Grant Solicitation No. OHA 21-01

‘Ahahui

April 1, 2020

All applications must be submitted online at www.oha.org/grants on the relevant deadline. The date of the proposed event determines which application deadline is relevant and should be followed.

<table>
<thead>
<tr>
<th>For Events Occurring:</th>
<th>Application Available:</th>
<th>Application Deadline:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round I:</td>
<td>July 1, 2020 – December 31, 2020</td>
<td>Wednesday, April 1, 2020</td>
</tr>
</tbody>
</table>

For assistance with this grant solicitation, please email:

grantsinfo@oha.org

For technical assistance with the online application, please email:

grantsadmin@oha.org

If this Grant Solicitation was downloaded from the OHA website, each applicant must provide contact information to the Solicitation contact person for this Grant Solicitation to be notified of any changes. OHA shall not be responsible for any missing addenda, attachments or other information regarding the Solicitation if a proposal is submitted from an incomplete Grant Solicitation.
April 1, 2020

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

Dear Applicant:

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.

Applicants shall submit the online application accessed through www.oha.org/grants on or before 2:00 p.m. Hawaiʻi Standard Time (HST), Friday, April 24, 2020

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

Thank you for your interest in applying and for working with us to provide quality services for our Native Hawaiian community.

Mahalo,

Maile Luʻuwai
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: Provides an overview of the solicitation process.
Section 2 – ‘Ahahui Program Overview: Provides a general description of the tasks to be performed, delineates grantee responsibilities, and defines deliverables.
Section 3 – Application Instructions: Provides general instructions to complete the application.
Section 4 – Application Evaluation: Provides eligibility requirements and how applications will be evaluated by OHA.
Section 5 – Attachments: Provides examples of the forms that must be completed for the grant eligibility requirements and the application.

II. Grants Program

The Grants Program is responsible for overseeing OHA’s granting process, including solicitation development, application review, award recommendation, contract negotiation, 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.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Scheduled Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online access to Eligibility Requirements available</td>
<td>Wednesday, April 1, 2020</td>
</tr>
</tbody>
</table>
| Teleconference orientation sessions           | Monday, March 30, 2020 @ 1:00 p.m.  
                                             | Friday, April 3, 2020 @ 10:00 a.m.          |
| Final application deadline                    | Friday, April 24, 2020 at 2:00 p.m.             |
| Application evaluation period                 | May 2020                                         |
| Grantee Selection and Notice of Award         | June 2020                                        |
| Grant start date                              | July 1, 2020 – December 31, 2020                |
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.

The orientation session is provided as follows:

<table>
<thead>
<tr>
<th>Statewide Teleconference</th>
<th>Monday, March 30, 2020 @ 1:00 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statewide Teleconference</td>
<td>Friday, April 3, 2020 @ 10:00 a.m.</td>
</tr>
</tbody>
</table>

V. Applicant 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 (January 24, 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. 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.

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.

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 April 24, 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 July 1, 2020 to December 31, 2020 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.

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 2 – ‘Ahahui Program Overview

I. Overview & Purpose of the ‘Ahahui Grant Program

The FY 2021 ‘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, publicly announced, and open to the larger community.
To accomplish this, OHA is soliciting applications from non-profit organizations that have an 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.

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.

D. **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, 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 of connect, and foster 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/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.

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
• 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 Report 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 mailed 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
- Hoʻokupu (gifts)
- Face painting
- Bouncy houses
- Prizes/Awards

See attachment H for Budget Category Table

Section 3 – Application Instructions

General Instructions for Completing 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 e-mail notification that it did not meet the eligibility requirements, the applicant can re-submit an LOI with the corrected information. E-mail 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 through the Grants Portal.

- Online grant applications must be submitted by the deadline of April 24, 2020 @ 2:00 p.m. Hawai‘i Standard Time (HST).
- 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 sufficient 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.

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.

I. 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 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.

2. **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 non-profit 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 non-profit 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](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 (January 24, 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:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Possible Points</th>
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<tbody>
<tr>
<td>Basic Information</td>
<td>0 Points</td>
</tr>
<tr>
<td>Background &amp; Capacity</td>
<td>5 Points</td>
</tr>
<tr>
<td>Event Details</td>
<td>10 Points</td>
</tr>
<tr>
<td>Alignment to OHA’s Strategic Priority</td>
<td>5 Points</td>
</tr>
<tr>
<td>Beneficiary Impact</td>
<td>15 Points</td>
</tr>
<tr>
<td>Partnership &amp; Outreach</td>
<td>10 Points</td>
</tr>
<tr>
<td>Financial</td>
<td>20 Points</td>
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</tbody>
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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.

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 four (4) years.

C. **Event Details (10 Total Points)**

1. **Type of Event (5 points)**
   Applicant describes the style of the event. Example: “Family oriented health fair with various informational booths for event attendees to walk-around and learn about different healthcare services”.

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 ʻĀina O Hawaiʻi.
   - **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 approval 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 sufficient 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, 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.

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.III.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, 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.

G. 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.

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.

