

# ***NAHASDA COMMUNITY GRANT***

PART 1 – Program Guidelines

PART 2 – Program Application

PART 3 – Appendix

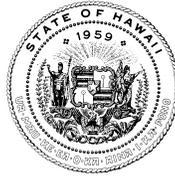
# **PART 1**

## ***NAHASDA COMMUNITY GRANT PROGRAM GUIDELINES***

**NAHASDA COMMUNITY GRANT**  
**PROGRAM GUIDELINES**

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**STATE OF HAWAII**  
**DEPARTMENT OF HAWAIIAN HOME LANDS**

P.O. BOX 1879  
HONOLULU, HAWAII 96805

TO: Native Hawaiian Housing Block Grant (NHHBG) Applicant

FROM: Sandy Asato, Planning and Development Coordinator, NAHASDA

SUBJECT: NAHASDA Community Grant Program Guidelines / Application

**INTRODUCTION**

In 1996, the Congress passed sweeping affordable housing reform legislation for American Indians and Alaska Natives called the Native American Housing Assistance and Self Determination Act (NAHASDA). This legislation, transformed the way that these Native groups provided affordable housing on rural Indian reservations and Alaska Native villages and opened the door for increased partnerships with financial institutions and most importantly, enabled the federal policy of self-determination to be extended to affordable housing. NAHASDA provides the mechanism for Native peoples to receive block grants based on a needs and population based formula and access to a federal mortgage loan guarantee called the Section 184 Guaranteed Loan Program. American Indians and Alaska Natives are empowered through NAHASDA to dedicate these resources based on the individual and unique affordable housing solutions determined by their communities. NAHASDA funding is dedicated to Indian and Alaska Native Tribal Governments for further designation to entities of their choosing to implement affordable housing goals in their communities.

In 2000, the Congress amended NAHASDA by adding Title VIII to provide similar funding for Native Hawaiian families on Hawaiian home lands set aside under the Hawaiian Homes Commission Act of 1920 (HHCA). The Department of Hawaiian Home Lands (DHHL) is the designated recipient for annual Native Hawaiian Housing Block Grants (NHHBG) and loan guarantees. This congressional amendment was the first time in the history of the HHCA that the federal government provided any significant level of financial investment into the Hawaiian home lands program for affordable housing activities.

NAHASDA requires that each block grant recipient develop a five-year plan and a one-year plan for each annual block grant allocation. As such, DHHL prepares, in consultation with the Native Hawaiian community, a Native Hawaiian Housing Plan (NHHP) each year that includes goals, objectives and tasks for implementation by DHHL as recipient and other entities as sub-recipients. NAHASDA further defines the eligible categories and activities by which block grant funding may be expended.

This NAHASDA Community Grant Application is provided to solicit project and program proposals from eligible entities for NAHASDA funding to implement the goals and objectives approved by the Department of Housing and Urban Development (HUD) and described in the NHHP.

### **NATIVE HAWAIIAN HOUSING PLAN GOALS AND OBJECTIVES**

Proposals must address the goals and activities/tasks identified in the 2007 NHHP. Refer to the DHHL website "<http://hawaii.gov/dhhl/nahasda/publications/publications>" for the 2007 NHHP.

### **ELIGIBLE APPLICANTS**

An applicant must be a local public entity, nonprofit corporation or a for-profit corporation engaged in or that will be engaged in developing, conducting, administering or coordinating assistance programs which will aid eligible beneficiaries.

### **ELIGIBLE BENEFICIARIES**

All funded program/projects must serve eligible beneficiaries. Eligible beneficiaries are low-income Native Hawaiian families who are eligible to reside on the Hawaiian home lands.

Low-income Native Hawaiian families are those, whose gross income does not exceed 80% of the HUD median income for the area. (State of Hawaii income guideline can be found in the Appendix.)

Native Hawaiian means any individual who is:

1. A citizen of the United States; and
2. A descendant of the aboriginal people who, prior to 1778 occupied and exercised sovereignty in the area that currently constitutes the State of Hawaii, as evidenced by:
  - a. Genealogical records;
  - b. Verification by kupuna (elders) or kama'aina (long-term community residents); or
  - c. Birth records of the State of Hawaii

### **ELIGIBLE CATEGORIES AND ACTIVITIES**

Eligible affordable housing activities are development, housing services, housing management services, crime prevention and safety activities and model activities. **NAHASDA funds may only be used for eligible activities that are consistent with DHHL's 2007 Native Hawaiian Housing Plan.**

#### **Category 1 - Development - All development must occur on Hawaiian home lands.**

(a) NAHASDA funds may be used for the acquisition, new construction, reconstruction, or moderate or substantial rehabilitation of affordable housing for homeownership or rental, which may include:

- (1) Real property acquisition;
- (2) Acquisition of affordable housing;
- (3) Financing acquisition of affordable housing by homebuyers through:
  - (i) Down payment assistance

- (ii) Closing cost assistance
  - (iii) Direct lending; and
  - (iv) Interest subsidies or other financial assistance
  - (4) New construction of affordable housing;
  - (5) Reconstruction of affordable housing;
  - (6) Moderate rehabilitation of affordable housing, including but not limited to:
    - (i) Lead-based paint hazards elimination or reduction;
    - (ii) Improvements to provide physical accessibility for disabled persons; and
    - (iii) Energy-related improvements;
  - (7) Substantial rehabilitation of affordable housing, including but not limited to:
    - (i) Lead-based paint hazards elimination or reduction;
    - (ii) Improvements to provide physical accessibility for disabled persons; and
    - (iii) Energy related improvements
  - (8) Site improvement, including recreational areas and playgrounds for use by residents of affordable housing and on-site streets and sidewalks in housing areas already assisted with the Native Hawaiian Housing Block Grant (NHHBG);
  - (9) The development of utilities and utility services;
  - (10) Conversion
  - (11) Demolition
  - (12) Administration and planning; and
  - (13) Other related activities, such as environmental review and architectural and engineering plans for the affordable housing project.
- (b) Multi-unit projects. Funds may be used to assist one or more housing units in a multi-unit project. Only the actual NAHASDA eligible development costs of the assisted units may be charged to the NAHASDA Program. If the assisted and unassisted units are not comparable in terms of size, features, and cost of bedrooms, the actual cost of the NAHASDA-assisted units can be determined by prorating the total NAHASDA eligible development costs of the project so that the proportion of the total development costs charged to the NAHASDA Programs does not exceed the proportion of the NAHASDA-assisted units in the project.

**DHHL utilizes NHHBG funds with trust funds for infrastructure development, therefore, DHHL is not seeking applications for infrastructure development. Applications for self-help housing, construction of replacement homes, rehabilitation of existing homes or similar activities are being sought.**

### **Category 2 - Housing Services**

Funds may be used for the provision of housing-related services for affordable housing, including:

- (a) Housing counseling in connection with rental or homeownership assistance;
- (b) The establishment and support of resident organizations and resident management corporations;
- (c) Energy auditing;
- (d) Activities related to the provisions of self-sufficiency and other services;
- (e) Homelessness prevention activities, which may include short term subsidies to defray rent and utility bills of an eligible family;
- (f) Payments to prevent foreclosure on a home; and

- (g) Other services related to assisting owners, tenants, contractors, and other entities participating or seeking to participate in other housing activities assisted pursuant to the Act and this part.

### **Category 3 - Housing Management Services**

Funds may be used for the provision of management services for affordable housing, including:

- (a) The preparation of work specifications;
- (b) Loan processing;
- (c) Inspections;
- (d) Tenant selection;
- (e) Management of tenant-based rental assistance; and
- (f) Management of affordable housing projects.

