

In June of 2008, the Kaua'i County Council appropriated funds to establish the Kekaha Host Community Benefits (HCB) Program, the purpose which is to compensate the Kekaha Community for hosting Kaua'i's landfill. The Kekaha Host Community Benefit Advisory Committee (KHCBCAC) is seeking applications for its Fiscal Year (July 2016 to June 2017)

## **KEKAHA HOST COMMUNITY BENEFITS PROGRAM Proposal Review Process & Application For Project Funding**

### **Eligibility**

The CAC invites community groups and non-profit organizations to apply for the HCB funding for projects that will benefit the Kekaha community. Proposed projects should cover one or more of the following areas:

- |                            |                           |                                 |
|----------------------------|---------------------------|---------------------------------|
| * Community Improvements   | * Economic Revitalization | * Environmental/ Sustainability |
| * Education/ Culture/ Arts | * Human Services          | * Health/ Wellness              |

See Eligibility on Page 3 for additional Eligibility Requirements

### **Deadline for Submission**

Please contact Kekaha HCB CAC Facilitator at:

[info@kekahahcb.net](mailto:info@kekahahcb.net)

### **Information Workshops**

Informational workshops to review application forms and proposal review process will be held during the months of May - June 2017

For more information please contact

Yvonne Hosaka KHCBCAC Facilitator at 808-645-1185 or

via e-mail: [info@kekahahcb.net](mailto:info@kekahahcb.net)

Additional Information can also be found by visiting our website at: [www.kekahahcb.net](http://www.kekahahcb.net) and our facebook page

### **Contact Information**

For assistance with submitting an application, or general questions, please contact Yvonne Hosaka, KHCBCAC Facilitator at 808-645-1185 or via e-mail to: [info@kekahahcb.net](mailto:info@kekahahcb.net)

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## **Overview**

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: Such projects could include but are not limited to renovation/ rehabilitation of a public, community-based or private non-profit service center/ facility; neighborhood restoration/ beautification activities (graffiti removal/ litter pick-ups); etc. or

Economic Revitalization: Such projects could include but are not limited to CBO sponsored projects that provide a venue for the residents of Kekaha to participate in income generating enterprises within their community. Examples of Economic Revitalization programs are craft fairs, farmer's markets, etc.

Environmental/ Sustainability Programs: Such projects could include but are not limited to programs that meet present needs without compromising the ability of future generations to also meet their needs. Examples of Environmental/ Sustainability programs are agriculture and aquaculture projects (i.e. community gardens/ ponds) and renewable energy projects (i.e. solar, photovoltaic, wind power).

Education/ Cultural/ Art Programs: Such projects would include programs that would support formal/ informal and cultural education opportunities including vocational educational opportunities.

Human Services: such projects are intended to target keiki and kupuna programs.

Health and Wellness: Such projects could include but are not limited to programs 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.

## **Eligibility**

Pursuant to Section 6-3.2, Section 6-3.3 and Section 6-3.4, a non-profit organization seeking funds through this PRP must comply with the items below, which will also be some of the terms and conditions of any successful Grant Agreements between the Applicant and the County:

- a. Be a not-for-profit organization, corporation or unincorporated association, chartered or otherwise engaging in charitable activities in the County of Kaua'i.
- b. Be 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 any 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 such 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. Allow 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.
- 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:
  - 1. Program status summary
  - 2. Program date summary
  - 3. Summary of participant characteristics
  - 4. Financial status report of the HCB funds, used; and
  - 5. A narrative report
- k. Under the Grant Agreement, the County may require you to obtain insurance. All of the insurance policy or policies herein prescribed shall be procured and maintained, at no cost to the County, and shall name the County as additional insured. A copy of such policy or policies shall be furnished to the Director of Finance upon execution of the contract. Such policy or policies shall contain an endorsement to the effect that the insuring company shall notify the County of any cancellation of such policy or policies and/or any cancellation or change(s) in their provisions.

