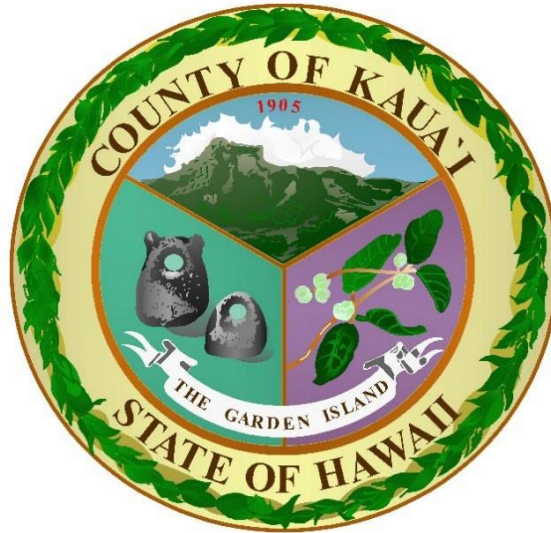


County of Kauai Housing Agency



Request for Proposals Homeless Program Grants

RFP ISSUANCE/APPLICATION OPEN DATE: FRIDAY, DECEMBER 15, 2025, at 8:00am

Project Funding period March 1, 2026, to February 28, 2027

DEADLINE TO APPLY FRIDAY, JANUARY 30, 2026, AT 4:30PM

County of Kauai
Housing Agency
4444 Rice Street, Suite 330
Lihue, HI 96766
Telephone: (808) 241-4427
Fax: (808) 241-5118
Email: homelessprogramgrants@kauai.gov
Website: <https://www.kauai.gov/Government/Departments-Agencies/Housing-Agency/Homeless-Support>

**REQUEST FOR PROPOSALS (“RFP”)
COUNTY OF KAUAI HOUSING AGENCY, HOMELESS PROGRAMS GRANT**

APPLICATIONS for funding for the County of Kauai Homeless Programs Grant will be available at 8:00am HST on Monday December 15, 2025, for the County of Kauai Housing Agency Homeless Programs Grant in Aid. Applications must be received **before 4:30pm Hawaii Standard Time on Friday, January 30, 2026**, via email at homelessprogramgrants@kauai.gov. Applicants will be notified of funding decisions beginning February 10, 2026.

The County reserves the right to reject any proposal.

There will be two Microsoft (MS) Teams informational meetings held. One will be on January 5, 2026, at 10:00am and the other will be on January 12, 2026, at 10:00am. The link for January 5, 2026, can be accessed by the following:

Microsoft Teams [Need help?](#)
[Join the meeting now](#)

Meeting ID: 214 309 964 047 2

Passcode: Cc2Uk9Yp

The link for January 12, 2026, can be accessed by the following:

Microsoft Teams [Need help?](#)
[Join the meeting now](#)

Meeting ID: 240 790 758 991

Passcode: QX2UN6vN

We highly recommend trying to access Microsoft Teams prior to the meeting date to work out any potential difficulties with the platform you may encounter if this is something you are not familiar with. Any other questions must be submitted by email prior to January 15, 2026, and answers will be posted on the County of Kauai, Housing Agency, Homeless Programs website.

The project funding period will be for a minimum of six months up to one year, depending on the proposal. The intent of the grant program is to provide much needed funds to organizations working directly with the homeless providing critical services. Proposals submitted shall be reviewed and considered for the receipt of funding, to applicable organizations.

If you need an auxiliary aid/service or other accommodation due to a disability, please contact Farah Aquino at 808-241-4427 or faquino@kauai.gov.

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

Farah Aquino, Homeless Coordinator
Kauai County Housing Agency

**COUNTY OF KAUAI OFFICE HOUSING AGENCY HOMELESS PROGRAMS
REQUEST FOR PROPOSALS**

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SECTION 1: ADMINISTRATION

The County of Kauai's Housing Agency 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 or a Kauai-based business with a non-profit fiscal sponsor that they have previously worked with for its Homeless Programs Grant¹. ***We will be accepting applications for homeless programs that will provide critical services to the homeless community on Kauai.***

1.01 ELIGIBLE PROJECTS OR ACTIVITIES

Eligible proposals include existing and established programs or services or new programs within an existing homeless service provider or organization that will provide critical services to the homeless community. Funding beyond this grant award is not guaranteed and an acknowledgment of this must be reflected in the project proposal.

1.02 AWARD AMOUNT

KCHA intends to award grants of \$50,000-\$200,000 each for different initiatives that align with RFP Project Specifications (see Section 2). Total funding will be no more than \$500,000

1.03 ELIGIBLE ENTITIES

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

- Be or have a sponsor that is a not-for-profit organization incorporated under the laws of the State of Hawaii and exempt from the federal income tax by the Internal Revenue Service and based on Kauai. Non-profit organization governing board members shall have served without compensation and have no material conflict of interest.
- Be a Hawaii based business with a Kauai non-profit fiscal sponsor and a project that is based 100% on Kauai.
- Have a current Equity Plan in place and be able to describe your equity strategy going forward. Equity is defined as the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, Indigenous and Native American persons, Asian Americans and Pacific Islanders, and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.
- Both Businesses and Non-Profits must have bylaws or policies that describe the way business is conducted including management, fiscal policies, and procedures (including a clear statement on who is allowed to sign documents on behalf of the organization), 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.
- Have current signed By-Laws that state clearly who in the Organization is allowed to apply for and execute Grant Agreements.

