



## **Grant Solicitation No. OHA 20-09**

### **Hawaiian-Focused Public Charter School** **Fund Administration**

**August 2, 2019**

**All applications must be submitted online at [www.oha.org/grants](http://www.oha.org/grants) on  
Friday, August 30, 2019 by 2:00 p.m. (HST)**

**For assistance with this grant solicitation, please email:**

**[grantsinfo@oha.org](mailto:grantsinfo@oha.org)**

**For technical assistance with the online application, please email:**

**[grantsadmin@oha.org](mailto: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.



August 2, 2019

Dear Applicant:

RE: OHA GRANT SOLICITATION FOR  
FISCAL BIENNIUM (FB) 2020 – 2021

The Office of Hawaiian Affairs (OHA) is soliciting applications from qualified applicants to provide services for Fiscal Biennium 2020 – 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](http://www.oha.org/grants) on or before **Friday, August 30, 2019 by 2:00 p.m. Hawai'i Standard Time (HST)**.

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 Lu'uwai  
Grants Manager  
Office of Hawaiian Affairs

## Section 1 – Administrative Overview

### I. 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](mailto:grantsinfo@oha.org)**

### II. Solicitation Timetable

The 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.

<b>Activity</b>	<b>Scheduled Date</b>
Availability of Solicitation and online application	Friday, August 2, 2019
Solicitation orientation session	Friday, August 9, 2019 10 a.m.
Final application deadline	Friday, August 30, 2019 at 2 p.m.
Application evaluation period	September 2019
Grantee selection and notice of award	October 3, 2019
Grant agreement negotiations and terms finalized	October 2019
Anticipated Grant start date	November 1, 2019

### III. 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 – Service Specifications:** 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 application.

#### **IV. Orientation**

The orientation session is optional and recommended for applicants. Teleconferencing will be available. To request teleconference information, please contact:

**Lady Garrett**  
**Email: ladyg@oha.org**

The orientation session is provided as follows:

<b>O‘ahu</b>  <b>Also available Statewide via Teleconference</b>	Friday August 9	10 a.m.	Office of Hawaiian Affairs Nā Lama Kukui Maui Ola Conference Room 560 N. Nimitz Hwy. Ste. 200 Honolulu, Hawai‘i 96817 <i>Contact: Lady Garrett</i> <i>Ladyg@oha.org</i>
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#### **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. Minimum Qualifications***

This solicitation is issued under the provisions of the Hawai‘i Revised Statutes (HRS) Chapter 10-17 HRS, 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 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. Be in compliance and in good standing with OHA;
6. Certify that the applicant has licenses, permits, and accreditations, and meet all standards required by applicable federal, state and county laws, ordinances, codes and rules to provide services. The applicant shall also be in good standing with required licensing bodies, and in compliance with professional standards and requirements;
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 the authorized signatory has the legal power delegated by an organization’s authoritative body (such as the Board of Directors) to sign and submit the OHA grant application;
10. Have a minimum of three (3) years of experience serving Native Hawaiians in the State of Hawai‘i; and
11. Agree to indemnify and hold OHA and the State of Hawai‘i harmless for activities undertaken with grant funding, if awarded.

### ***C. Required Documents***

The following required documents must be completed and uploaded to the OHA Grants Portal:

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.- 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. **The certificate must be current within three (3) months of this application deadline.** *See Attachment B.- Sample HCE Certificate of Vendor Compliance.*

3. **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 legal 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. – Application Authorization Form.*
4. **Governing Board & Executive Team** – The applicant shall upload a list of the organization’s governing board and executive team. The list shall include board/executive team member’s names and titles.
5. **Board Governance Certification** – 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.- Board Governance Certification Form.*
6. **Current Liability Insurance** – The applicant shall upload a copy of the organization’s current certificate of liability insurance.

#### ***D. Program Specific Requirements***

Program specific requirements are included in *Section 2, Service Specifications* and *Section 2, Application Instructions*.

