

County of Kauai

COVID-19 Related

2021 Non-Profit Recovery Grant Program



Program Guidelines

Program Overview

About the Program

The County of Kauai (the “County”) has created a Non-Profit Recovery Grant Program, which will provide funding to non-profits demonstrating the need for financial assistance in overcoming the temporary loss of revenue due to the COVID-19 outbreak. The program is based on the availability of funds, program guidelines, submission of all required information and supporting documentation. Non-profits may be eligible to receive up to fifteen thousand dollars (\$15,000). The grant may be used for working capital to cover day-to-day operating expenses such as rent/lease payments, mortgage payments, utility expenses, payroll and benefits costs, Personal Protection Equipment (PPE) for internal organization use or other similar expenses that occur in the ordinary course of operations that have not been covered by other federally supported programs or an insurance claim.

Funding Availability

In May 2021 the U.S. Department of Treasury allocated funds from the American Rescue Plan Act of 2021 (ARPA) to the County for COVID-19 response, relief and reinvestment, under the program titled Coronavirus State & Local Fiscal Recovery Funds (CSLFRF). The County is allocating up to five hundred thousand dollars (\$500,000) for the Non-Profit Recovery Grant Program. These funds are to be used to mitigate financial hardship caused by declines in revenues such as the loss of donations or fundraising revenue due to the COVID-19 public health emergency.

The County of Kauai Office of Economic Development (OED) will be responsible for reviewing grant applications for completeness and to determine whether the non-profit meets the eligibility guidelines. OED will select and recommend grant beneficiaries and determine grant award amounts. Non-profits may be eligible to receive up to \$15,000.

County Reserved Rights

The County reserves the unqualified right, in its sole and absolute discretion at any time: (1) to amend or terminate this program with no recourse for any proposing applicant; (2) to choose or reject any or all applications received in response to this program; (3) to modify the application deadlines; (4) to request additional information of the applicants as deemed necessary and appropriate by the County; (5) to conduct further due diligence with applicants or any third party; (6) to modify the County's objectives or the scope of the program; (7) to modify program requirements, general terms and conditions, or eligible activities; and/or (8) to disqualify any proposing applicant on the basis of any real or perceived conflict of interest that is disclosed or revealed by materials submitted or by any data available to the County, and (9) in the event it is discovered on credible information that a grant beneficiary has utilized grant funds for a purpose outside of the eligible activities described below, County reserves the right to seek a refund of grant funds.

Eligibility

To be eligible to apply for the County of Kauai Non-Profit Recovery Grant Program, the non-profit must meet certain criteria established by the County and the guidelines set forth by the U.S. Department of Treasury for utilizing ARPA funds under the CSLFRF program. The non-profit must also demonstrate the need for economic support resulting from financial hardship caused by declines in revenues such as the loss of donations or fundraising revenue due to the COVID-19 public health emergency.

The non-profit applicant must meet the following minimum requirements to be considered for grant funding:

- Applicant must be a 501(c)3 non-profit organization on Kauai and primarily provide direct assistance and services to Kauai County residents;
- The non-profit must have been established long enough to have two complete tax filings for years 2019 and 2020;
- The non-profit must be able to document that it experienced an economic loss due to COVID-19 and its associated closures. For example, the non-profit may have experienced a reduction in donations or fundraising revenues due to COVID-19;
- The amount requested cannot exceed the amount of economic loss due to COVID-19 minus any COVID relief grants that have already been received that are applicable to those costs;
- The non-profit must submit the application, and all the required supporting documentation.
- The non-profit must be in good standing with the DCCA and provide a current Certificate of Good Standing; and
- The non-profit must provide Equity Information as required in the Application.
- The non-profit must submit a completed application along with the following documents:
 - Non-profit organization 2019 & 2020 tax returns (must include 990 form)
 - Non-profit organization current year operating budget
 - Current Certificate of Good Standing from Hawaii DCCA
 - Current List of Current Board Members and affiliations
 - Current Non-Profit organization By-laws
 - Authorization from the non-profit board that the person applying for the organization is eligible to apply for grants on behalf of the organization if this is not stated in the bylaws.

