

County of Hawai'i Department of Research and Development
Innovation Grants for Fiscal Year 2018-2019

Frequently Asked Questions

1. What is the Department of Research and Development Innovation Grants Program?

The Department of Research and Development (R&D) Innovation Grants program is an annual competitive opportunity intended to grow initiatives and support research that improve economic development, agriculture, energy, creative economy, tourism, and sustainable development in Hawai'i County.

2. Who is eligible to apply for funding?

The following list of entities may apply provided they serve the residents of and visitors to the County of Hawai'i:

- a. Non-profit organizations exempt from federal income tax by the Internal Revenue Service or non-profit organizations that are registered with the State of Hawai'i.
- b. Educational institutions.
- c. State and County agencies.

3. Who is ineligible to apply for funding?

Individuals and for-profit businesses may not apply for funding.

4. May applicants apply through non-profit fiscal sponsors?

Yes, as long as the project or program results in a broad-based community benefit.

5. What is that average award amount?

Awards may range from \$5,000 to \$25,000.

6. Is there a matching funds requirement?

Yes, there is a one-to-one matching funds requirement. This means that for every dollar of R&D funding awarded, there must be a minimum of one dollar of funding from another source. The matching funds may be a combination of cash and in-kind contributions. Matching funds may not come from any other County of Hawai'i source (unless the applicant is a County agency) or Hawai'i Tourism Authority's Community Enrichment Program.

7. Why are matching funds required?

Program funding is meant to supplement the proposed project, and should not be an applicant's sole source of funds for the project. Research and Development wants to leverage limited funding for maximum impact, and looks to fund projects that demonstrate readiness for implementation and a high likelihood of success.

8. Is it ok to apply for funding for a two year project?

No; the program is based on the County of Hawai'i's fiscal year; therefore the Innovation Grants for Fiscal Year 2018-2019 will fund projects that occur between July 1, 2018 and June 30, 2019. Funding is for a 12 month period only and all awarded projects must be initiated by June 30, 2019.

9. What kinds of things does this program fund?

All expenses should be reasonable and directly related to the proposed project. Common allowable uses of R&D funding include:

- Advertising.
- Brochures, printing, collateral materials.
- Electronic media.
- Equipment purchase (excluding electronic equipment).
- Equipment rental.
- Facility rental.
- Postage.
- Public relations.
- Salary and wages.
- Security.
- Shipping.
- Consultant services.
- Supplies and materials.
- Travel.
- Website development.

Grant funding restrictions:

- Administrative costs, which are costs related to project fiscal management, grant management and reporting, are capped at ten percent (10%) of the grant-funded expenses.
- Equipment costs may not exceed fifty percent (50%) of the total grant award.
- Personnel costs should not be the primary use of grant funds. To demonstrate financial sustainability, projects will not rely on grant funding for critical operating expenses like salaries and wages.

10. What costs are not funded in this program?

- Electronic equipment purchase (computers, laptops, tablets, phones, printers, etc.)
- Film production.
- Fundraising expenses.
- Organizational start-up plans.
- Proposal preparation expenses.
- Alcoholic beverages.

11. What is the proposal package format?

Full instructions are located in Section 4 of the Request for Proposals (RFP). Narrative guidelines are described in Section 4.5.

Applicants must submit one complete original proposal package and two copies of the narrative and required forms (a through c below) by the deadline. A proposal package must include the following documents, all signed and completed as indicated:

- a. Exhibit A-1 Grant Application Form and Signed Acknowledgement (one page).
- b. Exhibit A-2 Project Budget Form (two pages: income and expenses).
- c. Exhibit A-3 Organization Information and Document Cover Sheet (one page).
- d. Exhibit A-4 Conflict Disclosure Form (one page). One or more separate forms may be needed depending on the number of individuals reporting potential conflicts of interest.
- e. Mandatory Organizational Documents (provide one full set only; no additional copies required):
 - i. Current Charter or Articles of Incorporation.
 - ii. Current Bylaws.
 - iii. Corporate Resolution.
 - iv. Current Board of Directors list including names, titles, addresses, occupations, and terms of office for all officers and members of the Board of Directors.
 - v. A list of persons who will execute that project and manage the funded activities. Include descriptions of their education, work experience and qualifications. Current curriculum vitae may be used to provide descriptions of education, work experience, and qualifications.
 - vi. Copy of IRS verification of tax-exempt status.
 - vii. Current Financial Statements (audited financial statements or current balance sheet and profit and loss) signed and dated.
- f. Project Abstract (maximum one page).
- g. Narrative of proposed project: Maximum of five pages of narrative on plain white letter-sized paper with one-inch margins on all sides in a font no smaller than 11 points. The narrative should follow the guidelines found in Section 4.5 of the RFP.
- h. Budget Narrative: One page maximum. Applicants may include the budget narrative in the five-page project narrative; but an additional page is allowed for budget narrative purposes.
- i. Proof of matching funds is not required when submitting a proposal, but documentation is required before a contract is executed. However, a proposal will be deemed incomplete if it does not specifically identify the organizations that are providing matching funds, and the amounts of funding pledged. Applicants must supply appropriate matching funds documentation within 30 days of notification of award.

12. If an organization received funding from the Department of Research and Development in the past does it still need to supply organizational documents with a new proposal?

Yes, submission of current organizational documents is required.

13. What is the deadline for proposals?

Proposals must be received in the Department of Research and Development's Hilo or Kailua-Kona office by 4:30 p.m., Hawai'i-Aleutian Standard Time, on Friday, May 11, 2018.

14. Where can proposals be mailed?

Mail proposals to:

County of Hawai'i Department of Research and Development
25 Aupuni Street, Room 1301
Hilo, HI 96720

15. Where can proposals be delivered?

Proposals will be accepted in the Department of Research and Development offices in Hilo and in Kailua-Kona:

- East Hawai'i: The Hilo office is located in Room 1301 of the County Building at 25 Aupuni Street, on the corner of Aupuni Street and Pauahi Street (not to be confused with the County's Aupuni Center complex, which is located across Aupuni Street at 101 Pauahi Street).
- West Hawai'i: The Kailua-Kona office is located at the West Hawai'i Civic Center at 74-5044 Ane Keohokalole Highway, Building C (Second Floor, next to the Mayor's Office).

Both offices are open from 7:45 a.m. until 4:30 p.m., Monday through Friday, with the following exceptions:

- Monday, March 26, 2018, Prince Jonah Kūhiō Kalaniana'ole Holiday
- Friday, March 30, 2018, Good Friday Holiday

16. Will R&D accept faxed or e-mailed proposals?

No; neither faxed nor e-mailed submissions will be accepted.

17. May an applicant attach its own budget to its proposal and simply write "see attached" on the forms in the application package?

No. All applicants are expected to use the same forms. For applicants' convenience, forms are available in Word, PDF, and Excel (budget only) versions. Please do not radically alter any of the forms. To add more lines in the budget form, unprotect the Word version and in the Table menu insert additional rows. Similarly, applicants may add additional rows in the Excel version of the budget form.

18. Why is the notification of grant awards scheduled on July 2, 2018?

The County’s Fiscal Year 2018-2019 budget review occurs in late May and can last as long until the end of June. Until the budget is approved, R&D cannot confirm availability of funds for the Fiscal Year 2018-2019 Innovation Grants program.

19. The “Exhibit B – Contract Provisions” section list laws and regulations that a contractor must follow. Where are these laws located?

- The Hawai’i County Charter and Hawai’i County Code can be found on the home page of the Office of the County Clerk at <http://www.hawaiicounty.gov/lb-clerk-home/>
- Hawai’i Revised Statutes: <https://www.capitol.hawaii.gov/hrscurrent/>
- Chapter 103, Hawai’i Revised Statutes: https://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103/
- Chapter 378, Hawai’i Revised Statutes: https://www.capitol.hawaii.gov/hrscurrent/Vol07_Ch0346-0398/HRS0378/
- Chapter 489 Hawai’i Revised Statutes: https://www.capitol.hawaii.gov/hrscurrent/Vol11_Ch0476-0490/HRS0489/
- Chapter 396, Hawai’i Revised Statutes: https://www.capitol.hawaii.gov/hrscurrent/Vol07_Ch0346-0398/HRS0396/
- Chapter 386, Hawai’i Revised Statutes: https://www.capitol.hawaii.gov/hrscurrent/Vol07_Ch0346-0398/HRS0386/

20. When a project is awarded funding, what are the next steps?

All organizations that receive awards must enter into a contract with the County. The proposal and budget will become part of the contract, or Memorandum of Agreement (MOA), along with Exhibit B—Contract Provisions, which are part of the solicitation package.

