

2020 – 2021

Hawaiian Home Lands Trust Grant

## **Regional Plan Priority Project Grant Application**

Request for Proposals number: RFP-21-HHL-002

Grant Deadline: 4:00 PM (HST), Wednesday, December 9, 2020

THIS IS NOT A POSTMARK DATE

Mailed applications must be received before or on the deadline and sent to:

Department of Hawaiian Home Lands  
Regional Plan Priority Project 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 before or on the deadline at:

Department of Hawaiian Home Lands  
Regional Plan Priority Project Grant (PLO)  
91-5420 Kapolei Parkway  
Kapolei HI 96707

Regional Plan Priority Project Grant applications will not be accepted at any Department of Hawaiian Home Lands (DHHL) District Office nor by fax or email.

Contact:

Ms. Gigi O. Cairel, Grants Specialist  
Planning Office

Department of Hawaiian Home Lands

Mail address: PO Box 1879, Honolulu HI. 96805

Street address: 91-5420 Kapolei Parkway, Kapolei HI. 96707

Phone: 808.675.6682

Email: DHHL.Planning@hawaii.gov

## **Overview**

The Department of Hawaiian Home Lands (DHHL) announces the availability of \$500,000 for competitive grant funds for the Regional Plan Priority Project grant. The primary purpose of this grant is for beneficiaries of the Hawaiian Homes Commission Act (HHCA) of 1920, as amended, to implement priority projects that are listed in the most recently updated DHHL Regional Plans. The Regional Plan must have been approved by the Hawaiian Homes Commission prior to the grant deadline. DHHL regional plans are available on the DHHL website — <https://dttl.hawaii.gov/po/regional-plans/>. A summary list of Regional Plan Priority Projects is attached as Exhibit A.

Nonprofits 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 benefits beneficiaries. Maximum grant award per organization is \$100,000.

## **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 interim NHDPP was approved by the HHC in June 2020 for the period July 1, 2020 to June 30, 2022. 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** Pursuant to Hawaii Administrative Rules Chapter 6.1, and as part of the NHDPP, Hawaiian Home Land Trust Grants are made available to nonprofit organizations, whereby the proposed project serves and benefits HHCA beneficiaries. With this grant, DHHL is implementing the Community Development component in the NHDPP.

HHC approved \$500,000 for this Regional Plan Priority Project grant. Grant funds for this grant program are provided from the Native Hawaiian Rehabilitation Fund (NHRF). Un-allocated, un-encumbered, and un-spent funds will be returned to NHRF.

## **Eligibility information**

Eligible applicants are:

- Nonprofits organized as a federal 501c3 tax-exempt nonprofit corporation.
- Nonprofits using a fiscal sponsor with federal 501c3 tax exemption.

Other eligibility criteria for all applicants:

- Applicants or their 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 before the 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 before the 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 or 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.

- Applicants, including fiscal sponsors, with delinquent DHHL grant deliverables, reports, invoices, etc. are not eligible. If such matters are resolved before the grant application deadline, a grant application may be submitted.

Eligible projects are:

- Only those projects listed as a Priority Project in the most recently updated DHHL Regional Plan that has been approved by the Hawaiian Homes Commission prior to the grant deadline. A summary list of Regional Plan Priority Projects is provided as Exhibit A. For more information, please go to <https://dhhl.hawaii.gov/po/regional-plans/>.

### **Funding Priorities**

This grant is intended to help and support nonprofits, whose primary mission is to serve HHCA beneficiaries, to implement Regional Plan Priority Projects. The DHHL Regional Plan must be approved by the Hawaiian Homes Commission prior to the grant application deadline.

**Deadlines, Processing Time, and Project Timeframes** (subject to change)

<b>Scheduled Date</b>	<b>Activity</b>
October 26 – 28, 2020	Grant Informational Meetings (via teleconference) are optional. Go to the DHHL website for how to join the teleconference – <a href="http://www.dhhl.hawaii.gov">www.dhhl.hawaii.gov</a> .
<b>Wednesday, December 9, 2020 by 4:00 PM HST</b>	<b>DEADLINE for Grant Application</b> Original must be received at DHHL Kapolei before or by 4:00 PM 12/9/2020. No email nor fax accepted.
December 2020	DHHL review of grant applications.
January 2021	DHHL Recommendations submitted to the Hawaiian Homes Commission regularly scheduled meeting.
February – March 2021	Notifications to all applicants. Begin contracting process with awardees. Scope, budget, timeline negotiations and adjustments, if necessary.
May 2021	Estimated Grant start date

**Dates subject to change**

**Decision-making Process**

Grant proposals are reviewed by a DHHL Committee and may be comprised of DHHL staff and individuals from across the state. The DHHL Committee reviews the proposed project goals, work plan scope, budget and timeline, and potential benefit to HHCA beneficiaries. DHHL then makes 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. Applications with any missing items will be returned without being reviewed. A checklist is provided to help you organize your proposal. See page 29.

