

Innovation Grants for Fiscal Year 2022-2023

Informational Webinar

August 4, 2022

Presented by: Douglass S. Adams, Director

Department of Research and Development

Agenda

- + Welcome and introduction to R&D.
- + New this year: Small and large grant awards; matching fund requirement changes; new forms.
- + RFP Review: RFP will be referenced throughout the presentation. Key point: this presentation merely serves as a summary; refer to the RFP for specific information.
- + Innovation Grant program basics: eligibility, award ranges, matching funds, uses of funds, and timeline.
- + Innovation Grant overarching goal and program area objectives.
- + Grant proposal format.
- + Proposal review and evaluation criteria.
- + Grantee requirements.
- + Q&A.

Introduction to R&D

Hawai'i County Charter 2020

Section 6-83 Powers, Duties and Functions:

Collect and develop data necessary for managerial and legislative decision-making, and program and policy-making.

In collaboration and coordination with federal and state agencies as well as the private sector, advance public and private development programs, enterprises and plans, that enhance and improve the county's environmental, cultural, community, and economic sustainability and resilience.

Staff Name	Responsibility
Douglass S. Adams	Director
Robert Agres	Deputy Director
Joelle Hew Len Lee	Private Secretary
Glenn Sako	Agriculture
Michelle Agbigay	Business and Industry Development
Aulani Freitas	Film and Creative Industries
Yoshi Otake	Community Well-being
Riley Saito	Energy and Infrastructure
Sarah Freeman	Food Systems
Beth Dykstra	Sustainable Development
Frecia Cevallos	Tourism and Culture

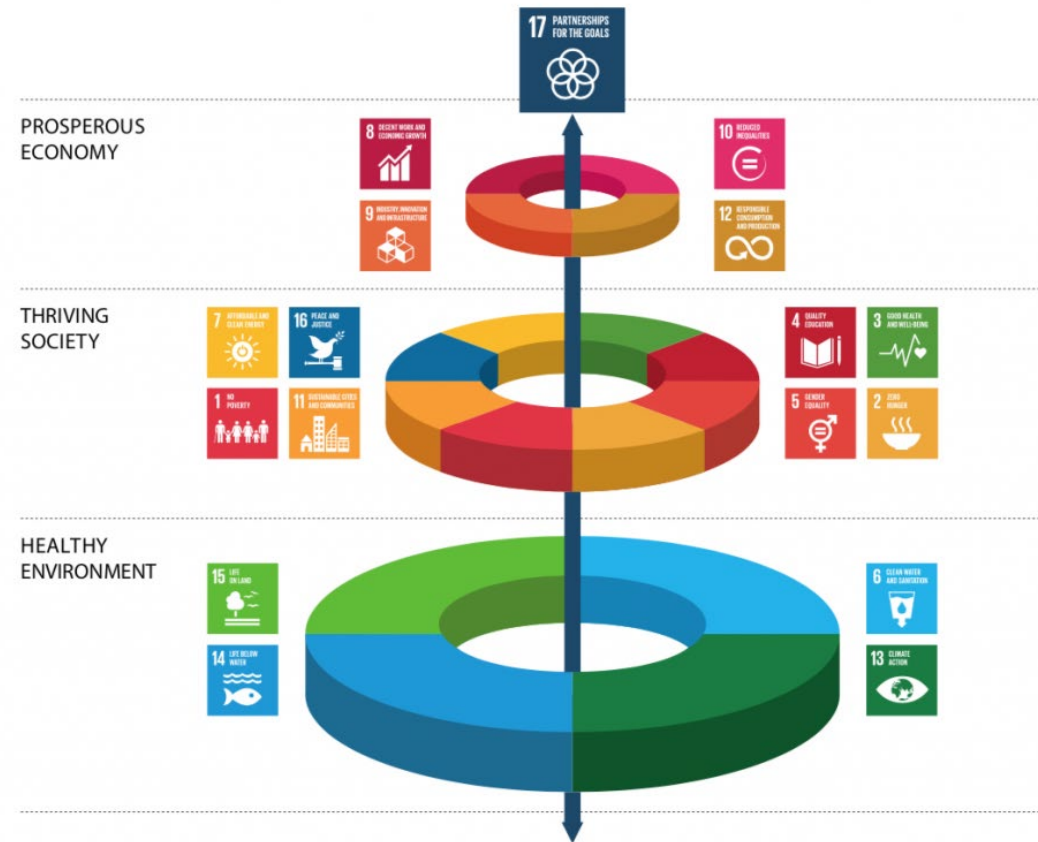
R&D Approach

Collaboration and Partnership With

- Government Agencies
- Non-profit organizations
- Businesses and trade organizations
- Communities and interested individuals