¹ In the case of non-profit organizations, members of its governing board shall have served without compensation and have no material conflict of interest

- 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.

1.04 TIMETABLE

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

ACTIVITY	SCHEDULED DATE (Tentative)
RFP issued – Applications open	December 15, 2025, at 8:00am
MS Teams informational meetings to discuss the grant and how to apply. One will be on January 5, 2026, at 10:00am and the other will be on January 12, 2026, at 10:00am. The link for January 5, 2026, can be accessed by the following: Microsoft Teams Need help? Join the meeting now Meeting ID: 214 309 964 047 2 Passcode: Cc2Uk9Yp The link January 12, 2026, can be accessed by the following: Microsoft Teams Need help? Join the meeting now Meeting ID: 240 790 758 991 Passcode: QX2UN6vN	The link for January 5, 2026, can be accessed by the following: Microsoft Teams Need help? Join the meeting now Meeting ID: 214 309 964 047 2 Passcode: Cc2Uk9Yp The link January 12, 2026, can be accessed by the following: Microsoft Teams Need help? Join the meeting now Meeting ID: 240 790 758 991 Passcode: QX2UN6vN
Closing Date for Receipt of Questions	January 15, 2026, at 4:30pm
Department's Response to Proposers' Questions – Final Amendments (if any) to RFP	January 20, 2026
Proposal Due Date	January 30, 2026, at 4:30pm
Selection / Award Notification	Beginning February 16, 2026
Grant Agreement Execution Period	February 24-28, 2026
Tentative Agreement Commencement Date	March 1, 2026
Tentative Period of Performance	March 1, 2026-February 28, 2027

1.05 CONTACT FOR INFORMATION

If the proposer requires additional information, requests for additional information shall be made in writing via email to homelessprogramgrants@kauai.gov. Please note that the final day for receipt of questions is **January 15, 2026, no later than 4:30pm**.

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 4:30 pm January 15, 2026, to qualify for an official response from KCHA. Responses will be posted under the same listing and become addenda to the RFP. KCHA 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 Teams Informational Meeting to discuss the proposal will be held on January 5, 2026, and January 12, 2026, at 10:00am.

Any questions regarding the interpretation of any provision after proposals have been opened shall be subject to a ruling by the Grant Manager, whose decisions shall be final. In addition, the Grant Manager 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 KCHA in writing on or before 4:00pm on Friday, January 9, 2026. Modifications of the RFP shall be made by issuing an addendum, and a written notice of such modifications shall be posted on the [Homeless Support - Kauai County, HI](#) webpage and sent to all persons who have submitted written questions to KCHA as described above. If a proposer fails to notify KCHA on or before 4:00pm on January 9, 2026, 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 KCHA, the proposer shall not be entitled to additional compensation or time by reason of such errors or their later correction.

Applicants should monitor the [Homeless Support - Kauai County, HI](#) webpage for any addendum necessitated by a modification of the RFP prior to the submission deadline. 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 homelessprogramgrants@kauai.gov 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 KCHA or the County of Kauai, when it is determined to be in the best interest of KCHA or the County of Kauai.

1.10 CONTRACT PERIOD

Upon award, the contract period will commence on March 1, 2026- February 28, 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 and supporting documentation must be submitted in PDF format via the homelessprogramgrants@kauai.gov email address. Proposals via mail or FAX will not be accepted.

1.13 PROPOSAL BUDGET:

The Applicant is required to submit a proposed budget explaining how any grant funds will be utilized. 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 homeless programs that provide outreach and direct services to the homeless population with higher points being given to those doing mental health, substance use, medical services or housing outreach

in a nontraditional setting meeting the homeless where they are at or at established outreach events. These proposals should generally be aligned with the community priorities set in the Five Year Homeless Strategic Plan, a draft of which was completed in November 2025. These areas include, but are not limited to:

1. Strengthen Coordination across sectors and within the Homeless Service System. This includes improving access, delivery, and care coordination of primary, mental and behavioral health care to those experiencing homelessness. Increasing access and visibility of Kauai Community Alliance and connecting them to other stakeholders who are not necessarily a part of the Homeless Service System but are engaged in Homeless Services.
2. Expanding Housing and Shelter Capacity. This includes the development of medical respite beds for those experiencing homelessness, increasing shelter and permanent housing beds. This also includes non-traditional forms of housing including the development of a Kauhale or Safe Zone, transitional housing, or other Emergency accommodations for those experiencing homelessness.
3. Quality data collection and reporting specific to Kauai County.
4. Enhance Equity and Vulnerable Population Support. Addressing the disparity of the overrepresentation of Native Hawaiian, Marshallese, domestic violence survivors, kupuna and those with substance use disorders in our houseless population. This includes expanding and tailoring services to these specific populations, improving Coordinated Entry System accessibility and processes to reflect the emerging needs of Kauai County, and addressing racial disparities in houselessness.
5. Expanding prevention programs aimed at keeping the chronically homeless housed including programs aimed at preventing eviction and diversion; and expanding outreach and early intervention programs.

Any proposal providing direct services to the homeless population will be considered.

2.01 PROJECT LOCATION:

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

2.02 PROJECT SPECIFICATIONS:

In April of 2024, Kaua'i County Housing Agency began work on a Five Year Homeless Strategic Plan for Kaua'i County. A draft Five Year Homeless Strategic plan and Final Gaps Analysis was issued in November 2025 and is the guiding framework for this RFP.

