

**County of Maui
Department of Water Supply
WATERSHED PROTECTION
GRANTS PROGRAM**



**REQUEST FOR PROPOSAL (RFP)
Fiscal Year 2025**

200 South High Street
Wailuku HI 96793

www.waterresources.mauicounty.gov

Watershed Protection Grants Program

PROPOSAL DEADLINE
November 24, 2023

I. Introduction

The DWS Watershed Protection Grants Program was established to maintain and increase efficient hydrologic processes in watersheds that feed our surface and ground water supplies. Non-native animals and non-indigenous plant species threaten the watersheds' ecosystem and must be managed, controlled or eradicated to keep watersheds healthy. We seek sustainable projects to confront the greatest threats to Maui's native habitats, in indigenous upland forest ecosystems that help recharge our streams and groundwater which supply freshwater for the DWS water systems.

Due to recent fire events, DWS is also expanding the program to address wildfire risks that may be increased by on-going drought conditions and fueled by dry, low-laying, vegetation or low-hanging tree branches called ladder fuels in the Wildland Urban Interface (WUI) of DWS service areas. We seek sustainable projects that reduce ladder fuels, restore native forests as living fire breaks to implement Community Wildfire Protection Plans (CWPPs) in the WUI.

Each project proposal will be considered on its own merit. The proposal should have two distinct features—field-work deliverables to help protect and enhance water resource supply, and field-work deliverables to address wildfire risks in the WUI, if the applicant chooses to apply for a WUI component. We encourage Best Management Practices (BMPs) for watershed conservation and forest management projects which contribute to ongoing collaborative watershed efforts because DWS recognizes that working together is one of the most efficient and responsible responses to protect Maui and Molokai's freshwater supply and to mitigate wildfire risks. 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. List of Acronyms

BMP Best Management Practice
COM County of Maui
DWS Department of Water Supply

CWPP Community Wildfire Protection Plan
FAN Final Award Notification
FE Fixed Expense
GA Grant Agreement
GIS Geographic Information Systems
GPP Grant Performance Period
GTC General Terms & Conditions
MCCO Maui County Code of Ordinances
NCE No-Cost Extension
NFE Non-Fixed Expense
NTP Notice to Proceed
PAN Pre-Award Notification
PR Payment Request
QPR Quarterly Performance Report
RFP Request for Proposal
SOW Scope of Work
WMP Watershed Management Plan
WRPD Water Resources and Planning Division
WUI Wildland Urban Interface

III. 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 Request for Proposal (RFP) follow the Maui County Code of Ordinances (MCCO), Chapter 3.36, Maui County Grants Program.
3. A Notice to Proceed (NTP) shall be issued by the first of January from which the Grant Performance Period (GPP) shall end on the 31st of December. Funding may be prorated if an NTP is not issued by the first of January to reduce twelve (12) month GPP, which shall not extend beyond the 31st of December.
4. Applicants may only propose a twelve (12) month GPP within the calendar year, in which all expenditures must occur.
5. DWS provides funding to qualified applicants for projects that preserve, protect and restore Maui and Molokai's watersheds, and mitigate fire risks in the WUI of the DWS water service areas.
6. Final grant awards are subject to the availability of funds and the health of the DWS water utility revenue.
7. DWS reserves the right to reject one, portions of proposals, or all proposals in their entirety without compensation to proposers.
8. Grant awards are based on each applicant's eligibility, evaluation criteria, and past performance evaluations.

