



Grant Solicitation No. OHA 21-01

‘Ahahui

September 21, 2020

All applications must be submitted online at www.oha.org/grants on the relevant deadline. This solicitation is relevant for events with a proposed date that fall within the timeframe below:

For Events Occurring:	Grants Portal Opens:	Application Deadline:
<i>January 1, 2021 – June 30, 2021</i>	<i>Monday, September 21, 2020</i>	<i>Monday, October 19, 2020</i>

For assistance with this grant solicitation, please email:

grantsinfo@oha.org

For technical assistance with the online application, please email:

grantsadmin@oha.org



September 21, 2020

RE: OHA GRANT SOLICITATION FOR
FISCAL YEAR (FY) 2021

Aloha mai,

The Office of Hawaiian Affairs (OHA) is soliciting applications from qualified applicants to provide services for Fiscal Year 2021.

The enclosed materials outline the application requirements of this solicitation. Included for your information are the administrative requirements, service specifications, application instructions, budget instructions, as well as other reference materials. Prior to application submittal, it is imperative that applicants review all information and follow detailed instructions provided.

Applicants must complete the eligibility requirements in order to be granted access to the online application. The eligibility requirements and the grant application are accessed through the Grants page of the OHA website at <http://www.oha.org/grants>.

Online applications can be accessed via www.oha.org/grants on or before **2:00 p.m. Hawai'i Standard Time (HST), Monday, October 19, 2020**

OHA reserves the right to amend the terms of this solicitation, to issue addenda, or to withdraw this solicitation at any time.

Mahalo for your interest in applying for a grant to host community events that align with OHA's Strategic Results, provide significant benefits to our Native Hawaiian community, and offer OHA valuable partnerships and community engagement opportunities to fulfill our mission and vision.

E hana pū i ka lawelawe 'ana i ko kākou kaiāulu aloha~

A handwritten signature in blue ink that reads 'Maile Lu'uwai'.

Maile Lu'uwai
Grants Manager

Section 1 – Administrative Overview

I. Solicitation Organization

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

Section 1 – Administrative Overview

Section 2 – ‘Ahahui Program Overview

Section 3 – Application Instructions

Section 4 – Application Evaluation

Section 5 – Attachments

II. Grants Program

The Grants Program is responsible for overseeing OHA’s granting process, including solicitation development, application facilitation, award recommendation, Grant Agreement execution, and monitoring Grantee performance. Contact information for Grants is:

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

If you have questions regarding this solicitation, please email:

grantsinfo@oha.org

III. Solicitation Timetable

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

Activity	Scheduled Date
Online Access to Eligibility Requirements Available	Monday, September 21, 2020
Teleconference Orientation Sessions	Friday, September 25, 2020 @ 9:00 a.m. Tuesday, September 29, 2020 @ 10:00 a.m.
Final Application Deadline	Monday, October 19, 2020 at 2:00 p.m.
Application Evaluation Period	October – November 2020
Grantee Selection and Notice of Award	November – December 2020
Grant Period	January 1, 2021 – June 30, 2021

IV. Orientation Sessions

The orientation session is optional and recommended for applicants. To register for the orientation please email, grantsinfo@oha.org with your *first name, last name, email address, and session date at least 24 hours before the selected orientation.*

The orientation session is provided as follows:

Teleconference	Friday, September 25, 2020 @ 9:00 a.m.
Teleconference	Tuesday, September 29, 2020 @ 10:00 a.m.

V. Eligibility Requirements

A. *Applicant Responsibility*

The solicitation outlines the application requirements. Prior to application submittal, it is imperative that applicants review all information contained in this solicitation and follow the detailed instructions provided.

B. *Applicant Eligibility*

This solicitation is issued under the provisions of the Hawai‘i Revised Statutes (HRS) Chapter 10-17, as well as other applicable state laws. All prospective applicants should familiarize themselves with the requirements of HRS section 10-17.

To be eligible for funding consideration, an applicant shall:

1. Have IRS tax-exempt non-profit status or be a government agency;
2. Be registered to do business in the State of Hawai‘i;
3. Have a Hawai‘i Compliance Express Certificate of Vendor Compliance issued by the State of Hawai‘i that is “Compliant” within three (3) months (July 29, 2020) of the application deadline;
4. Demonstrate to OHA that they are in good standing and in compliance with all laws governing entities doing business in the State of Hawai‘i;
5. Have not received a non-compliant determination notification form OHA and is eligible for OHA grants;
6. Be in good standing with required licensing bodies, and in compliance with professional standards and requirements in all licenses, permits, accreditations, and meet all standards required by applicable federal, state and county laws, ordinances, codes and rules to provide services;
7. Certify that the applicant has bylaws and/or policies that govern how business is conducted which includes conflicts of interest and nepotism policies;
8. Certify that board members have no material conflicts of interest and that they serve without compensation;
9. Certify that authorized signatory has the power delegated by an organization’s authoritative body (such as the Board of Directors) to sign and submit the OHA Grant Application;

