

2014

Hawaiian Home Lands Trust Grant

Agriculture Peer-to-Peer Pilot Grant Application

Request for Proposals

Grant Deadline: 4:00 PM (HST), Monday, November 3, 2014

Mailed applications (via U.S. Postal Service) must be postmarked by the deadline and sent to:

Department of Hawaiian Home Lands
Agriculture Peer-to-Peer Pilot Grant (PLO)
PO Box 1879
Honolulu HI 96805

Hand delivered applications (includes private courier service such as Federal Express, United Parcel Service, etc.) must be received and DHHL time-stamped by 4:00 P.M. on the deadline at:

Department of Hawaiian Home Lands
Agriculture Peer-to-Peer Pilot Grant (PLO)
91-5420 Kapolei Parkway
Kapolei HI 96707

Overview

The Department of Hawaiian Home Lands (DHHL) announces the availability of \$200,000 for competitive grant funds for the Agriculture Peer-to-Peer pilot grant program. The primary purpose of this pilot grant program is for DHHL beneficiaries to assist agriculture lessees to use their homestead lot for commercial and/or subsistence agriculture production. Non-agriculture lessees and other beneficiaries may also be served.

Beneficiary organizations are eligible to apply. Partnerships and teams consisting of beneficiaries and non-beneficiaries are encouraged to apply, provided that the project is beneficiary-driven and that a majority of partners are beneficiaries. Maximum grant award per organization is \$100,000. Grants are not awarded to individuals.

Background

Native Hawaiian Development Program Plan (NHDPP) Every two years and pursuant to Hawaii Administrative Rules Chapter 6.1, DHHL prepares the NHDPP for review and approval by the Hawaiian Homes Commission (HHC). The NHDPP is also made available for public comment and beneficiary consultation. The current NHDPP was approved by the HHC in July 2014 for the period July 1, 2014 to June 30, 2016. The purpose of the NHDPP is to improve the general welfare and conditions of native Hawaiians through education, economic, political, social, cultural, and other programs. The NHDPP is important because it enables DHHL to implement programs and services covering Individual Development and Community Development for the beneficiaries served by the Hawaiian Home Lands Trust.

Hawaiian Home Land Trust Grants As part of the NHDPP, Hawaiian Home Land Trust Grants are made available to beneficiary organizations. Such organizations are defined as those that (1) are formed by a beneficiary initiative whose goals, mission and purpose are targeted at beneficiaries of the Hawaiian Home Lands Trust and (2) are owned and controlled by the beneficiaries that they represent. With this pilot grant program, DHHL is implementing the Individual Development component in the NHDPP and under the Homestead Opportunities Assistance Program or “HOAP” initiative. This pilot grant is intended to help and support beneficiary organizations to carry out peer-to-peer learning programs targeted for agriculture lessees to use their homestead lot for commercial and/or subsistence agriculture production. Non-agriculture lessees and other beneficiaries may also be served as part of this peer-to-peer learning program.

HHC has appropriated \$500,000 for the HOAP Individual Development program for Fiscal Year 2014-2015 and has allocated \$200,000 for this Agriculture Peer-to-Peer pilot grant program. Grant funds for this pilot grant program are provided from the Native Hawaiian Rehabilitation Fund.

Eligibility information

Eligible applicants are:

- Beneficiary organizations organized as a federal 501(c)(3) tax-exempt nonprofit corporation
- Beneficiary organizations using a fiscal sponsor with federal 501(c)(3) tax exemption
- Beneficiary organizations organized as a nonprofit corporation and without federal 501(c)(3) tax exemption
(Note: Nonprofits without state and/or federal tax exemptions are responsible for applicable state and federal taxes should a grant be awarded.)
- Other nonprofits with federal 501(c)(3) status, with a land disposition on Hawaiian Home Lands, and engaged in agriculture educational activities

Other eligibility criteria for all applicants:

- Must be registered with the State of Hawaii Department of Commerce and Consumer Affairs and in good standing
- Applicants, including fiscal sponsors, with outstanding DHHL grants, reports, deliverables or violations under a land disposition are not eligible
- All applicants, including fiscal sponsors, must provide proof of compliance as required by Hawaii Revised Statutes (HRS) § 103D-310. The required certificates are as follows and must be included with the applicant's grant application.
 - Original Tax Clearance Certificate issued by the State of Hawaii Department of Taxation (certificate must be dated less than six (6) months from grant application deadline)
 - Certificate of Compliance issued by the State of Hawaii Department of Labor and Industrial Relations (DLIR)
 - Certificate of Good Standing issued by the State of Hawaii Department of Commerce and Consumer Affairs

