



Grant Solicitation No. OHA 20-12

Kūlia

December 6, 2019

All applications must be submitted online at www.oha.org/grants on Friday, January 10, 2020 by 2:00 p.m. (HST)

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



December 6, 2019

RE: OHA GRANT SOLICITATION FOR
FISCAL YEAR (FY) 2020

Dear Applicant:

The Office of Hawaiian Affairs (OHA) is soliciting applications from qualified applicants to provide services for Fiscal Year 2020.

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. Hawai'i Standard Time (HST), Friday, January 10, 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,

A handwritten signature in blue ink, appearing to read 'Maile Lu'uwai', is written over a horizontal line.

Maile Lu'uwai
Grants Manager

Section 1 – Administrative Overview

I. Solicitation Organization

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

Section 1 – Administrative Overview: 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 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.

Activity	Scheduled Date
Solicitation released and eligibility requirements online access	Friday, December 6, 2019
Skype & teleconference orientation sessions	December 17 10:00 a.m. December 18 1:00 p.m.
Final application deadline	Friday, January 10, 2020 at 2 p.m.
Application evaluation period	January- March 2020
Grantee selection and notice of award	April 2020
Grant agreement negotiations and terms finalized	April - May 2020
Anticipated Grant start date	June 1, 2020

IV. Orientation Sessions

The orientation session is optional and recommended for applicants. The OHA Contact for the orientations is:

Lady Garrett
Email: ladyg@oha.org

The orientation session is provided as follows:

Statewide Skype & Teleconference	Tuesday, Dec. 17, 2019 at 10:00 a.m.
Statewide Skype & Teleconference	Wednesday, Dec. 18, 2019 at 1:00 p.m.

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, 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 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. Have a minimum of three (3) years of experience providing the proposed services in this solicitation;
11. Have a minimum of three (3) years of experience serving Native Hawaiians in the State of Hawai‘i;
12. Be able to purchase required insurance coverage and add OHA/State of Hawai‘i as additional insureds: Commercial General Liability- \$1,000,000 per occurrence/\$2,000,000 general aggregate; Automobile Insurance-If using automobiles owned by the organization for grant - \$1,000,000 bodily injury liability limits of each person/\$1,000,000 per accident/\$1,000,000 per accident property damage **OR** \$2,000,000 combined single limit. If using non-owned vehicles-\$1,000,000 personal injury/\$2,000,000 general aggregate (can be included on commercial liability coverage); If compensating employees with grant funds- Workers Compensation Insurance-\$100,000 for each accident/\$500,000 disease policy limit/\$100,000 disease policy limit per employee; and
13. Agree to indemnify and hold OHA and the State of Hawai‘i harmless for activities undertaken with grant funding, if awarded.

C. FB 20-21 Community Grant Grantees & Fiscal Sponsors Ineligible

An applicant that has or serves as a fiscal sponsor for a FB20-21 Community Grant is ineligible to apply for this grant.

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.

II. 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 process 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 **January 10, 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 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. 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 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.

III. Grant Awards

A. Grant Award Amount & Grant Award Period

Subject to the availability of funds, a total of \$250,000 in OHA funds will be provided for this solicitation with an anticipated start date of June 1, 2020 to May 31, 2021.

B. Grant Award Funding Restrictions

Grant guidelines restrict funding awards to a minimum of \$25,000 and a maximum of \$100,000. An application that does not meet the minimum or 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. 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 and prior to submission of an approved certificate of liability insurance. OHA is not liable for any costs incurred prior to the official starting date.

E. 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.

F. 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

Kūlia Grants provide funding to eligible organizations with programs that benefit the Native Hawaiian community in the State of Hawai'i and align with OHA's broad Strategic Priorities and Mission.

The purpose of this solicitation is to find a non-profit organization to support OHA's broader Strategic Priorities of health, education, income, land/water, culture and housing. These broad Strategic Priorities are as follows:

- 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 & Housing – To have choices and a sustainable future, Native Hawaiians will progress towards greater economic self-sufficiency to include increasing family income

and building 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.

