

Meeting Minutes
 Kekaha Host Community Benefits Fund
Meeting No. 46
KHCB Funds Community Workshop 1
 Kekaha Neighborhood Center, Kekaha, Kauai, HI
 February 12, 2014
 Meeting Time: 6:00 pm – 9:00 pm

CAC Attendees Present: Chair, Bruce Pleas; and Secretary, Evelyn Olores Community Residents in Attendance – Refer to Sign in sheet (Approximately 20) Non-Voting Members Present: Yvonne Hosaka		
Agenda Item	Minutes	Action
I. Introduction	Meeting called to order by Facilitator, Yvonne Hosaka. Introduced CAC members present.	6:00 pm
II. Power Point Presentation	Yvonne Hosaka presented power point presentation to community members present. (Slides attached)	
III. Questions Taken	<p>Some of the questions asked were:</p> <p>Q1: Can you define the Geographic Area of Kekaha? A1: Bruce Pleas indicated that it would be from Boat Harbor to Kekaha Gardens</p> <p>Q2: Can your project include more than one category? A2: Yes. Your project may be a combination of the categories.</p> <p>Q3: Can you still apply if you are in the process of obtaining your 501c3 status? A3: Yes. You would need a fiscal sponsor until that time.</p> <p>Q4: Where on the budget worksheet would you indicate any matched funds or in-kind services? A4: There is no line for the initial budget worksheet, however, that information may be included in your budget narrative. Once grant is awarded, those funds would show on your actual budget.</p>	
Yvonne Hosaka	<p>Asked community members present to submit an informal write up of their potential proposal and the amount they are seeking. Discussed the Grant timeline and reminded community of the upcoming CAC Meetings as well as the upcoming workshops.</p> <p>Thanked all of the community members who attended and encouraged all of them to submit a proposal.</p>	
7:30 pm	Workshop Concluded	

Drafted by: _____
 Yvonne Hosaka, CAC Facilitator

Submitted by: _____
 Evelyn Olores, Secretary

Reviewed and Approved by: _____
 Bruce Pleas, Chair

() Approved as is
 () Approved with amendments
 See minutes of _____ meeting.



KEKAHA HOST COMMUNITY BENEFIT PROGRAM

Program Funding Information
2014



KEKAHA HOST COMMUNITY BENEFIT PROGRAM

About the HCB Program in Kekaha

- ◉ HCB - Host Community Benefits
- ◉ Established in June 2008 by the County Council
- ◉ Initial Allocation of \$650,000
- ◉ The Kekaha Host Community Benefits Citizens Advisory Committee (CAC) was appointed by Mayor Bernard Carvalho in March of 2009.

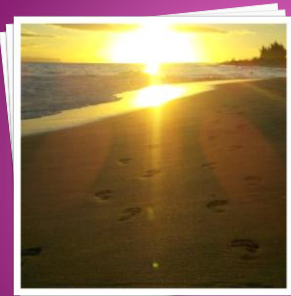
CAC RESPONSIBILITIES & THE KEKAHA COMMUNITY

CAC

- ◉ Using an administrative process to disburse HCB funds allocated to the Kekaha community with the general consensus of the Kekaha community
- ◉ Recommending projects to the Mayor

KEKAHA COMMUNITY

- ◉ Attend monthly CAC meetings and recommend projects
 - Engage in the conversations at the CAC meetings
 - Inform other community members about the HCB Funds available



HOW CAN THE HCB FUNDS BE USED

Non-Profit organizations are encouraged to apply for the HCB funds for projects that will benefit the Kekaha Community.

The purpose of this Community Proposal Review Process (PRP) is to seek proposals from community groups and non-profit organizations that seek to address needs or concerns of the Kekaha Community.

PROPOSALS MAY BE SUBMITTED FOR THE FOLLOWING PROGRAM AREAS.

- **Community Improvements:**
 - Renovation/Rehabilitation of public, community-based or private non-profit service center/facility; neighborhood restoration/ beautification activities.
- **Economic Revitalization:**
 - Projects that provide a venue for the residents of Kekaha to participate in income generating enterprises within their community.
- **Environmental/Sustainability Programs:**
 - Programs that meet present needs without compromising the ability of future generations to also meet their needs.
- **Education/ Cultural/ Art Programs:**
 - Programs that would support formal / informal and cultural education opportunities including vocational educational opportunities.
- **Human Services:**
 - Projects intended to target keiki and kupuna programs
- **Health and Wellness:**
 - Projects that maintain and improve the health of the Kekaha community including sports programs

All programs and services must be targeted for and are restricted to the Kekaha Community.

PROPOSAL REVIEW PROCESS & APPLICATION FOR FUNDING

- **Eligibility**
 - a) Be a non-profit organization, corporation or unincorporated association, chartered or otherwise engaging in charitable activities in the County of Kaua'i.
 - b) Organized for the purpose that provides benefits to the people of the County of Kaua'i.
 - c) Comply with all applicable federal and state laws prohibiting discrimination against any person, on the grounds of race, color, national origin, religion, creed, sex, or age, in employment and a condition of employment.
 - d) Comply with all applicable licensing requirements of the County, State and Federal Government, and with all applicable accreditation and other standards of quality generally accepted in the field of the recipient's activities.
 - e) Have in its employ or within its membership such persons as are qualified to engage in the activity funded in whole or in part by HCB funds.
 - f) Comply with other requirements as the County of Kaua'i may prescribe to ensure adherence by the provider or recipient with county, federal and state laws and to ensure quality in the service or activity rendered by the recipient.
 - g) All the expending county agency, the finance committee of the council, full access to records, reports, files and other related documents in order that they may monitor and evaluate the management and fiscal practices of the expenditure of HCB funds.
 - h) Grantees shall use an open bidding process wherever possible in the procurement of goods and services for the project. Such processes used are to be detailed in the final report of the project.

