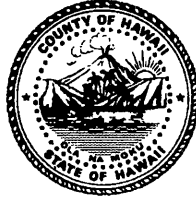


Susan L.K. Lee Loy
Council Member
District 3



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HAWAI'I COUNTY COUNCIL
25 Aupuni Street, Hilo, Hawai'i 96720

2022 JAN 21 AM 8:59
COUNTY CLERK
COUNTY OF HAWAII

DATE: January 18, 2022

TO: Maile David, Council Chair; and
Members of the Hawai'i County Council

FROM: Susan L.K. Lee Loy, Chair, Human Services and Social Services Committee

SUBJECT: Report from ad hoc committee regarding application and process
recommendations for the FY 22-23 Nonprofit Grants Program

On December 7, 2021, at a meeting of the Human Services and Social Services Committee and pursuant to Hawai'i Revised Statutes Section 92-2.5(b), an ad hoc committee, hereinafter ("ADHOC"), was formed for the purposes of developing and providing a refined application and process for the FY 2022-2023 nonprofit Grant-in-Aid program, hereinafter ("GIA") awardees.

The scope of the ADHOC was limited to:

- Conducting an informational virtual presentation for interested grants program applicants
- Providing support to efforts to pilot online submissions of grant applications
- Providing support to digitize required reports (six month and annual) to the County
- Drafting a list of responsibilities to support contract monitoring of the grants program

Members of the ADHOC were Sue Lee Loy, Chair, and Council Members Ashley Kierkiewicz, Heather Kimball, and Tim Richards.

An announcement regarding the informational presentation was posted with the application packet. A copy of the flyer is attached hereto as **Exhibit A**.

On December 13, 2021, the informational virtual presentation was held via Zoom with over 100 registered participants from across the island. During this presentation, the participants were introduced to the online application and process. The Frequently Asked Questions document is accessible on the webpage of the Finance Department along with a link to the recording of the presentation.

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Ref. To: HSSSC
Ref. Date 1/21/2022

Committee members and their staff have been providing ongoing support to this pilot effort of online submissions for grants applications as well as the digitization and online submission of required reports. The online application and instruction packet is accessible on the webpage of the Finance Department.

Committee members Lee Loy, Kimball, and Kierkiewicz met via Zoom on January 14, 2022, to finalize the list of responsibilities to support contract monitoring of the grants program. The list is attached hereto as **Exhibit B**.

Recommendations

The ADHOC recommends the following:

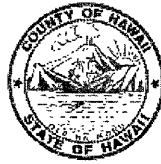
- Continue to support online submissions for grants applications
- Continue to support online submissions of required reports
- Identify and evaluate existing position(s) to assist with contract monitoring responsibilities

I would like to thank our Council Members Heather Kimball, Ashley Kierkiewicz, and Tim Richards, for their continued service on this ADHOC, as well as our staff and Council Services for their contribution in helping us make this ADHOC process an efficient undertaking. I also extend my gratitude towards Finance Director Deanna Sako, Lisa Tada, Ted Schrey, and their staff for their assistance and feedback in this process.

It has been my privilege and honor to continue to serve as Chair of the ADHOC and trust this report is satisfactory.

SL:so
Att.

Exhibit A – Informational presentation flyer
Exhibit B – List of Contract Monitoring responsibilities



COUNTY OF HAWAII

NONPROFIT GRANTS-IN-AID

**WAIWAI
GRANT PROGRAM**

Informational Presentation

Monday, Dec. 13

9-10:30AM via Zoom

REGISTER:

[TINYURL.COM/COHGIA1213WEBINAR](https://tinyurl.com/COHGIA1213WEBINAR)

CONTRACT MONITORING Responsibilities

The Council is seeking the services to support the Waiwai Grant Program, pursuant to Hawai'i County Code, Article 25, and specifically in Section 2-139(a)(1)(C). This grant program supports a wide range of community nonprofit programs throughout the County of Hawai'i.

Summary of Services:

The position works closely with the Human Services and Social Services Committee [HSSSC] Chair and Vice-Chair to manage and monitor the implementation of the Waiwai Grant Program.

The position will provide the following services:

1. Works as a member of the team to manage and monitor the scope of work of the Waiwai Grant Program. Collaborates to increase effectiveness and efficiency in the service integration and delivery as we strive for collective impact. Provides timely coordination between Dept of Finance and the HSSSC team on developing and negotiating contract scope of services, work plan modifications, and approvals for requests for payment. Coordinates between Finance and HSSSC and contractors to provide an integrated approach for the Waiwai Grant Program.
2. Manages and monitors implementation of the Waiwai Grant contracts. Reviews and provides approval for requests for payment based on progress and completion of deliverables. Oversees archiving of documents and products produced. Provides timely reporting on contract progress and issues that require attention and approval by Finance and/or HSSSC. Performs contract performance quality assurance and assists with development of corrective action plans.
3. Coordinates and assists HSSSC in developing evaluation plans for the Waiwai Program.
4. Organizes, supports and responds to training requests. Develops reports, presentations, briefs and other materials to represent and advance the implementation of the Waiwai Grant program. Occasionally participates in off-site monitoring of contracts and off-hours meetings and production activities.
5. Performs other duties as requested.

Other provisions:

1. Oversight: HSSSC Chair
2. Day-to-day work managed by: HSSSC Chair
3. Location: Hilo preferred. Frequent interaction with Finance staff (based in Hilo) will be required, remotely through virtual platforms, and in-person at HSSSC Chair's discretion.
4. Budgetary and/or Fiscal Responsibilities: Review and approval of request for payment; providing financial reports and information related to Waiwai Grant Program contracts.
5. Other responsibilities: Regularly reports to the HSSSC Chair. Complies with and ensures compliance with policies, practices, and procedures relevant to the Waiwai Grant Contracts. Keeps accurate data and is able to apply appropriate technology to complete

tasks. Seeks to develop relationships in the nonprofit organization community. Has integrity and good judgment. Plans and organizes work effectively. Keeps current, has situational awareness, and ability to apply knowledge to projects. Must use data to drive results.

6. Hours: The time to perform services is expected to vary from week to week, probably ranging between 5-20 hours per week.

Primary Qualifications:

1. Education/Training: graduation from high school and some training in basic accounting
2. Experience: one to three years of experience in managing large projects, grants or contract monitoring.
3. Knowledge: Knowledge of financial accountability, contract monitoring, and writing. Knowledge of basic accounting principles.
4. Abilities/Skills: Good verbal and written communication skills, including oral presentations. Proficient skills in MS Word, Excel, Google Suite and PowerPoint. Ability to keep accurate data and to apply appropriate technology to complete tasks. Must possess leadership, initiative and partnership building skills. Must be a team player, be flexible, and be open to collaboration. Ability to plan and organize work effectively. Ability to attend off-site meetings and participate in production activities.