

Department of Hawaiian Home Lands
Economic Development Grant

Grant Application Deadline for
Economic Development Project Proposals for
Fiscal Year 2009 - 2010

DUE DATE: 4:00 PM, Monday, April 5, 2010
(for Commission action in May 2010)

Applications must be mailed or hand delivered to the Department of Hawaiian Home Lands (DHHL) Kapolei office on O'ahu. No application will be accepted at DHHL district offices. Only original applications are accepted.

Mailed applications must be postmarked by the deadline and sent to:

Department of Hawaiian Home Lands
Community Development Program
P.O. Box 1879
Honolulu, HI 96805

Hand delivered applications must be received and time-stamped by 4:00 p.m. on the deadline at:

Department of Hawaiian Home Lands
Community Development Program
91-5420 Kapolei Parkway
Kapolei, HI 96707

Native Hawaiian Development Program Economic Development Grant

The purpose of the Department of Hawaiian Home Lands' (DHHL) Native Hawaiian Development Program (NHDP) is to improve the general welfare and conditions of native Hawaiians through educational, economic, political, social, cultural, and other programs. For the fiscal biennium from July 1, 2009 to June 30, 2011, the NHDP is designed to achieve this purpose by increasing the self-sufficiency and self-determination of native Hawaiian individuals and native Hawaiian communities so that they can manage and direct Hawaiian home lands resources and assets. The Hawaiian Homes Commission envisions homestead residents and applicants taking part in land use planning, defining the needs and opportunities in their communities, and implementing beneficiary programs.

The new Economic Development grant is offered to Hawaiian home lands homestead communities to provide support for beneficiaries to take part in the conceptualization, planning, feasibility and implementation of a regional economic development project that will support and sustain homestead communities. Proposals from homestead communities participating in DHHL's Kūlia i ka Nu'u – Strive for Excellence program will be given priority consideration. A one-time Economic Development grant is available per DHHL Region. (A "Region" is one of twenty regions defined in DHHL Regional Plans.) Collaborations from homesteads within a given region are encouraged. Grant funds may be used for research and exploration of economic development projects and or as initial capital to implement an economic development project. Homestead associations need to have certain skills and resources to participate in these activities. It is important to build the leadership and management capacity within homestead associations. Programs are in place to assist them with setting and reaching goals specific to their membership needs.

This Economic Development grant application is for the DHHL fiscal year 2009 – 2010 only. This grant application is subject to change for future grant award cycles. Please check the DHHL website or contact DHHL Planning Office for the most current version.

The Economic Development grant is intended for DHHL regions with homestead associations that conduct democratic board elections and a majority of the membership is DHHL beneficiaries (lessees, homestead residents, applicants). Priority consideration will be given to applicants that are homestead associations and beneficiary organizations that (1) have completed Kūlia i ka Nu'u stage 3 requirements; (2) are working towards meeting Kūlia i ka Nu'u stage 4 requirements; and (3) are in good standing with the DHHL grants program. If awarded, grant recipients may begin their project after demonstrating progress towards meeting Kūlia i ka Nu'u Stages 3 and 4 requirements and addressing any DHHL grant compliance issues. Please contact DHHL Planning Office for Kūlia i ka Nu'u stages requirements.

Major requirements for Stage 3 includes the following: (a) board elections conducted; (b) strategic plan implemented; (c) strategic partnerships formed; (d) demonstrated progress in addressing organizational assessment; (e) participation in Kūlia i ka Nu'u basic training.

Major requirements for Stage 4 includes the following: (a) demonstrated track record in managing grants and projects; (b) organizational assessment action plan completed; (c) achieved federal tax exempt 501(c)(3) status or strong partnership with a 501(c)(3) fiscal sponsor; (d) evidence of strong homestead community support and cooperation within the region; (e) project feasibility study completed; and (f) advanced or specialized training completed.

This application kit contains all the information and forms necessary to apply for a grant under this program.

