



QUESTIONS & ANSWERS RELATED TO GRANT SOLICITATIONS

Please note that the questions below were received by OHA via the grantsinfo@oha.org email and/or the Orientation sessions on 4/18/22 and 4/19/22. All written responses below are the official responses of OHA, supersede any verbal response previously provided and are listed or numbered in no priority order. Any revisions to these responses will be noted in red and dated.

GENERAL QUESTIONS

1. Are the orientations on Zoom or in-person?

Answer: All orientations were virtual via Microsoft Teams. The sessions were recorded and are available for viewing at www.oha.org/grants. The Munch and Mana‘o work sessions on Monday, 4/25/22 and Wednesday, 4/27/22 both at 12pm are also virtual in-person via Microsoft Teams, but will not be recorded.

2. Must it [the grant application] allow Hawaiians only to join the project in order to achieve grant approval or can it be open to all?

Answer: The project can be open to all with OHA grant funds allotted to Native Hawaiian participants only; the majority of the project or program participants should be Native Hawaiian. See below for requirements from Section I, B. per solicitation.

OHA was established to better the conditions of Native Hawaiians and Hawaiians as defined in HRS sections 10-2, 10-4(4), 10-4(6) and 10-4(8), and other applicable law(s), as amended. Thus, OHA’s grants funds are directed to support this purpose.

Phase I, Section III, A.

The applicant shall be an organization that can certify and clearly demonstrate that at least sixty percent (60%) or more of the organization’s overall current client and/or participant base is Native Hawaiian. The applicant shall provide information and data to substantiate how the applicant derived the percentage provided. The information and data shall not be based solely on the project being applied for, but the organization’s overall participant and/or client base for all services provided by the organization.

3. How is OHA defining partnerships?

Answer: For the purpose of an OHA grant, a partnership generally means a relationship between two or more parties who agree to work together to meet the goals and objectives of the grant application and contract requirements, if awarded. These partners should determine and agree to what the expectations are of each other. Partners

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may be non-profit organizations, schools, foundations, programs or a combination. Not considered partners would be government entities and private businesses. If awarded, the applicant would be the entity ultimately responsible for ensuring contract compliance.

The hope is that these partnerships will help to build capacity in all areas and move beyond the “fiscal sponsorship” role of just being the administrative body that ensures fiscal accountability and signs off on reports. OHA hopes entities choose to partner in all aspects to help meet the project’s goal and objectives.

4. How do partnership contracts work?

***Answer:** For the purpose of these OHA grants, the applying non-profit is the grantee that has program/activities and targets that attain the outcomes for the solicitation. Partnerships should be organizations that are supportive of, complementary to and/or meaningfully contribute to delivery of program/activities and targets and are partners in funding and/or meeting project outcomes. The partnership or collaborator agreement is between the applying entity and the other entity and not a part of the OHA grant agreement. At a minimum, we recommend you determine and agree to kuleana for service delivery, performance target tracking and reporting. If awarded, the applicant would be the entity ultimately responsible for ensuring OHA grant agreement/contract compliance, regardless of whether the partner or collaborator is compliant with the partnership or collaborator agreement(s).*

5. How would a program get support from OHA if not a 501(c)(3) organization and if not able to partner with a 501(c)(3) to run our program?

***Answer:** All awards are to non-profit organizations that serve 60% or more Native Hawaiians. A letter of Internal Revenue Service (IRS) Determination is a required document in order to be approved in our Phase I Eligibility. In the event compliance is not possible in Cycle 1, then the organization has an opportunity to apply in Cycle 2 when their non-profit governance documents, including the IRS Determination Letter is available and complete.*

While OHA does not currently provide technical assistance for non-profit formation, organizing and operations, there are other industry organizations, such as the Hawaii Alliance of Nonprofit Organizations (HANO), National Council of Nonprofits, that may be of assistance.

