

County of Kauai
Office of Economic Development



Request for Proposals
Innovation Grants
For Fiscal Year 2020-2021

Project Funding period April 1, 2021 to March 31, 2022

DEADLINE TO APPLY
TUESDAY, JANUARY 19, 2021 AT 4:30PM

ISSUE DATE: SUNDAY, DECEMBER 13, 2020

County of Kauai
Office of Economic Development
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REQUEST FOR PROPOSALS (“RFP”)
COUNTY OF KAUAI OFFICE OF ECONOMIC DEVELOPMENT
NOTICE OF REQUEST FOR PROPOSALS: INNOVATION GRANTS FOR FISCAL YEAR 2020-2021

SEALED PROPOSALS for the Innovation Grants for Fiscal year 2020-2021, must be received on or before 4:30 p.m. Kauai Standard Time, Tuesday, January 19, 2021 via the Amplifund System. Link to the Amplifund system can be found here: <https://www.gotomygrants.com/Public/Opportunities/Details/6d16470d-30f7-47cb-8f04-c8868d5b9ac3> We are not accepting proposals through US Mail, email or by fax. Proposals received after the deadline will not be considered. The County reserves the right to reject any proposal.

The Kauai County Office of Economic Development (“OED”) is requesting proposals for innovation grant awards for the 2020-2021 fiscal year. Project funding period will be April 1, 2021 to March 31, 2022. The intent of the grant program is to support new programs or projects that advance innovation by identifying and solving local problems in the areas of small business, technology, transportation, agriculture, local manufacturing, circular economy and tourism in Kauai County. Proposals must identify a known deficiency, problem, or need within the Kauai Community and deploy an innovative project that will be or has been successful in other contexts. Proposals submitted shall be reviewed and considered for the receipt of funding, to proposed projects or program budgets for applicant organizations. Due to the uncertainty surrounding COVID-19, we are not funding community events.

A zoom meeting to discuss the RFP will be held on December 16, 2020 at 3pm via the following link: https://us02web.zoom.us/webinar/register/WN_zhCItTU-TvK9gJNXfD0m3g

The deadline for submitting written questions is Friday, December 18, 2020 via oedgrants@kauai.gov.

Notification of OED’s approval and recommendation for funding will start on or about Monday, March 8, 2021.

Nalani Ka’auwai-Brun
Director, Office of Economic Development

The Garden Island
Publication Date: December 13, 2021

**COUNTY OF KAUAI OFFICE OF ECONOMIC DEVELOPMENT
INNOVATION GRANTS FOR FISCAL YEAR 2020-2021
REQUEST FOR PROPOSALS**

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SECTION 1: ADMINISTRATION

The County of Kauai's Office of Economic Development ("OED") is requesting proposals from qualified not-for-profit organizations incorporated under the laws of the State of Hawaii, non-profit organizations exempt from the federal income tax by the Internal Revenue Service, educational institutions with a non-profit fiscal sponsor or Kauai-based businesses with a non-profit fiscal sponsor (In the case of a non-profit organization, members of its governing board shall have served without compensation and have no material conflict of interest or be an educational institution or Kauai based business with a non-profit fiscal sponsor) for its Innovation Grant for Fiscal Year 2020-2021. We will be accepting applications for innovative projects that identify and solve local problems that will aid Kauai's economy to generate short-term and long term economic growth and diversification. Due to elements of uncertainty surrounding COVID-19, we will not be accepting applications for community events in 2021 or elements of projects that have been funded through the CARES Act.

1.1 ELIGIBLE PROJECTS OR ACTIVITIES

Eligible proposals include new programs, or new projects that advance Innovation in the program areas of small business, technology, transportation, agriculture, local manufacturing, circular economy and tourism.

Programs or projects currently or previously funded with CARES Act funding or County/State grants will not be considered.

1.2 AWARD AMOUNT

OED intends to award a total of ten (10) grants of approximately \$50,000 each for ten different initiatives that align with RFP Project Specifications (see Section 2).

1.3 ELIGIBLE ENTITIES

In order to be eligible for award through this RFP, the proposer shall:

- Be a not-for-profit organization incorporated under the laws of the State of Hawaii, a non-profit organization exempt from the federal income tax by the Internal Revenue Service or an educational institution or Kauai-based business with a non-profit fiscal sponsor. In the case of a non-profit organization, members of its governing board shall have served without compensation and have no material conflict of interest
- Have bylaws or policies that describe the manner in which business is conducted including management, fiscal policies and procedures, and policies on nepotism and the management of potential conflicts of interest.
- Have at least one (1) year of experience with the project or in the program area being proposed. The Director may grant an exception from this requirement if the proposer has demonstrated the necessary experience in the program area.
- Have staff or authorized representatives adequately trained to administer and provide the service described.
- Is or is able to become HCE compliant prior to funding. You do not need to be HCE compliant at time of application, but it is highly recommended that you start the process now.