Partnering as an essential approach to SDG impact

The 2030 Agenda is based on an interconnected economy, society and environment



UN Sustainable Development Goals <https://sdgs.un.org/goals>

New in Fiscal Year 2022-2023

- + Small Grants of \$5,000 to \$25,000 for targeted Agriculture and Food Systems projects and for community-based Tourism projects.
- + Large Grants of \$50,000 to \$100,000 for all R&D Program Areas.
- + New Program: Community Well-being
- + Matching funds requirement for large grants lowered to 2:1.
- + New forms including:
 - Budget Narrative Form
 - Budget Summary Form
 - Abstract and Proposal Templates.
 - Budget forms and Activities, Measures, and Output Matrix serve as both proposal forms and final report forms.

Innovation Grant Basics

Eligibility, Award Ranges, Matching Funds, Eligible Uses of Grant Funds, and Important Dates.

Eligible Applicants

An eligible applicant must:

- + Be an educational institution, state or county agency, a not-for-profit organization incorporated under the laws of the State of Hawai'i, or a non-profit organization exempt from federal income tax by the Internal Revenue Service. 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.
- + Be licensed and accredited, as applicable, in accordance with the requirements of federal, state and county governments.
- + 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 year of experience with the project or in the program area being proposed. The Director may grant an exemption.
- + Have staff or authorized representatives adequately trained to administer and provide the program described.

Award Ranges and Period of Performance

Award Ranges

Innovation Grants will be awarded in two tiers:

- + Small Innovation Grants in the range of \$5,000 to \$25,000 will be awarded for targeted Agriculture and Food Systems projects and for community-based Tourism projects.
- + Large Innovation Grants in the range of \$50,000 to \$100,000 will be awarded for all program areas.
- + Initial invoices will be paid upon execution of contract.
- + Ten percent of every award is withheld pending submission and acceptance of the final narrative and financial report.

Period of Performance

- + Small Innovation Grant Award contract periods will continue for 12 months, which the exception of government awardees whose contracts may be extended, at the sole discretion of the Director, 18 months from the date of original contract execution.
- + Large Innovation Grant Award contract periods will continue for 18 months.
- + Contract periods may be extended at the sole discretion of the Director and must be requested in writing.

Matching Funds Requirement

- + There is a matching funds requirement to the amount of funds requested, cash or in-kind contribution, or a combination:
 - Small Innovation Grant awards have a one-to-one matching funds requirement.
 - Large Innovation Grant awards have a one-to-two matching funds requirement.
- + Proof of matching funds is not required at time of application.
- + Awarded grantees must provide proof of matching funds within thirty days of the award notification.
- + Acceptable proof of matching funds:
 - Letter of matching funds commitment.
 - Copy of a check.
 - Deposit receipts.
 - Bank statement.
 - Copy of an agreement between the applicant and another sponsor.

Allowable Expenses

Project expenses must be reasonable, directly related to the proposed project, and clearly described in the Budget Narrative Form.

- + Advertising
- + Brochures and collateral materials
- + Electronic media
- + Equipment purchase or rental
- + Facility rental
- + Postage
- + Printing
- + Products
- + Public relations
- + Salary and wages (at prevailing wages)
- + Security
- + Shipping
- + Some consultant services
- + Supplies and materials
- + Travel
- + Website development or enhancement.