Only the original proposal in paper hard copy needs to be submitted. Proposals are not accepted by fax or by email nor accepted at any DHHL District Office. It is recommended that you keep a copy of your entire proposal. Proposals must be received at DHHL Kapolei before or on the deadline to the addresses given on the top page of this application packet. Late proposals and/or incomplete proposals will be returned without being reviewed.

## **Grant Application Instructions**

A complete DHHL grant application consists of four (4) parts:

- Part 1. Application cover sheet
- Part 2. Proposal request including scope, budget and timeline
- Part 3. Required forms and attachments
- Part 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 page 29 to organize your application submittal. Incomplete applications will automatically be returned without review.

**PART 1. The Application Cover Sheet:** On the application cover sheet, provide basic contact information for your organization or 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.

**PART 2. The Proposal Request:** The proposal request section is the main part of your proposal. See pages 13-17. This is the section that DHHL will rely on to understand your proposed project and to decide whether to recommend funding. This section should be detailed, well-organized, and easy to understand. The application forms explain what your proposal should cover.

A budget information sheet is included in this packet. See pages 16-17. 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 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.
- 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.

### **PART 3. Required Forms and Attachments, unless otherwise noted:**

- Signed “Assurance of Service to native Hawaiians.”
- Signed “Assurance of Acknowledgement of Support.”
- Board member list including board position or title, contact information, and term of office.
- 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.
- 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, or other board member, must sign this resolution and provide the date the board adopted the resolution.
- Signed Certification statement that your organization has written policies and procedures pertaining to conflict of interest and nepotism.
- 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.
  
- US Internal Revenue Service 501c3 determination letter, if applicable.
- Assurance of Dedicated Matching Funds and In-kind Services, if applicable.
- Fiscal sponsor agreement, if applicable.

If using a Fiscal Sponsor, please provide the following:

- Board member list including board position or title, contact information, and term of office.
- 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, or other board member, must sign this resolution and provide the date the board adopted the resolution.
- Signed Certification statement that your organization has written policies and procedures pertaining to conflict of interest and nepotism.
- 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 are encouraged to apply. You may include with your application package a list of partners, description of partner roles, qualifications, and any prior experience working together.
- Support letters and other materials You may also include with your application package 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

DHHL understand your proposed project. Support materials may come from HHCA beneficiaries, community organizations, elected officials, government agencies, and any other stakeholders.

Note: DHHL grant reviewers can only evaluate grant applications based on the actual materials included in your application package. Reviewers are not allowed to go on the internet to view a website, documents stored in the cloud or search for other materials not included in your original submitted grant application package. Therefore, it is highly encouraged that you submit supporting information and materials as part of your original grant application package.

### **Packaging Your Application**

Your proposal package should be printed on 8 1/2 x 11 inch white paper and use 12 point font size (minimum). 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 page 29. 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 be received before or on the deadline to the DHHL office in Kapolei on the island of O’ahu. Applications will not be accepted at any DHHL district office nor by fax or email.

### **Application evaluation criteria**

Applications will be evaluated using the following criteria:

#### **Organizational Capacity – 25 points**

This rating factor evaluates the applicant’s capacity (ie, people resources, administrative systems, technical expertise) to carry out the planned activities and responsibly handle grant funds. Reviewers will look for:

- Your leadership, communication and management abilities demonstrated through examples of past projects and accomplishments.
- Your experience planning and successfully carrying out similar projects on a similar scale.
- Specific skills, training, or qualifications that will contribute to the success of the project.
- Fiscal soundness including adequate bookkeeping and recordkeeping systems.

#### **Project Description – 10 points**

This rating factor evaluates the applicant’s understanding and familiarity with the Regional Plan Priority Project they wish to implement. Reviewers expect to see:

- A clear description of the project, including a general scope of work and specific outcomes.

- Does your organization have site control (if applicable)? If yes, please cite DHHL land disposition type (Right-Of-Entry, License or General Lease), number and expiration date. If no, describe how you will obtain site control.
- Direct relationship to a Regional Plan. Please cite the Regional Plan name, year, and page number where the Priority Project is described.
- Additional or updated data to support the importance of implementing the project now. This is especially important if the Regional Plan is more than a couple of years old.