1.4 TIMETABLE

The timetable set forth below represents OED's best estimate of the schedule that will be followed in the RFP process. Proposers will be advised by addendum via OED's website of any changes to the timetable.

| ACTIVITY | SCHEDULED DATE (Tentative) |
|--|--------------------------------------|
| RFP issued | Sunday, December 13, 2020 at 8am |
| Zoom Meeting at 3:00pm HST Please use this link: https://us02web.zoom.us/webinar/register/WN_zhCltTU-TvK9gJNXfDOm3g | Wednesday, December 16, 2020 at 3pm |
| Closing Date for Receipt of Questions | Friday, December 18, 2020 at 4:30pm |
| Department's Response to Proposers' Questions – Final Amendments (if any) to RFP | Tuesday, December 22, 2020 at 4:30pm |
| Proposal Due Date | Tuesday, January 19, 2021 at 4:30pm |
| Initial Projects Selected: | Tuesday, February 2, 2021 by 4:30pm |
| Public Comment Review Opens: | Monday, February 8, 2021 at 8am |
| Public Comment Review Closes: | Monday, February 22, 2021 at 4:30pm |
| Selection / Award Notification | Monday, March 8, 2021 by 4:30pm |
| Grant Agreement Execution Period | March 8, 2021 thru March 31, 2021 |
| Tentative Agreement Commencement Date | April 1, 2021 thru March 31, 2022 |

1.5 CONTACT FOR INFORMATION

If the proposer requires additional information, requests for additional information shall be made in writing via email at oedgrants@kauai.gov. Please note that the final day for receipt of questions is Friday, December 18, 2020 at 4:30pm.

1.6 SUBMISSION OF QUESTIONS

Notwithstanding any other provisions, if there is any doubt as to the interpretation of any of the provisions herein, the proposer shall submit an inquiry in writing on or before 4:30pm on Friday, December 18, 2020, in order to qualify for an official response from OED. Responses will be posted under the same listing and become addenda to the RFP. OED will respond to questions through addenda only. All other means of communication, whether oral or written, shall not be considered official responses and may not be relied upon. A ZOOM Meeting to discuss the proposal and the Amplifund application system will be held at 3:00pm HST on Wednesday December 16, 2020.

Click here to Join Zoom Meeting:

https://us02web.zoom.us/webinar/register/WN_zhCltTU-TvK9gJNXfDOm3g

Any questions regarding the interpretation of any provision after proposals have been opened shall be subject to a ruling by the Director of OED, whose decisions shall be final. In addition, the Director shall have the sole power to decide and resolve matters which may arise in the future and / or which may not be covered in the proposal.

1.7 AMENDMENT, ADDENDA, OR BULLETINS

Any proposer who discovers any ambiguities, conflicts, discrepancies, omissions or other errors in the RFP shall notify OED in writing on or before. Modifications of the RFP shall be made by issuing an addendum, and a written notice of such modifications shall be sent to all persons who have submitted written questions to OED as described above. If a proposer fails to notify OED on or before 4:30pm HST, Friday, December 18, 2020 of any errors in the RFP known to the proposer, the proposer shall submit a proposal at its own risk. If the proposer is selected by OED, the proposer shall not be entitled to additional compensation or time by reason of such errors or their later correction.

Applicants should monitor the posting web site for any addendum necessitated by a modification of the RFP prior to the January 19, 2021 deadline. Any addendum issued during the time of proposal submission and forming a part of the documents shall be made a part of this Solicitation and shall become a part of the award contract.

1.8 WITHDRAWAL OF PROPOSALS

A proposer may withdraw its proposal by submitting a written request to the Director of OED any time prior to the proposal being scheduled for review and evaluation.

1.9 CANCELLATION OF RFP

This RFP may be cancelled and any or all proposals rejected in whole or in part, without liability to OED, when it is determined to be in the best interest of OED.

1.10 CONTRACT PERIOD

Upon award, the contract period will commence on April 1, 2021 thru March 31, 2022.

1.1 MULTIPLE PROPOSALS:

Multiple proposals from an organization for different and separate projects will be accepted and considered independently from each other.

1.12 PROPOSAL SUBMISSION:

All Proposals must be submitted via the online Amplifund System. Proposals via mail, email or FAX will not be accepted.

1.13 PROPOSAL UPDATED BUDGET:

If the Applicant is awarded less than what was requested in their RFP proposal, they will need to submit an updated budget showing how the money will be distributed before an agreement can be executed.

SECTION 2 - PROJECT SPECIFICATIONS

Eligible proposals include innovative on-island projects in the areas of small business, technology, transportation, agriculture, local manufacturing, circular economy and tourism that contribute toward both short term economic development and to support the County's long term vision for more economically diverse and sustainable future generating long term economic growth and

diversification in Kauai County.