#### ***E. 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 and include justification to support confidentiality.

### **VI. Submission of Applications**

#### ***A. Eligibility Requirements Needed to Access Online Grant Application***

After submission and approval of the eligibility requirements, applicants will be granted access to the online grant application. Access to the eligibility requirements 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 in the OHA Grants Portal is **August 30, 2019, 2:00 p.m. Hawai'i Standard Time (HST)**. The deadline time is preset in the OHA Grants 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 e-mail.

### ***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.

### ***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 and comply with the service specifications. An application offering any other set of terms and conditions contradictory to those included in this solicitation may be rejected without further notice.

## **VII. Grant Awards**

### ***A. Grant Award Period & Grant Award Amount***

The grant award period is for two (2) years. Subject to the availability of funds, a total of \$3,000,000 in OHA funds will be provided for this solicitation with an anticipated start date of November 1, 2019 to October 31, 2021; \$1,500,000 for Year 1 - November 1, 2019 to October 31, 2020 and \$1,500,000 for Year 2 - November 1, 2020 to October 31, 2021. A two-year

extension may be granted for FB 2021-2022 contingent upon satisfactory performance of the grant agreement awarded under this solicitation.

**Funding Restrictions:** A maximum of \$100,000 per year in OHA funds can be used for program operating costs. OHA funds in the amount of \$40,000 per year is allocated for the charter school annual conference coordination and program. OHA funds in the amount of \$1,360,000 per year is allocated to be disbursed to the seventeen (17) Hawaiian-Focused Charter Schools identified herein. Funding allocations for each school shall be based on a pre-determined formula that will be provided by OHA.

### ***B. 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.

### ***C. Grant Agreement***

All awards will be issued via a grant agreement with OHA. The grant agreement arising out of this Solicitation is subject to the approval of OHA Corporation Counsel as to form, and to all further approvals, as required by statute, regulation, rule, order or other directive. No work is to be undertaken by the awardee prior to the grant commencement date. OHA is not liable for any costs incurred prior to the start date in the grant agreement.

### ***D. General and Special Conditions of the Grant Agreement***

The general conditions that will be imposed contractually will be made available upon award. Special conditions may also be imposed contractually by OHA, as deemed necessary.

### ***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 – Service Specifications**

### **I. Overview & Purpose**

Since 2005, OHA has provided \$21,600,000 in grant funding to seventeen (17) Hawaiian-focused public charter schools. OHA has been a consistent supporter of these charter schools providing legislative advocacy and programmatic support, as well as grant funding support.

The seventeen (17) Hawaiian-focused charter schools are located on Kaua'i, O'ahu, Moloka'i and Hawai'i Island as follows: 1) Hakipu'u Learning Center; 2) Hālau Kū Mana Public Charter School; 3) Kamaile Academy; 4) Ka 'Umeke Kā'eo; 5) Ka Waihona o Ka Na'auao; 6) Kanu o ka 'Āina; 7) Kanuikapono; 8) Kawaikini; 9) Ke Ana La'ahana; 10) Ke Kula o Nawahōkalani'ōpu'u; 11) Ke Kula Niihau o Kekaha; 12) Ke Kula o Samuel M. Kamakau; 13) Kua o ka Lā; 14) Kualapu'u

Elementary; 15) Kula Aupuni Ni‘ihau a Kahelelani Aloha; 16) Mālama Honua; and 17) Waimea Middle School.

Seventy-seven (77) percent of the students in the Hawaiian-focused public charter schools are of Native Hawaiian ancestry. The Hawaiian-focused public charter schools have a common focus to use innovative education approaches, perpetuate the Hawaiian language, infuse Hawaiian culture and traditions, and to achieve academic excellence.