10. Certify that if awarded this grant, the applicant will develop a COVID-19 Preparedness & Response Plan (Plan). The purpose of the Plan is to minimize or eliminate exposure to SARS-CoV-2 for grant participants and grant paid employees. The Plan must provide general safeguards for program location(s) as well as State of Hawai‘i and applicable county mandates where the grant program(s) and/or service(s) are located and implemented. The applicant agrees to incorporate such safeguards and mandates into its Plan. As the COVID-19 situation evolves, the applicant agrees that it will periodically update the Plan to conform to state and applicable county mandates. The Plan must be made immediately available to OHA upon request.
11. Agree to indemnify and hold OHA and the State of Hawai‘i harmless for activities undertaken with grant funding, if awarded.

C. *Fiscal Sponsors*

Fiscal Sponsors may receive more than one award in a single Fiscal Year as long as the organization acting as a Fiscal Sponsor is not applying for an ‘Ahahui Grant. Awarded organizations may not use a Fiscal Sponsor to receive another ‘Ahahui Grant in a single Fiscal Year. The Fiscal Sponsor must be the organization who registers and submits the application via the OHA Grants Portal.

D. *Confidential Information*

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

Section 2 – ‘Ahahui Program Overview

I. Purpose of the ‘Ahahui Grant Program

The ‘Ahahui Grant program provides funding support to eligible organizations hosting community events that align with at least one of OHA’s Strategic Results, provide significant benefits to the Hawaiian community, and offer OHA valuable public relations, partnerships and community engagement opportunities to fulfill its vision. This grant program is **not intended** to support fundraisers, award and recognition events, or individuals and groups seeking financial assistance to participate in an event. The ‘Ahahui Grant program is for events that are free to attend/participate, publicly announced, and open to the larger community.

****For this solicitation the ‘Ahahui Grant Program is working to be flexible and is supporting in-person and virtual events in response to the COVID-19 pandemic. All applicants are required to provide information explaining the safety measures that will be in place to protect program participants from the virus.***

To accomplish this, OHA is soliciting applications from non-profit organizations that have an in-person or virtual event that is designed to affect the lives of Native Hawaiian individuals, families,

and/or communities in the State of Hawai‘i in alignment with OHA’s broad Strategic Priorities:

- Health – To improve the quality and longevity of life, Native Hawaiians will enjoy healthy lifestyles and experience reduced onset of chronic diseases.
- Education – To maximize choices of life and work, Native Hawaiians will gain knowledge and excel in educational opportunities at all levels.
- Income – To have choices and a sustainable future, Native Hawaiians will progress towards greater economic self-sufficiency.
- Housing – To build stability in housing by increasing capacity for Native Hawaiians to rent or own a home.
- Land & Water – To maintain the connection to the past and a viable land base, Native Hawaiians will participate in and benefit from responsible stewardship of Ka Pae ‘Āina O Hawai‘i.
- Culture – To strengthen their identity, Native Hawaiians will preserve, practice and perpetuate cultural practices and traditions.

A. *Description of the Target Population to be Served*

The target population for this grant are Native Hawaiian individuals and/or families who reside in the State of Hawai‘i. For virtual events, the target population can expand to Native Hawaiians outside the State of Hawai‘i.

B. *Geographic Coverage of Service*

Service areas include the islands of O‘ahu, Hawai‘i, Maui, Kaua‘i, Moloka‘i, and Lāna‘i. Services may be provided to multiple islands or statewide if hosting an in-person event. Service areas may expand worldwide if hosting a virtual event as long as the host location resides in the State of Hawai‘i.

C. *Match Funding of OHA Funds*

Applicants are required to provide matching funds of at least ten (10%) to OHA funds. Match funding must be comprised entirely of cash sources. Cash match may include Federal, State, County, self, and/or private funds. OHA funds cannot be used as matching funds.

II. Funding to Maximize Impact

The following are examples of the types of impact OHA is looking to deliver to its beneficiaries through the ‘Ahahui Grant program. This list is by no means limiting or all-inclusive. It is expressly provided for giving potential applicants a better understanding of the purpose of ‘Ahahui funding and the kinds of opportunities OHA is interested in supporting. Generally speaking, ‘Ahahui Grant funding impacts the Hawaiian community by supporting events designed to address one or more of the following goals:

- Improve the lives of Hawaiian individuals, families, and/or communities by increasing access to needed public and private resources, programs, and information.
- Address community-wide health needs, health education and disease prevention, or wellness and fitness concerns.