### **Category 4 - Crime Prevention and Safety Activities**

Funds may be used for the provision of safety, security, and law enforcement measures and activities appropriate to protect residents of affordable housing from crime, including the costs of:

- (a) Physical improvements for affordable housing to enhance security, such as, fences, monitors, locks, and additional lighting;
- (b) Security personnel for affordable housing; and
- (c) Equipment for patrols

### **Category 5 - Model Activities**

Funds may be used for housing activities under model programs that are:

- (a) Designed to carry out the purposes of the Act and this part; and
- (b) Specifically approved by HUD as appropriate for those purposes

Other DHHL approved eligible Model Activities include:

- (a) Kupuna rental projects
- (b) Community centers/offices for service providers.
- (c) Boys & Girls Club Facility

**Reminder: The project you propose must address the 2007 Native Hawaiian Housing Plan. Even if a project is an eligible activity listed above, it will not be considered if it is not in the 2007 Native Hawaiian Housing Plan.**

## **FUNDING LEVELS AND PROGRAM/PROJECT TERM**

The minimum funding level of this program is \$10,000

There is currently no maximum funding level.

The program/project term should not exceed 12 months, extensions may be granted to attain goals.

## **PROGRAM/PROJECT CONCEPT AND DEVELOPMENT**

The NAHASDA Community Grant Application requires that you describe in great detail the

particular program/project you are proposing and requesting to be funded. The development of the proposed program/project follows a specific process and outline. This process relates directly to the questions you will be asked to answer in the application.

What follows is a brief explanation of the program/project development process to help you to better understand the application.

1. The initial step involves identifying and describing the specific **Targeted Community** to be served. This includes explaining the issues and challenges of that community and stating which of those needs the proposed program/project will address.
2. To explain the program/project you are proposing, you will need to clearly state the primary **Goal** of the program/project. The program/project goal is a general statement that represents the desired outcome. The program/project goal should obviously be linked to the community needs of the targeted community that this particular program/project intends to focus on.
3. The next step is to determine the series of **Objectives** that need to be accomplished in order to achieve the stated program/project goal. An objective is a concise statement of one thing that must be completed to help accomplish your program/project goal. The objectives collectively describe HOW the program/project goal will be fulfilled.
4. For each objective you will need to complete a **Work Plan**. The work plan describes in detail the planned approach for reaching the objective by listing the various **Activities** to actualize the objective, the **Outcome** that states the expected benefits or results from achieving the objective, **Who** will be responsible and **Timeframes**. You will also need to explain the **Criteria** or measurable ways you will **Evaluate** whether the objective produced the expected outcome (benefits/results) that you indicated. **When contracting activities (those outsourced by your agency/organization to a 3<sup>rd</sup> party for completion) you must adhere to Federal Procurement Guidelines.**
5. Additionally, you will also need to explain how your organization and your community partners have the experience, capabilities and resources to make the program/project successful and achieve the stated program/project goal.

Although the application structure does not follow the exact order outlined above, you will find all the components included in the application and you will need to respond to each one. At times, you will also need to support your ideas and plans with documentation. You will submit this supporting documentation as attachments with your application as directed throughout the application.

Samples of key portions of the application and visual representations of this process can be found for your reference in the Application Appendix.

## **APPLICATION INSTRUCTIONS**

The attached application is the standard application for all NAHASDA Community Grant applicants. The application must be filled out completely and include all requested information.

Please respond to all application guidelines by checking answer boxes where required, furnishing requested information and giving complete narrative answers where appropriate. If necessary, insert additional pages into the Appendix in order to provide complete information.

Include all attachments. Indicate “not applicable” on both the application and in the attachment, where appropriate. If information is not available but is necessary to determine the eligibility of the applicant and/or the eligibility of the program/project (see Eligibility Criteria and Completeness Review section above), DHHL staff may reject the application as incomplete.

A checklist is furnished in the Application Appendix. Be sure all attachments are complete and included with the application. In addition to the checklist of attachments, the Appendix of the application has a set of tools to assist the applicants in the presentation of required information.

### **APPLICATION DEADLINE**

May 16, 2008

### **APPLICATION SUBMITTAL**

The application must be assembled as follows:

1. Submit the application and attachments in a three-ring binder.
2. Place a cover sheet on the front of the binder with the name of the organization submitting the application, the name of the program/project, and the date submitted.
3. Place the completed application behind the first tab and label the tab “Application.”
4. Using tabbed dividers separate the attachments by the application Section Letter and Item Number, i.e. Section A 3.2.
5. All attachments must be ordered according to the checklist in the Application Appendix.

The package must include one original, complete DHHL application, with attachments.

Mail the package to:

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

No facsimiles or electronic submissions will be accepted.

### **APPLICATION PROCESS**

Staff will conduct an eligibility and completeness review. An application deemed to be incomplete or ineligible will be removed from further review. The applicant will be notified in writing of the Department’s determination. The eligibility and completeness review will be based on the minimum threshold criteria set forth below:

1. Application completeness: Applications must be filled out completely and include all attachments. The application must bear the original signature of the person authorizing the submittal and a certified resolution must authorize submittal of the

application and have the appropriate original signatures.

2. Applicant eligibility: An applicant must be a local public entity, nonprofit corporation or a for-profit corporation engaged in or that will be engaged in developing, conducting, administering or coordinating assistance programs which will aid eligible Native Hawaiians. In addition, a State of Hawaii tax clearance for the applicant entity must accompany the funding application.
3. Program/Project eligibility: For each type of grant, applications will be reviewed, scored and selected separately with two types of review.
  - a. A threshold review to determine applications' eligibility
  - b. A technical review to rate the application based on the rating factors.
4. Each program/project will be reviewed and scored. **DHHL may not fund all programs/projects in the applications submitted.**

### **APPLICATION CRITERIA AND SCORING**

All applications that are eligible and complete will be scored according to the following criteria:

1. **Background and Experience.** The extent to which you have the organizational resources and experience necessary to successfully implement the proposed activities in a timely manner.
2. **Community Needs/Extent of Problem:** This factor addresses the extent to which there is a need for funding your proposed program activities and your indication of urgency of meeting the need in your community. The urgency and need must be supported with appropriate data/sources specific to the community need and the proposed activity.
3. **Program/Project Objectives and Work Plan:** This factor addresses the quality and cost-effectiveness of your proposed work plan, the commitment of your institution to the proposed activities, and your actions regarding DHHL goals and objectives in the consideration of the program's/project's impact on targeted community.
4. **Partners and Resources:** This factor addresses the ability of the applicant to secure resources that can combine with DHHL program funds to achieve program objectives.
  - a. DHHL will consider the extent to which you have in-kind contributions and have partnered with other entities to secure additional resources
  - b. Letters of specific commitment that are dated no earlier than one month prior to the date of this application are required
5. **Coordination, Self-Sufficiency, and Sustainability:** This factor addresses the extent your organization coordinates activities with other organizations, participates in your community's planning process, and is working towards addressing a need in a holistic and comprehensive manner through linkages with other activities in the

community.

- a. Specific coordination activities related to the application prior to submission.
- b. How your organization participates in the community's planning process. Include how you will take steps to develop linkages to coordinate comprehensive solutions through meetings and information networks.
- c. Institutionalization of program's/project's activities and how the proposed program's/project's results in the kinds of activities that will be sustained.

Each scoring criteria has been assigned a possible point value. The possible point value represents the greatest number of points that your application can receive for a given criteria. The following table outlines the criteria and the possible point value assigned to each.

CRITERIA	POINTS POSSIBLE
1. Background and Experience	15 points
2. Community Needs/Extent of Problem	15 points
3. Program/Project Objectives and Work Plan	40 points
4. Partners and Resources	10 points
5. Coordination, Self-Sufficiency and Sustainability	20 points
<b>TOTAL POINTS AVAILABLE:</b>	<b>100 points</b>

### **APPLICATION DETERMINATION**

Submitted applications will be reviewed by DHHL staff for completeness, evaluated by a grants committee and applicants will receive a response within approximately 60 days. The applicant will receive a notice with one of the following determinations:

- Accepted
- Deferred for additional information.
- Denied with comment.

In the event that DHHL has deferred the application for additional information, the notice will outline the information needed to complete the review of the application and the timeframe in which it is to be submitted. Untimely submittal of requested information may result in the rejection of the application.

