

Hawaii 3R's

APPLICATION INSTRUCTIONS GENERAL INFORMATION

Round	Pre-Application Deadline	Application Deadline	Announcement of Awards	For Projects in:
34	12/23/09	01/20/10	02/05/10	Spring 2010 (Mar/Apr/May)
35	03/25/10	04/21/10	05/07/10	Summer 2010 (Jun/July/Aug)
36	06/24/10	07/21/10	08/06/10	Fall 2010 (Sept/Oct/Nov)
37	09/23/10	10/20/10	11/05/10	Winter 2010 (Dec/Jan/Feb)

Please submit the pre-application (or preliminary plan) electronically (by e-mail) by the deadlines above to be eligible for review. **Applications will not be accepted without pre-application approval.** Once you receive approval of your pre-application, please submit the completed application electronically by the deadlines above to be eligible for review.

Hawaii 3R's Contact Information

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(General questions & Kauai schools)

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Hawaii 3R's Mailing Address

Hawaii 3R's, 735 Bishop St., Suite 336, Honolulu, HI 96813

Application Evaluation and Selection Process

This is a competitive grant process based on the number of qualified applicants and the availability of funds. Therefore, the quality and completeness of your application is very important. The H3R's Technical Review Committee, which is made up of engineers, architects, and experienced people from both the public and private sector, reviews and grades the applications. The Tech Review Committee's results are then reported to the H3R's Board of Directors, which provides final approval based on the application scores and the available funding.

Maximum Grant Amount

The maximum grant amount that will be awarded is based on "half" the official DOE estimate, up to \$50,000 per project. For example, if the DOE estimate is \$75,000 for a project, the maximum grant H3R's will award is \$37,500. However, an application that requests a lower percentage of funds in comparison to the DOE estimate will receive a higher score in that area of the application.

State Income Tax Credit

A state income tax credit is available for licensed contractors, engineers, architects, surveyors, landscape architects, and pest control operators who volunteer or provide reduced-rate services for H3R's projects. If any of your contractors is interested in claiming a state income tax credit, please contact Monica Baron.

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After reviewing the main project participants and general responsibilities below, you will find a three-step application and grant award process.

Main Project Participants and General Responsibilities

1. School Administration (Principal, Vice Principal, etc.)
 - a. Responsible for the overall outcome of the project
 - b. Provide necessary school-related resources (i.e. moving classes, access to water or electricity for contractors, providing storage space, opening the cafeteria for volunteer lunch, etc.) before, during, and after project
 - c. Provide general support for project including thanking of volunteers
 - d. Ensure reporting requirements are completed
 - e. Participate in final inspection and sign project acceptance form
2. School On-Site Coordinator (Principal, Vice Principal, Head Custodian, etc.)
 - a. Represent the school administration in meetings at the school
 - b. Escort and provide access to school facilities for project manager, contractors, DOE staff, H3R's staff, etc.
3. Project Manager (Volunteer - parent, retiree, community, etc.)
 - a. Responsible for supervising all aspects of the project
 - b. Be the primary contact person for all parties involved in the project
 - c. Keep track of volunteer and professional time, donated and purchased supplies and equipment
 - d. Record keeping of professional services rendered
 - e. Record keeping of volunteer hours
 - f. Record keeping of all in-kind donations
4. Professional Contractor (must be licensed to be paid by H3R's)
 - a. Provide professional services as agreed to in any proposals/estimates/quotes (depending on the project, the contractor can be a volunteer, hired at a reduced rate, or hired at their full rate)
 - b. When necessary and appropriate, the contractor may be requested to provide technical assistance or supervision to the project manager, volunteers, or school during the project, especially on a volunteer day.

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For any school or interested party that has not applied before, please feel free to contact us as your first step in the process after reading these instructions. We would be very pleased to walk you through the process and provide suggestions from our past experiences.

STEP 1: PRE-APPLICATION APPROVAL

Pre-application approval is required before a school can submit an application. This step will ensure that the project is headed in the right direction. To get pre-application approval, you must complete a preliminary plan and submit it to the appropriate H3R's staff person.

You will find a sample template of the preliminary plan on the following page (page 4). The purpose of the preliminary plan is to set the framework for the project and most details are not necessary at this point. Please keep the information brief and if possible, keep your preliminary plan to one page.

One of the key pieces of information necessary to complete the preliminary plan is the official DOE R&M backlog project number, description, and estimate.

