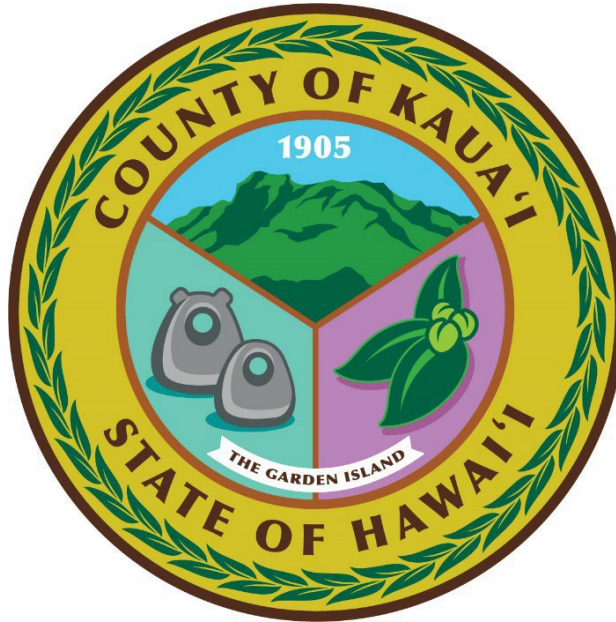


County of Kauai
Office of Economic Development



REQUEST FOR PROPOSALS
AGRICULTURE FARM EXPANSION GRANT (AFEG)
FISCAL YEAR 2027

RFP ISSUANCE/APPLICATION OPEN DATE: TUESDAY, JULY 14, 2026 AT 8:00AM
Project Funding thru October 31 ,2027
DEADLINE TO APPLY THURSDAY, AUGUST 13, 2026 AT 4:00PM

County of Kauai - Office of Economic Development
4444 Rice Street, Suite 200
Lihue, HI 96766
Telephone: (808) 241-4946
Email: oadgrants@kauai.gov
Website: www.kauai.gov/OED

REQUEST FOR PROPOSALS (“RFP”)
COUNTY OF KAUAI OFFICE OF ECONOMIC DEVELOPMENT
NOTICE OF REQUEST FOR PROPOSALS: AGRICULTURE FARM EXPANSION GRANTS (AFEG)
FISCAL YEAR 2027

SEALED PROPOSALS for the AGRICULTURE FARM EXPANSION GRANTS for Fiscal Year 2026-2027, must be received on or before 4:00 p.m. Hawaii Standard Time, Thursday, August 13, 2026 , via the SMAPPLY Grant System. Awards will be made, and recipients will be notified during the week of September 7, 2026. Link to the SMAPPLY system can be found here:

https://cok-oedgrants.smapply.us/prog/fy2027_-_agricultural_farm_expansion_grant_afeg_

We do not accept proposals through US Mail, email, drop-off or by fax. Proposals received after the deadline will not be considered. The County reserves the right to reject any proposal.

The Kauai County Office of Economic Development (“OED”) is requesting proposals for the Agriculture Farm Expansion Grant Awards for the 2027 Fiscal Year. Project funding period will be from full execution of the contract thru October 31, 2027. The intent of the grant program is to advance Kauai’s agricultural industry through targeted investments in the expansion of farming across the island. Proposals submitted shall be reviewed and considered for the receipt of funding, to proposed projects or program budgets for applicant organizations.

A zoom meeting to discuss the RFP will be held on Wednesday, July 22, 2026, at 3:00pm. Please register via the following link:

https://kauai.zoom.us/webinar/register/WN_EGG4QeZ2QSSMRRBtIR6Y2Q

If you need an auxiliary aid/service or other accommodation due to a disability, please contact Therilynn Martin-Haumea at 808-241-4299 or tmhaumea@kauai.gov no later than **Monday, July 20, 2026 at 3:00pm**. Requests made as early as possible will allow adequate time to fulfill your request. We will be posting the recorded webinar on www.kauaiforward.com by the end of the day on **Friday, July 24, 2026**. The deadline for submitting written questions is **Tuesday, July 28, 2026 at 4:00pm** via oedgrants@kauai.gov.

Notification of OED’s approval and recommendation for funding will be made the week of **September 7, 2026**.

Upon request, this notice is available in alternate formats such as large print, Braille, or electronic copy.

Nalani Kaauwai-Brun
Director, Office of Economic Development

**COUNTY OF KAUAI OFFICE OF ECONOMIC DEVELOPMENT
AGRICULTURE FARM EXPANSION GRANT
FOR FISCAL YEAR 2026-2027 REQUEST FOR PROPOSALS**

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SECTION 1: ADMINISTRATION

The County of Kauai's Office of Economic Development ("OED") is requesting proposals from qualified not-for-profit organizations incorporated under the laws of the State of Hawaii, non-profit organizations exempt from the federal income tax by the Internal Revenue Service, Kauai-based businesses with a Kauai non-profit fiscal sponsor (In the case of a non-profit organization, members of its governing board shall have served without compensation and have no material conflict of interest or be an educational institution or Kauai based business with a non-profit fiscal sponsor) for its Agriculture Farm Expansion Grant for Fiscal Year 2027. We will be accepting applications for Farm projects that advance Kauai's agricultural industry through targeted investments in the expansion of farming across the island.