In lieu of the items above, the applicant may submit a consolidated Certificate of Vendor Compliance (CVC) as issued by the State Procurement Office (SPO) via the on-line system, Hawaii Compliance Express (HCE). The CVC must be dated less than six (6) months from grant application deadline. Details regarding this on-line system may be viewed at <http://vendors.ehawaii.gov/hce/>. Applicants are encouraged to register with HCE as soon as possible. It may take up to 10 business days for a newly registered entity to obtain a compliant certificate.

Applicants and their fiscal sponsors are advised to maintain compliance status in the HCE on-line system at all times during which applicant and fiscal sponsor have an active DHHL grant award or a grant application under consideration by DHHL. Note that a compliant CVC is required at time of grant application, grant agreement execution, and at time of final grant payment.

Funding Priorities

Grant fund uses must be consistent with the purpose of the Agriculture Peer-to-Peer learning concept and the NHDPP HOAP initiative. Examples of projects that might be funded by this pilot grant include, but are not limited to, the following.

- Provide training and technical support to agriculture lessees and other beneficiaries to use their homestead lot for commercial and/or subsistence agriculture production
- Develop the capacity and capability of agriculture lessees and other beneficiaries for them to provide the training and technical support to beneficiaries in commercial and/or subsistence agriculture production (Train-the-Trainer concept)
- Assist agriculture lessees in completing agriculture lease requirements such as farm plans and conservation planning
- Purchase or lease equipment and supplies for agriculture lessees and other beneficiaries for purposes of agriculture production
- Develop the capacity of agriculture lessees to increase their leveraging ability, build social capital, and increase access to funding, expertise and other resources
- Partnerships with existing agriculture educational, certification training or other programs that will result in an increase in lessee capacity and ability to undertake commercial and/or subsistence agriculture production

Deadlines, Processing Time, and Project Timeframes

Scheduled Date	Activity
Tuesday, September 23	Launch pilot grant program Grant application materials available on DHHL website
Tuesday, September 23 – Tuesday, September 30	Grant Informational Meetings (statewide)
Friday, October 17	Last day to submit draft proposal for a one-time review (optional)
Monday, November 3 by 4:00 PM	Grant application deadline
November 14 – December 31	Application review period
January 20 – 21, 2015	Recommendations submitted to the Hawaiian Homes Commission meeting
January 26	Notifications to applicants
January 27 – February 28, 2015	Scope, budget, timeline negotiations/adjustments, if necessary
March 2015	Finalize Grant Agreements
April 1, 2015	Project start date

Dates subject to change

Decision-making Process

Grant proposals are reviewed by a Grant Review Advisory Committee (GRAC) comprised of DHHL staff and individuals from across the state. The GRAC reviews the proposed project goals, work plan scope, budget and timeline, and potential benefit to agriculture lessees, other beneficiaries, and the broader Native Hawaiian community. The GRAC then makes its recommendations for funding to the HHC for final approval.

Submitting an Application

Applicants are advised to read all the material contained in this application kit carefully. It is important that your proposal address each section of the application and that all required forms are completed, signed, and included in the proposal. A checklist is provided to help you organize your proposal. See pages 23-24.

Only the original proposal in paper hard copy needs to be submitted. Proposals are not accepted by fax or by email. It is recommended that you keep a copy of your entire proposal. Proposals must be postmarked (U.S. Postal Service only) or hand delivered (includes delivery by private courier service such as Federal Express, United Parcel Service, etc.) by the deadline to the addresses given on the top page of this application packet. Late proposals will be returned without being reviewed.

The DHHL Grants Specialist is available to discuss your proposal concept and a one-time review of proposal drafts submitted before or on Friday, October 17, 2014 at 4:00 PM. The DHHL Grants Specialist is also available to respond to questions about the application process and explain application questions at any time. Contact information: (808) 620-9461 or via email at Gigi.O.Cairel@hawaii.gov.

