Hawai‘i Conservation Program 2021 RFP

Webinar – Thursday, August 27, 2020

Pūlama Lānaʻi
Preservation. Progress. Sustainability.

U.S. FISH & WILDLIFE SERVICE
DEPARTMENT OF THE INTERIOR

FOREST SERVICE
US
DEPARTMENT OF AGRICULTURE

NATIONAL FISH AND WILDLIFE FOUNDATION
NFWF

Agenda

1. Introduction to the National Fish and Wildlife Foundation
2. Overview of the Kuahiwi a Kai: Lānaʻi Watershed Conservation Program
3. Overview of the Hawaiian Forest Bird Program
4. How to Submit a Proposal
5. Questions

Introduction to NFWF

WHO WE ARE

- Chartered by Congress in 1984
- Non-advocacy, non-litigious
- 30 member Board appointed by Secretary of the Interior
  - Includes USFWS Director & NOAA Administrator

WHAT WE DO

- Sustain, restore and enhance the nation's fish, wildlife, plants and habitats
- Bring collaboration among federal agencies & private sector

HOW WE DO IT

- Leverage public funding with private money
- On-the-ground conservation projects through grantmaking
- Transparent process that involves multiple stakeholders

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How We Do It

Non-Federal Partners

- Corporations
- Foundations
- Private Donors
- Mitigation & Settlements
- States
- NGOs

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Federal Government

- Appropriations
- Cooperative Agreements

Convener of focused, leveraged funding & leadership for priority wildlife & habitat conservation through grant making

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Kuahiwi a Kai: Lāna‘i Watershed Conservation Program

Partnership

- Partnership Agreement between NFWF and Pūlama Lāna‘i signed January 2019
- First year grant slate awarded in March 2020

Program Goals

Landscape-level approach to preserving and enhancing natural and cultural resources:

- Protect and revitalize the Lāna‘i Hale watershed through fencing and ungulate population control.
- Reduce sedimentation run-off to nearshore reefs.
- Improve native habitats and protect endangered species like the Hawaiian petrel.
- Increased community conservation ethic and involvement in landscape protection efforts.

Kuahiwi a Kai Program Area, Lāna‘i

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FOCAL GEOGRAPHY

- Approximately 20,000 acre area on northeast Lāna'i

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Year 2 Program priorities

- Installation of first ungulate fence line
- Near-term sedimentation interventions
- Herbivorous fish management to protect nearshore reef health
- Development of a native habitat enhancement strategy
- Increasing community engagement

Year 2 Funding Availability

- Grant awards anticipated to total ~$400,000
- Award amounts are expected to range $50,000 to $200,000
- Grants greater than $200,000 may considered on a case by case basis

Keōmoku Coast, Lānaʻi

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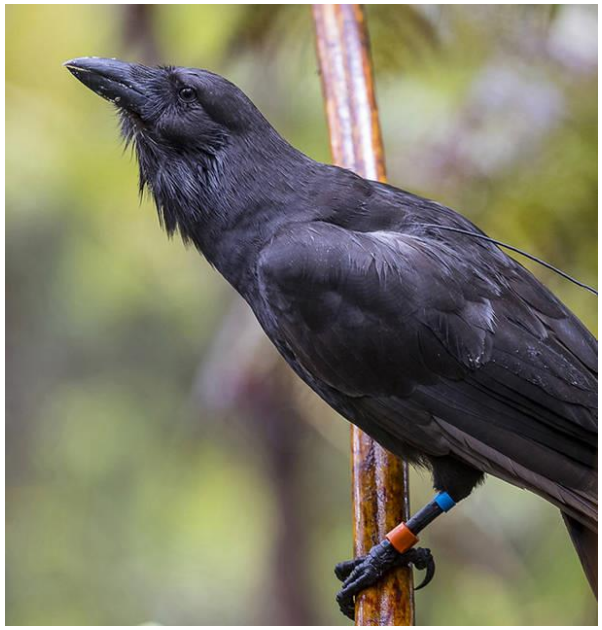
Hawaiian Forest Bird Program - 2021 Request for Proposals



‘Alalā (Hawaiian Crow) Credit: San Diego Zoo

2021 Funding Availability

- Grant awards anticipated to total $495,000
- Award amounts are expected to range $50,000 to $250,000
- Grants greater than $250,000 may considered on a case by case basis

Hawaiian Forest Bird Program Overview

- Proposals must address how projects will measurably contribute to the 2021 Hawaiian Forest Bird Program’s priority goals.
- Proposals should also reference project benefits to applicable watershed(s) and other Hawaiian taxa.

