



Maui United Way

# REQUEST FOR PROPOSALS

Maui Wildfire Disaster Relief Fund

'Ohana Mental Health Grant

2024

## Overview

The recent wildfires in Maui have had a profound mental health impact on individuals, families, and communities, resulting in trauma, grief, loss, and psychological distress. The aftermath of such disasters often leads to a range of mental health challenges, including anxiety, depression, post-traumatic stress disorder (PTSD), suicidal ideation, and substance abuse. MUW is seeking to support initiatives and programs addressing wrap-around mental health supportive services for our community's keiki to kupuna for 2023 wildfire-impacted survivors. We are offering 'Ohana Wellness and Resiliency Mental Health grant awards starting at \$50,000 and capping at \$100,000. Agencies are limited to one grant application.

A Request for Information (RFI) will be sent out on Wednesday, April 10, 2024, and must be submitted by **Wednesday, April 24, 2024, at 5 p.m. HST**. The RFI will be used to capture prospective funding needs within the realm of mental health programs, projects, or initiatives that would serve those directly impacted by the Maui fires. Please understand that this is NOT a full grant application, but rather a request for information. If your form is selected by our Partnership Committee to move forward, we will ask you to complete our full Request for Proposal (RFP). Please note that you must be a nonprofit or fiscally sponsored entity with an existing local Maui County-based presence to apply.

Applicants invited to apply for the Mental Health grant RFP will be notified on Tuesday, April 30, 2024, by 5 p.m. HST. Proposals from applicants invited to apply are due on **Monday, May 13, 2024, by 11:59 p.m. HST**. Notifications of grant awards will be made by May 31, 2024. The grant period will begin on Monday, July 1, 2024, and conclude on Monday, June 30, 2025.

MUW is committed to ensuring diversity, equity, and inclusion in all aspects of our programs and services and seeks to fund programs that provide needed resources, opportunities, and support to the individuals and families most significantly impacted by the wildfires.

This grant application is open to all qualified 501(c)(3) organizations or agencies fiscally sponsored by a 501(c)(3) within the county of Maui that are assisting individuals and families impacted by the wildfires.

## Scope of Work

The selected organizations will be responsible for designing and implementing a mental health program tailored to the needs of individuals and communities affected by the 2023 Maui Wildfires. The proposed program should include, but is not limited to, the following components:

- **Comprehensive Assessment:** Utilize culturally sensitive needs assessments and culturally appropriate methodologies to accurately identify the mental health needs and vulnerabilities of the affected target populations.
- **Counseling and Therapy Services:** Providing evidence-based counseling, therapy, and psychosocial support that is culturally tailored to the diverse individuals, families, and groups affected by the wildfires. This may include individual therapy, group counseling, family therapy, and specialized interventions that take into consideration the cultural norms, traditions, and preferences of the individuals and communities being served.
- **Crisis Intervention:** Establishing mechanisms for crisis intervention and providing immediate support to individuals experiencing acute mental health crises or emotional distress.

- **Psychoeducation and Skill Building:** Offering psychoeducational programs and workshops to enhance coping skills, resilience, and emotional well-being among the affected populations.
- **Outreach and Engagement:** Conduct outreach activities to raise awareness about mental health services in culturally sensitive ways that resonate with the target population, and encourage help-seeking behavior within the community.
- **Collaboration and Referral:** Collaborating with local agencies, organizations, and service providers to ensure coordinated care and facilitate referrals to additional support services as needed.
- **Monitoring and Evaluation:** Implementing robust monitoring and evaluation mechanisms to assess the effectiveness and cultural competency of the program, track outcomes, and make necessary adjustments for continuous improvement.

## Eligibility

A Maui County-based organization is eligible if the organization meets the following requirements:

- Holds a 501(c)(3) determination (or has fiscal sponsorship) and is currently in good standing with the IRS
- Compliant with the Patriot Act
- In good standing with the Hawaii Department of Commerce and Consumer Affairs
- Registered and compliant with the Hawaii Attorney General’s Office
- Fiscally sound financial controls are in place

Eligible nonprofits or agencies with fiscal sponsorship who wish to apply for this funding opportunity must submit the following documents with the completed [online RFI application](#) by **April 24, 2024, by 11:59 p.m.** and then, if invited, the full RFP application by **May 13, 2024, by 11:59 p.m.:**

1. **IRS 501(c)(3) Determination Letter:** Agency's IRS 501(c)(3) tax exemption letter showing IRS Employer Identification Number (EIN).
  - a. If the name of the agency is different from the name that appears on the IRS determination letter or IRS Form 990, include a letter from the IRS or other state-issued documentation authorizing any legal name change.
  - b. A local agency covered by a parent organization’s tax exemption must submit an IRS group exemption letter specifying that all affiliated subordinate organizations under its control are also considered tax-exempt under 26 U.S.C. 501(c)(3).
  - c. Submitting an IRS letter for the parent organization (when a group exemption letter is required) is not acceptable and will result in denial of the local subordinate organization.
  - d. A letter written by the parent organization stating that its subordinates or affiliates are included in or covered by the IRS exemption is unacceptable. Interim 501(c)(3) letters with expiration dates before December 31, 2015, will be accepted only with proof of application to the IRS for permanent 501(c)(3) status.
2. **Fiscal sponsorship agreement letter:** Documentation between the sponsoring 501(c)(3) organization and the sponsored agency (if applicable).