#### Beneficiary Involvement and Partnerships – 20 points

This rating factor evaluates the extent to which beneficiaries will be involved in the project, their role, and their level of involvement. Reviewers expect to see:

- A clear role for beneficiaries in the project.
- A realistic plan for getting and maintaining beneficiary involvement in a meaningful way.
- A strategic use of partnerships to achieve a successful project.
- A communication plan on how you will keep beneficiaries informed during the project and grant period.

#### Soundness of approach – 40 points

This rating factor evaluates the quality and feasibility of your project design and proposed work plan. The reviewers will consider:

- Project design including details about the proposed activities, clear and realistic outcomes, qualified people to carry out the work, and a viable timeline.
- If the overall approach, including budget, is realistic.
- If the proposed approach will result in the outcomes stated in the proposal.
- If the appropriate people and skills are involved in the project.

#### Sustainability – 5 points

This rating factor evaluates your preparedness to maintain your project after the grant is completed. It also looks at how you will adjust your plans if you do not receive the amount you requested. The reviewers will be looking for:

- How your organization currently supports itself and existing programs/services.
- A realistic plan for sustaining the proposed project in the future.
- A contingency plan should the proposed 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:

<b>Total project cost</b>	<b>DHHL Funds</b>	<b>Match</b>	<b>% of Total Project Cost</b>
\$200,000	\$100,000	\$100,000	50% (5 points)
\$ 50,000	37,500	12,500	25% (3 points)

### **Post Award Process**

For those organizations that are awarded funding, DHHL prepares a Grant Agreement in State Contract Form 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 DHHL.

# EXHIBIT A

Department of Hawaiian Home Lands  
October 8, 2020

For Information Only  
List of Regional Plan Priority Projects

For further information, go to the DHHL website – <https://dhhl.hawaii.gov/po/regional-plans/>

**ISLAND: O‘ahu**

<b>Regional Plan Name and Year</b>	<b>Priority Projects</b>
<b>Kapolei 2010</b>	Support Heritage Center and Community Commercial Development
	Support New School Development
	Engage Beneficiaries in a Planning Charette Process
	Develop a Pedestrian/Bike path Network to Community Resources
	Preserve and develop parks to service the homestead community
<b>Nānākuli 2018</b>	Disaster Preparedness
	Improve community access to non-homesteading areas
	Street repairs and improvements for Health and Safety in the Region
	Establish Community-Based Education programs
	Identify and Pursue Opportunities for “Pono Economic Development” and Community Action
<b>Papakōlea 2020</b>	Native Hawaiian Education and Culture Center
	Build a New Community Center
	Hawaiian Homestead Kūpuna Supportive Living Center
	Care Home for Kūpuna
	Traffic Safety Program
<b>Wai‘anae Lualualei 2018</b>	Increase capacity for Specific Community-Based Projects
	Improve Community Access to Non-Homesteading Areas
	Homestead Infrastructure and Maintenance
	Safety and Community Enforcement
	Disaster Preparedness and Coordination
<b>Waimānalo 2011</b>	Emergency evacuation plan
	Hawaiian Cultural Learning Center
	Honolulu Police Department Satellite Office
	Develop affordable and obtainable homestead alternatives in Waimānalo
	Waikupanaha Improvements / Ilauhole Street Extension
	Waimānalo Business Park (Industrial / Technology)

**ISLAND: Maui**

<b>Regional Plan Name and Year</b>	<b>Priority Projects</b>
<b>Kahikinui 2011</b>	Homestead Development Facilitation Program
	Homestead Roads – Improve and Develop Roadway Network
	Resource Management
	Develop a new stewardship economy for Kahikinui
	Pūnāwai Project and Water Infrastructure Improvements
<b>Kēōkea-Waiohuli 2010</b>	Develop water source and related infrastructure for agricultural and residential lots
	Identify and support the development of community facilities for Kēōkea and Waiohuli
	Support development of Kihei to Kula road through Hawaiian Home Lands
	Support efforts to Implement / Mālama Cultural Preserve Management Plans
	Awareness Campaign and other means to address safety concerns
<b>Villages of Leiali‘i-Honokōwai 2009</b>	Leiali‘i Parkway and Honoapi‘ilani Highway intersection improvements
	Water source development
	Park development
	Preliminary review of Honokōwai lands
<b>Paukūkalo—Wai‘ehu Kou 2010</b>	Paukūkalo Armory Site Development
	Investigate Feasibility of Use of Wai‘ehu Kou vacant lands between Wai‘ehu Kou III and IV
	Address traffic congestion and transportation needs
	Address drainage issues at Paukūkalo
	Identify community economic development uses at Pu‘unene
	Identify sites for a potential community center at Wai‘ehu Kou

