

SUMMARY OF PROPOSED FD1:

**RESOLUTION 13-173
AWARDING OF GRANTS FOR PROJECTS FUNDED BY MONIES FROM THE
GRANTS IN AID FUND AND AUTHORIZING THE DIRECTOR OF THE
DEPARTMENT OF COMMUNITY SERVICES AND THE DIRECTOR OF THE
DEPARTMENT OF BUDGET AND FISCAL SERVICES TO ENTER INTO GRANT
AGREEMENTS FOR EACH OF THESE PROJECTS**

The proposed FD1 for this resolution incorporates the following amendments:

1. Deletes the existing Exhibit C to the Resolution. The existing Exhibit C are copies of the various grant proposals for the project selected by the Grants in Aid Advisory Commission.
2. Changes the list of projects to be funded with Grants in Aid Fund monies from the recommendation set forth by the Grants in Aid Commission to a list selected by the Council attached to the Resolution as Exhibit C.



RESOLUTION

AWARDING OF GRANTS FOR PROJECTS FUNDED BY MONIES FROM THE GRANTS IN AID FUND AND AUTHORIZING THE DIRECTOR OF THE DEPARTMENT OF COMMUNITY SERVICES AND THE DIRECTOR OF THE DEPARTMENT OF BUDGET AND FISCAL SERVICES TO ENTER INTO GRANT AGREEMENTS FOR EACH OF THESE PROJECTS.

WHEREAS, Section 9-205 of the Revised Charter of the City and County of Honolulu 1973 (2000 Edition), as amended ("Charter"), establishes a Grants in Aid Fund ("Fund"); and

WHEREAS, Section 9-205 of the Charter also states that the City and County of Honolulu ("City") shall use the monies from the Fund to award grants in aid to federal income tax exempt non-profit organizations that provide services to economically and/or socially disadvantaged populations or provide services for public benefit in the area of the arts, culture, economic development or the environment; and

WHEREAS, Section 9-205 of the Charter further establishes a Grants in Aid Advisory Commission ("Commission") to advise the City and County of Honolulu ("City") on grants issued from this Fund; and

WHEREAS, Ordinance 13-7 also provides that the Commission shall review applications for grants in aid monies and advise the City on projects to be funded with grant monies from the Fund and these recommendations regarding recommended expenditures from the Fund shall be consistent with the priorities established by the Council of the City and County of Honolulu, by resolution; and

WHEREAS, Section 3 of Ordinance 13-7 provides that for calendar year 2013 only and for projects funded through the fiscal year 2014 budget only:

- 1) the deadline for the submission of applications shall be June 28, 2013;
- 2) the Commission shall submit a report setting forth its recommendations to the Council by August 1, 2013;
- 3) the Council may review the projects considered by the Commission and may establish priorities for the expenditure of monies from the Fund; and
- 4) funding may be provided only for those projects for which applications have been submitted to the Commission;



RESOLUTION

and

WHEREAS, Council adopted Resolution No. 13-24, CD1 which establishes the priorities for the expenditure of monies from the Fund; and

WHEREAS, Ordinance 13-19 contains a proviso requiring that funds will be appropriated in accordance with provisions in Ordinance 13-7 and Resolution 13-24, CD1 with a minimum of \$250,000 appropriated for projects for each of nine (9) council districts and all projects recommended by the Commission shall be subject to the review of the Council which reserves the right to amend such recommendations but will limit amendments to projects that have complied with the submission process as initiated by the department; and

WHEREAS, applications were submitted to the Commission by June 28, 2013; and

WHEREAS, the Commission has reviewed these applications and submitted the Commission's report with a resolution adopted by the Commission on July 26, 2013, listing the Commission's recommended projects in alphabetical order, score order, and in Council district order and listing the projects which were deemed ineligible; and

WHEREAS, a copy of the report and resolution is attached hereto as Exhibit A and incorporated herein; and

WHEREAS Chapter 1, Article 8, Revised Ordinances of Honolulu 1990 ("ROH"), requires that private grant agreements which place an obligation upon the City shall require prior Council consent and approval in the form of a resolution; and

WHEREAS, pursuant to ROH Section 1-8.2, a proposed version of the grant agreement template is attached hereto as Exhibit B and, for every project selected for funding, a copy of the project's grant proposal shall be attached to the project's grant agreement; and

WHEREAS, the Council has reviewed the Commission report and project recommendations and concludes that Commission project recommendations as listed in the Commission report should be amended to include all the projects listed in Exhibit C; now, therefore,

BE IT RESOLVED by the Council of the City and County of Honolulu that the Council accepts the report and resolution of the 2013 Grants in Aid Advisory Commission and approves the list of projects set forth in Exhibit C; and



RESOLUTION

BE IT FURTHER RESOLVED by the Council that the projects listed in Exhibit C be awarded the funds from the Grants in Aid Fund in the amounts set forth in Exhibit C; and

BE IT FURTHER RESOLVED by the Council that the Director of the Department of Community Services and the Director of the Department of Budget and Fiscal Services are hereby authorized to enter into the grant agreements relating to each approved project and the use and administration of said funds, as well as any other incidental agreements in connection therewith, or amendments thereto, as may be reasonably required and to expend such funds for the purposes described above; and

BE IT FINALLY RESOLVED that copies of this Resolution be transmitted to the Mayor, Managing Director, Director of the Department of Community Services, Director of the Department of Budget and Fiscal Services, and Chair of the Grants in Aid Advisory Commission.

INTRODUCED BY:

Ikaika Anderson (BR)

DATE OF INTRODUCTION:

August 1, 2013
Honolulu, Hawaii

Councilmembers

Grant in Aid Advisory Commission Report and Resolution

Exhibit A



Grants in Aid Advisory Commission

CITY AND COUNTY OF HONOLULU

715 South King Street, Suite 311 • Honolulu, Hawaii 96813

Letitia M. Uyehara, Chair
Avelino J. Halagao, Jr., Vice Chair
Vincent H.F. Ching, Commissioner
Florence L. Kong Kee, Commissioner
Jacee S. Mikulanec, Commissioner
Stefanie Y. Sakamoto, Commissioner
Denise K. Sugihara, Commissioner

July 30, 2013

The Honorable Ernest Y. Martin, Chair
and Members
City and County of Honolulu
530 South King Street, Room 202
Honolulu, Hawaii 96813

Dear Chair Martin and Councilmembers:

Pursuant to the Revised Charter of the City and County of Honolulu 1973 (200 Edition) Section 9-205, Ordinance 13-7 (Bill 4 (2013), CD2, FD1, and Resolution No. 13-24, CD1, the Grants in Aid Advisory Commission hereby submits its Report with the attached 2013 Resolution. The Resolution, signed by the Commissioners, includes lists of grant proposals recommended for funding by the Grants in Aid Fund and the grants deemed ineligible for funding. Appendix 1 lists grants by organization in alphabetical order, Appendix 2 lists grants in score order, Appendix 3 grouped by council district, and Appendix 4 lists projects which were deemed ineligible for consideration.

The Commissioners of the Grants in Aid Advisory Commission would like to express their appreciation for your support and confidence.

Sincerely,

A handwritten signature in black ink, appearing to read "Letitia M. Uyehara".

Letitia M. Uyehara, Chair
Grants in Aid Advisory Commission

Attachments

cc: The Honorable Kirk Caldwell, Mayor
Ember Lee Shinn, Managing Director
Office of the Mayor
Nelson H. Koyanagi, Jr., Director
Department of Budget and Fiscal Services
Pamela A. Witty-Oakland, Director
Department of Community Services

GRANTS IN AID ADVISORY COMMISSION

RESOLUTION NO. 2013-03

RECOMMENDED GRANT PROPOSALS TO BE FUNDED BY
MONIES FROM THE GRANTS IN AID FUND

WHEREAS, the Grants in Aid Advisory Commission (Commission) has been established pursuant to Section 9-205 of the Revised Charter of the City & County of Honolulu 1973 (2000 Edition), as amended (Charter), which is to advise the City and County of Honolulu (City) on the issuance of grants from the Grants in Aid Fund; and

WHEREAS, a new Article was added to Chapter 6 of the Revised Ordinances of Honolulu, 1990, by Ordinance 13-7 (Bill 4 (2013), CD2, FD1) relating to the Grants in Aid Fund which provides that the Commission shall review applications for grants in aid monies from the Grants in Aid Fund consistent with the priorities established by the City Council of the City and County of Honolulu (Council) by resolution; and

WHEREAS, said Ordinance 13-7 further provides that, for grant proposals funded through the fiscal year 2014 budget only, the deadline for the submission of applications shall be June 28, 2013, and that the Commission shall submit a report setting forth its recommendations to the Council by August 1, 2013; and

WHEREAS, Resolution 13-24, CD1 was adopted by the Council establishing City policies and priorities for the use of the Grants in Aid Fund; and

WHEREAS, based on Charter Section 9-205, Ordinance 13-7, and Resolution 13-24, CD1, the Commission has this day adopted a list of recommended grant proposals to be forwarded to the Council which are attached hereto and incorporated herein by reference; now, therefore,

BE IT RESOLVED by the Commission as follows:

1. The list of grant proposals, shown in Appendix 1 (alphabetical order), Appendix 2 (score order), and Appendix 3 (council district order) attached hereto and made a part hereof by reference, be and hereby are approved as the grant proposals to be funded by monies from the Grants in Aid Fund recommended to the Council by this Commission; and
2. The list of grant proposals, shown in Appendix 4 attached hereto and made a part hereof by reference, be and hereby are determined to be

grant proposals which are not eligible for consideration based on the reasons indicated therein; and

3. This Resolution shall take effect immediately upon its adoption.

ADOPTED by the Grants in Aid Advisory Commission on July 26, 2013.

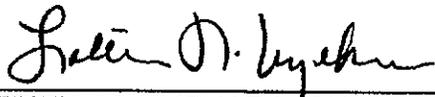
Appendix 1: GRANTS IN AID ADVISORY COMMISSION
RECOMMENDED GRANT PROPOSALS
(Ordered by Organization Name - alphabetical order)

Appendix 2 – GRANTS IN AID ADVISORY COMMISSION
RECOMMENDED GRANT PROPOSALS
(Ordered by Score)

Appendix 3 – GRANTS IN AID ADVISORY COMMISSION
RECOMMENDED GRANT PROPOSALS
(Grouped by Council District)

Appendix 4 – GRANTS IN AID ADVISORY COMMISSION
GRANT PROPOSALS
(Declared Ineligible)

IN WITNESS WHEREOF, the undersigned members of the 2013 Grants in Aid Advisory Commission have signed this Resolution as of 30th July 2013, and transmitted it together with their report attached hereto to the Council of the City and County of Honolulu this 30th day of July 2013.



LETITIA M. UYEHARA, CHAIR



AVELINO J. HALAGAO, JR.



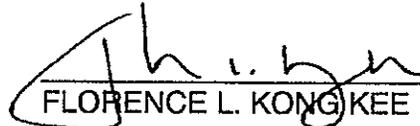
VINCENT H.F. CHING



JACCE S. MIKULANEC



DENISE K. SUGIHARA



FLORENCE L. KONG KEE



STEFANIE Y. SAKAMOTO

**FY 14 Grants in Aid Fund
Schedule of Grant Proposals
Recommended by the Grants in Aid Advisory Commission
to the Honolulu City Council
July 31, 2013**

[Ordered by Organization Name]

Proposal Number	Organization	Funding Request	Score	Amount Recommended	Purpose
95	After-School All-Stars Hawaii	\$70,000.00	79.33	\$70,000.00	Public Service - Children
102	Aloha Medical Mission	\$95,957.80	88.71	\$95,957.80	Public Service - Other: free Dental Care - Uninsured/Low-income
131	Alu Like, Inc.	\$30,000.00	90.14	\$30,000.00	Public Service - Seniors
80	American National Red Cross	\$50,000.00	89.57	\$50,000.00	Public Service - Other: Disaster Preparedness and Response
125	Bishop Museum	\$66,470.20	79.57	\$66,470.20	Arts; Culture; Environment; Public Service
90	Boys and Girls Club of Hawaii	\$100,000.00	86.00	\$100,000.00	Public Service - Children
64	Coalition for a Drug-Free Hawaii	\$75,000.00	82.57	\$75,000.00	Public Service - Other: Youth Substance Abuse Prevention
32	Domestic Violence Action Center	\$128,315.00	78.43	\$128,315.00	Public Service - Others: Victims & Survivors of Domestic Violence
118	Friends of Hawaii Robotics	\$25,000.00	79.43	\$25,000.00	Economic Development; Public Service - Other: STEM Education
91	Girls Scouts of Hawaii	\$125,000.00	78.71	\$125,000.00	Public Service - Children
89	Hale Kipa, Inc.	\$60,000.00	83.57	\$60,000.00	Public Service - Children
21	Hawaii Agricultural Foundation	\$120,023.87	82.71	\$120,023.87	Community Development
2	Hawaii Home Ownership Center	\$404,229.95	77.86	\$404,229.95	Public Service - Homeless
57	Hawaii Literacy	\$89,080.00	84.71	\$89,080.00	Public Service - Children; Public Service - Other: Literacy & Education
62	Hawaii Meals on Wheels	\$364,095.00	91.00	\$364,095.00	Public Service - Seniors
53	Hawaii Public Television Foundation	\$121,500.00	83.71	\$121,500.00	Public Service - Children
44	Hawaii Youth Symphony	\$131,500.00	82.00	\$131,500.00	Arts
65	Helping Hands Hawaii	\$131,087.00	89.00	\$131,087.00	Public Service - Other: Low-income or Homeless Households (Ages served are 0-90+)
86	Hina Mauka (The Alcoholic Rehabilitation Services of Hawaii)	\$250,000.00	80.71	\$250,000.00	Public Service - Disabilities
133	Honolulu Community Action Program (HCAP)	\$160,540.67	78.29	\$160,540.67	Economic Development
88	Honolulu Theatre for Youth	\$40,000.00	77.86	\$40,000.00	Arts; Culture; Public Service - Children
18	Japanese Cultural Center of Hawaii	\$55,790.00	85.00	\$55,790.00	Economic Development
42	Kapiolani Medical Center for Women and Children	\$117,127.68	79.86	\$117,127.68	Public Service - Children
45	Key Project	\$114,404.16	78.36	\$114,404.16	Public Service - Seniors
46	Kokua Kalihi Valley Comprehensive Family Services	\$130,350.00	81.86	\$130,350.00	Public Service - Seniors