To accomplish this, OHA is soliciting applications from non-profit organizations that offer programs that are designed to improve the lives of Native Hawaiian individuals, families, and/or communities in the State of Hawai‘i by increasing access to needed resources, programs, and information in alignment with OHA’s broad Strategic Priorities.

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.

Grantees must maintain proper documentation to demonstrate that program participants meet the Native Hawaiian ancestry requirement. Native Hawaiian ancestry can be verified through a participant’s enrollment in the OHA Hawaiian Registry, birth certificate or self-declaration on a program intake form.

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.

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

The grant award period is for one (1) year. Subject to the availability of funds, a total of \$250,000 in OHA funds will be provided for this solicitation with an anticipated start date of June 1, 2020 to May 31, 2021. Funding will be allocated based on proposals submitted. Funding award amounts must range from a minimum of \$25,000 to a maximum of \$100,000.

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.

E. Funding Restrictions

OHA reserves the right to offer partial awards and/or restrict OHA funds from being used for disallowed costs, inappropriate or restricted expenses and/or expenses that are not in the applicant’s budget and expenses for purchases and services that will not be used for grant purposes within the grant period.

II. Scope of Work

A. Description of Services (Mandatory tasks and responsibilities)

The applicant must be able to provide services that address the needs of the Native Hawaiian community in the State of Hawai‘i and align with one of OHA’s broad Strategic Priorities. *See Section 2, I. Overview & Purpose.*

B. Performance Measurements

The applicant must be able to target, track, and report to OHA on program performance measures. The applicant shall submit individual Performance Measure Tables for each county served, if applicable. In addition, a requirement of two (2) outputs and two (2) outcomes for the service or program shall be added. If the applicant has less than two (2) outputs and outcomes, the applicant shall provide a justification. *See Attachment A.- Performance Measurement Table.*

Program outputs and outcomes reported to OHA must be a direct result of OHA’s funding for this program and must include the following:

1. Outputs
 - a. Total number of individual participants enrolled in the program.
 - b. Number of Native Hawaiians participants enrolled in the program
 - c. [additional output required]
 - d. [additional output required]
2. Outcomes
 - a. Total number of individual participants who completed the program.
 - b. Total number of Native Hawaiians participants completed the program.
 - c. [additional outcome required]
 - d. [additional outcome required]

III. General Requirements

A. Administrative

The applicant shall have facilities adequate for the proposed series and must provide reasonable accommodations to assure capacity to deliver services to those participants with limited physical limitations in compliance with the American with Disabilities Act (ADA) requirements, as applicable.

The applicant must assure and be responsible for 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. The applicant must not require nor depend on OHA’s staff to provide service activities in the event program resources are not available.

The applicant shall possess sufficient funds available for its effective operations of activities for the purpose funded by the Kūlia Grant.

Upon request, the applicant shall make available to OHA all records relating to operations, programs and services that are funded by the Kūlia Grant

B. Reporting Requirements for Program and Fiscal Data

Grantee shall be required to complete quarterly progress reports in the OHA Grants Portal and upload reports on OHA forms to the OHA Grants Portal. In addition to quarterly progress reports, performance measurement reports, expenditure reports, and Assurance of Benefit to Native Hawaiians forms are required. Additional reports may be required. Timely compliance with reporting requirements is required to continue to receive funding under the award.

OHA may conduct on-site monitoring visit(s) to review conformance with grant requirements and to ensure services are provided as reported. Site monitoring visits may include interviews with staff and participants, review of program files and expenditures (receipts, contracts), accounting practices, record keeping, including invoice testing and internal control supports.

C. 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 and grantee press release announcing the award. Grant work cannot commence until Grantee submits an approved certificate of liability insurance.

Subsequent payments shall be made to the applicant in quarterly disbursements, upon submission by the applicant, and approval by OHA, of required reports. All reports must be completed in and/or uploaded to the OHA Grants Portal.

OHA shall 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 on a quarterly basis, to the extent prescribed in the grant agreement.

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. OHA grant funds cannot be used to support costs for services that do not occur within the grant period for grant purposes or for purchases that will not be used/installed within the grant period for grant purposes. In addition, 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;
- New construction; and
- Indirect costs.