Kiwikiu (Maui Parrotbilll) Credit: San Diego Zoo

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2021 Program Priorities

Kaua‘i Forest Birds

Species: ‘akeke‘e and ‘akikiki

Maui Forest Birds

Species: kiwikiu and ‘akohekohe (translocations)

Hawai‘i Island Forest Birds

Species: ‘alalā and palila

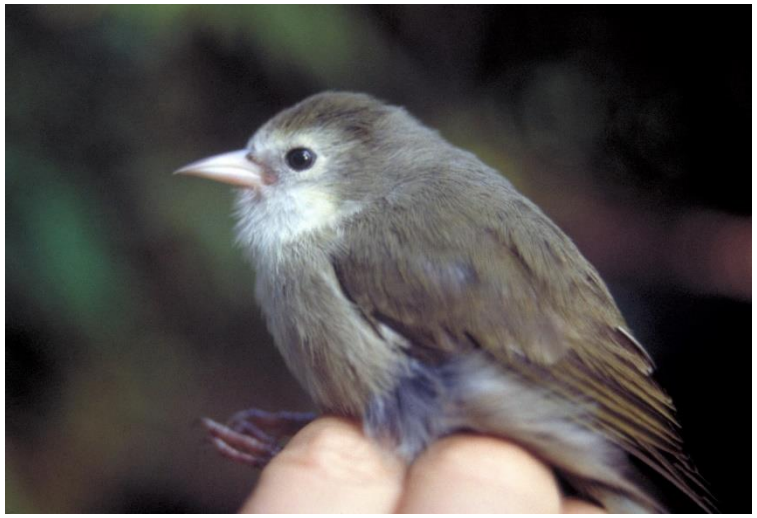
Palila (Hawaiian honeycreeper) Credit: Aaron Maizlish

Request for Proposals Review

Application Process and Timeline*

Pre-proposal

Two page project overview, including matching contributions



‘akikiki (Kaua‘i creeper) Credit: Carter Atkinson, USGS

Full Proposal

Six page detailed description of project, including itemized budget, task descriptions, qualifications, and other supporting documents

✓Pre-proposal Due Date	Wednesday, September 9, 2020 by 5:59 PM HST
✓Full Proposal Invites Sent	October 2020
✓Full Proposal Due Date	Monday, October 26, 2020 by 5:59 PM HST
✓Review Period	November 2020 – March 2021
✓Awards Announced	March 2021

*Dates subject to change

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ELIGIBILITY

Eligible applicants

- ✓non-profit 501(c)(3) organizations
- ✓local and municipal governments
- ✓resource conservation districts
- ✓state and federal agencies
- ✓Indian tribes
- ✓educational institutions
- ✓mutual water companies
- ✓irrigation districts
- ✓businesses
- ✓international organizations

Kāhuli Snail (P*artulina variabilis*) Credit: Pūlama Lāna'i

Ineligible applicants

- unincorporated individuals

Ineligible Uses of Grant Funds

NFWF funds and matching contributions may not be used to support political advocacy, fundraising, lobbying, litigation, terrorist activities or Foreign Corrupt Practices Act violations.

NFWF funds may not be used to finance compliance with another regulatory obligation, including permit conditions, and mitigation agreements.

Kuahiwi a Kai Program Area, Lānaʻi

MATCH REQUIREMENT

- Projects are expected to **meet or exceed a 100% match ratio** to be competitive. The **strongest projects will meet or exceed a 1:1 match ratio**. Projects not meeting the match expectations will be considered on a limited case-by-case basis.