Important Dates

MILESTONE	SCHEDULED DATE
RFP Issued	Thursday, July 28, 2022
Informational Webinar	Thursday, August 4, 2022, 1:00 p.m.
Closing date for receipt of questions/comments	Wednesday, August 17, 2022
Department's response to proposers' questions/comments	Monday, August 22, 2022
Proposal Due Date	Wednesday, August 31, 2022, 4:30 p.m. H.A.S.T.*
Award Notification	Friday, October 14, 2022
Grant Agreement Execution Period	October 19 - November 18, 2022
Tentative Agreement Commencement Date	October 19, 2022

* Proposal deadline is not a postmark date. Sealed proposals must be delivered to the offices of R&D, either Hilo or Kailua-Kona by 4:30 p.m. on Wednesday, August 31, 2022.

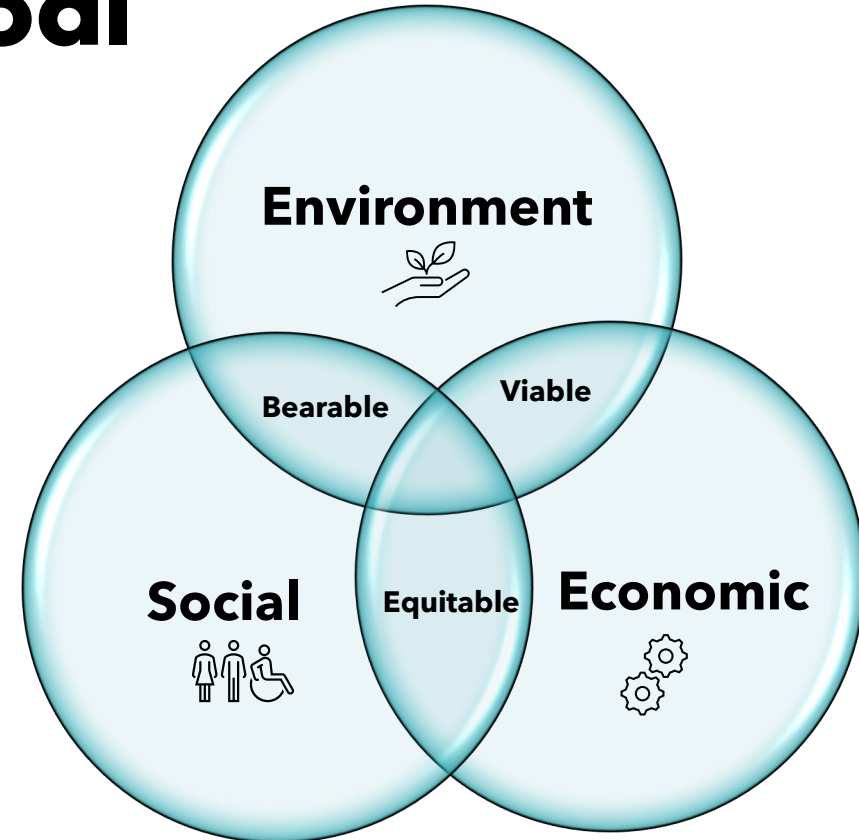
Innovation Grant Goal and Objectives

R&D's Overarching Goal and Program area Objectives

R&D Overarching Goal

A high quality of life for Hawai'i Island residents through innovations that balance Hawai'i Island's economic, social, and environmental well-being.

All Innovation Grant proposals must address this overarching goal.



Innovation Grant Small Grant Program

Program Area Objectives

Agriculture and Food Systems

Small Grant Program Objectives

- Improve the quality, productivity and safety of agricultural producers, systems and products through critical, effective and timely research, development and education.
- Support the expansion of agricultural industries and methodologies with research and training programs.
- Reduce the negative impact of invasive species on agricultural crops through research and educational programs.



Tourism Program

Small Grant Program Objectives

Implement interpretive pilot programs at culturally and historically significant sites (sites that are highly valued by residents because of their natural and cultural resources, and highly valued by visitors as unique destinations) that include one or more of the following components:

- + Engage and/or hire residents who have place-based knowledge and experience to identify, map and document natural and cultural resources, sacred and historical sites, and stories of the culturally and historically significant sites.
- + Engage and/or hire residents who have place-based knowledge and experience to develop appropriate strategies and products to brand and share the culturally and historically significant sites.
- + Engage existing or new Hawai'i Island based businesses in interpretive programs to grow and expand their products and services.
- + Provide training and materials on the culturally and historically significant sites to appropriate visitor industry stakeholders.