2.1. PROJECT LOCATION:

This program is intended to support projects that occur in the County of Kauai.

2.2 PROJECT SPECIFICATIONS:

The purpose of this RPP seeks to deploy innovation on-island in the areas of small business, technology, transportation, agriculture, local manufacturing, circular economy and tourism. Applicants must demonstrate the potential for their projects to offer both short term economic development and to support the County’s long term vision for more economically diverse and sustainable future. Emphasis will be on local deployment of proven innovative practices, technologies, and policies that identify and solve local problems, and not on research and development into new or unproven products or ideas. Areas of focus include small business, technology, transportation, agriculture, local manufacturing, circular economy and tourism.

All projects, regardless of type, must clearly demonstrate their potential to generate economic benefit to Kauai residents via business income, employment, reduced expense or efficiency, or other means. It is not required that projects result in immediate or direct economic benefit if they can demonstrate significant movement toward those outcomes. Proposals must identify a known deficiency, problem, or need within the Kauai Community and deploy an innovative project that will be or has been successful in other contexts.

Proposals that include new partnerships or collaborations and include diverse organizations or groups that contribute uniquely to the overall strength of the proposal will be given extra consideration.

PLEASE SEE EXHIBIT “A” FOR EXAMPLES OF PROJECTS BY SECTOR:

- | | |
|---------------------|-------------|
| SMALL BUSINESS | TECHNOLOGY |
| TRANSPORTATION | AGRICULTURE |
| LOCAL MANUFACTURING | TOURISM |
| CIRCULAR ECONOMY | |

Projects previously or currently funded under the CARES Act or County/State Grants are not eligible.

SECTION 3: PROPOSALS

Successful proposals will clearly show a public or community nexus to the stated project objective of the proposal. Funds may not be used for: purchase of alcohol; business or organizational start-up plans; fundraising; or costs associated with proposal production and submission. All proposals shall be subject to the provisions and stipulations of this RFP.

3.1 PROPOSAL PREPARATION

Proposer shall prepare a proposal in accordance with requirements of this Section and provide the proposal to OED via the Amplifund system. Proposers shall submit all data and information specified and requested in the system to qualify its proposal for evaluation and consideration for award. Noncompliance shall be deemed sufficient cause for disqualification of the proposal without further notice. OED will not pay any costs incurred by the Proposer in preparing or submitting their proposal.

3.2 DISQUALIFICATION OF PROPOSALS

OED reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and that demonstrate alignment with the Project Specifications. Any proposal offering terms and conditions contradictory to those included, requested, or required by this RFP shall be disqualified without further notice. OED reserves the right to ask for clarification at any time, of any item in the proposal.

A Proposer will be disqualified and the proposal automatically rejected for any one or more of the following reasons:

- The Proposer's lack of responsibility or cooperation as shown by past work or services.
- The proposal is conditional, incomplete, or irregular in such a way as to make the proposal incomplete, indefinite, or ambiguous as to its meaning.
- The proposal has any provision reserving the right to accept or reject award, or to enter into a contract pursuant to an award, or provisions contrary to those required in this RFP.
- The proposal shows any noncompliance with applicable law.

3.3 PUBLIC INSPECTION & INPUT

Proposal Specification information shall be subject to Public Inspection and comment via consider.it. A link to the initially selected proposals will be posted at www.kauaiforward.com. The Public will be allowed to view and offer comments and score each initially qualified project for a period of two (2) weeks. Names of the Applicants or Fiscal Sponsor will not be named to encourage objectivity and provide focus on the project itself. Selection or rejection of the proposal does not affect this right. At the conclusion of the process, resulting in either a contract award or rejection of all proposals, all material except that marked proprietary shall become public information.

3.4 PROPOSAL SPECIFICATIONS REQUIRED:

- A. PROJECT DESCRIPTION:** A Brief description of the proposed project including a summary of mitigation plans to address COVID-19 work, social distancing and other relevant restrictions.
1. Overall timetable of the proposed project. Project must be initiated after the contract period begins on April 1, 2021 and conclude by March 31, 2022
 2. Budget summary (differentiate OED Grant from other funds).
- B. PROJECT OUTPUTS AND OUTCOMES** – Explain what the project will accomplish by describing the following:
1. Describe the deficiency, problem or need that will be solved by this innovative project.
 2. Describe all planned project activities, the project timeline, and the location and/or facilities used.
 3. Explain what is new, different, and innovative about the proposed project compared to past or current projects, including similar projects sponsored by other organizations. Alternatively, how the proposed project will support COVID-19 economic recovery.
 4. Explain the roles and qualifications of project personnel.
 5. Explain the project outputs (i.e., what the project activities will *produce* or *accomplish*). Describe the specific measures that will be used to evaluate project outputs and specify the performance targets for each measure (i.e., *how much* of the measure is expected). These measures should be specific, results-oriented, and achievable.
 - Example 1: For a bike share pilot program, output measures could include the number of bikes, bike stations, riders, trips, etc.
 - Example 2: For an educational campaign, output measures could include the number of brochures printed, workshop attendees, mobile apps downloaded, web site “hits,” etc.
 6. Describe how the project’s outcome (what the project will *change*) will help to solve the identified problem.
 7. Explain mitigation plans to address COVID-19 work constraints, social distancing and other relevant restrictions required to deliver the project.
- C. BUDGET NARRATIVE** – Explain the budget for the proposed project:
1. Provide a detailed explanation of sources of funds committed to the proposed project.
 2. EXPENSES. Explain expenses in terms of the project activities described above.
 3. Explain the consequences if the grant award is lower than requested.
 4. Describe plans for sustaining the project beyond the grant period.
- D. SUSTAINABILITY**