According to research from Kamehameha Schools, there is a positive relationship between Hawaiian-focused culturally-based education and improved student outcomes. Researchers found that Hawaiian students exposed to culturally-driven educational strategies have a stronger sense of socio-emotional well-being, and deeper engagement with their school and community. Researchers also concluded that these factors, especially socio-emotional well-being, are directly tied to academic achievement.

The purpose of this solicitation is to find a non-profit organization to administer charter school funding, facilitate reporting, submit reports, conduct site visits, and administer funds for the annual charter school conference coordination and program.

To accomplish this, OHA is soliciting applications from non-profit organizations that will serve as the OHA fund administrator to the Hawaiian-focused public charter schools identified herein.

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

The target population for these services is Native Hawaiian students attending Hawaiian-focused public charter schools.

Providers must maintain proper documentation to demonstrate that program participants meet this eligibility requirement. Further details regarding documentation are provided in Section 2, II. Scope of Work.

**B. Geographic Coverage of Service**

Service areas include the islands of O‘ahu, Hawai‘i, Kaua‘i, and Moloka‘i where the Hawaiian-focused public charter schools are located.

**C. Probable Funding Amounts, Source, and Period of Availability**

The grant award period is for two (2) years. Subject to the availability of funds, a total of \$3,000,000 in OHA funds will be provided for this solicitation with an anticipated start date of November 1, 2019 to October 31, 2021; \$1,500,000 for Year 1-November 1, 2019 to October 31, 2020 and \$1,500,000 for Year 2-November 1, 2020 to October 31, 2021. A two-year extension may be granted for FB 2021-2022 contingent upon satisfactory performance of the grant agreement awarded under this solicitation and approval by the OHA Board of Trustees.

## **II. Scope of Work**

### **Service Activities (mandatory tasks and responsibilities)**

The applicant shall describe in detail how the applicant will provide the required services. The mandatory service activities required by this solicitation are:

1. Notify individual charter schools of the funding opportunity, OHA reporting requirements and timetables, and Hawaiian ancestry verification requirements.
2. Execute contracts for each charter school to include OHA reporting and documentation requirements.
3. Create and manage a tracking spreadsheet for funding disbursements and report submissions for all charter schools.
4. Serve as the fund administrator and disburse funding to each charter school based on the allocation provided by OHA.
5. Serve as the fund administrator for the charter school conference coordination and programs.
6. Contact the coordinator that was selected for the annual charter school conference and execute a contract for services.
7. Collect charter school progress reports, expenditure reports, and support documentation per contract requirements. OHA will provide report forms.
8. Submit the conference reports and expenditure reports from the charter school conference. Verify conference receipts against expenditures.
9. Complete assessment reports based on the charter school reports and submit to OHA. OHA will provide report forms.
10. Conduct annual site visits to individual charter schools and complete monitoring reports to submit to OHA. OHA will provide report forms.

### **Performance Measurements**

The performance measures to be collected and submitted to OHA include:

1. Total number of students enrolled.
2. Total number of Native Hawaiian students enrolled.
3. Number of family activities provided by the school.
4. Number of families participating in community engagement activities.
5. Number of community engagement activities provided by the school.
6. Number of participants in community engagement activities provided by the school.
7. Number of Native Hawaiian seniors graduating from school.
8. Number of Native Hawaiians planning on attending college or vocational school.

## **III. General Requirements**

### ***A. Reporting Requirements for Program and Fiscal Data***

Grantee shall be required to complete reports on the OHA Grants Portal and upload reports on OHA forms to the OHA Grants Portal. Grant Assessment reports shall consist of statements by the Grantee relating to the work by the Grantee and individual charter schools that was accomplished during the reporting period. This shall include a narrative statement

of the work performed, performance measures, expenditures incurred, and assurance of services provided to Native Hawaiians. Additional reports may be required. Timely compliance with reporting requirements is required to continue to receive funding under the award.