**Amount and Length of Award**

KHCBCAC intends to fund more than one successful applicant within each category. An applicant may be for a project period as long as 2 years. The award amount will cover the entire requested project period and be based on the cost of implementing the proposed program. KHCBCAC will not support costs for management and administrative expenses that exceed ten percent (10%) of the award amount.

KHCBCAC expects to award grant funds under this solicitation date designated by CAC and shall be posted on PRP Application. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

**Type of Awards.** In the form of a Grant.

**What an Application is expected to include:**

Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make a recommendation for award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that some application elements are critical and that applications that do not respond to the scope of the solicitation, that do not meet the eligibility requirements, that do not request funding within a funding limit will neither proceed to CAC for review nor receive further consideration. Under this solicitation, CAC has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet and Budget Narrative.

The CAC strongly recommends use of appropriately descriptive file names (e.g., Program Narrative, Budget Detail Worksheet and Budget Narrative, Time-lines) for all attachments. "

**1. Project Abstract**

Applications should include an abstract that summarizes the proposed project in 200 words or less. Abstracts should be:

- a. Submitted as a separate attachment with "Project Abstract" as part of its file name.
- b. The abstract should include a brief description of the project's purpose, the population and number of persons to be served, and the activities that the applicant will implement to achieve the project's goals and objectives. The abstract should describe how the applicant will use any portion of the project budget to conduct research if applicable.

**2. Program Narrative**

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative should address the following criteria: (1) Statement of program problem, (2) goals, objectives, and performance measures; (3) program design and implementation; and (4) capabilities and competencies. The applicant should clearly explain the connections between and among each of these sections. For example: the applicant should develop the goals and objectives directly from the problems to be addressed. Similarly, the project design section should clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

**a. Statement of the Problem.**

Applicants should briefly describe the nature and scope of the problem that the program will address (e.g., gang activity, underage drinking, drug abuse, truancy, youth employment, school performance, etc.). The applicant should use data (if available) to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe the target population and any previous or current attempts to address the problem.

Applicants may also describe any research or evaluation studies that relate to the problem and contribute to the applicant's understanding of its causes and potential solutions.

- b. Goals, Objectives, and Performance Measures. Applicants should describe the goals of the proposed program and identify its objectives. When formulating the program's goals and objectives, applicants should be cognizant of the performance measures that the CAC will require applicants to provide.

**Goals:** Applicants should describe the program's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's overall goals. Goals are broad statements (i.e., written in general terms) that convey a program's overall intent to change, reduce, or eliminate the problem described.

**Program Objectives:** Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be clearly linked to the problem identified in the preceding section and in some projects measurable. (Examples of measurable objectives include the following: to provide school-based and community services for 40 youth returning from commitment, to increase the percentage of youth who successfully complete their current academic grade)

**Performance Measures:** The CAC does not require applicants to submit performance measures data with their applications. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

- c. **Project Design and Implementation:** To be successful, applicants should implement, monitor and assess strategies. Proposals should detail how the project will operate throughout the funding period and describe the strategies that the applicant will use to achieve the goals and objectives identified.
- a. Explain how the applicant will provide services
  - b. A description of how the applicant plans to distribute funds
  - c. How the program will develop and improve.
- d. **Capabilities and Competencies:** This section should describe the experience and capability of the applicant organization and any contractors that the applicant will use to implement and manage this effort and its associated funding (if applicable). Applicants should highlight any previous experience implementing projects of similar design or magnitude. Applicants should highlight their experience/capability/capacity to manage awards including details on their system for fiscal accountability. Management and staffing patterns should be clearly connected to the project design described. Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Applicants should include a copy of the organizational chart showing how their organization operates, including who manages the finances; how the applicant manages sub-awards, if there are any; and detailing the management of the project proposed for funding.

### **Capabilities and Competencies (Continued)**

This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project and discuss plans for sustainability beyond the grant period. Applicants should identify any other federal, state, or private foundation grants that serve the same local areas and target population (if any).

