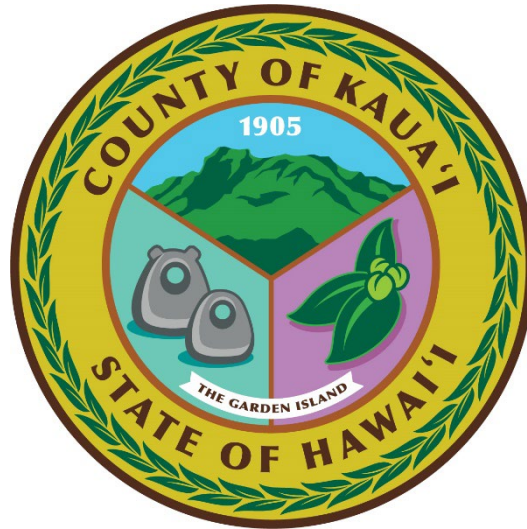


County of Kaua'i
Office of Economic Development



Request for Proposals
Innovation Grants
For Fiscal Year 2024-2025

RFP ISSUANCE/APPLICATION OPEN DATE: THURSDAY, AUGUST 1, 2024

Project Funding period November 1, 2024 to October 31, 2025

DEADLINE TO APPLY TUESDAY, SEPTEMBER 3, 2024 AT 4:00PM

County of Kaua'i
Office of Economic Development
4444 Rice Street, Suite 200
Lihue, HI 96766
Telephone: (808) 241-4946
Fax: (808) 241-6399
Email: oedgrants@kauai.gov
Website: www.kauaiforward.com

**REQUEST FOR PROPOSALS (“RFP”)
COUNTY OF KAUA'I OFFICE OF ECONOMIC DEVELOPMENT (OED)
INNOVATION GRANTS FOR FISCAL YEAR 2024-2025**

APPLICATIONS for funding for the County of Kaua'i Innovation Grants will be available at 8am Hawaii Standard Time (HST) on August 1, 2024, for the County of Kaua'i Innovation Grants for Fiscal Year 2024-2025. Applications must be received on or before 4:30 p.m. HST on Tuesday, September 3, 2024, via the [Amplifund System](#). Applicants will be notified of funding during the week of October 21, 2024.

The weblink to the application on the Amplifund system can be found here: [Amplifund Application Link for 24-25 Innovation Grant](#)

We do not accept proposals through US Mail, email, hand delivered or by fax. Proposals received after the deadline will not be considered. The County reserves the right to reject any proposal.

The project funding period will be November 1, 2024 to October 31, 2025. The intent of the grant program is to deploy innovation on-island in the areas of small business, technology, transportation, agriculture, local manufacturing, creative industries, workforce development, circular economies, tourism destination management and product development. Proposals must identify a known deficiency, problem, or need within the Kaua'i community and deploy an innovative community project that will be or has been successful in other contexts. Proposals submitted shall be reviewed and considered for the receipt of funding, to applicant organizations.

A zoom meeting to discuss the RFP will be held on **Wednesday, August 14, 2024** at 10:00 a.m. Please register for the meeting using the following link: [24-25 Innovation Grant Webinar Registration Link](#)

We will be posting the recorded webinar on <http://www.kauaiforward.com> by **Tuesday, August 16, 2024**. The deadline for submitting written questions is **Wednesday, August 21, 2024** at 4:30 p.m. via oedgrants@kauai.gov.

Notification of OED's approval and recommendation for funding will be made the week of **October 21, 2024**.

If you need an auxiliary aid/service or other accommodation due to a disability, please contact Therilynn Martin-Haumea at 808-241-4299 or tmhaumea@kauai.gov no later than August 9, 2024. Requests made as early as possible will allow adequate time to fulfill your request.

Upon request, this notice is available in alternate formats such as large print, Braille, or electronic copy.

Nalani Kaauwai-Brun
Director, Office of Economic Development

The Garden Island
Publication Date: Thursday, August 1, 2024

REQUEST FOR PROPOSALS
COUNTY OF KAUAI OFFICE OF ECONOMIC DEVELOPMENT (OED)
INNOVATION GRANTS FOR FISCAL YEAR 2024-2025

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SECTION 1: ADMINISTRATION

The County of Kaua'i'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 or a Kaua'i-based businesses with a non-profit fiscal sponsor that they have previously worked with (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) for its Innovation Grant for Fiscal Year 2024-2025. ***We will be accepting applications for innovative community projects that identify and solve local problems that will aid Kaua'i's economy to generate short-term and long-term economic growth and diversification.***

1.01 ELIGIBLE PROJECTS OR ACTIVITIES

Eligible proposals include innovative new programs, or innovative new projects that advance innovation in the program areas of small business, technology, transportation, agriculture, local manufacturing, creative industries, sustainability, workforce development, circular economy, and tourism. Programs or projects currently funded with other County Grants will not be considered.