9. 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 (GTC)]
10. This RFP may be found [here](#) at the DWS Water Resources and Planning website. The RFP, and any fully executed Contract between the grantee and the DWS are inseparable and must be complied with in its entirety. They contain important information, guidelines and instructions on how to budget, report, track and expend the DWS grant funds.
11. No-Cost Extensions (NCEs) will not be granted to cause an overlap of funding for the same project or if there were delays in executing the Grant Agreement (GA)..
12. Types of expenditures, expenditures not covered by the DWS grant, and rules for reporting grant expenditures are outlined in Section XII of this RFP.
13. Grantees are required to conform to the DWS and County of Maui (COM) internal accounting and grants management control standards. Grantee must provide all required information, including the whereabouts of equipment, supplies and vehicles purchased with the DWS grant, and to include complete and accurate information timely, which may include, but is not limited to being granted access to view information, pre-audit fiscal records showing expenditures and invoices by its fiscal administrator, in order to comply with the terms of the GA.
14. Applications and grants will be administered through [Amplifund](#), an online grants management and reporting platform. Amplifund will be the main interface and the repository for any approved changes, Quarterly Performance Reports (QPRs), and will keep track of ALL project expenses such as personnel expenses, transportation, contracts, facilities, utilities training and certifications, equipment, supplies, materials, administrative and overhead costs, and other related expenses. It is the grantee's responsibility to balance their approved budget. All incorrect submissions to Amplifund will be at grantees expense.
15. The DWS reserves the right to reduce the total amount of a grant award on a pro-rata basis when execution of the GA is delayed by the applicant, or Grantee on a multi-year Contract, or if the Maui County Council reduces DWS's requested grant budget, which reduces available funds.
16. It is the responsibility of the applicant or Grantee to ensure that they, and its administrator, expeditiously review and approve any agreement with the DWS, with utmost consideration to the prevailing grant timeline for timely submission to the DWS.

IV. Multi-Year Agreement

The DWS understands that watershed protection is a long-term commitment. The DWS funding not only helps watershed protection partners maintain progress, but also helps to maintain sustainable organizational infrastructure. Although funding is only available for one funding cycle at a time, a multi-year agreement contingent upon the availability of funds may be a useful option to plan strategically.

Grant awards are dependent on available appropriations and the health of water revenues for allocation to the Watershed Protection Grants Program every fiscal year. To help maintain progress and to reduce resources allocated for administration, we can offer a continuation amendment to an existing contract. Although this multi-year agreement remains contingent on funding appropriations and approval, 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 GPP may be allowed to request a continuation amendment.

A continuation amendment will not be granted if, by the third quarter of a GPP, 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.

V. Funding Availability

1. The DWS will appropriate approximately 4 percent of the DWS Operations Budget towards watershed protection grants for fiscal year 2025.
2. Awards under the Watershed Protection Grants Program will fall in the range of approximately fifty-six thousand to six-hundred thousand dollars (\$56,000 – \$600,000). Applicants with matching contributions in cash, in-kind, or leveraged are preferred. How these funds are to be used to subsidize the DWS projects must be detailed. For example, the amounts that may be appropriated for certain tasks, deliverables or expenses should be included.

VI. Required Project Distinctions

Before submitting a proposal, check to see if your established project is eligible for the DWS Watershed Protection. Eligible projects meet the following requirements:

1. Located and operating within or in the vicinity of watersheds that replenishes aquifers and streams used by the DWS infrastructure. In particular, grant funds are intended to help preserve and restore native forests in critical watersheds that recharge the DWS water sources.
2. Recognized under a current, 5-year watershed management plan with clear goals and objectives to address specific threats and problems recognized and approved by the DWS.
3. Research-focused projects to provide useful value to existing watershed conservation and protection efforts to foster and support the healthy recharging of aquifers utilized by the DWS. After three (3) years, research projects must obtain a formal partnership with stakeholders of an existing watershed management plan.
4. Time-lapse photography for submission starting on project initiation for monitoring progress related to stated deliverables for each calendar year.

5. Be fully staffed with an established organizational chart occupied by technical, administrative and field service-staff who are capable of efficiently executing the project.
6. Science-based with a clearly defined methodological approach to accomplish stated deliverables aimed to protect Maui County watersheds that recharge the DWS water sources.
7. Capable of collecting and post-processing field work data and information using Geographic Information Systems (GIS) and Global Positioning Systems (GPS) hardware and software to produce quantifiable research to inform quarterly reports to the DWS.
8. Strong organizational integrity, demonstrates Best Management Practices (BMPs), fosters innovation, and ensures sound fiscal management to produce quantifiable results. Deliverables must be tracked consistently to align with stated work in the field so that progress can be analyzed and benchmarked by the DWS Water Resources and Planning Division (WRPD).
9. Integrated cooperative solutions to prevent further degradation and restore Maui County's watersheds to help sustain and increase water recharge.
10. Feasible, practical, cost effective and financially sustainable. Projects that are still under early stages of development do not have this distinction.
11. Have an established direct and indirect public outreach program.
12. Projects that have proven scientific and technical merit and can show that it can continually produce useful results toward enhancing Maui County's water supply and advance the watershed conservation field.
13. A clear distinction of field-work deliverables to help protect and enhance water resource supply in critical watersheds, and field-work deliverables to mitigate fire risk in the WUI, which may be in lower watershed areas.
14. First time applicants must first contact the DWS to schedule an eligibility meeting prior to applying for a grant to ensure that your project proposal is consistent with the DWS goals and expectations.