- Eligible match may include **federal cash*, non-federal** cash and/or in-kind contributions, such as:
  - staff and volunteer time
  - donated materials and services
  - cash
  - other tangible contributions to the project objectives and outcomes

- Matching funds do not need to be fully secured prior to submitting a grant proposal, but should have a demonstrable likelihood of being secured during the project period.

**Federal cash used as matching contributions for Hawaiian Forest Bird Program related proposals will not be counted towards the match ratio.*

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Request for Proposals Review

EVALUATION

Proposals will be evaluated by a Review Committee and will be evaluated according to:

- How well they address the priorities and goals of either the Kuahiwi a Kai Program or the Hawaiian Forest Bird Program.
- How well they address the specific project needs described in the RFP.
- Adequacy and clarity of application information.
- Ability to meet the Evaluation Criteria (see RFP for criteria).

Organizations may submit multiple proposals for funding consideration.

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Quick Tips For Applicants

- ✓ If you've never used Easygrants before, create your login *TODAY* and familiarize yourself with the system.
- ✓ Turn off your pop-up blockers. If you use Internet Explorer, turn them off again and again…
- ✓ Print the "Tip Sheet" from https://www.nfwf.org/sites/default/files/2020-08/2021-hcp-tipsheet.pdf and use it as a reference tool, field-by-field in EasyGrants.
- ✓ Do not mail letters of support to the office – upload electronic copies.
- ✓ Re-read the RFP. Call us if you're confused.
- ✓ Talk to people about your project idea. Listen.
- ✓ Save as you go!

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Submitting a Proposal

How to Apply?

www.nfwf.org/hawaiiconservation

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IMPORTANT APPLICANT INFORMATION

