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## County of Hawai'i PLANNING DEPARTMENT

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June 15, 2020

TO: Kīlauea Recovery Grant Program Applicant

FROM: Douglas Nam Le, Disaster Recovery Officer

SUBJECT: Grant Application and Procedures

Thank you for your interest in applying for a County of Hawai'i Kīlauea Recovery Grant Program. To familiarize yourself with this new funding opportunity, we suggest reviewing Chapter 2, Article 47 of the Hawai'i County Code 1983 (2016 Edition, as amended), relating to appropriation of disaster relief funds to nonprofit organizations to provide relief, recovery, mitigation and remediation assistance for disaster damage caused by the 2018 Kīlauea eruption. It is available online at this URL:

<http://recovery.hawaiicounty.gov/resources/recovery-grants>

We strongly advise careful review of the Application and Grant Application Submittal Checklist, which must be submitted with your application. Only complete applications will be considered. Awards will only be made to qualified nonprofit organizations (501(c)(3)). Therefore, it is your responsibility to be in full compliance. Failure to do so may result in the disqualification of your application. Grant awardees are required to enroll with Hawai'i Compliance Express and be compliant prior to receiving any payment. To register, go to <http://vendors.ehawaii.gov>, complete the easy step-by-step process, and pay the annual registration fee online using a credit card.

Applications will be reviewed and considered based on the authority set forth in Chapter 2, Article 47 of the Hawai'i County Code 1983 (2016 Edition, as amended) established for the Kīlauea Recovery Grant Program which include, but are not limited to:

- The extent to which the organization has the capacity to carry out the proposed use of the disaster relief funds;
- The strength of fiscal and administrative controls to properly manage the disaster relief funds;
- The ability to leverage or obtain other funds to contribute to the proposed use of the disaster relief funds;
- The extent to which the proposed use of the disaster relief funds reflects a coherent and feasible approach, including a reasonable timeline for completion of the work, which shall demonstrate how the proposed use intends to address the

relief, recovery, mitigation, and/or remediation following the 2018 Kīlauea eruption; and

- The submittal of a realistic, thorough, and accurate budget for the proposed use of the disaster relief funds.
- The ability to build on existing networks and organizational structures to reduce resource overlaps and gaps
- The work to increase capacity (internally, and within community) in order to more effectively facilitate response to and recovery from future disasters
- For proposed programs and services, the robustness of a marketing and promotion campaign to directly advertise and reach impacted residents and businesses
- The ability to actively share information (data, storytelling, imagery) around impact being made around use of the disaster relief funds

Three and six months after a nonprofit is awarded disaster relief funds, the County will determine how well projects are meeting the purposes they intended to fulfill and determine whether improvement is needed to ensure project efficiency and effectiveness. This determination will be based on progress reports submitted to the County.

Regardless of the postmark date, your complete application, the required supporting documentation, and the \$25 processing fee must be submitted to and received by the Kīlauea Recovery Team, 25 Aupuni Street, Room 1301, Hilo, Hawai'i 96720, **no later than 4:30 p.m. on Friday, July 24, 2020**. Applications will also be accepted on three days only at 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. No electronic submissions will be accepted.

It is your responsibility to ensure that your application packet is complete prior to submittal. Your application will not be reviewed for completeness by the County employee who intakes your submittal. You can however, contact Patti Pinto at [patti.pinto@hawaiicounty.gov](mailto:patti.pinto@hawaiicounty.gov) for questions regarding the submittal process and/or items on the checklist, or regarding completion of the application at any time prior to, and after submittal. Please allow yourself sufficient time to submit a complete application, as incomplete applications will be disqualified.