FY 14 Grants in Aid Fund
Schedule of Grant Proposals
Recommended by the Grants in Aid Advisory Commission
to the Honolulu City Council
July 31, 2013
[Ordered by Organization Name]

Proposal Number	Organization	Funding Request	Score	Amount Recommended	Purpose
58	Malama Maunaloa	\$140,875.00	78.00	\$140,875.00	Environment
96	Pacific Islands Fisheries Group	\$73,090.00	85.83	\$73,090.00	Public Service - Children
36	Pali Momi Medical Center	\$150,000.00	86.29	\$150,000.00	Public Service - Other: Women's health care
106	Project Vision Hawaii	\$88,400.00	82.71	\$88,400.00	Public Service - Other: Health care for low-income or uninsured
119	Read Aloud America	\$196,059.24	81.57	\$196,059.24	Public Service - Children
79	Special Olympics Hawaii	\$96,080.00	91.14	\$96,080.00	Public Service - Disabilities
30	St. Francis Healthcare Foundation of Hawaii	\$125,000.00	86.43	\$125,000.00	Public Service - Seniors
132	Susannah Wesley Community Center	\$221,404.00	78.14	\$221,404.00	Public Service: Other - Education
59	Sutter Health Pacific, dba Kahi Mohala	\$100,000.00	78.71	\$100,000.00	Public Service - Disabilities
6	The Children's Alliance of Hawaii, Inc.	\$79,920.00	83.71	\$79,920.00	Public Service - Children
31	Volunteer Legal Services of Hawaii	\$152,393.54	78.00	\$152,393.54	Public Service - Other: Pro Bono Legal Services
83	Waianae Coast Comprehensive Health Center	\$117,183.00	84.86	\$117,183.00	Public Service - Children
47	Waianae Coast Comprehensive Health Center	\$90,563.96	81.14	\$90,563.96	Public Service - Other: Socio & Economically Distressed Population in a Rural and Federally Designated Community of Poverty
3	Waikiki Community Center	\$75,000.00	78.43	\$75,000.00	Public Service - Seniors
52	Waikiki Health Center	\$300,000.00	80.29	\$300,000.00	Public Service - Homeless
33	Young Women's Christian Association	\$75,000.00	85.00	\$75,000.00	Public Service - Other: Unemployed & Underemployed Women
TOTAL		\$5,136,440.07		\$5,136,440.07	

FY 14 Grants in Aid Fund
Schedule of Grant Proposals
Recommended by the Grants in Aid Advisory Commission
to the Honolulu City Council
July 31, 2013
[Ordered by Score]

Proposal Number	Organization	Funding Request	Score	Amount Recommended	Purpose
79	Special Olympics Hawaii	\$96,080.00	91.14	\$96,080.00	Public Service - Disabilities
62	Hawaii Meals on Wheels	\$364,095.00	91.00	\$364,095.00	Public Service - Seniors
131	Alu Like, Inc.	\$30,000.00	90.14	\$30,000.00	Public Service - Seniors
80	American National Red Cross	\$50,000.00	89.57	\$50,000.00	Public Service - Other: Disaster Preparedness and Response
65	Helping Hands Hawaii	\$131,087.00	89.00	\$131,087.00	Public Service - Other: Low-income or Homeless Households (Ages served are 0-90+)
102	Aloha Medical Mission	\$95,957.80	88.71	\$95,957.80	Public Service - Other: free Dental Care - Uninsured/Low-income
30	St. Francis Healthcare Foundation of Hawaii	\$125,000.00	86.43	\$125,000.00	Public Service - Seniors
36	Pali Momi Medical Center	\$150,000.00	86.29	\$150,000.00	Public Service - Other: Women's health care
90	Boys and Girls Club of Hawaii	\$100,000.00	86.00	\$100,000.00	Public Service - Children
96	Pacific Islands Fisheries Group	\$73,090.00	85.83	\$73,090.00	Public Service - Children
33	Young Women's Christian Association	\$75,000.00	85.00	\$75,000.00	Public Service - Other: Unemployed & Underemployed Women
18	Japanese Cultural Center of Hawaii	\$55,790.00	85.00	\$55,790.00	Economic Development
83	Waianae Coast Comprehensive Health Center	\$117,183.00	84.86	\$117,183.00	Public Service - Children
57	Hawaii Literacy	\$89,080.00	84.71	\$89,080.00	Public Service - Children; Public Service - Other: Literacy & Education
6	The Children's Alliance of Hawaii, Inc.	\$79,920.00	83.71	\$79,920.00	Public Service - Children
53	Hawaii Public Television Foundation	\$121,500.00	83.71	\$121,500.00	Public Service - Children
89	Hale Kipa, Inc.	\$60,000.00	83.57	\$60,000.00	Public Service - Children
106	Project Vision Hawaii	\$88,400.00	82.71	\$88,400.00	Public Service - Other: Health care for low-income or uninsured
21	Hawaii Agricultural Foundation	\$120,023.87	82.71	\$120,023.87	Community Development
64	Coalition for a Drug-Free Hawaii	\$75,000.00	82.57	\$75,000.00	Public Service - Other: Youth Substance Abuse Prevention
44	Hawaii Youth Symphony	\$131,500.00	82.00	\$131,500.00	Arts
46	Kokua Kalihi Valley	\$130,350.00	81.86	\$130,350.00	Public Service - Seniors
119	Comprehensive Family Services Read Aloud America	\$196,059.24	81.57	\$196,059.24	Public Service - Children

**FY 14 Grants in Aid Fund
Schedule of Grant Proposals
Recommended by the Grants in Aid Advisory Commission
to the Honolulu City Council
July 31, 2013**

[Ordered by Score]

Proposal Number	Organization	Funding Request	Score	Amount Recommended	Purpose
47	Waianae Coast Comprehensive Health Center	\$90,563.96	81.14	\$90,563.96	Public Service - Other: Socio & Economically Distressed Population in a Rural and Federally Designated Community of Poverty
86	Hina Mauka (The Alcoholic Rehabilitation Services of Hawaii)	\$250,000.00	80.71	\$250,000.00	Public Service - Disabilities
52	Waikiki Health Center	\$300,000.00	80.29	\$300,000.00	Public Service - Homeless
42	Kapiolani Medical Center for Women and Children	\$117,127.68	79.86	\$117,127.68	Public Service - Children
125	Bishop Museum	\$66,470.20	79.57	\$66,470.20	Arts; Culture; Environment; Public Service
118	Friends of Hawaii Robotics	\$25,000.00	79.43	\$25,000.00	Economic Development; Public Service - Other: STEM Education
95	After-School All-Stars Hawaii	\$70,000.00	79.33	\$70,000.00	Public Service - Children
59	Sutter Health Pacific, dba Kahi Mohala	\$100,000.00	78.71	\$100,000.00	Public Service - Disabilities
91	Girls Scouts of Hawaii	\$125,000.00	78.71	\$125,000.00	Public Service - Children
3	Waikiki Community Center	\$75,000.00	78.43	\$75,000.00	Public Service - Seniors
32	Domestic Violence Action Center	\$128,315.00	78.43	\$128,315.00	Public Service - Others: Victims & Survivors of Domestic Violence
45	Key Project	\$114,404.16	78.36	\$114,404.16	Public Service - Seniors
133	Honolulu Community Action Program (HCAP)	\$160,540.67	78.29	\$160,540.67	Economic Development
132	Susannah Wesley Community Center	\$221,404.00	78.14	\$221,404.00	Public Service: Other - Education
58	Malama Maunaloa	\$140,875.00	78.00	\$140,875.00	Environment
31	Volunteer Legal Services of Hawaii	\$152,393.54	78.00	\$152,393.54	Public Service - Other: Pro Bono Legal Services
2	Hawaii Home Ownership Center	\$404,229.95	77.86	\$404,229.95	Public Service - Homeless
88	Honolulu Theatre for Youth	\$40,000.00	77.86	\$40,000.00	Arts; Culture; Public Service - Children
TOTAL		\$5,136,440.07		\$5,136,440.07	

FY 14 Grants in Aid Fund
Schedule of Grant Proposals
Recommended by the Grants in Aid Advisory Commission
to the Honolulu City Council
July 31, 2013
[grouped by Council District]

Council District	Proposal Number	Organization	Funding Request	Score	Amount Recommended	Purpose
COUNCIL DISTRICT 1						
1	79	Special Olympics Hawaii	\$ 16,997.31	91.14	\$ 16,997.31	Public Service - Disabilities
	131	Alu Like, inc.	\$ 10,000.00	90.14	\$ 10,000.00	Public Service - Seniors
	80	American National Red Cross	\$ 5,555.55	89.57	\$ 5,555.55	Public Service - Other: Disaster Preparedness and Response
	65	Helping Hands Hawaii	\$ 35,199.00	89.00	\$ 35,199.00	Public Service - Other: Low-income or Homeless Households (Ages served are 0-90+)
	36	Pali Momi Medical Center	\$ 55,000.00	86.29	\$ 55,000.00	Public Service - Other: Women's health care
	90	Boys and Girls Club of Hawaii	\$ 100,000.00	86.00	\$ 100,000.00	Public Service - Children
	96	Pacific Islands Fisheries Group	\$ 73,090.00	85.83	\$ 73,090.00	Public Service - Children
	83	Waianae Coast Comprehensive Health Center	\$ 117,183.00	84.86	\$ 117,183.00	Public Service - Children
	53	Hawaii Public Television Foundation	\$ 13,500.00	83.71	\$ 13,500.00	Public Service - Children
	89	Hale Kipa, Inc.	\$ 10,000.00	83.57	\$ 10,000.00	Public Service - Children
	106	Project Vision Hawaii	\$ 12,628.57	82.71	\$ 12,628.57	Public Service - Other: Health care for low-income or uninsured
	64	Coalition for a Drug-Free Hawaii	\$ 75,000.00	82.57	\$ 75,000.00	Public Service - Other: Youth Substance Abuse Prevention
	119	Read Aloud America	\$ 49,014.81	81.57	\$ 49,014.81	Public Service - Children
	47	Waianae Coast Comprehensive Health Center	\$ 90,563.96	81.14	\$ 90,563.96	Public Service - Other: Socio & Economically Distressed Population in a Rural and Federally Designated Community of Poverty
	42	Kapiolani Medical Center for Women and Children	\$ 12,164.19	79.86	\$ 12,164.19	Public Service - Children
	118	Friends of Hawaii Robotics	\$ 4,000.00	79.43	\$ 4,000.00	Economic Development; Public Service - Other: STEM Education
	91	Girls Scouts of Hawaii	\$ 50,000.00	78.71	\$ 50,000.00	Public Service - Children
	32	Domestic Violence Action Center	\$ 44,910.25	78.43	\$ 44,910.25	Public Service - Others: Victims & Survivors of Domestic Violence
	133	Honolulu Community Action Program (HCAP)	\$ 17,837.85	78.29	\$ 17,837.85	Economic Development
	31	Volunteer Legal Services of Hawaii	\$ 53,337.74	78.00	\$ 53,337.74	Public Service - Other: Pro Bono Legal Services
	2	Hawaii Home Ownership Center	\$ 177,861.17	77.86	\$ 177,861.17	Public Service - Homeless
	88	Honolulu Theatre for Youth	\$ 3,000.00	77.86	\$ 3,000.00	Arts; Culture; Public Service - Children
Total Council District 1			\$ 1,026,843.40			

FY 14 Grants in Aid Fund
Schedule of Grant Proposals
Recommended by the Grants in Aid Advisory Commission
to the Honolulu City Council
July 31, 2013
[grouped by Council District]

Council District	Proposal Number	Organization	Funding Request	Score	Amount Recommended	Purpose
COUNCIL DISTRICT 2						
2-79		Special Olympics Hawaii	\$ 4,897.53	91.14	\$ 4,897.53	Public Service - Disabilities
62		Hawaii Meals on Wheels	\$ 7,281.00	91.00	\$ 7,281.00	Public Service - Seniors
80		American National Red Cross	\$ 5,555.55	89.57	\$ 5,555.55	Public Service - Other: Disaster Preparedness and Response
65		Helping Hands Hawaii	\$ 5,997.00	89.00	\$ 5,997.00	Public Service - Other: Low-income or Homeless Households (Ages served are 0-90+)
36		Pali Momi Medical Center	\$ 40,000.00	86.29	\$ 40,000.00	Public Service - Other: Women's health care
53		Hawaii Public Television Foundation	\$ 13,500.00	83.71	\$ 13,500.00	Public Service - Children
89		Hale Kipa, Inc.	\$ 5,000.00	83.57	\$ 5,000.00	Public Service - Children
106		Project Vision Hawaii	\$ 12,628.57	82.71	\$ 12,628.57	Public Service - Other: Health care for low-income or uninsured
119		Read Aloud America	\$ 49,014.81	81.57	\$ 49,014.81	Public Service - Children
42		Kapiolani Medical Center for Women and Children	\$ 11,514.18	79.86	\$ 11,514.18	Public Service - Children
118		Friends of Hawaii Robotics	\$ 2,000.00	79.43	\$ 2,000.00	Economic Development; Public Service - Other: STEM Education
59		Sutter Health Pacific, dba Kahi Mohala	\$ 40,000.00	78.71	\$ 40,000.00	Public Service - Disabilities
32		Domestic Violence Action Center	\$ 19,247.25	78.43	\$ 19,247.25	Public Service - Others: Victims & Survivors of Domestic Violence
45		Key Project	\$ 114,404.16	78.36	\$ 114,404.16	Public Service - Seniors
133		Honolulu Community Action Program (HCAP)	\$ 17,837.85	78.29	\$ 17,837.85	Economic Development
2		Hawaii Home Ownership Center	\$ 40,422.99	77.86	\$ 40,422.99	Public Service - Homeless
88		Honolulu Theatre for Youth	\$ 3,000.00	77.86	\$ 3,000.00	Arts; Culture; Public Service - Children
Total Council District 2			\$ 392,300.89			

