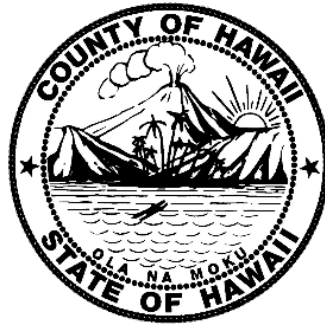


# PROPOSAL GUIDE



ISSUED BY

## COUNTY OF HAWAI'I OFFICE OF HOUSING & COMMUNITY DEVELOPMENT (OHCD)

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 [OHCDENGAGEMENT@HAWAIICOUNTY.GOV](mailto:OHCDENGAGEMENT@HAWAIICOUNTY.GOV)

[WWW.HOUSING.HAWAIICOUNTY.GOV/GRANTS-FUNDING/HOMELESSNESS-AND-HOUSING-FUND](http://WWW.HOUSING.HAWAIICOUNTY.GOV/GRANTS-FUNDING/HOMELESSNESS-AND-HOUSING-FUND)

### DEADLINE TO APPLY:



**Monday, SEPTEMBER 16, 2024, 4:00 PM HST**

The County of Hawai'i is an Equal Opportunity Provider and Employer




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## REQUEST FOR PROPOSALS (RFP) - OVERVIEW


### Goals & Objectives

 *The County's Office of Housing and Community Development (County) is requesting proposals for the 2024-2025 Fiscal Year Homelessness and Housing Fund (HHF) Grant Awards. The goal of the fund is to effectively reduce the amount, duration, and recurrence of homelessness in the County by addressing the Priorities outlined in the Strategic Roadmap for Homelessness and Housing [Exhibit A].*

*The awarded funding will supplement existing or proposed project or program budgets for the proposed organization. Proposals shall present projects, services, operations, or programs that:*

- Align with the County's goal to expand and promote pathways to housing, resources, and other vital services
- Directly lead to long-term housing or have systems in place to refer Participants to these resources
- Partner and collaborate with other community-based resources and services
- Integrate innovative, creative, and novel approaches to addressing homelessness and housing challenges
- Demonstrate an effective, impactful, and sustainable use of funds as well as the ability to deliver on expected outcomes

### Project Requirements

 *All awarded funding must directly address the Goals and Objectives outlined in the RFP. Adherence to and compliance with all program requirements must be met throughout the duration of the Agreement period. Refer to Sections 2, 3, & 4 of the RFP for full requirement details.*

- Utilization of the County selected, HIPAA compliant Client Data Management Software
- Monthly and final outcome reporting with supporting narrative
- Meet all success outcomes as outlined in the Proposer's proposal
- Make measured progress on HHF Roadmap Priorities and "Metrics that Matter"
- Fiscal monitoring and monthly expense reporting
- Agreeance to reimbursement funding structure, following initial payment
- Commitment and capability to coordinate services with other community agencies, as defined in Sections 3.3-3.7 of RFP

## REQUEST FOR PROPOSALS (RFP) – OVERVIEW, CONTINUED

### Proposal Submission Process



*Proposal submissions for the Homelessness and Housing Fund Request for Proposals must be received on or before **4:00 p.m. HST, Monday, September 16, 2024**, via electronic submission. Please refer to Section 4 “Proposals” of the RFP for complete information. Proposals received after the deadline will not be considered.*

- The RFP should be reviewed in full before proceeding with the application.
- Proposals are to be submitted online via the Neighborly application portal, which can be accessed through the HHF website: [www.housing.hawaiicounty.gov/grants-funding/homelessness-and-housing-fund](http://www.housing.hawaiicounty.gov/grants-funding/homelessness-and-housing-fund).
- General questions can be emailed to [ohcdengagement@hawaiicounty.gov](mailto:ohcdengagement@hawaiicounty.gov)
- If there is any doubt about the interpretation of any of the RFP provisions, written inquiries and questions shall be submitted to the County OHCD by email to [ohcdengagement@hawaiicounty.gov](mailto:ohcdengagement@hawaiicounty.gov). The deadline for inquiry submissions is August 30, 2024. Responses to all inquiries will be posted on the County website by September 5, 2024. Refer to Section 1.8 of the RFP for complete instructions.
- Virtual Informational Sessions are scheduled for [August 21, 2024, at 10:00am HST](#) and [August 26, 2024, at 1:00pm HST](#). Click on either date to register. The same information will be shared at both.