- Encourage multi-generational, family, and community participation.
- Offer meaningful, authentic, and participatory event programming that allows attendees to be immersed in Hawaiian cultural practices, beliefs, perspectives, and history.
- Promote awareness among Hawaiians a cultural relationship with the land.
- Provide engaging and meaningful opportunities to strengthen the well-being, cohesion, and sense of place in a Hawaiian community and among Hawaiians.

III. Event Scope

A. Type of Events

The applicant must be able to execute an event that addresses the needs of the Native Hawaiian community in the State of Hawai‘i and align with one of OHA’s Strategic Priorities. The types of events funded under this grant must be:

- Free to attend and participate
- Open to the larger community
- Publicly announced

Multi-day events are allowed; however, the event dates must occur within a one-month period (30 days) and all events must be completed within the event period for which you are applying for, anything longer will be considered ineligible.

****In response to COVID-19 concerns:*** If you receive an award and your event can no longer be executed on the approved event date(s) due to COVID-19, a Grant Specialist will work with you to re-schedule or cancel on a case-by-case basis.

B. Type of Ineligible Events

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

- Award/Recognition events
- Building dedications or groundbreaking ceremonies
- In-person events occurring outside the State of Hawai‘i
- Fundraisers or charity events
- Music concerts
- Events occurring as part of an on-going programmatic service with OHA
- Sponsorships of individuals or teams
- Travel subsidies to attend an event

IV. General Requirements

A. Reporting Requirements for Program and Fiscal Data

Grantee shall be required to complete a Grantee Agreement at the beginning of the grant period and a Final Report due 30 days from completion of event date(s) via the OHA Grants Portal. Additional reports may be required.

OHA may conduct on-site monitoring visit(s) to review conformance with grant requirements and to ensure execution of the event is as reported. Site monitoring visits may include observing or participating at the event.

B. Financials

1. Compensation

Funding will be provided to the Grantee upon completion of the Grant Agreement Report via the OHA Grants Portal that requires the submission of a revised budget (if amount requested differs from amount awarded), final event date and location, and a Press Release.

2. 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 (with the approved exception of advertising) or not related to the grant. In general, OHA does not allow the following:

- Purchase of land or buildings;
- Purchase of motorized vehicles which includes boats;
- Out-of-state travel;
- Purchase of alcohol;
- Purchase of food;
- Entertainment or gratuities;
- Indirect costs;
- Leis;
- Ho‘okupu (gifts);
- Face painting;
- Bouncy houses;
- Prizes/Awards;
- Subscription to video conference tools that expand longer than the period (over 30 days) of the event.

See attachment H for Budget Category Table

Section 3 – Application Instructions

I. General Instructions for Completing the Application

Step 1: All applicants shall first create an account in the online application system, OHA Grants Portal, www.oha.org/grants - Link to OHA Grants Portal. If you are unsure if your organization has an account in Grants Portal, please e-mail grantsadmin@oha.org.

Step 2: Eligibility Requirements (Letter of Interest - LOI) phase: Submit your LOI through the Grants Portal, this phase is where we determine if the applicant is eligible to apply for the grant.

Once your LOI is approved, the application will be available for you to complete. Applicants will receive an e-mail notification regarding eligibility status and access to the application. If applicant receives an email notification that it did not meet the eligibility requirements, the applicant can re-submit an LOI with the corrected information. Email notification of eligibility status shall be sent within **48 hours** of document submission and shall be sent Monday – Friday during OHA business hours, 7:45 a.m. to 4:30 p.m.

Step 3: Application phase: You will not be granted access to the full application until your LOI is submitted and approved. Once approved, you may begin the online application.

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

II. Submission of Applications

A. Eligibility Requirements Needed to Access Online Grant Application

After submission and approval of the eligibility requirements via the online OHA Grants Portal, applicants will have full access to the application. Access to the eligibility phase and grant application is through the Grants page of the OHA website at <http://www.oha.org/grants>.

B. Application Deadline

The deadline to submit a completed application is **October 19, 2020 @ 2:00 p.m. Hawai‘i Standard Time (HST)**. The deadline time is preset on OHA’s Grant Portal. No late applications will be allowed. Submission of an application in hard copy, by fax, or by email shall be rejected. There are no exceptions to this requirement.