Eligible Activities

Eligible activities for the use of funds should cover fixed expenses for the organization. The primary fixed expenses include such items as rent or mortgage expense, utilities, inventory, PPE for the non-profit's internal use, or other operational expenses for the organization. Applicants will fill out a use of funds section of the application form that will breakdown how the funds will be spent by their organization. Each applicant will need to sign and verify that the use of funds was spent on expenses such as those expressed above. Any use of funding other than to support the organization or as described above is strictly prohibited.

The U.S. Department of Treasury has issued guidance on the use of funds and the following is a

nonexclusive list of expenditures that constitute Non-Eligible Expenses and shall not be funded by the grant amount:

- (1) Damages covered by insurance;
- (2) Expenses that have been or will be reimbursed or recovered through other funding programs, such as the reimbursement by the federal government pursuant to the CARES Act or contributions by States to State unemployment funds;
- (3) Reimbursement to donors for donated items or services;
- (4) Workforce bonuses other than hazard pay or overtime;
- (5) Debt Service;
- (6) Severance pay; and
- (7) Legal expenses or settlements.

Eligible Grants Amounts:

- Up to \$5,000 for qualified applicants without a dedicated building or facility open to the public for operations;
- Up to \$10,000 for qualified applicants with a dedicated building or facility open to the public and less than 10 Full-Time employees;
- Up to \$15,000 for qualified applicants with a dedicated building or facility open to the public and 10 or more Full-Time employees (Part-Time employees shall count as .5 of an employee);

ARPA Equity Requirements

ARPA requires the use of Equity in the funding of certain relief funds. Equity is defined as: “the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.” The County will require the organization to provide qualitative and quantitative data demonstrating how equity is incorporated through their organization. The County realizes this is a new concept for most non-profit organizations, therefore, the scoring for this portion of the application will reflect a smaller percentage for this application. The County notifies all non-profits that equity will be central in upcoming screening criteria going forward and advises them to begin the process of starting equity policies within their corporation and begin data compilation of equity amongst their board members, executive director and the populations they serve. Our goal is to partially score applications for ARPA funds to grantees which promote an equitable recovery to populations that have been historically disinvested and/or disproportionately impacted by COVID-19.

The County has attached its own current Equity Strategy Overview to the end of this document. The County continues to identify initiatives to best suit its residents so this document may change in the future. Future Requests for Proposals or Applications will include additional information on how this will impact the distribution of funding for future projects.

Application Process

Application

The Kauai ARPA Non-Profit Recovery Grant Program application includes information about the non-profit services provided, number of Kauai's clients served, and the Application will require the following:

- Attestation from the non-profit that the amount requested is less than or equal to the amount of revenue/funding the non-profit has lost by comparing total revenue for the organization for calendar year 2020 to total revenue for the organization for calendar year 2019 based on filed tax returns for 2019 and 2020;
- Spending Plan and Certification that funds were spent by **November 23, 2021 or date of notification of approval of funding.**
- Certification that the non-profit is able to produce financial records to show the economic losses, if requested.
- Certification that financial loss and grant amount spending records will be available for audit when requested. The non-profit must maintain records for at least 5 years.

Application Period

The Kauai ARPA Non-Profit grant application will be available at **8am on Tuesday, October 5, 2021.** Please come back to either the www.kauaiforward.com/non-profit-recovery-grant site or the www.kauai.gov/oed site at that time for the Amplifund grant system link to start your application.

Applications must be submitted via the the Amplifund Grant System by **4:30 p.m. on Thursday, October 28, 2021.** Applications received after this due date and time will be considered late and will not be accepted. Applications which are emailed, mailed or faxed will not be accepted. All applications must be made through the Amplifund System.

Grant Review and Approval Process

Review

The OED Grant Application Committee will review the application for completeness, eligibility, and will select and recommend to the County the grant beneficiaries and the grant amounts based on a scoring matrix utilized by the Grant Selection Committee. **The application must be complete by the application submittal deadline date of October 28, 2021, at 4:30 p.m.**

Grant Disbursement

As each grant beneficiary submits a complete set of required documentation, it will be reviewed and verified. The County will notify grant recipients by November 23 and will award the total amount of approved grant in a single disbursement to recipients. Any portion of the grant funds

not expended on eligible expenses shall be returned to the County by no later than January 31, 2022.