Funding Priorities

This funding cycle, the economic development project grant is specifically targeted at homestead communities and community-driven projects.

DHHL offers other grants for capacity-building activities, project implementation projects and regional plan priority projects under different and separate application packets.

Economic Development grants are for planning, feasibility study and/or implementation of community-driven priority projects with support from homestead communities and beneficiaries within the Region. (“Regions” are based on Regional Plan areas as defined by DHHL. In fiscal year 2009 – 2010, there are a total of twenty (20) regions). A one-time Economic Development grant of up to \$250,000 is available per region. Examples of the activities that may be funded by the Economic Development grant are as follows:

Project Conceptualization

Includes activities such as community needs assessment (community surveys, community meetings, focus groups), research, venture selection, and initial feasibility

Project Planning and Feasibility

Includes activities such as feasibility analysis, site inspection, market analysis, financial feasibility/pro forma.

Eligibility Requirements

Economic Development grants are available to homestead associations and beneficiary organizations. Proposals from organizations participating in DHHL’s Kūlia i ka Nu‘u – Strive for Excellence program will be given priority consideration. Applicants must show completion of Kūlia i ka Nu‘u Stage 3 and demonstrate progress towards Kūlia i ka Nu‘u Stage 4. Applicant must be a federal tax-exempt 501(c)(3) organization or a 501(c)(3) fiscal sponsor.

Funding

Hawaiian Homes Commission (HHC) approved a total budget of \$1,000,000 for the 2009 – 2010 fiscal year for the Department to administer four (4) Economic Development grants. The maximum amount allowed per Region is \$250,000.

Deadlines, Processing Time, and Project Timeframes

The Economic Development Grant application proposals deadline is Monday, April 5, 2010. It may take a minimum of two months for DHHL to complete the review process and a minimum of another two months to fully execute a grant agreement and issue the first check. Grant applicants should plan for their projects to start about five months after the application deadline. There is no minimum or maximum amount of time for a project to be completed. In general, DHHL expects to fund projects for a period of two years.

Decision-making Process

The Economic Development grant proposals are reviewed by DHHL staff. The DHHL staff shall look at the proposed project's goals, work plan, and potential benefit to the native Hawaiian community and considers the technical aspects of the project and its relevance to DHHL's goals and programs. The DHHL staff makes its recommendation for funding to the Hawaiian Homes Commission. The HHC votes on which proposals to fund at a regularly scheduled Commission meeting. The organizations that either are awarded funding enters into a Grant Agreement spelling out all the requirements and conditions of the grant award or are directed to work directly with DHHL on their proposal as a condition of funding. Organizations that are not approved for funding are provided with an explanation of why funding was not approved and a summary of the reviewers' comments.

The Economic Development grant proposals are reviewed according to the following major criteria:

1. Proposal completeness, detailed work plan, budget and timeline
2. Organization readiness:
 - a. Applicant organization and key personnel (board, committees, advisors, staff, etc.) experience and qualifications;
 - b. Board supports and is engaged in the project;
 - c. Organization has management and financial administrative systems and technical capacity to undertake the proposed project.
3. Project readiness:
 - a. Of all the potential economic development projects that your organization could choose, why have you chosen to do this project now?
 - b. Demonstrate funding commitments and leveraged resources;

- c. Site control or access to land;
- d. Homestead community and beneficiary support within the Region;
- e. Consistency with DHHL Regional Plan and coordination with other local community plans and local government planning efforts;
- f. Proposed project and work plan are focused and well defined;
- g. Proposed budget is adequate, relates to the project narrative, and costs are reasonable;
- h. Project implementation schedule is realistic;
- i. If you plan to use a consultant(s) in any aspect of the project, the person(s) should be qualified to undertake the project. Include consultant proposals, contracts, and workplan that shows scope, deliverables, timeline and budget or fee schedule.

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.