VII. Grant Proposal Guidelines

Interested applicants must be able to provide the following information to be considered for a DWS Watershed Protection Grant:

Project and Organization Background

1. Describe how your proposed work fits within your existing Watershed Management Plan (WMP) and how the WMP supports the project. Describe how fire risk mitigation projects implement an existing CWPP.
2. Describe why your project is necessary in the context of preserving, protecting and sustaining Maui County's drinking water supply.

3. Provide current aerial and on-the-ground photography of delineated work sites, with borders, by invasive plant and ungulate species.
4. Include when your organization was established, its background, qualifications and experience.
5. Provide a current organizational chart without vacant positions. The DWS will only fund occupied positions with proper position descriptions (PDs).
6. Explain the scientific and technical merits of your project, and how will they help continually produce useful results to enhance Maui County's water supply and advance the watershed conservation field.
7. Include updated GIS mapping shapefiles with attribute tables and data, diagrams, figures, and photos.

Project Goals and Objectives

1. Describe your project's primary goals and why your choice objectives are necessary and obtainable to help provide future drinking water source and supply for the DWS.
2. A clear distinction and staff resource allocation between watershed conservation and deliverables to mitigate fire risk in the WUI must be made and justified.
3. Explain the objectives and goals of the WMP and the project to address specific threats and problems recognized and approved by the DWS.
4. Clearly define your methodological approach to achieve desired results which contribute to the DWS objectives to protect Maui's County's water sources and to provide clean water efficiently. Only provide methods that can be quantitatively and qualitatively benchmarked internally, externally, by performance and practice.
5. Describe how the project intends to implement BMPs, foster innovation, and exemplify efficient execution of a program management plan to produce quantifiable results.

Location and Size of Project Area

1. Provide information about where you will be conducting your work, the size of the project area, and how information and data will be collected during the GPP to benchmark work performance. For example, GIS and GPS tracking are requirements to provide the DWS information and data about work being conducted on a regular basis. All submitted GIS shapefiles must contain attribute tables with pertinent data.
2. Provide updated bordered GIS maps, aerial surveys and pertinent photos of the project area.
3. Show the proximity of your proposed work to the nearest water source(s) used by the DWS as an eligibility requirement under Section IX, Eligibility Requirement, of this RFP.

4. Explain how your efforts in the location and project area may also prevent runoff and enhance clean water supply downstream.

Scope of Work (SOW)

1. Describe the required work you are proposing over a single or multi-year period (see conditions for multi-year agreements) and include the following:
 - a. Why your project is well-organized, practical, and cost-effective.
 - b. Integrated BMPs to maintain safe operations and progress during unexpected inclement weather.
 - c. Contingency plans to deal with unexpected staff turnover
 - d. The capability of the project's administrative office support staff to handle clerical work and regular reporting for the duration of the GPP.
 - e. The breakdown of all your deliverables and tasks, including how they are categorized by work activity (i.e. invasive plant control, invasive ungulate control, etc.)?
 - f. Clear justifications for expenses and the budget for each expense category.
 - g. Planned direct and indirect public outreach and education events, locations and dates.
 - h. Timeline with time-lapse photography progress updates for submission for every quarter, and explanation of how the stated deliverables can be accomplished in one (1) calendar year, including how work activities are portioned into four (4) reporting quarters with milestones.
 - i. The DWS may conduct periodic project inspections. Explain how information and data provided will be visually confirmed at the project site.