PROPOSAL REVIEW PROCESS & APPLICATION FOR FUNDING

- **Eligibility - Continued**
 - i) Keep granted funds financially separate in their book of accounts.
 - j) Submit quarterly program and financial reports on the use of HCB funds, which are due according to the signed Grant Agreement. In addition, a year-end report on the same within sixty (60) days following the completion of the project. The reports shall be submitted on the standard forms provided to recipient at the time of award and shall contain, but not limited to:
 - Program status summary
 - Program date summary
 - Summary of participant characteristics
 - Financial status report of the HCB funds used; and
 - Narrative report
 - k) County may require you to obtain insurance.

Amount & Length of Award

- Goal is to fund more than one successful applicant within each category.
- Two year program



Type of Awards

- In the form of a grant

◉ **WHAT AN APPLICATION IS EXPECTED TO INCLUDE:**

- Project Abstract
- Program Narrative
- Budget Detail Worksheet and Budget Narrative

APPLICATION FOR PROJECT FUNDING

First Steps - Gathering Background Information

CONCEPT

How it fits with philosophy & mission. The need it's addressing. Collect data on the need to be addressed

PROGRAM

The nature of the project & how it will be conducted. Timetable for the project. Anticipated outcomes and how to best evaluate the results. Staffing and volunteer needs

EXPENSES

Sketch out broad outlines of budget



KEKAHA HOST COMMUNITY BENEFIT FUND APPLICATION

Type of Award: (Please Check Only One)

- ONE TIME EVENT ONE YEAR PROJECT TWO YEAR PROJECT

A. Introduction of Applicant: (Name, address, contact information of application organization or group)

Name:

Address:

Day Phone No: Cell Phone No: Fax Number:

E-Mail:

List the names of group members or organization's Board of Directors:

B. Information on Primary Contact Person: (Should be someone who can answer questions regarding this proposal)

Name:

Address:

Day Phone No: Cell Phone No: Fax Number:

E-Mail:

C. Information on Fiscal Sponsor: (If Applicable)

Name:

Address:

Day Phone No: Cell Phone No: Fax Number:

E-Mail:

Legal Organization of Applicant or Fiscal Sponsor: (i.e., not-for-profit organization, corporation or unincorporated association, chartered?) Please provide copy of charter and bylaws for our file if your grant is approved.

D. Construction Please list your items below, however, prior to submission, please consult with Facilitator and the County of Kauai, before budgeting funds in this category. In some cases, minor repairs or renovations may be allowable.

Purpose	Description of Work	Cost
SUB-TOTAL		

E. Consultants/Contracts - For each consultant, enter the name, F number, service to be provided, hourly or daily fee (8-hour day, and estimated time on the project. Consultant fees in excess of \$200 per day require additional justification and prior approval from the CAC and the County of Kauai). NOTE: Formal Procurement Policies or County Regulations and Policies should be followed.

Name of Consultant	Service Provided	Computation	Cost
SUB-TOTAL			

F. Consultant Expenses List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Name of Consultant	Service Provided	Computation	Cost
SUB-TOTAL			

G. Contracts Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$...

Item	Cost	
SUB-TOTAL		

H. Other Costs List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

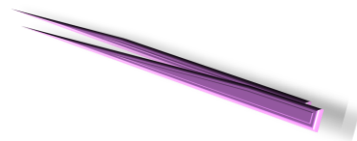
Description	Computation	Cost
SUB-TOTAL		

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below.

BUDGET CATEGORY	AMOUNT
A. Personnel	
B. Equipment	
C. Supplies	
D. Construction	
E. Consultants / Contracts	
F. Consultant Expenses	
G. Contracts	
H. Other Expenses	
TOTAL PROJECT COSTS	

ADDITIONAL ATTACHMENTS

- A. Time line or milestone Chart
- B. Letters of support / memoranda of understanding from partner organizations
- C. Evidence of nonprofit status e.g., a copy of the tax exemption letter from the Internal Revenue Service.
- D. See page - Eligibility for further requirements



SELECTION CRITERIA

The following will be used to evaluate each application. Each has a different weight given based on the percentage value listed after each individual criteria.

- ❖ Abstract (5 percent)
- ❖ Statement of Problem (10 percent)
- ❖ Goals, Objectives, and Performance Measures (15 percent)
- ❖ Program Design and Implementation (35 percent)
- ❖ Capabilities and Competencies (25 percent)
- ❖ Budget complete, cost effective, and allowable (e.g., reasonable, and necessary for project activities) Budget narratives should demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project. (10 percent)



REVIEW PROCESS

- ✓ Application submitted on time and postmarked by the deadline date

May 1st 2014



- ✓ Reviewed by CAC and County Officials
- ✓ Returned to Applicant for additional information if necessary
- ✓ Community Public Meeting - Community Input
 - ✓ CAC Final Review
 - ✓ Recommendations
 - ✓ Mayor Approval