3. **Compliance with the Attorney General (AG):** Agency's registration status with the AG's Office. If your agency is exempt from registering with the AG's Office, please upload a copy of the exemption letter. Listed below is the AG website, where you can obtain a free PDF copy of the required documentation.
  - a. <http://ag.ehawaii.gov/charity/search.html>
4. **Compliance with the Department of Commerce and Consumer Affairs (DCCA):** Agency's registration and certification of good standing with the DCCA. Listed below is the DCCA website, where you can obtain a free PDF copy of the required documentation.
  - a. <https://hbe.ehawaii.gov/documents/search.html>
5. **Most Recent Financial Statement/Audit:** The Agency's Year-to-date Statement of Financial Position or Audit.
6. **IRS Form 990 & All Schedules:** The Agency's most recently filed Form 990, including the signature of an officer and all applicable schedules.
7. **Board Roster:** List of all volunteer board members.
8. **Agency Logo:** Attach a copy of the agency's logo to be displayed on Maui United Way's website and promotional materials. Logo Requirements: 4 Color, 300 DPI, JPEG Format
9. **W9:** Signed copy of the organization's W9.

## Timeline of the Grant Application Process

RFI Application opens:	Wednesday, April 10, 2024
RFI Application due date:	Wednesday, April 24, 2024
RFP Application opens:	Tuesday, April 30, 2024 (by invitation only)
RFP Application due date:	Monday, May 13, 2024 at 11:59 PM (HST)
Award notification:	Last week of May
Grant period:	Monday, July 1 2024 to Monday, June 30, 2025

## RFI Application Instructions

The [online RFI application](#) will be available beginning Monday, April 10, 2024. Agencies are limited to a maximum of two RFI applications for consideration. If your agency's RFI is accepted, you will receive an invitation to complete the full RFP application on Tuesday, April 30, 2024.

RFI Application Link: <https://forms.gle/6pdPLdYUWXPh6pRz7>

## RFP Application Instructions

The online RFP application will be available beginning Wednesday, May 1, 2024. Agencies are limited to one grant application.

Access to the online application tool, e-CImpact will be provided for those invited to apply to the full RFP

after review of the RFIs.

Applications are due **Monday, May 13, 2024, at 11:59 PM (HST)**. The documents below must be uploaded to e-CImpact along with the completed application:

1. IRS 501(c) (3) Determination Letter
2. Fiscal Sponsorship Documentation (if applicable)
3. Compliance with the Attorney General (AG) within the last 30 days
4. Compliance with the Department of Commerce and Consumer Affairs within the last 30 days
5. Most Recent Financial Statement/Audit
6. Most recent IRS Form 990 & All Schedules
7. Current Board Roster
8. Agency Logo
9. W9

The e-CImpact application module will automatically close on the due date and time **Monday, May 13, 2024, at 11:59 PM (HST)**; no late submittals will be accepted. All applicants are strongly encouraged to submit their proposals early to avoid technical problems that could delay submission. Incomplete applications will not be considered.

Applicants are advised to offer clear, relevant, and concise responses to the section prompts. The length of the application is controlled by character limits embedded in the online application. Character limits will be identified in each section. Please note that e-CImpact does not have a spell-check feature. On narrative sections, consider writing the sections in Word, spell-checking the document, and copying/pasting it into the appropriate online section. Please note that the e-CImpact system only accepts text and numeric responses and cannot accept graphics and/or special formatting, such as bold, underlining, bullets, etc. Due to limitations in displaying the Hawaiian diacritical markings accurately in e-CImpact, and to ensure the integrity of the information, the okina and kahako used in Hawaiian words should be excluded from all narrative sections that are submitted within the e-CImpact system.

Maui United Way will conduct due diligence on submitted proposals. This may result in further inquiries about an agency's proposal, eligibility, and/or financial soundness. Additional documents may be requested.

