

COUNTY OF MAUI
DEPARTMENT OF WATER SUPPLY
WATERSHED PROTECTION
GRANTS PROGRAM



REQUEST FOR PROPOSAL (RFP)
FISCAL YEAR 2020

200 South High Street
Wailuku HI 96793
www.mauewater.org

Watershed Protection Grants Program

PROPOSAL DEADLINE
September 17, 2018

I. Introduction

The Department of Water Supply (DWS) is now soliciting proposals for its Watershed Protection Grants Program for Fiscal Year 2020 to conserve Maui County's watersheds. As our most important source for drinking water, DWS is committed to conservation efforts to preserve, protect and restore them.

We seek environmentally responsible and effective projects to confront the greatest threats to Maui's native habitat and indigenous upland forests which collectively constitute the watersheds' ecosystem. Specific threats to the watersheds are linked to the spread of non-native animals and non-indigenous plant species that alter watershed landscapes and crowd out native species. In order to maintain and increase efficient hydrologic processes which feed our surface and ground water supply, these threats must be controlled and eradicated in key watershed lands.

Each project proposal will be considered on its own merit. The proposal should demonstrate a relationship to conservation or enhancement of water resources supply. Likewise, we encourage conservation projects which contribute to ongoing collaborative watershed efforts because DWS recognizes that working together is one of the most efficient and responsible responses to Maui's increasing water demands. We look forward to proposals that support our mission to provide clean water efficiently for future generations to come. "By water all things find life."

II. General grant information

1. Funding for the DWS Watershed Protection Grants Program is generated from water utility revenue unrelated to the County general fund.
2. The DWS Watershed Protection Grants Program and this RFP follow the Maui County Code of Ordinances, Chapter 3.36, Maui County Grants Program.
3. DWS provides funding to qualified applicants to support their conservation initiatives to preserve, protect, and restore Maui's watersheds.
4. Final grant awards are subject to the availability of funds.
5. The County reserves the right to reject one or all proposals without compensation to proposers.

6. Grant awards are based on each applicant's eligibility, evaluation criteria, and past performance evaluations.
7. Grant funds may not be used to update or further develop a project approved for the same fiscal year and its management plan therein. [please see General Terms & Conditions]
8. Grant proposals must contain a breakdown of all project expenses for equipment, supplies, and materials.

III. Multi-Year Agreement

DWS understands that watershed protection is a long-term commitment. Funding not only helps watershed protection partners maintain progress, but also helps to maintain sustainable organizational infrastructure. Although, funding is not guaranteed to last beyond each funding cycle, a multi-year agreement contingent upon the availability of funds may be a useful option.

Grant awards are dependent on available appropriations for allocation to the Watershed Protection Grants Program every fiscal year. To help maintain progress and to reduce resources allocated for administration, a continuation amendment to an existing contract may be approved. Although this multi-year agreement remains contingent on funding appropriations, exercising this option does not require a full application renewal process for established projects. On-going projects meeting all project deliverables for the original 12-month performance period may be allowed to request a continuation amendment.

A continuation amendment will not be granted if, by the third quarter of a performance period, a grantee fails to stay compliant to the terms and conditions of the original contract. If approved, a multi-year project may not exceed 3 years and are unavailable for first year applicants with unproven management plans.

IV. Funding availability

1. DWS may award approximately two million five hundred thousand dollars (\$2,500,000) in grants for fiscal year 2020.
2. Awards under the Watershed Protection Grants Program will fall in the range of approximately thirty-thousand to three-hundred thousand dollars (\$56,000 – \$500,000). Matching contributions in cash, in-kind, or leveraged are preferred from applicants.

V. Grant application process

1. Grant proposals under the DWS Watershed Protection Grants Program will be reviewed individually and evaluated by the DWS Grants Evaluation Committee.

2. Pre-award notifications will then be sent to each approved applicant, during which time the County Council will deliberate over the final appropriation amount for the Watershed Protection Grants Program.
3. If there is a significant disparity between the County Council appropriation and the pre-award, individual award amounts may be adjusted based on available funds. In this case, DWS will reconsider individual project merits and notify applicants who may be affected.
4. Applicants requesting for a reevaluation must submit written justification to DWS about why an award amount should be reconsidered. Performance period deadlines remains in full effect even if a grant processing delay is incurred at the applicant's expense during the reevaluation process. DWS takes no responsibility for work or deliverables that may be affected.
5. If a modified award amount is approved, DWS will contact the applicant's project manager to amend and adjust the grant proposal to reflect the modified award. Before a revised grant proposal is resubmitted to DWS, the authorized grant administrator must first review and approve the changes. This process should be completed expeditiously and returned to DWS within two (2) weeks for timely processing.