Training on how to apply for this grant and use Amplifund can be found under Section XVII in this RFP. Technical support is also available through Amplifund's technical support hotline.

VIII. Grant Proposal Evaluation Process

Information and guidelines within the DWS Watershed Protection Grants Program RFP, and any attachment thereto, shall be made part of applicant's GA with the DWS and must be followed throughout the duration of the GPP. These documents are also subject to change every fiscal year. Applicants who do not follow RFP and any attachments thereto containing important instructions and guidelines are subject to disqualification and/or grant cancellations. Section 15, Default, Suspension or Termination of Agreement, of the GTC.

Applicants must refer to the latest provisions of the current RFP. Applications must be made on a grants management and reporting platform called [Amplifund](#). Proposals should clearly substantiate the requested amount for each expense category to fulfill GA obligations and deliverables during the GPP only and other details as per Section VII of this RFP. The DWS cannot be responsible for the possibility of inflationary price changes for supplies, materials and services. In order to start the grant application and reporting process, all first-time users must register with Amplifund. Technical issues must be submitted through Amplifund customer service. Once an application is submitted, the following processes will occur:

1. Grant proposals under the DWS Watershed Protection Grants Program will be reviewed individually and evaluated by the DWS Grants Evaluation Committee.
2. A Pre-Award Notification (PAN) will then be sent to each approved applicant, during which time the Maui County Council will deliberate over the final appropriation amount for the Watershed Protection Grants Program.
3. A Final Award Notice (FAN) will be sent after the Maui County Council's decision, at which point the PAN amounts must be adjusted according to the amounts appropriated. In this case, the DWS will reconsider individual project merits and notify applicants who may be affected.
4. Applicants requesting a budget amendment or supplemental funding must submit written justification to the DWS. The GPP deadlines shall remain in full effect even if a grant processing delay is incurred at the applicant's expense during the reevaluation process. The DWS takes no financial responsibility for work or deliverables that may be affected.
5. If a modified award amount is approved, the 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 the DWS, the authorized grant financial administrator must first review and approve the changes. This process should be completed expeditiously and returned to the DWS within two (2) weeks for timely processing.

Please refer to Section XIV, Timetable for Grant Processing. This RFP is available electronically on the [DWS Water Resources and Planning website](#).

IX. County, State and Federal Requirements

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

1. Be a nonprofit 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.

X. Supporting Documentation and Conditions

Grant applications must clearly explain the proposed project. This information and attachments must be submitted on [Amplifund](#). The following grant requirements are covered by the MCCO, Chapter 3.36, Maui County Grants Program, along with other specific requirements established by the DWS:

1. Applicants must be prepared to enter into a GA with the COM and fully understand the information and guidelines within the DWS RFP and any attachment thereto, which shall be made part of applicant's GA with the DWS and must be followed throughout the duration of the GPP.
2. Applicants must qualify through Amplifund by submitting 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 current financial statements for the past three (3) years. One (1) year must be audited.
 - c. The DWS Grants GTC signed by the authorized grant administrator.
 - d. The names of other funders and grants for the proposed project with the DWS, including their individual contribution amount.
 - e. A listing of other projects or project names, their start and end dates, that the applicant will be in contract to accomplish during the DWS grant period.
 - f. All fillable forms included in the Watershed Protection Grants Program Application, including those forms to exercise a multi-term GA.
 - g. A Statement of Self-Insurance (State applicants)
 - h. A Certificate of Liability Insurance (Non-State applicants)
 - i. Current 5-Year Watershed Management Plan
 - j. Choose a single or a multi-term agreement option

It is the responsibility of the Applicant to ensure that certificates and financial statements are current. Outdated certificates and financial statements will not be accepted and may disqualify applicants if they are not submitted by the proposal deadline.

3. Documents will be stored electronically, but Applicants must keep a record of all applicable documentation for review upon the request of the DWS and/or a County auditor for compliance and verification purposes.
4. Upon submission, the management plan must be valid for the entire duration of the grant proposal and/or the GPP.
5. Applicants must be prepared to indemnify and hold harmless the COM, and to obtain a Certificate of Liability that includes the COM as a beneficiary.