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- 6. Are re-granting or financial pass-through initiatives allowable? For example, working with producers who want to grow food, is there potential for applicant to purchase supplies for them?**

Answer: Regranting and financial pass-through activities are not allowed. OHA defines regranting as the act of acquiring a large grant and using the funds from that grant to create, manage, and finance smaller grants in turn. This is not allowed for OHA grant funds.

Subcontracting is allowed, and OHA requires the grantee have agreements in place. In regards to the example for producers and supplies, the agreement should include what project aligned services are being provided and how the supplies are relevant to those services.

- 7. Will there be another session getting into the details on the ‘āina grants?**

Answer: No, not specifically. All sessions are general overviews. You may join one of the Munch & Mana ‘o sessions to ask questions regarding specific solicitations, including ‘āina. They are scheduled for Monday, 4/25/22 and Wednesday, 4/27/22 both at 12pm. OHA’s Annual Reports found on the website: <https://www.oha.org/financials> details all grant and sponsorship awards made during the year by grant type.

- 8. How many applications is OHA anticipating for each solicitation?**

Answer: Because there are multiple solicitations being released at the same time and multiple cycles, it is difficult to project or estimate a definitive number. OHA projects between two and thirty applications, depending on the solicitation; and anticipates that Cycle 1 will have more applications than Cycle 2.

- 9. Does OHA provide grants for an organization who want to become a non-profit. Cost would include the contracting of a nonprofit lawyer, bylaws and articles and cost to submit application to IRS.**

Answer: As noted above, while OHA does not currently provide technical assistance for non-profit formation, organizing and operations, there are other industry organizations, such as the Hawaii Alliance of Nonprofit Organizations (HANO), National Council of Nonprofits, that may be of assistance.

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- 10. A community wants to open up an immersion school. Kumu, parents, and community are on board and they already have a space. What would they need to do, to get a grant to conduct this school, and is there grants to fund them?**

Answer: In responding to this question, OHA makes the following assumptions, the “immersion school” planned is to be a Hawaiian language medium school; has already determined if the school will be independent or private or a public charter school or affiliated with an existing non-profit organization; and completed all planning for opening the school. Generally, while there are many opportunities for funding, and we recommend you review all the grant solicitations to see where this project would best align, the Education solicitation should be reviewed for alignment with your intent. All solicitations list the Strategic Foundations, Directions and associated Outcomes, and each project is required to align to at least one Strategic Foundation or Direction and an associated Outcome.

- 11. Please explain Cycles 1 and 2.**

Answer: Cycles 1 and 2 refer to discrete time periods, deadlines and considerations of applications received, reviewed and recommended for awarding. Any non-awarded applicants in Cycle 1, can review their scores in the system, and edit, update and resubmit the application for Cycle 2 consideration for awarding.

PHASE I – ELIGIBILITY AND PHASE II - APPLICATION

- 12. Please call me, I am not good at applying.**

Answer: There are a number of orientation resources found on the <https://www.oha.org/grants> website. Please refer to self-guided and recorded Orientation sessions and join us for the Munch and Mana‘o work sessions on Monday, 4/25/22 and Wednesday, 4/27/22 both at 12 noon. We recommend that you begin the PHASE I – Eligibility activities as soon as possible and bring any questions to the work sessions. We are unable to directly assist in submitting your application, however your questions can be sent to grantsinfo@oha.org and we will respond with information.

- 13. How do we apply and can we submit a paper application?**

Answer: Applications are only accepted via the OHA Grants Portal at www.oha.org/grants. There will be no exceptions to this (i.e., no e-mailed applications or hard copy mailed or dropped off at the OHA office paper applications).

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14. Is there a link to submit the eligibility requirements? Or an email address to email to?

Answer: All applications for Phase I and Phase II are required to be submitted via the Grants Portal. There is no exception to this, and applications will not be accepted via email. Visit the OHA Grants Website at www.oha.org/grants for the link to the Grants Portal and more information.

15. I'm having a hard time obtaining the application for housing.

Answer: Please complete the Phase I Eligibility application and submit. Once the Phase I activities, including document uploads are completed (by the applicant) and validated (by OHA), you will be notified via the Grants Portal and the application will be made available to you.