Upon submittal of a final application and receipt by OHA, applicants will receive an automatic acknowledgement of receipt through an email.

C. Multiple Applications

Only one (1) application may be submitted by an organization for this solicitation. It is the responsibility of the applicant to understand the requirements of the solicitation.

D. 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.

E. 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 Page at <http://www.oha.org/grants>.

F. 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.

G. Rejection of Applications

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

III. Grant Awards

A. Grant Award Amount & Grant Award Period

Subject to the availability of funds, a total of \$100,000 in OHA funds will be provided for this solicitation with a start date of January 1, 2021 to June 30, 2021 for Round I.

B. Grant Award Funding Restrictions

Grant guidelines restrict funding awards to a maximum of \$10,000. An application that request more than the maximum funding amounts will be deemed ineligible. Ask for what you truly need OHA funds to pay for.

C. Notice of Award

A notification of award or non-award shall be provided to all applicants by email upon completion of the evaluation of applications and final award approvals.

D. Grant Agreement

All awards will be issued via a Grant Agreement with OHA. OHA is not liable for any costs incurred prior to the official starting date.

E. Availability of Funds

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

Section 4 – Application Evaluation

The application will be conducted in three phases as follows:

- Phase 1 - Eligibility Requirements (LOI Phase)
- Phase 2 - Application
- Phase 3 - Recommendation for Award

I. Phase 1 – Eligibility Requirements (LOI Phase)

Phase 1 – Eligibility requirements mandates that the applicant provide information and upload the required documents to meet the solicitation minimum eligibility requirements.

A. Basic Information

The applicant is required to provide the following information:

1. **Organization Name** – The applicant shall provide its non-profit organization name.
2. **Fiscal Sponsor** – If the applicant is a Fiscal Sponsor, the applicant shall provide the name of the sponsored organization. A Fiscal Sponsor is an organization that has been designated to be a nonprofit organization by the Internal Revenue Service (IRS) and has agreed to act as the sponsoring organization for a sponsored organization applying for this grant.
3. **Project Name** – The applicant shall provide the name of the event.
4. **Amount Requested** – The applicant shall indicate the funding amount being requested from OHA for the proposed project. The maximum amount requested is \$10,000.
5. **Project Contacts** – The applicant shall provide contact information (name, title, mailing address, phone number, e-mail address) for a Primary Project Contact and Secondary Project Contact for the grant agreement. Project Contacts must be familiar with the project.
6. **Authorized Signatory – Legal & Financial Agreements** – The applicant shall identify individuals that have signing authority over legal, reporting (Final Report and Grantee Agreement), and financial agreements for the organization, including name(s) and position title(s).
7. **Litigation** – The applicant shall disclose any pending litigation to which they are a party, including disclosure of any outstanding judgment.
8. **Governing Board & Executive Team** – The applicant shall list the organization’s governing board and executive team. The list shall include board/executive team members’ names and titles.

9. **Licenses or Permits** – Provide a list of applicable licenses or permits required for the proposed activities or services and the applicant’s status in applying for each license or permit, if applicable.
10. **Sufficient Funds Available** – The applicant shall certify that it has sufficient funds available for the effective operation of the proposed activities or services in the grant application.
11. **COVID-19 Preparedness & Response Plan** – If awarded this grant, the applicant will develop a COVID-19 Preparedness & Response Plan (Plan). The purpose of the Plan is to minimize or eliminate exposure to SARS-CoV-2 for grant participants and grant paid employees. The Plan must provide general safeguards for program location(s) as well as State of Hawai‘i and applicable county mandates where the grant program(s) and/or service(s) are located and implemented. The applicant agrees to incorporate such safeguards and mandates into its Plan. As the COVID-19 situation evolves, the applicant agrees that it will periodically update the Plan to conform to state and applicable county mandates. The Plan must be made immediately available to OHA upon request.

B. Required Documents to Upload

The applicant is required to upload the following documents:

1. **IRS Letter of Determination** – The applicant must have IRS tax-exempt nonprofit status or be a government agency registered to do business in the State of Hawai‘i. The applicant shall upload the organization’s IRS Letter of Determination verifying tax-exempt nonprofit status. If applying as a government agency (County, State, or Federal), the applicant shall upload a letter signed by the agency’s authorized representative stating that applicant is a government agency and therefore an IRS letter is not needed. *See Attachment A for Sample IRS Letter of Determination.*
2. **Certificate of Vendor Compliance (CVC)** – The applicant shall upload the Certificate of Vendor Compliance issued by the State of Hawai‘i. To obtain this document, applicants must register with Hawai‘i Compliance Express online at <http://vendors.ehawaii.gov>. Applicants must be registered and compliant with Hawai‘i Compliance Express (HCE) for online proof of State of Hawai‘i Department of Taxation (DOTAX) and Internal Revenue Service (IRS) tax clearance, Department of Labor and Industrial Relations (DLIR) labor law compliance, and Department of Commerce and Consumer Affairs (DCCA) good standing compliance. There is a nominal annual fee for the service. The Certificate of Vendor Compliance issued online through HCE provides the registered provider’s current compliance status as of the issuance date. **This certificate must be current within three (3) months of this application deadline (July 19, 2020).** If applying as a government agency (County, State, or Federal), the applicant is exempt from this requirement. Upload a letter stating you are a government agency. *See Attachment B for Sample HCE Certificate of Vendor Compliance.*
3. **Grant Application Authorization Form** – The applicant shall upload the Application Authorization Form. This form needs to be completed and signed by the organization’s

authorized signatory. The authorized signatory has the power delegated by an organization’s authoritative body (such as the Board of Directors) to sign and submit the OHA Grant Application. *See Attachment C for sample Application Authorization Form.*

4. **Board Governance Certification Form** – The applicant shall upload the Board Governance Certification form. The organization’s Board Chair or other designated representative of the organization’s Board must sign this form. The certification verifies that the organization has bylaws and/or policies that govern how business is conducted which includes conflicts of interest and nepotism policies. *See Attachment D for sample Board Governance Certification Form.*

5. **Fiscal Sponsor & Sponsored Organization Certification Forms** – A Fiscal Sponsor is an organization that has been designated to be a nonprofit organization by the Internal Revenue Service (IRS) and has agreed to act as the sponsoring organization for a sponsored organization applying for this grant. (Not Required to complete if you are not a Fiscal Sponsor) Two forms must be completed and uploaded: the Fiscal Sponsor Certification form and the Sponsored Organization Certification form. The Board Chair of the Fiscal Sponsor shall sign the Fiscal Sponsor Certification Form. The Fiscal Sponsor must submit the form with the application eligibility documents. The Board Chair of the sponsored organization is required to sign the Sponsored Organization Certification form. The Fiscal Sponsor shall submit the form with the application eligibility documents. *See Attachment E for Fiscal Sponsor Certification Form and Attachment F for Sponsored Organization Certification Form.*

II. Phase 2 – Application

The application will be worth a total of up to **65 points**. The points will be distributed as follows:

Evaluation Criteria	Possible Points
Basic Information	0 Points
Background & Capacity	5 Points
Event Details	10 Points
Alignment to OHA’s Strategic Priority	5 Points
Beneficiary Impact	15 Points
Partnership & Outreach	10 Points
Financial	20 Points

In evaluating the applications, the following scoring system shall be used:

- 5 Points - Exemplary - All requirements are all well demonstrated
- 4 Points - Good - Most requirements are well demonstrated
- 3 Points - Fair - Most requirements are demonstrated to some extent
- 2 Points - Poor - Most requirements are poorly demonstrated
- 1 Point - Not Acceptable - Most requirements are not demonstrated
- 0 Points - Not demonstrated

A. Basic Information (0 Total Points)

1. **Purpose Statement** – The applicant shall provide a short statement that describes the event and its purpose. The statement should include project objective, target population and intended impact. Use the following format:
“The purpose of this project is to provide [*blank, service/object*] to [*blank, Native Hawaiian community*] to [*blank, intended result/impact*].”
2. **Number of Native Hawaiians to be served** – The applicant shall indicate the total number of Native Hawaiian individuals that the event intends to serve (those who attend the event) through OHA funding.
3. **Island Location(s)** – The applicant shall indicate the island(s) for which service delivery for the proposed project will be implemented. Choose all that apply: Hawai‘i, Maui, Lāna‘i, Moloka‘i, O‘ahu, Kaua‘i or multi-island. If multi-island is selected, the event details must be the same for each island. If you have a virtual event, please indicate how far the outreach will be geographically if outside the State of Hawai‘i.

B. Background & Capacity (5 Total Points)

1. Organization Description (5 points)

Clearly describes the organization mission, governing structure and prior funding experience to give evaluators a sense of organizational capacity to execute the event effectively. Includes organization mission statement and a list of prior OHA funding for the last three (3) years.

C. Event Details (10 Total Points)

1. Type of Event (5 points)

Applicant describes the style/type of the event. Example: “Family oriented health fair with various informational booths for event attendees to walk-around and learn about different healthcare services” or, “Virtual tour of Queen Emma Gardens with history packets created for participants to download and follow along”.