Additional projects that will be considered include anything that expands housing opportunities for the houseless community. These may include transitional housing programs for those who have experienced homelessness and are either coming out of incarceration, treatment for alcoholism or addiction, or the hospital, as well as those who are current Housing Choice Voucher holders. Any project that delivers critical services to the houseless community or provides substantial impact to alleviate unsheltered homelessness will be considered. Projects that specifically outreach the houseless community to engage them will score higher.

2.03. PROJECT MATCH REQUIREMENT

There is no match requirement, however, the more partnerships identified; the more points will be awarded to the project. New projects must acknowledge that there is no guarantee of future funding by KCHA and should plan accordingly.

2.04. PROJECT GRANT ADMINISTRATION FEE CAP

Funding for the homeless programs grant encompasses overhead and administrative costs for approved projects. A maximum of 15% of the total project budget can be allotted for administrative costs. 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 management, program coordination, and office management functions including the salaries and related costs of the executive director, project director and/or project evaluator; – Preparing program plans, budgets schedules, and related amendments; – Monitoring of programs, projects, subrecipients and related systems and processes; – Developing systems and procedures, including management information systems, for assuring compliance with program requirements; – Preparing reports and other documents related to the program requirements; – Evaluating program results against stated objectives; and – Divisional level administrative services such as program specific accounting, auditing or legal activities.

2.05 PROPOSAL PREPARATION

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

2.06 DISQUALIFICATION OF PROPOSALS

KCHA reserves the right to accept 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. KCHA reserves the right to ask for clarification at any time of 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, County of Kauai or the BBB.
- The Proposer's lack of responsibility or cooperation as shown by past work, 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.

2.07 PROPRIETARY INFORMATION

Proposer shall designate in writing those portions of the proposal that contain trade secrets or other proprietary data that are to remain confidential, so that the material designated as confidential shall be readily separable from the proposal to facilitate inspection of the nonconfidential portion of the proposal.

2.08 PROJECT PROPOSAL INFORMATION REQUIRED:

A. PROJECT OVERVIEW –

- 1. Project Title** – (Maximum 200 Characters)
- 2. Funding Summary** – State the total project amount and break it down between what you are requesting here and all other grant funds secured for this project.
- 3. Project Overview** – Describe a brief high-level summary of your project and what it intends to accomplish. (Maximum 1000 characters)
- 4. Project Purpose** – Describe the specific issue, problem or need that the project will address. (Maximum 3000 characters)

- 5. Project Research** – Describe the research you have done for the proposed project and how you came up with the proposed solution. (Maximum 3000 characters)
- 6. Project Innovation** – How is this project new, different, and innovative compared to past or current projects? (Maximum 3000 characters)
- 7. Project Goals** Provide the overall objectives that you are trying to achieve with your project.
- 8. Project Work Plan** Describe the project’s major milestones (checkpoints that help you measure progress and ensure you are still on track to reach your goals) including all significant activities that you will need to complete to achieve the impacts described in your proposal. Please keep task descriptions short and concise. Include information for the entire project for the full grant term. If there are elements of your proposed project that will use funding other than the Innovation Grant, please indicate them in the work plan and budget. Example:

Task Number	Project Activities	Who will complete task?	Timeframe (Quarter)
1	Example: Prepare Project Site	Joe Schmoe, Project Planner	Q1

- 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. Dependences 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. (Maximum 3000 characters).
Example: Securing all required permits/authorizations/approvals; staff or contractor availability, shipping issues, etc.
- 11. Community Priorities Identified in Community Meetings for Five Year Homeless Strategic Plan:** Describe how your project aligns with any of the priority areas identified in the preliminary community engagement for the County of Kauai Five Year Homeless Strategic Plan as outlined in Section 2 of this RFP.
- 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 grant period. Or if it is a time limited project, then why is it necessary to consider funding despite no plan for continuing beyond the first year?
- 14. Project budget.** List all income sources of cash, cash matches and in-kind contributions. Indicate the dollar value in the Budget column.
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:
 - Brochures
 - Postage
 - Posters
 - Printing
 - Products
 - Salary and wages (at prevailing wages for work that is done on or on behalf of the project)
 - Security
 - Shipping

- Some consultants service.
- Supplies and materials
- Website Development or enhancement

Ineligible uses of grant funding include the following expenses:

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

B. ORGANIZATIONAL CAPACITY - Write a summary of 500 words or less that is clear, concise and in plain language describing why your organization is qualified to lead the proposed project. Please include who will be responsible for project supervision and management.

C. PROJECT - EQUITY REFLECTION QUESTIONS (*Equity is defined as: “the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.”*):

1. How does your organization define equity?
2. What inequities can be observed among different groups based on their location, race/ethnicity, income/ALICE, home-ownership status, health status, English proficiency, etc.?
3. **Cultural Equity:** What is the background of the communities affected by your project in terms of their history, culture, politics, and society? How have previous actions, including those by the County or others, influenced these communities? How does this project consider these historical disparities/impacts?
4. **Procedural Equity:** How does your project ensure the participation of groups that are disproportionately affected? How have community members been involved in the development and evaluation of the project? How will your organization communicate information about the project to effectively reach people from groups that are disproportionately affected?
5. **Distributional Equity:** How will the project distribute its benefits and responsibilities? Are there potential unequal effects on underserved groups? Identify opportunities to promote equity, such as requirements for contracting, subcontracting, hiring, material sourcing, etc.
6. **Structural Equity:** What methods and various data points will your project use to identify inequity and ensure that it prioritizes groups that are disproportionately affected? Share equity data indicators (i.e., groups that have been contacted) to track in grant reports. How will your project assess its performance using specific metrics and provide opportunities for reflection on equity?