1.01 ELIGIBLE PROJECTS OR ACTIVITIES

Eligible proposals will advance Kauai's agricultural industry through the expansion of farming across the island. See Section 2 for examples of eligible projects. Programs or projects currently funded or funded with County Grants will not be considered.

1.02 AWARD AMOUNT

OED intends to award grants ranging from \$15,000 to \$100,000 each for different initiatives that align with RFP Project Specifications (see Section 2). Total funding will be no more than \$450,000.00.

1.03 ELIGIBLE ENTITIES

To be eligible for award through this RFP, the applicant shall:

- Be a Non-Profit entity that operates a bona-fide farm or bona-fide ranching business and/or non-profit entities that partner with operating bona-fide farm or bona-fide ranching businesses (as defined below) throughout Kauai County. Non-profit organization governing board members shall have served without compensation and have no material conflict of interest. The Applicant shall be the Non-Profit Organization who operates a bona fide farm or bona fide ranches or partners with a Bona Fide Farmer or Bona Fide Rancher. A Bona Fide Farmer is someone who:
- Is an owner-operator of an established farm conducting a substantial farming operation and for a substantial period of the person's life resided on a farm or depended on farm income for livelihood; or has not less than two years' experience as a full-time farmer or four years' experience as a part-time farmer and who, in the administrator's judgement, is likely to successfully operate a farm by reason of ability, experience and training as a vocational trainee or;
- A New Farmer who shall farm full-time and who is: a college or community college program graduate such as agriculture or aquaculture who has less than two years' experience as a full-time farmer or less than four years' experience as a part-time farmer; and a person who by reason of ability, experience and training as a vocational trainee is likely to successfully operate a farm, as determined by the administrator or;

A qualified person, or association of persons, actively engaged in farming, agricultural processing, or agricultural product development activities.

A bona fide ranching business is someone who:

- Is an owner-operator of an established ranch conducting substantial ranching operations, has a registered livestock business that operates on agricultural land on Kauai and is engaged in the production of livestock products, including but not limited to cattle or sheep.
- Is an owner-operator of an established ranch conducting a substantial ranching operation and for a substantial period of the person's life resided on a ranch or depended on ranch income for livelihood; or has not less than two years' experience as a full-time rancher or four years' experience as a part-time rancher and who, in the administrator's judgement, is likely to successfully operate a ranch by reason of ability, experience and training as a vocational trainee or;

AND

- Is a citizen of the United States who has resided in the State for at least three years, or a permanent status alien who has resided in the State for at least five years and;
- Has not had, during the five years preceding the date of disposition a previous sale, lease, license, permit, or easement covering public lands canceled for failure to satisfy the terms and conditions thereof and;
- Is not in arrears in the payment of taxes or other obligations to the State of Hawaii or to any of its Counties.

Entity Eligibility Requirements: All Operating Farm partners must have or submit the following documents:

- An active GET License to conduct business in Hawaii for at least one year.
- Most recent Business Tax Return.
- 2026 Operating Budget
- Up to date 2026 P&L Statement. A tax return for 2025 will not be accepted.

Business owners and partners must have been Kauai County residents for a minimum of one year prior to date of application.

AND ALL OF THE FOLLOWING:

- Is a farm business that operates on an aggregate of 100 acres or less. Livestock ranches of up to an aggregate of 200 usable acres for livestock within Kauai County will be Eligible. Both farms and

- ranches must possess a state general excise license for the farming business for at least one year.
- Non-Profits and Business (Corporations only) must have SIGNED bylaws or policies that describe the way business is conducted including management, fiscal policies and procedures, and policies on nepotism, equity, and the management of potential conflicts of interest.
- Have at least one (1) year of experience with the project or in the program area being offered. The Director may grant an exception to this requirement if the proposer has demonstrated the necessary experience in the program area.
- Have staff or authorized representatives adequately trained to administer and provide the project described.
- Is or can become compliant under the Hawaii Compliance Express system prior to funding. You do not need to be HCE compliant at the time of application, but it is highly recommended that you start the process now.

NOTE: Government and Educational Institutions are not eligible for this grant.

1.04 TIMETABLE

The timetable set forth below represents OED's best estimate of the schedule that will be followed in the RFP process. Proposers will be advised by addendum via OED's website of any changes to the timetable.