Grant Application Instructions

The DHHL grant application consists of four (4) parts:

- (1) Application cover sheet
- (2) Proposal request including scope, budget and timeline
- (3) Required forms and attachments
- (4) Other materials

This application packet contains all of the instructions and required forms for a complete grant application. All grant applications must be submitted on the forms provided in this packet. Separate sheets may be attached as long as they follow the same format as provided in this application packet. Use the grant application checklists on pages 23-24 to organize your application submittal. Incomplete applications will automatically be returned.

(1) The Application Cover Sheet: On the application cover sheet, provide basic contact information for your organization (and fiscal sponsor, if applicable), the amount of DHHL grant funds you are requesting, and any match funds and/or in-kind donations. The application cover sheet must be signed by a board-authorized person to act on behalf of the applicant organization. For most organizations, this is the board president or executive director. If using a fiscal sponsor, a board-authorized person to act on behalf of the fiscal sponsor must also sign the application cover sheet and complete the Fiscal Sponsor contact sheet.

(2) The Proposal Request: The proposal request section is the main part of your proposal. See pages 12-14. This is the section that the GRAC members will rely on to understand your proposed project and to decide whether to recommend funding. This section should be detailed and easy to understand. The application forms explain what your proposal should cover.

A budget information sheet is included in this packet. See pages 15-16. You must use this form to present your budget request, include both a Project Expense Budget and Project Income Budget. This form lists the total amount of all your project expenses (i.e. personnel, travel, equipment and supplies, contract services, etc.). And, this form lists the total amount of all your anticipated project income (match funds and in-kind services, if any). In addition, you must provide a detailed narrative explanation and calculations to best describe how you arrived at each expense item.

Match funds and In-Kind Donations (Optional). For this pilot grant program, matching funds and in-kind services are not required, but are encouraged. Additional points will be given to applicants with match funds and in-kind donations. If you plan to provide match funds and/or in-kind donations, they must be available within the same time period as the proposed project. Acceptable documentation include, but are not limited to, the following:

- Copy of a bank statement from the applicant and/or donor
- Copy of the confirmed funding commitment such as award letter, fully executed grant agreement, or copy of check from the funding source
- Copy of signed letter on donor's letterhead verifying the type of donation, dollar value and stating the donation is for the purpose of the proposed project

(3) Required Forms and Attachments: This packet includes three (3) assurance forms that must be signed by the applicant organization (and fiscal sponsor, if applicable) and must be included in your grant application submittal – (1) Assurance of Service to native Hawaiians; (2) Assurance of Acknowledgement of Support; and (3) Assurance of Dedicated Matching Funds and In-kind Services (optional). In addition to these forms, you must also attach copies of the following items:

- Fiscal sponsor agreement, if applicable
- Articles of Incorporation with the stamp showing they were filed with the State Department of Commerce and Consumer Affairs

- Bylaws signed by the board secretary and indicating the date of the board meeting when the bylaws were adopted
- Certification statement signed by an authorized person stating that your organization (and fiscal sponsor) has written policies and procedures pertaining to conflict of interest and nepotism. (Note: DHHL recognizes that board members of beneficiary organizations – due to their business affiliations, ties within the homestead community, and familial relations – are often called upon to take part in the implementation of community projects funded by DHHL grants. Applicants and their fiscal sponsors are advised to have written policies and procedures regarding procurement, conflict of interest and nepotism; and to keep written records that organization policies and procedures have been followed.) See page 22.
- US Internal Revenue Service (IRS) 501(c)(3) determination letter; or IRS determination letter of your fiscal sponsor.
- List of current board members including board position or title, term of office, current occupation, and affiliations. If using a fiscal sponsor, also include their board list.
- Board resolution approving the submittal of this proposal and identifying the person(s) the board has authorized to sign documents on behalf of the organization. The board secretary must sign this resolution and provide the date the board adopted the resolution. If using a fiscal sponsor, the fiscal sponsor organization must provide a similar board resolution. In addition, please attach a signed and executed copy of the agreement between the fiscal sponsor and the sponsored organization. See pages 17 and 21.
- Most recent financial statement, Treasurer's report, or IRS Form 990.
- Hawaii Compliance Express Certificate of Vendor Compliance or the three (3) individual certificates from the Department of Taxation, Department of Labor and Industrial Relations, and Department of Commerce and Consumer Affairs.