OHA shall, depending on the assessment of risk, conduct on-site visit(s) with comprehensive evaluation of several areas of performance. Monitoring activities shall include review of conformance with standard grant requirements, and may include interviews with staff, review of agency files, accounting practices, case-record keeping, including invoice testing and internal control supports. Monitoring may also include review of program files to ensure services are provided as reported.

## ***B. Financials***

### **1. Compensation**

An initial payment shall be made upon execution of the grant agreement and the submission of a receipt of an invoice requesting payment.

Subsequent payments shall be made to the applicant in accordance with grant agreement requirements. OHA may retain up to ten percent (10%) of the total amount awarded for a final payment.

### **2. Method of Payment**

The method of payment will be cost reimbursement. The cost reimbursement will provide for payment of allowable incurred costs, to the extent prescribed in the grant agreement. Advance payment of funding for charter school fund distribution can be requested at any time during the contract, however, advance payment must be justified and issued no more than one (1) time per quarter. Detailed reconciliation of prior funds is required before an advance payment is approved and disbursed.

### **3. Disallowed Costs**

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

- Construction or capital improvement projects;
- Purchase of land or buildings;
- Purchase of motorized vehicles which includes boats;
- Out-of-state travel;
- Purchase of alcohol; and
- Entertainment or gratuities.

## Section 3 – Application Instructions

### General Instructions for Completing Application

1. All applicants shall first create an account in the online application system. Required information will include: organization legal name, EIN/Tax identification number, and organization contact information. Application contacts shall be the primary points of contact for the application. Multiple users from an organization may access the organization account.
2. Upon submission and approval of the eligibility requirements, applicants will be granted access to the online grant application.
3. The eligibility requirements and the grant application are accessed through the Grants page of the OHA website at <http://www.oha.org/grants>.
4. Online grant applications must be submitted by the deadline of **August 30, 2019, 2:00 p.m.** Hawai'i Standard Time (HST).
5. 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”. Do not leave any items blank. Failure to answer any of the items will restrict your ability to submit.
6. 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.
7. Application questions have character limits. Character count includes all letters, numbers, symbols, blank spaces, and diacritical marks.
8. Applicants may submit only one online application for this Solicitation.
9. Before completing the online application form, the applicant must read all sections of the solicitation and application.
10. It is advised that the applicant review the online application for accuracy and completeness before submitting.

## Section 4 – Application Evaluation

The evaluation of applications received in response to this Solicitation will be conducted comprehensively, fairly and impartially. An evaluation committee of designated reviewers shall review and evaluate applications. The evaluation committee shall be comprised of OHA employees and/or community representatives with experience in and knowledge of program services.

The evaluation will be conducted in three phases as follows:

- Phase 1 – Eligibility Requirements
- Phase 2 - Evaluation of Application
- Phase 3 - Recommendation for Award

## **I. Phase 1 –Eligibility Requirements**

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

**After submission and approval of the eligibility requirements, applicants will be granted access to the online grant application.**

The application will be available as a Pdf until the applicant completes the eligibility requirements.

Applicants will receive an email 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 complete and submit required documents.

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.

### ***A. Basic Information***

The applicant is required to provide the following information:

- 1. Organization Name** – The applicant shall provide its organization name.
- 2. 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.
- 3. Authorized Signatory** – The applicant shall identify individuals that have signing authority over legal and financial agreements for the organization, including name(s) and position title(s).
- 4. Litigation** – The applicant shall disclose any pending litigation to which they are a party, including disclosure of any outstanding judgment.
- 5. Governing Board & Executive Team** - The applicant shall upload a list of the organization’s governing board and executive team. The list shall include board/executive team members’ names and titles.
- 6. Prior OHA Funding-** If the applicant received OHA funding in the last five (5) years, list the name of the project funded, year funded and amount awarded.