Only the original of your proposal needs to be submitted. It is recommended that you keep a copy of your entire proposal. Proposals must be postmarked or delivered by the deadline to the addresses given on the "Application Cover Sheet." Late proposals will be returned without being reviewed.

The DHHL Planning Office is available to discuss your project idea, answer questions about the application process, explain the application questions, and review early drafts (time permitting). The DHHL Planning Office can be reached at (808) 620-9480.

Grant Application Instructions

The DHHL grant application consists of three parts: (1) the application coversheet; (2) the proposal request; and (3) the required forms and attachments. 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. Use the grant application checklist found at the end of this packet to organize your application package.

The Application Coversheet: The application coversheet provides basic contact information for your organization, the type of grant you are requesting and the amount of money you are requesting. The coversheet must be signed by the person your board has authorized to act on your behalf. For most organizations, this is the president of the board or the executive director if you have one. The application cover sheet must be the very first page of your grant application package.

The Proposal Request: The proposal request section is the main part of your proposal. This is the section that the reviewers will rely on to understand your project and to decide whether to recommend funding for your project. This section should be detailed and easy to understand.

Organizations may apply for a capacity-building grant, project implementation grant, regional plan priority project grant or Economic Development grant. Each type of grant has its own application form. If you have any questions about what type of grant your project fits under, you should call the DHHL Planning Office. The application forms explain what your proposal should cover. The application form for an Economic Development grant provides space for you to write, however, you are not limited to the amount of space provided.

A budget information form is included in this packet. You must use this form to present your budget request. This form lists the total amount of all your project costs (i.e. total personnel, total, travel, total supplies, etc.) In addition, you must provide a detailed explanation of how you arrived at each cost item. For example, if you are requesting funds to hire staff, you will put the total amount you are requesting on the personnel line of the budget information form. On the additional budget information sheet, you should list the position title, amount of time, and wage for each position. For an item like air travel, you will list the total of your travel costs on the travel line of the budget information form. On the additional information sheet, you must provide the number of flights and the roundtrip fare that the total is based on.

The budget information sheet has blank lines for you to list costs that do not fall under the categories already listed on the form.

Required Forms and Attachments: This packet includes three assurances that must be signed and included in your grant application package – Assurance of Service to Native Hawaiians, Assurance of Acknowledgement of Support, and Assurance of Dedicated Matching Funds and In-Kind Services. In addition to these forms, you must also include copies of the following items:

- a) Articles of Incorporation with the stamp showing they were filed with the Department of Commerce and Consumer Affairs;
- b) IRS letter of determination giving you tax-exempt status or a letter from your fiscal sponsor with their IRS letter of determination;
- c) Vendor certificates. Submit either (1) Certificate of Vendor Compliance as issued by the State Procurement Office via the online system, “Hawaii Compliance Express” or (2) the following documents:
 - i. Original tax clearance certificate issued by the State of Hawaii Department of Taxation (certificate must be less than six months old at the time of contract execution);
 - ii. Certificate of compliance issued by the State of Hawaii Department of Labor and Industrial Relations; and
 - iii. Certificate of good standing issued by the State of Hawaii Department of Commerce and Consumer Affairs;

- d) List of current board members include contact information (address, phone, email address), board position (President, Vice President, etc.), start and end dates of board term;
- e) Board resolution written on your letterhead that states who the board has authorized to sign documents on behalf of your organization. The board secretary must sign this resolution. A sample resolution is included in this packet.
- f) Organization chart include board, board committees, advisory bodies, management and staffing structure
- g) If you are using a consultant(s), include a copy of the consultant work plan, deliverables, compensation schedule and statement of qualifications. If you have not yet selected a consultant, provide a copy of the Request for Qualifications/Proposal.
- h) If you are requesting funds for staff time, please include staff resumes or job descriptions for new positions.
- i) Financial Information for the two most recently completed fiscal years: EITHER (a) complete audit reports; OR (b) if the applicant organization has not been audited, financial statements including balance sheets and cash flow, revenue and expense and long-term debt statements; and federal tax return 990 forms.
- j) Current fiscal year's board-approved Operating Budget
- k) Documentation of committed leveraged funds
- l) If available, Project Feasibility Study, Financial Analysis/pro forma, Market Study, Business Plan

You may also submit letters of support and any material that you think will help the reviewers understand what you are proposing to do.