(4) Other materials:

- Teams & Partnerships Teams and partnerships consisting of individual beneficiaries, beneficiary organizations, other non-beneficiaries, or any combination thereof are encouraged to apply. Please note that an eligible nonprofit corporation must be the lead applicant. A majority of the partners must be beneficiaries or beneficiary organizations. And, the proposed project must be beneficiary-driven. The following are acceptable documentation: board resolutions from each organizational partner; fully executed memorandum of agreement or understanding; signed letter of commitment, etc. Documentation must include description of the partner's role, qualifications, and any prior experience working together. Also provide evidence of each partner's commitment to the proposed project (for example: funds committed, donated time, equipment, supplies, or other resource). DO NOT simply "list" your partners and team members.
- Support letters and other materials You may also include with your application submittal letters of support and any other material (e.g. previous grant reports, workshop evaluation summaries, testimonials, brochures, photos, news articles, etc.) that you think will help the GRAC members understand your proposed project. Support letters may come from lessees

and other beneficiaries, community organizations, elected officials, government agencies, and any other stakeholders.

Packaging Your Application

Your proposal package should be printed on 8 1/2 x 11 inch white paper and use 12 point font size. All pages should be numbered, including the attachments. All pages should be printed on one side only. To secure the proposal, please use staples, paper clips or binder clips. Please do not provide any special binding, cover or tab dividers. The sections should be in the order as listed in the application checklists on pages 23-24. Be sure to keep a copy of your entire application submittal for your records, including a copy of all attachments.

Submitting Your Application

You only need to submit one, original copy of your application package. Your application must either be postmarked or hand delivered to the DHHL main office in Kapolei on the island of O'ahu by the deadline. Applications will not be accepted at any DHHL district office.

Application evaluation criteria

Applications will be evaluated using the following criteria:

Building capacity – 35 points

Applicant must demonstrate how it will increase beneficiary capacity, capability, knowledge and/or skills through a program of training and technical assistance.

- Describe the nature of the assistance to be provided.
- Describe how the results of the technical assistance will be measured, including how you will capture baseline information prior to the start of your proposed training and technical assistance.

Expertise – 20 points

- Applicant must demonstrate that it has conducted training and technical assistance programs and achieved measureable results.
- Applicant experience in successfully planning and implementing similar work, including demonstration of subject matter expertise and technical assistance skills and methods to transfer knowledge and skills to homestead lessees.
- If applicable, describe team members and partners and describe experience working together.
- Applicant experience, capability and capacity in grants administration, reporting and compliance.

Target population – 15 points

- Applicant must demonstrate knowledge of agriculture lessees and other beneficiaries including how to effectively work with them.
- Describe experience conducting training and technical assistance for agriculture lessees, other beneficiaries, and/or similar populations.

Soundness of approach – 20 points

- Is the plan for implementation (methodology) viable?
- Does the proposal have S.M.A.R.T objectives – Specific, Measureable, Achievable, Relevant, Time-bound?
- Do the Results (outputs), Benefits, and Impacts (Outcomes) relate to a clearly defined need, problem, or opportunity? How likely will the proposed strategy/approach result in the outcomes stated in the proposal?

Sustainability – 10 points

- Did the applicant provide a sustainability plan on how the proposed project will be continued after DHHL funding ends?
- Is there a contingency plan should the project be funded for a partial amount or not funded at all?

Match funds and/or In-kind donations (optional)

* Additional points will be given to applications with the following match:

- 5 points – 50% or more of project total
- 3 points – Between 25% and 49% of project total
- 1 point – Between 10% and 24% of project total

- Match may be any combination of cash and/or in-kind donations.
- Match will be re-verified at time of grant award.
- Examples for match calculation:

Total project cost	DHHL Funds	Match	% of Total Project Cost
\$200,000	\$100,000	\$100,000	50% (5 points)
\$120,000	90,000	30,000	25% (3 points)
\$ 10,100	9,090	1,010	10% (1 point)

Post Award Process

For those organizations that are awarded funding, DHHL prepares a Grant Agreement (GA) detailing the requirements, terms and conditions of the grant award. Those organizations that are not approved for funding are provided with a written summary of comments from the GRAC.