2. Agenda (5 points)

Applicant describes the event day(s) from start to finish; description should depict what the event day(s) would encompass.

Upload a copy of the following as applicable to your event:

- Agenda (draft/past flyer);
- Event flyer (draft/past flyer);
- List of speakers and their area of expertise;
- List of exhibitors and their offerings; and/or
- Summaries of any seminars, workshops or other opportunities provided at the event.

D. Alignment to OHA’s Strategic Priority (5 Total Points)

1. Strategic Priority Alignment (5 points)

Identifies **one** priority below and clearly demonstrates how the proposed event aligns with the strategic priority selected.

- **Health** – To improve the quality and longevity of life, Native Hawaiians will enjoy healthy lifestyles and experience reduced onset of chronic diseases.
- **Education** – To maximize choices of life and work, Native Hawaiians will gain knowledge and excel in educational opportunities at all levels.
- **Income** – To have choices and a sustainable future, Native Hawaiians will progress towards greater economic self-sufficiency including increasing family income.
- **Housing** – Build stability in housing by increasing capacity for Native Hawaiians to own or rent a home.
- **Land & Water** – To maintain the connection to the past and a viable land base, Native Hawaiians will participate in and benefit from responsible stewardship of Ka Pae ‘Āina O Hawai‘i.
- **Culture** – To strengthen their identity, Native Hawaiians will preserve, practice and perpetuate cultural practices and traditions.

E. Beneficiary Impact (15 Total Points)

1. Issues Affecting the Native Hawaiian Community (5 Points)

Describes any important issue(s) affecting Hawaiians that will be addressed by this event.

2. Value to the Native Hawaiian Community (5 Points)

Describes any valuable services and/or activities that will directly benefit Hawaiians through this event.

3. Collaboration (5 points)

Demonstrates the applicant’s ability to collaborate with other organizations to assist in attendance at the event and implementation of the event. Demonstrates capability to coordinate with other agencies and resources in the community to show buy-in of the event. Specify how the collaborating organization intends to support the applicant’s event.

F. Outreach and OHA Partnership (10 Total Points)

1. Outreach Strategies (5 points)

Describes outreach efforts to the Hawaiian Community. How will you reach your target audience to ensure enough community (specifically Native Hawaiians) participation and attendance? Explains how the event will be accessible to the Hawaiian Community.

2. Partnership with OHA (5 points)

Applicant will identify and clearly describe the partnerships that will be offered to OHA that may include, but are not limited to, advertisements in event programs, television, radio or print ads, logo items, event signage, speaking opportunities, and/or providing a table for distributing OHA program information.

G. Financial (20 Total Points)

1. Letter of Funding Commitment (5 points)

Upload signed letters of funding commitment for all sources of cash match funding. A letter detailing the commitment to your organization is acceptable.

2. Budget (5 points)

The budget demonstrates that the applicant has a complete, accurate, and justified budget that aligns with and supports the proposed service delivery activities.

The budget shall include all event expenses, even those costs not being requested from OHA. The budget details calculations for budget items to demonstrate that costs are reasonable. The budget provides adequate information to justify that costs are relevant to proposed service delivery. Justifications explain the appropriateness and relevance of project costs to the anticipated event activities and planned outcomes.

Budget columns include the following:

- Budget Category: *See Budget Category Table*
- OHA Funds: Amount requested from OHA
- OHA Cash Match: Cash Match Funds for OHA grant amount
- Other Funds: Amount to be funded by other sources
- Description and justification: *See Budget Category Table*

OHA reserves the right not to fund any budget expenses it deems inappropriate, unreasonable, or unallowable. *See Disallowed Costs, Section 2.IV.B.2.*

Download the OHA budget form, once complete upload the completed document. *See Attachment G for Sample – Completed Budget.*

3. Vendor Quotes (5 points)

Upload a copy of all vendor quotes, invoices and estimates for budget items under the “OHA Funds Request” column. Past event quotes/invoices and online screenshots/photos of cost are acceptable.

4. Accounting Management (5 points)

Accounting Staff – The applicant shall identify whether their organization has dedicated accounting staff to properly manage OHA funds. At minimum list the name and title of that person. If there is no dedicated staff, explain how your organization will manage your finances/accounting systems for this event.

H. Supporting Documents

1. Optional Upload (0 points)

Applicant may choose to include copies of past/draft event brochures, and handouts as well as any relevant news articles or photos related to the event. Should applicants decide to

include these optional documents, OHA strongly encourages applicants to be judicious in selecting the type and number of items to include in the application.

