

COUNTY OF HAWAI'I

KĪLAUEA RECOVERY GRANT PROGRAM (FY 2020-21)

NOTICE TO APPLICANTS

Key Items:

1. You will be required to enter into a written contract to accept an award.
2. The grant award may be used for capital improvement purposes compliant with the conditions laid out in Chapter 2, Article 47 of the Hawai'i County Code 1983 (2016 Edition, as amended).
3. You will be required to provide proof of authorization of binding signature(s).
4. The Finance Director will be able to specify changes to your grant allocation(s) of program expenditures and program measures, and to provide additional directives regarding your award.
5. You will be required to enroll with Hawai'i Compliance Express and be compliant prior to receiving any payment(s) (to register, go to: <http://vendors.eHawaii.gov>).
6. You will be required to provide and maintain a current general liability insurance certificate (\$1,000,000 general liability and \$50,000 for each occurrence) specifically listing the County of Hawai'i as an additional insured before receiving your first payment.

Three (3) SINGLE SIDED copies of your application and **ONE (1) set of supporting documents**) are required.

- 1) Regardless of postmark date, applications must be received by the Kīlauea Recovery Team no later than 4:30 p.m. on Friday, July 24, 2020. Mail or drop off application(s) to Kīlauea Recovery Team, 25 Aupuni Street, Room 1301, Hilo, Hawai'i 96720. We are located on the first floor of the County Building. **Applicants are responsible to ensure that their application(s) arrive at the proper location by the deadline.**

Three days only: a second drop off location is the Puna District office in Pāhoa at 15-2879 Pāhoa Village Road on Fridays, June 26, July 10 and 17 from 2:00 to 4:00 pm.

Applications will not be reviewed by County personnel receiving your Kīlauea Recovery Grant Program submittal. Applicants have full responsibility to ensure that all documents are complete and accurate prior to submittal.

For questions regarding the overall grant process, submittal process and/or items on the checklist contact: Patti Pinto, Recovery Assistant at 961-8500 or patti.pinto@hawaiiicounty.gov

- 2) Read the application instructions carefully and be sure to submit all requested supporting documentation.

All documents requiring a current signature must be the ORIGINAL, SIGNED document. Unsigned documents will be disqualified. Faxed or copied documents will not be accepted as original documents.

- 3) To familiarize yourself with the County's Kīlauea Recovery Grant Program, review Chapter 2, Article 47 of the Hawai'i County Code 1983 (2016 Edition, as amended) by visiting the Hawaii County Recovery website at this URL: <http://recovery.hawaiiicounty.gov/resources/recovery-grants>

In the preparation of your application, please note the following conditions for grants under the Kīlauea Recovery Grant Program:

- The grant award shall be used for expenses that are reasonably and directly related to the relief, recovery, mitigation, or remediation of the claim for disaster relief.

- The grant award shall not be used to design or construct buildings, structures, fixtures, real property, or any parts thereof, that did not lawfully exist, or that were not properly permitted, prior to the 2018 Kīlauea eruption.
- The grant award may be used for capital improvement purposes, including but not limited to, design and construction of buildings, structures, fixtures, real property, or any parts thereof, so long as the purpose of the capital improvement is to restore, repair, rebuild, replace, or rehabilitate a building, structure, fixture, real property, road, highway, or any parts thereof, that were destroyed, shown to be at risk, or otherwise damaged by the 2018 Kīlauea eruption. Any such capital improvement may occur on public or private property.
- Before receiving any grant, nonprofit organizations to whom a grant has been awarded shall certify to the director that any building, structure, fixture, real property, or the like, for which any disaster relief is sought, lawfully existed and was otherwise properly permitted and in compliance with applicable State and County laws, prior to the 2018 Kīlauea eruption; but where any building, structure, fixture, real property, or the like, is not properly permitted, after an inspection of the building, structure, fixture, real property, or the like, a grant may be awarded upon the issuance of a temporary certificate of occupancy from the director of public works.
- The nonprofit organization to whom a grant has been awarded for capital improvement purposes shall obtain all necessary permits prior to commencing any capital improvement work.
- The grant award may be used for capital improvement purposes where the awarded nonprofit organization has a real property interest less than fee simple, whose lease is for at least fifteen years with the property owner.
- The source of funding for this program is from the State Legislature and as such Section 104-2 of the Hawai'i Revised Statutes related to wages, hours, and other requirements for "public work" applies. Any construction work proposed for payment through this program is considered public work and must be undertaken with prevailing wages.
- A nonprofit organization shall not be awarded more than \$500,000.

Timeline of the Kīlauea Recovery Grant Program:

- Monday June 15, 2020 – opening of application period for Kīlauea Recovery Grant Program.
- Friday, July 24, 2020, 4:30 PM – cut-off for receipt of application.
- In the month of June, the awards determination process is being conducted. At conclusion, a contract and award letter are sent to those nonprofits receiving an award.
- The nonprofit organization shall submit written progress reports to the Recovery Team by October 30, 2020 and again by January 29, 2021. A final written report must be submitted within sixty days after the final expenditure of the amount of disaster relief funds that was awarded. The report shall include, but not be limited to, a detailed description focusing on specific, measurable outcomes of how the disaster relief funds were used and a breakdown of other funding sources and their expenditures. Late or incomplete reports will NOT be accepted; unspent grant funds must be returned with the final report.
- The application form, instructions and reference documents are available on the Hawaii County Recovery website at this URL: <http://recovery.hawaiicounty.gov/resources/recovery-grants>

Once again, any questions regarding the application process or documents listed on the Application Checklist, and any questions with respect to the preparation and submission of the application or concerning the overall grant process should be directed to Patti Pinto, Recovery Assistant, at 961-8500 or patti.pinto@hawaiicounty.gov.