www.nfwf.org/apply-grant/application-information

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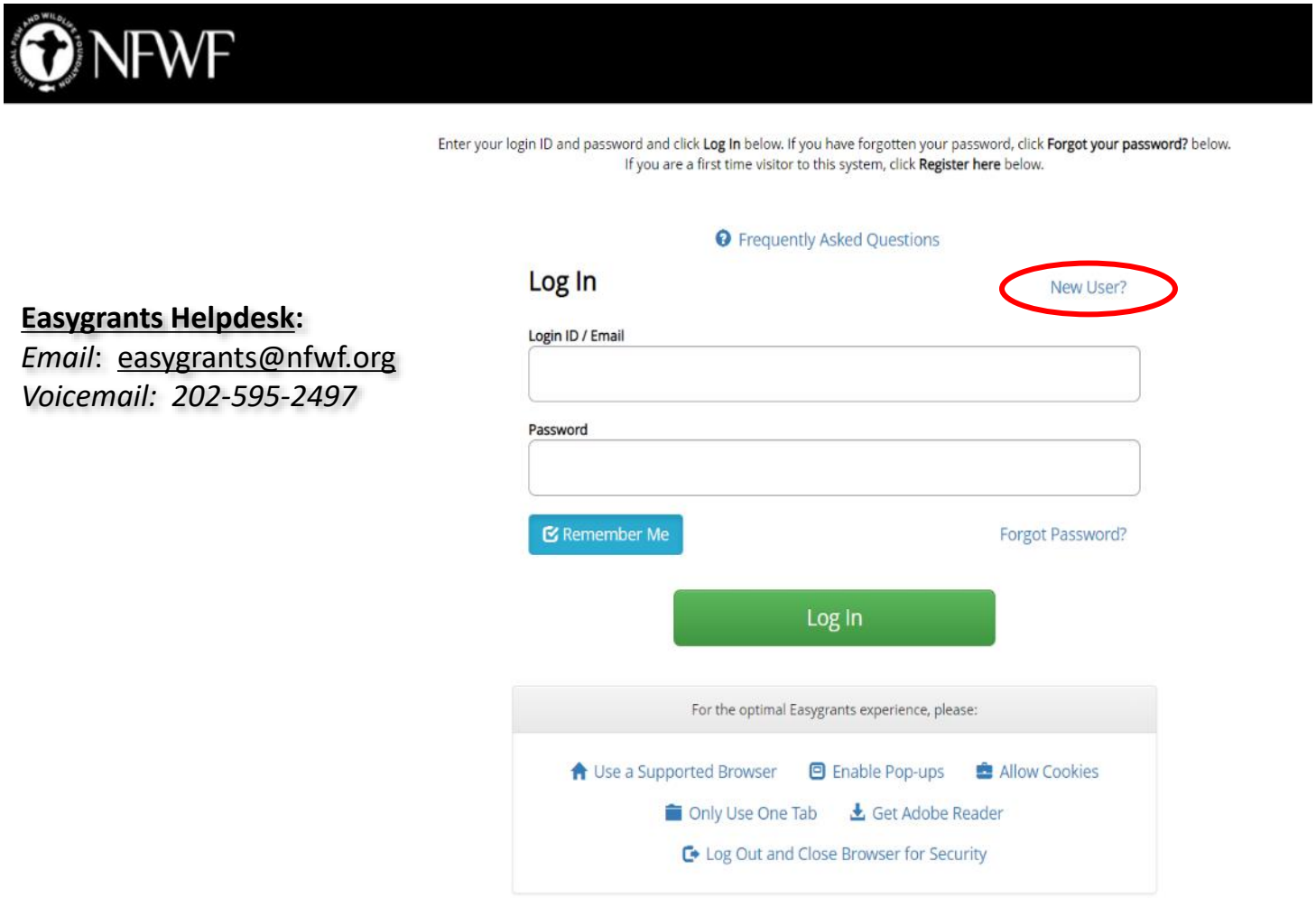
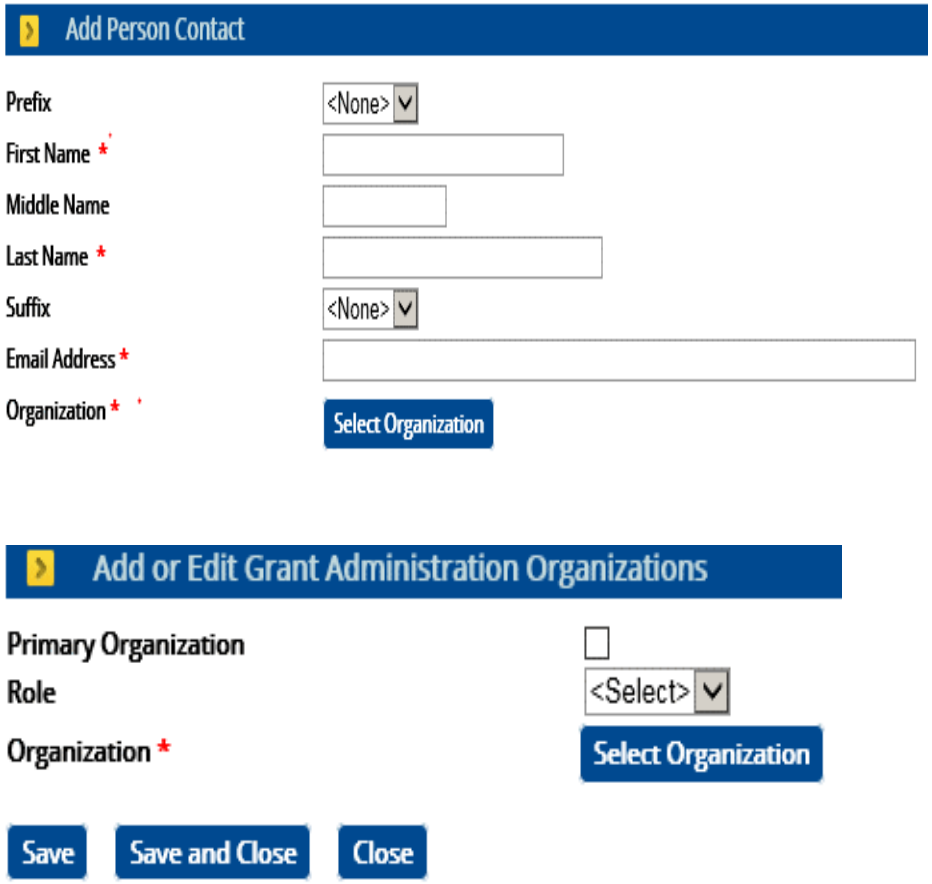
Easygrants Application