1.02 AWARD AMOUNT

OED intends to award grants of \$5,000-\$50,000 each for different initiatives that align with RFP Project Specifications (see Section 2). Total funding will be no more than \$460,000.

1.03 ELIGIBLE ENTITIES

To be eligible for award through this RFP, the proposer shall:

- Be or have a sponsor that is a not-for-profit organization incorporated under the laws of the State of Hawaii and exempt from the federal income tax by the Internal Revenue Service and based on Kaua'i. Non-profit organization governing board members shall have served without compensation and have no material conflict of interest.
- Be a Hawaii based business with a Kaua'i non-profit fiscal sponsor and a project that is based 100% on Kaua'i.
- Have a current Equity Plan in place and be able to describe your equity strategy going forward. Equity is defined as the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.
- Both Businesses and Non-Profits must have signed, updated bylaws or policies that describe the way business is conducted including management, fiscal policies, and procedures (including a clear statement on who is allowed to sign documents on behalf of the organization), and policies on nepotism, equity, and the management of potential conflicts of interest. In addition, such by-laws must clearly state who is authorized to sign grant applications and contract for funding

documents.

- Have at least one (1) year of experience with the project or in the program area being offered. The Director may grant an exception to 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 project described.
- Is or can become compliant under the [State of Hawaii Hawaii Compliance Express system](#) prior to funding. You do not need to be HCE compliant at the time of application, but it is highly recommended that you start the process now.

1.04 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 – Applications open Amplifund Application Link | Thursday, August 1, 2024, at 8:00am |
| Zoom Meeting/Webinar to discuss the grant and how to apply. Registration Link is here: 24-25 Innovation Grant Webinar Registration Link Please register in advance! | Wednesday, August 14, 2024, at 10:00am |
| Closing Date for Receipt of Questions | Wednesday, August 21, 2024, at 4:00pm |
| Department’s Response to Proposers’ Questions –Final Amendments (if any) to RFP | Friday, August 23, 2024, at 4:00pm |
| Proposal Due Date | Tuesday, September 3, 2024, at 4:00pm |
| Public Comment Review Opens: | Monday, September 9, 2024, at 8:00am |
| Public Comment Review Closes: | Friday, September 20, 2024 at 4:00pm |
| Selection / Award Notification | Week of October 21, 2024 |
| Grant Agreement Execution Period | October 21, 2024, to October 31, 2024 |
| Tentative Agreement Commencement Date | November 1, 2024, thru October 31, 2025 |

1.05 CONTACT FOR INFORMATION

If the proposer requires additional information, requests for additional information shall be made in writing via email at oadgrants@kauai.gov. Please note that the final day for receipt of questions is **Wednesday, August 21, 2024, at 4:00pm**.

1.06 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 **4:00pm Wednesday, August 21, 2024**, 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 **10:00am on Wednesday, August 14, 2024**. Click here to Join Zoom Meeting: [24-25 Innovation Grant Webinar Registration Link](#)

Please register in advance!

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.

1.07 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 **4:00pm on Wednesday August 21, 2024**. 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 **4:00pm on Wednesday, August 21, 2024** 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 website (www.kauaiforward.com) for any addendum necessitated by a modification of the RFP after the **Wednesday, August 21, 2024, at 4:00pm** 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.

1.08 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.

1.09 CANCELLATION OF RFP

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

1.10 CONTRACT PERIOD

Upon award, the contract period will commence on **November 1, 2024, through October 31, 2025.**

1.11 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 BUDGET

The Applicant is required to submit a proposed budget explaining how any grant funds will be utilized. If the Applicant is awarded less than what was requested in their RFP proposal, they will need to re-submit an updated proposal and budget showing how the money will be distributed before an agreement can be executed. Un-itemized expenses under the “Miscellaneous” budget category must be restricted to \$1,000 or less. Expenses above this amount must be itemized. Contracts and/or estimates of work should be attached to your proposal and expenses above \$1,000 must be itemized.

SECTION 2: PROJECT PLAN, PROPOSALS & SPECIFICATIONS

Eligible proposals include innovative on-island projects that contribute toward economic development and support the County’s vision for more economically diverse and sustainable future, generating long term economic growth and diversification in Kaua’i County.

2.01 PROJECT LOCATION

This program is intended to support projects that occur 100% in the County of Kaua’i.

2.02 PROJECT SPECIFICATIONS

The purpose of this RFP seeks to deploy innovation on-island in the areas of small business, technology, transportation, agriculture, local manufacturing, creative industries, workforce development, circular economies, sustainability and tourism destination management and product development. Applicants must demonstrate the potential for their projects to offer both short term economic development and to support the County’s vision for a 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.