Evidence of sustainability and outside support, in the form of financial contributions, will be a factor in the RFP evaluation. Please be sure to disclose any such support in the budget narrative.

E. ORGANIZATION QUALIFICATION – Briefly discuss organizational qualifications including:

1. Describe the applicant’s history, mission, goals, targeted population served, past accomplishments, including community partners or examples of past partnership.
2. Explain the applicant’s experience or expertise in performing work similar to the proposed project.
3. Explain the duration and strength of project partnerships.
4. Describe fiscal and administrative controls in place to properly manage County funds.
5. Explain the applicant’s ability to deliver the project during COVID-19 work constraints, social distancing and other relevant restrictions.

3.5 BUDGET INSTRUCTIONS

INCOME:

- List all income sources of Cash, Match and In-Kind Contribution sections.

Indicate the dollar value in either the Budget or Actual column.

- The applicant’s funding request should be listed in the space provided.

EXPENSES:

- List all expenses
- Enter the dollar amount in the correct source of funding column.
- The maximum allowed for Administrative Fee for management of the grant is no more than 15 percent of the expenses allocated to the OED Grant column. Typical Administrative Fees include: grant management, grant reporting, and fiscal management activities such as bookkeeping, banking, and recordkeeping. For the purpose of this RFP we are seeking projects where the community organization is an integral part of the project and not simply to be a fiscal sponsor.

Project expense estimates must be reasonable, directly related to the proposed project, and clearly described and justified in the budget narrative. The following list includes examples of some common expenses allowable in this Grant program:

- Advertising.
- Brochures.
- Collateral materials.
- Electronic media.
- Equipment rental.
- Facility rental.
- Postage.

- Posters.
- Printing.
- Products.
- Public relations.
- Salary and wages (at prevailing wages).
- Security.
- Shipping.
- Some consultant services.
- Supplies and materials.
- Website Development or enhancement

NOTE: Personnel costs should not be the primary use of grant funds. To demonstrate financial sustainability, projects will not rely on grant funding for critical operating expenses.

Ineligible uses of grant funding include the following expenses:

- Fundraising expenses.
- Equipment purchases that are not directly related to this project
- Organizational start up plans.
- Purchase of alcohol.
- Proposal preparation expenses (Grant writing, etc).
- Purchase of Real Estate

CALCULATIONS: Total Project Income and Total Project Expenses must be the same. Total cash match and total in-kind contribution income must match the expenses allocated to each funding source.

3.6 SUBMISSION INSTRUCTIONS

Applicants are required to submit their proposals through the Amplifund System. Proposals must be received on or before 4:30 p.m. Hawaii Standard Time on Tuesday, January 19, 2021.

Proposals received after the deadline or not via the Amplifund system will not be considered. After award, all proposals shall be public information.

SECTION 4: EVALUATION CRITERIA

This RFP shall be evaluated and awarded through a Four (4) phase process. A quantitative scoring system will be utilized to maximize the objectivity of the evaluation.

4.1 EVALUATION COMMITTEE

The Director of OED shall select an evaluation committee with knowledge of the program objectives to provide initial review and ranking of the proposals. Proposals shall be evaluated based on the Proposal Evaluation Criteria listed in Phase 2 below. Any committee member with a potential conflict of interest with a proposer shall recuse him- or herself from the review of that proposer's submission.

Discussions may be conducted with individual proposers whose proposals are determined to be likely to be selected for award ("priority listed proposers"), but proposals may be accepted without such discussions. Selected proposer(s) should be prepared to give a presentation to OED in support of their proposal prior to final selection, if deemed necessary. OED reserves the right to request information from Proposers at any time to clarify Proposer's proposal. The Director of OED shall assist in final evaluation of best and final offers for award.