### ***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 non-profit status or be a government agency registered to do business in the State of Hawai‘i. If applying as a government agency (County, State, or Federal) 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. -Sample IRS Letter of Determination.*

2. **Certificate of Vendor Compliance (CVC)** - This certificate **must be current within three (3) months of this application deadline.** *See Attachment B.- Sample HCE Certificate of Vendor Compliance.*
3. **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 legal 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. – 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.- Board Governance Certification Form.*
5. **Current Liability Insurance** - The applicant shall upload a copy of the organization’s current certificate of liability insurance.

**II. Phase 2- Evaluation of Application**

The application is worth a total of **105 points**. A response is required for each item unless indicated otherwise. The points will be distributed as follows:

<b>Evaluation Categories</b>	<b>Possible Points</b>
Background & Capacity	15 Points
Experience	25 Points
Project/Service Delivery	45 Points
Quality Assurance Plan	5 Points
Financial	15 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 - Not demonstrated

## EVALUATION CATEGORIES

### *A. Background & Capacity (15 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 effectively manage grant funds and implement program services. Includes the organization mission statement.

#### **2. Organization Chart (5 Points)**

Demonstrates that the applicant's organization can effectively administer and provide the required services. The applicant shall upload a copy of the current organizational chart. The chart shall include project specific information and show the placement of the proposed services within the overall agency and the lines of communication between administration and program staff.

#### **3. Staff/Consultant Support (5 Points)**

Identifies all personnel and/or consultants dedicated to this project. 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, provides a justification for use of contracted services and provide contracted duties and responsibilities. **Do not** upload job descriptions or resumes with the application.

### *B. Experience (25 Total Points)*

Provides information on the applicant's previous experience for the services that are proposed and the applicant's work with the Native Hawaiian community. Specifically addresses the following:

#### **1. Describe your experience providing the proposed or related services to the Native Hawaiian Community (5 points)**

[Three (3) years minimum required]

Demonstrates meaningful and prior experience providing the proposed or related services to the Native Hawaiian community in the State of Hawai'i. States the number of years services provided. Lists projects/programs with dates of service.

#### **2. Describe your experience administering grant funding to Hawaiian-focused charter schools. (5 Points)**

Provides a description of the organization's experience administering grant funding to Hawaiian-focused charter schools. States the number of years services provided. Lists projects/programs with dates of service. Details the functions the organization provided in the administration of the funding including disbursement and decision-making required.

- 3. Describe your experience administering grant funding to multiple grant recipients from one funding source. (5 Points)**  
Provides a description of the organization's experience administering grants to multiple grant recipients from one funding source. States the number of years services provided. Lists projects/programs with dates of service. Details the functions the organization provided in the administration of the funding including disbursement and decision-making required.
- 4. Describe your experience in facilitating grant reporting from multiple grant recipients. (5 Points)**  
Provides a description of the organization's experience in facilitating grant reporting from multiple grant recipients. Describes the organization's role and measures implemented to ensure timely and accurate reporting.
- 5. Fifty Percent (50%) or more Native Hawaiian Client/Participant Base (5 points)**  
Demonstrates that the applicant's current primary client/participant base is comprised of 50 percent or more Native Hawaiians. Provides information and data on how the applicant derived the percentage provided.

***C. Project/Service Delivery (45 Total Points)***

- 1. Scope of Services (5 points)**  
Provides a detailed list of the proposed scope of services.
- 2. Project Design (5 points)**  
Describes the project in sufficient detail to provide a comprehensive and complete picture of its total project design. Sufficient details on the program, including, but not limited to, program tasks, activities, and timelines are provided.
- 3. Approach and Methodology (5 points)**  
Demonstrates how the proposed approach and methodology is effective and efficient by showing a step-by-step progression of how services will be provided. Provides a detailed start-up plan for services.
- 4. Report Collection (5 points)**  
Provides timelines and demonstrates the ability to coordinate report collection so that the charter school progress reports, expenditure reports, and support documentation are collected in a timely manner.
- 5. Fund Distribution-Charter School Funding (5 points)**  
Provides timelines and demonstrates the ability to coordinate payments to charter schools upon receipt and approval of charter school progress and expenditure reports.

