

**2025-2030 CAP: Community Engagement Partnerships  
APPLICATION COVERSHEET**

<b>Agency Name:</b>	
<b>Mailing Address:</b>	
<b>Project Title:</b>	
<b>Frontline Community:</b>	
<b>Contact Information</b>	
<b>Name:</b>	
<b>Title:</b>	
<b>Email:</b>	
<b>Phone:</b>	
<b>Authorized Executive Officer Contact Information</b>	
<b>Name:</b>	
<b>Title:</b>	
<b>Email:</b>	
<b>Phone:</b>	

Complete applications shall only be submitted and accepted at the City and County of Honolulu's Department of Budget and Fiscal Services, Office of the Division of Purchasing, as stated in the 2025-2030 Climate Action Plan: Community Engagement Partnerships Notice of Funding Availability, as amended.

**Office of the Division of Purchasing  
Department of Budget and Fiscal Services  
530 South King Street, Room 115, City Hall  
Honolulu, Hawai'i 96813**

Nonprofit agencies are responsible for ensuring that applications are **time-stamped by the time and date specified in the Schedule of Events** upon the Division of Purchasing receipt.

No late applications or applications delivered to the wrong address will be accepted.

Nonprofit agencies are responsible for reviewing the Application Checklist BEFORE submitting and verifying that all documents listed are included as part of their completed application.

**Applications not signed by an Authorized Executive Officer will be considered incomplete and will not be reviewed.**

**Completed applications consists of the following:**

- ☐ One (1) Original Hard Copy with Signature of Authorized Representative
- ☐ One (1) Electronic File on a Universal Serial Bus (“USB”)

**Application Checklist**

- ☐ CAP Update CEP Project Application Coversheet / Application Checklist Template (Attachment F)
- ☐ Community Based Organization Statement of Interest
- ☐ Resumes of Lead Organizational City Collaborators for Project
- ☐ References from 2 to 4 individuals from other organizations
- ☐ Answers to Risk Analysis Questions
- ☐ IRS Tax-Exempt Status Letter
- ☐ Organizational By-laws
- ☐ List of Authorized Signers
- ☐ Articles of incorporation with Amendments
- ☐ Most recent Financial Audit (or Financial statements if no audit completed)
- ☐ Board of Directors List
- ☐ Current Employee Handbook
- ☐ Certificate of Vendor Compliance (Hawaii Compliance Express)
- ☐ Registered and active vendor in the Honolulu Vendor Self Service System

**Before signing, please be sure that all boxes have been checked in the Application Checklist**

\_\_\_\_\_  
**Print Name of Authorized Representative**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature of Authorized Representative**

\_\_\_\_\_  
**Date**