The County of Kauai/OED’s work is guided by the goals and objectives of the [Comprehensive Economic Development Strategic Plan](#), the [Kaua’i General Plan](#) and the [Kaua’i Destination Management Action Plan](#). Tying your project back to one of these plans will afford you extra points during scoring.

All projects, regardless of type, must clearly demonstrate their potential to generate economic benefit to Kaua’i residents via business income, employment, reduced expense or efficiency, resident improved experience, 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 Kaua’i Community and deploy an innovative community 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.

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. Proposals shall be subject to the provisions and stipulations of this RFP.

Grants will be given out by Sector as follows:

AGRICULTURE

Total funding available \$175,000

The Department awards funding for agricultural projects that support agricultural industries with a special focus on:

- Improved crop production.
- Value-added product.
- Utilization of new farming/ranching techniques and technology that strengthen agricultural competitiveness.
- Detection, control and eradication of invasive species in Kauai County.
- Improved conservation of soil, water, energy, natural resources and fish and wildlife habitat.
- Improved community access to locally grown and produced foods.
- Workforce development for agricultural and value-added producers.
- Enhancing education and training for consumers to encourage consumption of locally grown crops.
- Supporting local food producers towards obtaining FSMA certification.
- Development of agricultural cooperatives and similar ventures to benefit from shared resources.

Projects should address one or several of these areas this funding year:

- Job creation.
- Improved farming/ranching practices and products.
- Improved marketing, sales, and business practices.
- FSMA or GAP training and assistance towards compliance and certification.
- Utilizing modern technologies and food distribution practices.
- Developing or improving specific infrastructure and facilities to support the agricultural sector and local food systems, such as regional agricultural parks, community commercial kitchens, and food-hub distribution centers.
- Improving market access for farmers, ranchers and producers and connecting them with wholesalers, retailers, restaurants, and chefs.
- Creating a demand for product, through marketing on web-based social media and other platforms.
- Marketing and information sharing of agriculture initiatives.

CREATIVE INDUSTRIES

Total funding available – \$50,000

The Department believes in the power of creativity to inspire human connections, create social change, and support economic vibrancy of Kaua'i. We are accepting applications for creative industry projects that:

- Develop local creative industries through, for example, workforce development, workshops or conferences
- Advance film and other creative arts on Kauai through support for local productions, static and dynamic arts, and opportunities for economic diversification and revitalization.

NEW INDUSTRY AND BUSINESS INNOVATION

Total funding Available - \$100,000

The Department’s primary focus is on helping existing business become globally competitive and to facilitate new and emerging business opportunities in technology and innovation sectors. Technology and innovation intersect in all industries and facets of business. Kaua’i must keep pace with the burgeoning industry. The following types of projects that foster the community-based economic development initiatives will be considered:

- Programs that expand talent and career readiness in technology and innovation.
- Community economic development projects that support entrepreneurship and innovation.
- Support for business efforts to utilize technology to assist in workforce issues.

DESTINATION MGMT/PRODUCT DEVELOPMENT – TOURISM

Total Funding Available - \$50,000

Project proposals should be based around the concept of economic, social, and environmental balance. A healthy visitor industry and a population that enjoys a good quality of life are inextricably linked. There are six objectives to achieve the goals and vision of the [Kaua’i DMAP](#):

- **OBJECTIVE 1:** Create positive contributions to the quality of life for Kaua’i’s residents.
- **OBJECTIVE 2:** Support the maintenance, enhancement, and protection of Kaua’i’s natural resources.
- **OBJECTIVE 3:** Ensure the authentic Hawaiian culture is perpetuated and accurately presented in experiences for residents and visitors, materials, and marketing efforts.
- **OBJECTIVE 4:** Maintain and improve visitor satisfaction of their experience on Kaua’i.
- **OBJECTIVE 5:** Strengthen the economic contribution of Kaua’i’s visitor industry.
- **OBJECTIVE 6:** Increase communication and understanding between the residents and the visitor industry.

Programs who will receive support through any of the State funding programs or other County of Kaua’i grants for the same programs submitted to this RFP will not be considered without a written exemption from the Office of Economic Development.

ENERGY SECTOR

Total funding available - \$35,000

Local, Equitable Solutions to the Climate Crisis: Climate change is already impacting Kaua’i today and

will do so increasingly into the foreseeable future. As we prepare and respond to these impacts, we face a parallel crisis in terms of our housing shortage and the already high cost of living. By addressing these issues together instead of in silos, we can improve our economic well-being, become more resilient, and reduce our global impacts at the same time.

The County seeks proposals for programs that (1) raise community awareness of climate change, (2) expand technical understanding of Kaua'i's contribution to GHG emissions, (3) trigger community actions to reduce GHG emissions and (4) help prepare for climate change impacts on an individual, household, business/organizational, or community-wide level. Approaches that focus on the needs of low- and moderate-income households, small businesses, and disadvantaged communities on the island will be prioritized.

