

# Hawai'i Conservation Program 2021 RFP

Webinar – Thursday, August 27, 2020



# 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

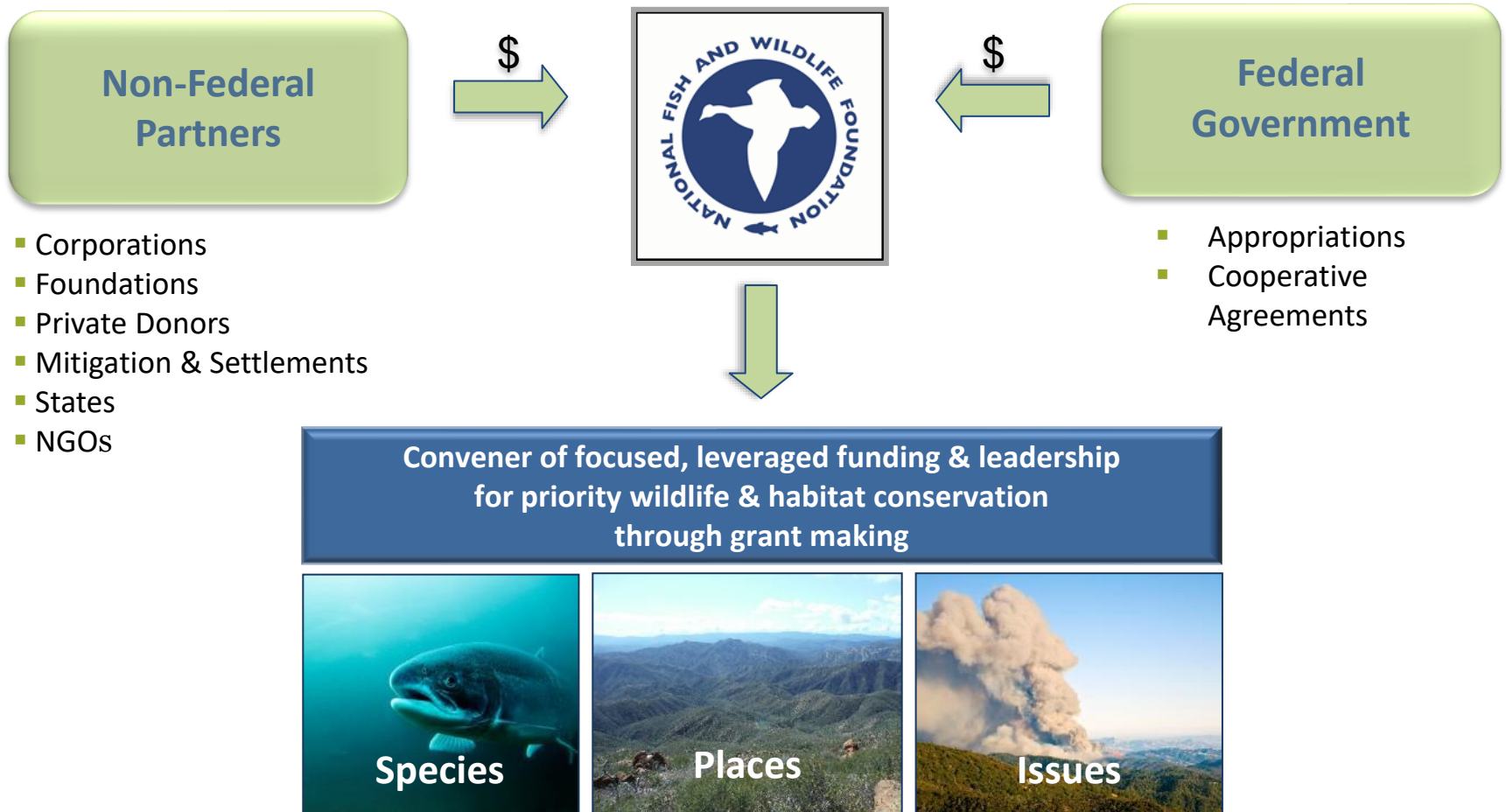
## HOW WE DO IT

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



# Introduction to NFWF

## How We Do It





# *Kuahiwi a Kai: Lānaʻi Watershed Conservation Program*

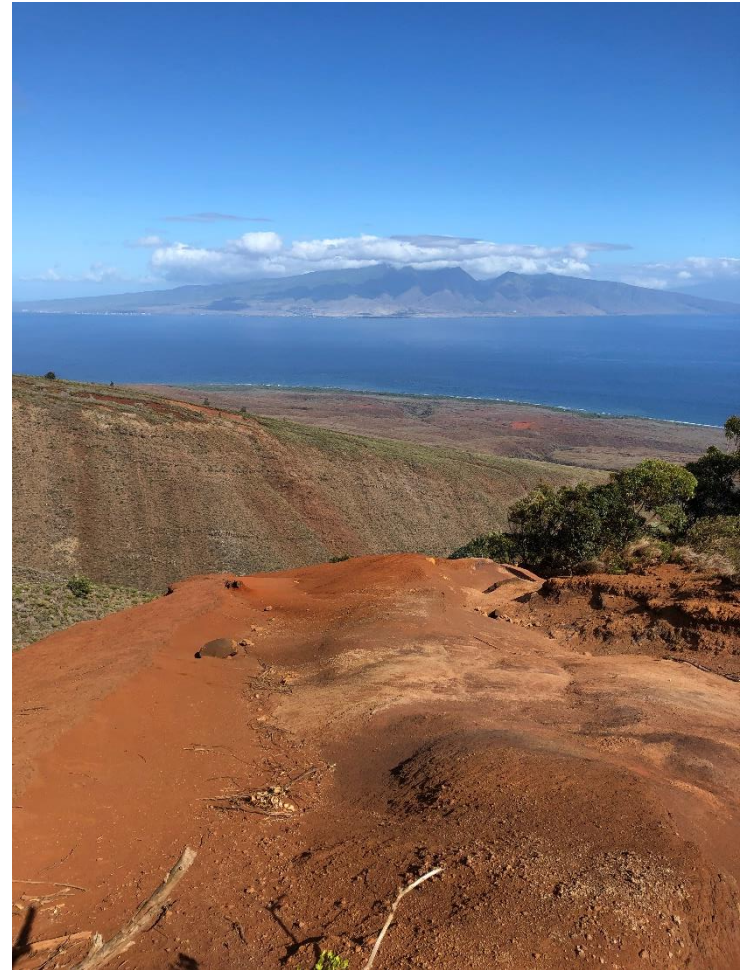
## PARTNERSHIP

- Partnership Agreement between NFWF and Pūlama Lānaʻi 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 Lānaʻi 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, Lānaʻi

# *Kuahiwī a Kai: Lānaʻi Watershed Conservation Program*

## FOCAL GEOGRAPHY

- Approximately 20,000 acre area on northeast Lānaʻi



# *Kuahiwi a Kai - 2021 Request for Proposals*

## **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 be considered on a case by case basis



Keōmoku Coast, Lānaʻi

# *Hawaiian Forest Bird Program - 2021 Request for Proposals*



'Alalā (Hawaiian Crow)

Credit: San Diego Zoo

## **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 Parrotbill)

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 be considered on a case by case basis



# *Hawaiian Forest Bird Program - 2021 Request for Proposals*

## 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

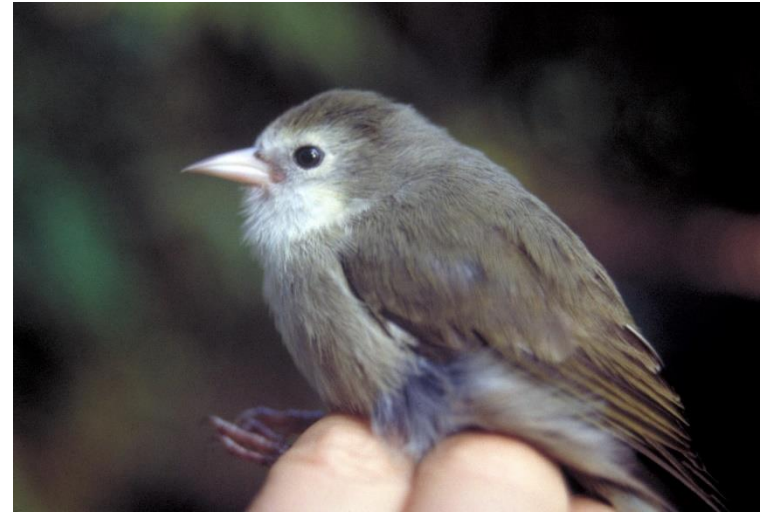
Two page project overview, including matching contributions

### 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



'akikiki (Kaua'i creeper)

Credit: Carter Atkinson, USGS

# Request for Proposals Review

## 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



### Ineligible applicants

- unincorporated individuals



Kāhuli Snail (*Partulina variabilis*)

Credit: Pūlama Lāna'i

# *Request for Proposals Review*

## 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



# Request for Proposals Review

## 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.*



# *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.



# Submitting a Proposal

## 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!

# *Submitting a Proposal*

## HOW TO APPLY?



[www.nfwf.org/hawaiiconservation](http://www.nfwf.org/hawaiiconservation)





# *Submitting a Proposal*

## IMPORTANT APPLICANT INFORMATION



# Application Information

In This Section:

- < Required Financial Documents
- Budget Instructions
- Indirect Cost Policy
- Indirect Cost Calculator
- Transparency Act Requirements

[www.nfwf.org/apply-grant/application-information](http://www.nfwf.org/apply-grant/application-information)



# Easygrants Application



Enter your login ID and password and click **Log In** below. If you have forgotten your password, click **Forgot your password?** below.  
If you are a first time visitor to this system, click **Register here** below.