### **APPLICATION CYCLE**

Applications are available for the NAHASDA Community Grant Program year-round to allow applicants the time to develop the grant or funding application; however, applications will only be accepted for consideration 30 days prior to due date. The following chart outlines the approximate dates of the application cycle:

Due Date	Review Period	Notification Period
05/16/08	05/19/08 to 07/11/08	August 2008

### **INFORMATION AND ASSISTANCE**

It is strongly recommended that care and prudence be exercised in the planning of proposed program/projects, selection of development team members and in the preparation of this application and the attachments. An application that is deemed incomplete based on the above

stated eligibility criteria shall be rejected. Staff is available to answer questions regarding the program or the completion of the application and attachments. Please call DHHL at (808) 587-6491.

Thank you for your interest in the DHHL NAHASDA Program.

# **PART 2**

## ***NAHASDA COMMUNITY GRANT PROGRAM APPLICATION***

# NAHASDA COMMUNITY GRANT PROGRAM APPLICATION

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<b>NAHASDA FUNDING APPLICATION</b>  Submit a copy of the application with the required attachments to: DEPARTMENT OF HAWAIIAN HOME LANDS P.O. Box 1879 Honolulu, HI 96805	FOR OFFICE USE ONLY:	GRANT NUMBER:
	Date Received:	CONTRACT NUMBER :
	<input type="checkbox"/> Initial Request	Date Reviewed:
	<input type="checkbox"/> Resubmission	Budget Information
	<input type="checkbox"/> Renewal	Grant/Contract Awarded: \$
<input type="checkbox"/> Approved	Cost Share Awarded: \$	
<input type="checkbox"/> Disapproved	Matching Funds Awarded: \$	

## SECTION A.

### 1. APPLICANT INFORMATION

Organization Name:
Mailing Address:
City, State, Zip Code:
Physical Address:
City, State, Zip Code:
Contact:
Title:
Phone: <span style="float: right;">Fax:</span>
E-mail Address:
Website:

### 2. FUNDING REQUEST

*Please check which type of fund(s) you are applying for and complete the information below:*

<input type="checkbox"/> GRANT	<input type="checkbox"/> LOAN
Total amount of NAHASDA funds requested:	\$
Amount from other sources:	
Matching	+ \$
Cost Sharing	+ \$
Value of In-Kind Services	+ \$
Total Cost of Program/Project	= \$

### 3. APPLICANT BACKGROUND AND EXPERIENCE

#### 3.1. TYPE OF ORGANIZATION: *Please check and complete the appropriate items:*

- Public Body
  - Nonprofit Corporation with 501(c)(3)
  - Nonprofit Corporation without 501(c)(3)
    - Using fiscal sponsor w/501(c)(3)
  - Private
- Date of Incorporation \_\_\_\_\_
- FEIN \_\_\_\_\_

#### 3.2. ORGANIZATION LEGAL STATUS

*Attach behind the tab titled "Section A 3.2":*

Documentation verifying your organization's legal status:

- A Resolution authorizing this application.
- The Articles of Incorporation and Bylaws for a private organization or:
- The Enabling Resolution or Charter for public organizations
- A List of Names of the Governing Body, Board Members and Corporate Officers

#### 3.3. ORGANIZATION FINANCIAL STATUS

*Attach behind the tab titled "Section A 3.3":*

Documentation verifying your organization's financial status

- Tax Exempt (501(c)3) Status
- Financial Statements: The most recent two (2) years of Income Statements and Balance Sheets
- State of Hawaii Tax Clearance (dated within 6 mo. of application)

#### 3.4. ORGANIZATION BACKGROUND

*Describe:* Your organization's background and history, its mission, goals and daily activities. The program(s) your agency is currently operating and list the geographic area(s) where your program(s) operate. Space is provided on the next page.

*Attach behind the tab titled "Section A 3.4":*

- References from three to five other funding sources with whom you have worked in the last three years. Include names, addresses and phone numbers for references.
- Your agency/organization's organizational chart.

**3.4 ORGANIZATION BACKGROUND** *continued. Below is additional space for your description*

**3.5. PROGRAM/PROJECT RELATED EXPERIENCE**

*Describe:* Your organization's experience with similar programs/projects to the one proposed in this application.

**4. LEGISLATIVE DISTRICT AND REPRESENTATIVE OF THE PROGRAM/PROJECT LOCATION**

*Provide the District Name/Number and the name of the individual serving in each position.*

Hawaiian Homes Commission    Island: \_\_\_\_\_ Commissioner : \_\_\_\_\_

Local County    County \_\_\_\_\_ Mayor: \_\_\_\_\_

State House    District No: \_\_\_\_\_ Representative: \_\_\_\_\_

State Senate    District No: \_\_\_\_\_ Senator: \_\_\_\_\_

United States House    District No: \_\_\_\_\_ Representative: \_\_\_\_\_

United States Senate    District No: \_\_\_\_\_ Senator: \_\_\_\_\_

# SECTION B.

## 1. PROPOSED PROGRAM/PROJECT

**1.1. PROGRAM/PROJECT NAME:** \_\_\_\_\_

Program/Project Period From: \_\_\_\_\_ To: \_\_\_\_\_  
mm/yy mm/yy

### 1.2. PROGRAM/PROJECT GOAL

*State:* The single primary goal for your program/project. The project goal is a general statement that represents the desired outcome. The project goal should be linked to the community needs of the targeted community that this particular project intends to focus on. A sample of a program/project goal can be found in the Application Appendix.

**1.3. Describe:** Your program/project in one page. Address the targeted community, its needs and the planned impact of your program/project. Summarize the general approach and budgetary issues.

## 2. TARGETED COMMUNITY INFORMATION

**2.1. Describe:** The community your program/project serves, its income level and its size, location etc. Also, *describe* the community's needs and challenges to be addressed by your proposed program/project, including the scope and extent of these issues.

***Attach behind the tab titled "Section B 2.1":***

- A map of the area if applicable.
- Supporting documents for targeted community (qualifying) income levels and eligibility.

### 3. PROGRAM/PROJECT OBJECTIVES AND WORK PLAN

#### 3.1. OBJECTIVES

*List:* The series of OBJECTIVES that need to be accomplished in order to achieve the stated project goal in the table below. An objective is a concise statement of one thing that must be completed to help accomplish your project goal. A good objective should answer questions such as WHO, WHAT, WHEN & HOW. Each objective must also be measurable, attainable and clearly stated. The objectives collectively describe HOW the project goal will be fulfilled. A sample objective can be found in the Application Appendix.

	OBJECTIVE
1	
2	
3	
4	
5	

### 3.2. WORK PLANS

**Complete:** A Work Plan for each objective listed above. For each objective you will then need to complete a WORK PLAN. The work plan describes in detail the planned approach for reaching the objective by listing the various ACTIVITIES to actualize the objective, the OUTCOME that states the expected benefits or results from achieving the objective, WHO will be responsible and TIMEFRAMES. You will also need to explain the CRITERIA or measurable ways you will EVALUATE whether the objective produced the expected outcome (benefits/results) that you indicated. A sample Work Plan can be found in the Application Appendix

**Attach behind the tab titled “Section B 3.2**

- A copy of each Work Plan for **each** objective.