### Selection Criteria



*Proposal submissions shall be reviewed and considered for funding approval by an impartial, multi-departmental committee, utilizing a point-based ranking and rating rubric system, found in Section 5.3 of the RFP. The County will provide notifications of grant selections and awards on or around October 22, 2024, for an Agreement period beginning February 2025. The County reserves the right to reject any proposal.*

- Proposals will be evaluated based on the following categories:
  - General Completeness
  - Service Delivery
  - Alignment with HHF Program
  - Staffing and Organizational Capacity
  - Program Experience and Capability
  - Proposed Financials
  - Data and Outcomes

## 1. GENERAL INFORMATION

This Proposal Guide accompanies the Request for Proposal (RFP) document. It contains helpful step-by-step instructions for navigating the Neighborly platform and successful proposal submission.

**Before proceeding with the application process, Proposers are to carefully review the RFP document in its entirety**, which can be accessed via the HHF website, linked below.

[www.housing.hawaiicounty.gov/grants-funding/homelessness-and-housing-fund](http://www.housing.hawaiicounty.gov/grants-funding/homelessness-and-housing-fund)

The RFP contains critical information that is newly specified compared to previous years of Homelessness and Housing Funding. It outlines essential guidelines, requirements, and expectations that are crucial for successful proposal submission and evaluation.

Proposers should initially verify that the proposed project meets the HHF eligibility requirements detailed in Section 1.2 of the RFP. Exhibit A, found on the HHF website, offers a full report on the HHF Strategic Roadmap Priorities.

Proposers should also verify that the organization meets the entity requirements detailed in Section 1.3 of the RFP.

Refer to Section 1.1 of the RFP for a list of definitions of key terms used throughout the RFP and Proposal Guide. For further useful information, please visit the HHF website or Neighborly dashboard tab, Resources & Links [Exhibit I].

Proposals for the Homelessness and Housing Fund RFP must be received on or before 4:00pm HST, Monday, September 16, 2024, by electronic submission through the Neighborly application portal linked below. Incomplete applications will be disqualified.

<https://portal.neighborlysoftware.com/hawaiicountyhi/participant>



*Virtual Informational Sessions – Click on Date Below to Register*

**Wednesday, August 21, 2024, 10:00am HST**

**Monday, August 26, 2024, 1:00pm HST**

**The same information will be covered in both sessions**

1.1 Timeline

Applications must be submitted by 4:00pm HST on September 16, 2024. Grant awards will be announced on or around October 22, 2024. Selected recipients will have an in-person follow-up meeting with the County by November 21, 2024 to discuss timelines, review documents, and confirm that Grantee understands key contract terms including, but not limited to, data reporting and software requirements. The 12-month Contract Agreement for Grantees will begin in February 2025 and conclude in January 2026.

The timetable set forth below represents the County’s best estimate of the schedule that will be followed in the RFP process. Proposers will be advised by addendum via the County’s website (below) of any changes to the timetable. It is the responsibility of the Proposer to monitor the County’s website: [www.housing.hawaiicounty.gov/grants-funding/homelessness-and-housing-fund](http://www.housing.hawaiicounty.gov/grants-funding/homelessness-and-housing-fund)

ACTIVITY	SCHEDULED DATE
RFP Issued	August 14, 2024
<a href="#">Informational session #1</a> (virtual) – Click to Register	August 21, 2024, at 10:00 a.m. HST
<a href="#">Informational session #2</a> (virtual) – Click to Register	August 26, 2024, at 1:00 p.m. HST
Closing date for submission of written questions/inquires	August 30, 2024
County’s response to Proposers’ questions	September 5, 2024
<b>Proposal due date*</b>	<b>By September 16, 2024, 4:00 p.m. HST</b>
Project Selection and Notification of Awards	On or Around October 22, 2024
In-person Meetings - Award Recipients & OHCD	October 24 – November 21, 2024
County Council resolution to adopt grant funding #1 (Kona)	November 19, 2024
County Council resolution to adopt grant funding #2 (Hilo)	December 2, 2024
Execution of Grant Agreements / Notice to Proceed	December 2024
Target Contract Agreement Commencement	February 1, 2025

\*The County reserves the right to extend the proposal due date deadline if it is determined to be in the best interest of the County or that an insufficient pool of submissions is received.

1.2 Contact for Information

If the Proposer requires additional information, requests can be made to:

**Office of Housing and Community Development**  
**Community Engagement Division**  
 1990 Kino’ole Street, Suite 102  
 Hilo, Hawai’i, 96720-5293  
 Telephone: (808) 961-8379  
[ohcdengagement@hawaiicounty.gov](mailto:ohcdengagement@hawaiicounty.gov)  
 Subject: HHF FY 24-25 RFP Question





### *Submissions of Written Questions/Comments Regarding RFP Interpretation*

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 to the County by email at [ohcdengagement@hawaiicounty.gov](mailto:ohcdengagement@hawaiicounty.gov) on or before August 30, 2024, in order to qualify for an official response from the County. Responses will be posted by September 5, 2024, under the same listing and become addenda to the RFP. The County 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.