FY 14 Grants in Aid Fund
Schedule of Grant Proposals
Recommended by the Grants in Aid Advisory Commission
to the Honolulu City Council
July 31, 2013
[grouped by Council District]

Council District	Proposal Number	Organization	Funding Request	Score	Amount Recommended	Purpose
COUNCIL DISTRICT 3						
3	79	Special Olympics Hawaii	\$15,076.71	91.14	\$15,076.71	Public Service - Disabilities
	62	Hawaii Meals on Wheels	\$54,612.00	91.00	\$54,612.00	Public Service - Seniors
	131	Alu Like, Inc.	\$10,000.00	90.14	\$10,000.00	Public Service - Seniors
	80	American National Red Cross	\$5,555.55	89.57	\$5,555.55	Public Service - Other: Disaster Preparedness and Response
	65	Helping Hands Hawaii	\$7,561.00	89.00	\$7,561.00	Public Service - Other: Low-income or Homeless Households (Ages served are 0-90+)
	36	Pali Momi Medical Center	\$15,000.00	86.29	\$15,000.00	Public Service - Other: Women's health care
	53	Hawaii Public Television Foundation	\$13,500.00	83.71	\$13,500.00	Public Service - Children
	89	Hale Kipa, Inc.	\$5,000.00	83.57	\$5,000.00	Public Service - Children
	106	Project Vision Hawaii	\$12,628.57	82.71	\$12,628.57	Public Service - Other: Health care for low-income or uninsured
	119	Read Aloud America	\$49,014.81	81.57	\$49,014.81	Public Service - Children
	86	Hina Mauka (The Alcoholic Rehabilitation Services of Hawaii)	\$250,000.00	80.71	\$250,000.00	Public Service - Disabilities
	42	Kapiolani Medical Center for Women and Children	\$11,814.19	79.86	\$11,814.19	Public Service - Children
	118	Friends of Hawaii Robotics	\$2,000.00	79.43	\$2,000.00	Economic Development: Public Service - Other: STEM Education
	91	Girls Scouts of Hawaii	\$25,000.00	78.71	\$25,000.00	Public Service - Children
	133	Honolulu Community Action Program (HCAP)	\$17,837.85	78.29	\$17,837.85	Economic Development
	2	Hawaii Home Ownership Center	\$40,422.99	77.86	\$40,422.99	Public Service - Homeless
	88	Honolulu Theatre for Youth	\$3,000.00	77.86	\$3,000.00	Arts; Culture; Public Service - Children
Total Council District 3					\$538,023.67	

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Council District	Proposal Number	Organization	Funding Request	Score	Amount Recommended	Purpose
COUNCIL DISTRICT 4						
4	79	Special Olympics Hawaii	\$8,162.55	91.14	\$8,162.55	Public Service - Disabilities
	62	Hawaii Meals on Wheels	\$69,183.00	91.00	\$69,183.00	Public Service - Seniors
	80	American National Red Cross	\$5,555.55	89.57	\$5,555.55	Public Service - Other: Disaster Preparedness and Response
	65	Helping Hands Hawaii	\$7,822.00	89.00	\$7,822.00	Public Service - Other: Low-income or Homeless Households (Ages served are 0-90+)
	36	Pali Momi Medical Center	\$15,000.00	86.29	\$15,000.00	Public Service - Other: Women's health care
	53	Hawaii Public Television Foundation	\$13,500.00	83.71	\$13,500.00	Public Service - Children
	89	Hale Kipa, Inc.	\$5,000.00	83.57	\$5,000.00	Public Service - Children
	106	Project Vision Hawaii	\$12,628.57	82.71	\$12,628.57	Public Service - Other: Health care for low-income or uninsured
	44	Hawaii Youth Symphony	\$43,833.33	82.00	\$43,833.33	Arts
	52	Waikiki Health Center	\$200,000.00	80.29	\$200,000.00	Public Service - Homeless
	42	Kapiolani Medical Center for Women and Children	\$15,739.19	79.86	\$15,739.19	Public Service - Children
	118	Friends of Hawaii Robotics	\$3,000.00	79.43	\$3,000.00	Economic Development; Public Service - Other: STEM Education
	3	Waikiki Community Center	\$75,000.00	78.43	\$75,000.00	Public Service - Seniors
	133	Honolulu Community Action Program (HCAP)	\$17,837.85	78.29	\$17,837.85	Economic Development
	58	Malama Maunaloa	\$140,875.00	78.00	\$140,875.00	Environment
	2	Hawaii Home Ownership Center	\$12,126.90	77.86	\$12,126.90	Public Service - Homeless
Total Council District 4					\$645,263.94	

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Council District	Proposal Number	Organization	Funding Request	Score	Amount Recommended	Purpose
COUNCIL DISTRICT 5						
5	79	Special Olympics Hawaii	\$11,811.69	91.14	\$11,811.69	Public Service - Disabilities
	62	Hawaii Meals on Wheels	\$112,869.00	91.00	\$112,869.00	Public Service - Seniors
	80	American National Red Cross	\$5,555.56	89.57	\$5,555.56	Public Service - Other: Disaster Preparedness and Response
	65	Helping Hands Hawaii	\$8,803.00	89.00	\$8,803.00	Public Service - Other: Low-income or Homeless Households (Ages served are 0-90+)
	18	Japanese Cultural Center of Hawaii	\$27,895.00	85.00	\$27,895.00	Economic Development
	53	Hawaii Public Television Foundation	\$13,500.00	83.71	\$13,500.00	Public Service - Children
	89	Hale Kipa, Inc.	\$5,000.00	83.57	\$5,000.00	Public Service - Children
	106	Project Vision Hawaii	\$12,628.57	82.71	\$12,628.57	Public Service - Other: Health care for low-income or uninsured
	44	Hawaii Youth Symphony	\$43,833.33	82.00	\$43,833.33	Arts
	52	Waikiki Health Center	\$100,000.00	80.29	\$100,000.00	Public Service - Homeless
	42	Kapiolani Medical Center for Women and Children	\$15,739.19	79.86	\$15,739.19	Public Service - Children
	118	Friends of Hawaii Robotics	\$3,000.00	79.43	\$3,000.00	Economic Development; Public Service - Other: STEM Education
	133	Honolulu Community Action Program (HCAP)	\$17,837.85	78.29	\$17,837.85	Economic Development
	2	Hawaii Home Ownership Center	\$30,317.25	77.86	\$30,317.25	Public Service - Homeless
Total Council District 5					\$408,790.44	

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Council District	Proposal Number	Organization	Funding Request	Score	Amount Recommended	Purpose
COUNCIL DISTRICT 6						
6	79	Special Olympics Hawaii	\$10,275.21	91.14	\$10,275.21	Public Service - Disabilities
	62	Hawaii Meals on Wheels	\$54,612.00	91.00	\$54,612.00	Public Service - Seniors
	131	Alu Like, Inc.	\$10,000.00	90.14	\$10,000.00	Public Service - Seniors
	80	American National Red Cross	\$5,555.56	89.57	\$5,555.56	Public Service - Other: Disaster Preparedness and Response
	65	Helping Hands Hawaii	\$45,107.00	89.00	\$45,107.00	Public Service - Other: Low-income or Homeless Households (Ages served are 0-90+)
	102	Aloha Medical Mission	\$95,957.80	88.71	\$95,957.80	Public Service - Other: free Dental Care - Uninsured/Low-income
	30	St. Francis Healthcare Foundation of Hawaii	\$125,000.00	86.43	\$125,000.00	Public Service - Seniors
	33	Young Women's Christian Association	\$75,000.00	85.00	\$75,000.00	Public Service - Other: Unemployed & Underemployed Women
	53	Hawaii Public Television Foundation	\$13,500.00	83.71	\$13,500.00	Public Service - Children
	89	Hale Kipa, Inc.	\$5,000.00	83.57	\$5,000.00	Public Service - Children
	106	Project Vision Hawaii	\$12,628.57	82.71	\$12,628.57	Public Service - Other: Health care for low-income or uninsured
	44	Hawaii Youth Symphony	\$43,833.34	82.00	\$43,833.34	Arts
	42	Kapiolani Medical Center for Women and Children	\$15,739.19	79.86	\$15,739.19	Public Service - Children
	118	Friends of Hawaii Robotics	\$5,000.00	79.43	\$5,000.00	Economic Development; Public Service - Other: STEM Education
	32	Domestic Violence Action Center	\$19,247.25	78.43	\$19,247.25	Public Service - Others: Victims & Survivors of Domestic Violence
	133	Honolulu Community Action Program (HCAP)	\$17,837.85	78.29	\$17,837.85	Economic Development
	31	Volunteer Legal Services of Hawaii	\$36,574.45	78.00	\$36,574.45	Public Service - Other: Pro Bono Legal Services
	2	Hawaii Home Ownership Center	\$44,465.29	77.86	\$44,465.29	Public Service - Homeless
	88	Honolulu Theatre for Youth	\$22,000.00	77.86	\$22,000.00	Arts; Culture; Public Service - Children
Total Council District 6					\$657,333.51	

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Council District	Proposal Number	Organization	Funding Request	Score	Amount Recommended	Purpose
COUNCIL DISTRICT 7						
7	79	Special Olympics Hawaii	\$9,172.85	91.14	\$9,172.85	Public Service - Disabilities
	62	Hawaii Meals on Wheels	\$10,926.00	91.00	\$10,926.00	Public Service - Seniors
	80	American National Red Cross	\$5,555.56	89.57	\$5,555.56	Public Service - Other: Disaster Preparedness and Response
	65	Helping Hands Hawaii	\$9,778.00	89.00	\$9,778.00	Public Service - Other: Low-income or Homeless Households (Ages served are 0-90+)
	36	Pali Momi Medical Center	\$25,000.00	86.29	\$25,000.00	Public Service - Other: Women's health care
	57	Hawaii Literacy	\$89,080.00	84.71	\$89,080.00	Public Service - Children; Public Service - Other: Literacy & Education
	6	The Children's Alliance of Hawaii, Inc.	\$79,920.00	83.71	\$79,920.00	Public Service - Children
	53	Hawaii Public Television Foundation	\$13,500.00	83.71	\$13,500.00	Public Service - Children
	89	Hale Kipa, Inc.	\$10,000.00	83.57	\$10,000.00	Public Service - Children
	46	Kokua Kahi Valley Comprehensive Family Services	\$130,350.00	81.86	\$130,350.00	Public Service - Seniors
	42	Kapiolani Medical Center for Women and Children	\$15,739.19	79.86	\$15,739.19	Public Service - Children
	125	Bishop Museum	\$66,470.20	79.57	\$66,470.20	Arts; Culture; Environment; Public Service
	118	Friends of Hawaii Robotics	\$2,000.00	79.43	\$2,000.00	Economic Development; Public Service - Other: STEM Education
	95	After-School All-Stars Hawaii	\$70,000.00	79.33	\$70,000.00	Public Service - Children
	32	Domestic Violence Action Center	\$19,247.25	78.43	\$19,247.25	Public Service - Others: Victims & Survivors of Domestic Violence
	133	Honolulu Community Action Program (HCAP)	\$17,837.85	78.29	\$17,837.85	Economic Development
	132	Susannah Wesley Community Center	\$221,404.00	78.14	\$221,404.00	Public Service: Other - Education
	31	Volunteer Legal Services of Hawaii	\$36,574.45	78.00	\$36,574.45	Public Service - Other: Pro Bono Legal Services
	2	Hawaii Home Ownership Center	\$24,253.80	77.86	\$24,253.80	Public Service - Homeless
	88	Honolulu Theatre for Youth	\$3,000.00	77.86	\$3,000.00	Arts; Culture; Public Service - Children
Total Council District 7					\$859,809.15	

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Council District	Proposal Number	Organization	Funding Request	Score	Amount Recommended	Purpose
COUNCIL DISTRICT 8						
8	79	Special Olympics Hawaii	\$8,834.76	91.14	\$8,834.76	Public Service - Disabilities
	62	Hawaii Meals on Wheels	\$36,405.00	91.00	\$36,405.00	Public Service - Seniors
	80	American National Red Cross	\$5,555.56	89.57	\$5,555.56	Public Service - Other: Disaster Preparedness and Response
	65	Helping Hands Hawaii	\$8,083.00	89.00	\$8,083.00	Public Service - Other: Low-income or Homeless Households (Ages served are 0-90+)
	53	Hawaii Public Television Foundation	\$13,500.00	83.71	\$13,500.00	Public Service - Children
	89	Hale Kipa, Inc.	\$5,000.00	83.57	\$5,000.00	Public Service - Children
	106	Project Vision Hawaii	\$12,628.57	82.71	\$12,628.57	Public Service - Other: Health care for low-income or uninsured
	119	Read Aloud America	\$49,014.81	81.57	\$49,014.81	Public Service - Children
	42	Kapiolani Medical Center for Women and Children	\$10,864.18	79.86	\$10,864.18	Public Service - Children
	118	Friends of Hawaii Robotics	\$2,000.00	79.43	\$2,000.00	Economic Development; Public Service - Other: STEM Education
	59	Sutter Health Pacific, dba Kahi Mohala	\$40,000.00	78.71	\$40,000.00	Public Service - Disabilities
	91	Girls Scouts of Hawaii	\$50,000.00	78.71	\$50,000.00	Public Service - Children
	32	Domestic Violence Action Center	\$12,831.50	78.43	\$12,831.50	Public Service - Others: Victims & Survivors of Domestic Violence
	133	Honolulu Community Action Program (HCAP)	\$17,837.85	78.29	\$17,837.85	Economic Development
	31	Volunteer Legal Services of Hawaii	\$25,906.90	78.00	\$25,906.90	Public Service - Other: Pro Bono Legal Services
	2	Hawaii Home Ownership Center	\$30,317.25	77.86	\$30,317.25	Public Service - Homeless
	88	Honolulu Theatre for Youth	\$3,000.00	77.86	\$3,000.00	Arts; Culture; Public Service - Children
Total Council District 8					\$331,779.38	