**Complete the Work Plan as follows:**

<b>Program/ Project Name::</b>	State your program/project name
<b>Program/ Project Year:</b>	State the program/project year. This is particularly important for multi-year programs/projects.
<b>Program/ Project Goal:</b>	Enter the program/project goal from Section B 1.2. Since your program/project has only one goal the goal will be the same on each work plan.
<b>Objective:</b>	Enter the objective (from Section B 3.1) that you wish to achieve with this work plan. Use <b>one</b> work plan for each objective.
<b>Outcome:</b>	Explain the expected results, benefits or impacts your targeted community will gain from successful accomplishment of the related objective.
<b>Activities</b>	A specific effort that you plan to implement to meet your objective. The activities are the specific tasks that must be completed for the objective to be met. Make sure your activities flow logically, are assigned to a position and have reasonable beginning and ending timeframes.
<b>Position Responsible</b>	List personnel to whom the task is assigned
<b>Time Period</b>	State beginning month and end month of the activity.
<b>Begin Month End Month</b>	List by month from start of grant, i.e. month 1 and month 4
<b>Non-Salary Personnel Hours</b>	Estimate non-salaried hours to complete this activity
<b>Criteria for Evaluating Outcomes</b>	Describe how you will measure the benefits, results or impact as stated in the outcome and that is expected when the related objective is completed

**WORK PLAN**

<b>Program/ Project Name:</b>				
<b>Program/ Project Year:</b>				
<b>Program/ Project Goal:</b>				
<b>Objective:</b>				
<b>Outcome:</b>				
Activities	Position Responsible	Time Period		Non-Salary Personnel Hours
		Begin Month	End Month	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
<b>Criteria for Evaluating Outcomes</b>				

**3.3. CONTRACTED ACTIVITIES**

**List:** Any activities identified on your Work Plans that will be contracted out in the table below. **Note: To contract activities to a 3<sup>rd</sup> party you must follow Federal Procurement Guidelines.**

Project Objective No	Activity	Contractor (Name & Address)	Cost

**4. PARTNERS AND RESOURCES**

**4.1. PARTNERS**

**Describe:** Your partners and their competencies as they relate to your proposed program/project.

**4.2. RESOURCES**

*Complete:* The following table for funding or in-kind contributions from your partners.

*Attach behind the tab titled "Section B 4.2."*

- Letters of Commitment for each contribution (actual dollars or in-kind) dated no earlier than one month prior to the date of this application.

<b>Agency</b>	<b>Program</b>	<b>Funding Dollar (\$) Amount</b>	<b>In-Kind Contribution Amount</b>	<b>Total</b>
<b>TOTAL</b>				

**5. COORDINATION, SELF-SUFFICIENCY/SUSTAINABILITY**

**5.1. Describe:** How the program/project will achieve self-sufficiency and sustainability through community linkages, planning, networks, and how activities will be coordinated with partners.

## 6. PROGRAM/PROJECT BUDGET

### 6.1. BUDGET NARRATIVE

*Describe:* The budget in enough detail to verify allowable costs and the relevance of the costs to the project. In the case of multi-year program/projects the Budget Narrative should be completed for each year. A sample budget narrative is provided in the Application Appendix.

**6.2. PROGRAM/PROJECT LINE ITEM BUDGET**

*Complete:* The form below. The line item budget should show what costs are allocated to funds received from DHHL and what costs are allocated to the organization’s match and summarize the total program/project cost. In the case of multi-year program/projects the Line Item Budget should be completed for each year. A sample line item budget is provided in the Application Appendix.

	<b>Grant Funds</b>	<b>Other Funds</b>	<b>In-Kind Contributions</b>	<b>Total</b>
<b>PERSONNEL SERVICES</b>				
1. Salaries				
2. Employee Benefits				
<b>SUB-TOTAL PERSONNEL</b>				
<b>NON-PERSONNEL</b>				
3. Space rent				
4. Utilities				
5. Telephone				
6. Equipment (leasing)				
7. Office Materials				
8. Contract and Professional Services				
9. Other Costs (detail):				
a.				
b.				
c.				
<b>SUB-TOTAL NON-PERSONNEL</b>				
<b>TOTAL BUDGET</b>				

## 7. PROGRAM/PROJECT ADMINISTRATION

**7.1. List :** In the table below the staff assigned to this program/project and the percentage of their time devoted to this program/project

*Attach behind the tab titled "Section B 7.1"*

- A job description for each job title listed below.
- A resume for each staff person assigned to this program/project
- A program/project administration chart. A sample is provided in the Application Appendix.

Name of Staff Person	Job Title:	% of time is devoted to this program/project

## SECTION C.

### 1. DHHL NATIVE HAWAIIAN HOUSING PLAN GOALS AND OBJECTIVES

**1.1. Refer:** To the DHHL Native Hawaiian Housing Plan Goals and Objectives in the Native Hawaiian Housing Plan Goals and Objectives in the Appendix page 4 and identify the goals and objectives that your program/project supports.

**List :** The Goal(s)/Objectives(s) in the table below. **Note:** Not all Goals have Objectives. In the event there is no Objective place n/a in the Objective column.

Goal No.

Objective No.

DHHL Goal/Objective

**1.2. Describe:** How your program/project supports the above listed DHHL NAHASDA Native Hawaiian Housing Plan Goals and Objectives

## 2. NAHASDA ELIGIBLE CATEGORIES AND ACTIVITIES

**2.1. Refer:** To the Eligible Categories and Activities for which NAHASDA Program Grant funds are available. The Eligible Categories and Activities can be found in the NAHASDA Program Grant Guidelines on pages 5-8 and identify the category(s) and activities for which you are requesting grant funds.

**List:** The Categories and Activities in the table below

Category

Activity

**2.2. Describe:** How your program/project integrates the above listed NAHASDA Eligible Category/Activity into the community and meets a community need.

## ***SECTION D.***

### **1. CERTIFICATIONS**

The following certifications are incorporated as a part of this application form. The signature on the last page of this application of the AO representative authorized to sign the application signifies compliance with the terms of these certifications.

#### **Equal Opportunity Certification**

The Applying Organization (AO) certifies that:

- (1) The AO will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and regulations issued pursuant thereto (24 CFR Part 1) which state that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives financial assistance; and will take any measures necessary to effectuate this agreement.
- (2) The AO will comply with the Fair Housing Act (42 U.S.C. 3601-19) and regulations issued pursuant thereto (24 CFR Part 100) which prohibit discrimination in housing on the basis of race, color, religion, sex, handicap, familial status, or national origin, and administer its programs and activities relating to housing in a manner to affirmatively further fair housing.
- (3) The AO will comply with Executive Order 11063 on Equal Opportunity in Housing which prohibits discrimination because of race, color, creed, or national origin in housing and related facilities provided with Federal financial assistance and HUD regulations (24 CFR Part 107).
- (4) The AO will comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and regulations issued pursuant thereto (24 CFR Part 8) which state that no otherwise qualified individual with handicaps in the United States shall solely by reason of the handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- (5) The AO will comply with the provisions of the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and regulations issued pursuant thereto (24 CFR Part 146) which state that no person in the United States shall on the basis of age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under a program or activity receiving Federal financial assistance.
- (6) The AO will comply with the provisions of Title II of the Americans with Disabilities Act (42 U.S.C. 12131) and regulations issued pursuant thereto (28 CFR Part 35) which state that subject to the provisions of Title II, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity, or be subjected to discrimination by any such entity.

The following provisions apply only to housing assisted with Project-Based Certificates:

(7) The AO will comply with Executive Order 11246 and all regulations pursuant thereto (41 CFR Chapter 60-1) which state that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of Federal contracts and shall take affirmative action to ensure equal employment opportunity.

(8) The AO will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u) and regulations issued pursuant thereto (24 CFR Part 135), which require that, to the greatest extent feasible, opportunities for training and employment be given to low-income persons residing within the unit of local government for metropolitan area (or non-metropolitan county) in which the project is located.

### **Certification Regarding Lobbying**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### **Certification Regarding Drug-Free Workplace Requirements**

Instructions for Drug-Free Workplace Requirements Certification:

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.

2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).

5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

**Controlled substance** means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

**Conviction** means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

**Criminal drug statute** means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

**Employee** means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees or subrecipients or subcontractors in covered workplaces).

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about:
- (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
- (1) Abide by the terms of the statement; and
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted:
- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, City, County, State, Zip Code)

Check  if there are workplaces on file that are not identified here.

## **Certification Regarding Adherence to Federal Procurement Guidelines**

The undersigned certifies, to the best of his or her knowledge and belief, that:

That all contracts made with 3<sup>rd</sup> parties have been conducted in accordance with Federal Procurement Guidelines.

## **2. DHHL CERTIFICATIONS**

The following certifications are incorporated as a part of this application form. The signature on the last page of this application of the AO representative authorized to sign the application signifies compliance with the terms of these certifications.