ACTIVITY	SCHEDULED DATE (Tentative)
RFP issued – Applications open Application Link	Tuesday, July 14, 2026 at 8:00am HST
Zoom Meeting/Webinar to discuss the RFP and how to apply. Register here: https://kauai.zoom.us/webinar/register/WN_EGG4QeZ2QSSMRRBtIR6Y2Q	Wednesday, July 22, 2026 at 3:00pm HST
Closing Date for Receipt of Questions	Tuesday, July 28, 2026 at 4:00pm HST
Department's Response to Proposers' Questions – Final Amendments (if any) to RFP	Tuesday, August 4, 2026 at 4:00pm HST
Proposal Due Date	Thursday, August 13, 2026 at 4:00pm HST
Selection / Award Notification	Week of September 7, 2026
Grant Agreement Execution Period	Thru September 30, 2026.
Tentative Agreement Commencement Date	Full execution date of Grant Agreement to October 31, 2027

1.05 CONTACT FOR INFORMATION

If the proposer requires additional information, requests for additional information shall be made in writing via email at oedgrants@kauai.gov. Please note that the final day for receipt of questions is **Tuesday, July 28, 2026, at 4:00pm HST.**

1.06 SUBMISSION OF QUESTIONS

Notwithstanding any other provisions, if there is any doubt as to the interpretation of any of the provisions herein, the proposer shall submit an inquiry in writing on or before **Tuesday, July 28, 2026 at 4:00pm HST** to qualify for an official response from OED. Responses will be posted under the same listing and become addenda to the RFP. OED will respond to questions through addenda only. All other means of communication, whether oral or written, shall not be considered official responses, and may not be relied upon. **A ZOOM Meeting to discuss the RFP and the [SMAppl](#) system will be held on Wednesday, July 22, 2026 at 3:00pm HST.** Click here to register for the RFP Webinar:

[AFEG Webinar Link](#)

Any questions regarding the interpretation of any provision after proposals have been opened shall be subject to a ruling by the Director of OED, whose decisions shall be final. In addition, the Director shall have the sole power to decide and resolve matters which may arise in the future and / or which may not be covered in the proposal.

1.07 AMENDMENT, ADDENDA, OR BULLETINS

Any proposer who discovers any ambiguities, conflicts, discrepancies, omissions, or other errors in the RFP shall notify OED in writing on or before **Tuesday, July 28, 2026 at 4:00pm HST.** Modifications of the RFP shall be made by issuing an addendum, and a written notice of such modifications shall be sent to all persons who have submitted written questions to OED as described above. If a proposer fails to notify OED on or before **Tuesday, July 28, 2026 at 04:00pm HST** of any errors in the RFP known to the proposer, the proposer shall submit a proposal at its own risk. If the proposer is selected by OED, the proposer shall not be entitled to additional compensation or time by reason of such errors or their later correction. Applicants should monitor the posting web site (www.kauaiforward.com) for any addendum necessitated by a modification of the RFP prior to the **4:00pm HST deadline on Friday, July 31, 2026** Any addendum issued during the time of proposal submission and forming a part of the documents shall be made a part of this Solicitation and shall become a part of the award contract.

1.08 WITHDRAWAL OF PROPOSALS

A proposer may withdraw its proposal by submitting a written request to the Director of OED any time prior to the proposal being scheduled for review and evaluation.

1.09 CANCELLATION OF RFP

This RFP may be cancelled and any or all proposals rejected in whole or in part, without liability to OED or the County of Kauai, when it is determined to be in the best interest of OED or the County of Kauai.

1.10 CONTRACT PERIOD

Upon award, the contract period will be upon full execution of the Grant Agreement through October 31, 2027.

1.11 MULTIPLE PROPOSALS:

Multiple proposals from an organization for different and separate projects will be accepted and considered independently from each other.

1.12 PROPOSAL SUBMISSION:

All Proposals must be submitted via the online SMAApply System only. Proposals via mail, email, drop-off or FAX will not be accepted.

1.13 PROPOSAL BUDGET:

The Applicant is required to submit a proposed budget on the required template explaining how any grant funds will be utilized. Items above \$3,000 need to be itemized or include an estimate from the proprietor. Items above \$3,000 must be itemized or accompanied by a vendor estimate or quote. Each itemized line should include specific details such as make and model (for equipment or materials). If the line item pertains to consulting or contractual services, the budget narrative must include the consultant's name, pay rate, and scope of work. If a consultant has not yet been selected, please provide a description of the anticipated scope, rate basis, and procurement process to be used. If the Applicant is awarded less than what was requested in their RFP proposal, they will need to re-submit an updated proposal and budget showing how the money will be distributed before an agreement can be executed.

SECTION 2: PROJECT PLAN, PROPOSALS & SPECIFICATIONS

Eligible proposals include projects that seek to advance Kauai's agricultural industry in the expansion of farming and livestock production across the island.

2.01 PROJECT LOCATION:

This program is intended to support projects that occur 100% in the County of Kauai.