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Council District	Proposal Number	Organization	Funding Request	Score	Amount Recommended	Purpose
COUNCIL DISTRICT 9						
9	79	Special Olympics Hawaii	\$10,851.39	91.14	\$10,851.39	Public Service - Disabilities
	62	Hawaii Meals on Wheels	\$18,207.00	91.00	\$18,207.00	Public Service - Seniors
	80	American National Red Cross	\$5,555.56	89.57	\$5,555.56	Public Service - Other: Disaster Preparedness and Response
	65	Helping Hands Hawaii	\$2,737.00	89.00	\$2,737.00	Public Service - Other: Low-Income or Homeless Households (Ages served are 0-90+)
	18	Japanese Cultural Center of Hawaii	\$27,895.00	85.00	\$27,895.00	Economic Development
	53	Hawaii Public Television Foundation	\$13,500.00	83.71	\$13,500.00	Public Service - Children
	89	Hale Kipa, Inc.	\$10,000.00	83.57	\$10,000.00	Public Service - Children
	21	Hawaii Agricultural Foundation	\$120,023.87	82.71	\$120,023.87	Community Development
	42	Kapiolani Medical Center for Women and Children	\$7,814.18	79.86	\$7,814.18	Public Service - Children
	118	Friends of Hawaii Robotics	\$2,000.00	79.43	\$2,000.00	Economic Development; Public Service - Other: STEM Education
	59	Sutter Health Pacific, dba Kahi Mohala	\$20,000.00	78.71	\$20,000.00	Public Service - Disabilities
	32	Domestic Violence Action Center	\$12,831.50	78.43	\$12,831.50	Public Service - Others: Victims & Survivors of Domestic Violence
	133	Honolulu Community Action Program (HCAP)	\$17,837.87	78.29	\$17,837.87	Economic Development
	2	Hawaii Home Ownership Center	\$4,042.31	77.86	\$4,042.31	Public Service - Homeless
	88	Honolulu Theatre for Youth	\$3,000.00	77.86	\$3,000.00	Arts; Culture; Public Service - Children
Total Council District 9					\$276,295.68	
TOTAL					\$ 5,136,440.07	

Grant Agreement Template

Exhibit B

CONTRACT NO. CT-DCS-XXXXXXX
SOLICITATION NO. GRP-DCS-632512

This GRANT AGREEMENT ("Agreement"), made and entered into on _____, by and between the CITY AND COUNTY OF HONOLULU, a municipal corporation existing under and by virtue of the laws of the State of Hawai'i, whose principal place of business is 530 South King Street, Room 208, Honolulu, Hawaii 96813, hereinafter called the "CITY," and GRANTEE LEGAL NAME, whose principal place of business is GRANTEE ADDRESS ("GRANTEE").

WITNESSETH THAT:

WHEREAS, Article 205 of Chapter 9, Revised Charter of the City and County of Honolulu and Article ____ of Chapter 6, Revised Ordinances of Honolulu 1990 ("ROH")(CITY Ordinance 13-7) further establish priorities and procedures for the administration of, and expenditure of funds awarded from, the "Grant in Aid Fund," establish standards for the appropriation of public funds to charitable non-profit organizations that provide services to those populations which the CITY has determined to be economically and/or socially disadvantaged or provide services that the CITY has determined to be for public benefit in the areas of the arts, culture, economic development or the environment; and

WHEREAS, pursuant to Chapter 103D-102 (b) (2) (A), Hawaii Revised Statutes ("HRS"), the services under this Agreement are exempt from Chapter 103D, Hawaii Revised Statutes; and

WHEREAS, Ordinance No. <ORDINANCE NUMBER> appropriated funds of \$<AMOUNT IN ORDINANCE> ("Grant Amount") for the Grant Activity to be provided by the GRANTEE (the "Grant"); and

WHEREAS, the term "Grant Activity" shall be interchangeable and synonymous with the terms "project" or "projects" used in City Council Ordinance 13-7, and shall without limitation, include the project, program, services or activity for which the Grant is awarded, as further outlined in Appendix F: GRANTEE's Proposal; and

WHEREAS, the GRANTEE is willing and able to provide the services set forth in this Agreement;

NOW, THEREFORE, the CITY and GRANTEE, in consideration of the foregoing and of the mutual promises hereinafter set forth, the sufficiency and adequacy of which are hereby acknowledged, and intending to be legally bound, hereby mutually agree as follows:

1. This Contract and the following documents, appendices and exhibits collectively form the Agreement or "Contract Documents", all of which are attached hereto and incorporated herein:

This Contract

Appendix A: Scope of Work

Appendix B: Term

Appendix C: Funding

Appendix D: Special Provisions

Appendix E: General Terms and Conditions

Appendix F: GRANTEE's Proposal

The Contract Documents as listed hereinabove are in the order of controlling preference should there be any conflict in the terms provided.

2. The GRANTEE shall furnish all services, labor, goods, materials, supplies, equipment and other incidentals reasonably necessary for the successful completion of the work contemplated under this Agreement.
3. Subject to all of the provisions set in this Agreement, the CITY agrees to grant to the GRANTEE the Grant Amount in a total sum not to exceed [TO BE DETERMINED AT AWARD (\$XX,XXX.XX)] for actual costs incurred for the Grant Activity.
4. The term of the Agreement shall commence as provided in Appendix B: Term.
5. The GRANTEE will prosecute said work in an efficient manner so as entirely to complete and perform said work within the time set forth in Appendix B: Term.
6. Any notice required or permitted by the provisions of this Agreement to be made shall be written and shall be either personally delivered or mailed postage prepaid by certified mail, return receipt requested, to the other party at the address and to the person designated by each party. No other method of notification shall be effective. The parties designate the following addresses and persons for notices:

When notice is to be given to the CITY it shall be mailed or delivered to:

Director
Department of Community Services
City and County of Honolulu
715 South King Street, Suite 311
Honolulu, Hawaii 96813

When notice is to be given to the CONTRACTOR it shall be mailed or delivered to:

ATTENTION: <AUTHORIZED OFFICIAL>

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IN WITNESS WHEREOF, this Agreement is executed herein by the duly authorized officers or agents of the CITY and the GRANTEE.

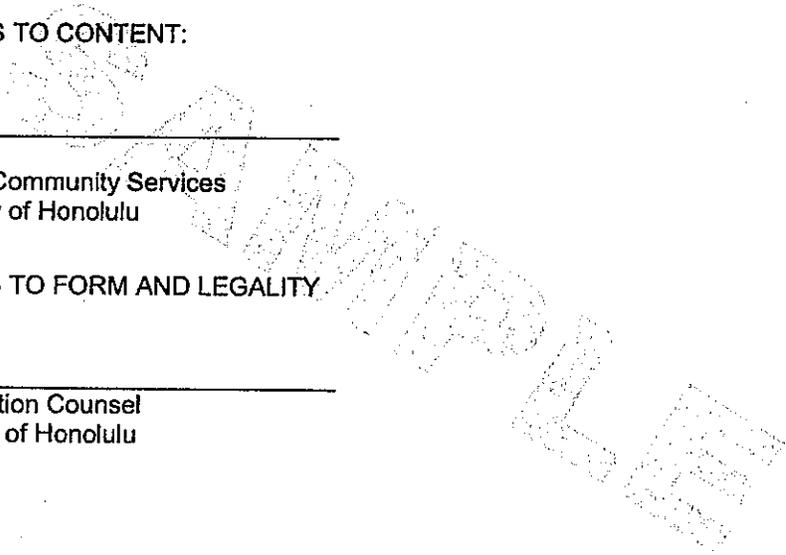
CITY AND COUNTY OF HONOLULU	GRANTEE LEGAL NAME
BY:	BY:
PRINTED NAME:	PRINTED NAME:
TITLE: Director, Department of Budget and Fiscal Services	TITLE:
DATE:	DATE:

APPROVED AS TO CONTENT:

Director,
Department of Community Services
City and County of Honolulu

APPROVED AS TO FORM AND LEGALITY:

Deputy Corporation Counsel
City and County of Honolulu



APPENDIX A: SCOPE OF WORK

I. SCOPE OF SERVICES

The Grantee shall carry out the Grant Activity in accordance with Appendix F: Grantee's Proposal, with the Grant Amount disbursed according to the budget attached therein as Exhibit A and Exhibit B. Without limiting the generality of the foregoing, the Grantee shall carry out the following Grant Activities:

[RESERVED FOR COMPLETION AFTER GRANT AWARD]

In the event of any conflict between the provisions of Appendix F: Grantee's Proposal and this provisions of Appendix A, Appendix B, Appendix C, Appendix D, and Appendix E; the provisions of Appendix A, Appendix B, Appendix C, Appendix D and Appendix E shall govern.

APPENDIX B: TERM

I. GRANT TERM

This Agreement shall be effective from the date of execution by the parties, and shall remain in effect for twelve months from the official Notice to Proceed ("NTP") date issued by the CITY. The term of this Agreement and the provisions herein shall be extended to cover any additional time period during which the GRANTEE remains in control of any portion of the Grant Amount.

All activities and services required by this Agreement shall be completed after issuance of the NTP and before the date specified for the end of the grant term.

II. COMMENCEMENT OF WORK/NOTICE TO PROCEED

The GRANTEE shall not perform any services required by this Agreement until the Agreement has been executed by all parties and until a written NTP has been issued to the GRANTEE by the City.

The GRANTEE acknowledges that the CITY will not issue a NTP until the CITY has completed the appropriate environmental review as required under Chapter 343, Hawaii Revised Statutes.

III. OPTION TO EXTEND

The Grant Term may be extended on a month-to-month or term basis, not to exceed a twelve (12) month extension at a time. Any extension of the Grant Term shall be subject to the availability of funds, and at the CITY's sole discretion and, if approved, shall be effectuated by an amendment to this Agreement.

APPENDIX C: FUNDING

I. GRANT AMOUNT.

Subject to all of the provisions set in this Agreement, the CITY agrees to grant to the GRANTEE the Grant Amount in a total sum not to exceed **[TO BE DETERMINED AT AWARD (\$XX,XXX.XX)]** for actual costs incurred for the Grant Activity.

II. PAYMENT REQUESTS AND DISBURSEMENTS.

Grant funds shall be requested and disbursed as follows:

1. Advance payment – Only after the Notice to Proceed is issued, the GRANTEE may request an initial payment of no more than ten percent (10%) of the Grant Amount on an advance payment basis for actual costs associated with starting up the Grant Activity. The GRANTEE shall provide its request in writing for the amount specified, on the GRANTEE's letterhead with the following information:
 - A. Grant Agreement Number.
 - B. Amount requested (limited to 10% of the Grant Amount); and
 - C. Original signature of the authorized signatory for the GRANTEE.

In order to mitigate financial risk to the CITY, GRANTEE's most recent financial statement (dated within two (2) years of this Agreement) must reflect net worth in an amount twice that of the initial advance payment. Otherwise, by signing a request for an initial advance payment, the signatory or signatories ("**Signatory Guarantor**") to this Agreement PERSONALLY guaranties full, prompt and complete performance by the GRANTEE of all the terms, covenants and conditions of this Agreement related to this initial advance payment. This guaranty is not limited to any particular period of time but shall continue until all of the terms, covenants and conditions of this Agreement as related to this initial advance payment have been fully and completely performed by the GRANTEE or otherwise discharged by the CITY, and the Signatory Guarantor shall not be released of any obligation or liability hereunder so long as there is any claim of the CITY against the GRANTEE arising out of this Agreement as related to the initial advance payment that has not been satisfied or discharged in full.

2. Payment Request – Up to eighty percent (80%) of the Grant Amount shall be paid upon submission to the CITY (no more frequently than monthly) by the GRANTEE of a Payment Request Form (Appendix C: Exhibit 1) with supporting documentation, and approval by the CITY of the GRANTEE's completed payment request.
 - A. Supporting documentation includes but is not limited to:
 - i. Evidence that the contracted scope of services and outcomes:
 1. Directly benefitted the target population for the Grant; and

2. Was achieved according to timelines, measurable milestones and/or specific events tied to the Grant Activity's objectives.
 - ii. Budget report documenting actual versus budgeted expenses.
 - B. The GRANTEE shall be required to retain receipts and accounting records, and provide supporting documentation for up to five (5) years after the Grant period. The CITY may randomly audit financial documentation of any Grantee. Therefore, supporting records must be maintained and readily available upon request by the CITY.
 - C. Each Payment Request Form shall be signed by an authorized signatory of the GRANTEE, who subject to personal liability and penalty under applicable law, will certify:
 - i. Signor is authorized to sign the Payment Request Form,
 - ii. Signor personally prepared or reviewed the matters found in the Payment Request Form (including any related documents/attachments),
 - iii. Costs incurred and described in the Payment Request Form are valid, consistent with terms of this Agreement, and prepared and calculated in accordance with Generally Accepted Accounting Principles ("GAAP"),
 - iv. non-cost matters described in the Payment Request Form are true, accurate and complete as of the signing, and
 - v. Signor has the requisite skills and knowledge to assert the foregoing certifications.
 - D. Payment requests shall be approved and funds disbursed in accordance with the approved budget prorated over timelines, measurable milestones and/or specific events tied to the Grant Activity's objectives, as provided in Appendix F: GRANTEE's Proposal.
 - E. All payment requests shall be substantiated by GRANTEE with satisfactory evidence and shall be subject to the approval of DCS in its sole discretion.
3. Final payment – A final payment of the available balance of the Grant Amount will be paid upon GRANTEE's submission to the CITY of a final Payment Request Form and supporting documentation, but will be withheld until final settlement of the Grant. Final payment will be made after the successful completion of the Grant Activity or otherwise successful fulfillment of the Grant's purposes, provided, however, the same procedures apply as defined above under Payment Request, and in addition, the following must also be submitted to and approved by the CITY:

- A. Final Report with a full accounting of all funds awarded, with Final Report Coversheet in form and substance approved by the CITY.
- B. A current Certificate of Vendor Compliance showing compliance.
- C. A signed and notarized Non-Gratuity Affidavit.
- D. The GRANTEE must submit the final report and final payment request within ninety (90) days following the successful completion of the Grant Activity or otherwise successful fulfillment of the Grant's purposes. Unless approved by the CITY's Director of the Department of Community Services ("DCS Director"), GRANTEE shall forfeit the remaining Grant balance if Final Reports are not submitted by the ninety-day deadline.

III. ALLOWABLE COSTS.

The only payments shall be those for allowable costs submitted in the approved budget, prorated over timelines, measurable milestones and/or specific events tied to the Grant Activity's objectives. Allowable costs are defined as being reasonable and allocable to the Grant.