Any questions regarding the interpretation of any provision after Proposals have been opened shall be subject to a ruling by the Housing Administrator, whose decisions shall be final.

In addition, the Housing Administrator 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.

#### 1.3 Amendment, Addenda, or Bulletins

Any Proposer who discovers any ambiguities, conflicts, discrepancies, omissions, or other errors in the RFP shall notify the County by email at [ohcdengagement@hawaiicounty.gov](mailto:ohcdengagement@hawaiicounty.gov) on or before August 30, 2024.

As warranted, modifications of the RFP shall be made by issuing an addendum, and a written notice of such changes shall be sent to all persons who have submitted written questions to the department as described above. If a Proposer fails to notify the County on or before August 30, 2024, of any errors in the RFP known to the Proposer, the Proposer shall submit a proposal at its own risk. If the County selects the Proposer, the Proposer shall not be entitled to additional compensation or time because of such errors or their later correction.

It is each Proposer's responsibility to monitor the County's website for any addendum necessitated by a modification of the RFP before the deadline of September 16, 2024. <https://www.housing.hawaiicounty.gov/grants-funding/homelessness-and-housing-fund>. The County may not contact individual Proposers to alert them of the posting of any addenda. Any addendum issued during the proposal submission period and forming a part of the documents shall be made a part of this Solicitation and shall become a part of the award Agreement.



## 2. APPLICATION PORTAL SET UP

### 2.1 Accessing the Participant Portal

The Participant Portal is hosted by Neighborly Software and can be accessed using any internet-connected device. The recommended browser is Google Chrome but other modern web browsers (i.e. Microsoft Edge, Firefox, Safari) will also work. Internet Explorer is not supported. The link to the portal is accessed through the Homelessness and Housing Fund website or directly: <https://portal.neighborlysoftware.com/hawaii-countyhi/participant>.

### 2.2 Registering Your Account

To access the system for the first time, you'll need to create an account by first registering your email address. Select the Register tab and enter your work email address, which will also serve as your username. Select "Send verification code". To verify your email address, the system will send you an email with a verification code.

The screenshot shows the 'Register' tab selected. A message states: 'A verification code has been sent to your inbox. Please copy the code in the Verification code box below and click "Verify Code". If you haven't received a code, check your Junk folder or click "Send new code".' Below this is a text box containing 'learning@neighborlysoftware.com' and another text box labeled 'Verification Code'. A blue 'Verify code' button is present, along with a link for 'Didn't receive a code? Send new code' and a 'Data Privacy' link.

The screenshot shows the 'Sign In' tab selected. It features an 'Email Address' input field, a 'Password' input field, and a blue 'Sign in' button. Below the button are links for 'Forgot your password?' and 'Data Privacy'.

The screenshot shows the 'Register' tab selected. A message states: 'Neighborly Software requires all email addresses be verified prior to account registration. Please provide the email address to be used for Sign In below, and click Send Verification Code to continue.' Below this is an 'Email Address' input field and a blue 'Send verification code' button.

**Note:** If you do not receive the email within 2 minutes, check your spam or junk mail folders. If the email is in either folder, mark the message as "Not Junk" or "Not Spam" to ensure you receive all future system notifications. Enter the verification code into the text box and click "Verify Code."

If the code is not accepted, you may generate a new code by selecting "Send new code." Another email with a new code will be sent to your inbox.

After verifying your email address, you'll be prompted to create a password. Passwords should be at least 12 characters long and include at least one UPPERCASE letter, lowercase letter, a number, and a special character.

After creating your password, the system will redirect you to the participant dashboard. If you do not receive the system email within 2 minutes, check your spam or bulk mail folder.

If it appears there, right-click on the email and select "Not Junk" or "Not Spam" to ensure you receive future system notifications.

## 2.3 Logging In

Once your account has been registered, you may login by entering the email address and password used during registration.

## 2.4 Forgot Your Password

If you forget your password, select the link "Forgot your Password?" and follow the prompts to create a new password.

Enter the email address that was used to register your account. Then select "Send Verification Code".


Within a few seconds, the system will send you an email containing a 6-digit code. Enter the code into the text field and select "Verify Code".