Please keep in mind that OHA has 72 hours from your Phase I Eligibility submission, Monday-Friday during OHA business hours, Monday – Friday 7:45 a.m. to 4:30 p.m. (excluding holidays), to respond with your Phase I eligibility status.

16. We are interested in applying for the Mo‘omeheu Community Grant. Regarding the eligibility application, is the deadline Tuesday, May 24 or is it Monday, April 25? It appears that if deemed eligible, the full application would then be due on Friday, May 27. Would there be much time between notification of eligibility and the application deadline? It sounds like it could be tight.

Answer: For the Mo‘omeheu solicitation, Phase I Eligibility will be available Monday, April 25, 2022. The deadline to submit your Phase I documents and application is Tuesday, May 24, 2022, 2:00 p.m HST. However, please keep in mind that OHA has 72 hours from your submission, Monday-Friday during OHA business hours, Monday – Friday 7:45 a.m. to 4:30 p.m. (excluding holidays), to respond with your Phase I eligibility status.

We encourage all applicants to complete the Phase I Eligibility as soon as possible. Upon approval of Phase I eligibility, the application will be opened for you to complete.

The deadline for submitting the Mo‘omeheu application is Friday, May 27, 2022, 2:00 p.m HST.

Please refer to specific solicitations for timelines and additional information.



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REQUIRED DOCUMENTATION

- 17. What kind of 501(c)(3) documentation would we need to provide for a program (like that of Nā Pua No‘eau) that is part of UH?**

Answer: All applicants need to provide an IRS Determination Letter indicating that the organization has non-profit status. OHA grant solicitations are for community-based non-profits and government (county, state or federal) entities are not eligible.

- 18. What is considered acceptable documentation for the Certificate of Vendor Compliance?**

Answer: We require the actual Certificate of Vendor Compliance (CVC) from the Hawaii Compliance Express. The CVC provides the most current compliance status for all the entities that OHA, as a state entity, is required to obtain from our contractors. If you are unable to obtain a “compliant” CVC, you may provide appropriate documentation from each entity (Hawaii Department of Taxation, Internal Revenue Service, Department of Commerce and Consumer Affairs and Department of Labor and Industrial Relations) that indicates your compliant or exempt status. Each document must be current within three months of the application deadline.

FUNDING / AWARD / BUDGET QUESTIONS

- 19. Is there a minimum and maximum amount for the Community grant for Economic Stability?**

Answer: Refer to Solicitation #22-04, page 10, which lists the minimum of \$250,000 and maximum of \$500,000 for Economic Stability grants.

- 20. I would just like to clarify that the maximum and minimum funding levels for community grants are per year rather than over the two-year period? The minimum amount of request should be \$50,000 and the maximum is \$100,000. Is that per year or for both years?**

Answer: The minimum and maximum amounts listed in all solicitations are for the total two-year grant period.

- 21. For the Housing solicitation, the LOI asks applicants to request between \$1,500,000 or \$3,000,000. But then on page 8 of the application, there is a line “Award amounts are limited to \$250,000, with maximum award amount of \$500,000 for processing, servicing, and administrative costs; with related \$500,000 to \$1,000,000 for sub-granting to beneficiaries for occupancy-ready costs.”**

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Answer: The request must be between minimum \$1,500,000 – maximum \$3,000,000. Page 8 of the solicitation details the potential break down of the award amount, and it was added to put restrictions on sub-granting budget line items and administrative costs budget line items. The awarding scenarios provide more details regarding this grant.

- 22. Re: the 20% matching funds requirement: Do these matching funds need to be secured by the application deadline, or can they be pending proposals with other funders?**

Answer: Match funding can be confirmed or pending upon application deadline. If an award is made, we will require proof of confirmed match funding for at least the first year of the grant upon contract execution.

- 23. How long from the application deadline can a funded grant expect to receive funding? -- so that we can plan our timeline. When would funds be available should we qualify?**

Answer: As part of OHA's commitment to process improvements, OHA strives to keep the period of time between awarding announcement and contract execution to a minimum. However, to enable accelerated contracting review and execution, OHA asks that awardees also respond in a timely manner. The initial payment is processed upon contract execution and should be received within the first month of the start of the grant period.