- 1. Reasonable: A cost is considered to be reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.
- 2. Allocable: A cost is considered to be allocable if related to the scope of services or outcomes provided in the Grant Related Proposal, where such services or outcomes have directly benefited the target population for the Grant, and services or outcomes have been successfully achieved according to timelines, measurable milestones and/or specific events tied to the Grant Activity's objectives.
- 3. All costs shall be determined in accordance with GAAP.
- 4. The final authority to determine the successful completion (or portions thereof) of the Grant Activity or otherwise successful fulfillment of the Grant's purposes shall rest with the DCS Director.

IV. OTHER PAYMENT TERMS.

- 1. The GRANTEE shall submit all payment requests to Director, Department of Community Services, City and County of Honolulu, 715 South King Street, Suite 311, Honolulu, Hawaii 96813
- 2. Withholding of Payments. The CITY may withhold any and all payments to the GRANTEE if the costs set forth in the Payment Request Form are unreasonable or if the Payment Request does not comply with the terms of this Agreement. The CITY shall inform the GRANTEE in writing of the necessary steps to be taken to correct any failure to comply with this Grant. The GRANTEE shall have ten (10) working days in which to respond with a plan agreeable to the CITY for

correction of the deficiencies. If no corrective action is taken, the CITY may take such action to the extent authorized by the Grant, this Agreement or by law.

3. Repayment. When required to do so in writing, the GRANTEE shall repay the CITY for any amounts disbursed that the CITY determines were not used for authorized purposes, or were used in violation of county, state, or federal statutes, ordinances, regulations, or guidelines. The CITY may also withhold such amounts from any allowable payment request of the GRANTEE.
4. Receipt of Funds from a Third Party. In the event the GRANTEE receives funds from a third party for any part of the services and outcomes described in the Grant Related Proposal, the GRANTEE shall reimburse the CITY the total amount of the funds received from that third party. If, however, the GRANTEE expended its own funds, in addition to the funds provided by the CITY in order to complete the services and outcomes described herein, the GRANTEE may retain third party funds equal to the amount of its expenditures.
5. Assignment of Money Due or Payable. No assignment of money due or to become due to a GRANTEE from the CITY shall be made without prior written consent of the DCS Director.

V. AUTHORIZED SIGNATORIES.

The GRANTEE shall provide a list of all personnel authorized to be a signatory for the organization. This list shall have been furnished to the CITY upon execution of this Agreement.

VI. PAYMENT SUBJECT TO AUDIT.

Payments made to the GRANTEE are subject to review, later verification and subsequent audit by the CITY.

APPENDIX C:

EXHIBIT 1: PAYMENT REQUEST FORM

DEPARTMENT OF COMMUNITY SERVICES Office of Special Projects PAYMENT REQUEST & GRANT STATUS REPORT FORM (This form is only provided as a guide. Attach additional documents as needed to substantiate grant spending and activities.)				Grantee Ref. # (e.g. Invoice #)	Report Date	# of Pages
SECTION I - GRANT & GRANTEE INFORMATION						
TARGET POPULATION / COMMUNITY / BENEFICIARIES				GRANT FUND		
				AUTHORIZING ORDINANCE		
AGREEMENT NUMBER	CONTRACT START	CONTRACT END	REPORTING PERIOD START	REPORTING PERIOD END	Select REPORT TYPE (complete sections listed in parenthesis)	
					<input type="checkbox"/> MOB (II - IV, VI) <input type="checkbox"/> QTR (III - VI) <input type="checkbox"/> FNL (II - VI)	
NAME AND ADDRESS OF GRANTEE				CONTACT PERSON: Business Phone Cell Phone Email		
For Final Report, include updated: 1) Non-Gratuity Affidavit (http://www1.honolulu.gov/ocs/nongratuity.pdf) AND 2a) Tax Clearance & Certificate of Compliance for Final Payment OR 2b) Statement of Vendor Compliance (obtained through http://www.vendors.hawaii.gov/ocs/ptash/welcome.html)						
SECTION II - GRANT ACTIVITY MEASURES						
Report only for period indicated above. Attach client lists, project list, or other proof of performance.				Specify measures of performance as described in Grant Agreement		
Period Events and Activities	# Invoiced	# of Projects	# Complete	# Refused out	# Employed	# of Employees
Grant Activity Total Projected Activity						
Grant Activity Cumulative Beginning Balance						
Period Grant Activity						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
Grant Activity Period Total	0	0	0	0	0	0
Grant Activity Cumulative Ending Balance	0	0	0	0	0	0
SECTION III - PAYMENT REQUEST / FINANCIAL STATUS						
Report only for period indicated above. Attach detailed receipts, invoices, payroll statement, and other supporting documentation justifying allowable costs within the stated period.				Specify allowable costs defined in Grant Agreement		
Period Events and Activities	Salaries/Fringe	Office Space	Utilities	Supplies/Materials	Other	Total
Grant Activity Total Projected Budget						\$ -
Grant Activity Grant Funds Used Beg. Balance						\$ -
Period Grant Funds Used						\$ -
1						\$ -
2						\$ -
3						\$ -
4						\$ -
5						\$ -
6						\$ -
7						\$ -
8						\$ -
9						\$ -
10						\$ -
Grant Activity Period Total Grant Funds Used	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
					Payment Requested	\$ -
Grant Activity Grant Funds Remaining	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

SAMPLE

SECTION IV - GRANT ACTIVITY NARRATIVE REPORT (Describe relevant activities for the period, including how the target population for the Grant was specifically benefited by the Grant Activity.)		
SECTION V - GRANT ACTIVITY REPORT (for Quarterly or Final Report)		
A) Grant Activity Status Summary		
B) Grant Activity Data Summary <i>Describe project performance measures, relative to stated goals. I.e. number served, number referred, number provided assistance, etc.</i>		
C) Summary of Participant Characteristics <i>Describe relevant attributes of participants, relative to stated target population. I.e. number homeless, number low-mod income, number minorities, number disabled, etc.</i>		
SECTION VI - CERTIFICATION (MUST BE SIGNED BY AUTHORIZED REPRESENTATIVE)		
CERTIFICATION: I, _____ (Print Name), subject to personal liability and penalty under applicable law, certify that: (i) I am authorized to sign this Payment Request Form; (ii) I personally prepared or reviewed the matters found in this Payment Request Form, including any related documents/attachments; (iii) costs incurred and described in this Payment Request Form are true, accurate, complete, valid and consistent with terms of the Grant Agreement, and have been properly calculated in accordance with Generally Accepted Accounting Principles; (iv) non-cost matters described in this Payment Request Form are true, accurate and complete as of this signing, and (v) I have the requisite skill and knowledge to assert the foregoing certifications.		Replied to: Department of Community Services Office of Special Projects 715 S. King Street, Ste 311 Honolulu, HI 96813 Fax: 808.769.7792
SECTION VII - DCS USE		
COMMENTS	Reviewed Date	Approved by / Date

SAMPLE

APPENDIX D: SPECIAL PROVISIONS

[RESERVED FOR COMPLETION AFTER THE GRANT AWARD]

APPENDIX E: GENERAL TERMS AND CONDITIONS

I. RESTRICTIONS ON GRANT FUNDS.

In using CITY grant funds, the following restrictions shall apply:

1. All organizations will be welcomed to participate in any event funded in whole or in part with the grant funds, subject to reasonable, viewpoint-neutral, non-discriminatory conditions for participation in the event, including, but not limited to, conditions relating to the theme or purpose of the event, the number of participants, and the duration of the event.
2. No organization will be denied the right to participate in any event funded in whole or in part with the grant funds, based upon the viewpoint of the organization or on the basis of the race, color, sex, marital status, religion, national origin, ancestry, age, disability, sexual orientation, or any other legally protected characteristic of its members.
3. No event funded in whole or in part with the grant funds may be predominately religious in nature or advance or inhibit religion.

II. MANDATORY GRANT MANAGEMENT TRAINING.

1. If the GRANTEE has not previously received a grant from the CITY or if the CITY has found the GRANTEE to be out of compliance with respect to any prior existing grant agreement, the GRANTEE shall be required to attend a grant management training session conducted by Department of Community Services.
2. The GRANTEE may be excused from attendance of the mandatory grant management training session if the DCS Director provides approval based on the existence of the following three factors: (i) the GRANTEE has attended a grant management training session conducted in the last two years by the DCS' Office of Special Projects; (ii) the GRANTEE is in good standing with DCS; and (iii) there have been no material changes to grant procedures or requirements since the GRANTEE last attended a grant management training session.

III. RECORDINGKEEPING

The GRANTEE shall maintain records that document compliance with the requirements of this Agreement, which shall include, but not be limited to, the following:

1. Records providing a full description of each activity undertaken; and the amount of CITY funds budgeted, obligated, and expended for the activity;
2. Records required to document the acquisition, improvement, use or disposition of any real property acquired or improved with CITY assistance;
3. Records documenting compliance with the equal opportunity components of this Agreement;

4. Financial records as required by this Agreement, and
5. Other records necessary to document compliance with this Agreement.

IV. REPORTS.

The GRANTEE shall submit quarterly activity and financial reports on the use of Grant funds to the CITY, due on or before the fifteenth (15th) day of the month following the close of each quarter, using the form provided by the CITY; and a final report on the same within ninety (90) days following the completion of the proposed Grant Activity, using the form provided by the CITY. The reports shall contain, but are not limited to:

1. Grant Activity status summary;
2. Grant Activity data summary;
3. Summary of participant characteristics;
4. Financial status report of Grant funds used;
5. Financial status report of the remaining balance of Grant funds, if any;
6. Budget report documenting actual versus budgeted expenses with certification of accuracy and subject to audit;
7. A narrative report; and
8. Any other information requested by the CITY.

All reports shall be submitted to the Department of Community Services, Attention: Director of Community Services, 715 South King Street, Suite 311, Honolulu, Hawaii 96813.

V. INSPECTIONS AND MONITORING.

1. During normal business hours, all of the GRANTEE's records relating to this Agreement shall be made available for examination by the City Council, Committee of the City Council, the CITY and/or their representatives.
2. GRANTEE will permit the CITY to audit, examine and make excerpts and transcripts from such books and records, and to make audits of all invoices, materials, payrolls, records or personnel and other data related to all other matters covered by this Grant. The GRANTEE shall maintain such data and records in an accessible location and condition for a period of not less than five (5) years after final payment under this Grant or until after final audit has been resolved, whichever is later. The CITY acknowledges that the documents and records presented for inspection may be the GRANTEE's confidential information.
3. The books, records, and documents shall be subject at all reasonable times to inspection, review, or audit by the CITY, or any duly authorized agent or

representative of the CITY. The CITY acknowledges that the documents and records presented for inspection may be the GRANTEE's confidential information and will adhere to the CITY's policy regarding the handling of and access to such information, if provided to the CITY by the GRANTEE.

4. On a quarterly basis until the final report for this CITY funded activity is accepted by the CITY, the CITY will make a determination as to whether the GRANTEE (a) has complied with the terms of this Agreement; and (b) has the continuing capacity to complete the CITY funded activities in a timely manner. The CITY may withhold payments to the GRANTEE if the CITY determines the GRANTEE has not complied with the terms and conditions of this Agreement or the GRANTEE does not have the capacity to complete the Grant Activity in a timely manner.

VI. COMPLIANCE.

The GRANTEE shall comply with all applicable City, State and Federal laws, rules and regulations. In cases where county, state and/or federal statutes, ordinances, regulations and/or guidelines address similar issues, the GRANTEE shall comply with the most stringent law, rule or regulation.

VII. REPRESENTATIONS AND WARRANTIES.

The GRANTEE represents and warrants that:

1. **GRANTEE Conduct.** The GRANTEE will conduct all activities to be performed in connection with the Grant and Grant Activity in a safe and prudent manner.
2. **Governing Ordinance.** The GRANTEE and the Grant meet the minimum requirements of Article 29 of Chapter 6, ROH.
3. **Non-Profit Organization.** The GRANTEE is a Charitable Non-Profit Organization, defined as an organization that can establish that it:
 - A. Is exempt (or would be qualified for an exemption) from federal income tax pursuant to Section 501 of the United States Internal Revenue Code; and
 - B. Is organized and operated exclusively for religious, charitable, scientific or educational purposes on a non-profit basis in which no part of the net earnings of the organization inures to the benefit of any private individuals.
4. **No Obligations in Arrears.** The GRANTEE or any principal of the GRANTEE is not in arrears on any financial or other obligation owed to the CITY.
5. **Grant Related Proposal.** All statements made in the Grant Related Proposal were true, accurate and complete as of the date of the Grant Related Proposal, and continue to be true, accurate and complete as of the date herein first written above.

VIII. NONCOMPLIANCE, SUSPENSION AND TERMINATION.

1. If the GRANTEE refuses or fails to perform any provision of the Grant or this Agreement with such diligence as will ensure its satisfactory completion within the time specified in the Grant or this Agreement, or any extension thereof; OR

If the GRANTEE otherwise fails to timely satisfy any requirement of the Grant or this Agreement; OR

If the CITY determines that the GRANTEE has made a material misrepresentation in connection with this Agreement or any payment request hereunder; OR

If the GRANTEE materially fails to comply with any term or condition of the Grant or this Agreement, whether stated herein or materially fails to comply with any applicable county, state, or federal statutes, ordinances, regulations, or guidelines; OR

If the GRANTEE shall become bankrupt, or abandons the Grant Activity or suspends performance of this Agreement,

THEN, the CITY may, at its sole discretion take any one or more of the following actions:
 - A. Withhold cash payments pending prompt correction of the deficiency by the GRANTEE;
 - B. Disallow all or part of the cost of the activity or action not in compliance;
 - C. Suspend or terminate, wholly or partially, the current award of this Agreement with the GRANTEE;
 - D. Withhold additional grants and awards to the GRANTEE; and
 - E. Terminate this Agreement without service or notice or legal process and without prejudice to any other legally available remedy or right of action, including but not limited to, the right to demand and enforce repayment by the GRANTEE or any liable signatory of any amounts paid hereunder that the CITY later determines upon audit to lack adequate supporting documentation or to otherwise have been made while GRANTEE was in breach of the terms of this Agreement.
2. Upon termination of this Agreement, all finished or unfinished documents, data, studies, and reports purchased or prepared by the GRANTEE for the Grant Activity shall be transferred to the CITY.
3. This Agreement may also be terminated in whole or in part under the following conditions:
 - A. By the CITY with the consent of the GRANTEE, in which case the parties shall agree upon termination conditions, including the effective date and

in the case of partial termination, the portion to be terminated; or

- B. By the GRANTEE upon written notification to the CITY, setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated.
 - C. In all cases of partial termination, if the CITY determines that the remaining portion of the Agreement will not accomplish the purposes for which the Agreement was made, the CITY will terminate the Agreement in its entirety.
- 4. The cost to the GRANTEE resulting from the obligations incurred by the GRANTEE during suspension or after termination of this Agreement are not allowable unless the CITY authorizes such costs in the notice of suspension or termination issued to the GRANTEE.
 - 5. The GRANTEE's cost during the suspension or after termination which are necessary and not reasonably avoidable, are allowable if the costs: (a) resulted from obligations which were properly incurred by the GRANTEE before the effective date of suspension or termination, (b) were not incurred in anticipation of the suspension or termination, and (c) in the case of termination, are noncancellable.
 - 6. Determination of eligible GRANTEE costs during suspension or after termination of this Agreement shall be made solely by the DCS Director.
 - 7. Notwithstanding termination of the Grant and this Agreement, and subject to any direction from the CITY, the GRANTEE shall take timely, reasonable, and necessary action to protect and preserve property in which the CITY has an interest.