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

The MCCO, Chapter 3.36, Maui County Grants Program, may be found at:

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

XI. Grant Performance Period and Progress Tracking

If an applicant is granted an award, the information, provisions and guidelines within the RFP, the Grant Application, the COM GTC and any attachment thereto, shall be made part of the GA with the DWS. Grantees who do not follow the GA may be subject to disqualification and/or having their grant cancelled under Section 15, Default, Suspension or Termination of Agreement, of the GTC. Furthermore, the grantee must faithfully and timely perform any and all of the promises, terms and conditions of a GA, and execute their work for the entire duration of their GPP, provide complete QPRs with justified Payment Requests (PRs), and regularly update their grant account on [Amplifund](#). Applicants must refer to the latest provisions of the current RFP. Rules and important considerations that apply to the GPP and how the Grantee must track and report their progress are as follows:

1. The GPP is for one (1) year or the time period left of the DWS fiscal year, commencing on the date provided in the Notice to Proceed (NTP) letter. A multi-term option is available, but each grant GPP shall be independent from the previous period. A six (6) month NCE is only possible if a grantee requests an extension in a timely manner and for good cause, does not delay in the execution of the initial GA, is in good standing with the DWS, and the extension does not cause overlapping funds between fiscal years. Without exception, a written justification must be received by the DWS ninety (90) days prior to the end of the GPP for consideration. Justifications must be submitted on the fiscal sponsor or fiscal agent's letterhead to explain the extenuating circumstances that prevents timely financial reconciliation.

An NCE is only granted to properly close projects, and not to expand an approved SOW or to spend down unspent funds by stocking up on supplies and materials. The final, 4th Quarter QPR, including all accounting reconciliations and unfinished deliverables must be completed and submitted on Amplifund within the allotted 6-month NCE period. No further extension will be granted after an NCE and remaining encumbered funds will lapse at the end of the DWS fiscal year. Project closeout and the final QPR must be completed and submitted within ninety (90) days after the end of the GPP (end of 4th Quarter), with or without an NCE, as per the GTC. Under the MCCO, Section 3.36.110,

Reports by Recipients, and Section 3.36.070, Applications, the DWS Grantees must update their QPRs on Amplifund as per Section III, Payment, of the Agreement, which includes uploading attachments for the following:

- a. An updated narrative describing the status and capacity of current program activities, including before and after pictures or video.
- b. Expected results, constraints and developing issues, including staff changes that affect the project deliverables and why staff are not working on a regular basis.
- 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 used towards grantee's approved and funded project with the DWS..

Amplifund must be used to help maintain compliance, meet performance goals and maximize drawdowns. It will calculate balances, remind the applicant or grantee of deadlines, and allow for information sharing across your organization, and communicate information and data with the DWS grant analysis staff.

2. QPRs must report the current status of a project and highlight any deviation from an approved project scope. Data must be updated quarterly on Amplifund, including options to upload pertinent narrative descriptions. Applicants and grantees should be prepared to address issues and questions from the DWS, and explain the effectiveness of a methodological approach in resolving issues, improving the project mission, and how it helps to reach goals.

Updates may only be done on Amplifund. It will be the repository for any approved changes and QPRs. It will also keep track of ALL project expenses for personnel, transportation, contractual, facilities and utilities, travel, training and certifications, equipment, supplies, materials, administrative and overhead costs, and other expenses. Therefore, grantees must fulfill the administrative requirements by providing thorough, accurate and organized submissions to Amplifund.

3. All stated fieldwork must be tracked by collecting detailed field data using GIS and GPS so that progress can be updated on Amplifund and quantitatively analyzed by the DWS to help substantiate reported field work. Providing data without providing a proper data collection method will not be acceptable. For example, the acceptable data formats for submitting data for field work are both the layer files and shapefiles they reference so that GIS Layers contain workable spatial information that may be analyzed. PDF maps with points and boundaries without attributes, and cannot be opened with a GIS application for analysis will no longer be accepted.
4. To maintain accountability and transparency, grant financial administrators and project managers are expected to coordinate and monitor the movement of budgeted grant funds to ensure that the DWS budgetary and expenditure rules are followed. Financial administrators must first evaluate, verify, and approve all accounting records **BEFORE** they are submitted. PRs that have not been properly vetted by the grant financial

administrator will NOT be reimbursed and returned immediately for proper accounting and pre-auditing.

