this solicitation.

Additional documents required to be submitted with your Application:

1. IRS Letter of Determination verifying tax-exempt non-profit status. If applying as a government agency, submit a letter signed by the organization's authorized representative stating that applicant is a government agency.
2. Certificate of Vendor Compliance issued by the State of Hawai'i. To obtain this document, applicants must register with Hawaii Compliance Express online at <http://vendors.ehawaii.gov>. This Certificate must be current within three (3) months of the application deadline.

Grants Process and Deadlines

Friday, September 1, 2017 – Solicitation notice.

Friday, September 29, 2017 – Application submittal deadline.

Friday, October 13, 2017 – Grantee selection and notice of award.

Wednesday, November 1, 2017 – Contract start date.

Confidential Information

If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that budget is not considered confidential and will not be withheld.

From the release date of the Solicitation until the selection of the successful Grantee(s), any inquiries and requests shall be made to the sole point-of-contact Misti Pali-Oriol (mistip@oha.org, 594-0243)

This solicitation may be cancelled or amended and any or all applications may be rejected in whole or in part at any time prior to the closing date, when it is determined to be in the best interest of OHA.

Application Questions

1. List the members of your organization's governing board. (0 Points)

Provide a list of the organization's governing board. This shall include, at a minimum, each member's name and title. Also identify any vacant board positions.

2. Describe your experience administering scholarships. (10 Points)

Provide a description of the organization's experience administering scholarships for the last five (5) years and describe the role the organization played in the administration of the scholarships including disbursements, support services, and any decision-making required.

3. Describe the staff positions dedicated to this grant. (5 Points)

Provide a description of all staff positions to be funded by this grant. Include a description of the duties and qualifications of the position as well as the FTE being dedicated for the required services of this grant.

4. Propose eligibility criteria and scholarship amounts for prospective scholarship recipients and any priority funding criteria to be applied to select scholarship recipients. (30 Points)

Propose and describe the minimum criteria all applicants must meet to be considered for an OHA scholarship. At a minimum, all scholarship recipients should be of Native Hawaiian ancestry as verified by the OHA Hawaiian Registry Program.

Describe any criteria to be applied to select recipients among all eligible applicants. Your response should include justification of all priority funding criteria.

Up to five (5) additional points will be awarded to applicants who propose and are able to offer scholarships to Native Hawaiian students to attend accredited institutions across the United States.

5. Describe your strategy for outreaching to Native Hawaiian students. (15 Points)

Provide a description of the organization's promotion of available scholarship opportunities.

6. Describe your ability to leverage OHA's scholarship funds. (10 Points)

Provide a description of any other scholarship opportunities available through your organization to OHA scholarship applicants.

7. Performance Measurement Table (10 Points)

The organization shall complete and upload the OHA Performance Measurement Table and indicate target outputs and outcomes. Standard minimum measures are required and have already been included in the Performance Measurement Table. Additional measures may also be proposed as relevant to the project. Measures must include projected year-end targets. All additional measures should be explained.

8. Describe the financial systems and processes in place to manage grant funding. (10 Points)

The organization shall describe the financial systems, procedures, and processes in place to manage grant funding.

9. Budget (10 points)

The organization shall submit a Budget detailing administrative costs. Administrative costs cannot exceed fifty thousand dollars (\$50,000) per year. Up to five (5) additional points will be awarded to applicants who propose lower administrative costs in order to increase the total amount of the grant available to be awarded as scholarships. The budget should be completed on the attached Budget Form. Please refer to the budget categories below when developing the budget. A separate budget form must be completed for Fiscal Year 2018 and Fiscal Year 2019.

Descriptions must detail calculations including estimation methods, quantities, and unit costs to demonstrate reasonableness and accuracy of budgeted costs. Justifications should explain the appropriateness and relevance of project costs to the anticipated program activities and planned outcomes.

Budget Categories

Personnel – Salaries
<p><u>Description:</u> Costs of employee salaries and wages.</p> <p><u>Justification:</u> 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.</p>
Personnel – Other Costs
<p><u>Description:</u> Costs of employees (Federal and State requirements) which may include payroll taxes, assessments, and fringe benefits.</p> <p><u>Justification:</u> Provide a breakdown of the amounts and percentages (FICA, unemployment insurance, health insurance, retirement, etc.).</p>
Contractual Services
<p><u>Description:</u> Costs of all contracts for professional services or consultant services necessary for the project that are not regularly part of the organization's staff. Include project specific and administrative services contracts as related to the project.</p>

