



**REQUEST FOR PROPOSALS  
FOR IMPLEMENTATION  
AND DISTRIBUTION OF  
SUB-GRANTS FOR NORTH SHORE  
WATERSHED FLOOD MITIGATION**

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**Addendum No. 1**

**Date of addendum: November 9, 2021**

**NOTICE TO ALL POTENTIAL RESPONDENTS**

The Request for Proposals (RFP) is **modified** as set forth in this Addendum. The original RFP documents remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

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1.0 RFP			
Addenda Item	RFP Sec. No.	RFP Section Title	Description of Change
1.1	II.A.	SCHEDULE	The schedule is <i>amended</i> as follows:  Issuance of RFP.....October 15, 2021 Deadline to submit questions...November 15, 2021 Proposals due date/time.....November 21, 2021 Notice of Award.....December 17, 2021 or earlier Notice to Proceed.....December 31, 2021 or earlier
1.2	III.C.	THE PROGRAM	The following #11 is <i>added</i> after sub-paragraph III(C)(10):  “11. Submit a yearly report within 90 days of the close of the County’s fiscal year.”
1.3	III.C.	THE PROGRAM	The following #12 is <i>added</i> after sub-paragraph III(C)(11):  “12. Select and include a non-profit to represent Anahola in the review process.”
1.4	III.C.	THE PROGRAM	The following #13 is added after sub-paragraph III(C)(12):  “13. Select and include a Native Hawaiian cultural practitioner in the review process.”
2.0 – Questions and Answers			
The following questions and answers are edited for clarity. The questions and answers are provided as a matter of information to clarify issues raised about the RFP. To the extent that changes to the RFP are required based on the questions received, the RFP has been modified as noted above in the RFP section of this Addendum.			
Item	Questions and Answers		
2.1	<p><b>Question:</b> Page 18, Section 5, Subsection 5.7 – is the current Certificate of Good Standing with DCCA that is requested the Certificate of Vendor Compliance? Or is it the one from DCCA where one needs to go online and pay for it?</p> <p><b>Answer:</b> The Certificate of Vendor Compliance is sufficient for the application process. However, the County encourages proposers to register with Hawaii Compliance Express (HCE), as HCE compliance is required before execution of a grant agreement.</p>		

<p>2.2</p>	<p><b>Question:</b> What is the source of RFP funding? Will this trigger an audit (if the funds are from the State and/or Federal level)?</p> <p><b>Answer:</b> The source of the RFP funding is from the State of Hawaii. It will not trigger a federal audit. The State of Hawaii has not communicated an affirmative intent to conduct an audit, but it is a possibility. County auditors may also review the grant in an audit of County operations. Proposers are encouraged to include the estimated cost of an audit of the funds as a line item in their budget.</p>
<p>2.3</p>	<p><b>Question:</b> Will the North Shore Flood Grantee Committee and Hanalei Flood Community Advisory Committee Team play a role other than to be periodically apprised of ongoing flood mitigation efforts? Are they envisioned to assist/support the grantmaking in any way? Have the committees already been formed? If so, can the names of the organizations/individuals who serve on these committees be shared?</p> <p><b>Answer:</b> The overall goal in creating a structure for award is for all interested parties to have equal ability to request access to these funds for the stated purpose of flood mitigation. The North Shore Flood Grantee Committee and Hanalei Flood Community Advisory Committee Team (“Grantee Committee”) is meant to focus efforts where mitigation efforts are already underway and provide a forum for open discussion and consideration of ideas. Both the Grantee Committee and other non-affiliated non-profits are required to have their proposals undergo a fair process underlined under paragraph 3.</p> <p>This process should adhere to best practice conflict of interest principles consistent with the IRS code relating to non-profits but is otherwise at the discretion of the selected non-profit to structure and manage. However, at a minimum, the County expects that any proposals from a specific Grantee Committee member are not evaluated by the same member as part of the Committee review and input process.</p> <p>The Grantee Committee is currently comprised of the following member-entities:</p> <ul style="list-style-type: none"> <li>National Tropical Botanical Garden</li> <li>Waipa Foundation</li> <li>Hanalei Watershed Hui</li> <li>Malama Kua'aina</li> <li>The Hanalei Initiative</li> </ul> <p>Any new Grantee Committee members should be properly vetted and receive the concurrence of the present committee members.</p> <p>The County has also committed to including a non-profit entity from the Anahola area, and a representative from those in the Native Hawaiian cultural practitioner community, as part of the review process.</p>