III. Phase 3 – Recommendation for Award

- A. Grant Application Review Committee(s) shall meet to discuss scores, rankings, and comments and shall make award recommendations. The final recommendations may take into consideration additional factors including, but not limited to, strategic priority fund distribution, geographic areas of service, impact to the Native Hawaiian community, amount of funding available and applicant's past performance as an OHA grantee. OHA may issue partial grant awards, therefore ask for what you try need OHA funds for.
- B. The recommendations of award shall be presented to OHA's Board of Trustees for approval. An email notification of award or non-award will be sent to applicants via the OHA Grants Portal.

Section 5 – Attachments

- A. Sample – IRS Letter of Determination
- B. Sample – HCE Certificate of Vendor Compliance (CVC)
- C. Application Authorization Form
- D. Board Governance Certification Form
- E. Fiscal Sponsor Certification Form
- F. Sponsored Organization Certification Form
- G. Sample – Completed Budget
- H. Budget Category Table

Attachment A Sample – IRS Letter of Determination

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: DEC 18 2010

Organization Name
Org. Address
City, State Zipcode

Employer Identification Number:
12-1234567
DLN:
600328003
Contact Person:
Kimo Kealoha ID# 31518
Contact Telephone Number:
(877) 888-8888
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
February 22, 2010
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

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

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

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

Sincerely,



Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Letter 947 (DO/CG)

Attachment B 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

Attachment C – Application Authorization Form



APPLICATION AUTHORIZATION FORM

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

The authorized signatory below certifies that they have power delegated by an organization's authoritative body (such as the Board of Directors) to sign and submit the OHA grant application

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

Attachment D – Board Governance Certification Form



BOARD GOVERNANCE CERTIFICATION

On behalf of _____ (the “Organization”), I hereby certify that:
Organization Name

- 1) The members of the Organization's governing board have no material conflict of interest and serve without compensation;

- 2) 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

- 3) the Organization employs or contracts with no two or more members of 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 family or kin as stated above, the Organization confirms that it has policies that govern nepotism and potential conflict of interest situations.

By signing below, I confirm that I am authorized to certify the Organization's compliance with the requirements of HRS §10-17(c)(2), as listed above, and that I am responsible for the certification made herein. I understand that the Office of Hawaiian Affairs (OHA) may make a written request(s) for additional information from the Organization, in fulfillment of OHA's responsibilities under HRS Chapter 10.

Authorized Board Representative
[Print & Sign Name]

Title of Authorized Board
Representative

Authorized Board Representative

Attachment E – Fiscal Sponsor Certification Form



FISCAL SPONSOR CERTIFICATION

As the Fiscal Sponsor named below, we have agreed to act as Fiscal Sponsor for the Sponsored Organization _____ for the Office of Hawaiian Affairs grant application for the following solicitation: _____.

We understand that:

1. If awarded, the Fiscal Sponsor will sign the OHA grant agreement as the Grantee.
2. The Fiscal Sponsor will be responsible for complying with the terms of the grant agreement and noncompliance with grant agreement terms and conditions may result in both the Fiscal Sponsor and Sponsored Organization being deemed ineligible for future OHA grant funds in accordance with the Grant Program Noncompliance Policy and the grant agreement.
3. The Fiscal Sponsor will be the recipient and administrator of the grant funds and is legally and financially responsible for ensuring that the funds are used for the purposes stated in the grant agreement and is responsible for ensuring that grant agreement reporting requirements are met.
4. The Sponsored Organization is also legally and financially responsible for the administration of the grant and grant funding.

I have received formal approval from our Board of Directors to execute this certification form.

Name of Fiscal Sponsor Organization

Board Chair of Fiscal Sponsor Organization
[Print & Sign Name]

Date

Attachment F – Sponsored Organization Certification Form



SPONSORED ORGANIZATION CERTIFICATION

(Fiscal Sponsor Organization Name) _____ has agreed to act as Fiscal Sponsor for our Office of Hawaiian Affairs grant application for the following solicitation: _____.

We understand that:

1. If awarded, the Fiscal Sponsor will sign the OHA grant agreement as the Grantee.
2. The Fiscal Sponsor will be responsible for complying with the terms of the grant agreement and noncompliance with grant agreement terms and conditions may result in both the Fiscal Sponsor and Sponsored Organization being deemed ineligible for future OHA grant funds in accordance with the Grant Program Noncompliance Policy and the grant agreement.
3. The Fiscal Sponsor will be the recipient and administrator of the grant funds and is legally and financially responsible for ensuring that the funds are used for the purposes stated in the grant agreement and is responsible for ensuring that grant agreement reporting requirements are met.
4. The Sponsored Organization is also legally and financially responsible for the administration of the grant and grant funding.