2.02 PROJECT SPECIFICATIONS:

Eligible projects from eligible operating commercial farms and ranches on Kauai for projects that will have a direct impact on the expansion of existing commercial agriculture on Kauai including:

- Local produce
- Local livestock and poultry
- Local aquaculture and mariculture
- Local floriculture
- Local horticulture
- Local agroforestry
- Local apiculture
- Other (if you don't know if you fall into one of these categories, please contact Niki Kunioka-Volz at nkvolz@kauai.gov).

Grant funds will be approved for one or more of the following:

- Expand farm yield capacity and production.
- Improve environmental impact, safety and/or health practices
- Increase business acumen (creating business plans, etc.)
- Adopt or increase utilization of technology.
- Adopt or increase business visibility through marketing or other efforts.
- Adopt or increase utilization of regenerative agriculture practices such as soil health improvement, agroforestry, cover cropping, and holistic grazing management.

An applicant may be eligible for an award if the proposal meets the goals of the AFEG Grant and:

- Primarily adds value to Kauai's agricultural products
- Has prospects for commercial success given current personnel, experience, and resources of the applicant.
- Has the prospects to create and/or retain jobs on Kauai
- Has the management structure to comply with ongoing reporting and monitoring activities of the grant.
- Has the prospects for improved environmental and ecosystem benefits

EXAMPLES OF ELIGIBLE PROJECTS:

INFRASTRUCTURE

- Site development, plans, drawings, permits, legal fees, consultant fees
- Shade Houses, Green Houses, etc.
- Irrigation Systems including water connection, installation, improvements, meters, hardware
- Tool storage sheds or containers
- Wash & Pack areas including shade structures, drainage pits or other needs
- Community gathering spaces for community workshops or other engagement activities, shade structures, outdoor kitchens, demonstration sites
- Aggregation & distribution preparation areas
- Land improvements including soil testing, amendments, remediation, weed management
- Innovations in production equipment such as hydroponic or aquaponic systems

EQUIPMENT & SUPPLIES

- Tools include hand tools, mechanizing tools, harvesting tools, weed management tools, etc.
- Post harvest wash stations, bins, boxes, labels, packaging etc.
- Refrigeration units
- Technology and software for sales, marketing, communication.
- Technology, and software for field management
- Animal feed
- Livestock Medicine
- Soil amendments
- Compost, or any material which supplies one or more of the chemical elements required for plant growth

TECHNICAL ASSISTANCE & OPTIONS

- Business Planning
- Forming Cooperatives
- Marketing & Communications
- Food safety certifications
- Farm and ranch certifications, like Climate-Smart Ag Certification, Regenerative Ag Certification, Organic Certification
- Evaluation, data collection, quantitative and qualitative reports on impact of project
- Design, Planning and Implementation consultants and contracts for:
 - Invasive Species Management
 - Irrigation
 - Soils
 - Site Development
 - Navigation of permits & legal processes
 - Website Development

WORKFORCE DEVELOPMENT

- Staff capacity to operate programming
- Internship stipends or hourly pay
- Professional Development Opportunities

COMMUNITY ENGAGEMENT & EDUCATION

- Community Workshop development and materials
- Staff capacity to operate Community Engagement activities
- Translation services for community engagement
- Open house tours and field trips for residents, students, elderly, or other underserved community members to show how your project has increased production (?).
- Agritourism

2.03 PROPOSAL PREPARATION

The proposer shall prepare a proposal in accordance with the requirements of this Section and provide the proposal to OED via the SMAApply system. Proposers shall submit all data and information specified and requested in the system to qualify its proposal for evaluation and consideration for the award. Noncompliance shall be deemed sufficient cause for disqualification of the proposal without further notice. OED will not pay any costs incurred by the Proposer in preparing or submitting their proposal.

2.04 DISQUALIFICATION OF PROPOSALS

OED reserves the right to consider acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and that demonstrate alignment with Project Specifications. Any proposal offering terms and conditions contradictory to those included, requested, or required by this RFP, shall be disqualified without further notice. OED reserves the right to ask for clarification at any time for any item in the proposal. A Proposer will be disqualified, and the proposal automatically rejected for any one or more of the following reasons:

- The non-profit and/or business is not in good standing with the DCCA.
- The Proposer's lack of responsibility or cooperation as shown by past work, reporting, projects, or services.
- The proposal is conditional, incomplete, or irregular in such a way as to make the proposal incomplete, indefinite, or ambiguous as to its meaning.
- The proposal has any provision reserving the right to accept or reject an award, or to enter a contract pursuant to an award, or provisions contrary to those required in this RFP.
- The proposal shows any noncompliance with applicable law.

2.05 PUBLIC INSPECTION

At the conclusion of the RFP process, resulting in either a contract award or rejection of all proposals, all material shall become public information.

2.06. PROJECT MATCH REQUIREMENT

There is a match requirement of 10% cash match and 10% in-kind for funds awarded under this program. The grant may not cover more than 80% of the total costs of the project being funded. Matching and in-kind funds assure commitment and buy-in from the grant recipient. All matching and in-kind funds must contribute directly to the project. The applicant must identify and verify the source of the cash match prior to project funding. The match must be 10% of the requested funding amount and the budget must state how match and in-kind funds will be used. Note: Match is restricted to the same uses of funds as allowed for the county funds. Cash matches that exceed the minimum will get extra points.