Here is what grantees may expect:

- a. Each applicant will receive a letter from the Director of the Department of Research and Development that explains the funding decision (approved at full request; or approved, but for an amount lower than the request; or declined.)
- b. If award is less than a request, the applicant will be asked whether or not it wishes to accept the lower award. If the lower award is acceptable, the applicant will be asked to modify its original budget and proposal to reflect that change.
- c. If awarded, an applicant must provide documentation of matching funds if documentation was not supplied when then proposal was submitted. A maximum of 30 days is allowed in which to provide proof of matching funds.
- d. Once the final project proposal and budget is complete, a Program Specialist will forward a Memorandum of Agreement (MOA) to the grantee organization for

appropriate signatures. Additional documents that may accompany the MOA for signatures include:

- Acknowledgement of the County of Hawai'i's Anti-Discrimination and Harassment Policy accompanied by a copy of the policy; and
 - A V-8 Vendor Form, which is required by the Department of Finance to enter the organization in the County's accounting system.
- e. Research and Development will verify the organization's compliance on Hawai'i Compliance Express (see IMPORTANT FIRST STEP below), and circulate the signed MOA to the County's Purchasing, Accounts, Finance, and Corporation Counsel offices for appropriate authorizations and approvals, and finally to the Mayor and the County Clerk for execution.
 - f. Research and Development will forward a copy of the fully executed MOA to the grantee organization with instructions to begin the proposed project and to submit an invoice for initial payment.

IMPORTANT FIRST STEP:

Please be sure to register on Hawai'i Compliance Express (HCE). On July 6, 2011, Act 190 relating to Small Business was signed into law by Governor Neil Abercrombie. Act 190 requires compliance certificates obtained through the Hawai'i Compliance Express (HCE) for Tax clearance, Department of Commerce and Consumer Affairs, and Department of Labor and Industrial Relations compliance for any contract and procurement of \$2,500.00 or more. State and county agencies are required to utilize the HCE to obtain proof of compliance prior to award and for final payments to vendors.

The HCE is an electronic system that allows vendors doing business with state or county agencies to quickly and easily obtain proof that they are compliant with applicable laws. The HCE certificate, "Certificate of Vendor Compliance," is submitted in place of a tax clearance, labor certificate, and a Certificate of Good Standing required in Hawai'i Revised Statutes (HRS) §103D-310(c).

To register for Hawai'i Compliance Express, go to the Department of Accounting and General Service's Hawaii Compliance Express web page at <https://vendors.ehawaii.gov/hce/splash/faq.html>, complete the easy step-by-step process, and pay the registration fee online using a credit card. Vendors must ensure compliance at all times in order for the HCE certificate to be valid. R&D will verify compliance online at time of award and prior to issuing any payment. It can take a newly registered vendor about ten business days to receive their compliance status.

For more information please go to <https://vendors.ehawaii.gov/hce/splash/faq.html>.

21. Are there contacts for additional information?

Please contact the appropriate R&D Program Specialist:

Program	Program Specialist	Telephone Number /Email Address
Agriculture	Glenn Sako Economic Development Specialist	(808) 961-8811 Glenn.Sako@hawaiicounty.gov
Economic Development	Jane Horike Economic Development Specialist	(808) 961-8496 Jane.Horike@hawaiicounty.gov
Energy	Will Rolston Economic Development Specialist	(808) 323-4704 William.Rolston@hawaiicounty.gov
Creative Economy	Justin Finestone Film Commissioner	(808) 323-4705 Justin.Finestonw@hawaiicounty.gov
Sustainable Development	Beth Dykstra Economic Development Specialist	(808) 961-8035 Elizabeth.Dykstra@hawaiicounty.gov
Tourism	Frecia Cevallos Economic Development Specialist	(808) 961-8505 Frecia.Cevallos@hawaiicounty.gov
Main Office		(808) 961-8366 Hilo (808) 323-4700 Kailua-Kona chresdev@hawaiicounty.gov