



Kīlauea Recovery Grant 2023-2024

COUNTY OF HAWAII KĪLAUEA RECOVERY GRANT PROGRAM (FY 2023-24)

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.

- 1) Applications must be submitted online using the application form provided by the County. 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 may be signed digitally. Scanned copies of signed originals are acceptable for your supporting 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), available on the County of Hawai'i's website, <https://www.Hawaiiicounty.gov/our-county/legislative/office-of-the-county-clerk/county-code#countycode>.
- 4) In the preparation of your application, please note the following conditions for grants under the Kīlauea Recovery Grant Program:
 - The grant award must be used for projects that will serve the Lower Puna Communities which are defined as communities and populations that were "*directly impacted by the 2018 lower east rift zone eruption of Kīlauea or service to Lower Puna communities which is defined as extending from and inclusive of the Hawaiian Paradise Park subdivision to Kalapana, and including Orchidland Estates, 'Āinaloa,*



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Hawaiian Beaches, Hawaiian Shores, Kapoho, Pāhoa, Nānāwale, Leilani Estates, and other communities proximate to the lower east rift zone”

- The grant award shall be used for expenses that are reasonably and directly related to the claim for disaster relief, and efforts to increase long-term resilience including, but not limited to, economic development.
- 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.
- Grant awards may be used for projects that foster economic recovery, vocational education, and/or community resilience resources, provided that the projects serve the populations defined above.
- 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 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.
- Disaster relief funds may be awarded to a nonprofit organization for a single project or multiple projects so long as the combined total is no more than \$500,000 per application cycle under this article.
- A nonprofit organization may act as fiscal sponsor administering disaster relief funds on behalf of another entity. The entity may receive disaster relief funds for a single use or multiple uses so long as the combined total is no more than \$500,000 per application cycle.
- The maximum grant award amount shall not apply to other grant amounts that may have been awarded, or may be awarded in the future, to the same nonprofit organization.



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- The Grant Agreement (contract) will require a “wet” signature, digital signatures will not be accepted for this document.

Timeline of the Kīlauea Recovery Grant Program Application Process:

- Monday, September 18, 2023 – opening of application period for Kīlauea Recovery Grant Program.
- A Grant Application Orientation virtual workshop is scheduled on Wednesday, September 27, 2023 at 5:00 pm. The virtual workshop will be recorded and available on the Recovery website.
- **Friday, October 27, 2023, 4:30 PM** – deadline for receipt of application.
- The awards determination process will be conducted and at the conclusion, decision letters will be sent to applicant nonprofits regarding the award of grant funds. Estimated date is November 15, 2023.

Next Steps for Grant Recipients

- Grantees work with the Disaster Recovery Team to firm up proposed budgets and establish a pay out schedule.
- Grants of \$25,000 or less may be authorized by the Finance Director and first checks will be mailed in one to two weeks.
- Grants in excess of \$25,000 must proceed to approval by the County Council and Mayor, a process that takes six to eight weeks.
- Target date for grants to be authorized and projects to begin is early January 2024.
- Grantees shall submit a written progress report to the Recovery Team within 30 days of the close of the first quarter (March 31, 2023), and at three month intervals thereafter, until completion of the project.
- The Disaster Recovery Team and staff from the Planning Department will schedule site visits during the project implementation period.
- The final installment of 10% of the grant award will not be mailed until the final report has been submitted.
- 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>

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.