Eligible matching funds:

- Costs paid directly by the applicant using funds already on hand and specifically reserved for this project.
- Loan funding that is provided to the recipient and used for the project.
- No County, State or Federal Grant funds may be used as a match.
- Project expenses incurred on or after the start of the Grant Agreement
- Cash matches used toward normal day-to-day operation of your business may not be used as a match.

2.07. PROJECT GRANT ADMINISTRATION FEE CAP

Funding for the Kauai Agriculture Expansion Grant encompasses overhead and administrative costs for approved projects.

Total Grant Amount	Maximum Administrative Fee
\$0-\$50,000	15%
\$50,001 - \$100,000	10%

A maximum of 10-15% of the total grant amount can be allotted for administrative costs according to the chart above. Administrative costs encompass grant expenses associated with administering the grant. These costs can be both personnel and non-personnel, and both direct and indirect. Therefore, the limitation applies to the combined claims for indirect costs and direct administration costs. Generally, direct administrative costs differ from indirect charges in that the latter are considered organization-wide costs. Examples of direct administrative costs are salaries, benefits, and other expenses of the recipient's staff that perform the following functions: – Overall program/project management, program/project coordination, and office management functions including the salaries and related costs of the executive director, program/project director and/or program/project evaluator; – Preparing program/project plans, program/project budget schedules, and related amendments; – Monitoring of the project, subrecipients and related systems and processes; – Developing systems and procedures, including management information systems, for assuring compliance with program/project requirements; – Preparing reports and other documents related to the program/project requirements; – Evaluating program/project results against stated objectives; and – Divisional level administrative services such as program/project specific accounting, auditing or legal activities.

2.08 PROJECT PROPOSAL INFORMATION REQUIRED:

1. **PROJECT TITLE** – (Maximum 10 words)
2. **PROJECT OVERVIEW** - Describe a brief high-level summary of your project and what it intends to accomplish.
3. **FUNDING SUMMARY** – State the total project amount and break it down between what you are requesting here and cash, in-kind and any other grant funds secured for this project.
4. **PROJECT EXPANSION** – Describe how your project will expand your farm and/or farming business.
5. **PROJECT WORKPLACE** – Where will your proposed work take place?
6. **PROJECT RESEARCH** Describe the research you have done for the proposed project and how you came up with the proposed solution. Describe the background of the communities affected by your project in terms of their history, culture, politics, and society.
7. **PROJECT GOALS & WORK PLAN TABLE: Provide** the overall objectives that you are trying to achieve with your project and how you will ensure participation of community members impacted by your project.
 - Measurable Goals column: A measurable objective is the quantifiable result of performing project activities.
 - Project Activities column: What specific steps are needed to achieve the measurable objective.
 - Timeline column: The grant term is through October 31, 2027. All work needs to occur within this timeframe.
 - Performed By column: Should include all Project Team members and contractors assigned to the activities they are responsible for completing.

For Example:

PROJECT GOALS: Infrastructure: Expand access to irrigation on an additional 1/4 acre to increase production space. This will increase the viability of urban food cultivation and increase food access to a food insecure community.			
MEASURABLE PROJECT OBJECTIVE (at least 2 required)	PROJECT ACTIVITIES (at least 2 per objective)	TIMELINE (month/year each activity will occur)	PERFORMED BY (Who will implement each activity? Be specific)
Infrastructure	Hire consultant to design new irrigation system	March 2026	Program Manager - Joe Smith

	Complete an agreed upon design after researching three quotes from contractors	April, 2026	Program Manager - Joe Smith
	Complete City permits to install new water meter	May, 2026	Program Manager - Joe Smith
	Purchase all materials	May, 2026	Farmer Jack Smith
	Build new system	June, 2026	Farmer Jack Smith
	Test system for final troubleshooting	June, 2026	Farmer Jack Smith
	New system complete	July, 2026	Program Manager Joe Smith, Farmer Jack Smith

8. PROJECT METRICS –

Describe one to three metric(s) you will use or data/information you will gather to measure your projects success in farming expansion. Provide a description of how you will gather the said information and who will be responsible for your project team and what this metric represents as it relates to the need identified. Examples of different metrics could be but are not limited to:

Indicator	Tracking Mechanism
Amount of produce grown and sold	Create tracking sheets for shared packing and washing sheds – counts tallied by farmer.
Business plans utilized for ongoing farming and business development	Ask farmers if they use and update their business plans throughout program participation – through quarterly or annual surveys
Diversity of markets assessed	Number of marketing outlets sold to – yearly financial survey