D. ORGANIZATIONAL INFORMATION:

Application Information will include (but is not limited to) the following:

1. Organizational Information including mission.
2. IRS 501(c)(3) determination letter
3. DCCA COGS Certificate (Certificate of Good Standing)
4. Most recent copy of IRS Form 990 filing
5. Financials – including most recent financial statement (or profit/loss statement) and annual operating budget for the current year.
6. HCE Compliance Notice (not required to apply but must be compliant prior to funding)
7. List of Applicant's Board of Directors and/or leadership including names, titles and affiliations.
8. 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.
9. Letters of Recommendation and Support (not required).

2.09 PROPOSAL SUBMISSION INSTRUCTIONS

Applicants are required to submit their proposals via email to homelessprogramgrants@kauai.gov. Proposals must be received **on or before 4:30pm Hawaii Standard Time on Friday, January 30, 2026**. Proposals received after the deadline 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 Four (4) 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 Homeless Coordinator 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: Screening

Phase 2: Initial Proposal Evaluation Phase

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 received by the Kauai County Housing Agency. 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 <ul style="list-style-type: none">Has the applicant identified key personnel who will manage and implement the program?Has the applicant demonstrated that services will be provided by individuals with training and or expertise appropriate to the type of service offered?	40
<ul style="list-style-type: none">Is there supervisor oversight of the project to ensure accountability of staff?Does the applicant demonstrate that they have the appropriate staffing and caseload capacity to effectively support this project?	
Partnership and Collaboration <ul style="list-style-type: none">Project has partnership with identified community organizations?	10
Alignment with Homeless Strategic Plan <ul style="list-style-type: none">Project directly aligns with one or more of the specific areas of community concern outlined in the RFP?Project provides critical services in an outreach capacity (meeting the houseless where they are at)?	30
Work Plan and Dependences <ul style="list-style-type: none">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/dependences 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/dependences that need to be completed before the grant-funded project begins, and a plan for their completion.Clearly defines who will be responsible for reports and ensuring deliverables?	50
Project budget <ul style="list-style-type: none">Realistic budget that puts the grant dollars at work to maximize benefit to the houseless community?Includes supporting documentation?The cost elements of the project appear to be complete, consistent with the work plan, and reasonable (the amount requested is proportional with the outcome achieved)	30
Houseless Community impact: <ul style="list-style-type: none">Organization is currently demonstrating a commitment to the houseless community through its workplace practices or community impact?Has applicant has identified specific actions it will take during the grant term to build its capacity to advance its services to the houseless?Organization has members with lived experience.Examples of ways in which the organization is engaged in supporting the houseless is evident.	40

Total Possible Points 200

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. 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 deliberations as a group.

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

KCHA 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 KCHA 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. KCHA 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 KCHA 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 Housing may 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 Housing. The award recommendation shall be based on the proposal deemed to best meet the Proposal Objective and not necessarily on lowest cost.

3.04 REJECTION OF PROPOSALS

KCHA 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 KCHA by email. Said notice shall not be construed to be 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 and expense.

4.02 EXECUTION OF CONTRACT

A contract document shall be executed by KCHA and the selected Proposer via digital signature and will take effect on the date all signatures have been received. 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 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 KCHA 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 listed in Paragraph 1 will be paid upon receipt of the final executed copy of the Contract, a written request for payment is received and HCE Compliance is confirmed by KCHA.
- **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 email 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 KCHA 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 Contractors 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 KCHA. Department funding must be acknowledged in this report and in all other publications based on the project results. Interim reports will be required by 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. You will be assigned a Project Manager. You will be required to turn in reports on time and to communicate with your project manager on a regular basis. Site visits will be held to ensure the reporting is accurate. Any projects that are not on schedule (based on the timeline provided), must contact their project manager and turn in an updated timeline and explain the timeline difference. During the project period, the 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 KCHA Project Manager. Failure to complete reports on time are reported in the next grant cycle and points can possibly be deducted for organizational capacity.

4.06 CONTRACT PROVISIONS

Please see Exhibit "A" for sample contract.

Exhibit A

THE COUNTY OF KAUAI KAUA'I COUNTY HOMELESS PROGRAMS GRANT AGREEMENT

THIS AGREEMENT, by and between the COUNTY OF KAUAI (hereinafter "COUNTY") and [Organization], a Hawaii nonprofit corporation, whose business and mailing address is [Address] (hereinafter "GRANTEE") shall take effect upon the final execution by all parties.