Please refer to Section XI, Timetable for Grant Processing. Application materials are available electronically on the DWS website at:

<http://hi-mauicounty.civicplus.com/index.aspx?NID=1883>

VI. Who can apply?

Applicants who meet all of the following qualifications under the Maui County Code, Section 3.36.040 and the Hawaii Revised Statutes ("HRS") may apply:

1. Be a profit organization incorporated under the laws of the State of Hawaii, or a nonprofit organization determined to be exempt from federal income tax by the Internal Revenue Service;
2. In the case of a nonprofit organization, have a governing board whose members have no material conflict of interest and serve without compensation;
3. Have bylaws or policies which describe the manner in which business is conducted. Such bylaws or policies shall include provisions relating to nepotism and management of potential conflict-of-interest situations; and
4. Be licensed and accredited in accordance with applicable requirements of federal, state, and county governments, as necessary.

VII. Eligible projects

Eligible projects are:

1. Projects with an existing, unexpired, watershed management plan with clear objectives and goals to address specific threats and problems recognized and approved by DWS.

2. Science-based projects with clearly defined methodological approaches to reach desired results that support the DWS mission to conserve Maui County's water sources and to provide clean water efficiently. Such projects may be in progress and should be capable of producing quantifiable results within the grant period.
3. Projects that are well-organized, demonstrate best management practices, foster innovation, and exemplify efficient execution of a program management plan to produce quantifiable results.
4. Projects with integrated measures to prevent further degradation and restore Maui County's watersheds to help sustain and increase water recharge.
5. Projects which are feasible, practical, and cost effective.
6. Projects that reach out and educate the public in a meaningful or enduring way.
7. Projects with scientific and technical merit that produce continually produce useful results toward enhancing Maui County's water supply and advancing the watershed conservation field.
8. First time applicants must first contact DWS to schedule an eligibility meeting prior to submitting an application to ensure that your project proposal is consistent with DWS goals and expectations.

VIII. Grant requirements

All forms and documents must be submitted as hard (printout) and soft (electronic) copies via online cloud storage or USB flash drive. The following grant requirements are covered by the Maui County Code, Chapter 3.36, Maui County Grants Program, along with other specific requirements established by DWS:

1. Applicants must be prepared to enter into a grant agreement with the County of Maui through its DWS to receive and expend funds.
2. Applicants must submit templates found in the DWS Watershed Protection Grants Program Application which outlines all of the required narrative sections and forms, including a project deliverables summary and breakdown of equipment and supplies purchased for each deliverable.
3. Applicants must submit the following forms and documents as provided for in the DWS Watershed Protection Grants Program:
 - a. Tax Clearance Certificate or Certification of Vendor Compliance (certified and dated within the last six (6) months).
 - b. Annual Financial Statements- provide financial statements for the past three (3) years, one year of which must be audited.
 - c. DWS Grants General Terms and Conditions signed by the authorized grant administrator.
 - d. The name and amount of other sources of funds, including other grants for proposed projects.
 - e. An Administrative & Overhead (A&O) breakdown of direct and indirect cost rates not exceeding the allowable percentage of the total grant amount. The direct

and indirect administrators must also be identified. [The expenditure functions for both direct and indirect A&O will be outlined in the General Terms & Conditions]

- f. A current management plan.
4. Applicants are obliged to first contact and consult with their grant administrators **BEFORE** contacting DWS about changes that may affect existing management plans and budgets which include, but are not limited to:
 - a. New purchases and reallocations of funds.
 - b. Any other grants administration issues that affect budgets and deliverables.
 5. Applicants must provide all applicable documentation for review upon the request of DWS and/or a County auditor for compliance and verification purposes
 6. Applicants may only propose a twelve (12) month project timeline. The timeline may be extended with a no-cost extension (NCE) to a cumulative maximum of eighteen (18) months if written justification explaining extenuating circumstances that prevent reasonable completion of work is approved by DWS. However, expenditures beyond the original performance period will not be allowed during an approved extension.
 7. Applicants must have an existing management plan to effectively execute an existing watershed project. This management plan must be updated every five (5) years to remain valid and useful for a grant proposal. Upon submission, the management plan must be valid for the entire duration of the grant proposal and/or the performance period.
 8. Applicants must clearly state project goals and milestones, including possible contingencies to effectively deal with potential long-term budgetary constraints without assistance from DWS.
 9. Applicants must be prepared to indemnify and hold harmless the County of Maui, and to obtain a Certificate of Liability that includes the County of Maui as a beneficiary.
 10. Applicants must provide a current detailed breakdown of all compliant vendors procured through an approved DWS process.
 11. Applicants must provide a detailed project organizational chart with the role and purpose of all personnel involved with project administration and field management.
 12. Applicants are required to substantiate, by virtue of their project's scientific and technical merit, project objectives, milestones, and goals.
 13. Applicants may be required to provide further documentation [i.e. certification or letter] of the purpose, whereabouts, condition, and expected useful life of equipment purchased with grant funds.

Applications that do not adhere to the grant requirements may be rejected.