Organic or other Certification	Track how long it takes and when certified
Leadership Qualities Developed	Determine potential indicators of incubator and community leadership based on specific context and include questions about these activities in quarterly or annual surveys.
Production knowledge gained	Pre-and Post skills survey with farmers and at least yearly during program participation and graduation rates.
Access to markets and marketing support	Track number of participants who access cooperative CSA or marketing avenues
Diversity of Farm Products	Number and type of products produced or sold at start versus Number and type of products sold at end.
Financial literacy and stability for farmer	Number of business documents such as farm financial statements, utilizing record-keeping mechanisms, and ability to access credit and financing – at start and at end.
Monetary value of crops grown and sold	Gross Sales – yearly financial survey
Farmer income	Gross sales through Cooperative marketing and other avenues – gathered annually or quarterly.
Community food security	Amount of fresh, local products entering local and particularly underserved markets.
Land in active agricultural use	Number of acres farmed- before and after survey.

9. **Evaluation of Project Impacts:** Project Impact is how your project affects the matters which it encounters. By giving a project impact appraisal, you define effects, both positive and negative, which the project is expected to produce upon environment, organization, community, people, etc.?

10. **Dependencies and External Factors:** Explain the external key factors that will influence whether this project is successful and how you intend to address them. For each, indicate whether the activity/task/approval/etc. has been completed, or if not, your plan for completing it.

Example: Securing all required permits/authorizations/approvals; staff or contractor availability, shipping issues, etc.

11. **Project Alignment with County Goals:** Describe how your project aligns with any of the County goals listed in the plans below. This is not necessary, but you will be given extra points for tying your project into one or more of these plans.
12. **Matching Funds:** Describe any matching and in-kind funds you have secured for the project and verify the award and/or receipt of funds.
13. **Project Sustainability:** Describe how your project will be sustained beyond the one-year grant period.

14. Project Funding – Budget:

1. Provide a complete project budget on the worksheet provided on SMAApply.
2. You must list all income sources of cash, any matches and in-kind contributions on the sections provided. Indicate the dollar value in the Budget column.
3. All equipment expenses above \$3,000 **MUST** include **DETAILED** written estimates by the manufacturer or distributor and **INCLUDE** estimated, realistic shipping and arrival dates and the number of hours and hourly rates being paid to the contractor. Not attaching an applicable estimate may disqualify your application. Estimates should be detailed. Items above \$3,000 must be itemized or accompanied by a vendor estimate or quote. Each itemized line should include specific details such as make and model (for equipment or materials). If the line item pertains to consulting or contractual services, the budget narrative must include the consultant's name, pay rate, and scope of work. If a consultant has not yet been selected, please provide a description of the anticipated scope, rate basis, and procurement process to be used. We have overlooked missing estimates in the past but will not do so this year.
4. Expenses: Project expense estimates must be reasonable, directly related to the proposed project, and clearly described and justified in the budget narrative. The following list includes examples of some common expenses allowable in this Grant program:
 - Advertising
 - Brochures
 - Collateral materials

- Electronic media
- Equipment rental
- Postage
- Posters
- Printing
- Products
- Public relations
- Salary and wages (at prevailing wages for work that is done on or on behalf of the project. See note below)
- Security
- Shipping
- Some consultant services
- Supplies and materials
- Travel (may be considered but must be minimal and include a description of what travel is for and when)
- Website Development or enhancement

NOTE: *Personnel costs should not be the primary use of grant funds and in no case be over 50% of the grant request.* To demonstrate financial sustainability, projects should not rely on grant funding for critical operating expenses, including most salaries.

Ineligible uses of grant funding include the following expenses:

- Fundraising expenses.
- Equipment purchases that are not directly related to this project
- Retail rent or utilities
- Organizational start up plans.
- Purchase of alcohol.
- Proposal preparation expenses (Grant writing, etc.).
- Purchase of Real Estate
- Purchase of automobiles.

15. Budget Narrative. Provide a budget narrative explaining each expense and how it relates to your project.

16. Project Funding – OTHER SOURCES & SUSTAINABILITY

1. Describe other funding you have secured for this project. Include the name of the funder and the amount funded.
2. Describe how your project will sustain itself once grant or other funding runs out.
3. Provide a three-year ongoing project plan budget.

17. Organizational Information:

- IRS 501(c)(3) determination letter
- DCCA COGS Certificate (Certificate of Good Standing)
- Financials – including most recent
 - Financial statement & Tax Returns (or profit/loss statement) for both the Organization & the Farm (if they are not the same)
 - Annual operating budget for the current year for both the Organization and the Farm (if they are not the same)
- HCE Compliance Notice (not required to apply but must be compliant prior to funding)
- List of Applicant's Board of Directors and/or leadership including names, titles and affiliations.
- Signed Corporate Resolution from the Organization authorizing the Grant Signer to sign the Grant Agreement on behalf of the Organization.
- Applicants Articles of Incorporation (preferred), or other documentation such as Bylaws that are SIGNED and verify the stated person(s) authorized to sign legal documents on behalf of the organization.
- Signed W-9
- Verification of 10% Cash match
- Letters of Recommendation and Support (not required)

Farm Business Information:

- Farm Business GET license
- Most recent Farm Business Tax Return
- Farm Business 2026 Operating Budget
- Farm Business 2026 Profit & Loss Statement (thru 6/30)

2.09 PROPOSAL SUBMISSION INSTRUCTIONS

Applicants are required to submit their proposals through the SMAApply System. Proposals must be received on or before **4:00 p.m. Hawaii Standard Time on Thursday, August 13, 2026**. Proposals received after the deadline or not via the SMAApply system will not be considered. After the award, all proposals shall be public information.