**ISLAND: Moloka‘i**

<b>Regional Plan Name and Year</b>	<b>Priority Projects</b>
<b>Moloka‘i 2019</b>	‘Ualapu‘e Kuleana Homestead
	Ho‘olehua Hale renovations
	Shared farm equipment
	Road Improvements
	Legal Analysis of water rates disparities for lessees on the DHHL-owned water system and those on County water system

**ISLAND: Lānaʻi**

<b>Regional Plan Name and Year</b>	<b>Priority Projects</b>
<b>Lānaʻi 2010</b>	Award 16 remaining residential lots
	Develop alternative energy plan to reduce residential energy costs
	Establish Hawaiian Homestead Association
	Interim use and management of vacant and undeveloped lands
	Install speed control mechanism along main street

**ISLAND: Kauaʻi**

<b>Regional Plan Name and Year</b>	<b>Priority Projects</b>
<b>Anahola 2010</b>	Anahola Town Center Plan
	Anahola Clubhouse and Park Improvements
	Secure and manage surface water resources (non-potable)
	Support Kanuikapono 21st Century Ahupuaʻa Place-Based Labs
	Improve road and traffic circulation to Kūhiō highway
<b>Wailua 2009</b>	Cultural Resources Inventory — Malae Heiau Restoration Project, Wailua River State Park
	Potable water sources
	Kālepa Ridge Surface Water System Maintenance
	Kapaʻa Relief Route
	Wailua Wastewater Treatment Facility
<b>West Kauaʻi 2011</b>	Develop an agricultural and water plan
	Develop a multi-purpose, evacuation and education center/shelter
	Support the development of the Kekaha Enterprise Center
	Develop renewable energy projects compatible with agriculture
	Develop agriculture areas for Hanapēpē Farm Lots / Lease areas

**ISLAND: Hawai'i**

<b>Regional Plan Name and Year</b>	<b>Priority Projects</b>
<b>Ka'ū 2012</b>	Support Development of Affordable Homestead Alternatives in Ka'ū
	Create a Ka'ū Homestead Community Association
	Obtain additional water for homestead lots in Kamā'oa, Pu'u'eo, and Wai'ōhinu
	Protect and preserve cultural sites and Natural Resources in Kamā'oa
	Agriculture Homestead Leases at Wai'ōhinu and pursue partnership with DLNR for Hawaiian Homesteading
<b>Kaumana-Piihonua 2017</b>	Kaumana-Piihonua Community Center
	Agriculture Sustainability – Community Pasture
	Community Tool Shed and Work Days
	Pest Control Mitigation and Removal (Kaumana Only)
<b>Keaukaha 2010</b>	The Keaukaha Hawaiian Community Pavilion
<b>Maku'u 2010</b>	Maku'u Farmers Association Community Center – Site Preparation
	Maku'u Off-Site Water System, Phase 2
	Sustainability and renewable energy alternatives
	Farm Plans, Capacity Building, and Promotion of Agriculture
	Enforcement of Lease Provisions
<b>Pana'ewa 2017</b>	Kamoleao
	Pana'ewa Park and Family Center Management
	Agricultural Capacity Building — Marketing and Training Center
	Traffic Calming and Safety Improvements on Railroad Avenue and Auwae Avenue
	Hawaii Island Plan Update for East Hawaii
<b>Kawaihae 2010</b>	Kailapa Resource Center
	Kawaihae Water and Energy Research and Development
	Kawaihae Bypass highway
	Improve the Marine Water at Pelekane Bay
	Management and maintenance of Kawaihae reinternment site
<b>Kealakehe-La'i 'Ōpua 2019</b>	North Kona Water Source Development and Storage
	Photo Voltaic Development
	Commercial Development – Honokohau Harbor
	Affordable Housing for the Income Gap
	New DHHL Kona District Office
<b>Waimea Nui 2012</b>	Waimea Hawaiian Homestead Community Complex – Planning
	Support and Assist Agricultural and Pastoral Lessees in Waimea Nui
	Support and Develop Affordable Homesteading Alternatives in Waimea Nui
	Assess the implications of eliminating requirements to pay property taxes
	Assess the implications of a non-standard building code