Innovation Grant Large Grant Program

Program Area Objectives

Agriculture and Food Systems

Large Grant Program Objectives

- + Increase consumption of local agricultural and value-added products at local, national or international levels.
- + Improve the quality, productivity and safety of agricultural producers, systems and products through critical, effective and timely research, development and education.
- + Support the expansion of agricultural industries and methodologies with research and training programs.
- + Reduce the negative impact of invasive species on agricultural crops through research and educational programs.
- + Reduce the incidents of agricultural theft.
- + Preserve agricultural lands by seeking improvements to existing systems designed to conserve soil and water to include grubbing and grading policies and landscape level programmatic application.
- + Facilitate the development of affordable farm worker housing by developing recommended reform, deployment strategies with existing government support programs.
- + Increase the volume of unharvested fruits, vegetables, and nuts diverted into local food assistance programs.
- + Support initiatives to identify and maximize the use of affordable and environmentally appropriate control of invasive species.
- + Support the effective integration of the food system networks into local agricultural networks, production systems and value chains.
- + Support the development of a strategic food system plan and an emergency food access plan.
- + Support the development of projects, materials, and events that increase cooperation, innovation, and sustainability within the local food system.
- + Due to the COVID-19 Pandemic's health and economic impacts, support ad hoc outreach and engagement of the agriculture industry and food system to support the industry and community's stability and ability to evolve to meet changing conditions and innovation.
- + Improve awareness and participation in food assistance programs.
- + Reduce food waste and increase the volume of unharvested fruits, vegetables, and nuts diverted into local food assistance programs.

Business and Industry Development Large Grant Program Objectives

- + Build the local, national, and international reputation and exposure of Hawai'i Island, its businesses and its products.
- + Support industry meetings, workshops, conferences, or trade shows.
- + Promote local, state, and federal programs and resources advancing economic and business development.
- + Advance collaborative projects that build Hawai'i Island's dominant, emerging, and highest paying industries and sectors.
- + Improve household financial self-sufficiency and mobility by advancing workforce development, through efforts to decrease household debt and expenses and increase household income and wealth, and by advancing inclusive growth and community-based economic development.
- + Support the vibrancy and integrity of Hawai'i environments (land, water, ocean, sky, and native flora and fauna)
- + Positively impact community well-being, equity, cohesion, capacity, and empowerment.
- + Support Hawaiian cultural vitality and the application of 'ike kūpuna including the use of 'ōlelo Hawai'i and symbiotic, ancestral relationships to 'āina.
- + Increase hiring, career readiness, and leadership opportunities for target groups (in preferential order: Hawai'i residents, expatriate Native Hawaiians, and Hawai'i-born individuals who wish to return).
- + Contribute to building a circular economy to create regenerative outcomes for 'āina, natural resources, and communities.
- + Improve Hawai'i's long-term energy sustainability in ways that are supported by impacted communities.
- + Incorporate innovative approaches (involving methods, processes, technologies, relationships, and communications) that improve the well-being of communities and natural environments.
- + Improve Hawai'i's long-term food security that builds or sustains vital, self-reliant community food systems.
- + Improves the resilience and diversity of locally owned and resourced small businesses that align with Āina Aloha Goals as outlined in Āina Aloha Economic Futures found at <https://www.ainaalohafutures.com/>.
- + Fully commits to, and participates in, an equitable, pono value chain involved in the production, marketing, distribution and provisioning of goods and services.