General areas of focus for proposals include:

- **Renewable energy:** Projects that utilize renewable energy sources in an innovative way to increase energy independence, lower electricity bills, support off-grid operations, replace propane fueled generators, and other efforts. We additionally encourage projects that may incorporate renewable energy systems in their operations and overlap with other grant sector objectives and areas of focus.
- **Energy efficiency:** Projects that enable or support cost savings through increased energy efficiency. Programs may include outreach, education, and services provided directly to households or businesses to reduce energy use and cost. Projects which seek to build local community capacity for delivering energy efficiency while reducing direct costs for implementation (such as community-based direct installation of LED bulbs or low-flow showerheads) will be prioritized.
- **Vehicle electrification & multi-modal transportation:** Projects that support the adoption of electric vehicles and related infrastructure, and/or the adoption of **multi-modal transportation** solutions for the Island. This may include awareness and education such as ride & drive events or other community outreach, fleet, infrastructure, and mobility hub planning, repairing, or replacing existing infrastructure, development of pilot projects and providing new public services, and other efforts to accelerate adoption. Electric vehicles include light duty automobiles as well as e-bikes and other electrified mobility devices. **Multi-modal** transportation solutions include car share, biking, scooters, micro mobility-share, transit, and shuttles.
- **Electricity and transportation data:** Projects that establish or support improvements to data collection, access, and use for electricity and ground transportation systems on Island. This includes partnerships to set-up new or innovative means of collecting and reporting data, projects to increase access to existing datasets, and projects that educate on the use of existing data to accelerate action towards energy, clean transportation, and climate goals. This also includes local data dashboards for sustainability related data that are specific to the County of Kaua'i and enables tracking of progress of the established [Aloha Plus Challenge](#) and statewide

sustainability goals.

- **Community lead climate action:** Projects may focus on locally relevant climate change issues, challenges, or opportunities and assist to engage families, businesses, and community organizations to take positive actions to reduce GHG emissions and prepare for climate change on Kaua'i. Projects may utilize the existing "Kaua'i Aloha+ Challenge" online engagement platform located at [Kaua'i Challenge](#) and incorporate it into community outreach through schools or other groups to increase community participation and action. Projects may include locally driven marketing efforts and campaigns to promote existing solutions connected to the [Aloha Plus Challenge](#) and statewide sustainability goals in the areas of clean energy, natural resources conservation, smart sustainable communities, waste reduction, green jobs, and local food production.

SUSTAINABILITY SECTOR

Total funding available - \$50,000

The County's General Plan defines sustainability as the, "means of growing responsibly to meet the needs of current and future generations without depleting important resources." Project proposals should balance the urgency to address the climate crisis with the everyday realities of high living costs and housing shortages. The Department seeks to fund projects that address:

- **Natural Resource Management:** Projects that focus on coastal ecosystem restoration (coral reefs, mangroves, seagrass beds) and protection against invasive species.
- **Circular Economy:** Projects that support reduced disposal of organic waste in the County landfill and promotion of zero waste practices.
- **Green Workforce:** Projects that promote green career pathways by investing in skills training, certification programs, and experiences that align with sustainable industries, such as green buildings.
- **Nature Based Solutions:** Projects that support natural cycles and biodiversity to address various environmental and societal challenges such as green infrastructure, agroforestry, and ecosystem-based disaster risk reduction.
- **Resilience Hubs:** Projects that seek to establish community-serving facilities to support residents and coordinate resource distribution and services before, during, and after a natural hazard event.
- **Outreach & Education:** Projects that creatively educate and spread awareness about the concept of sustainability and impacts of climate change while urging residents, visitors, and specifically youth, to act.

2.03 PROJECT MATCH REQUIREMENT

There is a match requirement of 10% each for cash and in-kind (Total 20% match) for funds awarded under this program. The match must be a percentage of the total budgeted project costs and the budget

must state how match funds will be used. (Match is restricted to the same uses of funds as allowed for the county funds). The more partnerships identified; the more points will be awarded to the project.

- **CASH MATCHING FUNDS (10% Match Requirement):** Cash matching funds are actual cash contributions or direct payments toward project expenses. Matching funds from the applicant that are used for salaries, operating expenses, or other direct cash payments are to be considered cash matches if the salary is paid for project related time, and the funds must be available and committed at the time of application. Funds that you use to pay for space or materials for the project, may also be considered cash.
- **IN-KIND MATCHING FUNDS (10% Match Requirement):** In-kind match is a non-cash contribution that is donated or provided for use toward eligible project activities during the project period. This includes any volunteer time, donated products, or donated services. Examples of in-kind match may include any volunteer labor that you employ, including hours volunteered outside of an employee's normal work schedule. A building or meeting space you are allowed to use cost-free, and products or equipment that you are allowed to use for free would also be considered in-kind. Any donated space and donated materials are considered in-kind.