IX. INDEMNIFICATION.

- 1. GRANTEE shall hold harmless, defend, and indemnify the CITY and its officers, employees, and agents, individually and in their official capacities, from all claims of liability for damages made by any person or entity for death, personal injury, or injury to real or personal property arising from or connected with the performance of the GRANTEE's officers, directors, partners, employees, contractors, or agents of its own or other entities in their performance of its obligations stated in and performed under this Agreement.
- 2. If the GRANTEE uses or licenses any design, device, material, process, technology or any other intellectual property ("**Intellectual Property**") covered by patent, copyright, trademark or other intellectual property protection, the right for such use shall be procured by the GRANTEE from the appropriate owner. The GRANTEE shall hold harmless, defend, and indemnify the CITY and all its officers, agents, servants and employees against all claims arising from the use of any claims for infringement by reason of the use of any such Intellectual Property in connection with providing services under this Agreement.

X. INSURANCE REQUIREMENTS.

1. The GRANTEE shall procure or cause to be procured and maintain (as provided herein), during the life of this Agreement and any extensions thereof, all insurance to cover its operations and the Grant Activity that may be required under the laws, ordinances or regulations of any governmental authority, including but not limited to the coverages below.
 - A. Commercial General Liability (CGL), and if necessary in the CITY's interest, Commercial Umbrella Liability Insurance, with minimum limits of not less than \$1,000,000.00 for each occurrence and general aggregate, and shall cover liability arising from premises, operations, and personal injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). This insurance shall apply as primary insurance with respect to any other insurance or self-insurance projects afforded to the City.
 - B. Automobile liability insurance, with a minimum limit of not less than \$500,000 per occurrence for bodily injuries or death, and not less than \$50,000 per occurrence for damages to property.
 - C. Worker's Compensation Insurance in accordance with HRS.

All of the insurance policy or policies herein prescribed shall be procured and maintained, at no cost to the City, and shall name the City as additional insured, provided, however, insurance coverage(s) procured and maintained as a result of the Grant Activity may be procured with Grant monies. A copy of such policy or policies shall have been furnished to the DCS Director prior to the execution of this Agreement, or the Grant will be delayed or terminated. Such policy or policies shall contain an endorsement to the effect that the insuring company shall notify the DCS Director of any cancellation of such policy or policies and/or any change(s) in their provisions thirty (30) days prior to the effective date of any cancellation or change(s) in their provisions.

2. The GRANTEE shall provide and maintain current certificates of insurance prepared by a duly authorized agent, or if requested, copies of the policies, evidencing the insurance in effect at all times during the term of this Agreement as required herein, to the CITY.
3. The CITY reserves the right to require additional kinds or amounts of insurance.

XI. CONFLICT OF INTEREST.

No officer, director, employee, consultant or elected or appointed official of the CITY or the GRANTEE who exercises any function or responsibilities in connection with the Grant or Grant Activity shall:

1. Participate in any decision relating to the Grant or Grant Activity that affects their personal interests or the interests of any corporation, partnership, or association in which they are directly or indirectly interested; or

2. Have any interest, direct or indirect, in this Agreement, subcontract, or any other agreement with respect to the Grant or Grant Activity, or the proceeds thereof.

XII. PROCUREMENT AND SUBCONTRACTING.

The GRANTEE shall not procure, or subcontract any part of the services under this Agreement without the prior written consent of the CITY.

1. Procurement Transactions. All procurement transactions shall be conducted in a manner to provide, to maximum extent practical, open and free competition. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors or individuals that draft specifications, requirements, statements of work, invitations for bids and/or Requests for Proposals should be excluded from competing for such procurement. The GRANTEE should be alert to organizational conflicts of interest or noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. Awards shall be made to the bidder/offeror whose bid/offer is responsive to the solicitation and is most advantageous to the GRANTEE, price and other pertinent bid/offer factors considered. Solicitations shall clearly set forth all requirements that the bidder/offeror must fulfill in order for his/her bid/offer to be evaluated by the GRANTEE. Any and all bids/offers may be rejected when it is in the GRANTEE's interest to do so.
2. Procurement Procedures. The GRANTEE shall establish procurement procedures that provide for, at a minimum, the following procedural requirements:
 - A. Proposed procurement actions shall follow a procedure to assure the avoidance of purchasing unnecessary or duplicative items.
 - B. Solicitation of goods and services shall be based upon a clear and accurate description of the technical requirements for the material, product or service to be procured. Such a description shall not, in competitive procurements, contain features which unduly restrict competition. "Brand name or equal" descriptions may be used as a means to define the performance or other salient requirements of a procurement, and when so used the specific features of the named brand which must be met by bidders/offerors shall be clearly specified.
 - C. Contracts shall be made only with responsible licensed contractors who possess the potential ability to perform successfully under the terms and conditions of a proposed procurement. Consideration shall be given to such matters as contractor integrity, record of past performance, financial and technical resources or accessibility to other necessary resources.
 - D. All proposed sole source contracts or where only one bid or proposal is received shall be subject to prior approval at the discretion of the CITY.
 - E. A price or cost analysis in connection with every procurement action shall be documented and maintained for review by the CITY Officials.

- F. Procurement records and files for purchases in excess of \$10,000 shall include the following:
 - i. Basis for contractor selection;
 - ii. Justification for lack of competition when competitive bids or offers are not obtained; and
 - iii. Basis for award cost or price.
- 3. Subcontracts and Administration of Subcontracts. All subcontract agreements entered into by the GRANTEE shall be in writing. No cost incurred prior to the execution of a written subcontract agreement shall be eligible for payment with funds under this Agreement. The GRANTEE shall maintain a system for subcontract administration to ensure that each subcontractor conforms to the terms, conditions and specifications of its subcontract, and to ensure adequate and timely follow-up of purchases.

XIII. SEXUAL HARASSMENT POLICY.

- 1. All GRANTEES must comply with Section 1-18.4, ROH (CITY Ordinance 93-84) on sexual harassment. All GRANTEES shall have and enforce a policy prohibiting sexual harassment. The GRANTEE's sexual harassment policy must set forth the same or greater protection than those contained or required by the ordinance. The ordinance is applicable to the employer's business and includes the following:
 - A. Prohibitions against an officer's or employee's sexual harassment of the following:
 - i. Another officer or employee of the employer;
 - ii. An individual under consideration for employment with the employer; or
 - iii. An individual doing business with the employer;
 - B. A provision prohibiting a management or supervisory officer or employee from knowingly permitting a subordinate officer or employee to engage in the sexual harassment prohibited under subsection (1);
 - C. A prohibition against retaliation towards an officer, employee, or individual who has complained of sexual harassment, conducted an investigation of a complaint, or acted as a witness during an investigation of a complaint;
 - D. A prohibition against a malicious false complaint of sexual harassment by an officer, employee, or individual;
 - E. Provisions allowing an officer, employee, or individual to make a sexual harassment complaint to an appropriate management, supervisory, or personnel officer or employee;

- F. Procedures for investigating a sexual harassment complaint in an unbiased, fair, and discreet manner with appropriate safeguards to maintain confidentiality and protection from embarrassment;
 - G. A provision requiring the use of the "reasonable person of the same gender standard," to determine if sexual harassment has occurred. Under the standard, sexual harassment shall be deemed to have occurred if the alleged offender's conduct would be considered sexual harassment from the perspective of a reasonable person of the same gender as the alleged victim. If the alleged victim is a woman, the "reasonable person of the same gender standard" shall be equivalent to and may be called the "reasonable woman standard;"
 - H. Disciplinary actions which may be imposed on an officer or employee who committed a prohibited act; and
 - I. For an employer with at least five (5) employees, a provision requiring the annual viewing of a video on the sexual harassment policy by each management or supervisory officer or employee.
2. The policy required under this section shall be in effect for at least the duration of the GRANTEE's Grant with the CITY.
 3. The action of the proposer in submitting its proposal or accepting the Grant or signing this Agreement shall constitute its pledge and acceptance of the provisions for the sexual harassment policy as required by Section 1-18.4, ROH.
 4. Section 1-18.4, ROH is available for viewing at <http://www1.honolulu.gov/council/ocs/roh/>. Bidders or GRANTEES may also request to inspect a copy from the Office of the City Clerk, Room 203, City Hall, 530 S. King Street, Honolulu.

XIV. EQUAL EMPLOYMENT OPPORTUNITY.

During the performance of this Agreement, the GRANTEE agrees as follows:

1. The GRANTEE will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin, or on any other basis prohibited by county, state or federal law. The GRANTEE will take affirmative action to ensure the applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin, and without regard to any other basis prohibited by county, state or federal law. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The GRANTEE agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer of the CITY setting forth the provisions of this nondiscrimination clause.

2. The GRANTEE will, in all solicitations or advertisements for employees placed by or on behalf of the GRANTEE, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin, and without regard to any other basis prohibited by State law.
3. In the event the GRANTEE is found to be in noncompliance with the nondiscrimination clauses of this Agreement or with any of such rules, regulations or orders, this Agreement may be canceled, terminated or suspended in whole or in part and the GRANTEE may be declared ineligible for further government contracts, and such other sanctions may be imposed and remedies invoked as otherwise provided by county, state or federal law.
4. **Record Retention.** The GRANTEE shall retain all records pertinent to this Agreement for a period of five (5) years after submittal of required closeout reports for all activities funded under this Agreement. Records for non-expendable property acquired with funds under this Agreement shall be retained for four (4) years after final disposition of such property. Records for any displaced person, meaning any displaced individual, family, partnership, corporation, or association, must be kept for five (5) years after the displaced person has received final payment. Notwithstanding the above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the applicable record retention period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the applicable retention period, whichever occurs later.
5. **Client Data.** The GRANTEE shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to: client name, address, income level or other basis for determining eligibility, and description of service provided. Such information shall be made available to CITY monitors or their designees for review upon request.
6. **Disclosure.** The GRANTEE understands that client information collected under this Agreement is private and the use or disclosure of such information, when not directly connected with the administration of the CITY's or the GRANTEE's responsibilities with respect to services provided under this Agreement, is prohibited unless written consent is obtained from such persons receiving service and, in the case of a minor, that of a responsible parent/guardian.
7. **Property Records.** The GRANTEE shall maintain real property inventory records which clearly identify properties purchased, improved or sold.
8. **Close-Outs.** The GRANTEE's obligation to the CITY shall not end until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to: making final payments, and determining the custodianship of records.

XV. PERSONAL INFORMATION PROTECTION.

1. **Definition.** The terms as used in this section have the following meaning:
"Personal information" means an individual's first name or first initial and last

name in combination with any one or more of the following data elements, when either name or data elements are not encrypted: (1) Social Security number; (2) Driver's License number or Hawai'i Identification Card number; or (3) Account number, credit or debit card number, access code, or password that would permit access to an individual's financial information. "Personal information" does not include publicly available information that is lawfully made available to the general public from federal, state, or local government records.

2. "Technological safeguards" mean the technology and the policy and procedures for use of the technology to protect and control access to personal information.
3. Confidentiality of Material.
 - A. All material given to or made available to the GRANTEE by the CITY by virtue of this Grant, which consists of personal information, shall be safeguarded by the GRANTEE and shall not be disclosed without the prior written approval of the CITY.
 - B. GRANTEE agrees not to retain, use, or disclose personal information for any purpose other than as permitted or required by this Grant.
 - C. GRANTEE agrees to implement appropriate technological safeguards that are acceptable to the CITY to reduce the risk of unauthorized access to the personal information.
 - D. GRANTEE shall report to the CITY in a prompt and complete manner any security breaches involving personal information.
 - E. GRANTEE agrees to mitigate, to the extent practicable, any harmful effect that is known to the GRANTEE because of a use or disclosure of personal information by the GRANTEE in violation of the requirements of this paragraph.
 - F. GRANTEE shall complete and retain a log of all disclosures made of personal information received from the CITY, or personal information created or received by the GRANTEE on behalf of the CITY.
4. Security Awareness Training and Confidential Agreements.
 - A. GRANTEE certifies that all of its employees who will have access to the personal information have completed training on security awareness topics relating to protecting personal information.
 - B. GRANTEE certifies that confidentiality agreements have been signed by all of its employees who will have access to the personal information acknowledging that:
 - i. The personal information collected, used, or maintained by the GRANTEE will be treated as confidential;
 - ii. Access to the personal information will be allowed only as necessary to perform the Grant; and

- iii. Use of the personal information will be restricted to uses consistent with the services to this Grant.
5. Termination for Cause. In addition to any other remedies provided for by this Grant, if the CITY learns of a material breach by the GRANTEE of this paragraph by the GRANTEE, the CITY may at its sole discretion:
- A. Provide an opportunity for the GRANTEE to cure the breach or end the violation; or
 - B. Immediately terminate this Grant.

