



Office of Hawaiian Affairs
Community Grant
▶ **Orientation**
FB 2020-2021

Community Grants

Community Grants provide funding to non-profit organizations for specific programs that benefit the Native Hawaiian community and align with OHA's Strategic Focus Areas.



Application Deadline

Friday, January 4, 2019

4:00pm

The application is only available
online through the Community Grants page

on the OHA website:

www.oha.org/grants



Minimum Qualifications

- IRS tax exempt non profit=IRS Letter of Determination
- Registered to do business in the State of Hawai'i
- Certificate of Vendor Compliance 'Compliant'
- Provide services to the Native Hawaiians in Hawai'i
- Provide at least 20% of project costs from other funding
- Be in compliance and in good standing with OHA



Important Dates

Activities	Dates
Grant Solicitation & Application Available	November 19, 2018
Solicitation Orientation Sessions	Nov. 28 – Dec. 14, 2018
Online Application Deadline	January 4, 2019
Application Evaluation, Selection, Award	January – June 2019
Grant Start Date	July -August 2019



■ Solicitation Organization

The solicitation is organized as follows:

- Section 1: Administrative Overview
- Section 2: Service Specifications
- Section 3: Application Instructions
- Section 4: Application Evaluation
- Section 5: Attachments



Minimum Qualifications & Requirements

- IRS Letter of Determination = Non-Profit
 - Government Agency Exemption
- Registered to do business in Hawai'i
- Provided services to Hawaiian Community in Hawai'i
- 20 Percent of project costs from other funding source(s)
- Hawai'i Compliance Certificate 'Compliant'
- Bylaws or Policies include conflict of interest and address nepotism
- Licenses, permits, accreditations etc. to provide services
- Minimum 3 years with related program and/or serving Native Hawaiians

Section 2 – Service Specifications

Overview and Purpose

- Culture
- Health: Substance Abuse
- Health: Kūpuna Care
- Education
- Housing
- Income
- Land



Section 2 – Service Specifications

Target Population to be Served

- Specific to your solicitation

Geographic Coverage Area

- If multiple areas/islands, submit performance measures and budgets for each area



Section 2 – Service Specifications

Scope of Work

- Service Activities
- Performance Measures
 - Must track required Outputs & Outcomes
 - If multiple areas/islands submit separate performance measures



Reporting Requirements & Site Monitoring

- All reports will be submitted through OHA's online grants system
- Reports required to receive payments
 - Delayed reports=delayed payments and/or contract terminations
- On-Site monitoring to ensure contract performance
 - Document Reviews are a priority
 - Telephone or Skype Interviews/Surveys with staff and participants

Section 3 – Application Instructions

- Applications are submitted online only
 - at <http://www.oha.org/grants>
- A response is required for each item
- Upload required forms



Section 3 – Application Instructions

Basic Information

- Project Name
- Purpose Statement - Use the Example Provided
- Island Location(s)
- Number of Native Hawaiians Served
- Amount Requested



Section 3 – Application Instructions

Organization

- IRS Letter of Determination
- Certificate of Vendor Compliance ‘Compliant’
- Application Authorization Form
- Board Certification
- Bylaws
- Current Liability Insurance Certificate



Section 3 – Application Instructions

Organization

- Background & Capacity
- Experience
 - Providing proposed services
 - Providing services to Native Hawaiians
 - Additional consideration for organizations that primarily serve Native Hawaiians



Section 3 – Application Instructions

Project/Service Delivery

- Needs Assessment
 - Target Population
 - Geographic Area
 - Current Services
- Scope of Service
 - Project Description



Section 3 – Application Instructions

Project Plan Worksheet

 OFFICE OF HAWAIIAN AFFAIRS		Organization Name: _____	
		Project Name: _____	
		Page Number: _____	OF _____
Project Objective	Activity	Time Frame	Staff Responsible

Section 3 – Application Instructions

Project Plan Worksheet

- Align objectives/activities with service goals & community needs
 - Include direct participant services & project management activities
- Timeframe will be used to monitor project progress & keep project on track
- If staff is hired, include job title and staff person name
- If staff will be hired, include job title & hire process in timeframe
- If consultants will be hired, include consultant info. If no consultant info, include hire process in timeframe and describe consultant services

Section 3 – Application Instructions

- Evaluation
 - Project Success
 - Performance Measurement Table
 - Project Assessment
- Performance Measurement Table
 - Mandated reporting requirements
 - Provide realistic measures because you will be held accountable for meeting these measures in your contract.

Budget Planning

1. Plan your entire project budget

- “How much will it cost to do what you want to do?”

2. Identify match funding

- other sources
- what specific costs will they cover

3. Determine the amount of the OHA request

4. Adjust to meet match funding requirement

- reduce project budget
- seek additional sources of funding

Budget Form



BUDGET FORM

Fiscal Year: _____

Organization: _____

Project: _____

<i>Budget Category - Item</i>	OHA Funds	Other Funds	Description & Justification
<i>Personnel - Salaries</i>			
<i>Personnel - Other Costs</i>			
<i>Contractual Services</i>			
<i>Equipment - Purchase</i>			
<i>Equipment - Lease/Rental</i>			
<i>Food</i>			
<i>Insurance</i>			

Budget Form

- Allowable costs: See Solicitation for budget categories
- Line-item detail should include quantities, unit costs, & estimates
- Budget justification should describe relevance of costs to project
- Form automatically calculates the match funding ratio.
 - Be sure it meets the 20% minimum requirement
- Refer to Solicitation for Sample Budget Form

Cash Match



CASH MATCH FUNDING FORM

We, _____, hereby affirm that any monies designated as matching funds under
Organization Name
the terms of OHA's funding program will be dedicated funds and will under no circumstances be assigned as matching funds for any other purpose of the project.

FUNDING SOURCE - FY 2016	AMOUNT	CONFIRMED/ PENDING?	AWARD PERIOD	NOTES

Make sure the **Cash Match Form Total =**
Budget Form Cash Match Total

Cash Match

- Required cash match of at least 20% of the total project
- Verify if match funding is confirmed or pending
- Provide written proof of match confirmation
- Match funding must be confirmed **prior** to award
- Cash Match total = Budget Form Match Total

Section 4: Application Evaluation

Phase I - Determination of Eligibility

Phase II - Evaluation of Eligible Applications

Phase III - Recommendations for Award

Make a Document Checklist & Get Them Now

- IRS Letter of Determination
- Certificate of Vendor Compliance “Compliant”
- Bylaws or Policies that address conflict of interest and nepotism issues
 - Please read to make sure your Conflict of Interest covers your Board, Officers & Employees
- Liability Insurance – Need your current certificate

Final Reminders

1. Read the entire solicitation
2. If you have questions, send us an email at:
jasonp@oha.org
3. Answer all items of the online application - if it is not applicable, note that it does not apply
4. Upload all required OHA forms and required documents
5. Double check everything before submitting - inaccuracies and missing information may deem you ineligible and/or may affect the application scoring
6. Don't miss the deadline

▶ APPLICATION DEADLINE

Friday, January 4, 2019
4:00 p.m.

The application is only available online
on the OHA grants page at
www.oha.org/grants

ONLINE APPLICATION TUTORIALS

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

[Tutorial #1](#)

[Tutorial #2](#)

at

www.oha.org/grants

- ▶ Community Grant Contact:

jasonp@oha.org

QUESTIONS?