Upon finalizing the preliminary plan, you will receive approval to proceed with the application. You will find that by completing the preliminary plan, you will be well on your way to success. In fact, your approved preliminary plan will serve as the cover page for your application.

School Administration Responsibilities

1. Determine a project manager (e.g. ASA, volunteer parent, teacher, head custodian, etc.)
2. Identify an on-site school coordinator (e.g. vice principal, head custodian, etc.)
3. Identify the project(s) from the R&M backlog list that will be done
4. Work with project manager to develop preliminary plan and obtain pre-application approval to proceed

Project Manager Responsibilities:

1. Work with school administration to develop preliminary plan and obtain pre-application approval to proceed
2. Schedule a walkthrough of the potential project with school administration, contractor (if applicable), and appropriate H3R's staff.
3. Determine the scope of work and estimate the necessary materials, labor, and equipment for the project
4. At this early stage of the process, you may want to find an appropriate professional contractor to assist in determining the scope of work and estimating the necessary materials, labor, and equipment for the project

Contractor Responsibilities (if applicable):

1. Assist the project manager in determining the scope of work and estimating the necessary materials, labor, and equipment for the project

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PRELIMINARY PLAN TEMPLATE

Hawaii 3R's Preliminary Plan **School Name**

Contact Information – full name, phone/fax numbers, mailing/e-mail addresses of:

1. Principal
2. On-Site School Coordinator
3. Project Manager

Project Description:

- Official Job Number(s), Project Description(s), Cost Estimate(s) from the Official R&M backlog list for that school

Scope of Work:

- What is necessary to complete project
- Rough estimate of needed materials, equipment, and labor needs (i.e. paint, ladders, brushes, rollers, buckets, supervisors, type of professionals, # of volunteers, etc.)

Potential Sources of Contributions:

- Community organizations (e.g. churches, Lion's Clubs, etc.)
- Community businesses (e.g. contractors, building supplies, food, etc.)
- Military
- Parents and students
- Faculty and staff
- Elected officials

Preliminary Timeline:

- Identify key dates (e.g. purchasing and delivering supplies, project day, etc.)
- Professional work and volunteer work can be on separate days if necessary
- Can be as general as "early March" or as specific as "March 3 & 4"

Issues / Concerns:

- Safety
- School schedule
- Storage of materials
- Contingency plan (i.e. rain)

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STEP 2: COMPLETING THE APPLICATION

1. APPLICATION COVER PAGE
2. PROJECT NARRATIVE
3. ASSURANCES AND COMMITMENTS
4. SUPPORTING MATERIALS

Please follow these instructions carefully. Remember, this is a competitive grant process and the completeness and clarity of your application will result in a higher evaluation.

1. APPLICATION COVER PAGE

Your approved preliminary plan will serve as the cover page for your application. If there are any changes in the project that affects the preliminary plan, please update it. For example, if the timeline becomes set with specific dates, please reflect that on the preliminary plan.

2. PROJECT NARRATIVE

This section will provide the majority of the information that the technical review committee will use in evaluating your application. To complete this section, please provide information that addresses the five criteria that the technical review committee will use to evaluate your application. The five criteria for evaluation and their relative weights are shown below.

- 1) **Need for project (10%)** – The project number, description, and estimated cost will be taken from your preliminary plan. As long as a project is on the Official R&M backlog list, it is assumed to be needed and will be given a minimal score of 5 out of 10. However, if the project also involves health and safety or secondary damage issues, your score will be higher.
- 2) **Management plan (25%)** – This section describes in as much detail as possible how the project will be carried out, including the responsibilities of contractors, volunteers, and other involved parties. It also provides a firm timeline of the project and plans for safety and other issues. A management plan that is more comprehensive, achievable, and logical will receive a higher score.
- 3) **Community and business involvement (15%)** – Identify the community organizations and businesses that will contribute to the project. Please specify contact information and the type of involvement (skilled/unskilled labor, use of equipment, food, etc.) for each one. Whenever possible, include commitment letters from the various groups with your application. The greater (and more important to the completion of the project) the community and business involvement identified, the higher the score.

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4) **Leveraging of resources (30%)**

- Identify the amount of the grant you are requesting (everything that needs to be paid for less any monetary contributions to H3R's).
- Identify the total estimated value of the contributions by adding the estimated value of each of the contribution components (cash, materials, labor, equipment). The total estimated value of the contributions must be greater than or equal to the requested grant amount.
- Add the requested grant amount and the total estimated value of contributions to find the overall project cost. This should equal to the DOE official estimated project cost.
- Specify what the grant funds will be used to procure (professional services, equipment rental, supplies, etc.).
- Provide the requested information for the contribution components.