[? Frequently Asked Questions](#)

**Log In**

[New User?](#)

Login ID / Email

Password

☒ Remember Me

[Forgot Password?](#)

**Log In**

For the optimal Easygrants experience, please:

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- [📁 Only Use One Tab](#)
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- [🔒 Log Out and Close Browser for Security](#)

**Easygrants Helpdesk:**  
**Email:** [easygrants@nfwf.org](mailto:easygrants@nfwf.org)  
**Voicemail:** 202-595-2497



## Creating a Username or Organization

**Add Person Contact**

Prefix

<None> ▾

First Name \*

Middle Name

Last Name \*

Suffix

<None> ▾

Email Address \*

Organization \* \*

Select Organization

**Add or Edit Grant Administration Organizations**

Primary Organization

☐

Role

<Select> ▾

Organization \*

Select Organization

Save

Save and Close

Close

- 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](mailto: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...

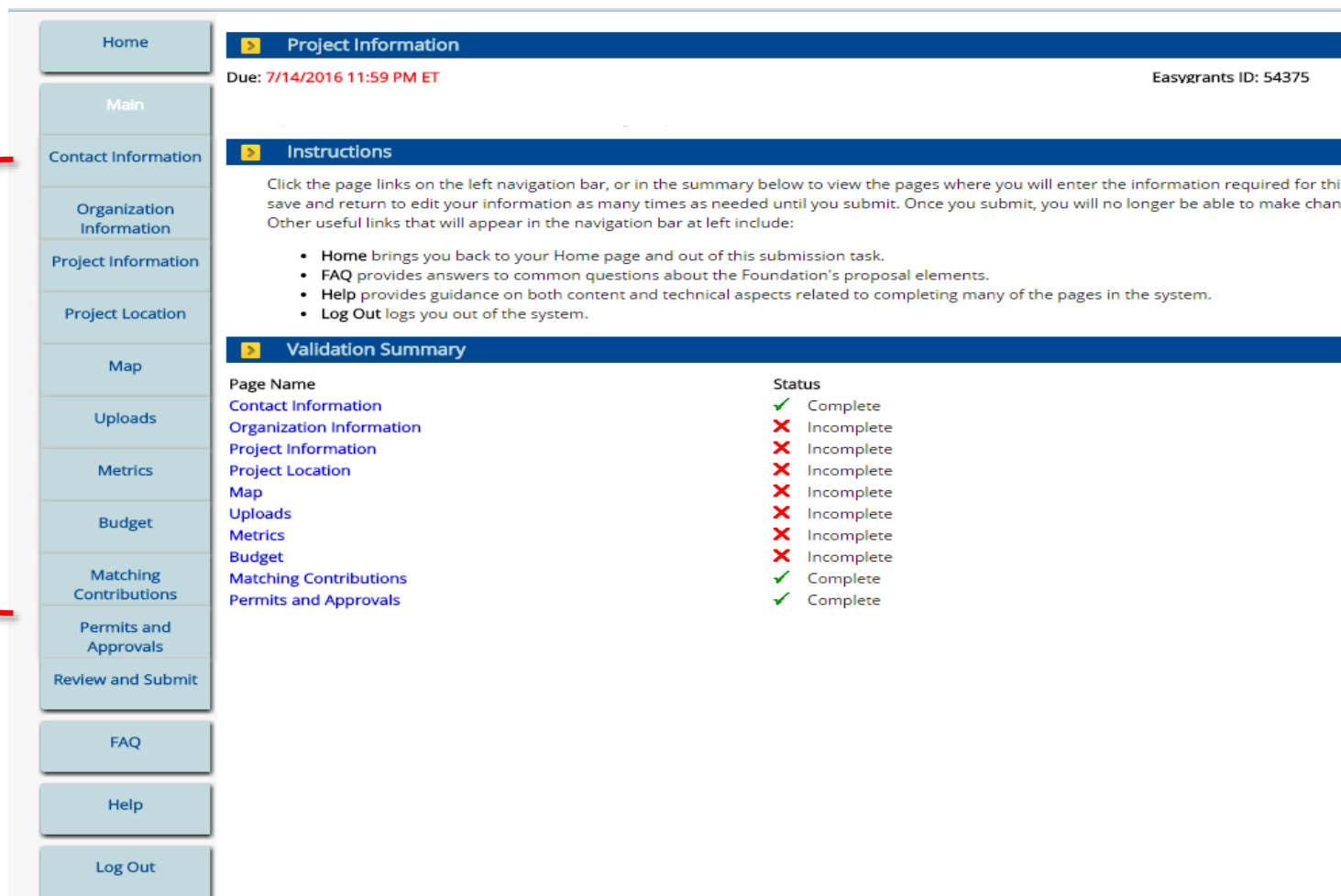


The screenshot displays the NFWF (National Fish and Wildlife Foundation) Easygrants application interface. At the top, the NFWF logo is visible on the left, and a navigation bar contains four buttons: 'My Tasks', 'My Grants', 'Profile', and 'Apply For Funding'. The 'Profile' button is circled in red. Below the navigation bar, a sidebar on the left contains four buttons: 'Home', 'Change Password', 'FAQ', and 'Log Out'. To the right of the sidebar, there are three links: 'View My Contact Details', 'Manage My Communication and Interests', and 'Manage My Demographics'. A red arrow points from the text 'Click here' to the 'View My Contact Details' link. Below these links, a large red arrow points downwards, with the text 'Scroll down' next to it. At the bottom of the page, there is a section titled 'Phone' with a yellow phone icon. Below this title, the word 'Add' is circled in red, indicating the button to click to add a phone number.



# Easygrants Application

Used for  
navigating  
through your  
application in  
Easygrants



Home

Main

Contact Information

Organization Information

Project Information

Project Location

Map

Uploads

Metrics

Budget

Matching Contributions

Permits and Approvals

Review and Submit

FAQ

Help

Log Out

## Project Information

Due: 7/14/2016 11:59 PM ET

Easygrants ID: 54375

## Instructions

Click the page links on the left navigation bar, or in the summary below to view the pages where you will enter the information required for this application. You can save and return to edit your information as many times as needed until you submit. Once you submit, you will no longer be able to make changes.

Other useful links that will appear in the navigation bar at left include:

- **Home** brings you back to your Home page and out of this submission task.
- **FAQ** provides answers to common questions about the Foundation's proposal elements.
- **Help** provides guidance on both content and technical aspects related to completing many of the pages in the system.
- **Log Out** logs you out of the system.

## Validation Summary

Page Name	Status
<a href="#">Contact Information</a>	✓ Complete
<a href="#">Organization Information</a>	✗ Incomplete
<a href="#">Project Information</a>	✗ Incomplete
<a href="#">Project Location</a>	✗ Incomplete
<a href="#">Map</a>	✗ Incomplete
<a href="#">Uploads</a>	✗ Incomplete
<a href="#">Metrics</a>	✗ Incomplete
<a href="#">Budget</a>	✗ Incomplete
<a href="#">Matching Contributions</a>	✓ Complete
<a href="#">Permits and Approvals</a>	✓ Complete

## 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

## Budget

- Budget represents only the grant amount requested from NFWF
- Must comply with OMB's Uniform Guidance ([whitehouse.gov/omb/circulars/index.html](https://www.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

Materials and Supplies  

\$0.00

\$0.00

### ▼ Contractual Services

Subcontract/Contract - Per Agreement  

\$0.00

\$0.00

Subgrant - Per Agreement  

\$0.00

\$0.00

### ▼ Other Direct Costs

Other Direct Costs  

\$0.00

\$0.00

### ▼ Indirect Costs

Indirect Costs  

\$0.00

\$0.00

Total Direct Costs

\$0.00

Total Indirect Costs

\$0.00

Total Costs

\$0.00



NFWF



## Adding a Budget Narrative

▼ <u>Travel</u>	
▼ Domestic Airfare - Per Flight	
To Seattle from Boston Round Trip	
To Anchorage from St. Petersburg round trip	

\$4,271.00
\$2,645.00
\$1,750.00
\$895.00

Notes

Line Item

Budget

Domestic Airfare - Per Flight

Travel for one biotech and one volunteer to Seattle from Boston for Killer Whale Conference.  
Travel for principal investigator to Anchorage from St. Petersburg for site visits.

Save

Save and Close

Cancel

## 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.*

## 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](http://www.nfwf.org/whatwedo/grants/applicants/Pages/required-financial-docs.aspx)



Hidden-petaled 'ilima (*Abutilon eremitopetalum*)

Credit: Pūlama Lāna'i

# 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](mailto: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.



# Contacts

## Programmatic Questions

### **Jonathan Birdsong**

Regional Director

Email: [Jonathan.Birdsong@nfwf.org](mailto:Jonathan.Birdsong@nfwf.org)

### **Jana Doi**

Manager, Alaska and Hawaii Programs

Phone: 415-243-3102

Email: [Jana.Doi@nfwf.org](mailto:Jana.Doi@nfwf.org)

## Application/Easygrants Questions

### **Jessica Perla**

Regional Coordinator

Phone: 202-595-2422

Email: [Jessica.Perla@nfwf.org](mailto:Jessica.Perla@nfwf.org)