RECITALS

WHEREAS, Kaua'i County Code Article 3, Chapter 6 establishes standards for the appropriation of public funds to private organizations that provide programs and services that the COUNTY has determined to be in the public interest; and

WHEREAS, pursuant to HRS Chapter 103D-102(b)(2)(A), grants made under Section 6-3.2 may be exempt from HRS Chapter 103D; and

WHEREAS, the GRANTEE is a private not-for-profit organization, corporation or unincorporated association chartered or authorized to do business in Hawaii for the purpose of providing social, health, educational, manpower or training or services to, or of meeting the social, cultural or economic needs of, the people of the County of Kaua'i; and

WHEREAS, to ensure that funds are expended in a manner that is reflective of the needs of the communities, a Review Committee was appointed to solicit, review and select projects that yield benefits to the homeless and housing insecure population on Kaua'i and accomplishes public purposes; and

WHEREAS, upon the recommendation of the Review Committee, the COUNTY wishes to support and help sustain the GRANTEE as it seeks to address needs or concerns of the communities of the County of Kaua'i; and

WHEREAS, the COUNTY finds that the PROJECT proposed by GRANTEE (hereinafter, "PROJECT") described in attached Proposal ("Exhibit A") and Proposal Budget ("Exhibit B"); is worthy of its support; that it directly benefits the public and accomplishes public purposes; and that it meets the criteria for receiving funding pursuant to Section 6-3.2, and

WHEREAS, funds have been appropriated for purposes of programs and activities such as the PROJECT;

NOW, THEREFORE, the COUNTY and the GRANTEE in consideration of the mutual promises hereinafter set forth, hereby agree as follows:

1. Grant Amount. The COUNTY awards the GRANTEE a grant of [Click or tap here to enter text.](#) for the PROJECT.
2. Purpose of the Grant. The GRANTEE shall use grant funds for the PROJECT in accordance with the PROJECT Description set forth in the GRANTEE'S Grant Application dated [date] and Grant Budget attached and incorporated into this Grant Agreement as Exhibits A and B.
3. Period of Agreement: Notice to Proceed. This Agreement shall be effective as of the date of execution by all parties and shall continue until [date], provided however, that it may be extended, suspended or terminated pursuant to the terms of this GRANT AGREEMENT.

Exhibit A

GRANTEE shall not proceed with the PROJECT until the COUNTY has provided a written Notice to Proceed. If the Notice to Proceed is unduly delayed, the COUNTY may in its discretion unilaterally extend the Period of Agreement to a date set forth in the Notice to Proceed.

4. Payment of Grant Funds. Grant Funds will be disbursed to GRANTEE pursuant to the Grant Disbursement Schedule and incorporated into this Grant Agreement as “Exhibit F.”

Written requests for payment shall be submitted with a copy of the document(s) required in Section 4.03 of the RFP to: Homelessprogramgrants@kauai.gov or to Farah Aquino, Kaua'i County Housing Agency, 4444 Rice St. Suite 330, Lihue, HI 96766.

5. Compliance with Kaua'i County Code Chapter 6, Article 3. Grantee shall:
 - a. Comply with all applicable federal and state laws prohibiting discrimination against any person on the grounds of race, color, national origin, religion, creed, sex, disability or age in employment and any condition of employment with the GRANTEE or in participation in the benefits of any program or activity funded in whole or in part by government funds;
 - b. Comply with all applicable licensing and contracting requirements of the county, state, and federal governments and with all applicable accreditation and other standards of quality generally accepted in the field of the GRANTEE's activities;
 - c. Have, in its employ or under contract, such persons as are professionally qualified to engage in the PROJECT funded in whole or in part by government funds;
 - d. Comply with such other requirements as the Director of Finance may prescribe to ensure adherence by the provider or GRANTEE with county, federal, and state laws and to ensure quality in the service or activity rendered by the GRANTEE; including specifically, compliance with COUNTY's sexual harassment policy; and
 - e. Follow reasonable preparation and retention of records and allow the COUNTY full access to records, reports, files and other related documents in order that they may monitor and evaluate the management and fiscal practices of the GRANTEE to assure proper and effective expenditure of COUNTY funds.
6. Other Applicable Laws. GRANTEE shall comply with any and all applicable State, County, and Federal statutes, regulations, codes, directives and guidelines related to the performance of this agreement, including any statutory law related to contracting with the State of Hawai'i.
7. Separate Funds. GRANTEE shall keep grant funds financially separate in GRANTEE's book of accounts.
8. Campaign Contributions Prohibited. GRANTEE acknowledges the applicability of Section 11-355, Hawaii Revised Statutes, which states that campaign contributions are prohibited from specified State or County government contractors or grantees during the term of the agreement or grant if the contractors or grantees are paid with funds appropriated by a legislative body.

Exhibit A

9. Competitive Bidding. GRANTEE shall obtain competitive bids for goods and services to be purchased with these funds, wherever possible.
10. Reporting Requirements. GRANTEE shall submit quarterly progress and expense reports, and a year-end progress and expense report on the use of the funds to the COUNTY. Quarterly reports shall be due on or before the fifteenth (15th) of the month following the close of the quarter. The year-end report shall be due within ninety (90) days following the close of the Grant Agreement period. The quarterly progress and expense reports shall be submitted using Quarterly Progress Report form attached as "Exhibit C" and the Quarterly Expense Report form attached as "Exhibit D." They final or year end report may be submitted on the Final Report form attached as "Exhibit E."

The reports shall contain but are not limited to:

- a. Program status summary;
- b. Program data summary;
- c. Summary of participant characteristics;
- d. Financial status report of the COUNTY funds used;
- e. Financial status report of the remaining balance of COUNTY funds; if any;
- f. A narrative report; and
- g. Any other information requested by the COUNTY.

All reports shall be submitted with a copy of the document(s) required to Homelessprogramgrants@kauai.gov or to Farah Aquino, Kaua'i County Housing Agency, 4444 Rice St. Suite 330, Lihue, HI 96766. If the GRANTEE fails to submit timely reports, the COUNTY may take action as permitted by this Grant Agreement and deny future funding requests to the GRANTEE.