Equipment purchased with OHA grant funding must be purchased and used for the grant purposes within the grant period and continue to be used to benefit the Native Hawaiian community after Kūlia Grant term.

Section 3 –Application Instructions

General Instructions for Completing Application

1. All applicants shall first create an account in the online application system and complete the required information.
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**](http://www.oha.org/grants).
4. Online grant applications must be submitted by the deadline of **January 10, 2020, 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.

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 return to Grant Portal to 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. **Fiscal Sponsor**-If the applicant is a fiscal sponsor, the applicant shall provide the name of the sponsored organization. A fiscal sponsor is an organization that has been designated to be a nonprofit organization by the Internal Revenue Service (IRS) and has agreed to act as the sponsoring organization for a sponsored organization applying for this grant.
3. **Project Name** – The applicant shall provide the name of the project.
4. **Amount Requested** – The applicant shall indicate the funding amount being requested from OHA for the proposed project. The minimum grant amount is \$25,000 and the maximum grant amount is \$100,000.

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 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.

B. Required Documents to Upload

The applicant is required to upload the following documents:

1. **Cash Match Funding Form** - The applicant shall complete and upload the required OHA Cash Match Funding Form, which identifies all sources that will provide cash match funds for the grant one-year period. Provide cash amount(s), whether the funding is confirmed or pending, and the anticipated award period. For any pending funds, also indicate the anticipated final determination date in the Notes column. If only a percentage of another funding source is dedicated as a match to the OHA funds, explain in the Notes column. If the applicant does not meet the cash match funding requirement, the applicant is ineligible to apply for this grant. *See Attachment B. – Cash Match Funding Form.*

The ten percent (10%) match must be cash matching. Cash match may include Federal, State, County, and/or private funds. If the match funding support is from your organization, you must identify the individual funding source(s). Cash match must be from funding sources other than OHA funds.

2. **Proof of Funding Commitment** – The applicant shall upload proof of match funding commitments from all sources. Confirmed sources of cash match funding must have an award letter or proof of award submitted with the application. If cash match funding is pending, the applicant shall upload a letter explaining funding status. Pending sources of funding must be confirmed prior to the grant award recommendation to the OHA Board of Trustees.
3. **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 C.- Sample IRS Letter of Determination.*

4. **Certificate of Vendor Compliance (CVC)** – The applicant shall upload the Certificate of Vendor Compliance issued by the State of Hawai‘i. To obtain this document, applicants must register with Hawai‘i Compliance Express online at <http://vendors.ehawaii.gov>. Applicants must be registered and compliant with Hawai‘i Compliance Express (HCE) for online proof of State of Hawai‘i Department of Taxation (DOTAX) and Internal Revenue Service (IRS) tax clearance, Department of Labor and Industrial Relations (DLIR) labor law compliance, and Department of Commerce and Consumer Affairs (DCCA) good standing compliance. There is a nominal annual fee for the service. The Certificate of Vendor Compliance issued online through HCE provides the registered provider’s current compliance status as of the issuance date. **This certificate must be current within three (3) months of this application deadline.** If applying as a government agency (County, State, or Federal), the applicant is exempt from this requirement. *See Attachment D.- Sample HCE Certificate of Vendor Compliance.*
5. **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 E. – Application Authorization Form.*
6. **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 F.- Board Governance Certification Form.*
7. **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. 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 G. - Fiscal Sponsor Certification Form and Attachment H. – Sponsored Organization Certification Form.*

Phase 2- Evaluation of Application

The application will be worth a total of up to **125 points**. A response is required for each item unless indicated otherwise. The points will be distributed as follows:

Evaluation Criteria	Possible Points
Basic Information	0 Points
Background & Capacity	25 Points
Experience	20 Points
Project/Service Delivery	55 Points
Evaluation	10 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 CRITERIA

A. *Basic Information (0 Total Points)*

1. **Project Name** – The applicant shall provide the name of the project.
2. **Purpose Statement** – The applicant shall provide a short statement that describes the project 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, population*] to [*blank, intended result/impact*].”
3. **Number of Native Hawaiians to be served** – The applicant shall indicate the total number of Native Hawaiian individuals that the proposed project intends to serve through OHA funding.
4. **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.
5. **Amount Requested** – The applicant shall indicate the funding amount being requested from OHA for the proposed project. The minimum grant amount is \$25,000 and the maximum grant amount is \$100,000.