2.04 PROJECT GRANT ADMINISTRATION FEE CAP

Funding for the Innovation grant encompasses overhead and administrative costs for approved projects.

A maximum of 15% of the total grant budget can be allotted for grant administrative costs.

Administrative costs encompass grant expenses associated with administering the grant. These costs can be both personnel and non-personnel, and both direct and indirect. Therefore, the limitation applies to the combined claims for indirect costs and direct administration costs. Generally, direct administrative costs differ from indirect charges in that the latter are considered organization-wide costs. Examples of direct administrative costs are salaries, benefits, and other expenses of the recipient's staff that perform the following functions:

- Overall program management, program coordination, and office management functions including the salaries and related costs of the executive director, project director and/or project evaluator;
- Preparing program plans, budgets schedules, and related amendments;
- Monitoring of programs, projects, subrecipients and related systems and processes;
- Developing systems and procedures, including management information systems, for assuring compliance with program requirements;
- Preparing reports and other documents related to the program requirements;
- Evaluating program results against stated objectives; and
- Divisional level administrative services such as program specific accounting, auditing, insurance or legal activities.

2.05 PROPOSAL PREPARATION

The proposer shall prepare a proposal in accordance with the 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 or for preparing and/or submitting their proposal.

2.06 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 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 non-profit and/or business is not in good standing with the DCCA, County of Kaua'i or the BBB.
- The Proposer's lack of responsibility or cooperation as shown by past work, projects, 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 an award, or to enter a contract pursuant to an award, or provisions contrary to those required in this RFP.
- The proposal shows any noncompliance with applicable law.
- The project has already been awarded grant funds from the County of Kaua'i, either currently or in the past.

2.07 PUBLIC REVIEW & INPUT

Proposal Specification information shall be subject to Public Review and comment via a Consider.it online forum. A link to the initially selected proposals will be posted at The Kaua'i Forward Website and the County of Kaua'i Office of Economic Development website. The Public will be allowed to review, offer constructive 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. The public is encouraged to review the proposed projects through our [Consider.It](#) tool and provide substantive and constructive comments.

2.08 PROPRIETARY INFORMATION

Proposer shall designate in writing those portions of the proposal that contain trade secrets or other proprietary data that are to remain confidential, so that the material designated as confidential shall be readily separable from the proposal to facilitate inspection of the nonconfidential portion of the proposal.

2.09 PROJECT PROPOSAL INFORMATION REQUIRED

A. PROJECT DETAILS

- 1 **Project Title** – (Maximum 200 Characters) Provide a project title. This title should provide an immediate understanding of the project’s purpose and scope.
- 2 **Economic Sector** – You must state what economic sector you are applying to.
- 3 **Funding Summary** – State the total project amount and break it down between what your grant funding request and all other funds secured for this project.
- 4 **Project Overview**. Describe in detail the proposed project, including the project’s history and major activities and what problem you are trying to solve.
- 5 **Project Research** Describe the research you have done for the proposed project and how you came up with the proposed solution.
- 6 **Project Innovation** Describe what is new, different and Innovative about the proposed project, compared to past or current projects, including similar projects sponsored by other organizations; and how the proposed project may support economic development and community well-being.
- 7 **Project Work Plan** Describe all significant activities that you will need to complete to achieve the impacts described in your proposal. Please keep task descriptions short and concise. Include information for the entire project for the full grant term. If there are elements of your proposed project that will use funding other than the Innovation Grant, please indicate them in the work plan and budget. Example:

| Task Number | Project Activities | Who will complete task? | Timeframe (Quarter) |
|-------------|-------------------------------|-----------------------------|---------------------|
| 1 | Example: Prepare Project Site | Joe Schmoe, Project Planner | Q1 |

- 8 **Evaluation of Project Impacts**: Project Impact is how your project affects the matters which it encounters. By giving a project impact appraisal, you define effects, both positive and negative, which the project is expected to produce upon environment, organization,

community, people, etc.

- 9 **Dependencies and External Factors:** Explain the external key factors that will influence whether this project is successful and how you intend to address them. For each, indicate whether the activity/task/approval/etc. has been completed, or if not, your plan for completing it.

Example: Securing all required permits/authorizations/approvals; staff or contractor availability, shipping issues, etc.

- 10 **County Goals:** Describe how your project aligns with any of the County goals listed in the [Kauai General Plan, Comprehensive Economic Development Strategic Plan, Kauai Destination Management Action Plan](#), and other relevant County plans. This is not necessary, but you will be given extra points for tying your project in to one or more of these plans.