5. Grant related requests and revisions may be made through Amplifund, but will be rejected if not expeditiously reported to the DWS to provide ample time to review and process. As a project nears its budget deadline, requests and revisions must first be vetted by the grant financial administrator and 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 grant closeout process at the end of the 4th Quarter.

XII. Grant Expenditure Rules and Guidelines

Grants management will be administered through [Amplifund](#) where grantees may provide information and updates for all approved deliverables and expenditures. Grantees must follow the input requirements and clearly justify all expenditures. Grantees may register their chosen users, but grant financial administrator(s) and project managers are responsible for carefully reporting, monitoring expenditures and coordinating the movement of budgeted grant funds to ensure that the following budgetary and expenditure rules are followed. PRs that have not been properly reviewed will NOT be reimbursed and returned immediately for proper accounting and pre-auditing. The following guidelines shall be enforced:

1. Budgeted grant funds are for the sole purpose of completing the necessary tasks for approved deliverables. Project vehicles, equipment, supplies, and materials are not to be purchased or used for personal or recreational purposes. Any Grantee and its staff found to not be complying with this restriction may have their grant suspended or terminated.
2. Budgeted grant funds are only intended for use for the existing GPP. Stockpiling supplies and materials that do not apply to approved deliverables will not be accepted and investigated. Grantees found to not be complying with this restriction may have their grant suspended or terminated.
3. Section II, Payment, of the GA and this RFP will detail the payment installments, payment timeline and rules for extensions. Expense types are to be reported as follows:
 - a. Payroll
 - b. Transportation
 - c. Contractual Services
 - d. Facilities
 - e. Utilities
 - f. Travel
 - g. Field Crew
 - h. Supplies, Materials and Equipment
 - i. Administrative and Overhead
 - j. Other Expenses

- k. Equipment and Supplies Inventory
4. There will be two types of expenses as follows:
- a. **Non-Fixed Expenses (NFEs):** Transportation, Contractual Services, Travel, Field Crew, Supplies, Other Expenses, and Equipment and Supplies Inventory
 - b. **Fixed Expenses (FEs):** Payroll, Facilities, Utilities, Administrative and Overhead (A&O)
5. Transferring funds between NFEs and FEs are generally prohibited except for the following exceptions when clear and reasonable justifications are approved by the DWS:
- a. Up to 20% of the individual budgeted category amount between NFEs such as Field Crew, Supplies, Materials and Equipment.
 - b. Transferring up to 20% of freed monies due to staff turnover may be transferred from Payroll to Contractual Services to accomplish stated deliverables. The 20% will not be from the total Payroll budget amount. The dates, times and SOW for contracted services must be provided and contractors may be subject to approval by the DWS.
6. Invoices must include narrative justification as follows:
- a. Provide a detailed explanation of the need for each cost item as it pertains for a given task or deliverable for the current GPP.
 - b. Provide specific details for personnel and payroll taxes and fringe benefits.
 - c. Personnel overtime (OT) may be justified to address emergencies.
- *Exercise caution and responsibility when expending funds awarded by the DWS. Awards are considered based on clear justification concerning the costs and activities to achieve agreed upon deliverables within the start and end dates of your GPP only. Each QPR must only contain invoices dated for that particular quarter period. To avoid delays in payment, the grantee is responsible for their own project accounting. Accounting errors may only be corrected by the grantee staff before the DWS can issue reimbursements. This means that what is submitted online or otherwise, for reimbursement, must always be accurate and consistent to the project's approved budget. For example, Amplifund is not able to detect unapproved discretionary spending or overspending. Likewise, the DWS staff will not be responsible for balancing approved budgets with project expenditures. Any ensuing delays or denial of reimbursements caused by the grantee not following grant rules or not providing accurate accounting information are made at grantee's expense, and will be noted for future grant awards.**
7. To avoid an audit or denial of a PR, copies of invoices and receipts must be legible and include clear justification for purchased items, and are approved/signed by the project manager and financial administrator **BEFORE** being uploaded to Amplifund (see #6, above). Illegible scanned uploads or quoted invoices will not be accepted. Invoices must contain these details or payment will be denied:
- a. Name of provider
 - b. Date of purchase (within the appropriate GPP quarter)
 - c. Purchaser and payment method
 - d. Items purchased