B. Background & Capacity (25 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 organization mission statement and a list of prior OHA funding for the last four (4) years.

2. Organization Capacity (5 points)

Demonstrates that the applicant's organization can effectively administer and provide the required services and/or grant objectives. Clearly describes the organization's capacity to implement program services and/or grant objectives.

3. Organization Chart (5 points)

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 organization and the lines of communication between administration and program staff.

4. Staff/Consultant Support (5 points)

Identifies all personnel and/or consultants dedicated to this project. Includes a description of the duties and qualifications of the position(s) as well as the FTE being dedicated to the grant. If consultants are used, provides a justification for use of contracted services and provides contracted duties and responsibilities. **Do not** upload job descriptions or resumes with the application.

5. Facilities (5 points)

Provides a description of the facilities used and/or operated by the organization. This shall include: location(s), layout, available equipment and resources, etc. and demonstrate the organization's adequacy in relation to the proposed activities. If the facilities are not presently available, provides the plans to acquire the facilities and identify the resources that will be used to secure the facilities. If facilities are not needed for the proposed project, clearly demonstrates why facilities are not needed.

C. Experience (20 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. Proposed Services (5 points)

[Three (3) years minimum required]

Demonstrates and describes meaningful prior experience providing the proposed services. States the number of years services have been provided. Lists projects/programs with dates of service. If a consultant/contractor is used, the applicant must also detail the consultant/contractor's prior experience providing the proposed services.

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

[Three (3) years minimum required]

Demonstrates and describes meaningful 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.

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

Demonstrates that the applicant's current primary client/participant base is comprised of 50 percent or more Native Hawaiians. Must provide sufficient information/data and clearly explain on how the applicant derived the percentage provided.

D. Project/Service Delivery (55 Total Points)

1. Strategic Priority Alignment (5 points)

Identifies one priority below and clearly demonstrates how the proposed project aligns with the strategic priority.

- **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 & Housing** – To have choices and a sustainable future, Native Hawaiians will progress towards greater economic self-sufficiency to include increasing family income and building stability in housing by increasing capacity for Native Hawaiians to own or rent a home.
- **Land & Water** – To maintain the connection to the past and a viable land base, Native Hawaiians will participate in and benefit from responsible stewardship of Ka Pae 'Āina O Hawai'i.
- **Culture** – To strengthen their identity, Native Hawaiians will preserve, practice and perpetuate cultural practices and traditions.

2. Beneficiary Impact (5 points)

Explains how the proposed project will benefit the target population and clearly demonstrates the impact of the proposed project on Native Hawaiian beneficiaries.

3. Needs Assessment (5 points)

Using data and evidence-based knowledge, demonstrates the (a) geographic area the applicant proposes to serve contains significant numbers of the target Native Hawaiian population; and (b) the target Native Hawaiian population in the designated area has a need/demand for the proposed services.

4. Describe the insufficiency of current services (5 points)

The applicant shall describe the services currently available and why they are insufficient to effectively address the needs described above.

5. 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 other pertinent information are provided. Sufficient detail on how the outputs and outcomes will be tracked and documented in the participants' files and program records are provided.

6. Scope of Services (5 points)

Provides a detailed list of the proposed scope of services.

7. Approach and Methodology (5 points)

Provides a step-by-step progression of how services will be provided to the participants. Provides a detailed start-up plan for any services not currently being provided, as well as implementation timelines for partnerships not currently developed, if applicable.

8. Project Plan (5 points)

The Project Plan Worksheet for the one-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 in alignment to OHA Strategic Priorities. *See Attachment I. – 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 one-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. Quality Assurance Plan (5 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, staff vacancies, or other situations that may impact programs and services under the grant.

10. Outreach Strategies (5 points)

Demonstrates outreach strategies to effectively recruit participants within the Native Hawaiian community and in each county.