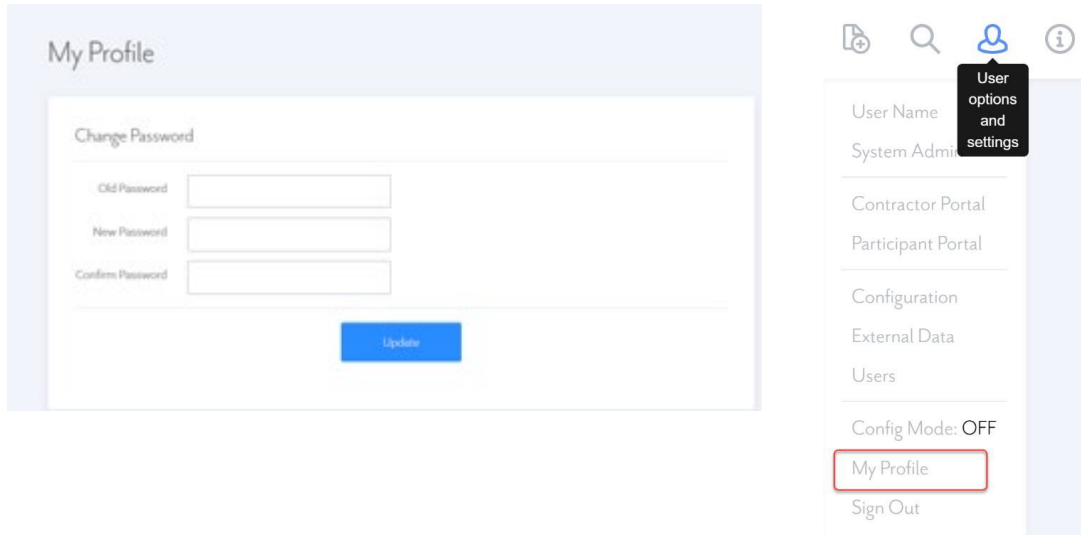
The screenshot shows a user interface for logging in or registering. At the top, there are two tabs: "Sign In" (which is selected) and "Register". Below the tabs, there are two input fields: "Email Address" and "Password". To the right of the "Email Address" field is a small icon of a person. Below the "Password" field is a blue button labeled "Sign in". Below the "Sign in" button is a red-bordered link labeled "Forgot your password?". Below the "Forgot your password?" link is a blue link labeled "Data Privacy". A red arrow points to the "Forgot your password?" link.

If after 2 minutes you have not received a code, you may repeat these steps to generate another code.


Be sure to check your spam and junk folders before requesting a new code. Sometimes users do not receive the code due to a simple typo when entering their email address. Verify that the email entered is indeed correct.

## 2.5 Changing Your Password

To change your password, log into the Application Portal. Click on the  icon on the top right corner of the screen and select “My Profile.” Then select the Password option on the left side of the screen. For security purposes, you will be required to enter your email address, the system will then send you a verification code. Enter the code and follow the prompts to create a new password.



## 2.6 Help

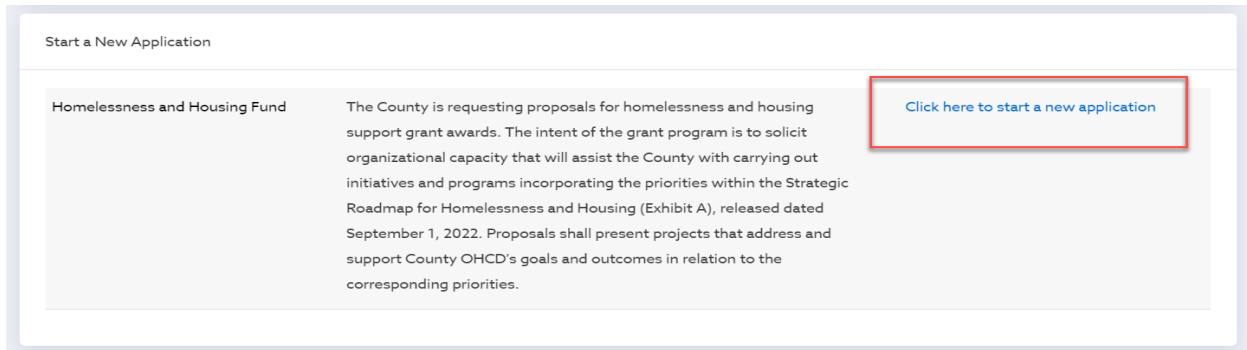
For Technical Assistance with the software and Customer Service click on the question mark icon  on the lower left corner. Hours of operation are Monday – Friday from 8:00 am to 7:00 pm EST.



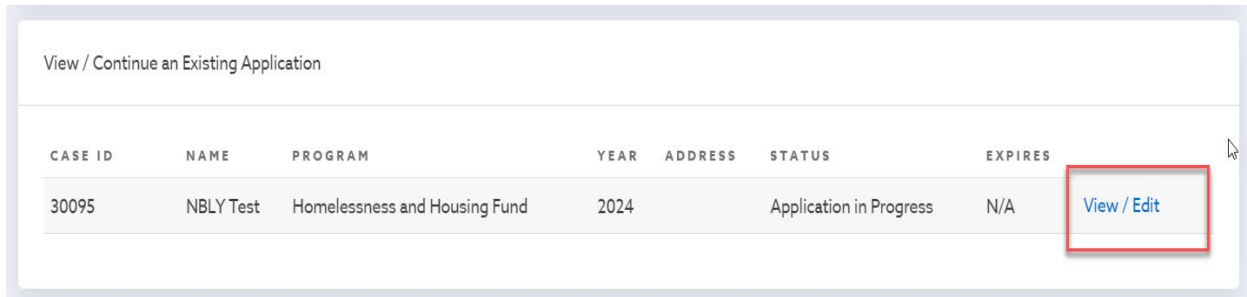
### 3. STARTING A NEW APPLICATION

Once in the portal, start a new application by selecting “Click here to start new application.” Provide your organization’s name then select “Start Application”.