**6. Fund Distribution & Report Collection-Charter School Annual Conference (5 points)**

Provides timelines and demonstrates the ability to coordinate payments and collect the program reports and expenditure reports from the charter school annual conference coordinator. Demonstrates the ability to verify conference expenditures.

**7. Report Collection Contingency Plan (5 points)**

Provides a plan that outlines the steps that will be taken if the applicant experiences difficulty collecting charter school reports and support documentation.

**8. Project Plan (5 points)**

The Project Plan Worksheet for the two-year grant period is uploaded and details the project design and includes project objectives, activities, time frame, and staff responsible. The Project Plan is comprehensive and demonstrates reasonableness and achievability of activities in proposed time frame. *See Attachment E. – Project Plan Worksheet.*

- *Project Objectives* – Identifies desired outcomes of services to accomplish solicitation goals; should include relevant performance measures.
- *Activities* – Identifies specific activities and tasks to meet project objectives. This includes services to participants as well as activities related to project management.
- *Time Frame* – Identifies timeline, duration, and /or frequency for activities through the two-year grant period to assist OHA in monitoring project progress.
- *Staff/Consultant Responsible* – Identifies the specific staff positions and/or consultants assigned to each activity.

**9. Outreach Strategies (5 points)**

Demonstrates outreach and communication strategies to effectively work with and engage with the charter schools to meet the services requirements in this solicitation.

***D. Quality Assurance Plan (5 Total Points)***

Demonstrates effective quality assurance planning for the proposed services. The quality assurance plan is sufficient to assure consistent and high quality of administration and services and timely response when program problems arise. The quality assurance plan outlines measures to ensure the continuity of service activities in the event of staff illness, medical emergencies, vacancies, or other situations resulting in program resources that are less than proposed in the application.

## ***E. Financial (15 Total Points)***

### **1. 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. Budget Forms are complete and accurate.

The budget shall include all project 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 program activities and planned outcomes

Budget columns include the following:

- Budget Category;
- OHA Funds- amount requested from OHA;
- Other Funds- amount to be funded by other sources; and
- 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.II.E.1.*

Funding Restrictions: A maximum of \$100,000 per year in OHA funds can be used for program operating costs. OHA funds in the amount of \$40,000 per year is allocated for the charter school annual conference coordination and program. OHA funds in the amount of \$1,360,000 per year is allocated to be disbursed to the seventeen (17) Hawaiian-Focused Charter Schools identified herein. Funding allocations for each school shall be based on a pre-determined formula that will be provided by OHA. *See Attachment F. – Budget Form.*

The applicant shall complete and upload the required OHA Budget Form to provide an itemized breakdown of project costs.

### **2. Financial Management Audit (5 points)**

The applicant shall upload a Financial Management Audit Letter if the organization has an operating budget greater than \$500,000. (**Do not** submit the entire audit, just the audit letter.) If the organization's operating budget is less than \$500,000, the applicant shall upload a letter of explanation.

### **3. Accounting Management (5 points)**

Demonstrates the accounting system and procedures to assure proper and sound fiscal administration of funding is effective and can adequately support the proposed program. The applicant shall identify whether their organization has dedicated accounting staff. If there is no dedicated staff, explain *who* manages your finances/accounting systems. Include position title. The applicant shall describe the financial systems and/or processes in place to manage grant funding from separate sources.

