Office of Hawaiian Affairs

COVID-19 Impact & Response Grant

Fiscal Year 2021
## Important Dates

*Dates are subject to change*

<table>
<thead>
<tr>
<th>Activity</th>
<th>Scheduled Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Availability of solicitation and online application</td>
<td>Monday, March 1, 2021</td>
</tr>
<tr>
<td>Solicitation Orientation &amp; PowerPoint slides posted</td>
<td>Thursday, March 4, 2021</td>
</tr>
<tr>
<td>to <a href="https://www.oha.org/grants">https://www.oha.org/grants</a></td>
<td></td>
</tr>
<tr>
<td>Application deadline</td>
<td>Friday, March 19, 2021 at 2 p.m.</td>
</tr>
<tr>
<td>Application evaluation period</td>
<td>March-April 2021</td>
</tr>
<tr>
<td>Grantee selection and notice of award</td>
<td>April-June 2021</td>
</tr>
<tr>
<td>Grant agreement negotiations and terms finalized</td>
<td>June-July 2021</td>
</tr>
<tr>
<td>Anticipated Grant start date</td>
<td>August 1, 2021</td>
</tr>
</tbody>
</table>
For solicitation and application questions, email:

grantsinfo@oha.org
Subject to the availability of funds, the following will be provided for this solicitation:

<table>
<thead>
<tr>
<th>21-04</th>
<th>COVID 19 Response</th>
<th>Amount Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>21-04-01</td>
<td>O'ahu</td>
<td>$ 524,380</td>
</tr>
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<td>Hawaiʻi</td>
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</tr>
<tr>
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<td>Molokaʻi</td>
<td>$ 48,731</td>
</tr>
<tr>
<td>21-04-06</td>
<td>Lānaʻi</td>
<td>$ 6,311</td>
</tr>
</tbody>
</table>
FUNDING RESTRICTIONS

Funding awards are restricted to the following minimum and maximum amounts. An application that does not meet the minimum or maximum funding amounts will be deemed ineligible.

<table>
<thead>
<tr>
<th>21-04</th>
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<th>Min-Max</th>
</tr>
</thead>
<tbody>
<tr>
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<td>50,000-150,000</td>
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</tr>
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<td>Lāna‘i</td>
<td>6,311</td>
</tr>
</tbody>
</table>
 Administrative Cost Restrictions

The one-year budget for administrative/operating costs cannot exceed 25% of the total OHA grants funds. The budget for OHA funds allocated to direct service is 75% of OHA grant funds.
Grant Project Award Period

- The anticipated grant agreement start date is August 1, 2021 to July 31, 2022.

- Projects must be able to be completed within one year. If your project requires county, state and/or federal permits that have not been secured, the possibility that your project may not be completed within the project period will be considered in the evaluation process. Review your project and include a project phase or phases that can be completed within one year.
Grant Purpose

OHA is soliciting applications from nonprofit organizations to administer community-based projects designed to support to Native Hawaiian ‘ohana and communities impacted by the COVID-19 pandemic. Proposals must identify specific services or activities that will be completed with the grant funds to mitigate the impact of COVID-19 in Native Hawaiian ‘ohana and communities.
Project proposals may include, but are not limited to:

- The purchase of essential items, services, and/or resources for Native Hawaiian ‘ohana and community to be used for multiple purposes, including education, health, housing, employment, (e.g., electronic devices, internet access, phones, and MiFis or hotspots), with purchased items remaining the property of the applicant organization and used or loaned within Native Hawaiian communities.

- Support for Native Hawaiian community members’ access to health-related costs (e.g., navigating insurance and health care systems, medication, transportation for medical care or service).
Project proposals may include, but are not limited to:

- The purchase of essential household, living items for Native Hawaiian ʻohana and community use (e.g., safety equipment or clothing for employment, personal protective equipment, diapers, personal hygiene items, cleaning and laundry supplies, food), with items purchased by the applicant organization and distributed to Native Hawaiian communities.

- Other resources or supports for Native Hawaiian ʻohana and communities to mitigate the impact of COVID-19 and/or navigate the various systems to access ʻohana and community resources, which are not currently provided through other networks, resources or services (i.e., gap services or gap beneficiaries). Note: supports for mortgage payments, mortgage down payments, rent deposits, rent payments, or utility services, are “out of scope” and not covered by this solicitation.
Project proposals may include, but are not limited to:

- The purchase of essential household, living items for Native Hawaiian ʻōhana and community use (e.g., safety equipment or clothing for employment, personal protective equipment, diapers, personal hygiene items, cleaning and laundry supplies, food), with items purchased by the applicant organization and distributed to Native Hawaiian communities.