The financial responsibility of grantees must be such that the grantee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems should meet the following criteria:

- (1) Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant.
- (2) Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located.
- (3) The accounting system should provide accurate and current financial reporting information.
- (4) The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.

### **3. Budget Detail Worksheet and Budget Narrative**

Applicants should provide a budget that (1) is complete, allowable, and cost-effective in relation to the proposed activities (2) shows the cost calculations demonstrating how they arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. The budget should cover the entire award period. Applicants should budget funds to support it's project.

The narrative should be mathematically sound and correspond with the information and figures the applicant provides in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by six months to a year.

### **4. Costs of Preparing Proposals**

Costs for developing proposals are solely the responsibility of the applicants, whether or not any award results from this solicitation.

**5. Additional Attachments**

While the materials listed below are not assigned specific point values, peer reviewers will, as appropriate, consider these items when rating applications. For example, reviewers will consider resumes and/or letters of support.

- 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

**6. Selection Criteria**

The following six selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria. For example, the Abstract, is worth 5 percent of the entire score in the application review process.

- 1. Abstract (5 percent)
- 2. Statement of Problem (10 percent)
- 3. Goals, Objectives, and Performance Measures (15 percent)
- 4. Program Design and Implementation (35 percent)
- 5. Capabilities and Competencies (25 percent)
- 6. 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)

**7. Review Process**

CAC is committed to ensuring a fair and open process in recommendations of grant awards. Applications that are complete and conform to the requirements of this PRP will be reviewed and evaluated by the CAC to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation. Applications that meet basic minimum requirements will be evaluated, scored and rated by the CAC as well as a peer review panel as designated by the Mayor. Reviewers' ratings and any resulting recommendations are advisory only.

Upon completion of an Application for Kekaha Host Community Benefit Grant Funds, the Grant applicant shall present their proposal in its entirety at a CAC meeting. At this proposal meeting, the CAC and the Kekaha Community will have an opportunity to hear the applicant's proposal and provide input. Any applicant presenting a proposal may be called on to answer questions by the CAC and/or community. At this public meeting, the CAC shall decide whether or not the applications shall be recommended to the Mayor for approval. The CAC may request the applicant to amend their proposal or require the applicant to provide additional information prior to making a recommendation to the Mayor. The CAC may also deny the applicant the ability to proceed.

Award recommendations made by the CAC shall be presented to the Office of the Mayor. All final award decisions will be made by the Mayor based on the recommendations of the CAC.