## Budget Category Table

<p><b>Personnel - Salaries</b></p> <p><i>Description:</i> Costs of employee salaries and wages.</p> <p><i>Justification:</i> Identify key project staff positions. For each staff person, provide: position title, time commitment to the project as a percentage or full-time equivalent, and annual salary.</p>
<p><b>Personnel – Other Costs</b></p> <p><i>Description:</i> Costs of employees (Federal and State requirements) which may include payroll taxes, assessments, and fringe benefits.</p> <p><i>Justification:</i> Provide a breakdown of the amounts and percentages (FICA, unemployment insurance, etc.).</p>
<p><b>Contractual Services</b></p> <p><i>Description:</i> Costs of all contracts for professional services or consultant services necessary for the project that are not regularly part of the organization’s staff. Include project specific and administrative services contracts and subcontractors as related to the project.</p> <p><i>Justification:</i> Explain and justify why these services are being contracted.</p>
<p><b>Equipment - Purchase</b></p> <p><i>Description:</i> “Equipment” means an article including items of personal property, as distinguished from real property, having a useful life of more than one year and an acquisition cost of \$500 or more per unit.</p> <p><i>Justification:</i> For each type of equipment requested, provide a description of the item and its relevance to the project, the cost per unit, and the number of units.</p> <p><i>Note:</i> Equipment purchased with OHA grant funding must continue to be used to benefit the Hawaiian community after the term of the OHA grant.</p>
<p><b>Equipment - Lease/Rental</b></p> <p><i>Description:</i> Costs of equipment lease or rental as related to the proposed project services.</p> <p><i>Justification:</i> Provide computations, price quote, narrative description and a justification for each cost under this category.</p>
<p><b>Insurance</b></p> <p><i>Description:</i> Costs of insurance required as related to provision of proposed services, which may include general liability and automobile.</p> <p><i>Justification:</i> For each type of insurance requested, provide a description of the coverage, cost, and necessity as applicable to provision of proposed services.</p>

<b>Facilities</b>
<p><u>Description:</u> Costs may include: lease/rental of office space or other project-related facility; utilities (water/sewer, electricity); or telephone/internet services.</p> <p><u>Justification:</u> Provide computations, price quote, narrative description and a justification for each cost under this category.</p>
<b>Mileage</b>
<p><u>Description:</u> Travel allowance based on staff use of private vehicles for project-related activities.</p> <p><u>Justification:</u> Provide computations, a narrative description and a justification for each cost under this category.</p>
<b>Postage, Freight &amp; Delivery</b>
<p><u>Description:</u> Costs of mailing, shipping, or delivery as related to project.</p> <p><u>Justification:</u> Provide computations, a narrative description and a justification for each cost under this category.</p>
<b>Publication &amp; Printing</b>
<p><u>Description:</u> Costs may include items such as program outreach materials, client forms, or other program related educational materials.</p> <p><u>Justification:</u> Provide computations, a narrative description and a justification for each cost under this category.</p>
<b>Supplies</b>
<p><u>Description:</u> Costs of materials and equipment other than that included under the Equipment category. Costs may include office supplies related to service delivery, educational materials, or program-specific supplies.</p> <p><u>Justification:</u> Specify general supplies and their costs. Show computations and provide other information that supports the amount requested.</p>
<b>Staff Travel</b>
<p><u>Description:</u> Costs of project-related travel by applicant employees that may include airfare, vehicle rental, mileage, or lodging. Travel is for In-state travel only.</p> <p><u>Justification:</u> For each trip, show the total number of travelers, travel destination, and purpose of trip as it relates to proposed project. Provide computations, price quote, narrative description and a justification for each cost under this category.</p>
<b>Participant Transportation</b>
<p><u>Description:</u> Costs of transportation for participants to project-related services, which may include airfare, vehicle rental, gas, mileage, parking fees, etc. Transportation is for In-State transportation only.</p> <p><u>Justification:</u> Provide computations, a narrative description and a justification for each cost under this category.</p>
<b>Other</b>
<p><u>Description:</u> Enter all other costs not included above.</p> <p><u>Justification:</u> Provide computations, a narrative description and a justification for each cost under this category.</p>

### **III. Phase 3- Recommendation for Award**

- A. The evaluation committee shall meet to discuss scores, rankings, and comments and shall make a recommendation of award that may take into consideration additional factors including past performance as an OHA grantee.
- 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. Project Plan Worksheet
- F. Budget Form