**Department of Hawaiian Home Lands**

Hawaiian Home Lands Trust Grant

Regional Plan Priority Project Grant

Request for Proposals number: RFP-21-HHL-002

**PART 1. Application Cover Sheet**

# Department of Hawaiian Home Lands

Hawaiian Home Lands Trust Grant  
 Regional Plan Priority Project Grant  
 Request for Proposals number: RFP-21-HHL-002

## Application Cover Sheet

*Print or Type*

Name of organization			
Mailing Address	<i>Town</i>	<i>Zip</i>	
Street Address	<i>Town</i>	<i>Zip</i>	
Contact Person	<i>Name</i>		<i>Title</i>
Contact information	<i>Telephone</i>	<i>Fax</i>	<i>Email</i>

Please inform DHHL, in writing, within 10 business days should the contact person change.

We are (check only one):

- A federal tax-exempt 501c3 nonprofit corporation  
 Using a fiscal sponsor that is a 501c3 nonprofit corporation  
 Name of fiscal sponsor: \_\_\_\_\_

Federal Employer Identification Number (FEIN) \_\_\_\_\_

State of Hawaii General Excise Tax (GET) Number \_\_\_\_\_

Total Amount of DHHL funds requested	\$
Total funds from other sources (Optional)	+
Value of In-Kind Donations (Optional)	+
<b>TOTAL Project Cost</b>	<b>=</b>

Proposed project period \_\_\_\_\_ to \_\_\_\_\_

*Note: Proposed project start date should be at least six months from the grant application deadline)*

I certify that the governing body of the organization approves this grant application.

\_\_\_\_\_  
*Signature* *Date*

\_\_\_\_\_  
*Print name & title*

\_\_\_\_\_  
*Fiscal Sponsor Signature* *Date*

\_\_\_\_\_  
*Print name & title*



## Fiscal Sponsor Contact Sheet

*Print or Type*

Name of organization			
Mailing Address	<i>Town</i>		<i>Zip</i>
Street Address	<i>Town</i>		<i>Zip</i>
Contact Person	<i>Name</i>		<i>Title</i>
Contact information	<i>Telephone</i>	<i>Fax</i>	<i>Email</i>

Please inform DHHL, in writing, within 10 business days should the contact person change.

Federal Employer Identification Number (FEIN) \_\_\_\_\_

State of Hawaii General Excise Tax (GET) Number \_\_\_\_\_

**Department of Hawaiian Home Lands**

Hawaiian Home Lands Trust Grant

Regional Plan Priority Project Grant

Request for Proposals number: RFP-21-HHL-002

# **PART 2. Proposal Request**

# Department of Hawaiian Home Lands

Hawaiian Home Lands Trust Grant

## Regional Plan Priority Project Grant Request

Request for proposals number: RFP-21-HHL-002

Write your proposal by responding to the following six (6) questions. Attach additional sheets if needed. Responses may include and are not limited to a narrative, newsletter, annual report, photos, brochures, maps, and drawings.

**1. Describe your organization, partners and fiscal sponsor (if any), including how your organization currently serves HHCA beneficiaries.**

**2. Describe the Regional Plan Priority Project you are requesting funds for.**

Which DHHL Regional Plan?	<i>Fill in name of DHHL Regional Plan</i>
What year?	
Which Priority Project?	<i>Fill in name of the Priority Project and page number from the Regional Plan</i>

Be specific and detailed and include the following information:

- Purpose and goals of the proposed project.
- Scope of work outlining the activities and tasks you will carry out along with an estimated work schedule.
- Any new data or information that has become available since the Regional Plan was last updated.
- If your proposed project will modify, alter, or impact Hawaiian Home Lands in any way, do you currently have site control?
  - If yes, please provide the DHHL land disposition type (General Lease, License, Right-Of-Entry), number, and expiration date. Or, provide documentation demonstrating permission from the DHHL Licensee or homestead lessee(s) to use the land for the proposed project.
  - If no, describe your approach to obtaining site control, any easements, rights-of-way, access to the land.

Note: any improvements to Hawaiian Home Lands must be presented to DHHL, specifically any and all plans/specifications and design must be reviewed and approved by DHHL prior to installation or construction. Any state and county laws, ordinances, regulations, rules, permitting must also be addressed prior to installation or construction on Hawaiian Home Lands, including Hawaii Revised Statute Chapter 343 Environmental.

**3. Describe how HHCA beneficiaries and partner organizations will be involved in the planning, implementation and evaluation of the proposed project.**

**4. Provide a detailed work plan for this project.**

The work plan is your opportunity to describe exactly what you will be using the grant funds for. It should provide the details of how your project will be carried out. You should include specific activities, when they will be conducted, who will be involved, what you expect to achieve with each activity (the outcome), and what resources will be used.