11. Fraud, Waste, and Abuse. The GRANTEE understands that the COUNTY does not tolerate any type of fraud, waste, or misuse of funds. The COUNTY's policy is to promote consistent, legal, and ethical organizational behavior, by assigning responsibilities and providing guidelines to enforce controls. Any violations of law or standards of ethical conduct will be investigated, and appropriate actions will be taken. The GRANTEE understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal, state, and county grants, recoupment of monies provided under an award, and civil and/or criminal penalties.
12. Inspection and Monitoring. GRANTEE shall permit the COUNTY or its duly authorized agent(s) periodic access to any and all of the GRANTEE's programs, facilities, events or activities related to this Grant Agreement without advance formal notification or appointment, when such access is for the express purpose of monitoring, investigating or improving policies and procedures, related to this Grant Agreement.

Exhibit A

13. Suspension of Payments; Repayment; Withholding.

- a. COUNTY may suspend payments under this Agreement in whole or in part for failure of the Grantee to comply with the terms and conditions of this Agreement. Upon such suspension. The COUNTY shall inform the Grantee in writing of the necessary steps to be taken to correct any failure to comply with this Agreement. The Grantee shall have ten (10) working days in which to respond with a plan agreeable to the COUNTY for correction of the deficiencies. If no corrective action is taken, the COUNTY may take such action authorized by this Agreement and/or by law.
- b. When required to do so in writing, the GRANTEE shall repay the COUNTY for any amounts disbursed that the COUNTY determines were 1) not used for authorized purposes, or 2) were used in violation of federal, state, or county statutes, regulations or guidelines, or 3) were otherwise inconsistent with this Agreement, including any unapproved expenditures. The COUNTY may also withhold such amounts from any allowable reimbursement request of the GRANTEE. The COUNTY shall inform the GRANTEE in writing when repayment or withholding is required. The GRANTEE shall have ten working days in which to respond to the finding with a plan to correct deficiencies. The COUNTY has sole discretion to agree to the plan or to proceed with ordering the repayment or withholding any allowable reimbursement.

14. Modification of Agreement. The County may, in its sole discretion, authorize changes that are within the scope of the PROJECT, budget reallocations that are within the Grant Amount, and extensions of the Period of Agreement. Other than the foregoing, this Grant Agreement shall not be changed, modified, amended or waived, except by a written agreement executed by duly authorized representatives of the COUNTY and GRANTEE.

15. Representations and Warranties. The GRANTEE represents and warrants that:

- a. It is a federally registered tax-exempt 501(c)(3) organization under Section 501(a) of the Internal Revenue Code;
- b. It shall maintain an appropriate grant administration system to ensure that all terms, conditions and specifications of the grant are met;
- c. It will conduct all activities to be performed in connection with the PROJECT in a safe and prudent manner;
- d. No grant funds will be used for activities or events of a predominantly religious nature or for the purpose of advancing or inhibiting religion;
- e. It will obtain prior COUNTY approval for any proposed condition or limitation on participation in any event funded by the PROJECT grant. Such a condition or limitation may relate to the theme of the event, the number of participants, the duration of the event or similar such matters. Any such condition or limitation shall be reasonable, viewpoint-neutral and non-discriminatory;
- f. It will comply with all County, State and/or federal health and safety requirements; and

Exhibit A

- g. The members or Representatives of GRANTEE that agree to and sign this Grant Agreement are authorized to enter into binding agreements or contracts on behalf of GRANTEE.
- 16. GRANTEE Personnel. GRANTEE shall secure, at its own expense, all personnel required to perform this Grant Agreement. GRANTEE and its employees and agents are not by reason of this Grant Agreement, agents or employees of COUNTY for any purpose and shall not be entitled to claim or receive from the COUNTY any vacation, sick leave, retirement, workers' compensation, unemployment insurance, or other benefits provided to COUNTY employees.
- 17. Indemnification.
 - a. GRANTEE shall indemnify the COUNTY, its officers, employees, contractors, and agents, and shall defend them and shall hold them harmless, individually and in their official capacities, from all claims of liability for damages made by any person or entity for death, personal injury, or injury to real or personal property arising from or connected with the performance of its officers, directors, partners, employees, contractors and agents of other entities in their performance of its obligations stated in this instrument.
 - b. Claim Notice. The COUNTY shall give GRANTEE written notice (a "Claim Notice") of any losses or discovery of facts on which the COUNTY intends to base a request for indemnification under this Section 15. The COUNTY's failure to provide a Claim Notice to GRANTEE under this Section 15 does not relieve GRANTEE of any liability that GRANTEE may have to COUNTY, but in no event shall the COUNTY be liable for any losses that result directly from a delay in providing a Claim Notice, which delay materially prejudices the defense of the related third-party claim. Each Claim Notice must contain a description of the third-party claim and the nature and amount of the related losses (to the extent that the nature and amount of the losses are known at the time). The COUNTY shall furnish promptly to GRANTEE copies of all papers and official documents received in respect of any losses.
- 18. Advertising and Promotion. The GRANTEE shall provide to the COUNTY for review all media or advertising that references the COUNTY, or that includes the COUNTY logo, including any acknowledgment that financial support for the PROJECT is provided by the COUNTY. The GRANTEE shall not publish or distribute any such media or advertising without first obtaining the written approval of the COUNTY.
- 19. Termination. This Grant Agreement may be terminated in its entirety or in part:
 - a. By the COUNTY: If the GRANTEE refuses or fails to perform any of the provision of this Agreement with such diligence as will ensure its satisfactory completion within the time specified in this Agreement, or any extension thereof, or otherwise fails to timely satisfy any requirement of this Agreement, or commits any substantial breach of this Agreement, the COUNTY may notify the GRANTEE in writing of the delay or non-performance, and if not cured in ten working days, the COUNTY may terminate this Agreement in its entirety, or any part thereof, without any liability to GRANTEE and may further seek recoupment or reimbursement of funds granted to date. Notwithstanding termination of the Agreement and subject to any directions from the COUNTY, the GRANTEE shall take timely, reasonable, and necessary action to protect and preserve property in which the COUNTY has an interest.