In either instance, the GRANTEE and the CITY shall follow Chapter 487N, HRS, with respect to notification of a security breach of personal information.

6. Records Retention.
- A. Upon any termination of this Grant, the GRANTEE shall, pursuant to chapter 487R, HRS, destroy all copies (paper or electronic form) of personal information received from the CITY.
 - B. The GRANTEE and any sub-contractor shall maintain the files, books, and records that relate to the Grant, including any personal information created or received by the GRANTEE on behalf of the CITY, and any cost or pricing data, for three (3) years after the date of final payment under the Grant. The personal information shall continue to be confidential and shall not be disclosed without the prior written approval of the CITY. After the three (3) year retention period has ended, the files, books, and records that contain personal information shall be destroyed pursuant to Chapter 487R, HRS.

XVI. OWNERSHIP RIGHTS AND COPYRIGHT.

The CITY reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use for the CITY's purposes: i) the copyright in all products developed under this Grant; and ii) any rights of copyright to which the GRANTEE purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise.

XVII. ADVERTISING AND PROMOTION.

The CITY shall review and approve all advertising content prior to media materials being published or released, including any acknowledgement that financial support for the event is provided in part by the CITY.

XVIII. MISCELLANEOUS.

1. Amendment. Except as herein otherwise expressly provided, this Agreement may be amended only by a written amendment executed by both parties.
2. CITY's Right to Amend. Notwithstanding any provision herein to the contrary, during the term of this Agreement, the CITY reserves the right, at any time, to amend this Agreement in order to assure compliance with all City and County of Honolulu, State of Hawaii and federal statutes, ordinances, regulations and guidelines. All such amendments shall be within the general scope of this Agreement. The CITY shall provide all such amendments in writing to the GRANTEE. The GRANTEE agrees that it shall immediately take any and all reasonable steps to comply with such amendments and not to jeopardize the grant or loan as the case maybe.
3. Applicable Law. The provisions of this Agreement shall be interpreted in accordance with the law of the State of Hawaii as that law is construed and amended from time to time.
4. Assignment. Neither the entire agreement which is stated in this Agreement nor any interest in it may be assigned by any party for any purpose without the prior written consent of each other party.
5. Authorization. Each party warrants to each other party that the individuals executing this Agreement on behalf of the respective parties are authorized to do so. The GRANTEE and the person signing for the GRANTEE below represent and warrant that there are no restrictions, agreement, limitations on the GRANTEE's right or ability to enter into and perform the terms of this Agreement.
6. Binding Effect. Upon its execution by each party, this Agreement shall become binding and enforceable according to its provisions. If more than one party is obligated by any provisions stated in this Agreement, those parties shall be jointly and severally liable for the performance of those obligations. The rights and obligations of each party named in this Agreement shall bind and inure to the benefit of that party, the respective heirs, personal representatives, successors, and assigns of that party.
7. Consent; Subsequent Agreement. If a subsequent consent or agreement required of any party by the provisions of this Agreement is requested by a party, it shall not be unreasonably withheld by the party to whom the request is made.
8. Construction. Each party named in this Agreement acknowledges and agrees that:
 - A. Each party is of equal bargaining strength;
 - B. Each party has actively participated in the negotiation and preparation of this instrument;

- C. Each party has consulted with their respective legal counsel and other professional advisors as each party has deemed appropriate;
 - D. Each party and the party's legal counsel and advisors have reviewed this instrument; and
 - E. Each party has agreed to be bound by the terms stated in this instrument following its review and obtaining advice.
9. Counterparts. This Agreement may be executed by the parties in counterparts. The counterparts executed by the parties named in this Agreement and, properly acknowledged, if necessary, taken together, shall constitute a single Agreement.
10. Dates. If any date stated in this instrument falls on a Saturday, Sunday, or legal holiday, such date shall be the next following business day.
11. Defined Terms. Certain terms where they initially are used in this Agreement are set off by quotation marks inside parentheses and subsequently are capitalized. Those designated terms shall have the same meaning throughout this Agreement, unless clearly inappropriate in context.
12. Discrimination Prohibited. The GRANTEE shall comply with all applicable federal and state and local laws prohibiting discrimination against any person on the grounds of race, color, national origin, religion, creed, sex, disability, or age in employment and any condition of employment with the GRANTEE or in participation in the benefits of the Grant Activity.
13. Execution of the Grant Agreement. This Agreement shall not be considered binding upon the CITY until an Agreement, in form and substance satisfactory to the CITY has been fully and properly executed by the CITY and the GRANTEE.
14. Force Majeure. If any party is prevented from performing its obligations stated in this Agreement by any cause not within the reasonable control of that party, including, but not limited to, fire, an act of God, public enemy, or war, an act or failure to act of a government entity (except on the part of the CITY), unavailability of materials, or actions by or against labor unions, it shall not be in default of its obligations stated in this Agreement; provided, however, any party delayed by such an event shall request an extension of time to perform its obligations stated in this Agreement by notifying the party to which it is obligated within ten (10) days following the event. If the notified party agrees that the event was the cause of the delay, the time to perform the obligations stated in this Agreement shall be extended by the number of days of delay caused by the event. If no notice is given by the delayed party, no time extension shall be granted.
15. Gender; Number. In this Agreement, the use of any gender shall include all genders and the use of any number in reference to nouns and pronouns shall include the singular or plural, as context dictates.
16. Governing Law and Venue. The provisions of the Grant shall be interpreted in accordance with the laws of the State of Hawai'i as those laws are construed and

amended from time to time. All disputes arising out of or relating to this Grant shall be subject to the jurisdiction and venue of the state and federal courts in Honolulu, Hawai'i.

17. **Independent Contractor/Non-Agency.** The parties acknowledge that the GRANTEE is an independent contractor, and neither party hereto is a partner, agent and/or employee of the other.
18. **Integration.** This Agreement contains all of the agreements of the parties pertaining to its subject matter. Each party acknowledges that no person or entity has made any oral or written representation on which it has relied in entering into this Agreement which set forth herein.
19. **Legal Action and Fees.** In the event of any controversy, claim or dispute between the parties hereto arising out of or relating to this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party its reasonable expenses, including attorneys' fees and costs.
20. **Licenses.** The GRANTEE shall comply with all applicable licensing requirements of the county, state, and federal governments and with all applicable accreditation and other standards of quality generally accepted in the field of GRANTEE's activities.
21. **No Drafter.** No party shall be deemed to have drafted this Agreement. No provision stated in this Agreement shall be construed against any party as its drafter.
22. **No Obligations to Third Parties.** Unless there is a provision stated in this Agreement to the contrary, the execution and delivery of this Agreement shall not confer rights on any person or entity except the parties herein or obligate either party herein to any person or entity except another party herein.
23. **No Offer.** The provisions stated in this Agreement shall not bind any party until each party has executed it. The mere delivery of this Agreement is not an offer.
24. **No Waiver.** No consent or waiver, expressed or implied, by either party to or of any breach or default by the other party in the performance of its obligations hereunder, shall be valid unless in writing. No such consent or waiver shall be deemed or construed to be a consent or waiver to or of any other breach or default in the performance by such other party of any other obligations of such party hereunder. The failure of any party to declare the other party in default shall not constitute a waiver by such party of its rights hereunder, irrespective of how long such failure continues.
25. **Paragraph Titles.** The titles of each provision stated in this Agreement are included only for the convenience of the parties. They shall not be considered in the construction and interpretation of the provisions stated in this Agreement.
26. **Professional Qualifications.** The GRANTEE shall have in its employ such persons as are professionally qualified to engage in the Grant Activity.

27. **Required Actions by the Parties.** Each party named in this Agreement agrees to execute the instruments and to diligently undertake the acts necessary to consummate the transaction contemplated by this Agreement. Each party shall use its best efforts to consummate the transaction contemplated by this Agreement.
28. **Severability.** If any provision stated in this Agreement subsequently is determined to be invalid, illegal, or unenforceable, that determination shall not affect the validity, legality, or enforceability of the remaining provisions stated in this Agreement unless that is made impossible by the absence of the omitted provision.
29. **Successors and Assigns.** This Agreement shall be binding upon and shall inure to the benefit of the respective successors and assigns of the parties hereto (as permitted pursuant to the provisions of this Agreement).
30. **Survival.** Any representation and warranty stated in this Agreement made by each party shall survive the termination of this Agreement.
31. **Time is of the Essence.** Time is of the essence with this Agreement.

APPENDIX F: GRANTEE'S PROPOSAL

The following electronic files are provided and shall be completed:

- Appendix F – Grantee's Proposal.doc (MS Word File)
- Exhibit A.xls (MS Excel File)
- Exhibit B.xls (MS Excel File)

THE FOLLOWING PAGES SHALL BE DETACHED FROM THE GRP SOLICITATION DOCUMENT AND SUBMITTED.

**APPENDIX F: GRANTEE'S PROPOSAL
SOLICITATION NO. GRP-DCS-632512**

Description: Provide services to economically and/or socially disadvantaged populations or provide services for public benefit in the areas of the arts, culture, economic development or the environment pursuant to Section 9-205 of the Revised Charter of Honolulu.

Grantee Legal Name:	
Grant Activity Name:	
Amount Requested: (min. of \$50,000)	\$
Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served.	

Council District:		
<input type="checkbox"/> District 1	<input type="checkbox"/> District 2	<input type="checkbox"/> District 3
<input type="checkbox"/> District 4	<input type="checkbox"/> District 5	<input type="checkbox"/> District 6
<input type="checkbox"/> District 7	<input type="checkbox"/> District 8	<input type="checkbox"/> District 9

Type of Grant Activity (Check the one that best fits your Grant Activity):		
<input type="checkbox"/> Arts	<input type="checkbox"/> Culture	<input type="checkbox"/> Community Development
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Environment	<input type="checkbox"/> Public Service - Seniors
<input type="checkbox"/> Public Service - Children	<input type="checkbox"/> Public Service - Disabilities	<input type="checkbox"/> Public Service - Homeless
<input type="checkbox"/> Public Service – Other (describe):		

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this GRP; (ii) personally prepared or reviewed the matters found in this GRP (including any related documents/attachments); (iii) asserts all statements made in this GRP and related Grant Related Proposal (including all attachments) are true, accurate and complete; and (iv) has the requisite skills and knowledge to assert the foregoing certification.

Print Name: _____
Title: _____

Date: _____

GRANTEE INFORMATION

Legal Name: _____

Trade or dba Name: _____

Business Address: _____

Mailing Address (if differs from Business Address): _____

City, State, Zip Code: _____

Business Telephone Number: _____

Business E-Mail Address: _____

Last Four (4) Digits of Federal ID Number (aka Taxpayer EIN): _____

Contact Person for Proposal

Name and Title: _____

Telephone Number: _____

E-Mail Address: _____

Person Authorized to Execute Contracts

Name and Title: _____

Telephone Number: _____

E-Mail Address: _____

Grant Activity Site Control

Please check the box that most accurately describes the status of the Grant Activity site:

- Grantee owns property. (Include deed/mortgage statement in Attachment A-13.)
- Grantee leases property. (Include lease agreement in Attachment A-13.)
- Grantee has option to purchase / lease. (Include agreement in Attachment A-13.)
- Grantee has verbal or non-binding commitment to purchase / lease? Yes No
- Other: _____

Does the Grant Activity require Federal, State, and/or City licensing and/or accreditation/certification?

- Yes No Not Applicable

If Yes, attach copy of license / certificate in Attachment A-5

GRANTEE and GRANT ACTIVITY INFORMATION

1. Please provide a brief summary of your organization, including mission and history, year established, as well as evidence that your organization is a Charitable Non-Profit Organization as defined in the RFP:

2. Provide a brief summary description of the problem being addressed, including the population, target group size and attributes, and applicable geographic area:

3. Describe the need for this Grant Activity and provide the data to justify the Grant Activity:

4a. Provide a brief summary description of the Grant Activity.
4b. Explain why you chose this approach to the problem or opportunity.
4c. Describe the Grant Activity scope of services and outcomes, including how these services and outcomes directly benefit the target population for the Grant.
4d. Clearly state timelines, measurable milestones and/or specific events tied to the Grant Activity's objectives, or other performance measures appropriate to the desired outcomes.
4e. Describe how the Grant Activity will be funded.
4f. If the Grant involves a partnership, provide a description of each partner's role.

5. Describe with substantiating data your organization's experience (including past performance of activities similar or related to the Grant Activity) and qualifications to implement this Grant Activity, including: (i) strengths and weaknesses in relation to the Grant Activity; and (ii) capacity and resources to achieve the stated outcomes (e.g. plan, leadership, staff size and abilities, facilities, community relationships):
--

CITY GRANT EXPERIENCE * To be verified by the City.

Identify the City administered grants undertaken by Grantee in the last 5 years*:

Grant Activity Name & Contract #: _____

Grant Period: _____ Grant Amount: _____

Grant Purpose: _____

Grant Activity Status: Underway Completed Canceled

Administrating Department: _____

Grant Activity Name & Contract #: _____

Grant Period: _____ Grant Amount: _____

Grant Purpose: _____

Grant Activity Status: Underway Completed Canceled

Administrating Department: _____

Grant Activity Name & Contract #: _____

Grant Period: _____ Grant Amount: _____

Grant Purpose: _____

Grant Activity Status: Underway Completed Canceled

Administrating Department: _____

Grant Activity Name & Contract #: _____

Grant Period: _____ Grant Amount: _____

Grant Purpose: _____

Grant Activity Status: Underway Completed Canceled

Administrating Department: _____

Grant Activity Name & Contract #: _____

Grant Period: _____ Grant Amount: _____

Grant Purpose: _____

Grant Activity Status: Underway Completed Canceled

Administrating Department: _____

6. Describe your organization's plan to sustain the activities after the requested funds are exhausted.

Attachments:

Attach the following documents to the Grantee's Proposal:
Label each document as noted below. Include the organization's name and GRP#.

A.1 Organization Documents:

Please provide one (1) copy of the documents listed below. The copy should be included in the original copy of the Grantee's proposal.