# KEKAHA HOST COMMUNITY BENEFIT FUND APPLICATION

**Type of Award: (Please Check Only One)**

TOTAL AMOUNT OF PROPOSAL FROM KEKAHA HCB FUND : \$ \_\_\_\_\_

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: \_\_\_\_\_

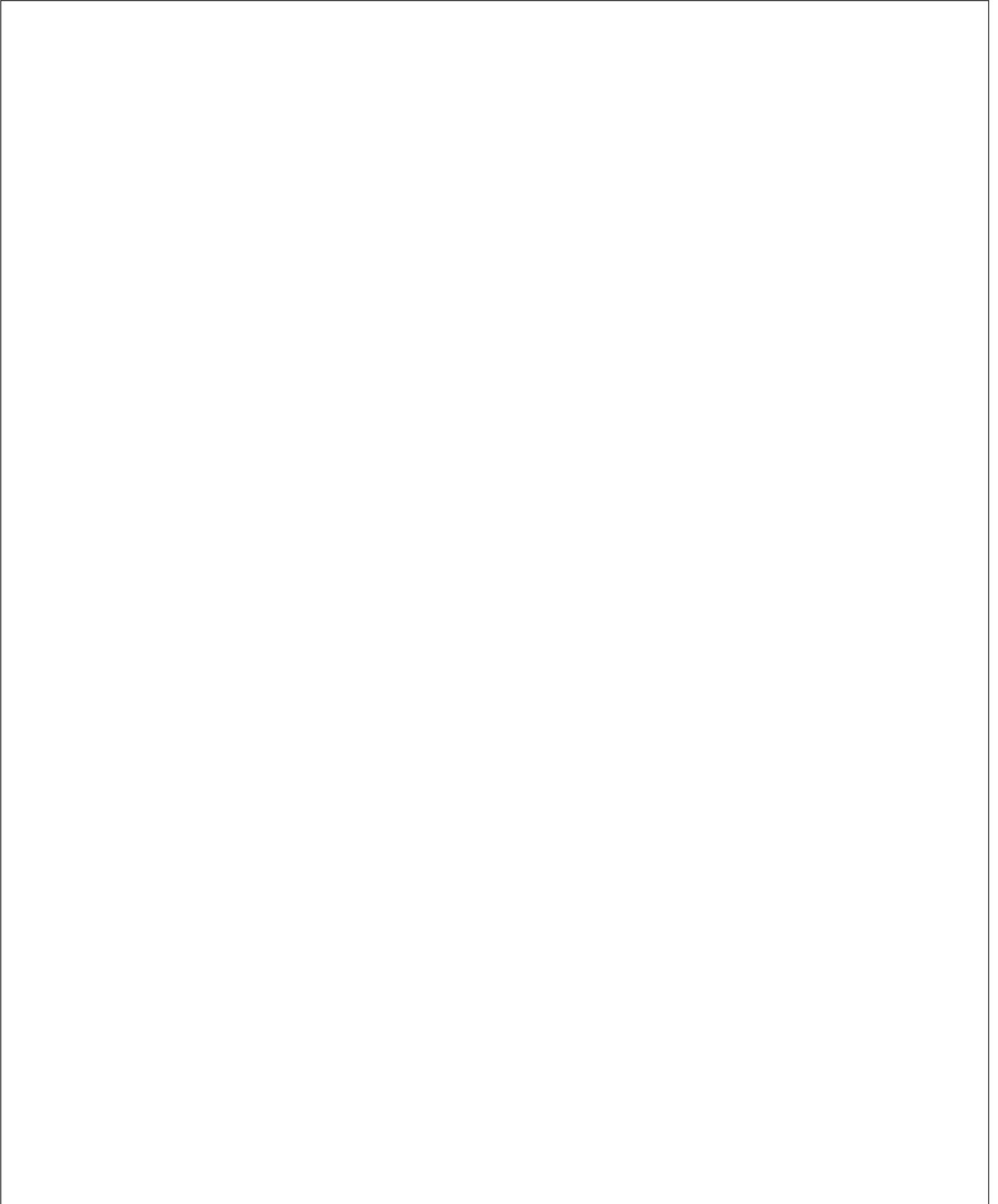
Address: \_\_\_\_\_

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.