In addition to a narrative description of your workplan, provide a summary in table form using the format below. Include (1) a list of all proposed activities, (2) the expected outcome of each activity, (3) who will be responsible for carrying out each activity, and (4) the expected start and end dates for each activity.

Activity	Outcome	Who responsible	Start date	End Date

If you will be using this grant to hire a consultant, describe what they will do and attach their resume or statement of qualifications.

**5. Provide a plan for how the project will be sustained after the DHHL grant is over and a contingency plan if you only receive partial funding from DHHL.**

- Describe how you will maintain the project after the grant funds are spent. If funds are to be used for construction, explain how the facility will be maintained and managed (operations, maintenance, and repairs) and will be financially supported.
- Explain what you will do if you only receive a portion of the funds you are requesting or the proposed project is not awarded funds from DHHL.

**6. Provide a detailed budget breakdown using the budget information sheet on pages 16-17.**

Include both an Expense Budget and Income Budget using the attached forms on pages 16-17. The totals for each should be the same. Also include a budget narrative to explain each budget expense item and to show the calculations of how you arrived at each budget figure. Explain how you will adjust the budget if not all anticipated funding is received. Match funds and in-kind donations are optional for this grant program. Additional points will be given for match funds and/or in-kind donations.

- If the proposed project is part of a larger project supported by other funding sources, please identify the other funding amounts and sources, provide the total planned budget, and explain the need for DHHL grant funds.

# Department of Hawaiian Home Lands

## Hawaiian Home Lands Trust Grant

### Budget Information

Applicant Name: \_\_\_\_\_

Fiscal Sponsor Name: \_\_\_\_\_

**Instructions:**

- 1) Please complete each form for the Project Expense Budget and Project Income Budget. You may attach separate sheets, as long as the same format is used. The totals for the Expense and Income Budgets (in the right bottom corners of the expense and income sections) should be the same.
- 2) Attach separate sheets with a budget justification narrative including details and cost calculations for all budget items.

**Project Expense Budget**

DESCRIPTION	DHHL FUNDS REQUESTED	OTHER FUNDS	IN-KIND	TOTAL
<b>PERSONNEL (employee only)</b>				
Salary				
Fringe				
TOTAL PERSONNEL				
<b>NON-PERSONNEL</b>				
Travel				
Lease/purchase equipment				
Supplies				
Contract Services (please specify):				
Insurance				
Fiscal sponsor fee, if applicable				
Other (please specify):				
Contingency (for construction projects)				
TOTAL NON-PERSONNEL				
<b>TOTAL EXPENSES</b>				

## Project Income Budget

	Cash	In-Kind	Total	Status* (secured, committed, or pending)
DHHL Regional Plan Priority Project grant				Pending
Applicant organization				
Other (List)				
<b>TOTAL INCOME</b>				

- Applicant will be asked to re-verify match funds and in-kind donations at time of grant award notification.
- Status – Please use the following terms to describe the status of each cash and in-kind donation:
  - **Secured** - Donation is on hand. Attach the signed and fully executed agreement (copy of check, grant agreement, contract, memorandum, etc.).
  - **Committed** - Donation is committed but not yet readily available.
  - **Pending** - Your organization has made a request (verbal, letter, written application or otherwise) and is awaiting a decision from the donor.

**Department of Hawaiian Home Lands**

Hawaiian Home Lands Trust Grant

Regional Plan Priority Project Grant

Request for Proposals number: RFP-21-HHL-002

**PART 3. Required Forms and  
Attachments**

# Department of Hawaiian Home Lands

## Hawaiian Home Lands Trust Grant

### Assurance of Service to native Hawaiians

**Instructions:** Insert organization's name in the blank. Form must be signed by an authorized person of the organization.

Article XII, Section I of the Hawaii State Constitution created the Native Hawaiian Rehabilitation Fund or "NHRF," whose funds are derived from thirty (30) percent of receipts derived from state land used for sugarcane cultivation and water. The State Constitution further states:

"The department shall use this money solely for the rehabilitation of native Hawaiians which shall include, but not be limited to, the educational, economic, political, social and cultural processes by the general welfare and conditions of native Hawaiians are thereby improved and perpetuated."

NHRF is codified in the Hawaiian Homes Commission Act of 1920, as amended, under Section 213.

It is therefore incumbent upon organizations and individuals who receive support from revenues from NHRF through grants from the Department of Hawaiian Home Lands (DHHL) to prove that the beneficiaries of any proposed service, program, or activity are native Hawaiians.