11. Collaboration (5 points)

Demonstrates the applicant's ability to collaborate with other organizations to assist in participant recruitment and/or service delivery. Demonstrates capability to coordinate with other agencies and resources in the community to ensure target population receives needed services. The applicant shall upload Letters of Commitment from each collaborating organization. The letters shall specify how the collaborating organization intends to support the applicant's grant with an **actual** commitment of time, money, personnel, facilities, or resources to support the applicant's proposed services.

E. Evaluation (10 Total Points)

1. Performance Measurement Table (5 points)

The applicant shall complete and upload the OHA Performance Measurement Table and indicate target outputs and outcomes. The Performance Measurement Table target outputs and outcomes appear reasonable and achievable. Standard minimum measures required by this solicitation are included in the Performance Measurement Table. The applicant must provide projected year-end targets. The targets must represent unduplicated participants. The applicant shall upload individual Performance Measurement Tables for each county, if applicable. See Attachment A. – Performance Measurement Table.

In addition, the required two (2) outputs and two (2) outcomes for the service or program are included. If the applicant has less than two additional (2) outputs and outcomes, the applicant shall provide a justification.

2. Project Assessment (5 points)

The applicant shall describe the measuring tools and/or evaluation methods to be used to assure quality of service and effectively monitor program performance. The applicant shall explain how outputs and outcomes will be tracked and documented in the program files. The applicant shall include measuring tools i.e., surveys, pre/post-tests, assessments.

F. 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: *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; 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.III.C.3.*

The applicant shall complete and upload the required OHA Budget Form to provide an itemized breakdown of project costs. *See Attachment J. – Budget Form and Attachment K. – Sample-Completed Budget.*

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

Personnel - Salaries
<i>Description:</i> Costs of employee salaries and wages. <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.
Personnel – Other Costs
<i>Description:</i> Costs of employees (Federal and State requirements) which may include payroll taxes, assessments, and fringe benefits. <i>Justification:</i> Provide a breakdown of the amounts and percentages.
Contractual Services
<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. <i>Justification:</i> Explain and justify why these services are being contracted.

Equipment - Purchase
<p><u>Description:</u> “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><u>Justification:</u> 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><u>Note:</u> Equipment purchased with OHA grant funding must continue to be used to benefit the Hawaiian community after the term of the OHA grant.</p>
Equipment - Lease/Rental
<p><u>Description:</u> Costs of equipment lease or rental as related to the proposed project services.</p> <p><u>Justification:</u> Provide computations, price quote, narrative description and a justification for each cost under this category.</p>
Insurance
<p><u>Description:</u> Costs of insurance required as related to provision of proposed services, which may include general liability and automobile.</p> <p><u>Justification:</u> For each type of insurance requested, provide a description of the coverage, cost, and necessity as applicable to provision of proposed services.</p>
Facilities
<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. List rent and utilities separately.</p>
Mileage
<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>
Postage, Freight & Delivery
<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>
Publication & Printing
<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>
Supplies
<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>
Staff Travel
<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>

<p>Participant Transportation</p> <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>
<p>Other</p> <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>

II. 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 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. Performance Measurement Table
- B. Cash Match Funding Form
- C. Sample – IRS Letter of Determination
- D. Sample – HCE Certificate of Vendor Compliance (CVC)
- E. Application Authorization Form
- F. Board Governance Certification Form
- G. Fiscal Sponsor Certification Form
- H. Sponsored Organization Certification Form
- I. Project Plan Worksheet
- J. Budget Form
- K. Sample - Completed Budget

Attachment A. Performance Measurement Table



PERFORMANCE MEASUREMENT TABLE
Solicitation No. 20-12 Kūlia Grant

Organization: _____

All numbers should reflect actual expected unduplicated outputs and outcomes to be achieved by the applicant. The applicant must add two outputs and two outcomes or provide a justification why additional outputs/outcomes are not needed. A Performance Table is required for each county, if applicable.

Outputs	2020
Total number of unduplicated individual participants in the program	
Total number of unduplicated Native Hawaiian participants in the program	
Outcomes	
Total number of unduplicated participants who completed the program	
Total number of unduplicated Native Hawaiian participants who completed the program	
Qualitative Reporting Information	

Attachment B. Cash Match Funding Form



CASH MATCH FUNDING FORM

We, _____, hereby affirm that any monies designated as matching funds
Organization Name
 under the terms of OHA's grant will be dedicated funds and will not be used for any other purpose.