Packaging Your Application: Your proposal package should be printed on 8½ x 11 inch white paper. All pages should be numbered and printed on one side only. The entire package should be stapled at the top left corner. You do not need to provide any special binding, cover, or dividers for the sections. The sections should be in the order described above with the application cover sheet on the top. Be sure to keep a copy of your entire application package for your records.

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 DHHL's main office on O'ahu by the due date. Applications will not be accepted at the District Offices.

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Application Cover Sheet

Name of Organization _____

Mailing Address _____

Contact Person _____

Name & Title

Contact Information _____

Telephone

Fax

E-mail

We are (check one):

A tax-exempt 501(c)(3) _____

Using a fiscal sponsor with a 501 (c) (3) _____

Name of Fiscal Sponsor

Total Amount of DHHL funds requested \$ _____

Total funds from other sources + _____

Value of In-Kind Services + _____

Total Cost of Project/Program = _____

Project Period from _____ to _____

(Project start date should be at least five months after the application deadline.)

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

Representative's Signature

Date

Name & Title

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Economic Development Project Grant Request

Economic Development Project Proposals are reviewed and rank based on a scoring system
Write your proposal by responding to the following five points.

1. Project description 10 points

Describe the regional community economic development project you are requesting funds for. Be specific and detailed. Is the proposed project identified in the DHHL Regional Plan? What regional community goals or needs will the project address? Include demographics, economic conditions in the region, and other statistics and cite sources. Describe what you expect to achieve with this project and how DHHL beneficiaries (i.e., applicants, homestead residents, lessees) in the Region will benefit from this project. Aside from monetary benefits, what community benefits do you hope to gain from this project? If you have identified an economic development project, describe the project selection process, including the project selection criteria.

2. Organization capacity 25 points

- a. Leadership, management and staff capacity

Describe your organization, mission, history and accomplishments. Describe key personnel (including board, board committees, key advisors, project manager, staff, volunteers, consultants, etc.). Experience and professional qualifications relevant to the project type and past performance on projects of similar size and scope for public agencies or private industry, including corrective actions and other responses to notice of deficiencies. Who will provide leadership (board, committee, staff) for this project, and why is this individual (or team) best suited for this leadership role?

- b. Fiscal soundness

Describe your organization's fiscal and internal control systems to demonstrate that the organization is fiscally sound and has reliable systems to manage and account for DHHL grant funds and other project funds.

3. Partnerships 20 points

- a. Community support and regional cooperation

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Describe community outreach already conducted and community involvement in defining the needs/issues or identifying the opportunities that the proposed project is to address. Describe how DHHL beneficiaries and homesteads within the Region were (or will be) involved in the conceptualization, planning, design and/or implementation of the proposed project. Attach supporting documentation to demonstrate DHHL beneficiary outreach, support and involvement. Examples include board resolutions and correspondence from homestead associations and beneficiary organizations in the region; community meeting agenda, minutes and sign in sheets; homestead association board meeting agenda and minutes documenting discussion about the economic development project; etc.

Describe the support for the project and collaboration, if any, from local organizations, local government and private sector. Attach letters of support and other evidence of broad support.

b. Leveraged funds and resources

Provide a list of funding sources and whether those funds are secured or not. Also provide a list of potential funding sources. Attach award letters for secured funds.

Source and type (grant, loan, other)	Indicate federal, state, local, private, other	Indicate Status – Awarded, Committed, Proposal Pending	Total amount
			\$
			\$
			\$
			\$
			\$
		TOTAL	\$

4. Project work plan

25 points

Provide a detailed work plan for this project. Your work plan should include (1) a list of all of your proposed activities, (2) the expected outcome of each activity, (3) who will be responsible for carrying out each activity, and (4) the expected month each activity will start and end.