**Note: The system will initiate an automatic log-out procedure after one hour of inactivity. Prior to this, it will provide a notification 5 minutes before the log-out process is initiated. Remember to press **SAVE** at the bottom of each page to prevent loss of data entered.**



To View / Continue an Existing Application select “ View / Edit”



#### 3.1 Add a New User

To add a new user to your application, click on the "View Users" icon in the top left corner of the page and enter the email address of the new user in the allocated field provided. Each added user must register with a new account. This feature enables group collaboration in completing the application.

Homelessness and  
Housing Fund  
Application

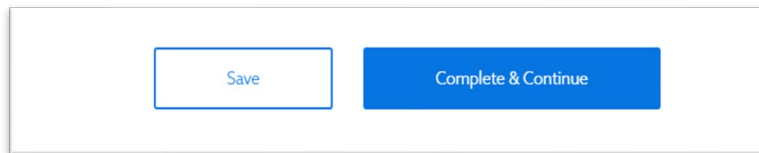
Id: 30095



### 3.2 Application Process

To proceed to the next section, ensure that all required fields are completed, and all necessary documents are attached. If a specific field or attachment is irrelevant to your project or program, kindly indicate N/A or attach a document specifying the same.

Upon completing the section, you may opt to save the application for future use by clicking the "Save" button or advance to the next section by selecting "Complete & Continue".



After clicking on "Complete & Continue," any future edits can only be made by selecting "Reopen" at the bottom of the page for that section.

Navigate to different sections of the application by simply clicking on the categories listed on the left-hand side panel. Remember to hit the save button before leaving the page to ensure any changes you made are saved.

### 3.3 Submitting the Application

To submit the application, ensure that all required fields are completed, and all necessary documents are attached, see Document Checklist in Section 4.2 below.

Once everything is completed navigate to the "Submit" section and provide your signature as suggested.

Submit



Once an application is submitted, it can only be "Re-opened" by an Administrator.

Signature of Authorized Certifying Official

[Click here to electronically sign](#)


Title:

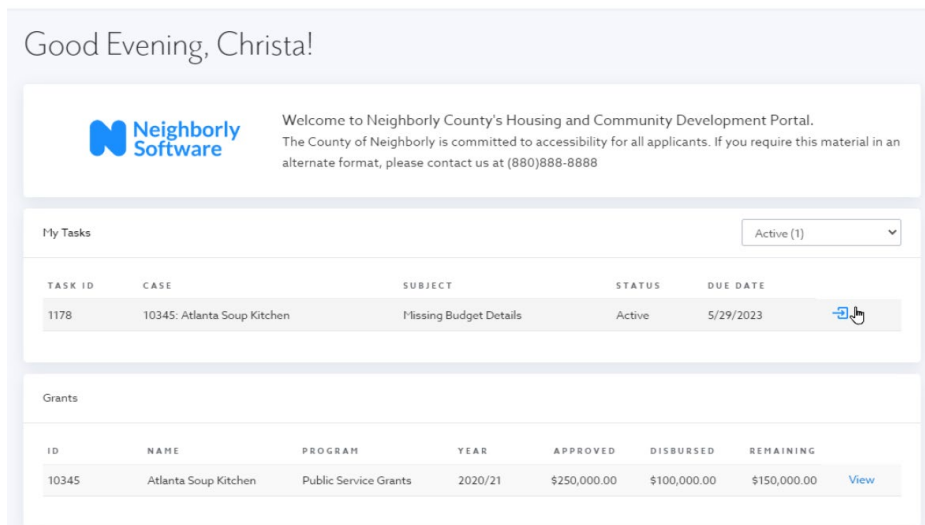
**Note:** Once the proposal is submitted, it can only be re-opened by an Administrator. Contact [ohcdengagement@hawaiicounty.gov](mailto:ohcdengagement@hawaiicounty.gov) if you need to reopen the application to make any revisions prior to the deadline.



### 3.4 Tasks

The County reserves the right to evaluate proposals as submitted or request additional information, written clarifications, or revisions during the evaluation process. All requests for clarification will be submitted to the Proposer as “tasks” through the Neighborly application portal. The “task” will include specific details on the nature of the request as well as the due date for the completion of the task.