Easygrants Helpdesk:
Email: easygrants@nfwf.org
Voicemail: 202-595-2497



Creating a Username or Organization



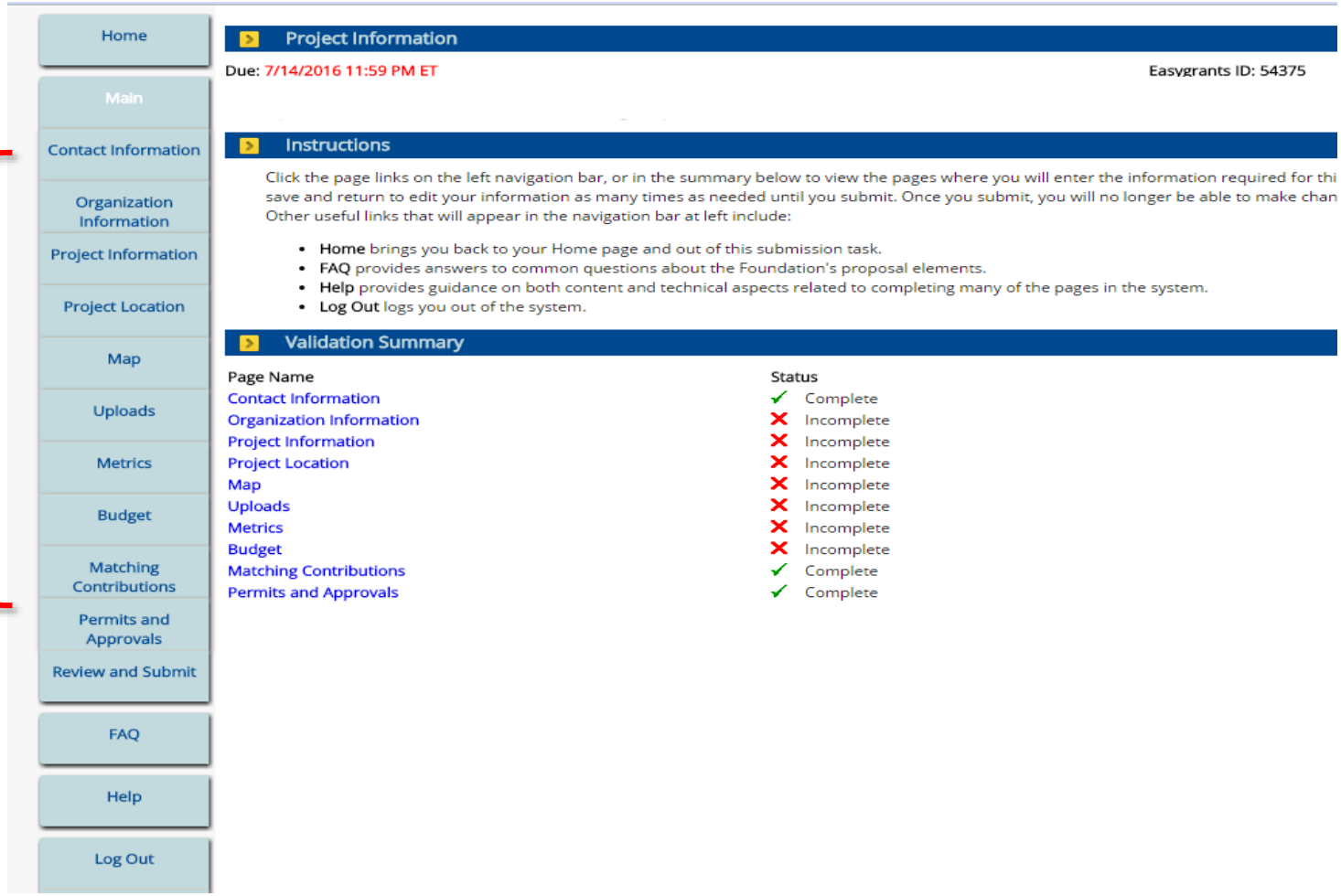
- Do not create duplicate accounts.
- Use your professional email address and full legal organization name.
- Fill out all required information.
- Unsure if you already have a user account or if organization is registered in Easygrants? Contact helpdesk at easygrants@nfwf.org or 202-595-2497.