- e. Itemized prices
 - f. Invoicing must be provided on the service and goods provider's invoice letterhead (handwritten invoices will not be accepted)
 - g. For contractors and service providers, add these additional details:
 - i. SOW
 - ii. Contract terms
 - iii. Written justification(s)
8. Emergency supplemental funding due to force majeure or catastrophic vehicle failure may be available through a formal budget amendment with clear justification and vetting. Large equipment and supply purchases in the 4th quarter will require justification.
9. Do not submit an A&O invoice for 15% of the total grant award divided into four (4) quarters. Administrative fees are paid quarterly and shall not exceed 15% of the total reimbursable costs for that quarter only. These costs include, but are not limited to, administrative services to provide:
- a. Contracting services and administration for accounting, payroll and other administrative project needs.
10. Grantees must abide by the following procurement and staffing rules:
- a. Equipment, Supplies and Materials

The DWS may refuse any cost item(s) determined to be extraneous or lacking sufficient justification. You may be asked for additional justification and for a minimum of three (3) separate written vendor quotes for certain items if they may be bought at a more reasonable cost or if premium brands can be compared to value brands that offer the same utility, quality and functionality.

Documentation [i.e. certification or letter] of the purpose, whereabouts, condition, and expected useful life of equipment purchased with grant funds must be available for consideration. The DWS may also request for the return of computers and electronics that are requested to be replaced with the DWS funds as per the GTC, Reversion of Assets. Likewise, existing vehicles, computers and electronics may be requested to be returned to the DWS prior to being replaced.
 - b. Contractors

A current detailed breakdown of work provided by contractors is required for reimbursement. It shall include clear justification, dates and times, itemized charges, a SOW and contract terms, if applicable. Contractors are only to be used to complete deliverables or maintain operations. Invoices for contractors that lack these necessary details will be denied reimbursement.
 - c. Incidental Costs

Food, internal medicines, travel incidentals and personal items will not be covered by the DWS grant, but by work time per diem. Costs for airline flight, lodging and vehicle fuel must be directly related to approved project deliverables in which additional supporting documents and justifications may be requested before reimbursement.

d. Staffing Costs

The DWS will only reimburse for staffed positions. Changes to approved organizational staffing structure will not be allowed until it is proposed in a following fiscal year. The DWS funds not used due to staff turnover shall not be re-appropriated or expended for other purposes, unless approved by the DWS to pay an outside contractor to complete the deliverables originally tasked to specific positions that have become vacant. Work to shore up unanticipated vacancies will only be reimbursed at that approved position's pay rate for the budgeted amount only, regardless of who is doing the work, unless a contractor or temporary staff is used and charged as a contractual expense. Contracts with outside contractors must be submitted to the DWS. Moreover, proper justification and documentation for temporary staff or contractors will be required before reimbursement.

11. Audit – The County requires an agency audit once every three (3) years and will pay a portion of such audit costs.
12. The DWS grant funds is not a match for other projects not under the DWS project purview; the DWS grant funds are to only be used for agreed upon deliverables and other reported funding sources or matching funds should only be used to subsidize their completion. Applicants with matching contributions in cash, in-kind, or leveraged are preferred, but how these funds are to be used to subsidize DWS projects must be detailed. For example, the amounts that may be appropriated for certain tasks, deliverables or expenses should be explained if these funds are to be used to rate the grantee's performance.
13. Grant financial administrators must first evaluate, verify, and approve all requests and revisions **BEFORE** they are reported to DWS for consideration.
14. Expenditure corrections and justifications must be made through Amplifund, but will be rejected if not submitted on time to provide the DWS ample time to review and process.
15. All PRs and QPRs must be submitted on Amplifund for reimbursement each quarter. The DWS will not process request for reimbursement if the grantee does not comply with all requirements. It is the Grantee's responsibility to submit QPRs with proper updates and accounting on Amplifund in a timely manner. In addition, the DWS will only process PRs when all required reports (**due thirty (30) days after the end of the 1st, 2nd and 3rd Quarters; and, ninety (90) days after the end of the 4th Quarter for the final QPR**), documents and justifications are submitted. For example, Amplifund will reject all invoices not accompanied by a QPR and required justifications.