Upon assignment of a task, the Proposer will receive an email notification. The task can then be accessed by clicking on the link provided in the email or by logging into the Neighborly portal; Tasks will be displayed under the “My tasks” section on the Portal Dashboard. To open a task, select the  to the right of the task.



Good Evening, Christa!

Welcome to Neighborly County's Housing and Community Development Portal. The County of Neighborly is committed to accessibility for all applicants. If you require this material in an alternate format, please contact us at (880)888-8888

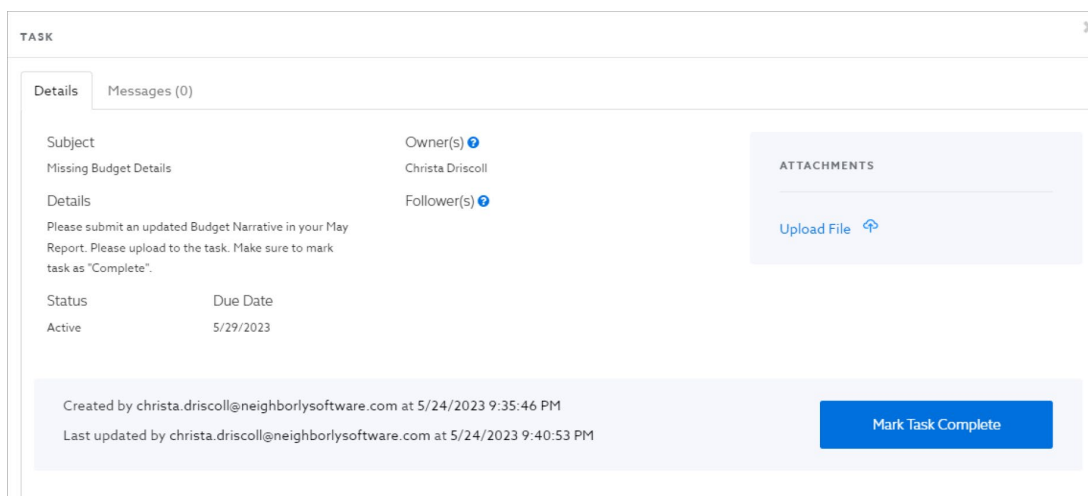
**My Tasks** Active (1)

TASK ID	CASE	SUBJECT	STATUS	DUE DATE	
1178	10345: Atlanta Soup Kitchen	Missing Budget Details	Active	5/29/2023	

**Grants**

ID	NAME	PROGRAM	YEAR	APPROVED	DISBURSED	REMAINING	
10345	Atlanta Soup Kitchen	Public Service Grants	2020/21	\$250,000.00	\$100,000.00	\$150,000.00	<a href="#">View</a>

Once inside the task, view the details and complete the request. You may upload any supporting files by selecting the “Upload File” hyperlink.



**TASK**

Details | Messages (0)

**Subject**  
Missing Budget Details

**Owner(s)**  
Christa Driscoll


**Details**  
Please submit an updated Budget Narrative in your May Report. Please upload to the task. Make sure to mark task as "Complete".

**ATTACHMENTS**  
[Upload File](#)

**Status**      **Due Date**  
Active              5/29/2023


Created by christa.driscoll@neighborlysoftware.com at 5/24/2023 9:35:46 PM  
Last updated by christa.driscoll@neighborlysoftware.com at 5/24/2023 9:40:53 PM

[Mark Task Complete](#)

Additionally, if there are follow up questions regarding the task, you may send a message in the task to the Program Administrator who originally assigned the task. Select the Messages Tab, enter a detailed message in the text area, then select the  icon to post the message. You will be notified via email once a response has been posted. Once the task has been completed, select the “Mark Task Complete” button.



### 3.5 Signing Out

To sign out (log out) of the system, click on the  icon on the top right corner of the screen and select “Sign Out.”

## 4. PROPOSALS

Each submission to the RFP shall be for one project proposal. Organizations seeking to propose more than one project must use separate RFP submissions. Proposers with current HHF Agreements, who wish to pursue another year of funding, must submit a new application proposal with all required information and documentation included. The County will not pay any costs incurred by the Proposer from the preparation or submission of this proposal.

Successful proposals will show a clear nexus between the proposed success outcomes and one or more Roadmap Priorities. Moreover, successful projects will result in measured reductions in the amount, duration, or recurrence of homelessness. Section 5 of the RFP outlines the Evaluation Process and Criteria in which proposal responses will be scored.

All proposals shall be subject to the provisions and stipulations of the Request for Proposals, the accompanying Proposal Guide, including the following proposal specifications, and the non-exclusive CONTRACT AGREEMENT PROVISIONS [Exhibit H of this RFP] found on the HHF website.