- 24. What is the length of grant monies to be used?**

Answer: All grants are two-year grants and a project budget is required for each year of the grant. All grant funds are to be expended within Grant Agreement term. Note, Grant Agreement Budget is based on cost reimbursement quarterly reports.

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NATIVE HAWAIIAN SERVING ORGANIZATION REQUIREMENT (60%)

- 25. Please elaborate how to calculate the eligibility requirement that “the applicant shall be an organization that can certify and clearly demonstrate that at least sixty percent (60%) or more of the organization’s overall current client and/or participant base is Native Hawaiian.” If there are several ways that clients are reached: outreach events and immersive haumana training program where most of the clients are Native Hawaiian, and materials in both English and olelo, how do we account for this in calculating the percentage? We have captured some data at events and certainly with the haumana program, but is the immersive haumana counted the same as one time event attendee? Please provide an example for the at least 60% or more of the orgs' overall current NH client/participant base.**

Answer: Your response should be based on a clear, concise and consistent process and should indicate the percentage of Native Hawaiians served by your organization via the program or project proposed. The first two data elements an applicant needs to determine and understand are: 1) the current client/participant base; and 2) all the organization’s programs/services that provide direct service/impact to their current client/participant base. Once you determine these two things, it should be easy to determine the percentage of Native Hawaiians your organization serves.

The arithmetic computation needs to be substantiated with explanations and relevant data. For example, as part of your direct service programming, provide information on what the direct service is, who and why you are counting those you reach as your clients/participants, and ensure you have supporting documentation to support your percentage (e.g., sign-in sheets or registration forms that indicate self-reported Native Hawaiian ancestry, intake files with a copy of birth certificates, demographic data reports). Your data should be from within the last one to three years.

- 26. How do we verify our client base is 60% Hawaiian if we may not have sign-in sheets/ other ways to collect participant info?**

Answer: If you don’t have sign-in sheets, intake or registration forms, please provide a clear explanation and supporting documentation, if any, of how you arrived at your percentage without these items.

- 27. How do we calculate the data for the 60% Native Hawaiian requirement of total clients served?**

Answer: Once you determine your client/participant base and your organization’s programs, your percentage will be calculated by dividing the total number of Native Hawaiian clients/participants served by the total number of all clients/participants.

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- 28. With the eligibility requirement of 60% of the organization's client base served being Native Hawaiian, can this 60% apply to the program we are applying for? Or, does it need to be the organization as a whole?**

Answer: No, the data should not be just for the program you are applying for. We are looking at your organization's entire client/participant base within the last one to three years.

- 29. I just wanted to clarify the part that says that the "organization" as a whole needs to serve 60+% Native Hawaiian population. Since our organization is an international organization and treatment services is one unit under the organization, then this would mean that our non-profit would not be able to apply anymore because as a whole, we would not be able to reach the 60% minimum Native Hawaiian requirement.**

Answer: The non-profit organization as a whole shall be the non-profit that is doing business and serving in the State of Hawai'i. The indication will be from the organizations CVC.

- 30. Can we use our partner's data to help meet the 60% Native Hawaiian serving organization requirement? 4/27/22**

Answer: Yes, if you as the applicant do not meet this requirement, you may include your partner's data for all their programs along with your data. All other requirements for this question apply to both the applicant and the partner.

MULTIPLE APPLICATIONS/AWARDS

- 31. I wanted to clarify that they may submit two distinct applications in two different categories but that if both are selected, that they have to choose one. For example, they are considering applications for the Education and the Ahahui grants.**

Answer: Applicants may submit two distinct (different projects) applications for two different grant categories. If awarded within the same grant type (e.g. two general community grants), you will need to choose one. However, if you are approved for a grant in a different grant type you could be awarded both. Regarding the example, if you apply and receive award for Education (general community grant type) and also apply and receive award for 'Ahahui (event grant) that would be allowed because they are different grant types. See Grant types table on Technical Session Power Point Presentation, slide 11.