Contact Information

For additional information regarding the ARPA Non-Profit Recovery Grant Program, please contact the following:

County of Kauai
Office of Economic Development
oadgrants@kauai.gov

OFFICE OF ECONOMIC DEVELOPMENT ARPA EQUITY STRATEGY

Updated 9.21.21

Equity Strategy Overview

This document will help OED advance equity as we distribute funding moving forward and ensure an equity-centered approach for ARPA grant recipients. This strategy will provide grant recipients the tools to reflect on the intention of their organization's work and/or projects, who they are supporting, and identify how they can incorporate more equitable processes and goals as they carry out their organization's work and/or projects. All grant applicants will be required to utilize the ARPA equity assessment tool and report data, either submitted at the time of application or during the first phase/implementation of the project, following whatever guidance is provided from the grant manager.

Defining Equity

President Biden's Executive Order on advancing racial equity defines equity as the consistent and systematic, fair and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment. Consistent with this definition, the Office of Economic Development also supports the definition of equity developed by City and County of Honolulu's Office of Climate Change, Sustainability and Resiliency in which, "equity aims to ensure that all people have the opportunity to benefit from solutions, while not taking on an unequal burden of negative impacts. Equity is both a practice and a process that focuses on systems change, aiming to make a positive difference in the lives of people who have been historically disproportionately marginalized, disenfranchised and underrepresented.

Advancing equity is acknowledging the societal and institutional structures that have caused and continue to cause injustice while amplifying the strengths and abilities of a place and people. Equity engages in the correction of systems in order to eliminate disparate outcomes based on identity. Equity work is community-centered, demonstrated through the fair treatment and meaningful involvement and representation of the people within the communities we serve, regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of laws, regulations, and policies."

Goals

1. Procedural equity aims to improve accessibility and inclusivity of decision-making processes by those most impacted.
2. Distributional equity seeks to distribute and prioritize benefits to those most in need.
3. Structural equity ensures transparency and accountability are institutionalized, acted upon and regulated.
4. Intergenerational equity establishes that decisions prioritize the health and wellbeing of future generations.
5. Cultural equity acknowledges the historical and present-day impacts of racism with intentions to undo those harms.

Approach and Requirements

1. **Equity Assessment Tool:** Complete the rubric and reflection questions, and submit alongside application or during the first phase of the project, following whatever guidance is provided from the grant manager.
2. **Metrics and Goals:** Complete survey to collect demographic data on the people you are serving/intend to serve. Organizations are also expected to collect demographic workplace data of their board and staff members. Submit data report alongside application or during the first phase of the project, following whatever guidance is provided from the grant manager.

ARPA Equity Assessment Tool

Rubric:

Team members responsible for an organization’s work and/or proposing and implementing a project should reflect on the organization’s work/project’s impact on equity via overall work/project results and associated community engagement. Please complete this rubric by answering yes or no to each statement.

Does your organization or project...?	Yes or No
Leverage clear outcome measures and diverse data points by identifying and targeting support for specific groups disproportionately impacted by the pandemic?	
Analyze specific factors underlying inequity by considering the root causes or factors creating any social inequities directly or indirectly associated with the organization or project?	
Include voices of community representatives by identifying, engaging, and incorporating input from representatives or individuals from the disproportionately affected groups?	
Target resources and strategies to minimize burden & maximize access by identifying opportunities to advance equity when possible?	
Evaluate performance through defined metrics and reflection?	
Intend to and have a plan to publish transparent program results?	

Equity Reflections:

Please respond to these reflection questions.

1. How does your organization or project leverage clear outcome measures and diverse data points from beginning to end to identify inequity and ensure programs are prioritizing disproportionately impacted groups?
2. What inequities are observable across impacted populations by geography, race/ethnicity, income/ALICE, home-ownership status, health status, English proficiency etc.?
3. What is the historical, cultural, political and social context of the peoples and places impacted? How have past actions (by County or otherwise) impacted these communities? How does this proposal consider these historical disparities/impacts?
4. How does your organization or project include voices from disproportionately impacted groups? How have community members been engaged in project development and/or evaluation?
5. How will benefits and burdens be distributed? Are there potential disproportionate impacts on underserved groups? Identify opportunities to advance equity when possible, i.e. contracting, subcontracting requirements, hiring, material sourcing, etc.

6. How does your organization or project evaluate performance through defined metrics and provide opportunities for reflection? How do you track data to submit in grant reports? What do the evaluation and reflection reveal and what changes may be needed?
7. How is your organization or project sharing information about the project? Is it reaching people from disproportionately impacted groups?