Exhibit A

- b. By mutual agreement of the parties hereto.

Unless otherwise directed by the COUNTY, GRANTEE, within thirty (30) calendar days of any termination, GRANTEE must transfer to the COUNTY any grant funds within GRANTEE's control at the time of termination of this Grant Agreement and any property acquired or improved in whole or in part with grant funds.

- 20. Public Documents. All documents and materials submitted under this agreement shall become public records to the extent required by the Uniform Information Practices Act, Hawai'i Revised Statutes, Chapter 92F.

- 21. Miscellaneous Provisions.

- a. Headings. All headings are for convenience only and shall not affect the interpretation of this Agreement.
- b. No waiver. No failure of either the COUNTY or the GRANTEE to insist upon the strict performance by the other of any covenant, term or condition of the Agreement, nor any failure to exercise any right or remedy consequent upon a breach of any covenant, term, or condition of the Agreement, shall constitute a waiver of any such breach of such covenant, term or condition. No waiver of any breach shall affect or alter the Agreement, and each and every covenant, condition, and term hereof shall continue in full force and effect without respect to any existing or subsequent breach.
- c. Severability. The unenforceability, invalidity, or illegality of any provision of this Agreement shall not render any other provision of the Agreement unenforceable, invalid, or illegal.
- d. Survival of obligations. All representations, indemnifications, warranties, and guarantees made in, required by, or given in accordance with the Agreement, as well as all continuing obligations indicated in this Agreement, shall survive, and shall continue to be binding upon the Grantee, notwithstanding the termination, expiration or surrender of this Agreement
- e. No third-party obligations. Except as may be specifically set forth in the Agreement, none of the provisions of the Agreement are intended to benefit any third party not specifically referenced herein. No party other than the COUNTY and GRANTEE shall have the right to enforce any of the provisions of the Agreement.
- f. Actions of the COUNTY in its governmental capacity. Nothing in the Agreement shall be interpreted as limiting the rights and obligations of the COUNTY in its governmental or regulatory capacity.
- g. Governing law. The Agreement shall be deemed to be made under, construed in accordance with, and governed by the laws of the State of Hawai'i without regard to the conflicts or choice of law provisions thereof.
- h. Assignment. The GRANTEE may not assign rights or duties under an award, or subcontract delivery of services, without the prior written consent of the COUNTY. Such consent shall not relieve the GRANTEE of liability in the event of default by its assignee.

Exhibit A

- i. Counterparts and Electronic Signatures. The Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and will become effective and binding on the Parties as of the date of the last signature. Delivery of counterpart may be affected by Adobe Sign, transmitting a signed signature page by emailed PDF, or other mutually agreeable electronic means. The parties agree to conduct transactions by electronic means, including the Agreement, any required reports, and any other documents necessary to effectuate the Agreement.

[Remainder of page intentionally left blank.]

Exhibit A

IN WITNESS WHEREOF, the COUNTY and the GRANTEE have executed this Agreement effective as of the date of the last signatory.

GRANTEE ORGANIZATION NAME

By: _____
Its: _____

Date

RECOMMENDED FOR APPROVAL

Adam P. Roversi
Housing Director

Date

APPROVED AS TO
FORM AND LEGALITY

Charles Foster
Deputy County Attorney

Date

COUNTY OF KAUAI

Chelsie Sakai
Director of Finance

Date

EXHIBIT B – BUDGET COUNTY GRANT

BUDGET : Please use Budget column only

PROJECT NAME: _____

See instructions for details on Expense Category	COUNTY CASH		OTHER CASH		IN-KIND		TOTAL EXPENSES	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Administration								
							\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00
Operations								
							\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00
Marketing								
							\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00
EXPENSES								
Grant Administrative Fee (not to exceed 15%)								
TOTAL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

	COUNTY CASH		OTHER CASH		IN-KIND		TOTAL INCOME	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
COUNTY GRANT							0.00	0.00
Organization's Contribution							0.00	0.00
Other Sponsors/Sources (specify sources for both other cash and in-kind support):								
							0.00	0.00
							0.00	0.00
							0.00	0.00
							0.00	0.00
							0.00	0.00
							0.00	0.00
TOTAL INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Organizer/Grantee

Signature

Project Title

Print Name

Date Signed

Title

EXPENSE REPORT INSTRUCTIONS

***Administrative Expenses:** This category includes salaries/wages, taxes/benefits, and administrative fees relating to expenses needed for management of the proposed project. Grant writing fees are not allowable.