**Note:** Once the proposal is submitted, it can only be re-opened by an Administrator. Contact [ohcdengagement@hawaiicounty.gov](mailto:ohcdengagement@hawaiicounty.gov) if you need to reopen the application to make any revisions prior to the deadline.

### 4.1 Disqualification of Proposals

The County reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements outlined in the RFP and that demonstrate alignment with the Roadmap priorities, County goals, and the program's intended outcomes. The County reserves the right to ask for clarification at any time, of any item in the proposal. A Proposer may be disqualified, and the proposal automatically rejected for any of the following reasons:

- The Proposer's lack of responsibility or cooperation as shown by past work or services done for the County.
- The proposal is conditional, incomplete, or irregular in such a way as to make the proposal indefinite, or ambiguous as to its meaning.
- The proposal includes any provisions that are contrary to those required in the RFP.
- The proposal shows any noncompliance with applicable law.
- The Proposer has not fulfilled grant requirements for prior or current contracts with the County.
- The Proposer is not in good standing on past or current contract compliance, timely submittal of reports and corrective action plans), program performance, or fiscal performance, including the ability of the Proposer to fully utilize funding within the allotted duration of the Agreement.

## 4.2 Document Checklist

Please use the following checklist to ensure that all relevant proposal documents have been provided. Note: Project proposals must include all required documentation to be eligible.



### Proposal Documentation Checklist



A complete proposal includes the following forms and documentation:

- ORGANIZATION INFORMATION FORM, **signed, with the following required documents attached** [see Exhibit B of this RFP]
  - Certificate of Vendor Compliance (See Section 3.9), government entities excluded
  - Certificate of Liability Insurance (See Section 3.10)
  - Confidentiality, Data Security, and Privacy Policies & Procedures (See Section 3.11)
  - Non-profit organizations only: Attach each of the five (5) organizational documents listed below**
    - Current Charter or Articles of Incorporation
    - Current By-Laws
    - Current Corporate Resolution, if required per by-laws
    - A current Board of Directors list including names, titles, addresses, occupations, and terms of office for all officers and members of the Board of Directors
    - Copy of IRS verification of tax-exempt status, if applicable
- PROJECT GOALS & OUTCOMES [see Exhibit C of this RFP]
- PROJECT PROPOSAL NARRATIVE, **with the following two (2) required documents attached** [see Exhibit D of this RFP]
  - Organizational Chart (See Section 2.5)
  - Verifiable History of Experience (See Section 3.1)
- PROPOSED PROJECT BUDGET [see Exhibit E of this RFP]
- PROPOSED PROJECT BUDGET – Narrative, **signed** [see Exhibit F of this RFP]
- CONFLICT DISCLOSURE FORM, **signed** [see Exhibit G of this RFP]

#### 4.3 ORGANIZATION INFORMATION [Exhibit B]


Provide the Organization's basic information as specified in Exhibit B. All Proposers must upload as attachments the following three (3) required documents: 1) Certificate of Vendor Compliance (see Section 3.9 of the RFP for more information), 2) Certificate of Liability Insurance (see Section 3.10 of the RFP for more information), and 3) The Organization's Policies and Procedures regarding Confidentiality, Data Security, and Privacy (see Section 3.11 of the RFP for more information).

Additionally, Not-For-Profits must upload as attachments the following five (5) documents: 1) Current Charter or Articles of Incorporation, 2) Current By-Laws, 3) Current Corporate Resolution, if required per by-laws, 4) A current Board of Directors list including names, titles, addresses, occupations, and terms of office for all officers and members of the Board of Directors, and 5) Copy of IRS verification of tax-exempt status, if applicable.

Documents must be uploaded for the application system to allow you to advance to the next section. If a required document is not applicable to your organization, please still submit a document explaining why it is not required.

#### 4.4 PROJECT GOALS & OUTCOMES [Exhibit C]

PROJECT GOALS & OUTCOMES presents questions to the Proposer related to the requirements specified in Sections 1 and 2 of the RFP, accessible via the link below. It is important for the Proposer to grasp the objectives and priorities of the Homelessness and Housing Fund to ensure their program aligns accordingly. [www.housing.hawaiicounty.gov/grants-funding/homelessness-and-housing-fund](http://www.housing.hawaiicounty.gov/grants-funding/homelessness-and-housing-fund)

- Proposers will demonstrate in their responses what their top five (5) proposed success outcomes are and must meet those outcomes within the 12-month Agreement period. Grantees will be responsible for reporting on success outcomes with monthly and final reports with supporting narratives, utilizing County reporting templates.
- Proposers will show a clear nexus between the proposed success outcomes of their project and one or more Roadmap Priorities (see Section 1.2 of the RFP or Exhibit A for more information on the Roadmap Priorities). Projects must align with at least one Roadmap Priority which can be selected from the drop-down list on question C7. Up to four (4) Priorities may be selected if multiple apply.
- Proposers must demonstrate how their project will result in measured reductions in the amount, duration, or recurrence of homelessness, also referred to as "Metrics that Matter" (see pg. 7 of the RFP for more information on the "Metrics that Matter"). Hover your mouse over the blue question mark icon  to see examples of responses to the questions in C8.