4.2 EVALUATION PHASES

Evaluation phases will be conducted as follows:

- Phase 1: Screening
- Phase 2: Initial Proposal Evaluation
- Phase 3: Community Engagement
- Phase 4: Final Proposal Evaluation

PHASE 1 – SCREENING, INITIAL COMMITTEE REVIEW AND INITIAL SCORING

An initial screening shall take place immediately after the proposals are downloaded by the Office of Economic Development. The initial screening involves reviewing all submitted proposals for eligibility and completeness. Incomplete proposals or proposals not meeting these minimum requirements may be rejected and dropped from further consideration.

PHASE 2 – INITIAL PROPOSAL EVALUATION

Phase 2 of the evaluation process provides for an evaluation committee to establish a Priority List of Proposers who will be included in Phase 3 of the evaluation process. No discussions with Proposers shall take place during Phase 2 except for clarification purposes.

Phase 2 evaluation of the proposal will be conducted using the evaluation categories and numerical points below and will be based solely on Proposers' proposals. Phase 2 evaluation criteria have been assigned maximum numerical point values with all criteria totaling 90 points. The rating system is set up such that the highest points represent the best rating. The Proposers' total score will be determined by an average of total points assigned to each Proposer, by all evaluators. Proposals whose evaluation committee scores in each category do not meet a minimum threshold of 63 points will not advance to Phase 3 of the evaluation process.

The Proposers selected for the priority list shall be referred to as “Priority Listed Proposers” and will be included in Phase 3 of the Evaluation.

PHASE 2 - EVALUATION OF PROPOSAL

EVALUATION CATEGORIES AND VALUE

The maximum points available in Phase 3 is 90 points, divided among the following categories.

- A. Project Need: Maximum 50 points.
 - The extent to which the proposal reflects a coherent and feasible approach and includes a reasonable timeline for completion of work.
 - The extent to which a project addresses a known deficiency or need within the Kauai Community, and deploys an innovative project that has been successfully in other contexts
 - The clarity with which specific roles and responsibilities are defined.
 - How well the proposed project outputs and outcomes advance the OED Project objective to advance innovation

- B. Fiscal Capacity and Accountability: Maximum 20 points.
 - Realistic, thorough, and accurate budget.
 - Appropriate allocations of funds based on outputs.
 - Level and probability of non-County funds committed to the proposed project.
 - Extent to which the proposed project demonstrates sustainability and offers mitigation plans required to address COVID-19 work constraints, social distancing and other relevant restrictions.
 - Projects that include a funding match or a commitment to a funding match. Projects with larger cash matches will be awarded additional points

- C. Qualification/Experience: Maximum 20 points.
 - Level of integrity, reliability and credibility of the organization in the community.
 - The extent to which the organization has the capacity to carry out the proposed project, including the appropriate mission and structure to fulfill the needs and requirements of the proposed project.
 - Depth and breadth of experience in performing similar work.
 - Duration and strength of partnerships related to the proposed project.
 - The strength of fiscal and administrative controls to properly manage County funds.

Depending on the amount of proposals received, the Selection Committee will use the scoring system to choose Priority Listed Proposals who will move on to Phase 3 and 4. Applicants who are not chosen as a Priority Listed Proposal will be notified of non-selection.

PHASE 3 – PUBLIC SCORING & COMMENT

Public Input & Engagement of these proposals is important to the Project & OED. Each Proposal's public scoring and comments will be given to OED and the selection committee for review for consideration for Phase 4 Final Evaluation.

PHASE 3 - PUBLIC INSPECTION AND INPUT

In Phase 3, the Public will have the opportunity to review and score/comment on the Priority Listed Proposers which will be listed online at www.kauaiforward.com for a period of two weeks. Scoring from 1-10 points will be allowed. After the Public review period is over, the scores will be included in each Priority Listed Proposals and subject to Phase 4 evaluation.

PHASE 4 – FINAL PROPOSAL EVALUATION

In Phase 4, a final evaluation of all projects will commence and shall be based on the re-review of each proposal using the criteria mentioned in this Section and include scoring from Phase 3 – Public Engagement based on the following maximum point schedule:

1. Project Need: Maximum points: 50
2. Fiscal Capacity and Accountability: Maximum 20 points.
Qualification/Experience: Maximum 20 points.
3. Public Engagement: Maximum 10 points

The maximum total evaluation points available for each Proposer in Phase 4 is 100 points for the final evaluation. Each Priority Listed Proposer's final total score will be determined by an average of total points assigned to each Proposer, by all evaluators. The evaluation committee reserves the right to have additional discussions with the Priority Listed Proposers prior to selection for clarification purposes only.

OED reserves the right to make an award based only upon proposals as submitted or may require submittal of additional information, or oral presentation, or both.