### **Eligible Beneficiaries**

The Applying Organization (AO) certifies that:

1. Beneficiaries will be limited to eligible Native Hawaiians on Hawaiian home lands and
2. Income qualification verifications will be conducted on all beneficiaries and the AO will maintain supporting documentation of the income verification.

### 3. APPLICATION AUTHORIZATION

**This application was prepared by:**

_____	_____
Name (Print or Type)	Title
_____	_____
Signature	Date

**This application is submitted by:**

I/We certify that the information and statements submitted in and attached to this application, are true, accurate and complete to the best of my/our knowledge. I/We authorize the Department of Hawaiian Home Lands to verify any information pertaining to this application. I/We acknowledge and understand that if facts and/or information herein are found to be misrepresented, it may constitute grounds for rejection of the application or default of the NAHASDA grant for which this application is being made.

_____	_____	_____
Name (Print or Type)	Title	Date
_____	_____	_____
Name (Signature)	Title	Date
_____	_____	_____
Name (Print of Type)	Title	Date
_____	_____	_____
Name (Signature)	Title	Date

# **PART 3**

## ***NAHASDA COMMUNITY GRANT PROGRAM APPLICATION APPENDIX***

# NAHASDA COMMUNITY GRANT PROGRAM APPLICATION APPENDIX

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## **APPLICATION ATTACHMENT CHECKLIST**

- Submit the application and attachments in the following order.
- Separate attachments as indicated with tabbed dividers
- Label each tab as indicated.

<b>Label Divider Tab</b>	<b>Place behind tab the following information:</b>
Section A 3.2	Copy of resolution authorizing this application. Copy of Articles of Incorporation and By-Laws. The Enabling Resolution or Charter, for public organizations List of names of the Governing Body, Board Members and Corporate Officers
Section A 3.3	501(c)3 Status with Secretary of State Certification. <i>(If Applicable )</i> Financial Statements: The most recent two (2) years of Income Statements and Balance Sheets State of Hawaii Tax Clearance (within 6 mos. of application)
Section A 3.4	Additional narrative if necessary References from 3-5 funding sources Your Agency/Organization's organizational chart.
Section A 3.5.	Additional narrative if necessary. *
Section B 1.3	Additional narrative if necessary.*
Section B 2.1	Additional narrative if necessary A map of the community if applicable. Documentation of the targeted community's income level
Section B 3.1	Additional objectives if necessary. *
Section B 3.2	A Work Plan for each objective.
Section B 3.3	Additional Contractors if necessary. *
Section B 4.1	Additional narrative if necessary. *
Section B 4.2	Additional contributors if necessary. A Letter of Commitment from each contributing partner dated no earlier than one (1) month prior to this application.
Section B 5.1	Additional narrative if necessary. *
Section B 6.1	Additional narrative if necessary. *
Section B 6.2	Additional budgeting information if necessary. *
Section B 7.1	A job description for each job title listed. A resume for each staff person assigned to the program/project. A program/project administration chart.
Section C 1.2	Additional narrative if necessary. *

If the narratives and tables are complete in the application, it is not necessary to make tabs solely for these items.

## **NATIVE HAWAIIAN HOUSING PLAN GOALS AND OBJECTIVES**

The Department of Housing and Urban Development (HUD) requires DHHL to develop a one (1) year and a five (5) year Native Hawaiian Housing Plan (NHHP) for each appropriation. The following outlines DHHL's primary goals for this program year for NAHASDA funding to best serve its targeted communities.

**Goal No. 1:** Increase the affordable housing inventory on Hawaiian Home Lands to meet the increasing or unmet demand for housing by low-income native Hawaiian families.

**Objective 1a:** Increase the supply of affordable housing units through the construction of infrastructure improvements for single-family housing.

**Objective 1b:** Provide direct assistance to potential qualified homeowners through downpayment assistance and/or principal reduction subsidies, low interest rate loans, matching funds for Individual Development Accounts (IDAs), or other means/methods that become available.

**Goal No. 2:** Reduce the number of homes in need of repair or replacement that are occupied by low income native Hawaiian families.

**Objective:** Assist in the preservation and revitalization of existing homes and communities on Hawaiian home lands.

**Goal No. 3:** Promote safe communities on Hawaiian home lands through various methods of engaging and supporting communities that express interest and active levels of involvement in their respective communities.

**Objective 3A:** Enhance public safety in the homestead communities and support community-based initiatives that encourage safe communities.

**Objective 3B:** Assist homestead communities in assessing the viability of and planning for community centers that will further enhance community safety, homeownership education, and affordable housing activities that will serve applicants and residents of affordable housing.

**Goal No. 4:** Develop educational and training programs to address the housing and community needs for existing or potential beneficiaries on Hawaiian Home Lands.

**Objective:** Encourage the continuing development of and access to educational programs that assist native Hawaiian families with financial literacy and pre- and post-homebuyer education for applicant families, "Undivided Interest" families, or existing lessees, especially those who are delinquent on their mortgages.

**Goal No. 5:** Encourage self-determination within native Hawaiian communities located on Hawaiian home lands in resolving housing and community development issues.

**Objective:** Equip and empower community organizations to become active partners in resolving housing and community development issues within their communities.

**Goal No. 6:** Enhance the capacity of DHHL to implement NAHASDA and actively seek partnership opportunities with non-profit and for-profit housing and housing-related service providers.

**Objective 6A:** Provide sufficient administration and organizational capabilities to manage affordable housing programs, properties, and assets on Hawaiian home lands.

**Objective 6B:** Establish collaborative partnerships to address affordable housing needs.

**SAMPLE RESOLUTION**

THE GOVERNING BOARD OF  
\_\_\_\_\_

HEREBY AUTHORIZES THE SUBMITTAL OF A GRANT APPLICATION, THE INCURRING OF AN OBLIGATION, THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO, AND ANY OTHER DOCUMENTS NECESSARY TO SECURE A NAHASDA COMMUNITY GRANT FROM THE DEPARTMENT OF HAWAIIAN HOME LANDS.

WHEREAS

- A. \_\_\_\_\_ (*name of applicant*) (hereinafter referred to as “Corporation”) is a corporate entity established under the laws of **XXX** and empowered to enter into an obligation to receive NAHASDA funds.
- B. The Department of Hawaiian Homelands (hereinafter referred to as the “DHHL”) is authorized to make grants.
- C. The Corporation wishes to obtain from the DHHL a technical assistance grant for assisting self-help housing activities.

IT IS NOW RESOLVED THAT:

- 1. The Corporation may submit to the DHHL a NAHASDA Community Grant Application for use in the County of \_\_\_\_\_.
- 2. If the application is approved, the Corporation is hereby authorized to incur an obligation in any amount not exceeding the amount approved by the DHHL and to enter into a grant agreement with the DHHL for the purposes set forth in the application and approved by the DHHL. It also may execute security and other instruments necessary or required by the DHHL to govern and secure the obligation.
- 3. The Corporation is further authorized to request amendments, including increases in amounts up to amounts approved by the DHHL, and to execute any and all documents required by the DHHL to govern and secure these amendments.
- 4. The Corporation authorizes \_\_\_\_\_ (*title(s) of officer(s) authorized*) to execute in the name of the Corporation, the application and the agreement, and other instruments necessary or required by the State of Hawaii for the making and securing of the grants, and any amendments thereto.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_,

BY THE FOLLOWING VOTE:

AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_ ABSENT:

CERTIFICATION:

The undersigned \_\_\_\_\_ Secretary of the Corporation here before named does hereby attest and certify that the foregoing is a true and full copy of a resolution of the Board of Directors adopted at a duly convened meeting on the date above-mentioned, which has not been altered, amended, or repealed.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

NOTES:

1. *This is intended to be a model for resolutions authorizing grant applications. Applicants may use their own format if it contains substantially all the authorizations in the model.*
2. *This model uses language appropriate to a nonprofit corporation of cooperative. A government agency may want to substitute more appropriate terminology for terms such as "Governing Board" and "Corporation".*
3. *The person attesting to the vote and certifying the resolution may not be a person authorized by the resolution to execute documents.*

**SAMPLE PROGRAM/PROJECT GOAL AND OBJECTIVES**

PROJECT GOAL: To have all public access buildings on Hawaiian Home Lands on the Big Island physically accessible for disabled persons by the end of an eighteen-month period.

