

**SECTION II
GRANT ACTIVITY INFORMATION**

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(1,000 character count limit)*

2. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(500 character count limit)*

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(500 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(1,000 character count limit)*

4. Provide a narrative that explains how the budget in Section III and the deliverable schedule in Section IV will achieve the desired outcomes. *(1,000 character count limit)*

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Describe the applicant's capacity to successfully achieve the proposed outcomes.

OR

Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(1,000 character count limit)*

E. No City funds or assistance.

The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the City and County of Honolulu. While applicants that receive other funding or assistance from the City may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds.

A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the City that follows

The applicant has received no funding from the City within the last 3 years.	10%
The applicant has received up to 2 awards from the City within the last 3 years.	7%
The applicant has received between 3-5 awards from the City within the last 3 years.	5%
The applicant has received between 6-9 awards from the City within the last 3 years.	3%
The applicant has received 10 or more awards from the City within the last 3 years.	0%

GRANTEE RECEIPT OF CITY GRANTS

Identify all City grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the City.

1. Grant Activity Name & Contract #: _____
Grant Period: _____ Grant Amount: _____
Grant Purpose: _____
Grant Activity Status: Underway Completed Canceled
Administrating Division: _____

2. Grant Activity Name & Contract #: _____
Grant Period: _____ Grant Amount: _____
Grant Purpose: _____
Grant Activity Status: Underway Completed Canceled
Administrating Division: _____

3. Grant Activity Name & Contract #: _____
Grant Period: _____ Grant Amount: _____
Grant Purpose: _____
Grant Activity Status: Underway Completed Canceled
Administrating Division: _____

4. Grant Activity Name & Contract #: _____
Grant Period: _____ Grant Amount: _____
Grant Purpose: _____
Grant Activity Status: Underway Completed Canceled

Administrating Division: _____

5. Grant Activity Name & Contract #: _____
Grant Period: _____ Grant Amount: _____
Grant Purpose: _____
Grant Activity Status: Underway Completed Canceled
Administrating Division: _____

6. Grant Activity Name & Contract #: _____
Grant Period: _____ Grant Amount: _____
Grant Purpose: _____
Grant Activity Status: Underway Completed Canceled
Administrating Division: _____

7. Grant Activity Name & Contract #: _____
Grant Period: _____ Grant Amount: _____
Grant Purpose: _____
Grant Activity Status: Underway Completed Canceled
Administrating Division: _____

8. Grant Activity Name & Contract #: _____
Grant Period: _____ Grant Amount: _____
Grant Purpose: _____
Grant Activity Status: Underway Completed Canceled
Administrating Division: _____

9. Grant Activity Name & Contract #: _____
Grant Period: _____ Grant Amount: _____
Grant Purpose: _____
Grant Activity Status: Underway Completed Canceled
Administrating Division: _____

10. Grant Activity Name & Contract #: _____
Grant Period: _____ Grant Amount: _____
Grant Purpose: _____
Grant Activity Status: Underway Completed Canceled
Administrating Division: _____

EVALUATION CRITERIA TIER I (\$5,000 to \$10,000)

The Commission shall use the following Evaluation Criteria ("Scorecard") as a basis for selecting and recommending grants:

EVALUATION CRITERIA	
A. Rate the degree to which the community need, stated problem / issue, and target population are effectively validated This section scores the agency's ability to identify such need and significance to the applicable community.	Maximum Points
1. The proposal provides a thorough analysis of the community's priority need / problem and its impact on the community and includes supporting vulnerable target populations and/or low to moderate income areas.	10
Criteria Points	10
B. Rate the quality of the proposed plan This section scores the applicant's effectiveness in articulating a quality, effective and achievable plan which addresses the problem/issue identified.	Maximum Points
1. The proposal shows thorough and thoughtful analysis of why the activity was selected and clearly describes how the activity will effectively address the community's problem / need.	5
2. The proposal describes measurable outcomes that are fully aligned with the purposes and priorities of the GIA Fund. The applicant clearly states performance measures appropriate to the desired outcomes and funding requested.	5
3. The proposal describes a thorough and reasonable action plan appropriate to achieve the stated measurable outcomes. The plan is clear, feasible, and actionable.	10
4. The budget, timeline, and narrative are complete, reasonable, and suitable given the proposed public benefit to be gained. This shall also be reflected in Appendix A, Section III Budget and Section IV Schedule.	10
Criteria Points	30

EVALUATION CRITERIA	
<p>C. Rate the degree to which applicant demonstrated an ability to perform the proposed grant activity (should be evidence-based) either through past performance, current capacity and/or plan to acquire the capacity to perform</p> <p>This section scores the applicant's successful past performance, or current/planned capacity to perform the grant activity or similar, related activity.</p> <p>1. The applicant has demonstrated the capacity to successfully achieve the proposed outcomes. OR The applicant has provided a plan to acquire the capacity to successfully achieve the proposed outcomes, including how the applicant has acquired similar capacity in the past.</p> <p>Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources.</p>	Maximum Points
	10
Criteria Points	10
SUBTOTAL Criteria Points	50

EVALUATION CRITERIA	
E. No City funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the City and County of Honolulu. While applicants that receive other funding or assistance from the City may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the subtotal criteria points will be awarded to grantees based on the criteria below.	%
The applicant has received no funding from the City within the last 3 years.	10%
The applicant has received up to 2 awards from the City within the last 3 years.	7%
The applicant has received between 3-5 awards from the City within the last 3 years.	5%
The applicant has received between 6-9 awards from the City within the last 3 years.	3%
The applicant has received 10 or more awards from the City within the last 3 years.	0%
MAX TOTAL POINTS	55

For purposes of this RGP, "Grant Activity" shall be interchangeable and synonymous with the terms "project" or "projects" used in City Council Ordinance No. 13-7, and shall without limitation include a project, program, services or activity for which the Grant is to be awarded, as outlined in the Grant Proposal submitted by the Grant Proposer.