Easygrants Application

Once you have created your Easygrants log-in and or you log-in as an existing user, please visit review your contact details and make sure that you provide a phone number. To do so…

Easygrants Application

Used for navigating through your application in Easygrants



Project Information

- **Title:** short, descriptive name indicating project purpose. (~100 characters)

- **Description**: Two sentences about primary project activities, location, outcome/metrics and relevance to conservation. (~500 characters)
  - Clearly state the main activity and the method being used
  - Address a specific habitat, location or species benefitted

- **Abstract:** More detailed description including location, major activities, outcome/metrics, and partners. (~1,500 characters)
  - State what your organization will do
  - Provide context and background information
  - Explain how the project outcomes will specifically address a conservation issue

Narrative

- **Activities:** Elaborate on the primary activities that will be employed through the grant. Explain how these activities are expected to lead to the outcome(s). Describe how these activities relate to established plans (management, conservation, recovery, etc.) and priority conservation needs in the specific project location.

- **Outcome(s):** Elaborate on the outcome(s) summarized previously in the application; discuss what makes this outcome(s) achievable and important.

- **Tracking Metrics:** Indicate how the project will monitor/assess progress on the metrics selected previously in the application. Please note any challenges or limitations anticipated with tracking the metrics.

- **Project Team:** List key individuals and describe their qualifications relevant for project implementation. (include contractor info is known)

- **Other (Optional):** Provide any further information important for the review of this proposal

Most Competitive Narrative Elements:

- ☐ Program Goals and Priorities
- ☐ Technical Merit
- ☐ Partnership
- ☐ Transferability
- ☐ Communication
- ☐ Funding Need
- ☐ Conservation Plan and Context
- ☐ Monitoring
- ☐ Long-term Sustainability
- ☐ Past Success
- ☐ Key Personnel

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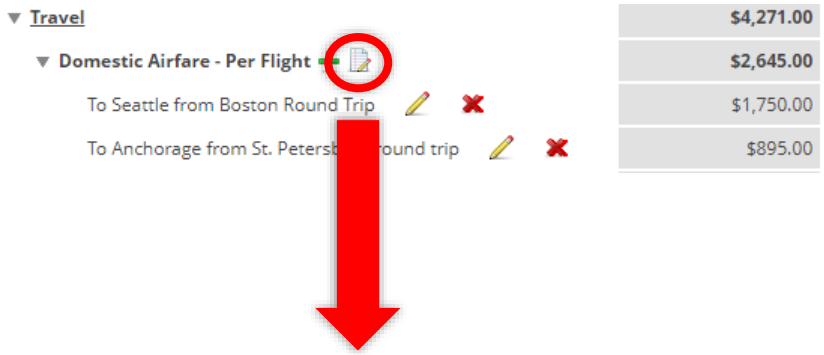
Budget