- Other resources or supports for Native Hawaiian ʻōhana and communities to mitigate the impact of COVID-19 and/or navigate the various systems to access ʻōhana and community resources, which are not currently provided through other networks, resources or services (i.e., gap services or gap beneficiaries). Note: supports for mortgage payments, mortgage down payments, rent deposits, rent payments, or utility services, are “out of scope” and not covered by this solicitation.
Do not include mortgage payments, mortgage down payments, rent deposits, rent payments, or utility services in your proposal.

These costs cannot be funded by this grant.
Reporting Requirements

- If awarded a grant, Grantee is required to submit quarterly reports on the OHA Grants Portal.
- Grant Reporting includes: Progress Report, Expenditure Report, Invoice, Assurance of Benefit to Native Hawaiians
Reporting Requirements

- An on-site or virtual monitoring visit may be conducted. Monitoring activities may include interviews with staff and participants, case-record keeping, review of project files including invoice and document testing and internal control supports.

- Be prepared to have all grant documents ready for review
Financial

- 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.

- Method of Payment
  The method of payment is cost reimbursement
Financial

- **Compensation**
  - An initial payment shall be made when the grant contract is executed, submission of an invoice requesting payment current Certificate of Liability Insurance with required coverage and grantee press release announcing the award.
  - Subsequent payments are based on review and approval of required reports.
  - OHA retains up to ten percent (10%) of the total amount awarded for a final payment.
OHA Grants Portal Account

- Access the OHA Grants page at [http://www.oha.org/grants](http://www.oha.org/grants) to set up an account on the OHA Grants Portal:

**Grants Portal**

Click to Enter Grants Portal

The OHA Grants portal is an online application, monitoring, and reporting system for nonprofit organizations who are an applicant or grantee.

To learn how to use the online application system, view:

- [Tutorial #1](#)
- [Tutorial #2](#)
Solicitation & Application

- Access the OHA Grants page at [http://www.oha.org/grants](http://www.oha.org/grants) to download the solicitation and begin the application process.

<table>
<thead>
<tr>
<th>Application Available</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, March 1, 2021</td>
<td>Friday, March 19, 2021 at 2 p.m. (HST)</td>
</tr>
</tbody>
</table>

- OHA 21-04-01 – Oʻahu – $524,380 [Click here to read the Solicitation](http://www.oha.org/grants)
- OHA 21-04-02 – Hawaiʻi Island – $582,653 [Click here to read the Solicitation](http://www.oha.org/grants)
- OHA 21-04-03 – Maui – $335,994 [Click here to read the Solicitation](http://www.oha.org/grants)
- OHA 21-04-04 – Kauaʻi – $169,537 [Click here to read the Solicitation](http://www.oha.org/grants)
- OHA 21-04-05 – Molokaʻi – $48,731 [Click here to read the Solicitation](http://www.oha.org/grants)
- OHA 21-04-06 – Lanaʻi – $6,311 [Click here to read the Solicitation](http://www.oha.org/grants)
Application Instructions

- Required forms and supporting documents must be uploaded.
- Uploads have size limits. To ensure sufficient space for all uploads it is recommended to use black/white, compressed, low resolution, text quality documents.
- 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 “NA”.
Application Instructions

- Application questions have character limits. Character count includes all letters, numbers, symbols, blank spaces, and diacritical marks.
- Applicants may submit only one online application for this Solicitation.
- It is advised that the applicant review the online application for accuracy and completeness before submitting.
Application & Evaluation

The application process has two phases:

Phase 1: Application

Phase 2: Evaluation & Recommendation for Award
<table>
<thead>
<tr>
<th>Scoring System</th>
<th>A. Basic Information &amp; Purpose</th>
<th>B. Background, Capacity &amp; Experience</th>
<th>C. Program Service/Design</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0 Points</td>
<td>25 Points</td>
<td>25 Points</td>
</tr>
<tr>
<td>Total Points</td>
<td>0</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>Exceeds Expectation</td>
<td>0</td>
<td>9 to 10</td>
<td>5</td>
</tr>
<tr>
<td>Meets Expectation</td>
<td>0</td>
<td>7 to 8</td>
<td>4</td>
</tr>
<tr>
<td>Good</td>
<td>0</td>
<td>5 to 6</td>
<td>3</td>
</tr>
<tr>
<td>Fair</td>
<td>0</td>
<td>3 to 4</td>
<td>2</td>
</tr>
<tr>
<td>Poor</td>
<td>0</td>
<td>1 to 2</td>
<td>1</td>
</tr>
<tr>
<td>Not Acceptable</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D. Program Service/Delivery</th>
<th>E. Evaluation</th>
<th>F. Strategic Plan Alignment</th>
<th>G. Financial Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 Points</td>
<td>10 Points</td>
<td>20 Points</td>
<td>5 Points</td>
</tr>
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# Evaluation Criteria