- 11 **Matching Funds:** Describe any matching and in-kind funds you have secured for the project and verify the award and/or receipt of funds. Indicate how the 20% match requirement (10% Cash and 10% In-Kind) will be met.

- 12 **Project Sustainability:** Describe how your project will be sustained beyond the one-year grant period.

- 13 **Project budget.** Please attach your project budget including all income sources of cash, cash matches and in-kind contributions. Indicate the dollar value in the Budget column. Miscellaneous expenses cannot exceed \$1,000.00. All expenses over \$1,000 must be itemized. Contract or Consultant estimate amounts over \$1,000 must be itemized.

Expenses: 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 along with ineligible items:

| Eligible Expenses | Ineligible Expenses |
|--|--|
| <ul style="list-style-type: none"> • Accounting & Audit Costs • Advertising • Brochures • Contracts with itemized expenses • Collateral materials • Equipment rental • Facility rental if the cost is reasonable compared to other rentals in the area. • Grant Administration fees (limited to 15%) | <ul style="list-style-type: none"> • Contributions and donations • Equipment purchases that are not directly related to this project. • Fundraising • Indirect expenses • Organizational start up plans. • Purchase of alcohol. • Proposal preparation expenses (Grant writing, etc.). • Purchase of Real Estate |

| | |
|---|--|
| <ul style="list-style-type: none"> • Personnel costs (includes salaries needed to complete the project activities including project directors, managers, coordinators or project staff) • Postage • Posters • Printing • Products • Public relations • Salary and wages – all other (at prevailing wages for work that is done on or on behalf of the project) • Security • Shipping • Some consultants service. • Supplies and materials • Some travel • Website development or enhancement <p>NOTE: Personnel costs (all project related positions including Project Manager/Coordinator, Project Administrator, Project Assistant and project staff) should not be the primary use of grant funds. To demonstrate financial sustainability, projects will not rely on grant funding for critical operating expenses, including most salaries.</p> | <ul style="list-style-type: none"> • Purchase of automobiles, ATVs, Quads, 4-wheelers, and boats • Some Travel Expenses • Real Estate Expenses • Subgrants or re-grants • Costs for salaries/positions that are not directly related to this project application. • Activities that are not completed within the project period. • Building, renovation, maintenance of facilities, or other capital expenditures. • Un-itemized miscellaneous or contract costs above \$1,000. <p>If you have any questions about whether an expense is allowable or not, please contact us at oedgrants@kauai.gov</p> |
|---|--|

In addition to this attachment, you will be required in the application to fill out a Project Budget.

B. PROJECT SUMMARY STATEMENT

Write a project summary of 750 words or less suitable for dissemination to the public. A project summary is a document or part of a larger document that's comprehensive but concise in providing an overview of the proposed project, including key details. It also outlines the project's objectives, background information to place it in context, requirements, problems, analysis and ends with a conclusion. This summary will be placed on [Consider.It](#) for public comment and will be a part of final scoring.

C. PROJECT SELF EVALUATION

Using the [Aina Aloha Economics Futures Assessment Tool](#), **please do a self-evaluation and rate your project.** Please note that this will NOT affect project scoring in any way. We are researching the

possible future use of this assessment tool and ask your help in providing us with data to use to evaluate this tool. Please see the [Aina Aloha Economic Futures playbook](#) for more information.

D. PROJECT - EQUITY REFLECTION QUESTIONS

OED seeks to advance equity by prioritizing projects that are centered, co-created, and/or is led by Native Hawaiians and Indigenous communities, people of color, immigrants, refugees, people with disabilities, low-income individuals, generational residents, women, kupuna and keiki. This grant program supports innovative solutions that will benefit these communities and directly engages with and/or enables community-led projects. Note that equity and equality are not the same thing. Equality means treating everyone the same, while equity involves providing people with the specific resources they need to succeed, ensuring no one bears an unequal burden of negative impacts.

1. How does your organization define equity?
2. What inequities has your organization observed among different groups based on their location, race/ethnicity, income/ALICE, home-ownership status, health status, English proficiency, etc.?
3. **Cultural Equity:** What is the background of the communities affected by your project in terms of their history, culture, politics, and society? How have previous actions, including those by the County or others, influenced these communities? How does this project consider these historical disparities/impacts?
4. **Procedural Equity:** How does your project ensure the participation of groups that are disproportionately affected? How have underserved community members been involved in the development and evaluation of the project? How will your organization communicate information about the project to effectively reach people from groups that are disproportionately affected?
5. **Distributional Equity:** How will the project distribute its benefits and responsibilities? Are there potential unequal effects on underserved groups? Identify opportunities to promote equity, such as requirements for contracting, subcontracting, hiring, material sourcing, etc.
6. **Structural Equity:** What methods and various data points will your project use to identify inequity and ensure that it prioritizes groups that are disproportionately affected? Share equity data indicators (i.e., groups that have been contacted) to track in grant reports. How will your project assess its performance using specific metrics and provide opportunities for reflection on equity?