The Maui County Code, Chapter 3.36, Maui County Grants Program, may be found at the Municode website at:

https://www.municode.com/library/hi/maui_county/codes/code_of_ordinances

IX. Reporting requirements

The DWS Watershed Protection Grants Program Application outlines all required reporting sections and forms to be submitted as follows:

1. Under Maui County Code, Section 3.36.110, Reports by recipients, and Section 3.36.070, Applications, DWS Grantees must follow and submit an executed Quarterly Performance Report (QPR) and updated forms as per Section III, Payment, of the Agreement, which includes:
 - a. An updated narrative describing the status and capacity of current program activities.
 - b. Expected results and issues, including solutions to staff changes that affect the project deliverables.
 - c. A current breakdown of the DWS Watershed Protection Grants Program funds received, expended, and encumbered.
 - d. The name and amount of new or additional sources of funding related to the Grantee's project using DWS grant funds.
2. Project reports must be consistent with the current status of a project and highlight any deviation from an approved project scope. They should also specifically address issues and questions from DWS, and explain how a current methodological approach will resolve issues, improve the project mission, and help reach goals.
3. All DWS Grantees must submit a comprehensive Final Report, accompanied by:
 - a. A disk or USB containing copies of the Geographic Information System (GIS) map layers generated by the project, in a format approved by DWS, and any other research in which DWS funding is involved.
4. Deliverables that may not be met on time must be reported immediately, and reported in a separate section in the QPR or final report.
5. Grant related requests and revisions may be rejected if not expeditiously reported to DWS in writing to provide ample time to review and process before a grant's budget and administrative closing deadline. As a project nears its budget deadline, requests and revisions must be submitted in writing ninety (90) days prior to the start of project closure proceedings. Whereas, all administrative and financial obligations must be reported within ninety (90) days after the start of closure proceedings.
6. Grant administrators must first evaluate, verify, and approve all requests and revisions **BEFORE** they are reported to DWS for consideration.

X. Evaluation criteria

The Grants Evaluation Committee will review and evaluate the applications based on the following criteria with the maximum points achievable:

EVALUATION CRITERIA	*MAX. POINTS
Degree to which the public uses and benefits from subject project to protect or enhance drinking water supply and provide public education opportunities	25
Cost to benefit ratio; projects that have significant potential to protect or enhance water supply and quality per grant dollar	20
Ability to administer DWS grants efficiently and diligently	15
Ability to complete deliverables and complete projects timely	15
Project improvement over the last three (3) years	15
Matching/leveraged funds obtained from other sources as part of the current proposal or a proposal approved in FY 2017	5
Quality and completeness of the application package	5

***The total number of points possible for each proposal is one hundred (100)** (Note, if the applicant has not been awarded a grant during one or more of the last three years, the rating schedule will be appropriately adjusted.)

XI. Submittal methods

All submitted applications and reports must include all properly acknowledged, executed, and/or amended pages and remain consistent with Section VII, Grant requirements; Section VIII, Reporting requirements; and XI, Timetable for grants processing, of this RFP. The following **two (2)** methods are required to submit your application, forms, documents and reports:

1. One (1) hard copy to the following mailing address:

County of Maui Department of Water Supply
Water Resources and Planning Division
2200 Main Street, Ste 102
Wailuku, HI 96793
Attn: Robert De Robles

Offices close at 4:30 p.m. No late proposals received after 4:30 p.m. will be accepted.

2. One (1) soft copy (electronic) to the following email address:

robert.derobles@co.maui.hi.us

Soft copies may also be uploaded to an online cloud service for easy download or delivered via USB flash drive.

XII. Timetable for grant processing

The Grants process overview is as follows.

PROCESS	TIMEFRAME*
Advertising of RFP	August 15, 2018
Grant proposals due	September 17, 2018 4:30 p.m. deadline
Proposal evaluation completed	September 21, 2018
Pre-award notification	September 24, 2018
Submit proposed Watershed Protection Grant awards to Fiscal Division for review then forwarded to Mayor’s Budget Office	September 25, 2018
County Council receives Mayor’s approved budget amount	March 2019
Budget approved by County Council	June 2019
Tentative date of notification of final award	June 7, 2019
Revised proposal due (if there are changes in the pre-award notification)	June 14, 2019
Drafting and Processing Agreements	3 weeks
Applicant signature and notarization	By July 5, 2019
Estimated contract start date	September 2019
Award end date (financial obligations and deliverables deadline); start of project closeout	September 2019
Grant project closed; deadline to submit all required financials and invoices	90 days after award end date

*Process dates are subject to change.

XIII. Contact information

Questions about your application or the DWS Watershed Protection Grants Program should be directed to:

County of Maui Department of Water Supply
Resources and Planning Division
2200 Main Street, Ste 102
Wailuku, HI 96793
Phone: (808) 463-3113
Email: robert.derobles@co.maui.hi.us

XIV. Additional Information

The County of Maui website provides information about the DWS Watershed Protection Grants Program under DWS, Resources and Planning Division, located at:

<http://hi-maui-county.civicplus.com/index.aspx?NID=1883>

Details about the Maui County Code Chapter 3.36, Maui County Grants Program are located at:

<https://www.municode.com/library/hi/maui-county/codes/code-of-ordinances>

The County of Maui Office of Economic Development provides a Grants Handbook that may assist with basic grant administration, located at:

<http://www.co.maui.hi.us/DocumentCenter/View/85308>