SECTION 3: EVALUATION CRITERIA

This RFP shall be evaluated and awarded through a Three (3) phase process. A scoring system will be utilized to maximize the objectivity of the evaluation. Scoring is intended to help the committees sort and assess proposals to assist committee deliberation process, but scores do not solely determine the final funding recommendations. Final funding recommendations are made through deliberations as a group.

3.01 EVALUATION COMMITTEE

The Director of OED shall select an evaluation committee with knowledge of the program objectives to provide initial review and ranking of the proposals. Such a committee shall include at least three governmental employees with sufficient qualifications to assess each application (H.A.R. 3-122-45.01). Proposals shall be evaluated based on the Proposal Evaluation Criteria listed below. Any committee member with a potential conflict of interest with a proposer shall recuse themselves from the review of that proposer's submission.

3.02: EVALUATION PHASES

Evaluation phases will be conducted as follows:

Phase 1: Phase 1: Initial Screening

Phase 2: Initial Proposal Evaluation

Phase 3: Final Proposal Evaluation

PHASE 1 – SCREENING, INITIAL COMMITTEE REVIEW AND INITIAL SCORING

An initial screening shall take place immediately after the proposals are downloaded by the Office of Economic Development. The initial screening involves reviewing all submitted proposals for eligibility and completeness. Incomplete proposals or proposals not meeting these minimum requirements may be rejected and dropped from further consideration.

PHASE 2 – INITIAL PROPOSAL GRANT EVALUATION CRITERIA

Phase 2 of the evaluation process: The Grant review committee will review proposals based on the following criteria. Scoring is intended to help the committee sort and assess proposals to assist the committee deliberation process, but scores do not solely determine the final funding recommendations. Final funding recommendations are made through the committee's deliberations as a group.

Proposal Review Criteria	Possible Points
Organizational Capacity - Organization mission – do they have a clear, well-defined and achievable mission? Who comprises the board of directors and senior leadership responsible for building the mission? Is the organization's leadership diverse and represent the community they are serving? Are the organizations' general structure and program aligned with its mission? - Organization Finances – Does the organization have a consistent and reliable	10

funding stream to carry out its work? How diversified is the revenue stream? How much does the organization have in liabilities? Do they track funds in a detailed way that meets modern accounting practices? Have they filed their Form 990? Have they been audited recently? • Organization impact – Is the organization making a measurable difference in the community and in people’s lives? Does the organization exhibit a rigorous interest in self-evaluation and self-improvement? Is the organization engaged in policy and advocacy efforts to bring about long-term change?	
Applicant Readiness • Demonstrates sufficient planning, management experience and staff/volunteer resources to ensure that the project is likely to succeed. Experience could include successful completion of past projects utilizing external funding. • Demonstrates financial viability of the applicant organization such that there is high likelihood that the project would be completed within the grant term. • Innovation: Demonstrates enhancement and/or innovation of an existing or new project. • Community Support and Involvement: Evidence of partnerships with outside organizations. Project has broad based community support and is in line with community values and community resources.	10
Special Focus • Project directly aligns with one or more of the specific Economic Sector requests outlined in the RFP • Project directly aligns with one or more of Kauai County Goals outlined in links to attachments in the RFP.	5
Project, Work Plan and Dependencies • Provides complete descriptions and time estimates of the project activities, milestones, and deliverables necessary to achieve desired outcomes. • The work plan is well-aligned with the scale of effort and timeframe necessary to achieve the desired outcomes. • Provides information on completed tasks/dependencies that ensure the project will be ready to begin when the grant contract is executed and will be completed on time, including secured permits, approvals, agreements, materials, etc. • Provides information on in-progress tasks/dependencies that need to be completed before the grant-funded project begins, and a plan for their completion.	50
Project budget • All funding has been secured to complete the proposed project, including grant and match amounts for all activities in the work plan • Describes the total project cost and how the grant request fits within the complete project financing strategy • Includes supporting documentation including quotes, bids and estimate details • The cost elements of the project appear to be complete, consistent with the work plan, and reasonable (the amount requested is proportional with the	25

outcome achieved) Valid sources of revenue	
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PHASE 3 – FINAL PROPOSAL EVALUATION

In Phase 3, a final evaluation of all projects will commence and shall be based on the secondary review of each proposal using the criteria mentioned in this Section and include scoring from Phase 2 based on scoring matrix above. Scoring is intended to help the committees sort and assess proposals to assist committee deliberation process, but scores do not solely determine the final funding recommendations. Final funding recommendations are made through deliberations as a group.