**1. Project Abstract:** (Reference Page 5)



**2. Program Narrative:** (Reference Pages 5-6)

A. Statement of Problem

B. Goals, Objectives, and Performance Measures (Reference Page 6)

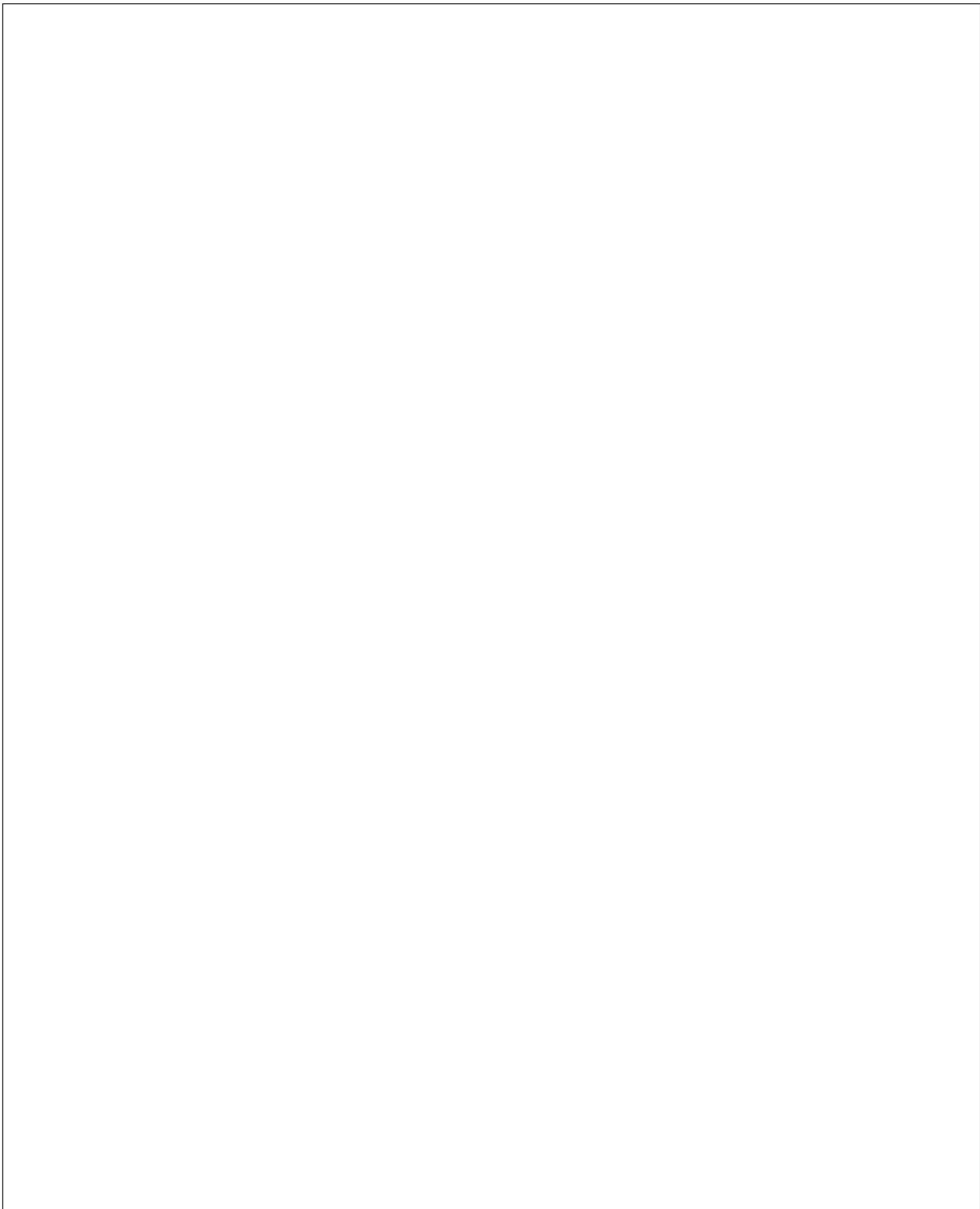
**GOALS**

**PROGRAM OBJECTIVES**

[Empty box for Program Objectives]

**PERFORMANCE MEASURES**

[Empty box for Performance Measures]



D. Capabilities & Competencies: (Reference Page 6)



E. Budget Detail Worksheet and Budget Narrative (Reference Page 6)

**Budget Detail Worksheet**

(Use the Budget form included in this application. Be as specific as possible. Please note which portions will be paid with HCB grant funds requested through this application inclusive of in-kind services that will be donated and place an estimated dollar amount on those services. In addition, please utilize and attach the separate Budget Template Form that can be found on the Kekaha HCB Web Site (Budget Template).

## BUDGET DETAIL WORKSHEET

Purpose: The Budget Detail worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form.

**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
<b>SUB-TOTAL</b>		

**B. Equipment** - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$500 or more. Expendable items should be included either in the "Supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project in your budget narrative describing the procurement method to be used.