OED may conduct discussions with priority listed proposers to facilitate arriving at an agreement that will provide the best value to the County, taking into consideration the evaluation factors set forth in this RFP. Discussion shall be coordinated by OED and all information regarding date, place, purpose, and attendance shall be recorded. Priority listed proposers shall be accorded fair and equal treatment with respect to any opportunity for discussions and revision of proposals. OED also reserves the right to discuss with one or more proposers and request best and final offers provided that no proposer's proposal or information regarding its negotiation with OED shall be public information or shared with any other proposer until after an award is made. Upon award, the existing contract file, including but not limited to a copy of all successful and unsuccessful proposers' proposals shall be made available for public inspection.

The Director of OED shall assist the committee in the final selection of the proposals, which will best accomplish the needs of the County and in accordance to the availability of funds.

4.3 RECOMMENDATION FOR CONTRACT AWARD

The evaluation committee shall prepare a report summarizing proposal evaluation rankings and provide recommendation for award of contracts. The awards shall be made to the Proposers submitting the top ten proposals as determined by the evaluation committee with final evaluation assistance from the Director of OED. The award recommendation shall be based on the proposal deemed to best meet the Proposal Objective and not necessarily on lowest cost.

4.4 REJECTION OF PROPOSALS

The Director of OED reserves the right to accept or reject any or all proposals and to waive any defects in said RFP if deemed to be in the best interest of the County.

SECTION 5: AWARD OF CONTRACT

5.1 AWARD OF CONTRACT

The Proposer, upon being selected for grant funding, will be notified of award by OED. Said notice shall not be construed to be authorization to proceed with the performance of any program. Any services performed by the Proposer prior to execution of the grant contract shall be at the Proposer's own risk.

5.2 EXECUTION OF CONTRACT

A contract document shall be executed by OED and the selected Proposer via digital signature. This document will serve as the official and legal contractual instrument between both parties. This document ("Contract") will incorporate (by attachments or reference) the terms of this RFP, with any and all addendums; and the Proposer's proposal; all of which becomes part and whole of the "contract." Upon receipt of the Letter of Award and contract documents, the Proposer shall have five (5) business days to digitally execute and return the contract documents digitally to the County of Kauai. The award of contract may be withdrawn by OED if successful Proposer is unable to meet contract execution requirements. This Contract shall not be binding or of any force until said Contract has been fully and properly signed by all of the parties thereto. Completed sets of the fully executed contract will be digitally sent to the Proposer. A copy of the contract provisions is attached hereto for reference as Exhibit B.

5.3 INDEMNIFICATION

If selected, the Proposer shall perform the contract as an independent contractor and shall indemnify and save the County and its officers and employees harmless from any and all deaths, injuries, losses and damages to persons or property, and any and all claims, demands, suits, action and liability therefore, caused by error, omissions or negligence in the performance of the contract by the Contractor or the Contractors subcontractors, agents and/or employees, until such time as action against the Contractor for death, injuries, losses and damages is barred by the provisions of Chapter 657, HRS, as amended, relating to limitations of action.

5.4 REPORTING REQUIREMENT

If selected, the Proposer shall be required to provide quarterly progress reports, including a final report of the funded project to OED. Department funding must be acknowledged in this report and in all other publications based on the project results. Interim reports may also be required per the contractual agreement. All project reports and results are considered public property and cannot be patented, copyrighted or restricted in any manner unless specifically agreed to by both parties.

5.5 CONTRACT PROVISIONS

- A. The organization must be a private organization that is a not-for-profit organization, corporation or unincorporated association, chartered or otherwise engaging in charitable activities in the County of Kaua'i.

- B. The purpose for which the not-for-profit corporation or association is organized provides benefits to the people of the County of Kaua'i.

- C. Grantee shall, whenever possible, obtain competitive bids for goods and services to be purchased with these funds.
- D. In addition to any statutory laws described or incorporated herein, applicants shall comply with any and all applicable State, County and Federal statutes, regulations, codes, directives and guidelines related to the performance of this agreement, including any statutory law related to contracting with the State of Hawai'i.
- E. Grantees under this program are hereby notified of the applicability of Section 11-205.5, Hawai'i Revised Statutes, which states that campaign contributions are prohibited from specified State of County government contractors or grantees during the term of the contract or grant if the contractors or grantees are paid with funds appropriated by a legislative body.
- F. Grantee will comply with all applicable federal and state laws prohibiting discrimination against any person, on the grounds of race, color, national origin, religion, creed, sex or age, in employment and any condition of employment with the recipient or in participation in the benefits of any program or activity funded in whole or in part by government funds.
- G. Grantee will comply with all applicable licensing requirements of the county, state and federal governments, and with all applicable accreditation, and other standards of quality generally accepted in the field of the recipient's activities.
- H. Grantee will have in its employ or within its' membership such persons as are qualified to engage in the activity funded in whole or in part by government funds.
- I. Grantee to comply with such other requirements as the Director of Finance may prescribe to ensure adherence by the provider or recipient with County, Federal and State laws and to ensure quality in the service or activity rendered by the recipient.
- J. Grantee to allow the expending county agency full access to records, reports, files and other related documents in order that they may monitor and evaluate the management and fiscal practices of the expenditure of county funds.
- K. Kaua'i-OED grant application process for FY21 project funds from the County of Kaua'i RFP noted sector line items for support for programs on Kaua'i having to do with economic development. This RFP solicits proposals for projects which are community driven, innovative and are in line with recovery from the COVID-19 pandemic and diversification of Kaua'i County's economy. \$500,000