I have received formal approval from our Board of Directors to execute this certification form.

Name of Sponsored Organization

Board Chair of the Sponsored Organization
[Print & Sign Name]

Date

Attachment G – Sample Completed Budget

BUDGET FORM

Organization: The Good Org



Project: Aloha Cultural Fair

Budget Category - Item	OHA Funds Requested	OHA Cash Match	Other Funds	Description & Justification
Advertising				
Ad in Maui News	\$ 500	\$ 200		Half page ad in Maui Newspaper to advertise event details
Contractual Services				
Happy Face Painters			\$ 500	Full day face painting specialist
Honoraria				
Cultural Practitioner	\$ 200	\$ 50		Full day of Lauhala weaving lesson by Kupuna Kaohi
Insurance				
Good insurance Company	\$ 200	\$ 100	\$ 50	Insurance to cover all day event
Publication and Printing				
Brochures	\$ 100	\$ 100	\$ 50	1,000 printouts of brochures from Aiea Print Shop
Rental of Equipment				
Rental of Tent	\$ 3,000	\$ 1,000		Full day rental of 2, 500 person tents from Rent a Tent
Rental of Space				
Open Field Area	\$ 2,000		\$ 300	Moanalua Gardens Rental fee to accommodate 1,000 people for one full day event
Supplies				
Trash Bags	\$ 20			2 boxes of trash bags for recycling of bottles @ \$10 each.
Travel				
Round Trip Ticket for Cultural Practitioner	\$ 250			Round trip flight for Kupuna Kaohi to fly from OGG to HNL.
Other Expenses				
Lei			\$ 15	One Ginger lei for mayor who will speak at the opening of the event
OHA REQUEST:	\$ 6,270			
OHA CASH MATCH Funds:		\$ 1,450	23%	% of Match
Other Funds:			\$ 915	
Total Project Cost:			\$ 8,635	

Attachment H – Budget Category Table

<p>Advertising</p> <p><u>Description:</u> Costs of media to publicize event via magazines, newspaper, radio, television, internet, etc. <u>Justification:</u> Explain where the advertising will take place.</p>
<p>Contractual Services</p> <p><u>Description:</u> Costs of all contracts for professional services. <u>Justification:</u> Explain and justify why these services are being contracted.</p>
<p>Honoraria</p> <p><u>Description:</u> Cost of a nominal payment given to practitioners, speakers, etc., that provides services without charge (\$0 - \$300 per person when using OHA funds) <u>Justification:</u> Explain who will be receiving the Honoraria and why. Example: Emcee, speaker, practitioner, etc.</p>
<p>Insurance</p> <p><u>Description:</u> Costs of insurance required, relating to hosting or operating the event. <u>Justification:</u> Provide computations, price quote, 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 materials, client forms, or other program related educational materials. <u>Justification:</u> Provide computations, a justification for each cost under this category.</p>
<p>Rental of Equipment</p> <p><u>Description:</u> Costs of equipment lease or rental in order to host or operate the event. “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. (If the item can be rented it should not be purchased) <u>Justification:</u> Provide computations, a narrative description and a justification for each cost under this category. Example: Tables, chairs, tents, lighting, van, water coolers, screens, speakers, laptops, etc. *For virtual events: Video conferencing tools like Zoom or Gotomeeting will be an allowable cost as long as you show that the subscription is for the month for which the event is occurring only.</p>
<p>Rental of Space</p> <p><u>Description:</u> Costs of space and/or facilities relating to hosting and operating the event. <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 other than that included under the “Rental of Equipment” category in order to host and operate the event, materials for event day use only. (\$20 or less per unit, majority disposable items) <u>Justification:</u> Provide computations, a narrative description and a justification for each cost under this category. Example: Trash bags, tape, ties, rope, pens, tablecloth, etc.</p>

Travel
<p><u>Description:</u> Costs of event related travel for speakers, practitioners, participants, etc., which may include transportation, mileage, lodging and airfare. (In state only)</p> <p><u>Justification:</u> Explain why the travel is necessary and who will be traveling.</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.</p>

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 (with the approved exception of advertising) or not related to the grant. In general, OHA does not allow the following:

- Purchase of land or buildings;
- Purchase of motorized vehicles which includes boats;
- Out-of-state travel;
- Purchase of alcohol;
- Purchase of food;
- Entertainment or gratuities;
- Indirect costs;
- Leis;
- Ho‘okupu (gifts);
- Face painting;
- Bouncy houses;
- Prizes/Awards;
- Subscription to video conference tools that expand longer than the period (30 days) of the event.