Beneficiaries of funding under an award of NHRF must trace and conclusively prove that they are at least 50% Hawaiian ancestry. DHHL must rely on documented evidence that meets eligibility requirements and reduces the possibility of error. In many cases, submitting birth certificates for the beneficiaries, the beneficiary's parents and grandparents will provide sufficient proof that the beneficiary of the services under an award from DHHL has at least 50% Hawaiian ancestry. The burden of proof rests on the awardee and beneficiary of funding.

This is to certify that, when requested, \_\_\_\_\_ will provide genealogies or other appropriate proof of at least 50% Hawaiian ancestry, for the beneficiaries of any project operating with the support of NHRF.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title



# Department of Hawaiian Home Lands

## Hawaiian Home Lands Trust Grant

### Assurance of Acknowledgment of Support

**Instructions:** Insert organization's name in the blank. Form must be signed by an authorized person of the organization.

\_\_\_\_\_ hereby agrees that all publicity, publications, and other materials produced in connection with any project funded by grants from the Department of Hawaiian Home Lands (DHHL) will acknowledge the support of DHHL in a way appropriate to the medium.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

# Sample Board List

Instructions:

Applicants for the 2020 - 2021 DHHL Grants program are to provide a current board list.

- Please provide a complete list of board members.
- Provide contact information for each board member.
- For each board member, please indicate if he/she is a beneficiary of the Hawaiian Homes Commission Act of 1920, as amended (HHCA).
- If your organization is registered with the State of Hawaii Department of Commerce and Consumer Affairs (DCCA), please ensure your board list with DCCA is the same as listed below.
- You may use your own format, as long as the same information is listed as shown below.

## 2020 Board List

Name of applicant: \_\_\_\_\_

For each board member, please provide the following information:

Name:

Board Position / Title:

Term start and end dates: \_\_\_\_\_ month/year to \_\_\_\_\_ month/year

Address:

Phone:

Email:

\_\_\_\_\_ Please check here if this board member is a HHCA beneficiary.

Name:

Board Position / Title:

Term start and end dates: \_\_\_\_\_ month/year to \_\_\_\_\_ month/year

Address:

Phone:

Email:

\_\_\_\_\_ Please check here if this board member is a HHCA beneficiary.

Name:

Board Position / Title:

Term start and end dates: \_\_\_\_\_ month/year to \_\_\_\_\_ month/year

Address:

Phone:

Email:

\_\_\_\_\_ Please check here if this board member is a HHCA beneficiary.

**ADD more sheets if necessary**

**Insert:**

**Articles of Incorporation**

**and**

**Bylaws**

# SAMPLE Required Board Resolution

**INSTRUCTIONS:**

1. Please print on organization letterhead
2. You may use your own organization's board resolution format and/or customize this sample to meet your needs, as long as the information on your resolution is similar to the info on this sample.
3. The signer must be someone different than the person(s) named in the resolution.
4. Consider identifying more than one signer and people who are accessible.

<p><b>Print on Letterhead</b> (must include mailing address and telephone number)</p>	
<p>Board Resolution No. _____</p>	
<p>The Board of Directors of _____ (organization) resolved on _____ (board meeting date when this resolution was passed), at a duly held meeting of the Board, that _____ (name of person(s) being given authorization), who is _____ (Board position held by the person who is authorized to sign documents) is authorized to sign documents on behalf of _____ (organization);</p>	
<p>And, be it resolved that the Board of Directors approves the submittal of this grant application for the Department of Hawaiian Home Lands Regional Plan Priority Project Grant.</p>	
<p>This resolution is certified to be true by:</p>	
Signature	Date
Print name and Board Position	

**SAMPLE**  
**Certification Statement**

Print on Letterhead

(must include mailing address and telephone number)

\_\_\_\_\_ Date

c/o Department of Hawaiian Home Lands  
Regional Plan Priority Project Grant Program (PLO)  
PO Box 1879  
Honolulu HI 96805

This letter serves as certification that our organization has and follows written policies and procedures pertaining to nepotism and conflict of interest. On an annual basis, our board reviews these policies and files a written disclosure of any real or perceived conflict of interest.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Title

**Insert:**

- **Most Recent Financials: Organization Financial Statement, Treasurer's Report, or US Internal Revenue Service Form 990**
- **Certificate of Vendor Compliance (CVC) from Hawaii Compliance Express**
- **US Internal Revenue Service 501c3 determination letter**

# Department of Hawaiian Home Lands

## Hawaiian Home Lands Trust Grant

### Assurance of Dedicated Matching Funds and In-Kind Services (if applicable)

**Instructions:** Insert organization's name in the blank. Form must be signed by an authorized person of the organization.