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5. Proposal budget

20 points

Provide a budget narrative explaining the budget line items used and a detailed budget breakdown, including all assurance of all matching fund resources to be utilized in this project.

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Budget Information

Applicant's Name: _____

Instructions:

This budget sheet must be included in all grant requests. Please complete the budget information sheet with a total dollar figure. Enter a "0" in the space of any items not applicable to your project. Attach separate sheets with details and cost calculations for all budget items.

"Other Funds" include Federal, State, and private sources of funds that will help pay for this project.

"In-Kind Services" include the dollar value of volunteer time, and donations such as use of equipment, supplies, and materials, used to carry out this project.

DESCRIPTION	DHHL FUNDS REQUESTED	OTHER FUNDS	IN-KIND SERVICES	TOTAL
PERSONNEL				
Salary				
Fringe				
Total Personnel				
NON-PERSONNEL				
Lease/Purchase Equipment				
Supplies				
Travel				
Contract Services				
Others (List)				
TOTAL COST				

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ASSURANCE OF SERVICE TO NATIVE HAWAIIANS

Instructions: Insert organization's name in the blank. Form must be signed by authorizing agent of organization.

Article XII, Section 1 of the Hawaii State Constitution, created the Native Hawaiian Rehabilitation Fund (NHRF), whose funds are derived from thirty 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 which 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

Name & Title

Organization Name

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ASSURANCE OF ACKNOWLEDGMENT OF SUPPORT

Instructions: Insert organization's name in the blank. Form must be signed by authorizing agent of organization.

_____ hereby agrees that all publicity, publications, and other materials produced in connection with any project funding by a Department of Hawaiian Home Lands (DHHL) Community Development Grant will acknowledge the support of DHHL in a way appropriate to the medium.

Signature

Name & Title

Organization Name

Date

**Department of Hawaiian Home Lands
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**ASSURANCE OF DEDICATED MATCHING FUNDS
AND IN-KIND SERVICES**

**Instructions: Insert organization's name in the blank. Form must be signed by
authorizing agent of organization.**

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

Signature

Name & Title

Organization Name

Date

Required Board Resolution

All grant applications must include a statement by your board of directors that names the person who is authorized to sign documents and enter into contracts on behalf of your organization. The following is the language and format you should use for this statement. This statement must be written on your letterhead and signed by the secretary of your board. This statement cannot be signed by the same person who is being given the authorization to sign documents on your behalf.

LETTERHEAD

(Must include mailing address and telephone number)

Resolution

The Board of Directors of (**name of your organization**) resolved on (**date meeting when this resolution was passed**), at a duly held meeting of its Board, that (**name of person(s) being given authorization**), who is the (**position held by the person who is authorized to sign documents**) is authorized to sign documents on behalf of (**your organization's name**).

This resolution is certified to be true by:

Signature of Board Secretary

Name, Board Secretary

Date

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.

1. Application Cover Sheet
2. Proposal (the Economic Development grant proposal you have written)
3. Budget Information Sheet
4. Budget Detail (the detailed sheet you create)
5. Assurance of Service to Native Hawaiians
6. Assurance of Acknowledgement of Support
7. Assurance of Dedicated Matching Funds and In-Kind Services
8. Articles of Incorporation
9. IRS Letter of Determination (if required)
10. Vendor certificates
11. List of Board Members
12. Board Resolution
13. Organization chart
14. Consultant work plan(s) and qualifications (if applicable)
15. Resumes of key individuals or job descriptions for new staff positions
16. Financial Information and Operating Budget
17. Documentation of committed leveraged funds
18. Project Feasibility Study, Financial Analysis/pro forma, Market Study, Business Plan (if available)
19. Additional Materials