## Grant Application Questions & Required Information

### Organization & Application Information

Application Section	Instructions	Possible Points
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Agency/Fiscal Sponsorship Contact Information	Identify the individual with the authority to legally commit to the grant. (Usually Executive Director or Board Chair)	Required but not scored
Application Contact Information	Identify the individual completing the application. This person should be able to clarify the information provided on this application.	Required but not scored
Program Contact Information	Identify the point of contact for the program. This person should be able to answer questions about the program for which funds are being requested.	Required but not scored
Service Population Demographics	Select the demographic information your program is committed to impacting.	Required but not scored
Executive Summary	Summarize the key elements of your program. Consider completing this section last. MUW may use this summary as a program description for external communications, including on the MUW website.	Required but not scored

### Application Scoring Criteria

Application Section	Instructions	Possible Points
Description of Need and Target Population	<ul style="list-style-type: none"> <li>- <b>Proposed project/program(s) must service a wildfire impacted survivor population in Maui County.</b></li> <li>- Describe the current mental health need that your program addresses for wildfire-impacted survivors.</li> <li>- Explain how your program addresses inequities and/or disparities for the population(s) you serve.</li> <li>- How many unduplicated individuals do you plan to impact or engage through the proposed project/program?</li> <li>- How many duplicated service interactions do you plan to provide with the project/program?</li> <li>- What are the targeted outputs and outcomes you hope to achieve? (Examples: # of individuals receiving mental health services, # of families who move into stable housing, positive impact in client quality of life).</li> </ul>	15 points
Program Efficacy	<ul style="list-style-type: none"> <li>-What are the overall goals of this program?</li> <li>-Describe how your program’s goals align with the Ohana Mental Health Grant’s mission to provide wrap-around mental health services for wildfire-impacted survivors.</li> <li>-Describe the activities that will be involved and how they will be executed, including a specific, measurable timeline for each.</li> <li>-Please give an overview of your organization's staffing structure, outlining the roles and responsibilities of key personnel, and the processes and program management strategies employed to effectively achieve the outlined program goals.</li> </ul>	30 points

<p>Agency's Experience, Capacity and Cultural Competency</p>	<ul style="list-style-type: none"> <li>– Describe your agency's capacity to implement the program. Include relevant experience and accomplishments in the area for which you are seeking funding.</li> <li>– Do you currently have the staffing (including any mental health focused staff in particular) you will need to implement your proposed program? If not, please share your hiring plan and proposed timeframe for hiring, along with whether you have identified prospective staffing on island or not.</li> <li>– Describe your agency's cultural sensitivity to address the needs of your service population. Outline your agency's strategy to provide culturally specific mental health services. Include any performance measurements that integrate a culturally grounded approach to your target community such as; culturally responsive needs assessments and/or intervention strategies.</li> </ul>	<p>15 points</p>
<p>Sustainability and Collaboration</p>	<ul style="list-style-type: none"> <li>– What are the long-term strategies for funding this project beyond the grant period? Is there an opportunity to leverage this grant for additional funding from other resources?</li> <li>– Please list any organization(s)/community partner(s) you have chosen to partner with and why. Describe what their role in the project will be. (Please attach letters of support from each partner confirming their participation in the attachment section of the application).</li> </ul>	<p>20 points</p>
<p>Budget</p>	<ul style="list-style-type: none"> <li>– Please outline a detailed budget for your proposed project expenses.</li> <li>– Enter each expense line item and the amount of MUW funding used for that item.</li> <li>– Please provide an associated budget narrative that explains and justifies each expense line item.</li> </ul>	<p>20 points</p>

## Required Signatures

**Board Chair or Executive Director's Signature:** This signature indicates that an executive with the authority to commit to the agency legally has approved the application and is submitting it on behalf of the agency.



## Evaluation

RFI and RFP proposals will be evaluated based on [this grant scoring rubric](#) and the following criteria:

- Alignment with Objectives: Clarity and coherence of the proposed program in addressing the mental health needs of those impacted by the Maui Wildfires.
- Feasibility and Capacity: Demonstrated capacity to implement the program effectively, including

- qualified staff, infrastructure, and resources.
- Effectiveness: Potential impact of the proposed program in improving mental health outcomes and fostering community resilience.
  - Sustainability and Collaboration: Viability of the proposed sustainability plan and evidence of collaboration with relevant stakeholders and community partners.
  - Budget Justification: Appropriateness and reasonableness of the proposed budget about the program goals and activities.

## Terms and Conditions for Grantees

Once selected, grantees will be required to meet the following terms for funding:

1. The agency agrees to provide information to use in MUW communications and reporting to Wildfire Disaster Relief Fund donors and will respond to MUW communications in 3 business days.
2. The agency agrees to report in writing to the Director of Impact any investigation by any police agency, any government treasury department investigation, or any other regulatory agency investigation (particularly regarding allegations of financial or managerial misconduct or allegations of criminal misconduct by the agency or by any member of its board or staff). The Agency further agrees the MUW will be advised promptly of adverse accountant or auditor reports or remedial financial recommendations.

Further information regarding these requirements will be made available at the time of funding.

Maui United Way intends to use information obtained from the application materials of awarded programs on our website and other public communications to describe the programs we help support.

## Point of Contact

Questions regarding this funding opportunity can be sent to [makana@mauiunitedway.org](mailto:makana@mauiunitedway.org) through **May 10, 2024**. Questions submitted after this date may not receive a response in time to apply by the deadline.

## Additional Information

Any misstatements in the document are unintentional, and Maui United Way is committed to resolving any misinterpretations. It also asserts that all conclusions and determinations made by Maui United Way regarding the request for proposal will be final, establishing clarity and authority in the decision-making process.