E. ORGANIZATIONAL INFORMATION REQUIRED ATTACHMENTS:

Application Information will include (but is not limited to) the following:

- Organizational Information including mission.
- IRS 501(c)(3) determination letter
- DCCA COGS Certificate (Certificate of Good Standing)
- Most recent copy of IRS Form 990 filing

- Financials – include the most recent financial statement (or profit/loss statement) and annual operating budget for the current year.
- HCE Compliance Notice (not required to apply but must be compliant prior to funding)
- List of Applicant’s Board of Directors and/or leadership including names, titles and affiliations.
- Applicant By-laws and/or policies that are signed that which shows:
 - Description of the way business is conducted.
 - A prohibition against nepotism
 - Procedures for managing potential conflicts of interest
 - A statement from the Organization affirming that the members of its governing board have no material conflict of interest and serve without compensation.
- A letter on letterhead from a Board member identifying the authorized signatory(s) for the organization. Include name(s), title, email address and effective date.
- Verification of Cash Match.
- Letters of Recommendation and Support (not required).

F. PERFORMANCE PLAN GOALS & MILESTONES

You will be required to fill out a performance plan via the application process. This plan will require that you have a minimum of two Project Goals and Four Milestones.

GOALS: A project goal refers to the desired outcome of a project. They are high-level statements that give you an overall context of what the project will accomplish. There could be different types of goal setting like performance goals, time goals, and resource goals.

A minimum of two goals are required.

MILESTONES: A project milestone is a project planning tool that’s used to mark a point in a project schedule. Project milestones can note the start and finish of a project, mark the completion of a major phase of work or anything that’s worth highlighting in a project, such as the production of project deliverables.

Milestones help project teams coordinate their efforts by helping everybody understand the objectives of the project and the action steps that must be taken to achieve them.

A minimum of four milestones will be required with this application.

2.10 PROPOSAL SUBMISSION INSTRUCTIONS

Applicants are required to submit their proposals through the [Amplifund](#) System. Proposals must be received **on or before 4:00 p.m. Hawaii Standard Time on Tuesday, September 3, 2024**. Proposals received after the deadline or not via the [Amplifund](#) system will not be considered. After the award, all proposals shall be public information.

SECTION 3: EVALUATION CRITERIA

This RFP shall be evaluated and awarded through a Four (4) phase process. A scoring system will be utilized to maximize the objectivity of the evaluation. Scoring is intended to help the committees sort and assess proposals to assist committee deliberation process, but scores do not solely determine the final funding recommendations. Final funding recommendations are made through deliberations as a group.

3.01 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. Such a committee shall include at least three governmental employees with sufficient qualifications to assess each application (H.A.R. 3-122-45.01). Proposals shall be evaluated based on the Proposal Evaluation Criteria listed below. Any committee member with a potential conflict of interest with a proposer shall recuse themselves from the review of that proposer’s submission.

3.02 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 GRANT EVALUATION CRITERIA

The Grant review committee will review proposals based on the following criteria. Scoring is intended to help the committee sort and assess proposals to assist the committee deliberation process, but scores do not solely determine the final funding recommendations. Final funding recommendations are made through the committee’s deliberations as a group.

| Proposal Review Criteria | Possible Points |
|--|------------------------|
| Organizational Capacity <ul style="list-style-type: none">• Organization mission – do they have a clear, well-defined and achievable mission? Who comprises the board of directors and senior leadership responsible for building the mission? Is the | 15 |