<p><u>Justification:</u> Explain why these services are being contracted. Include scope of service(s) required.</p>
<p>Equipment – Purchase</p>
<p><u>Description:</u> “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.</p> <p><u>Justification:</u> 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.</p> <p><u>Note:</u> Equipment purchased with OHA grant funding must continue to be used to benefit the Native Hawaiian community after the term of the OHA grant.</p>
<p>Equipment – Lease/Rental</p>
<p><u>Description:</u> Cost of equipment lease or rental as related to the proposed project services.</p> <p><u>Justification:</u> Provide computations, price quote, narrative description and a justification for each cost under this category.</p>
<p>Food</p>
<p><u>Description:</u> Costs of meals or snacks provided as part of the services for clients as specified in Project/Service Delivery.</p> <p><u>Justification:</u> Explain why these costs are necessary for client services. Show computations and provide other information that supports the amount requested.</p>
<p>Insurance</p>
<p><u>Description:</u> Cost of insurance required as related to provision of proposed services which may include general liability and automobile.</p> <p><u>Justification:</u> For each type of insurance requested, provide a description of the coverage, cost, and necessity as applicable to provision of proposed services.</p>
<p>Facilities</p>
<p><u>Description:</u> Costs may include: lease/rental of office space or other project-related facility; utilities (water/sewer, electricity); or telephone/internet services.</p> <p><u>Justification:</u> Provide computations, price quote, narrative description and a justification for each cost under this category.</p>
<p>Mileage</p>
<p><u>Description:</u> Travel allowance based on staff use of private vehicles for project-related activities.</p> <p><u>Justification:</u> Provide computations, a narrative description and a justification for each cost under</p>

<p>this category.</p>
<p>Postage, Freight & Delivery</p>
<p><u>Description:</u> Costs of mailing, shipping, or delivery as related to project. <u>Justification:</u> Provide computations, a narrative description and a justification for each cost under this category.</p>
<p>Program Activities</p>
<p><u>Description:</u> Cost items directly required to deliver services to clients. <u>Justification:</u> Provide computations, a narrative description and a justification for each cost under this category.</p>
<p>Publication & Printing</p>
<p><u>Description:</u> Costs may include items such as program outreach and promotional items, client forms, or program related educational materials. <u>Justification:</u> Provide computations, a narrative description and a justification for each cost under this category.</p>
<p>Repair & Maintenance</p>
<p><u>Description:</u> Costs may include repair and maintenance of facilities and equipment as related to the proposed project services. <u>Justification:</u> Provide computations, a narrative description and a justification for each cost under this category.</p>
<p>Staff Training</p>
<p><u>Description:</u> Costs may include tuition, stipends, and other staff development related expenses. <u>Justification:</u> Provide computations, a narrative description and a justification for each cost under this category.</p>
<p>Supplies</p>
<p><u>Description:</u> Costs of materials and equipment other than that included under the Equipment category. Costs may include office supplies related to service delivery, educational materials, or program-specific supplies. <u>Justification:</u> Specify general supplies and their costs. Show computations and provide other information that supports the amount requested.</p>

Travel
<p><u>Description:</u> Costs of project-related travel by applicant employees or consultants which may include airfare, vehicle rental, mileage, lodging, or per diem.</p> <p><u>Justification:</u> 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.</p>
Transportation
<p><u>Description:</u> Cost of transportation for participants to project-related services which may include airfare, vehicle rental, gas, mileage, parking fees, etc.</p> <p><u>Justification:</u> Provide computations, a narrative description and a justification for each cost under this category.</p>
Other
<p><u>Description:</u> Enter all other costs not included above.</p> <p><u>Justification:</u> Provide computations, a narrative description and a justification for each cost under this category.</p>

Evaluation of Applications

The evaluation of applications received will be conducted comprehensively, fairly, and impartially. An evaluation committee of designated reviewers shall review and evaluate applications. The committee will be comprised of OHA employees with experience in and knowledge of program services.

The application will be worth a total of **100 points**. A response is required for each question. Failure to answer any of the questions will impact upon an applicant's score. The points will be distributed as follows:

Question #	Possible Points
1: Governing Board	0 points
2: Experience	10 points
3: Staffing	5 points
4: Eligibility and Selection Criteria	30 points*
5: Outreach	15 points
6: Leveraging	10 points
7: Performance Measurement Table	10 points
8: Financial Systems	10 points
9: Budget	10 points**

*For question 4, up to five (5) additional points will be awarded to applicants who propose and are able to offer scholarships to Native Hawaiian students to attend accredited institutions across the United States.

**For question 9, up to five (5) additional points will be awarded to applicants who propose lower administrative costs in order to increase the total amount of the grant available to be awarded as scholarships.

In assessing the applications, evaluators will utilize the scale set forth below*:

- 5 All requirements are all well demonstrated; exemplary
- 4 Most requirements are well demonstrated; good
- 3 Most requirements are demonstrated to some extent; fair
- 2 Most requirements are poorly demonstrated; poor
- 1 Most requirements are not demonstrated; not acceptable
- 0 Not demonstrated

*Questions worth more than five (5) points will be weighted based on the maximum points possible for that question.

Recommendations for Award

The review committee will meet to discuss scores, rankings, and comments and will make a recommendation that may take into consideration additional factors including, but not limited to, past performance as an OHA grantee.

Recommendations for award will be presented to OHA's Board of Trustees for approval. A notice of award containing a statement of findings and decision for the award or non-award of a grant will be provided to each applicant.

Attachments

- A. Performance Measurement Table
- B. Budget Form