- 1. Internal Revenue Service Tax- Exemption Letter.
- 2. Certificate of Good Standing
- 3. Certificate of Vendor Compliance
- 4. Tax Clearance Certificates
- 5. Certificates of Insurance (Current coverage levels)
- 6. Corporate Authorization. Indicating Signatory and Binding Powers. Provided below.
- 7. Conflict of Interest Policy
- 8. Lease or Deed / Mortgage documents
- 9. Tax Return (most recent form 990 file with the IRS)
- 10. Articles of Incorporation
- 11. Bylaws
- 12. Procurement Policy

A.2 Organization Documents:

Please provide a copy of the documents listed below in the original copy and all copies of the Grantee's proposal. A total of eight (8) copies of the documents below should be submitted.

- 13. List of Board, Officers and Principals
- 14. Grantee Organizational Chart
- 15. Financial Statements-income statement and balance sheet (most recent completed year and interim for current year, preferably audited)

B. Grant Activity Documents:

Please provide a copy of the documents listed below in the original copy and all copies of the Grantee's proposal. A total of eight (8) copies of the documents below should be submitted.

- | | |
|--------------------------|--|
| <input type="checkbox"/> | 1. Budget/Funding (Budget).
Use provided electronic spreadsheet. (File name: Exhibit A.xls) |
| <input type="checkbox"/> | 2. Grant Activity Scope of Services, Budget & Implementation Schedule (Timeline).
Use provided electronic spreadsheet. (File name: Exhibit B.xls) |
| <input type="checkbox"/> | 3. Position Descriptions For All City Funded Positions |
| <input type="checkbox"/> | 4. Resumes Or Statement Of Qualifications Of Key Staff |
| <input type="checkbox"/> | 5. Program Policies And Procedures, Including Fee Schedule (If Applicable) |

**CERTIFICATE OF THE BOARD OF DIRECTORS
AUTHORIZATION TO ASSIGN AUTHORITY**

The undersigned Chairman/President of the Board of _____
("Grantee") hereby certifies that _____(name),
_____(title), has been authorized by the Board of
Directors to sign proposals, contracts, and related documents on behalf of the Grantee.
Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and
contract amendments on behalf of the Grantee, and further certify that the assigned is given the
power and authority to do all things necessary to implement, maintain, amend, or renew such
contracts.

STATE OF HAWAII)
)
CITY AND COUNTY OF HONOLULU)

On this _____ day of _____, 2013, before me
appeared _____, personally known to me, who, being by me
duly sworn, did say that he/she is the _____ of
_____ and that the corporation has no corporate seal,
and that said instrument was signed in behalf of said corporation by authority of its Board of
Directors, and said _____ acknowledged said instrument to be the free act and deed of said
corporation.

Notary Public, State of Hawaii

My Commission expires: _____

Doc. Date: _____ # Pages _____

Name: _____ Circuit

Doc. Description: _____

Signature Date

NOTARY CERTIFICATION

Grantee: (Provide Legal Name)

Period: (Begin) (End)

Grant Activity: (Provide a description of the Grant Activity)

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

Description	CITY Funds Requested	OTHER * Funds		Total
		Secured	Pending	
Salaries and Wages:	\$	\$	\$	\$
Fringe Benefits:	\$	\$	\$	\$
Professional and Contractual Services	\$	\$	\$	\$
Equipment Purchases	\$	\$	\$	\$
Other Costs: (Provide a description)	\$	\$	\$	\$
Other Costs: (Provide a description)	\$	\$	\$	\$
Other Costs: (Provide a description)	\$	\$	\$	\$
Other Costs: (Provide a description)	\$	\$	\$	\$
Other Costs: (Provide a description)	\$	\$	\$	\$
Other Costs: (Provide a description)	\$	\$	\$	\$
Other Costs: (Provide a description)	\$	\$	\$	\$
Other Costs: (Provide a description)	\$	\$	\$	\$
Other Costs: (Provide a description)	\$	\$	\$	\$
Other Costs: (Provide a description)	\$	\$	\$	\$
Other Costs: (Provide a description)	\$	\$	\$	\$
Other Costs: (Provide a description)	\$	\$	\$	\$
Total	\$	\$	\$	\$

* 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 amount(s).

B. Detailed Budget - CITY Funds Requested Only

1. SALARIES & WAGES		FTE (Ratio)	# Months	Siry Rate/Month	Amount
A. Direct Service to Clients Positions					
Position	(Provide a position description)	0.00	0	\$ -	\$ -
Position	(Provide a position description)	0.00	0	\$ -	\$ -
Position	(Provide a position description)	0.00	0	\$ -	\$ -
Position	(Provide a position description)	0.00	0	\$ -	\$ -
Position	(Provide a position description)	0.00	0	\$ -	\$ -
B. Administrative / Supervisory Positions					
Position	(Provide a position description)	0.00	0	\$ -	\$ -
Position	(Provide a position description)	0.00	0	\$ -	\$ -
Total Salaries & Wage					\$ -
2. FRINGE BENEFITS		Rate	Base	Amount	
FICA/Medicare		0.0765	Salaries	\$ -	\$ -
State Unemployment Insurance		0%	Salaries	\$ -	\$ -
Workers Compensation		0%	Salaries	\$ -	\$ -
Temporary Disability Insurance		0%	Salaries	\$ -	\$ -
Health Care-Cost per employee per month:		\$ -	Total Months:	0	\$ -
Other: (Provide a describe and explain calculation of cost)					\$ -
Other: (Provide a describe and explain calculation of cost)					\$ -
Total Fringe Benefits					\$ -
3. 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)	\$	-
Total Professional and Contractual Fees					\$ -
4. EQUIPMENT PURCHASES		Cost/Unit	# Units	Amount	
(Provide a description of equipment)		\$ -	0	\$	-
(Provide a description of equipment)		\$ -	0	\$	-
(Provide a description of equipment)		\$ -	0	\$	-
Total Equipment Purchases					\$ -

5. OTHER COSTS		Cost/Month	# Months	Amount
Office Rent		\$ -	0	\$ -
Office Utilities (Electricity, Water)		\$ -	0	\$ -
Office Maintenance and Repair		\$ -	0	\$ -
Office Security		\$ -	0	\$ -
Consumable Office Supplies		\$ -	0	\$ -
Equipment Rental		\$ -	0	\$ -
Insurance (specify)		\$ -	0	\$ -
Mileage and Parking		\$ -	0	\$ -
Postage		\$ -	0	\$ -
Telephone		\$ -	0	\$ -
Other:	(Provide a description of the cost)	\$ -	0	\$ -
Other:	(Provide a description of the cost)	\$ -	0	\$ -
Other:	(Provide a description of the cost)	\$ -	0	\$ -
Other:	(Provide a description of the cost)	\$ -	0	\$ -
Other:	(Provide a description of the cost)	\$ -	0	\$ -
Total Other Costs		\$ -	0	\$ -
TOTAL GRANT ACTIVITY COSTS				\$ -

Grantee:	(Provide Legal Name)	Period:	(Begin)	(End)						
Grant Activity:	(Provide a description of the Grant Activity)									

GRANT ACTIVITY SCOPE OF SERVICES AND OUTCOMES						
Insert lines as necessary. Specify measures of performance						
Timelines, Milestones, Events	# Served	# of Projects	# Complete	# Referred out	# Employed	# of Employers
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
Total	0	0	0	0	0	0

GRANT ACTIVITY BUDGET						
Insert lines as necessary. Specify measures of performance						
Timelines, Milestones, Events	Salaries/Fringe	Office Space	Utilities	Supplies/Materials	Other	Total
1						\$ -
2						\$ -
3						\$ -
4						\$ -
5						\$ -
6						\$ -
7						\$ -
8						\$ -
9						\$ -
10						\$ -
11						\$ -
12						\$ -
Grant Activity Period Total Grant Funds Used	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Detailed Timeline	Month1	Month2	Month3	Month4	Month5	Month6	Month7	Month8	Month9	Month10	Month11	Month12
	Enter month/year											
1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total to be claimed to grant:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Grant Value: \$ -

FY 14 Grants in Aid Fund
Council List of Grants in Aid
75% Funding Level

Prop. No.	Organization	Funding Request	Score	Amount Recommended	Purpose
79	Special Olympics Hawaii (SOHI)	\$96,080.00	91.14	\$72,060.00	Public Service - Disabilities
62	Hawaii Meals on Wheels, Inc.	\$364,095.00	91.00	\$273,071.25	Public Service - Seniors
131	ALU LIKE, Inc.	\$30,000.00	90.14	\$22,500.00	Public Service - Seniors
80	American National Red Cross.	\$50,000.00	89.57	\$37,500.00	Public Service - Other
65	Helping Hands Hawaii	\$131,087.00	89.00	\$98,315.25	Public Service - Other
102	Aloha Medical Mission	\$95,957.80	88.71	\$71,968.35	Public Service - Other
30	St. Francis Healthcare Foundation of Hawaii	\$125,000.00	86.43	\$93,750.00	Public Service - Seniors
36	Pali Momi Medical Center	\$150,000.00	86.29	\$112,500.00	Public Service - Other
90	Boys & Girls Club of Hawaii	\$100,000.00	86.00	\$75,000.00	Public Service - Children
96	Pacific Islands Fisheries Group	\$73,090.00	85.83	\$54,817.50	Public Service - Children
33	Young Women's Christian Association of Oahu (YWCA)	\$75,000.00	85.00	\$56,250.00	Public Service - Other
18	Japanese Cultural Center of Hawaii	\$55,790.00	85.00	\$41,842.50	Economic Development
83	Waianae District Comprehensive Health and Hospital Board, Inc.	\$117,183.00	84.86	\$87,887.25	Public Service - Children
57	Hawaii Literacy, Inc.	\$89,080.00	84.71	\$66,810.00	Public Service - Children; Public Service - Other
6	The Children's Alliance of Hawaii, Inc.	\$79,920.00	83.71	\$59,940.00	Public Service - Children
53	Hawaii Public Television Foundation	\$121,500.00	83.71	\$91,125.00	Public Service - Children
89	Hale Kipa, Inc.	\$60,000.00	83.57	\$45,000.00	Public Service - Children
106	Project Vision Hawaii	\$88,400.00	82.71	\$66,300.00	Public Service - Other
21	Hawaii Agricultural Foundation	\$120,023.87	82.71	\$90,017.90	Community Development
64	Coalition for a Drug-Free Hawaii	\$75,000.00	82.57	\$56,250.00	Public Service - Other
44	Hawaii Youth Symphony Association	\$131,500.00	82.00	\$98,625.00	Arts
46	Kokua Kalihi Valley Comprehensive Family Services (KKV)	\$130,350.00	81.86	\$97,762.50	Public Service - Seniors
119	Read Aloud America (RAA)	\$196,059.24	81.57	\$147,044.43	Public Service - Children
47	Waianae District Comprehensive Health and Hospital Board, Inc.	\$90,563.96	81.14	\$67,922.97	Public Service - Other
86	The Alcoholic Rehabilitation Services of Hawaii, Inc. dba Hina Mauka	\$250,000.00	80.71	\$187,500.00	Public Service - Disabilities
52	Waikiki Health Center	\$300,000.00	80.29	\$225,000.00	Public Service - Homeless
42	Kapiolani Medical Center for Women & Children (KMCWC)	\$117,127.68	79.86	\$87,845.76	Public Service - Children
125	Bernice Pauahi Bishop Museum	\$66,470.20	79.57	\$49,852.65	Arts; Culture; Environment; Public Service

**FY 14 Grants in Aid Fund
Council List of Grants in Aid
75% Funding Level**

Prop. No.	Organization	Funding Request	Score	Amount Recommended	Purpose
118	Friends of Hawaii Robotics	\$25,000.00	79.43	\$18,750.00	Economic Development; Public Service - Other
95	After School All Stars Hawaii (ASAS)	\$70,000.00	79.33	\$52,500.00	Public Service - Children
59	Sutter Health Pacific dba Kahi Mohala	\$100,000.00	78.71	\$75,000.00	Public Service - Disabilities
91	Girl Scouts of Hawaii	\$125,000.00	78.71	\$93,750.00	Public Service - Children
3	Waikiki Community Center (WCC)	\$75,000.00	78.43	\$56,250.00	Public Service - Seniors
32	Domestic Violence Action Center (DVAC)	\$128,315.00	78.43	\$96,236.25	Public Service - Others
45	Kualoa-Heeiea Ecumenical Youth Project (KEY Project)	\$114,404.16	78.36	\$85,803.12	Public Service - Seniors
133	Honolulu Community Action Program, Inc. (HCAP)	\$160,540.67	78.29	\$120,405.50	Economic Development
132	Susannah Wesley Community Center (SWCC)	\$221,404.00	78.14	\$166,053.00	Public Service: Other
58	Malama Maunalua	\$140,875.00	78.00	\$105,656.25	Environment
31	Volunteer Legal Services Hawaii	\$152,393.54	78.00	\$114,295.16	Public Service - Other
2	Hawaii HomeOwnership Center (HHOC)	\$404,229.95	77.86	\$303,172.46	Public Service - Homeless
88	Honolulu Theatre for Youth (HTY)	\$40,000.00	77.86	\$30,000.00	Arts; Culture; Public Service - Children
15	Adult Friends for Youth	\$350,000.00	77.71	\$262,500.00	Public Service - Other
16	Child and Family Service	\$50,000.00	77.57	\$37,500.00	Economic Development
20	Hawaii Forest Institute	\$75,000.00	77.57	\$56,250.00	Culture; Environment; Public Service - Children
120	Honolulu Community Action Program, Inc. (HCAP)	\$199,999.92	76.29	\$149,999.94	Public Service - Children
98	Seagull Schools, Inc.	\$95,000.00	76.17	\$71,250.00	Public Service - Children
130	Women in Need WIN	\$154,792.56	76.00	\$116,094.42	Public Service - Other
60	YMCA of Honolulu	\$421,500.00	75.86	\$316,125.00	Community Development; Economic Development; Public Service - Seniors; Public Service - Children; Public Service - Other
93	Hawaii Theatre Center	\$150,000.00	75.57	\$112,500.00	Arts
37	Wahiawa Center for Community Health	\$125,000.00	75.29	\$93,750.00	Community Development; Public Service - Other
122	Winners at Work, Inc.	\$68,142.19	75.10	\$51,106.64	Public Service - Disabilities
39	Hiipaka, LLC	\$50,000.00	75.00	\$17,034.01	Environment
TOTAL:				\$5,136,440.07	