Grant Proposer's authorized representative may request its respective Scorecard after the City Council has made their selection of awardees in the final budget by calling the Department of Community Services at 768-7762.

FY20 Appendix A Section IV Schedule

Grantee Name: Grantee Legal Name

Grant Activity End Date: 9/30/2020

3. Preliminary Schedule of Deliverable Activities

Deliverable Activities per month	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Total
Event/Performance to be Held													-
People Served (if applicable)													-

List of Deliverables

Event/Performance to be Held
People Served (if applicable)

Substantiating documentation to be submitted with Monthly Reports

1 <u>Example: enrollment forms, sign in sheets, completion certificates</u>
2
The City reserves the right to ask for additional materials related to the deliverables noted above if necessary.

FY20 Appendix A Section III Budget

Grantee: Fill in legal grantee name **Period:** 10/1/2019 9/30/2020
Grant Activity: Descriptive title of grant activity

1. Preliminary Budget for Proposed Period. List all funding necessary to complete the proposed activities for this period.

Description	CITY Funds	OTHER * Funds		Total
		Secured	Pending	
Professional and Contractual Services	\$ -	\$ -	\$ -	\$ -
Equipment Purchases	\$ -	\$ -	\$ -	\$ -
Other Costs:				
Venue Rent	\$ -	\$ -	\$ -	\$ -
Consumable Office Supplies	\$ -	\$ -	\$ -	\$ -
Equipment Rental	\$ -	\$ -	\$ -	\$ -
Program Activities Supplies (provide description of the cost)	\$ -	\$ -	\$ -	\$ -
Mileage and Parking	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -
Conference/Training	\$ -	\$ -	\$ -	\$ -
Telecommunications (Telephone, Internet, Cell phones, etc)	\$ -	\$ -	\$ -	\$ -
Other:	\$ -	\$ -	\$ -	\$ -
Other:	\$ -	\$ -	\$ -	\$ -
Other:	\$ -	\$ -	\$ -	\$ -
Total (NOT GREATER THAN \$10,000)	\$ -	\$ -	\$ -	\$ -

* Provide background and explanation of fund sources and status of other funding pursued for this Grant Activity: i.e. For what other grant/fund sources have you submitted applications? For what other grant/fund sources do you intend or plan to submit applications? Please specify source(s) and

Secured Funds Sources:	Amount	Description
1	\$ -	A brief description about the funding source
2	\$ -	
3	\$ -	
Total Secured Funds:	\$ -	
Pending Funds Sources:	Amount	Description
1	\$ -	A brief description about the funding source
2	\$ -	
3	\$ -	
Total Pending Funds:	\$ -	

How the program will be affected if pending funds do not materialize.
Describe alternative ways to implement the program

FY20 Appendix A Section III Budget

2. Detailed Budget - CITY Funds Requested Only

A. PROFESSIONAL AND CONTRACTUAL FEES				Amount
(Description of service provided)	(Provide Contractor's Name if known)			\$
(Description of service provided)	(Provide Contractor's Name if known)			\$
(Description of service provided)	(Provide Contractor's Name if known)			\$
(Description of service provided)	(Provide Contractor's Name if known)			\$
Total Professional and Contractual Fees				\$
B. EQUIPMENT PURCHASES (>\$5,000 per unit)				Amount
(Provide a description of equipment)	Cost/Unit	# Units		\$
(Provide a description of equipment)	\$	0		\$
(Provide a description of equipment)	\$	0		\$
(Provide a description of equipment)	\$	0		\$
(Provide a description of equipment)	\$	0		\$
Total Equipment Purchases				\$
C. OTHER COSTS				Amount Allocated to GIA
Venue Rent				
Consumable Office Supplies				
Equipment Rental				
Program Activities Supplies (provide description of the cost)				
Mileage and Parking				
Postage				
Travel				
Conference/Training				
Telecommunications (Telephone, Internet, Cell phones, etc)				
Other: (Provide a description of the cost)				
Other: (Provide a description of the cost)				
Other: (Provide a description of the cost)				
Other: (Provide a description of the cost)				
Total Other Costs				\$
TOTAL GRANT ACTIVITY COSTS				\$

Total must not be greater than \$10,000

TRUE

**Administrative salaries are limited to 25% of the Grant Amount, and include salaries and fringe benefits incurred in controlling and directing the organization, that are not directly identifiable to operational or programmatic units providing direct service. Examples: salaries of executive management, accounting, IT and other non-operational or non-programmatic personnel.

***Indirect costs are limited to 5% of the Grant Amount, and include costs shared among multiple programs, that are not directly related to the Grant Activity. Examples: office rent, utilities, maintenance/repair, security, supplies, mileage, parking, postage, telephone and other expenses for space occupied or used by indirect staff, operations or programs. For the purposes of GIA cost limits, indirect cost does not include administrative salaries and fringe.