OED reserves the right to make an award based only upon proposals as submitted or may require the submission of additional information, or oral presentation, or both.

OED may conduct discussions with proposal contacts to facilitate arriving at an agreement that will provide the best value to the County, taking into consideration the evaluation factors set forth in this RFP. Discussion shall be coordinated by OED and all information regarding date, place, purpose, and attendance shall be recorded. Priority listed proposers shall be accorded fair and equal treatment with respect to any opportunity for discussions and revision of proposals. OED also reserves the right to discuss with one or more proposers and request best and final offers provided that no proposer's proposal or information regarding its negotiation with OED shall be public information or shared with any other proposer until after an award is made. Upon award, the existing contract file, including but not limited to a copy of all successful and unsuccessful proposals, shall be made available for public inspection.

The Director of OED shall assist the committee in the final selection of the proposals, which will best accomplish the needs of the County and in accordance with the availability of funds.

3.03 RECOMMENDATION FOR CONTRACT AWARD

The evaluation committee shall prepare a report summarizing proposal evaluation rankings and provide recommendations for award of contracts. The awards shall be made to the Proposers submitting the top proposals as determined by the evaluation committee with final evaluation assistance from the Director of OED. The award recommendation shall be based on the proposal deemed to best meet the Proposal Objective and not necessarily on the lowest cost.

3.04 REJECTION OF PROPOSALS

The Director of OED reserves the right to accept or reject any or all proposals and to waive any defects in said RFP if deemed to be in the best interest of the County.

SECTION 4: AWARD OF CONTRACT

4.01 AWARD OF CONTRACT

The Proposer, upon being selected for grant funding, will be notified of the award by OED by email. Said notice shall not be construed to be an authorization to proceed with the performance of any program. Any services performed by the Proposer prior to execution of the grant contract shall be at the Proposer's own risk.

4.02 EXECUTION OF CONTRACT

A contract document shall be executed by OED and the selected Proposer via digital signature. This document will serve as the official and legal contractual instrument between both parties. This document ("Contract") will incorporate (by attachments or reference) the terms of this RFP, with any and all addendums; and the Proposer's proposal; all of which becomes part and whole of the "contract." Upon receipt of the Letter of Award and contract documents, the Proposer shall have five (5) business days to digitally execute and return the contract documents digitally to the County of Kauai. The award of contract may be withdrawn by OED if successful Proposer is unable to meet contract execution requirements. This Contract shall not be binding or of any force until said Contract has been fully and properly signed by all the parties thereto. Completed sets of the fully executed contract will be digitally sent to the Proposer. A copy of the contract provisions is attached hereto for reference as Exhibit A.

4.03 FUNDING

Funding for this grant will occur as follows:

- **80%** of the awarded amount will be paid upon receipt of final executed copy of the Contract, a written request for payment is received and HCE Compliance is confirmed by OED;
- **20%** of the awarded amount will be made upon satisfactory completion of the project and submission and approval of the Final Written and Budget Report via the SMaply system and confirmation of current HCE Compliance.

Funding can be made sooner or later should the project exceed or be delayed from its anticipated timeline and deliverables. The Proposer must communicate with their OED Project Manager for any variances to the budget, timeline, and deliverables.

4.04 INDEMNIFICATION

If selected, the Proposer shall perform the contract as an independent contractor and shall indemnify and save the County and its officers and employees harmless from any and all deaths, injuries, losses and damages to persons or property, and any and all claims, demands, suits, action and liability therefore, caused by error, omissions or negligence in the performance of the contract by the Contractor or the Contractor's subcontractors, agents and/or employees, until such time as action against the Contractor for death, injuries, losses and damages is barred by the provisions of Chapter 657, HRS, as amended, relating to limitations of action.

4.05 REPORTING REQUIREMENT

If selected, the Proposer shall be required to provide quarterly progress reports, including a final report of the funded project to OED. Department funding must be acknowledged in this report and in all other publications based on the project results. Interim reports will be required per the contractual agreement. All project reports and results are considered public property and cannot be patented, copyrighted, or restricted in any manner unless specifically agreed to by both parties. Reporting will be required through email only. The OED Agricultural Specialist is assigned as Grant Project Manager and will manage these grants including reporting. You will be required to turn in reports on time and to communicate with your project manager on a regular basis, without notification. Any projects that are not on schedule based on the timeline provided must contact the Grant Project Manager and turn in an updated timeline. During the project period, the Grant Project Manager may require that you keep impact data that will be specific to your project. At the end of the contract, you will be required to turn in the Final Report, Final Budget, and any data requirement as set up by your Grant Project Manager.

4.06 CONTRACT PROVISIONS

Please see Exhibit "A" for sample contract.