<table>
<thead>
<tr>
<th>Exceeds Expectation</th>
<th>All application requirements are met, and several are exceeded, application response clearly and effectively articulates program and is an exemplar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meets Expectation</td>
<td>All application requirements are met and application response clearly articulates program</td>
</tr>
<tr>
<td>Good</td>
<td>Several (but not all) application requirements are met and/or application response reasonably articulates program</td>
</tr>
<tr>
<td>Fair</td>
<td>A few application requirements are met and/or application response somewhat articulates program</td>
</tr>
<tr>
<td>Poor</td>
<td>Most (but not all) application requirements are not met and/or application response poorly articulates program</td>
</tr>
<tr>
<td>Not Acceptable</td>
<td>Application requirements missing and/or application response does not articulate program</td>
</tr>
</tbody>
</table>
Basic Information - Zero Points

1. Organization Name
2. Project Name
3. Purpose Statement - “The purpose of this project is to provide [service/object] to [target group/population] to [intended result/impact].”
4. Number of Native Hawaiians to be Served
Basic Information- Zero Points

5. Island Location

- The applicant shall indicate the island for which service delivery for the proposed project will be implemented. Select only one island: Hawaiʻi, Maui, Lānaʻi, Molokaʻi, Oʻahu, and Kauaʻi.
6. Amount Requested - Review Your Island Solicitation

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Basic Information- Zero Points

7. Fiscal Sponsor - If the applicant has a Fiscal Sponsor, the applicant shall provide the name of the fiscal sponsor.
8. Project Contacts
9. Authorized Signatory - Who has signing authority over legal and financial agreements for the organization?
10. Litigation


12. Licenses or Permits - Certify that applicable licenses and/or permits required for the proposed project have been secured or will be secured to implement the grant.

13. Sufficient Funds Available - The applicant shall certify that it has sufficient funds available for the effective operation of the proposed project in the grant application.
Basic Information- Zero Points

14. COVID-19 Preparedness and Response Plan - if awarded this grant, your organization will develop and implement a COVID-19 Preparedness & Response Plan. The Plan must be made immediately available to OHA upon request.

COVID-19
RESPONSE PLAN
Required Documents to Upload

- IRS Letter of Determination -
  - If using a fiscal sponsor, the fiscal sponsor’s IRS letter of determination is required. If not using a fiscal sponsor, the applicant’s IRS Letter of Determination is required.

- Certificate of Vendor Compliance (CVC) - ‘Compliant’ -
  - If using a fiscal sponsor, only the fiscal sponsor’s CVC is required. If not using a fiscal sponsor, the applicant’s CVC is required
  - The CVC must be current within 3 months of the application

- Fiscal Sponsor Certification Form - If using a fiscal sponsor, this is required
Required Documents to Upload

- Application Authorization Form - Applicant
- Board Governance Certification Form - Applicant
- Sponsored Organization Certification Forms - If using a Fiscal Sponsor, applicant must submit
- Current Certificate of Liability Insurance - Applicant
Background, Capacity & Experience (25 Total Points)

Background & Capacity (10 Points)

- Clearly describe the organization mission, governing structure and prior funding experience to give evaluators a sense of organizational capacity to implement the proposed project.

- Identify and provide information regarding prior sources of funding: federal, state, city/county, private foundation and a list of prior OHA funding for the last three (3) years.
Identify all personnel and/or consultants dedicated to the proposed project and include a description of the duties and qualifications of the position(s) as well as the FTE being dedicated to this project. If consultants are used, provide a justification for the use of contracted services and provide contracted duties and responsibilities. Do not upload job descriptions or resumes with the application.
Experience in Proposed project/Services

(5 Points) [Three (3) years minimum required]
Clearly demonstrate and describe meaningful prior experience providing the proposed project. State the number of years services have been provided and lists projects with dates of service. If a consultant/contractor is used, detail the consultant/contractor’s prior experience providing the proposed project.
Background, Capacity &

Fifty Percent (50%) or more Native Hawaiian Client/Participant Base (0 or 10 Points)