Community Well-being

Large Grant Program Objectives

- + Promote the wellbeing of young people and older adults through support services and/or activities that address emotional and/or physical wellness. R&D for this specific proposal defines young people and older adults as:
 - Young people: adolescents (ages 10 to 17) and young adults (up to ages 25)
 - Older adults: ages 65 and older
- + Activate volunteers to increase disaster awareness and promote emergency preparedness through trainings and/or outreach activities in at-risk and/or underserved communities.
- + Develop a robust island-wide consortium on pre- and post-natal (i.e., breast-feeding) support and promote resources, education, and trainings.
- + Develop, implement and evaluate a system to offer enabling service(s) to address social determinants of health and health equity by improving access and outcome of health services particularly for individuals receiving care for chronic disease and/or behavioral health through the following areas of support services:
 - Transportation
 - Utilization of and/or referral to existing services
 - Financial assistance for ground transportation or inter-island flights may be granted as the payer of last resort when all available funding sources are thoroughly assessed and exhausted.
- Case management (i.e., Community Health Worker support, Patient Navigation, Patient Advocacy, Care Coordination, etc.)
- Interpretation/translation
- + Promote a safe space for and the wellbeing of vulnerable community members and their families through support services and/or activities for the following groups:
 - Immigrants
 - Compact of Free Association (COFA) migrants
 - Native Hawaiian
 - Pacific Islanders
 - LGBTQ+
 - Individuals living with HIV/AIDS
 - Individuals living with chronic disease
 - Individuals with a disability
 - Individuals at greater risk of suicide
 - Survivors of intimate partner violence
 - Caregivers of individuals with serious illnesses
 - Individuals coping with grief and loss

Film and Creative Industries

Large Grant Program Objectives

- Strengthen and preserve Hawai'i Island's communities and natural resources as an outstanding business location through, for example, industry meetings, workshops, conferences, and trade shows.
- Develop local creative industries through, for example, workforce development, incubators, accelerators, or multi-purpose facilities.
- Advance film and other creative arts on Hawai'i Island through support for local productions, static and dynamic arts, and opportunities for economic diversification and revitalization.



Energy and Infrastructure Large Grant Program Objectives

- Advance renewable energy resilience projects for the Island of Hawai'i.
- Identify and implement energy efficiency projects to reduce energy expenses.
- Plan and implement renewable energy projects for the County of Hawai'i with significant return on investment.
- Expand the use of alternative fuel vehicles, including within the County's fleet.
- Expand the network of zero emission vehicle fueling and charging stations.
- Advance innovative, low-cost, efficient transportation systems like transportation network, autonomous vehicles, and car sharing.
- Address the disproportionate health, environmental, economic and climate impacts on disadvantaged communities.
- Implement a demonstration project that has the potential to reduce the cost of living for Hawai'i Island residents.



Sustainable Development Large Grant Program Objectives

- Support and strive to implement the various emissions mitigation actions and policies set forth in the County of Hawai'i Climate Action Plan, First Draft 2020 found online at <https://www.rd.hawaiicounty.gov/home/showpublisheddocument?id=301933>.
- Support and strive to implement the strategic actions set forth in the State of Hawai'i 2050 Sustainability Plan, found online at https://files.hawaii.gov/dbedt/op/sustainability/hawaii_2050_plan_final.pdf.
- Strive to implement strategies that support the goals of the Aloha+ Challenge found online at <https://alohachallenge.hawaii.gov/>.



Tourism and Culture Large Grant Program Objectives

Applicants for the Large Innovation Grant Program must:

- + Meet the Community-Based Tourism Program Objectives listed in the small grant program above **and**
- + Support and strive to implement the County Strategies and Actions Going Forward, set forth in the Hawai'i Island Tourism Strategic Plan 2020-2025 found online at <https://www.rd.hawaiicounty.gov/economic-development/tourism>.





Innovation Grant Proposal Format

Elements of a Complete Proposal Submission

Required Forms

- + All required forms make up EXHIBIT A, which includes narrative sections such as the one-page Abstract and the five-page maximum narrative. Exhibit A is considered the complete proposal.
- + Optional templates for these narrative sections are included in the form library posted on www.hawaiicounty.gov/rdgrants.

Exhibit A Order of Submission:

1. Project Abstract (maximum one page, one-inch margins, minimum 11-point font.)
2. Project Narrative (maximum five pages, one-inch margins, minimum 11-point font.)
3. Application Form, signed and dated.
4. Activities, Measures, and Outputs Matrix
5. Income Source Form
6. Project Summary Budget Form
7. Budget Narrative Form
8. Organization Information Form
9. Conflict of Interest Disclosure Form, signed and dated.