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32. Can a non-profit apply for and proceed with both a Community Grant as well as the Community Research Grant if both are awarded?

Answer: Yes, you are able to apply for both because they are different grant types. However, the project for each application will need to be different (e.g. scope, activities) and not have any cross over funds, staff, participants, etc.

33. We have multiple programs and are considering applying to 2-3 OHA opportunities, each for different programs. Is this allowed? If so, can we win multiple awards?

Answer: Yes, this is allowed. However, please ensure each application is for a different projects and submitted under a different grant type. If you receive multiple general community grant awards, you will be asked to choose one or OHA will make the selection if the response is not timely. See the solicitation for details and the Grant types table on Technical Session Power Point Presentation, slide 11.

34. Will our submission of multiple proposals affect our scores?

Answer: No, your scores will not be affected by multiple proposals. But please keep in mind that if a proposal is deemed to be a duplicate application or project that application will be ineligible.

FISCAL SPONSORSHIP

35. We currently run our grants through a fiscal sponsor who is also interested in submitting for the 2022 OHA grants. We would like to know if both of us (our fiscal sponsor and our program) can submit proposals for the 2022 OHA grant opportunities?

Answer: No, because there are no provisions for Fiscal Sponsors in the Solicitations. The applying non-profit organizations can partner with another entity to reach the community's needs. We hope that encouraging partnerships amongst our community organizations and programs will help to build relationships, foster engaged collaborations, and strengthen capacity.

If you are an applicant and you are partnering with an organization, the partner organization is eligible to apply if they are a non-profit. However, please note our solicitation requirement:

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D. Grant Award Restrictions – Multiple Programs

Organizations can only be awarded two programmatic grants per fiscal cycle. The awards must be two different grant types, e.g. a Community Grant and a Homestead Community Grant. For example, an organization cannot have two community grants or have one community grant and be paid as a partner organization from a second community grant.

For the purpose of these OHA grants, the applying non-profit is the main grantee that has program/activities and targets that attain the outcomes for the solicitation.

Partnerships should be organizations that are on board with your program/activities and targets and are partners in funding and/or meeting project outcomes. The partnership agreement will be determined by you. At a minimum, we recommend you determine and agree to kuleana for service delivery, performance target tracking and reporting. If awarded, the applicant would be the entity ultimately responsible for ensuring contract compliance.

- 36. In section D of the proposal, it speaks about multiple programs with 2 program grants per fiscal cycle. Does this apply to the fiscal sponsor/program relationship also since the fiscal sponsor is not running the program just acting as a facilitator for receipt of funding? Please below.**

Answer: As noted above, we look forward to partnerships and fiscal sponsors are not included as part of the solicitations. Please see below to address partnership example.

- 37. I wanted to get clarification re: the submittal of more than one grant per organization. While we can submit two in different categories if both are selected only one will be funded. Does this apply to both a proposal that an organization would be fiscal sponsoring and also submit one for the organization itself? Please advise.**

Answer: Solicitations include partnerships and no fiscal sponsors. You will not be able to have a grant and be a partner on another grant of the same type (e.g. two community grants). Please see below Section II, D. per solicitation.

D. Grant Award Restrictions – Multiple Programs

Organizations can only be awarded two programmatic grants per fiscal cycle. The awards must be two different grant types, e.g. a Community Grant and a Homestead Community Grant. For example, an organization cannot have two community grants or have one community grant and be paid as a partner organization from a second community grant.

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Section III, Phase I, B, C, D.

B. Application Restriction

Organizations can submit an application for more than one FB 2022-2023 Community Grant category. However, the project shall be different and not cross over with each other. In addition, if more than one grant category is awarded, the entity would need to choose only one project for award and funding, in a timely manner, or forfeit awarding based on OHA's determination. See the Grants Program webpage for information on other Community Grants that will be released, www.oha.org/grants.