	<b>OBJECTIVE</b>
1	A thorough and accurate assessment report of the current accessibility status of all relevant buildings, including an inventory of necessary improvements to be accessible for disabled persons to be completed by the end of the first month
2	A database of diversified trades persons appropriately skilled and agreeable to providing a minimum of 5 days of volunteer work over an eighteen-month period to be completed by the end of the second month
3	A project management plan for completing all necessary improvements including timeframes, critical paths, assigned construction co-coordinators and resources, to be completed by the end of the third month.
4	
5	

**SAMPLE WORK PLAN**

**WORK PLAN**

<b>Program/ Project Name:</b> Environmental Code Project				
<b>Program/ Project Year:</b> Year 1.				
<b>Program/ Project Goal:</b> Meet environmental standards and project deadline.				
<b>Objective:</b> By the end of the 2 <sup>nd</sup> month, the agency will have officially approved and delegated specific responsibilities to a five-member Environmental Code Committee in accordance with criteria established in the attached proposal				
<b>Outcome:</b> The agency will have become more aware of the need for the environmental regulation. A unit will have been created to develop project environmental codes. The unit will have authority to accomplish certain responsibilities assigned to it by the agency.				
Activities	Position Responsible	Time Period		Non-Salary Personnel Hours
		Begin Month	End Month	
16. Hire a project director and office manager	Agency Admin. /Board	1	1	8 in-kind
17. Establish office (equipment; procedures; planning, reporting and accounting systems	Project Director/Office Manager	1	2	
18. Review process used by local governments and other organizations in establishing codes	Project Director	1	1	
19. Present need for environmental codes and committee at council meeting. Make recommendations for members	Project Director /Environmental Staff from county, city and two nearby organizations.	2	2	
20. Obtain Council commitment to committee and obtain a letter of invitation from the council	Project Director	2	2	
21. Secure commitment from committee members.	Project Director	2	2	
<b>Criteria for Evaluating Outcomes:</b> The Board will have passed a resolution to establish a committee consisting of the director and a staff member to the agency's environmental department, a state registered water quality expert, a lawyer and a Board member. The resolution will provide specific authorities and detail specific responsibilities of the committee. It will also establish a time frame for the committee's accomplishment of its charges.				

**WORK PLAN**

Program/Project Name:				
Program/Project Year:				
Program/Project Goal:				
Objective #				
Outcome:				
Activities	Position Responsible	Time Period		Non-Salary Personnel Hours
		Begin Month	End Month	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

## **SAMPLE BUDGET NARRATIVE**

### PERSONNEL

This project will require 2.1 FTE to complete. They are as follows:

- Executive Director will dedicate 10% of his position to supervising the project. The Executive Director salary is an in-kind contribution to the project.
- Project Director will dedicate 100% of her time to administering the project. DHHL funds are requested for the Project Director position.
- Project Coordinator will dedicate 100% of his time to the project. DHHL funds are requested for the Project Coordinator position.

### EMPLOYEE BENEFITS

Benefits are calculated at 30% of wage. The executive Director benefit costs are an in-kind contribution to the project. The Project Director and Project Coordinator benefit costs are requested from DHHL.

Non-Personnel costs are a combination of DHHL requested funds and In Kind donations from the Organization. The greatest cost – space rental and utilities are a donation in-kind.

**SAMPLE LINE ITEM BUDGET**

	Grant Funds	Other Funds	In Kind	Total
PERSONNEL SERVICES				
1. Salaries	65,000		5,000	70,000
2. Employee benefits	19,500			19,500
SUB-TOTAL PERSONNEL	84,500		5,000	89,500
NON-PERSONNEL				
3. Space rent			6,000	6,000
4. Utilities			400	400
5. Telephone	1,200			1,200
6. Equipment (leasing)			500	
7. Office materials	1,200		600	1,800
8. Contract and Professional Services				
9. Other costs (detail):				
a.				
b.				
c.				
SUB-TOTAL NON-PERSONNEL	2,400		7,400	9,800
<b>TOTAL BUDGET</b>	<b>86,900</b>		<b>12,400</b>	<b>99,300</b>

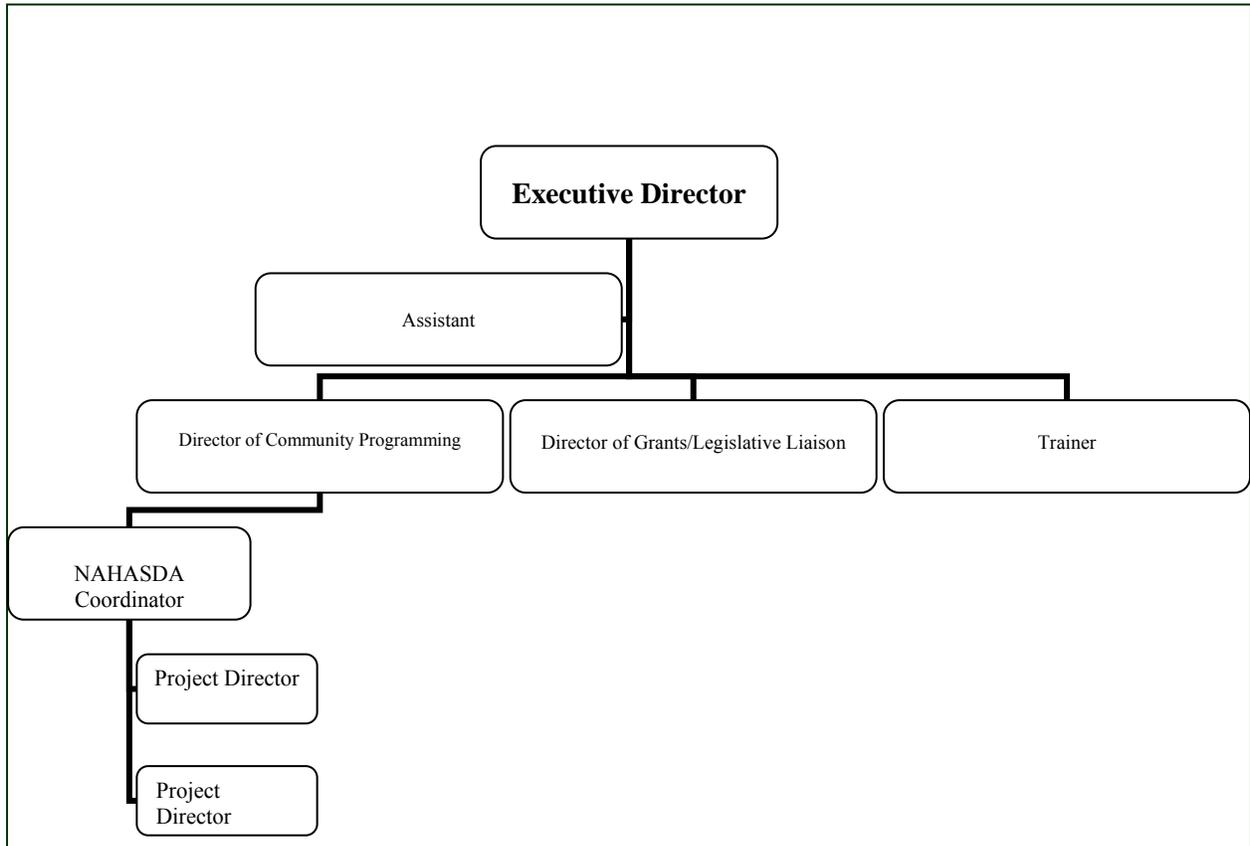
Notes: Space rent /Utilities– In Kind The organization will donate 2 offices (1600sq ft) for one year including the utilities.

Telephone The estimated cost of 1 telephone line plus service, local and long distance for one year.