Required Organizational Document

All applicants are required to submit one set (no additional copies needed) of the following organizational documents:

- + Current Articles of Incorporation.
- + Current By-Laws.
- + Current Corporate Resolution if required by the By-Laws.
- + Current Board of Directors list - must include names, titles, addresses, occupations, and terms of office for all officers and members of the Board of Directors.
- + A list of persons who will execute the project and manage the funded activities. Include descriptions of their education, work experience and qualifications. Current *curriculum vitae* may be used.
- + Copy of IRS verification of tax-exempt status, if applicable.
- + Current financial statements - signed and dated.
- + Current Certificate of Compliance from the Hawai'i Compliance Express (HCE) program, government entities excluded.

Complete Proposal Package

A complete application package contains:

- + **One** complete **original** package that includes Exhibit A and all current required organizational documents.
- + **Two** complete **copies** of Exhibit A.

Proposal Submission

By Mail:

Department of Research and Development
25 Aupuni Street, Room 1301
Hilo, HI 96720

Remember the Deadline:

Sealed Proposals must be received in either the Hilo or Kailua-Kona R&D Office by:

4:30 p.m. H.A.S.T., Wednesday, August 31, 2022.

By Courier or In Person:

East Hawai'i:

County of Hawaii Building
25 Aupuni Street
Department of R&D, Room 1301
Hilo, HI 96720

West Hawai'i:

West Hawai'i Civic Center
74-5044 Ane Keohokalole Highway, Building C
Department of R&D, 2nd Floor
Kailua-Kona HI 96740

Proposal Review

Evaluation Criteria

Evaluation Process

Three Phase Evaluation Process

- + **Phase 1:** Screening for eligibility and completeness. Proposals not meeting minimum requirements may be rejected.
- + **Phase 2:** Initial Proposal Evaluation by the Evaluation Committee, using evaluation categories, criteria, and numerical points outlined in the RFP. Evaluation criteria maximum point total is 100 points. This rating system is set up such that the highest points represent the best rating.
 - Proposers' total scores 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 70 will not advance to Phase 3 of the evaluation process.
- + **Phase 3:** Proposals which pass Phase 2 are considered Priority Listed Proposers. The evaluation committee reserves the right to have additional discussions with the Priority Listed Proposers prior to the submission of Best and Final Offer. The Department 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.

The evaluation committee shall prepare a report summarizing proposal evaluation rankings and provide recommendation for award of contract. The award shall be made to the proposers submitting the best proposals as determined by the evaluation committee.

Proposal Evaluation Criteria

Project Impact - Maximum 30 Points

- + How well the proposed project outcomes advance the Department's Goal and Program Objectives and clearly demonstrate economic and equitable benefits to Hawai'i Island residents and businesses.
- + The extent to which the proposal reflects a coherent and feasible approach and includes a reasonable timeline for completion of work.
- + The clarity with which specific roles and responsibilities are defined.

Project Innovation - Maximum 30 Points

- + The demonstration of an innovation in program delivery or product adaptation.
- + Justification for the innovation based on best practices and models.

Fiscal Capability and Accountability - Maximum 20 Points

- + Realistic, thorough, and accurate budget.
- + Appropriate allocations of funds based on planned activities.
- + Level and probability of non-County funds committed to the project.
- + Extent to which the proposed project demonstrates program sustainability.

Qualification and 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.

Grantee Requirements

Post Award Reporting and Monitoring

Once Awarded, All Grantees Must

- + Maintain HCE compliance.
- + Recognize R&D as a funder in any program-related public relations announcements, brochures, and publications.
- + Provide free admission for any funded event for the Program Specialist.
- + Do not use alcohol during county-funded activities.
- + Do not conduct fundraising activities during grant-funded projects.
- + Request any budget and/or project modifications in writing and await written approval before implementing modifications.
- + Submit progress and final reports as indicated in the contract and in consultation with the program specialist.
- + Understand that upon award, the existing contract file and progress and final reports, shall be made available for public inspection.

Mahalo – Q&A