\_\_\_\_\_ hereby affirms that any monies designated as matching funds and in-kind services under the terms of a Department of Hawaiian Home Lands' grant will be dedicated to and will under no circumstances be assigned for any other purposes or projects.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

**SAMPLE**  
**Fiscal Sponsor Agreement** (if applicable)

Print on Letterhead  
(must include mailing address and telephone number)

\_\_\_\_\_ Date

c/o Department of Hawaiian Home Lands  
Regional Plan Priority Project Grant Program (PLO)  
PO Box 1879  
Honolulu HI 96805

RE: \_\_\_\_\_ Name of sponsored nonprofit  
\_\_\_\_\_ Project title

Please be advised that the "Sponsoring Organization" named below, a federal 501(c)(3) tax exempt public charity, has agreed to act as Fiscal Sponsor for the "Sponsored Nonprofit" named above to facilitate that organization's activities and particularly its solicitation of support from the Department of Hawaiian Home Lands (DHHL) Regional Plan Priority Project Grant for the project referenced above.

As Fiscal Sponsor, we agree to the following.

1. The sponsored organization's project is compatible or consistent with our organization's mission and purpose.
2. We, as fiscal sponsor, have formally adopted the above referenced project. We have:
  - a. Reviewed the proposed project
  - b. Passed a board resolution of the adoption of the project
  - c. Accepted responsibility to document the status and progress of the project
3. We, as fiscal sponsor, are responsible for monitoring and controlling the expenditure of grant funds in keeping with the purpose of the grant.
4. We, as fiscal sponsor, are responsible for complying with the terms of the grant.

Our Board of Directors has formally approved a resolution agreeing to be "Fiscal Sponsor" for the "Sponsored Nonprofit" organization, and has authorized the execution of this letter. A copy of that resolution, certified by our Board Secretary, is attached.

\_\_\_\_\_  
Name of Sponsoring Organization

By:

\_\_\_\_\_  
Signature of "Sponsoring Organization"

\_\_\_\_\_  
Title

cc: Board President of "Sponsored Nonprofit"



**Department of Hawaiian Home Lands**

Hawaiian Home Lands Trust Grant

Regional Plan Priority Project Grant

Request for Proposals number: RFP-21-HHL-002

**PART 4. Other Materials**

**Insert any other supporting materials**

## Grant Application Package Checklist

The following items must be included in your grant application package. These items should be assembled in the order they appear on this checklist. If you have additional materials you would like to submit, please add them at the end of your grant application package.

### Checklist for applicant

√	Item	Page number reference
	<b>PART 1. Application Cover Sheet</b>	
	Application Cover Sheet – Form	Pages 5, 10-12
	<b>PART 2. Proposal Request</b>	
	Proposal Request – Narrative you have written	Pages 5, 13-15
	Budget Information Sheet – Form	Pages 5, 16-17
	Budget Detail – Narrative and calculations you have written	Page 5, 16-17
	<b>PART 3. Required Forms and Attachments</b>	
	Signed “Assurance of Service to native Hawaiians”	Pages 6 & 19
	Signed “Assurance of Acknowledgement of Support”	Pages 6 & 20
	Board member list	Pages 6 & 21
	Articles of Incorporation	Pages 6 & 22
	Bylaws	Pages 6 & 22
	Board Resolution	Pages 6 & 23
	Signed Certification Statement regarding conflict of interest & nepotism	Pages 6 & 24
	Most recent financial statement	Pages 6 & 25
	Certificate of Vendor Compliance from Hawaii Compliance Express	Pages 6 & 25
	US Internal Revenue Service 501c3 determination letter, if applicable	Pages 6 & 25
	Assurance of Dedicated Matching Funds & In-Kind Services, if applicable	Pages 6 & 26
	Partner or Fiscal Sponsor agreement, if applicable	Pages 6 & 27
	<b>PART 4. Other Materials</b>	
	Team and Partner commitment letters or description	Pages 7 & 28
	General letters of support	Pages 7 & 28

### Checklist for fiscal sponsor

√	Item	Page number reference
	Board member list	Pages 6 & 21
	Board resolution	Pages 6 & 23
	Signed Certification Statement regarding conflict of interest & nepotism	Pages 6 & 24
	Certificate of Vendor Compliance from Hawaii Compliance Express	Pages 6 & 25