FUNDING SOURCE - 2020	AMOUNT	CONFIRMED/ PENDING?	AWARD PERIOD	NOTES
TOTAL MATCH:	\$ -			

Attachment C. Sample – IRS Letter of Determination

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

DEPARTMENT OF THE TREASURY

Date: DEC 18 2010

Organization Name
Org. Address
City, State Zipcode

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

Dear Applicant:

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

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

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

Sincerely,



Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Letter 947 (DO/CG)

Attachment D. Sample – HCE Certificate of Vendor Compliance (CVC)



**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs

Vendor Name: ORGANIZATION NAME

DBA/Trade Name: ORGANIZATION NAME

Issue Date: 09/10/2016

Status: Compliant

Hawaii Tax#: W12345678-01

FEIN/SSN#: XX-XXX1234

UI#: No record

DCCA FILE#: 11499

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards
Pending	The entity is compliant with DLIR requirement
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

Attachment E. Applicant Authorization Form



APPLICATION AUTHORIZATION FORM

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

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

Attachment G. Fiscal Sponsor Certification Form



FISCAL SPONSOR CERTIFICATION

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

We understand that:

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

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

Name of Fiscal Sponsor Organization

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

Date

Attachment H. Sponsored Organization Certification Form



SPONSORED ORGANIZATION CERTIFICATION

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

We understand that:

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

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

Name of Sponsored Organization

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

Date

Attachment I. Project Plan



Organization Name: _____
Project Name: _____
Page Number: _____ OF _____

Project Objective	Activity	Time Frame	Staff Responsible

Attachment J. Budget Form

BUDGET FORM				
 Organization: _____ Project: _____				
2020				
<i>Budget Category - Item</i>	OHA Funds Requested	OHA Cash Match	Other Funds	Description & Justification
Personnel - Salaries				
Personnel – Other Costs				
Payroll Taxes				
Fringe Benefits				
Contractual Services				
Equipment - Purchase				
Equipment - Lease/Rental				
Insurance				
Facilities				
Mileage				
Postage, Freight, Delivery				
Publication & Printing				
Supplies				
Staff Travel				
Participant Transportation				
Other Expenses				
OHA REQUEST:				
OHA CASH MATCH Funds:			#DIV/0!	% of Match
	Other Funds:		\$ -	
	Total Project Cost:		\$ -	

Attachment K. Sample – Completed Budget

BUDGET FORM				
		Organization: 'Ohana First Project: Ohana Job Training		
2020				
Budget Category - Item	OHA Funds Requested	OHA Cash Match	Other Funds	Description & Justification
Personnel - Salaries				
Program Manager	\$ 25,000	\$ 12,000	\$ 13,000	.50 FTE program staff and manage grant
Case Manager	\$ 39,000	\$ 7,000	\$ 6,000	.75 FTE provide intake and counseling
Personnel – Other Costs				
Payroll Taxes	\$ 3,840	\$ 1,140	\$ -	State, Federal Taxes, FICA, Unemployment Insurance, Medicare, Worker's Comp.
Fringe Benefits		\$ 2,500	\$ 2,500	Medical Insurance Premiums
Contractual Services				
Program Trainer	\$ 3,400			Trainer from Job Ready LLC to provide 5 workshops for participants
Equipment - Purchase				
Equipment - Lease/Rental				
Insurance				
			\$ 2,250	Required liability insurance split among programs
Facilities				
	\$ 7,500	\$ 1,500	\$ 1,000	Percentage of lease rent for facilities for program
Mileage				
Postage, Freight, Delivery				
Publication & Printing				
Supplies				
	\$ 1,200	\$ 300	\$ 500	Program supplies-paper, etc.
Staff Travel				
Participant Transportation				
Other Expenses				
OHA REQUEST:		\$ 79,940		
OHA CASH MATCH Funds:		\$24,440	31%	% of Match
Other Funds:			\$ 25,250	
Total Project Cost:			\$ 129,630	