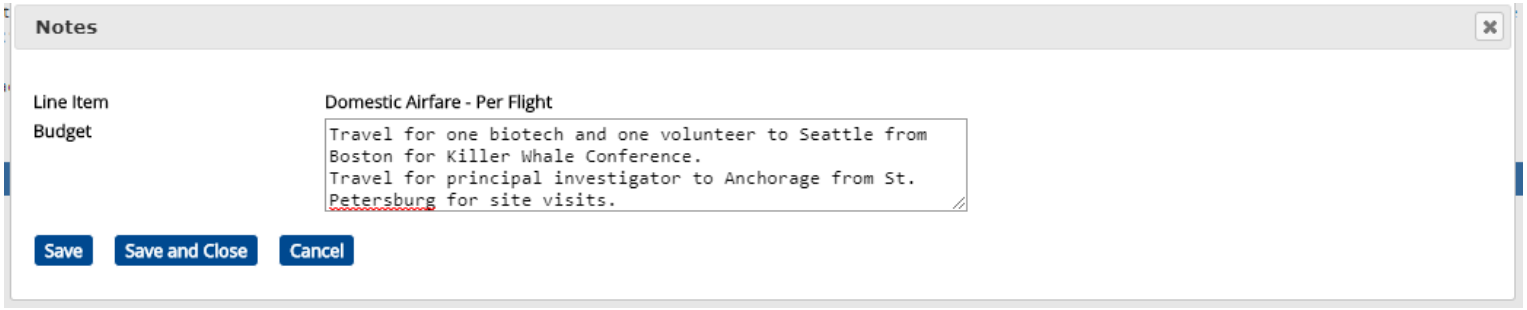
- Budget represents only the grant amount requested from NFWF
- Must comply with OMB's Uniform Guidance (whitehouse.gov/omb/circulars/index.html)
- Itemize all costs in appropriate budget categories. Costs must relate to project activities.
- No lumping costs i.e., 'All Salaries: $10,000' Add narrative details to explain costs in budget line items.
- 'Total Amount Requested' in Project Information section must equal the 'Budget Grand Total' in Budget section

****Budget Narrative must accompany every section of the budget**

▼ Materials and Supplies	$0.00
Materials and Supplies	$0.00
▼ Contractual Services	$0.00
Subcontract/Contract - Per Agreement	$0.00
Subgrant - Per Agreement	$0.00
▼ Other Direct Costs	$0.00
Other Direct Costs	$0.00
▼ Indirect Costs	$0.00
Indirect Costs	$0.00
Total Direct Costs	$0.00
Total Indirect Costs	$0.00
Total Costs	$0.00

Adding a Budget Narrative





Uploads

Upload Checklist

Upload Type	Required
Full Proposal Narrative	Yes
Project Map	No
Letters of Support	No
Photos - Jpeg	No
Statement of Litigation	Yes
Board of Trustees, Directors, or equivalent	Yes
GAAP audited financial statements	Yes
IRS Form 990	Yes
A-133 Audit	Yes
Indirect Rate Agreement	No

Review 'Upload Checklist' and upload relevant files into Easygrants.

Required:

- IRS-990
- A-133 Audit
- GAAP Audit
- Board of Trustees, Directors or Equivalent

Templates provided for:

- Statement of Litigation
- Full Proposal Narrative

If you don't have a required document, just upload an explanation on your company letterhead in place of the required document.

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Financial and Other Documents

All financial documentation must:

- Represent the same fiscal year period
- Must be the most recent financial information available
- Must be *less than* two years old

For details on what documents you need to submit and for FAQs regarding financial documents, go here: www.nfwf.org/whatwedo/grants/applicants/Pages/required-financial-docs.aspx

Hidden-petaled ʻilima (*Abutilon eremitopetalum*) Credit: Pūlama Lānaʻi

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Application Assistance

Program Homepage:
https://www.nfwf.org/hawaiiconservation/Pages/home.aspx

RFP:
https://www.nfwf.org/programs/hawaii-conservation-program/hawaii-conservation-program-kuahiwi-kai-and-hawaiian-forest

Technical Assistance / Easygrants Helpdesk:

Email: Easygrants@nfwf.org
Voicemail: 202-595-2497
Hours: 9:00 am to 5:00 pm ET, Monday-Friday.
Include: your name, proposal ID #, e-mail address, phone number, program you are applying to, and a description of the issue.

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Contacts

Programmatic Questions

Jonathan Birdsong
Regional Director
Email: Jonathan.Birdsong@nfwf.org

Jana Doi
Manager, Alaska and Hawaii Programs
Phone: 415-243-3102
Email: Jana.Doi@nfwf.org

Application/Easygrants Questions

Jessica Perla
Regional Coordinator
Phone: 202-595-2422
Email: Jessica.Perla@nfwf.org