EXHIBIT A – SAMPLE PROJECTS

The Oslo Manual defined the concept of innovation as:

“(…) a new or improved product or process (or a combination thereof) that differs significantly from the unit’s previous products or processes and that has been made available to potential users (product) or brought into use by the unit (process).”

Example project types (not intended as a comprehensive list)

Transportation alternatives (solutions using vehicle sharing, micromobility, etc.)

Examples:

- Car share projects that help residents and visitors reduce household car use and ownership.

Circular Economy Projects: (to help address solid waste challenges on island)

Example:

- A restaurant or group of restaurants that use an on-site rotary drum composter to significantly reduce waste generation from their establishments.

Data driven innovation (utilize data to save money and be more efficient)

Example:

- digital applications that use high resolution energy consumption data to help low and moderate income households and locally owned small businesses to install more energy efficiency measures.

Nature Based Climate Solutions (To simultaneously reduce carbon emissions, help adapt to climate change, and strengthen communities by preserving or restoring natural systems. See [IUCN Definition](#))

Example:

- A local reforestation project that replaces invasive trees with natives and results in reduced flooding risk to a specific area, increased carbon capture, better groundwater retention, and revenue from sustainable harvesting of trees. Note: Key to nature based solutions is the ability to *quantify* benefits.

Innovative approaches to Workforce Development

Example:

- A program that provides specific training tied to data on upcoming growth of business for Kauai residents to grow the skills needed for high demand remote work and facilitates

connections to off-island employers.

Support for the Entrepreneurial Ecosystem

Example:

- A project that creates shared facilities and resources that can be utilized by entrepreneurs to reduce startup and/or expansion costs. This could also include investment in virtual platforms that enable entrepreneurs and small business owners to collaborate.

Strengthening of local supply chains

Example:

- Development of a standard farm to school MOA that helps meet the needs of both local public schools and farmers and increases the purchase of locally grown produce for consumption in schools around the island.

Support local businesses in adopting innovative business tools

Example:

- A small business training program that creates partnerships between diverse local businesses who support each other in adopting digital tools across their business.

Support for agricultural cooperatives (distribution, purchasing, etc)

Example:

- Building out the needed organizational infrastructure for a specific group or type of agricultural producers to enable them to improve distribution, access to markets, or overcome other shared obstacles by working together.

Food safety support for small scale farmers.

Example:

- a smartphone or other digital app that helps Kauai's small farms more easily track and maintain food safety compliance for their products.

Projects integrating digital technologies for farmers & ranchers or others

Example:

- Using GPS technologies to manage farm and ranch operations more cost effectively

EXHIBIT B –INNOVATION GRANT PROGRESS REPORT

Must be submitted on or before the 15th of each month following the end of each quarter as applicable (quarters run Jan-March, Apr-June, July-Sept and Oct-Dec) until completion of the project or the end of the contract period.

| | |
|----------------------------|---------------------|
| Agreement Start Date: | Projected End Date: |
| Name of Organization: | |
| Contract/Agreement Number: | |
| Project Title: | |
| Contact Name: | |
| Contact Title: | |
| Contact Phone: | |
| Contact Email: | |

- 1) Describe how County Grant funds were used during the quarter in the development and implementation of the project.
- 2) Describe the status of the project and work completed since the prior reporting period.
- 3) Describe any major adjustments that have been necessitated or proposed.
- 4) Describe your next major steps for this project/program.
- 5) Describe any COVID-19 safety protocol changes, issues, concerns.
- 6) Attach copies of all news articles, advertisements, flyers, brochures, etc. available to date.
- 7) Additional Comments:

Submitted by:

Name & Title Date

Email Phone

For Staff Use Only:

Date Received: _____ Accepted by: _____ Date: _____

EXHIBIT C – INNOVATION GRANT FINAL PROJECT REPORT

This form **MUST** be turned in within sixty (60) days after the earlier of 1) the ending of the project or 2) the end of the contract period. Please include an invoice for the final 20% of the awarded amount for payment. If you do not turn this report in in the timeframe specified, you will not receive the balance of funds and will be disqualified from applying for any additional County of Kauai grants.