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

Date: DEC 18 2010

Employer Identification Number: 12-1234567
DLN: 600328003
Contact Person: Kimo Kealoha
Contact Telephone Number: (877) 888-8888
ID#: 31518
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:

<table>
<thead>
<tr>
<th>Form</th>
<th>Department(s)</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-6</td>
<td>Hawaii Department of Taxation</td>
<td>Compliant</td>
</tr>
<tr>
<td></td>
<td>Internal Revenue Service</td>
<td>Compliant</td>
</tr>
<tr>
<td>CG56</td>
<td>Hawaii Department of Commerce &amp; Consumer Affairs</td>
<td>Exempt</td>
</tr>
<tr>
<td>LIR27</td>
<td>Hawaii Department of Labor &amp; Industrial Relations</td>
<td>Compliant</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Organization:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Entity Name (ex. H&amp;B Foundation, Inc. dba Nā Mele Hawai‘i)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td>City</td>
</tr>
</tbody>
</table>

| Mailing Address (if different from Street Address) | City | Zip |

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

<table>
<thead>
<tr>
<th>Authorized Representative Signature</th>
<th>Authorized Representative (Type or Print Name)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Title of Authorized Representative</th>
<th>Date of Application</th>
</tr>
</thead>
</table>
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 a family or kin of the first or second degree of consanguinity (i.e., a spouse, parent, child, grandparent, grandchild, or sibling of another employee or contractor of the Organization. If the Organization employs or contracts with two or more members of a family or kin 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
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]
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

<table>
<thead>
<tr>
<th>Budget Category - Item</th>
<th>OHA Funds Requested</th>
<th>OHA Cash Match</th>
<th>Other Funds</th>
<th>Description &amp; Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Advertising</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ad in Maui News</td>
<td>$ 500</td>
<td>$ 200</td>
<td></td>
<td>Half page ad in Maui Newspaper to advertise event details</td>
</tr>
<tr>
<td><strong>Contractual Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Happy Face Painters</td>
<td></td>
<td>$ 500</td>
<td></td>
<td>Full day face painting specialist</td>
</tr>
<tr>
<td><strong>Honoraria</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cultural Practitioner</td>
<td>$ 200</td>
<td>$ 50</td>
<td></td>
<td>Full day of Lauhala weaving lesson by Kulupuna Kaohi</td>
</tr>
<tr>
<td><strong>Insurance</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Good Insurance Company</td>
<td>$ 200</td>
<td>$ 100</td>
<td>$ 50</td>
<td>Insurance to cover all day event</td>
</tr>
<tr>
<td><strong>Publication and Printing</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brochures</td>
<td>$ 100</td>
<td>$ 100</td>
<td>$ 50</td>
<td>1,000 printouts of brochures from Alea Print Shop</td>
</tr>
<tr>
<td><strong>Rental of Equipment</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental of Tent</td>
<td>$ 3,000</td>
<td>$ 1,000</td>
<td></td>
<td>Full day rental of 2,500 person tents from Rent a Tent</td>
</tr>
<tr>
<td><strong>Rental of Space</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open Field Area</td>
<td>$ 2,000</td>
<td>$ 300</td>
<td></td>
<td>Moanalua Gardens Rental fee to accommodate 1,000 people for one full day event</td>
</tr>
<tr>
<td><strong>Supplies</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trash Bags</td>
<td>$ 20</td>
<td></td>
<td></td>
<td>2 boxes of trash bags for recycling of bottles @ $10 each.</td>
</tr>
<tr>
<td><strong>Travel</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Round Trip Ticket for Cultural Practitioner</td>
<td>$ 250</td>
<td></td>
<td></td>
<td>Round trip flight for Kulupuna Kaohi to fly from OGG to HNL</td>
</tr>
<tr>
<td><strong>Other Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lei</td>
<td>$ 15</td>
<td></td>
<td></td>
<td>One Ginger lei for mayor who will speak at the opening of the event</td>
</tr>
</tbody>
</table>

**OHA REQUEST:** $ 6,270  
**OHA CASH MATCH Funds:** $ 1,450  
**% of Match:** 23%

**Other Funds:** $ 915  
**Total Project Cost:** $ 8,635
## Attachment H – Budget Category Table

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising</td>
<td>Costs of media to publicize event via magazines, newspaper, radio, television, internet, etc.</td>
<td>Explain where the advertising will take place.</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>Costs of all contracts for professional services.</td>
<td>Explain and justify why these services are being contracted.</td>
</tr>
<tr>
<td>Honoraria</td>
<td>Cost of a nominal payment given to practitioners, speakers, etc., that provides services without charge ($0 - $300 per person, total)</td>
<td>Explain who will be receiving the Honoraria and why.</td>
</tr>
<tr>
<td>Insurance</td>
<td>Costs of insurance required, relating to hosting or operating the event.</td>
<td>Provide computations, price quote, narrative description and a justification for each cost under this category.</td>
</tr>
<tr>
<td>Publication &amp; Printing</td>
<td>Costs may include items such as program outreach materials, client forms, or other program related educational materials.</td>
<td>Provide computations, a justification for each cost under this category.</td>
</tr>
<tr>
<td>Rental of Equipment</td>
<td>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 ($50 or more per unit).</td>
<td>Provide computations, a narrative description and a justification for each cost under this category.</td>
</tr>
<tr>
<td>Rental of Space</td>
<td>Costs of space and/or facilities relating to hosting and operating the event.</td>
<td>Provide computations, a narrative description and a justification for each cost under this category.</td>
</tr>
<tr>
<td>Supplies</td>
<td>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)</td>
<td>Provide computations, a narrative description and a justification for each cost under this category.</td>
</tr>
</tbody>
</table>

Example: Emcee, speaker, practitioner, etc.
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;
- Hoʻokupu (gifts);
- Face painting;
- Bouncy houses;
- Prizes/Awards.