#### 4.5 PROJECT PROPOSAL NARRATIVE [Exhibit D]

PROJECT PROPOSAL NARRATIVE presents questions to the Proposer that address the requirements and expectations outlined in Sections 2, 3, and 4 of the RFP. Full compliance is required by the Proposer through the duration of the 12-month Agreement. Proposers should fully understand the following requirements and expectations prior to submitting PROJECT PROPOSAL NARRATIVE responses.

- The Proposer must identify key personnel who will be responsible for:
  - Data reporting and compliance
  - Fiscal reporting and compliance
  - Implementing and managing the proposed program/services
  - Serving as the primary point of contact to the County
- Utilization of the County selected, HIPAA compliant Client Data Management Software
- Must share identifiable Participant data with County through soliciting program Participant consent to release information to the County (applicable to projects that deliver services to Participants)
- Agreeance to reimbursement funding structure, following initial payment
- Demonstrate the commitment and capability to coordinate services with other community agencies, as defined in Sections 3.3-3.7 of the RFP
- Make measured progress on HHF Roadmap Priorities and “Metrics that Matter”
- The Proposer has documented experience in the relevant program area
- The Proposer is subject to ongoing quality assurance and evaluation throughout the Agreement period through monthly reporting, file reviews, audits, site visits, quarterly check-ins, and other methods
- The Proposer has sufficient training, development, and oversight in place for individuals providing direct services to program participants

All Proposers must upload the following two (2) required documents to the PROJECT PROPOSAL NARRATIVE. If a required document is not applicable to your organization, please still submit a document explaining why it is not required.

1. Org Chart
2. Verifiable History of Experience –a verifiable history of a minimum of one (1) year, within the most recent three (3) years, of experience in the program area for which the proposal is being made. The Proposer shall have demonstrated and documented knowledge, skills, capacity, and competence to perform the required services.

#### 4.6 PROPOSED PROJECT BUDGET [Exhibit E]

Project expense estimates entered on the PROPOSED PROJECT BUDGET [Exhibit E] should be reasonable and directly related to the proposed project. While salary and wages are eligible uses of grant funds, personnel costs should not be the primary use of grant funds. To demonstrate

financial sustainability potential, projects shall not rely on County funds for critical ongoing operating expenses. All other sources of funding are to be disclosed on this worksheet. No duplication of funds for services permissible.

Enter the requested HHF grant amount into the first column (A), categorized into the following four sections: Administrative Costs, Personnel Costs, Operational Expenses, and Other Expenses. Disclose other sources of funding in Columns B through F.

- Administrative costs of a proposed project budget must not exceed fifteen percent (15%) of the total amount requested in this proposal. Refer to Section 1.1 of the RFP for definitions of Administrative, Operational, and Personnel costs.
- Travel costs shall be directly related to the work proposed.

#### 4.7 PROPOSED PROJECT BUDGET – NARRATIVE [Exhibit F]

For the PROPOSED PROJECT BUDGET – NARRATIVE [Exhibit F], provide as much detail about each budget line item as possible. Totals should match the PROPOSED PROJECT BUDGET [Exhibit E] summary line items. If an expense category is zero, indicate “Not Applicable” in the details box.

Examples of details and information that should be provided for line-item categories are:

- “Salaries” – indicate annual salaries, percent of annual hours for project
- “Fringe Benefits” – indicate basis for fringe benefits calculation
- “Airfare, Inter-island” or “Airfare, Out-of-State” – indicate basis for travel expense calculations and connection to work performed and outcomes proposed
- “Supplies” – describe supplies needed

#### 4.8 CONFLICT DISCLOSURE FORM [Exhibit G]



Each Proposer shall submit a signed CONFLICT DISCLOSURE FORM [Exhibit G] as part of their proposal submission, that lists any board member, member, officer, director, or administrator that may have a conflict of interest or potential conflict of interest with the County of Hawai‘i, including any familial relationship with any of the following.

- A. Member or members of the Council;
- B. Staff appointed by a member of the Council;
- C. The Mayor;
- D. The Managing Director;
- E. The Director or Deputy Director of Finance; or
- F. The Administrator or any staff of Office of Housing & Community Development;
- G. The Corporation Counsel, the Asst. Corp. Counsel, or any Deputy Corporation Counsel.

The CONFLICT DISCLOSURE FORM [Exhibit G] is required for all proposals, even if there is no conflict of interest to report.