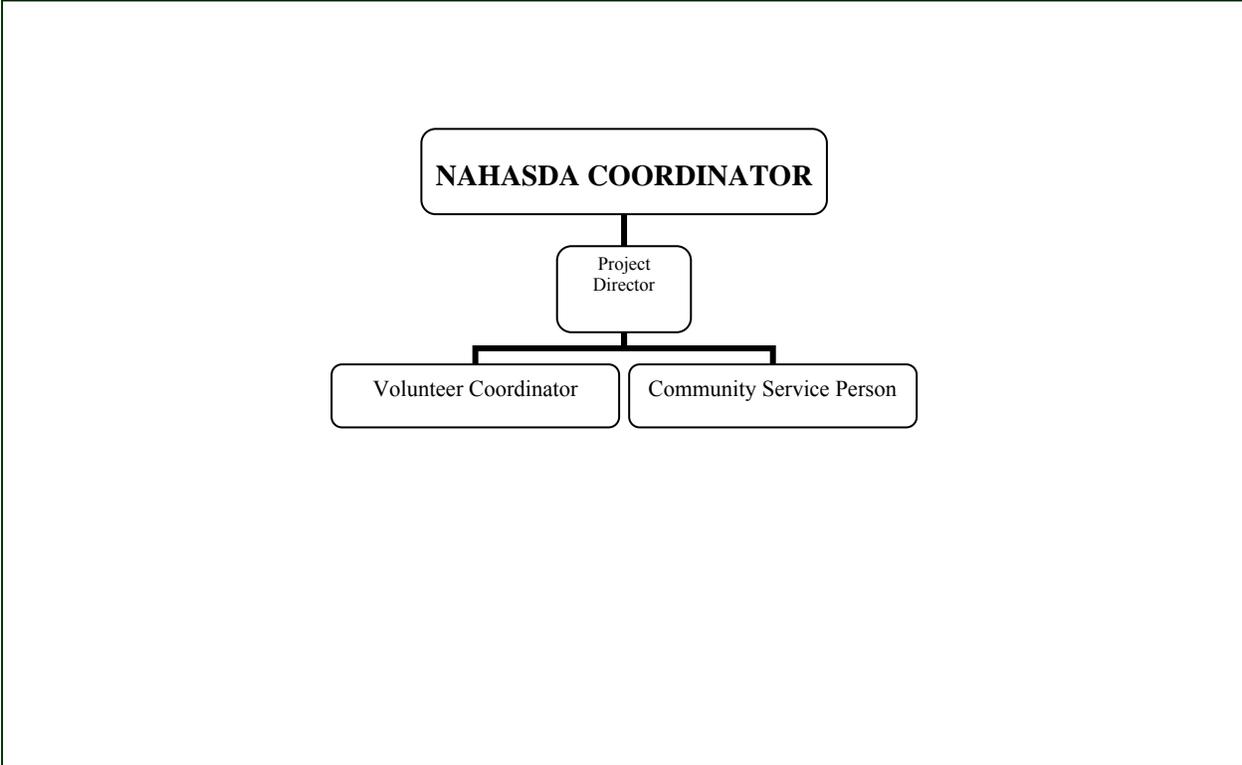
Equipment – one computer will be donated to the project by XXX.

Office Supplies Costs include printing of letterhead and postage. In Kind donation represents residual office supplies from the now defunct XZXX project.