Item	Computation	Cost
<b>SUB-TOTAL</b>		

**C. Supplies** - List items by type (office supplies, postage, expendable equipment items costing less than \$500, such as books, etc., and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
<b>SUB-TOTAL</b>		

**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
<b>SUB-TOTAL</b>		

**E. Consultants/Contracts** - For each consultant, enter the name, if known, 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 Kaua'i. NOTE: Formal Procurement Policies or County Regulations and Policies should be followed.

Name of Consultant	Service Provided	Computation	Cost
<b>SUB-TOTAL</b>			

**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
<b>SUB-TOTAL</b>			

**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
<b>SUB-TOTAL</b>	

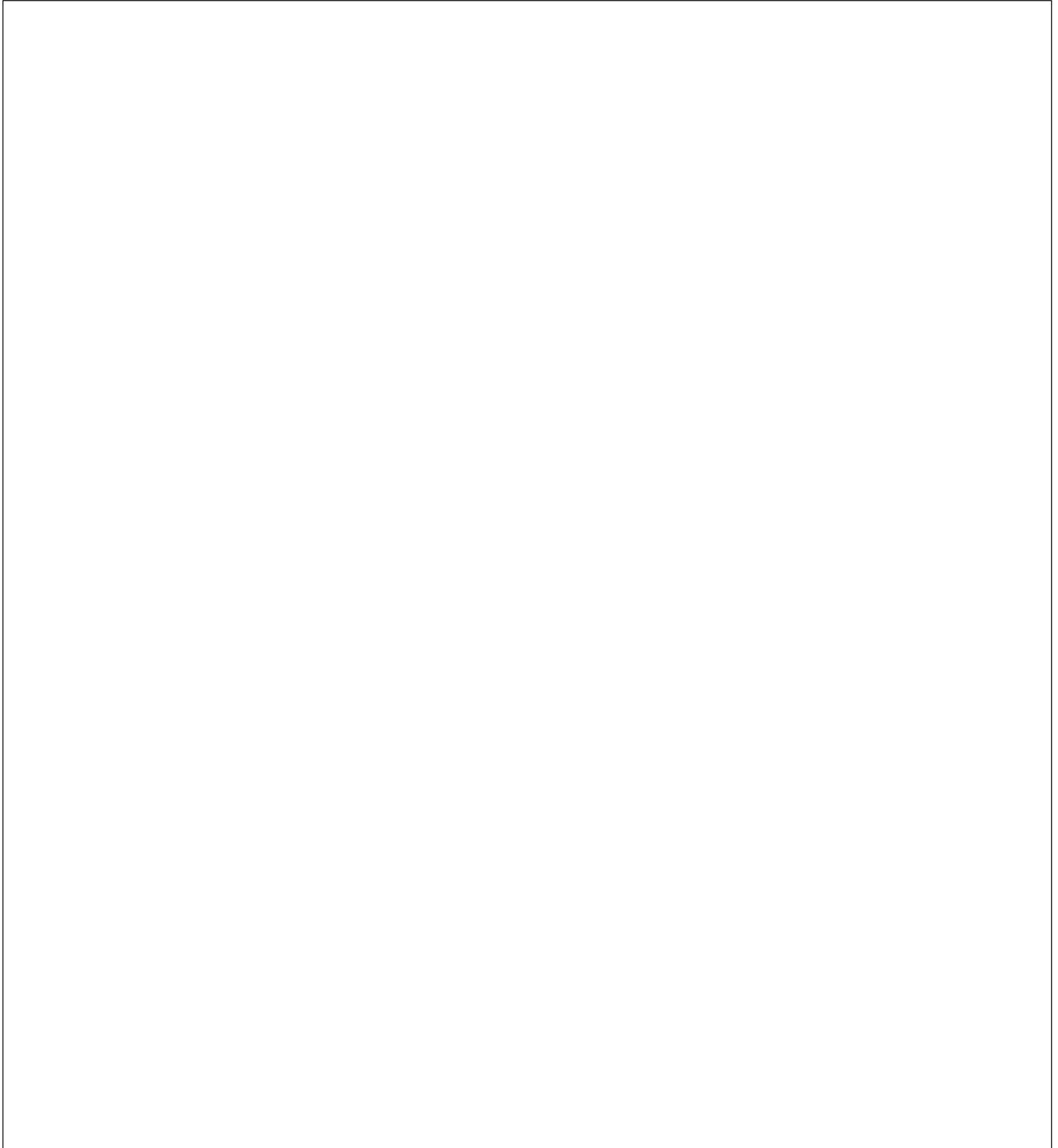
**H. Other Costs:** List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost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