<p>2.4</p>	<p><b>Question:</b> The RFP states that the scope of the program is to serve as fiduciary custodian of the funds until appropriate requests are made by the North Shore Flood Grantee Committee or planning process and studies are completed. Does that mean that North Shore Flood Grantee Committee requests are to be automatically funded or prioritized? Or are sub-grants to be made only if aligned with the referenced planning process and completed studies? The scope also states (C3) that the grantee shall “Develop selection criteria, and a fair and transparent process to award sub-grants....” so we’re trying to best understand the program deliverables.</p> <p><b>Answer:</b> No, North Shore Flood Grantee Committee requests are not intended to be automatically funded or prioritized, and sub-grants are not restricted to being aligned with the referenced planning process and completed studies. The County intends that all non-profits with viable flood mitigation strategies, whether they arise from planning and studies currently being conducted by North Shore non-profits, kama‘āina knowledge, or elsewhere, be eligible to apply. (See also Question and Answer 2.3)</p>
<p>2.5</p>	<p><b>Question:</b> Is an annual report required? It’s not listed within the scope on Page 11 however the sample on Page 24 specifies one. If so, would the annual report be based on the County’s fiscal year-end or a calendar year end?</p> <p><b>Answer:</b> Yes, an annual report is required. The annual report shall be based on the County’s fiscal year end. County fiscal years began on the first day of July and end the last day of June.</p>
<p>2.6</p>	<p><b>Question:</b> Will funds will be held by the County and disbursed over time? If so, how much and when? Please describe to us the volume and timing of funds. Is it possible for funds to be custodied at Charles Schwab?</p> <p><b>Answer:</b> The RFP includes a template grant agreement with the following payment schedule:</p> <p style="padding-left: 40px;">Payment.</p> <p style="padding-left: 40px;">a. Email. Grant funds will be paid to the Grantee on an advance payment basis. The Grantee may request disbursement of grant funds by emailing a request for payment to the Grant Program Manager.</p> <p style="padding-left: 40px;">b. Schedule. The County will disburse the grant funds in accordance with the following schedule:</p> <p style="padding-left: 80px;">i. 5% of the awarded amount will be paid upon receipt of final executed copy of this Agreement and a written request for payment.</p>

	<p>ii. Thereafter, upon request of the Grantee, the County shall, in its sole discretion, make incremental advance payments based on the Grantee’s progress with obligating and disbursing funds.</p> <p>The County is willing to consider proposals that propose a different payment schedule. The proposer should include justifications for any such schedule.</p> <p>Funds may be deposited in a Charles Schwab checking account, but not in an investment account. Regardless of which financial institution is used to hold the funds the non-profit’s proposal should include a detailed explanation of their internal fiscal controls.</p>
<p>2.7</p>	<p><b>Question:</b> What salaries can be included outside of the admin fee?</p> <p><b>Answer:</b> Typical salaries charged directly to a County/KEMA award are the compensation of employees who work on that award and their related fringe benefit costs. Direct charging of the salaries of administrative and clerical support staff may be appropriate only if all of the following conditions are met:</p> <ul style="list-style-type: none"> <li>(1) Administrative or clerical services are integral to a project or activity;</li> <li>(2) Individuals involved can be specifically identified with the project or activity;</li> <li>(3) Such costs are explicitly included in the budget or have the prior written approval of the County; and</li> <li>(4) The costs are not also recovered as indirect “admin” costs.</li> </ul>
<p>2.8</p>	<p><b>Question:</b> What percentage (or range) is a good target for wages?</p> <p><b>Answer:</b> Proposers may refer (but are not limited) to resources such as <a href="https://www.bls.gov/oes/2020/may/oes_hi.htm#43-0000">https://www.bls.gov/oes/2020/may/oes_hi.htm#43-0000</a> to get a baseline on wages for positions in Hawaii.</p>
<p>2.9</p>	<p><b>Question:</b> "Ineligible use of grant funding includes the following expenses: Organizational start ups." Can you please provide your definition of "Organizational start ups?"</p> <p><b>Answer:</b> “Organizational start-ups” in this context largely refers to when a non-profit is either not yet incorporated, or less than one year old, and needs funds to establish itself to serve its purpose. The County is looking for an established non-profit with a proven record to administer this program.</p>

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