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

**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:**

<b>Form</b>	<b>Department(s)</b>	<b>Status</b>
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:**

<b>Status</b>	<b>Description</b>
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. Applicant Authorization Form**



**APPLICATION AUTHORIZATION FORM**

<b>Organization:</b>			
	<i>Legal Entity Name (ex. H&amp;B Foundation, Inc. dba Nā Mele Hawai'i)</i>		
<b>Address:</b>			
	<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>

**This application has been reviewed and approved by this organization's policy-making body.**

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

Attachment D. Sample - 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  
Signature

\_\_\_\_\_  
Title of Authorized Board  
Representative

\_\_\_\_\_  
Authorized Board Representative (Type or Print Name)



**Organization Name:**

**Project Name:**

**Page Number:**

**OF**

## Attachment E. Project Plan Worksheet

Project Objective	Activity	Time Frame	Staff Responsible

## Attachment F. Budget Form

<b>BUDGET FORM</b>			
		Organization: _____ Project: _____	
<b>Fiscal Year 2019-2020</b>			
<i>Budget Category - Item</i>	<b>OHA Funds Requested</b>	<b>Other Funds</b>	<b>Description &amp; Justification</b>
<i>Personnel - Salaries</i>			
<i>Personnel – Other Costs</i>			
<i>Contractual Services</i>			
<i>Annual Charter School Conference</i>	\$ 40,000		
<i>Equipment - Purchase</i>			
<i>Equipment - Lease/Rental</i>			
<i>Insurance</i>			
<i>Facilities</i>			
<i>Mileage</i>			
<i>Postage, Freight, Delivery</i>			
<i>Publication &amp; Printing</i>			
<i>Supplies</i>			
<i>Staff Travel</i>			
<i>Participant Transportation</i>			
<i>Other Expenses</i>			
<i>Charter School Fund Distribution</i>	\$ 1,360,000		
<b>Year 1 OHA REQUEST:</b>	<b>\$ 1,400,000</b>		
<b>Year 1 Other Funds:</b>		\$ -	
		<b>Year 1 Total Project Cost:</b>	<b>\$ 1,400,000</b>

Fiscal Year 2020-2021			
Budget Category - Item	OHA Funds Requested	Other Funds	Description & Justification
<i>Personnel - Salaries</i>			
<i>Personnel – Other Costs</i>			
<i>Contractual Services</i>			
Annual Charter School Conference	\$ 40,000		
<i>Equipment - Purchase</i>			
<i>Equipment - Lease/Rental</i>			
<i>Insurance</i>			
<i>Facilities</i>			
<i>Mileage</i>			
<i>Postage, Freight, Delivery</i>			
<i>Publication &amp; Printing</i>			
<i>Supplies</i>			
<i>Staff Travel</i>			
<i>Participant Transportation</i>			
<i>Other Expenses</i>			
Charter School Fund Distribution	\$ 1,360,000		
<b>Year 2 OHA REQUEST:</b>	<b>\$ 1,400,000</b>		
<b>Year 1 Other Funds:</b>		<b>\$ -</b>	
		<b>Year 1 Total Project Cost:</b>	<b>\$ 1,400,000</b>
<b>Two-Year Project Costs</b>			
		<b>*Total Project Cost:</b>	<b>\$ 2,800,000</b>
<b>OHA REQUEST Total:</b>	<b>\$ 2,800,000</b>		
		<b>OTHER FUNDS Total:</b>	<b>\$ -</b>
<p><b>Column 1 = OHA Funds Requested</b> - The expense amount requested from OHA. Operating Costs cannot exceed \$100,000per year (\$200,000 Total). The charter school conference coordination budget is \$40,000 per year (\$80,000 Total). The Charter School Fund Distribution budget is \$1,360,000 per year (\$2,720,000 Total).</p>			
<p><b>Column 3 = Other Funds</b> - Amount funded by other sources that will fully complete the project</p>			