***Marketing Expenses:** This category includes advertising, promotional activities and/or items such as posters, flyers, brochures, collateral materials, public relations, and website development or enhancement.

***Operating Expenses:** This category includes program operating costs such as equipment rental (e.g., tents or sound equipment), entertainment, travel, security, office supplies, postage, etc. Category could also include research and development costs (e.g., consultant services). Generally, County funds are not approved to support general operating expenses of the organization itself.

Grant Admin Fee charge has been moved below Expense total. This amount should not exceed 15% of the expense total.

*For the Final Report, please show the original budget for the program as approved for the award and Agreement, and the actual final expenses and income.

EXHIBIT C

PROGRESS REPORT FORM

Must be submitted at the first request for funding and then again on or before the 15th of each month following the end of each quarter as applicable (quarters run Jan-Mar, Apr-June, July-Sept, and Oct-Dec) until you turn in your final written and financial report and final invoice.

For the Period of

_____ to 0.00 _____

Organization:		Agreement No:	COK25-
Project Title:			
Contact:		Title:	
Phone:		Email:	

- Describe how County funds were used during the quarter in the development and implementation of the event/program. This should include: a summary report on program status, program data, and summary of participant characteristics and a financial status report (Exhibit D).

\$ 0.00

- Describe the status of the project and work completed since the prior reporting period.

\$ 0.00

- Describe any major adjustments that have been necessitated or proposed.
- Describe your next major steps for this project/program.
- Submit via email (lagoot@kauai.gov) copies of all news articles, advertisements, flyers, brochures, etc. available to date.
- Additional Comments:

Submitted by:

Name

Title

Date

For Staff Use Only

Date Received by County Office: _____

Progress Report Accepted by:

 (County
 Coordinator's Initial)

 (Date)

EXHIBIT D – FINANCIAL REPORT

INCOME/EXPENSE WORKSHEET

COUNTY GRANT

FINANCIAL REPORT OF ACTUAL EXPENSES AND INCOME

PROJECT NAME: _____

QTR: 1ST

See instructions for details on Expense Category	COUNTY CASH		OTHER CASH		IN-KIND		TOTAL EXPENSES	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Administration								
							\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00
Operations								
							\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00
Marketing								
							\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00
EXPENSES								
Grant Administrative Fee (not to exceed 15%)								
TOTAL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

	COUNTY CASH		OTHER CASH		IN-KIND		TOTAL INCOME	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
COUNTY GRANT							0.00	0.00
Organization's Contribution							0.00	0.00
Other Sponsors/Sources (specify sources for both other cash and in-kind support):								
							0.00	0.00
							0.00	0.00
							0.00	0.00
							0.00	0.00
							0.00	0.00
							0.00	0.00
TOTAL INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

I hereby certify that all financial statements represented in this report to the County relating to COK25-_____ (Agreement), are accurate and that funds allocated through this COUNTY Program under this Agreement have been expended in accordance with the provisions set forth in this Agreement, including the budget that was made a part of said Agreement.

Organizer/Grantee

Signature

Project Title

Print Name

Date Signed

Title

EXPENSE REPORT INSTRUCTIONS

***Administrative Expenses:** This category includes salaries/wages, taxes/benefits, and administrative fees relating to expenses needed for management of the proposed project. Grant writing fees are not allowable.

***Marketing Expenses:** This category includes advertising, promotional activities and/or items such as posters, flyers, brochures, collateral materials, public relations, and website development or enhancement.

***Operating Expenses:** This category includes program operating costs such as equipment rental (e.g., tents or sound equipment), entertainment, travel, security, office supplies, postage, etc. Category could also include research and development costs (e.g., consultant services). Generally, County funds are not approved to support general operating expenses of the organization itself.

Grant Admin Fee charge has been moved below Expense total. This amount should not exceed 15% of the expense total.

*For the Final Report, please show the original budget for the program as approved for the award and Agreement, and the actual final expenses and income.

EXHIBIT E FINAL REPORT FORM

GENERAL INFORMATION

Organization:			
Contact:	0.00	Title:	
Project Title:		Project Date(s):	
Agreement Effective Date:		Agreement End Date:	
Phone and/or Email:		Amount Awarded:	
Project Description:			
<div> <div>\$ 0.00</div> </div>			

1) Describe how County grant funds were used for the project.

\$ 0.00

- 2) Describe how this project was successful in benefiting the County of Kauai and our residents.
- 3) Using the indicators of success identified in your proposal, provide your targeted goals for each of these measures and the actual results achieved through this project. Explain why you did or did not reach the expected outcomes for each measure or indicator of success.
- 4) Describe how this project could be improved.
- 5) Submit via email (lagoot@kauai.gov) copies of all news articles, advertisements, flyers, brochures, etc.

6) What are the future plans for this project?

Submitted by:

Name

Title

\$ 0.00

Date

For Staff Use Only

Date Received by County Office: _____

Final Report Accepted by: _____

(County Staff Initial) (Date)

EXHIBIT F
GRANT DISBURSEMENT SCHEDULE

The County of Kaua'i will disburse the grant funds in accordance with the following schedule:

80% of the awarded amount listed in item 1 will be paid upon receipt of final executed copy of this Agreement and a written request for payment and initial Progress Report (Exhibit C).

20% of the awarded amount listed in item 1 will be paid upon satisfactory completion of the PROJECT and submission and approval of the GRANTEE'S Final Written Report (Exhibit E) and Final Financial Report (Exhibit D).