A higher leverage ratio (higher contributions versus grant amount) will result in a higher score.

- 5) **Maintenance plan (20%)** – Describe how will the project be maintained and by who (custodians, students, teachers, parents, alumni, businesses, etc.). A plan that only identifies the school custodian for maintenance will receive a minimal score. A plan that identifies a community group that is committed to help with the maintenance and stay involved with the school after the project is completed will receive a higher score.

3. **ASSURANCES AND COMMITMENTS**

This section requires the signatures of the principal and the project manager to certify their commitment to their responsibilities and the successful completion of the project. While H3R's, volunteers, and contractors are important to overall success of the project, the support of the principal and the school administration is a key component that must be included.

4. **SUPPORTING MATERIALS**

- Please include pictures (electronically, if possible) that show why a project is needed (e.g. peeling paint, torn carpets, etc.)
- Please attach any other documentation that may illustrate the need (e.g. police reports, Department of Health citations, etc.)
- Please attach any estimates/quotes/proposals from contractors or suppliers to justify the requested grant amount
- Please attach any plans or designs (if applicable)
- Please attach "commitment" letters from community organizations or businesses.

STEP 3: POST AWARD PROCEDURES

Once grants are awarded, the grantee will need to meet with H3R's staff to make sure that firm and final project plans are in place before the project can proceed. A project day that includes volunteers will take an additional level of planning that would need to include:

- Logistics
- Check-in and registration
- Clean up
- Lunch/Refreshments
- Delivery and Storage of Supplies
- Safety

Post Project Reporting Requirement

Finally, once the project is completed, all appropriate parties need to do a final inspection of the project. If the project is acceptable, the principal will be asked to sign an acceptance form. Also, the school or project manager will be given a final report that must be returned to Hawaii 3R's. If this final report is not completed, the school will not be allowed to submit another H3R's application in the future.

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APPLICATION

PROJECT NARRATIVE

1) NEED FOR THE PROJECT

2) MANAGEMENT PLAN

3) COMMUNITY AND BUSINESS INVOLVEMENT

	<u>Name of Organization/Business</u>	<u>Contact Info</u>	<u>Type of Involvement</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Hawaii 3R's APPLICATION

4) LEVERAGING OF RESOURCES:

- A. Requested Grant Amount (max \$50,000): _____ (total from below)
- B. Total Estimated Value of Contributions (a+b+c+d): _____ ($B \geq A$)
 - a. Cash Contributions: _____ (total from below)
 - b. Estimated Value of Materials Contributions: _____ (total from below)
 - c. Estimated Value of Labor Contributions: _____ (total from below)
 - d. Estimated Value of Equipment Contributions: _____ (total from below)
- C. Total Estimated Project Cost (A+B) _____ (= Official cost est.)

A. The grant will be used to procure: (Services / Items and Cost)

- 1.
- 2.
- 3.

Contribution Components:

a. Source(s) of Cash Contributions:

(Organization or Individual / Amount)

- 1.
- 2.

b. Source(s) of Materials Contributions:

(Organization or Individual / Specific Materials and Quantities / Estimated Value)

- 1.
- 2.

c. Source(s) of Labor Contributions:

(Organization or Individual / Specific Type(s) of Labor / Estimated Value)

- 1.
- 2.
- 3.

d. Source(s) of Equipment Contributions:

(Organization or Individual / Type of Equipment / Estimated Value)

- 1.
- 2.

5) MAINTENANCE PLAN

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ASSURANCES AND COMMITMENTS

I hereby pledge my support for the completion of the project proposed in this application. I further pledge that I will maintain the overall responsibility for this project, including the safeguarding of students and school personnel, avoiding waste and theft, compiling and completing the necessary records, etc.

Principal

Date

I hereby pledge my support for the completion of the project proposed in this application. I further pledge that I will maintain and complete the necessary documentation, I will be the primary contact for all aspects of the project, and will include the school administration and staff in any decisions regarding this project.

Project Manager

Date

SUPPORTING MATERIALS

- Please include pictures (electronically, if possible) that show why a project is needed (e.g. peeling paint, torn carpets, etc.)
- Please attach any other documentation that may illustrate the need (e.g. police reports, Department of Health citations, etc.)
- Please attach any estimates/quotes/proposals from contractors or suppliers to justify the requested grant amount
- Please attach any plans or designs (if applicable)
- Please attach "commitment" letters from community organizations or businesses.