| | |
|---|----|
| <p>organization’s leadership diverse? Is the organization’s general structure and program aligned with its mission?</p> <ul style="list-style-type: none"> • Organization Finances – Does the organization have a consistent and reliable funding stream to carry out its work? How diversified is the revenue stream? How much does the organization have in liabilities? Do they track funds in a detailed way that meets modern accounting practices? Have they filed their Form 990? Have they been audited recently? • Organization impact – Is the organization making a measurable difference in the world and in people’s lives? Does the organization exhibit a rigorous interest in self-evaluation and self-improvement? Is the organization engaged in policy and advocacy efforts to bring about long-term change? | |
| <p>Applicant Readiness</p> <ul style="list-style-type: none"> • Demonstrates sufficient planning, management experience and staff/volunteer resources to ensure that the project is likely to succeed. Experience could include successful completion of past projects utilizing external funding. • Demonstrates financial viability of the applicant organization such that there is high likelihood that the project would be completed within the grant term. • Community Support and Involvement: Evidence of partnerships with outside organizations. Project has broad based community support and is in line with community values and community resources. | 10 |
| <p>Special Focus</p> <ul style="list-style-type: none"> • Project directly aligns with one or more of the specific Economic Sector requests outlined in the RFP • Innovation: Demonstrates innovation and/or enhancement of an existing or new project. • Project directly aligns with one or more of Kaua’i County Goals outlined in links to attachments in the RFP. | 15 |
| <p>Work Plan and dependencies</p> <ul style="list-style-type: none"> • Provides complete descriptions and time estimates of the project activities, milestones, and deliverables necessary to achieve desired outcomes. • The work plan is well-aligned with the scale of effort and timeframe necessary to achieve the desired outcomes. • Clearly states the economic benefit(s) a project will have on Kauai and/or Niihau. • Provides information on completed tasks/dependencies that ensure the project will be ready to begin when the grant contract is executed and will be completed on time, including secured permits, approvals, agreements, materials, etc. • Provides information on in-progress tasks/dependencies that need to be completed before the grant-funded project begins, and a plan for their completion. | 30 |
| <p>Project budget</p> <ul style="list-style-type: none"> • All funding has been secured to complete the proposed project, including grant and match amounts for all activities in the work plan • Describes the total project cost and how the grant request fits within the complete project financing strategy • Includes supporting documentation <i>including quotes, bids and estimate details</i> • The cost elements of the project appear to be complete, consistent with the work plan, and reasonable (the amount requested is proportional with the outcome achieved) • Valid sources of revenue | 20 |
| <p>Equity impact</p> | 10 |

| | |
|--|------------|
| <ul style="list-style-type: none"> • Organization is currently demonstrating a commitment to equity through its workplace practices or community impact, or applicant has identified specific actions it will take during the grant term to build its capacity to advance equity • Organization includes a diverse set of leaders including board members and staff. • Clear examples of how the organization is actively engaged in supporting historically excluded groups, vulnerable populations, and/or disadvantaged populations within its community are evident. • Project has general community support based on feedback from the Consider.It platform | |
| TOTAL POSSIBLE POINTS | 100 |

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. The opportunity to review and score/comment on the Priority Listed Proposers will be listed online at the [Kaua’i Forward website](#) 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. The Selection Committee will consider the public comments and how or why they feel this project deserves consideration and will use it in the final committee proposal evaluation meeting.

PHASE 4 – FINAL PROPOSAL EVALUATION

In Phase 4, a final evaluation of all projects will commence and shall be based on the secondary review of each proposal using the Proposal Review Criteria and include scoring from Phase 3 – Public Engagement. Scoring is intended to help the committee sort and assess proposals to assist committee deliberation process, but scores do not solely determine the final funding recommendations. Final funding recommendations are made through deliberations as a group.

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 proposal contacts 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 with the availability of funds.

3.03 RECOMMENDATION FOR CONTRACT AWARD

The evaluation committee shall prepare a report summarizing proposal evaluation rankings and provide recommendations for award of contracts. The awards shall be made to the Proposers submitting the top 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.

3.04 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 4: AWARD OF CONTRACT

4.01 AWARD OF CONTRACT

The Proposer, upon being selected for grant funding, will be notified of the award by OED by email. 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 and expense.

4.02 EXECUTION OF CONTRACT

A contract document shall be executed by OED and the selected Proposer via digital signature and will take effect on the date all signatures have been received. 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 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 Kaua'i. 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 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 A.

4.03 FUNDING

Funding for this grant will occur as follows:

- **80%** of the awarded amount listed in Paragraph 1 will be paid upon receipt of the final executed copy of the Contract, a written request for payment is received and HCE Compliance is confirmed by OED.
- **20%** of the awarded amount will be made upon satisfactory completion of the project and submission and approval of the Final Written and Budget Report via the [Amplifund](#) system and confirmation of current HCE Compliance.

Funding can be made sooner or later should the project exceed or be delayed from its anticipated timeline and deliverables. The Proposer must communicate with their OED Project Manager for any and all variances to the budget, timeline, and deliverables.

4.04 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.

4.05 REPORTING REQUIREMENT

If selected, the Proposer shall be required to provide quarterly progress reports, including a final report of the funded project to OED through the [Amplifund](#) system. Department funding must be acknowledged in this report and in all other publications based on the project results. Interim reports will 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. You will be assigned a Sector Manager. You will be required to turn in reports **on time** and to **communicate** with your sector manager on a regular basis. Site visits will be held to ensure the reporting is accurate. Any projects that are not on schedule (based on the timeline provided), must contact their sector manager and turn in an updated timeline and explain the timeline difference. During the project period, the sector manager may require that you keep impact data that will be specific to your project. At the end of the contract, you will be required to turn in the Final Report, Final Budget, and any data requirement as set up by your OED Sector Manager. Failure to complete reports on time are reported in the next grant cycle and points can possibly be deducted for organizational capacity.

4.06 CONTRACT PROVISIONS

Please see Exhibit "A" for sample contract.