Clearly demonstrate that the applicant’s current primary client/participant base is comprised of 50 percent or more Native Hawaiians. Provide sufficient information and data on how the applicant derived the percentage provided.
Project Design (25 Total Points)

Needs Assessment & Project Impact  
(15 Points)

Using data and evidence-based knowledge, clearly demonstrate that the target Native Hawaiian population has been impacted by the COVID-19 pandemic and has a high need/demand for the project. Clearly demonstrate how the project will address a gap in current programming, services, or federal, state, and private funding. Provide the total number of Native Hawaiian individuals to be served. Clearly demonstrate that the project will have a significant impact on the Native Hawaiian community.
Project Design

Project Design (15 Points)
Clearly describe the project in detail to provide a comprehensive and complete picture of the total proposed project design including project details, tasks and activities, and other pertinent information. Provide a detailed list of the proposed scope of services, i.e., list each service/activity in detail that will be implemented.
Project/Service Delivery (15 Total Points)

Project Plan (5 Points)
Upload the Project Plan Worksheet for the one-year grant period and detail the project design, including project objectives, activities, time frame, and staff responsible. See Attachment H. project Plan Worksheet.
Outreach Strategies and Collaborations
(10 Points)

The applicant shall provide outreach strategies to effectively reach Native Hawaiian community members impacted by COVID-19 and demonstrate the ability to collaborate with other organizations to assist in outreach and/or project delivery and/or implementation. The applicant shall demonstrate the capability to coordinate with other agencies and resources in the community to ensure target population receives needed services. The applicant shall upload Letters of Commitment from each collaborating organization.
Evaluation (10 Total Points)

- Quality Assurance - Clearly demonstrate effective quality assurance planning for the proposed project. The quality assurance plan shall be sufficient to assure consistent and high quality of administration and services and timely response when project problems arise. The quality assurance plan shall outline measures to ensure the continuity of services and/or activities in the event of staff illness, medical emergencies, vacancies, or other situations resulting in project resources that are less than proposed in the application.
Evaluation

- **Outputs** - The applicant shall include information on how the outputs will be tracked and documented in the participants’ files and/or project records. Describe the measuring tools and/or evaluation methods to be used to assure quality of service and effectively monitor project performance. Describe what is considered project success and how it will be measured. Describe what evidence or documentation will be used to verify project accomplishments.
Evaluation

- **Performance Measurement Table** - The applicant shall complete and upload the OHA Performance Measurement Table and indicate target outputs. The Performance Measurement Table target outputs appear reasonable and achievable. Measures required by this solicitation are included in the Performance Measurement Table. The applicant shall provide projected year-end targets. The applicant shall upload individual Performance Measurement Tables for each service area, if applicable. *See Attachment A. Performance Measurement Table.*
## Evaluation - Performance Measurement Table

<table>
<thead>
<tr>
<th>Outputs</th>
<th>2021-22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of completed deliverables (e.g., number of items distributed by item type, amount of funds distributed by funding purpose, number of service hours) – Required, if applicable</td>
<td></td>
</tr>
<tr>
<td>Number of impacted Native Hawaiian communities – Required, if applicable</td>
<td></td>
</tr>
<tr>
<td>Number of Native Hawaiians who completed intake/assessment – Required, if applicable</td>
<td></td>
</tr>
<tr>
<td>Number of Native Hawaiians who received items, by item type – Required, if applicable</td>
<td></td>
</tr>
<tr>
<td>Number of Native Hawaiians who received funds, by funding purpose – Required, if applicable</td>
<td></td>
</tr>
<tr>
<td>Number of individuals who completed intake/assessment – Required, if applicable</td>
<td></td>
</tr>
<tr>
<td>Number of individuals who received items, by item type – Required, if applicable</td>
<td></td>
</tr>
<tr>
<td>Number of partners and collaborations</td>
<td></td>
</tr>
</tbody>
</table>

*Add other Outputs*

### Outcomes

Not applicable – no outcome reporting required

### Additional Reporting Information

Participant surveys, participant stories or testimonials, project videos or reports - if applicable
Alignment with OHA’s Strategic Plan (20 Points)

- **Strategic Foundations (10 Points)**
  The applicant shall clearly demonstrate the proposed project is aligned with one or more of OHA’s Strategic Foundations. These foundations include:

  - **ʻĀina** - OHA aims to strengthen our ancestral connection to ʻāina through responsible stewardship to preserve legacy lands and to responsibly develop economically viable lands.
  - **Moʻomeheu** - OHA aims to strengthen Native Hawaiian’s connection to culture by supporting opportunities to engage in ʻōlelo and ʻike activities and initiatives.
  - **ʻOhana** - OHA aims to promote healthy ʻohana relationships by providing opportunities in communities to engage in ʻāina and moʻomeheu based activities and initiatives as well as opportunities to engage in the wellbeing of their communities via civic participation and leadership.
Alignment with OHA’s Strategic Plan

- Strategic Directions - Strategic Outcome (10 Points)

The applicant shall clearly demonstrate that the proposed project is aligned with one (1) or more of OHA’s Strategic Outcomes strengthening Native Hawaiian beneficiaries, families, and communities.
Alignment with OHA’s Strategic Plan

- **Strategic Directions - Strategic Outcome**

  **Health Outcomes:** Strategy 3: Advance policies, projects, and practices that strengthen Native Hawaiian well-being, including physical, spiritual, mental, and emotional health:

  Strategic Outcome 3.1: Increased availability and access to quality, culturally based, and culturally adapted prevention and treatment interventions in ‘ohana, schools, and communities.
Alignment with OHA’s Strategic Plan

- Strategic Directions - Strategic Outcome

**Quality Housing:** Strategy 5: Advance policies, projects, and practices that strengthen Native Hawaiians’ resource management knowledge and skills to meet the housing needs of their ‘ohana:

Strategic Outcome 5.3: Increased safety, stability, social support networks, and cultural connection in Native Hawaiian communities.
Alignment with OHA’s Strategic Plan

- Strategic Directions - Strategic Outcome

**Economic Stability:** Strategy 7: Advance policies, projects, and practices that strengthen Native Hawaiian ‘ohana abilities to pursue multiple pathways to economic stability:

Strategic Outcome 7.3: Increase number of Native Hawaiian ‘ohana who are resource-stable (financial, subsistence, other).
Alignment with OHA’s Strategic Plan

- **Strategic Directions - Strategic Outcome**

  If more than one strategic direction is selected, the applicant shall indicate how much of the project resources will be allocated to each strategic direction. No one direction is valued higher than another and the application score will not increase if funds are allocated to more than one area. This information will be used to gain insights to and understand alignment of OHA funded projects in the community.
## Alignment with OHA’s Strategic Plan

- **Strategic Directions - Strategic Outcome**

<table>
<thead>
<tr>
<th>Direction</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Outcomes</td>
<td></td>
</tr>
<tr>
<td>Quality Housing</td>
<td></td>
</tr>
<tr>
<td>Economic Stability</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>
Financial (5 Total Points)

- **Budget**

The budget demonstrates that the applicant has a complete, accurate, and justified budget that aligns with and supports the proposed service delivery activities. Complete and **upload** the required OHA Budget Form to provide an itemized breakdown of project costs. **See Attachment I. Sample - Completed Budget Form.**
Financial

➢ **Accounting Management**

The applicant shall demonstrate that it has the accounting system and procedures to assure proper and sound fiscal administration of funding is effective and can adequately support the proposed project. The applicant shall identify whether their organization has dedicated accounting staff. If there is no dedicated staff, explain who manages your finances/accounting systems and include the position title. Describe the financial systems and/or processes in place to manage grant funding from separate sources.
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. OHA grant funds cannot be used to support costs for services that do not occur within the grant period for grant purposes or for purchases that will not be used/installed within the grant period for grant purposes.
Disallowed Costs

OHA does not allow the following costs:

- Purchase of land or buildings;
- Purchase of motorized vehicles which includes boats;
- Purchase of alcohol;
- Promotional materials and items;
- Entertainment;
- Food;
- Makana (Gifts);
- Out-of-state travel;
- Prizes/Awards;
- Gratuities; and
- Indirect Costs.
Travel & Equipment

- In-state travel and all transportation costs must be justified and reasonable. Travelers must be deemed necessary for the purposes of the grant. Transportation costs (i.e., airfare, ground transportation, accommodations) must complying with all applicable, federal, state and county COVID-19 related orders.

- 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.
Phase 2-Evaluation & Recommendation for Award

The evaluation of applications received in response to this solicitation shall be conducted comprehensively, fairly, and impartially. An evaluation committee of designated reviewers shall review and evaluate applications. The applications with the highest scores shall be reviewed and subject to recommendation of award.

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.
~DO NOT CALL~

FOR SOLICITATION & APPLICATION QUESTIONS, EMAIL:

grantsinfo@oha.org

FOR PROBLEMS WITH THE OHA GRANTS PORTAL, EMAIL:

grantsadmin@oha.org