16. The DWS is not responsible for reimbursing any invoices that are improperly submitted, late, or the costs were incurred before or after the GPP.

XIII. 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 the DWS grant 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	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.)

XIV. Submittal Methods

Amplifund will prescreen applicants as per the terms of this RFP. Qualified applicants and grantees must be registered with [Amplifund](#). Applications and reports must be inputted as required by Amplifund. Requirements, rules and guidelines of this RFP will be enforced. The following method is the only allowable way to submit applications, forms, documents and reports:

Online submission through Amplifund

*Reports and proposals submitted after 4:30 p.m. on a deadline date will automatically be rejected by Amplifund. Please edit and save drafts in Amplifund before making a final submission. Once final submissions are made, you will not be able to make changes.

XV. Timetable for Grant Processing

PROCESS	TIMEFRAME*
Advertising of RFP	November 1, 2023
Grant proposals due in Amplifund	November 24, 2023
Proposal evaluation completed	
Pre-award notification	
Revised Grant project scope of work (SOW) due (if there are changes to the County grant budget)	
Final Award notification	
Grant Contracts processed and routed for execution	4 weeks
Grantee execute and notarize Contract	2 weeks
Notice to Proceed (NTP) issued upon fully executed, notarized, Contract	January 1, 2025
Award end date and end of GPP (invoicing cut-off and start of project closeout)	December 31, 2025
Grant project closed; deadline to submit reconciled financials, clarifications, and justifications for reimbursement of payment requests	90 days after award end date

***Process dates are subject to change.**

XVI. Contact information

Questions about your application or the [DWS Watershed Protection Grants Program](#) should be directed to:

Robert De Robles
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

XVII. Additional Information

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

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

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

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

The COM 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>

The United States Environmental Protection Agency (EPA) provides information on fire management and offers Forestry Best Management Practices in Watersheds here:

https://cfpub.epa.gov/watertrain/moduleFrame.cfm?parent_object_id=1636

Community Wildfire Protection Plans:

<https://www.hawaiiwildfire.org/fire-resource-library-blog/2023/9/11/northwest-hawaii-island-cwpp-2007-updated-2016-pc7hd-25rdf-nzye7>

<https://static1.squarespace.com/static/5254fbc2e4b04bbc53b57821/t/64ff704ee21cae6b00aa68b2/1694462053254/Western-Maui-CWPP14.pdf>

https://dlnr.hawaii.gov/forestry/files/2018/04/2016_MolokaiCWPP_HWMO.pdf

Applicants and grantees will be granted access to Amplifund, an online grants management and reporting platform. Click [here](#) to register as a user. Training tutorials are available through the Amplifund Applicant Training Video Series below.

Video	Length	Key Concepts
New User Registration	6:16	<ul style="list-style-type: none"> • Registering organization & user • Adding users to your organization
Portal Navigation	3:02	<ul style="list-style-type: none"> • Opportunity Page • Accessing Help • Apply Option
Opportunity Overview	4:34	<ul style="list-style-type: none"> • Opportunity Details • Evaluation & Scoring Tab (if applicable)
How to complete an Application	9:24	<ul style="list-style-type: none"> • Completing Project Information • Completing Application Forms • Navigating in an Application • Submitting an Application
How to complete a budget template	5:38	<ul style="list-style-type: none"> • Completing the budget template • Adding a budget category • Adding match
How to complete a performance plan template	3:57	<ul style="list-style-type: none"> • Completing the template
Administration Section	3:34	<ul style="list-style-type: none"> • How to access • Viewing applications • Adding users
Application Status – View, Withdraw, Delete	4:34	<ul style="list-style-type: none"> • Viewing application status • How to withdraw an application • How to delete an application
Returning to the Applicant Portal	2:50	<ul style="list-style-type: none"> • Using an opportunity link • If you are already a recipient of another grant managed in AmpliFund