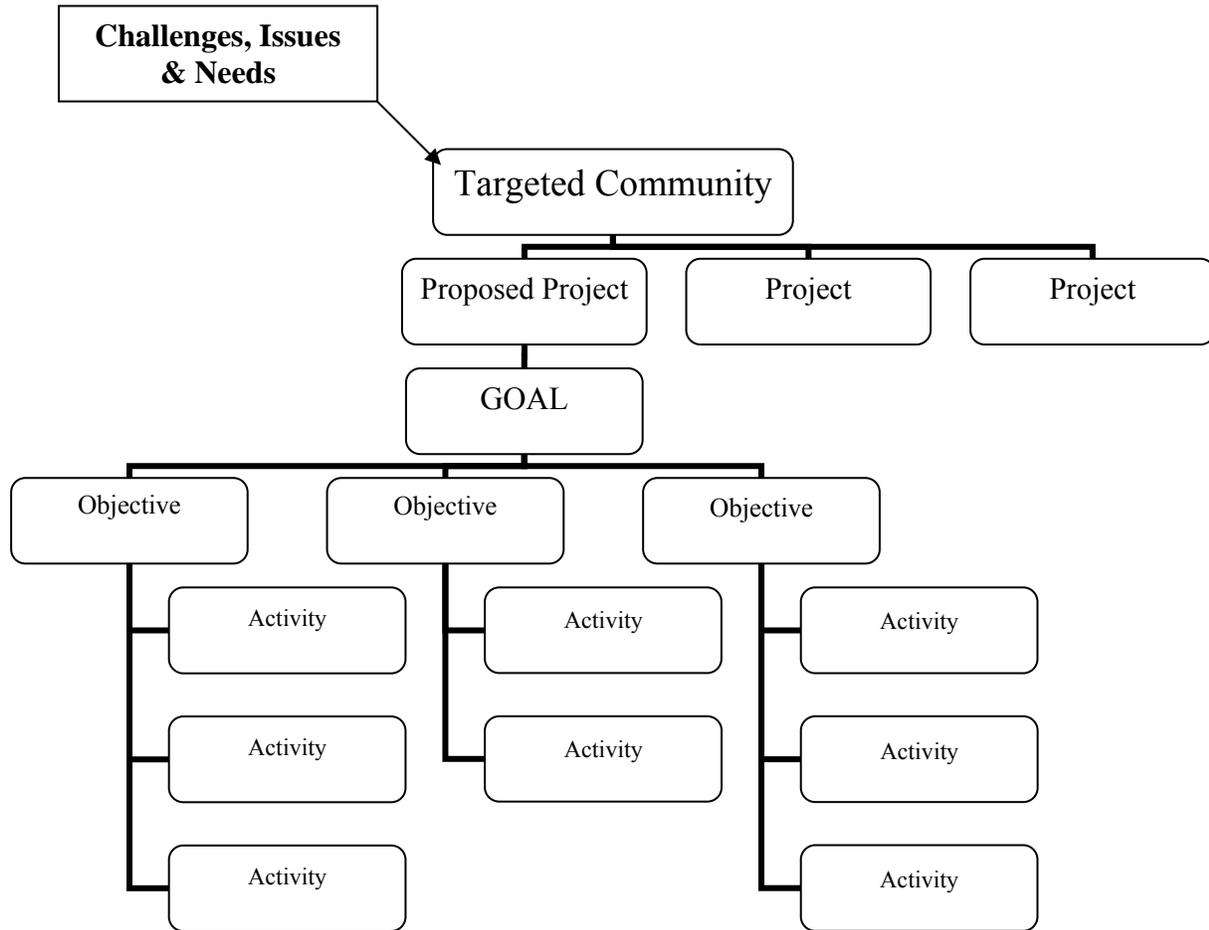
**SAMPLE ORGANIZATIONAL CHART**



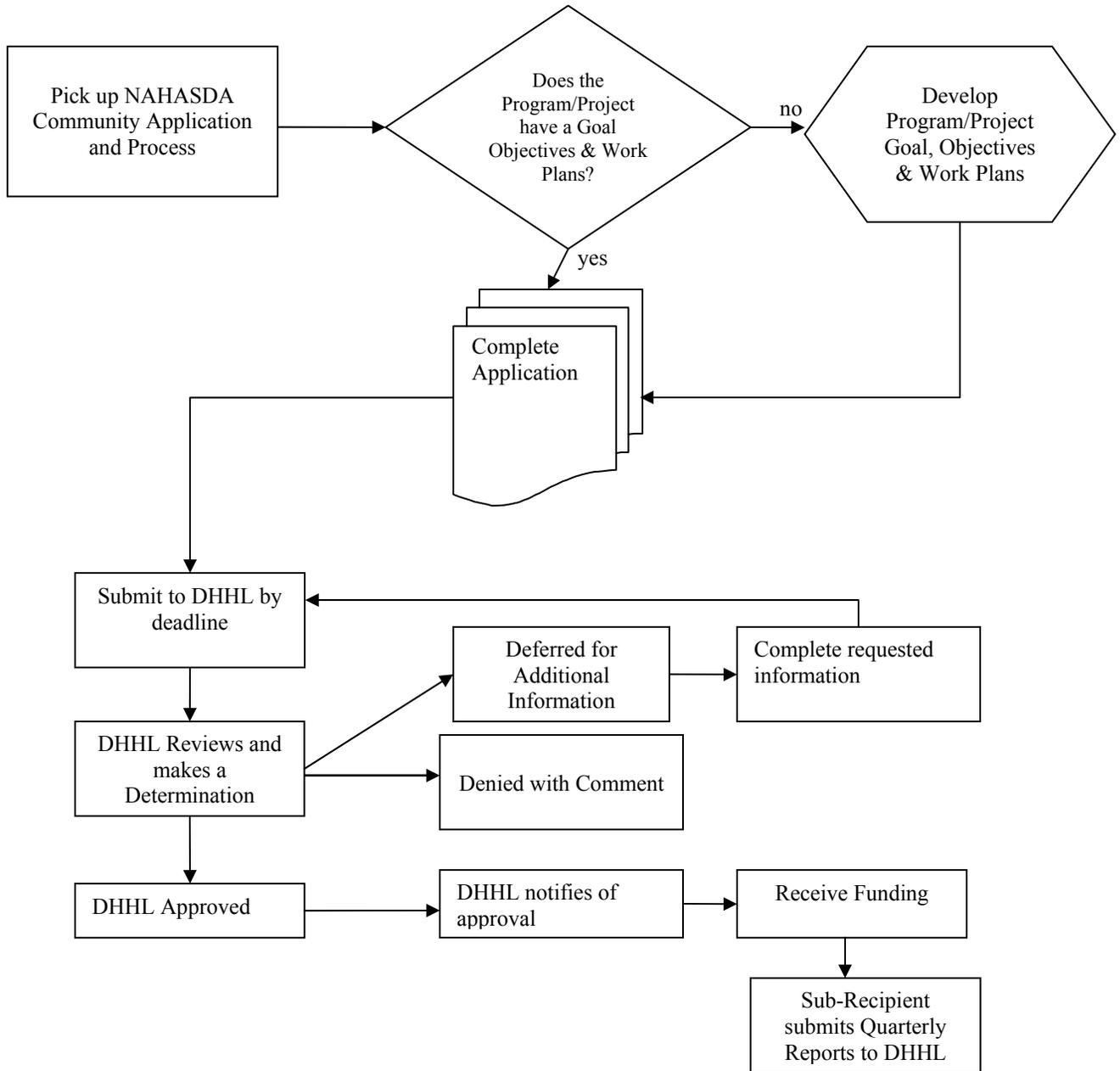
**SAMPLE: PROGRAM/PROJECT ADMINISTRATION CHART**



**PROGRAM/PROJECT CONCEPT AND DEVELOPMENT**



**PROCESS FLOW CHART**



**DEFINITIONS**

COST/SHARE	Total project costs shared between federal and non-federal funding sources.
MATCHING FUNDS	Non-federal portions commonly referred to as matching funds.
SELF HELP	
CFR	The Code of Federal Regulations
KUPUNA	Grandparent, ancestor, relative or close friend of grandparents generation
GOALS	A general statement that represents a desired outcome such as “to reduce the unemployment rate.”
OBJECTIVES	A specific statement that represents a desired Outcome. A good objective should answer questions such as WHO, WHAT, WHEN, & HOW. The objective must also be measurable, attainable and clearly stated.
OUTCOMES	Expected results or impacts your organization will gain from successful implementation of your project.
ACTIVITIES	A specific effort that your plan to implement to meet your objective.

**HUD INCOME LIMITS**

<b>2008</b>	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
Honolulu	53200	60800	68400	76000	82100	88150	94250	100300
Hawaii County	41350	47250	53150	59050	63750	68500	73200	77950
Kauai County	41350	47250	53150	59050	63750	68500	73200	77950
Maui County	42950	49100	55200	61350	66250	71150	76050	81000

## **STATE PROCUREMENT OFFICE REQUIREMENTS:**

**TAX CLEARANCE**

**CERTIFICATE OF GOOD STANDING**

**CERTIFICATE OF COMPLIANCE WITH SECTION 3-122-112, HAR**

## **HAWAII COMPLIANCE EXPRESS (HCE)**

The State Procurement Office (SPO) has established the Hawaii Compliance Express (HCE) program as a means to verify vendor compliance. The HCE provides vendors a means to avoid the time consuming process of requiring an employee to drive down to the different agencies, find parking in downtown Honolulu, manually filling out paper forms for three agencies and the Internal Revenue Service, and waiting in lines to get the necessary approved paper certificates. In addition, the HCE Certificate of Vendor Compliance can be used unlimited times during the 1-year period to process contracts and final contract payments. State and County agencies are able to access the HCE and print a copy of the certificate.

Commencing on July 1, 2007, the vendor fee to register or renew is \$12.00 annually.

You may register online on the SPO home page at [www.spo.hawaii.gov](http://www.spo.hawaii.gov) and under Quicklinks, click Hawaii Compliance Express or go to <http://vendors.ehawaii.gov>. Complete the easy step by step process and pay the annual fee using a credit card. If you have questions during the registration process, call the Hawaii Information Consortium staff at (808) 587-4220. A newly registered vendor takes approximately 1-2 weeks to process through HCE. Once registered, you will not have to submit paper certificates. **If you do not participate in HCE, you will have to submit paper certificates.**

## **TO OBTAIN THE PAPER CERTIFICATES:**

### **TAX CLEARANCE APPLICATION**

Information on the State of Hawaii, Department of Taxation, Tax Clearance Form can be found at: [http://www.state.hi.us/tax/brochures/clr\\_bro.pdf](http://www.state.hi.us/tax/brochures/clr_bro.pdf)

To obtain an application form:

Ask for your form and CD-ROM by mail by dialing toll-free: 1-800-222-7572

Ask for your form by fax by dialing: On Oahu (Forms by mail or fax) (808) 587-7572  
Outside Oahu (Forms by fax) (808) 678-0522 from  
your fax machine

### **INTERNET ADDRESS**

Tax information and tax forms also are available on the Internet at: <http://www.state.hi.us/tax/tax.html>

## **CERTIFICATE OF GOOD STANDING**

Information on the State of Hawaii, Department of Commerce and Consumer Affairs can be found at: <http://www.ehawaii.gov/dcca/cogs/exe/cog.cgi>

You can also call (808) 586-2727

## **CERTIFICATE OF COMPLIANCE WITH SECTION 3-122-112, HAR**

Applications can be downloaded from the Department of Labor and Industrial Relations website ([www.hawaii.gov/labor/forms/DCD-LIR27.pdf](http://www.hawaii.gov/labor/forms/DCD-LIR27.pdf)).

SUBMIT (mail, fax or deliver) completed application only to the Department of Labor and Industrial Relations, ADMINISTRATIVE SERVICES OFFICE (830 Punchbowl Street, Room 309, Honolulu, Hawaii 96813). Allow 7 business days for processing.

## **FEDERAL REGISTER**

The Code of Federal Regulations (CFR) is a set of publications that establish policies for everything from Agriculture to Wildlife and Fisheries. Defined by the Office of the Federal Register, the Code of Federal Regulations is "a codification of the general and permanent rules published in the Federal Register by the Executive Departments and agencies of the Federal Government. As such, these regulations are the definitive source of information for this program.

Housing Assistance for Native Hawaiians: Native Hawaiian Housing Block Grant Program and Loan Guarantees for Native Hawaiian Housing; Interim Rule (June 13, 2002) and Final Rule (November 28, 2003) is in Federal Register (24 CFR Parts 1006 and 1007). You may view these Rules on the DHHL Website at <http://hawaii.gov/dhhl/nahasda>.