Description	Computation	Cost
<b>SUB-TOTAL</b>		

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

TOTAL PROJECT COSTS		TOTAL REQUESTED FROM HCB FUND		Please list below <b>ANY</b> income contributing to total projected budget costs (i.e., organization contribution, other grant funds, in kind, donations, etc.)	
BUDGET CATEGORY	AMOUNT	BUDGET CATEGORY	AMOUNT	BUDGET INCOME	AMOUNT
A. Personnel		A. Personnel			
B. Equipment		B. Equipment			
C. Supplies		C. Supplies			
D. Construction		D. Construction			
E. Consultants / Contracts		E. Consultants / Contracts			
F. Consultant Expenses		F. Consultant Expenses			
G. Contracts		G. Contracts			
H. Other Expenses		H. Other Expenses			
<b>TOTAL PROJECT COSTS</b>		<b>TOTAL FROM KHCB FUND:</b>		<b>TOTAL INCOME</b>	

E. Budget Narrative (Reference Page 6)



**Non-Allowable Expenses:** The HCB grant cannot be used to cover worker's compensation payments or unemployment compensation.

We hereby certify that applicant meets the qualifying criteria and complies or will comply with the requirements as specified within this application. (One signature plus signature of fiscal sponsor, if applicable)

**APPLICANT SIGNATURE:**

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Name and Title

---

Organization or Group

---

Date

**FISCAL SPONSOR SIGNATURE: (if applicable)**

---

---

Name and Title

---

Name of Fiscal Organization

---

Date

**RECOMMENDED BY KHCBCAC**

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DATE OF RECOMMENDATION TO MAYOR

AWARD     NOT AWARDED     PENDING

See attached letter from CAC regarding non awarded or pending applications for explanation.

**COUNTY DEPARTMENT APPROVAL:**

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Signature

Date

**FINANCE DIRECTOR APPROVAL FOR PAYMENT**

Approved for payment of:

---

Signature

Date

**MAYOR APPROVAL FOR PAYMENT:**

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Signature

Date

## Provide Feedback to the CAC on This Solicitation

To assist the CAC in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, application submission process, and/or the application review/peer review process. Feedback can be provided to [info@kekahahcb.net](mailto:info@kekahahcb.net)

**IMPORTANT:** This e-mail is for feedback and suggestions only. Replies are not sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, you must directly contact the appropriate number or e-mail listed on the front of this solicitation document. These contacts are provided to ensure that you can directly reach an individual who can address your specific questions in a timely manner. If you are interested in being a reviewer for other CAC grant applications, e-mail your resume to [info@kekahahcb.net](mailto:info@kekahahcb.net). The CAC Solicitation Feedback e-mail account cannot forward your resume. Note: Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

## Appendix: Application Checklist Kekaha Host Community Benefit Fund - FY 2017-2018

This application checklist has been created to assist in developing an application.

### Eligibility Requirement:

#### What an Application is Expected to Include:

- Abstract (see page 10)
- Program Narrative (see page 10)
- Goals, Objectives & Performance Measures
- Project Design & Implementation
- Capabilities/Competencies
- Budget Detail Worksheet & Budget Narrative & Budget Template Form

#### Additional Attachments (All that are applicable)

- Timeline or Milestone Chart
- Résumés of all key personnel
- Job Descriptions for all key positions
- Letters of support/memoranda of understanding from partner organizations
- Evidence of non-profit status e.g., copy of articles of incorporation
- Accounting System & Financial Capability Questionnaire (IP)
- System for Award Management (IP)