C. Duplicative Applications Prohibited

If your organization has already applied for a FB 2022-2023 OHA grant solicitation, submission of the same or related application for another FB 2022-2023 OHA grant solicitation is prohibited.

D. Duplicative Programs Prohibited

If your organization currently has or has been awarded an OHA grant, submission of an application for the same or related project is prohibited. If your current award is in the process of final closeout, this provision does not apply.

38. Does this mean any program that has a fiscal sponsor cannot apply?

Answer: Yes, because there are no provisions for Fiscal Sponsors in the Solicitations. Organizations that apply should meet all solicitation requirements without the need for a fiscal sponsor.

SOLICITATION SPECIFIC QUESTIONS

39. Regarding the 'Ahahui solicitation, it says the event should be a "one-time" event. Would the parade (as in a King Kamehameha Day parade for next year) count if our intent is to continue it in subsequent years?

Answer: Recurring annual events like the Kamehameha Day parade are considered one-time events during the year, and they would be eligible for funding each year. An application would need to be submitted for each year of the event.

40. For the Housing solicitation, the LOI asks applicants to request between \$1,500,000 or \$3,000,000. But then on page 8 of the application, there is a line "Award amounts are limited to \$250,000, with maximum award amount of \$500,000 for processing, servicing, and administrative costs; with related \$500,000 to \$1,000,000 for sub-granting to beneficiaries for occupancy-ready costs."

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Answer: The request must be between minimum \$1,500,000 – maximum \$3,000,000. Page 8 of the solicitation details the potential break down of the award amount, and it was added to put restrictions on sub-granting budget line items and administrative costs budget line items.

- 41. For the Education grant’s Strategic Direction and Outcome: for Outcome 1.1- NH students who enter educational systems ready to learn - is this specifically preschool programs?**

Answer: No, “educational systems” refers to a range of settings such as kaiapuni (Hawaiian language medium system), traditional independent, public, charter school, post-secondary programs, and/or vocational, apprentice, workforce training.

- 42. For Education, Outcome 1.2 - NH students graduating who are college, career and community ready - does this mean the project should only serve students who will graduate during the grant cycle?**

Answer: Yes, the grants will be awarded for a two-year period and the outcome should be the result of those students who are graduating during this time.

- 43. Is there a minimum and maximum amount for the Community grant for Economic Stability?**

Answer: See Solicitation #22-04, page 10, which lists the minimum of \$250,000 and maximum of \$500,000 for Economic Stability grants.

- 44. We are interested in applying for the Mo‘omeheu Community Grant. Regarding the eligibility application, is the deadline Tuesday, May 24 or is it Monday, April 25? It appears that if deemed eligible, the full application would then be due on Friday, May 27. Would there be much time between notification of eligibility and the application deadline? It sounds like it could be tight.**

Answer: For the Mo‘omeheu solicitation, Phase I Eligibility will be available Monday, April 25, 2022. The deadline to submit your Phase I documents and application is Tuesday, May 24, 2022, 2:00 p.m HST. However, please keep in mind that OHA has 72 hours from your submission, Monday-Friday during OHA business hours, Monday – Friday 7:45 a.m. to 4:30 p.m. (excluding holidays), to respond with your Phase I eligibility status.

We encourage all applicants to complete the Phase I eligibility as soon as possible. Upon approval of Phase I eligibility, the application will be opened for you to complete.



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The deadline for submitting the Mo‘omeheu application is Friday, May 27, 2022, 2:00 p.m HST.

Please refer to specific solicitations for timelines and additional information.

EMPLOYMENT

45. I noticed that there is a huge vacancy for employment within OHA as you are looking for grant writers as well as many other positions. Is there going to be any talks about expanding to outer islands? Is the Grants Officer position available to work remotely (on Kaua‘i)?

***Answer:** The vacancies in the OHA Grants program are for Grants Officer(s) and Grants Manager. OHA does not have any Grant Writer positions. Grants Officer positions can be on islands other than O‘ahu. Successful applicants will work from the OHA office on the island they are located.*

<https://www.oha.org/jobs> see website for more opportunities