| | | | |
|---|--|--|--|
| Name of Organization: | | | |
| Contact Name: | | Contact Title: | |
| Contact Phone: | | Contact Email: | |
| Project/Program Title: | | | |
| Agreement Effective Date: | | Agreement End Date: | |
| Award Amount: | | Did you complete your project? _____ Yes _____ No | |
| Provide a brief Project Description: | | | |
| | | | |

- 1) Describe how County Program’s funds were used for the project/program.
- 2) Describe how this project was successful in benefiting the County of Kauai and our residents.
- 3) Using the indicators of success identified in your proposal, provide your targeted goals for each of these measures and the actual results achieved through this program. Explain why you did or did not reach the expected outcomes for each measure or indicator of success.
- 4) Describe how this project/program could be improved.
- 5) Describe any COVID-19 safety protocol changes, issues, concerns.
- 6) Attach copies of all news articles, advertisements, flyers, brochures, etc.
- 7) What are the future plans for this program?

Submitted by: _____
Name & Title Date

 For Staff Use Only:
 Date Received: _____ Accepted by: _____ Date: _____

EXHIBIT D – PROGRESS/FINAL EXPENSE REPORT

INCOME/EXPENSE WORKSHEET COUNTY INNOVATION GRANT

EXHIBIT D
FINAL FINANCIAL REPORT OF ACTUAL EXPENSES AND
INCOME

GRANT NAME: _____

| See instructions for details on Expense Category | COUNTY CASH | | OTHER CASH | | IN-KIND | | TOTAL EXPENSES | |
|--|-------------|--------|------------|--------|---------|--------|----------------|--------|
| | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual |
| Administration | | | | | | | 0 | 0 |
| | | | | | | | 0 | 0 |
| | | | | | | | 0 | 0 |
| | | | | | | | 0 | 0 |
| Operations | | | | | | | 0 | 0 |
| | | | | | | | 0 | 0 |
| | | | | | | | 0 | 0 |
| | | | | | | | 0 | 0 |
| | | | | | | | 0 | 0 |
| | | | | | | | 0 | 0 |
| | | | | | | | 0 | 0 |
| | | | | | | | 0 | 0 |
| | | | | | | | 0 | 0 |
| | | | | | | | 0 | 0 |
| Marketing | | | | | | | 0 | 0 |
| | | | | | | | 0 | 0 |
| | | | | | | | 0 | 0 |
| | | | | | | | 0 | 0 |
| | | | | | | | 0 | 0 |
| | | | | | | | 0 | 0 |
| | | | | | | | 0 | 0 |
| | | | | | | | 0 | 0 |
| | | | | | | | 0 | 0 |
| EXPENSES | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Grant Administrative Fee (not to exceed 5%) | | | | | | | | |
| TOTAL EXPENSES | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| | COUNTY CASH | | OTHER CASH | | IN-KIND | | TOTAL INCOME | |
|---|-------------|--------|------------|--------|---------|--------|--------------|--------|
| | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual |
| COUNTY GRANT | | | | | | | 0 | 0 |
| Organization's Contribution | | | | | | | 0 | 0 |
| Other Sponsors/Sources (specify sources for both other cash and in-kind support): | | | | | | | 0 | 0 |
| | | | | | | | 0 | 0 |
| | | | | | | | 0 | 0 |
| | | | | | | | 0 | 0 |
| | | | | | | | 0 | 0 |
| | | | | | | | 0 | 0 |
| TOTAL INCOME | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

I hereby certify that all financial statements represented in this final report to the County relating to Grant Name _____ (Agreement), are accurate and that funds allocated through this COUNTY Program under this Agreement have been expended in accordance with the provisions set forth in this Agreement, including the budget that was made a part of said Agreement.

Organizer/Contractor

Signature

Project Title

Print Name

Date Signed

Title

EXPENSE REPORT INSTRUCTIONS

*Please attach a separate sheet(s) with a budget narrative providing detailed explanations for each expense and income line item.

*This is a sample format only. Please add rows as needed to provide a complete picture of the project budget.

*Total each line item of each column.

*For the Final Report, please show the original budget for the program as approved for the award and contract, and the actual final expenses and income.

***Administrative Expenses:** This category includes salaries/wages, taxes/benefits, and administrative fees relating to expenses needed for management of the proposed project. Grant writing fees are not allowable.

***Marketing Expenses:** This category includes advertising, promotional activities and/or items such as posters, flyers, brochures, collateral materials, public relations, and website development or enhancement.

***Operating Expenses:** This category includes program operating costs such as equipment rental (e.g., tents or sound equipment), entertainment, travel, security, office supplies, COVID supplies & PPE, postage, etc. Category could also include research and development costs (e.g., consultant services). Generally, County funds are not approved to support general operating expenses of the organization itself.

Grant Admin Fee charge has been moved below Expense total. This amount should not exceed 15% of the expense total.

***A signed certification statement is required for the final financial report. A sample statement is included with this sample form.**