

**Historic Hawai'i Foundation**  
**NATIVE HAWAIIAN ORGANIZATION STEWARDSHIP TRAINING PROGRAM**  
**2024 REQUEST FOR PROPOSALS (RFP)**

**Proposal Narrative Instructions:**

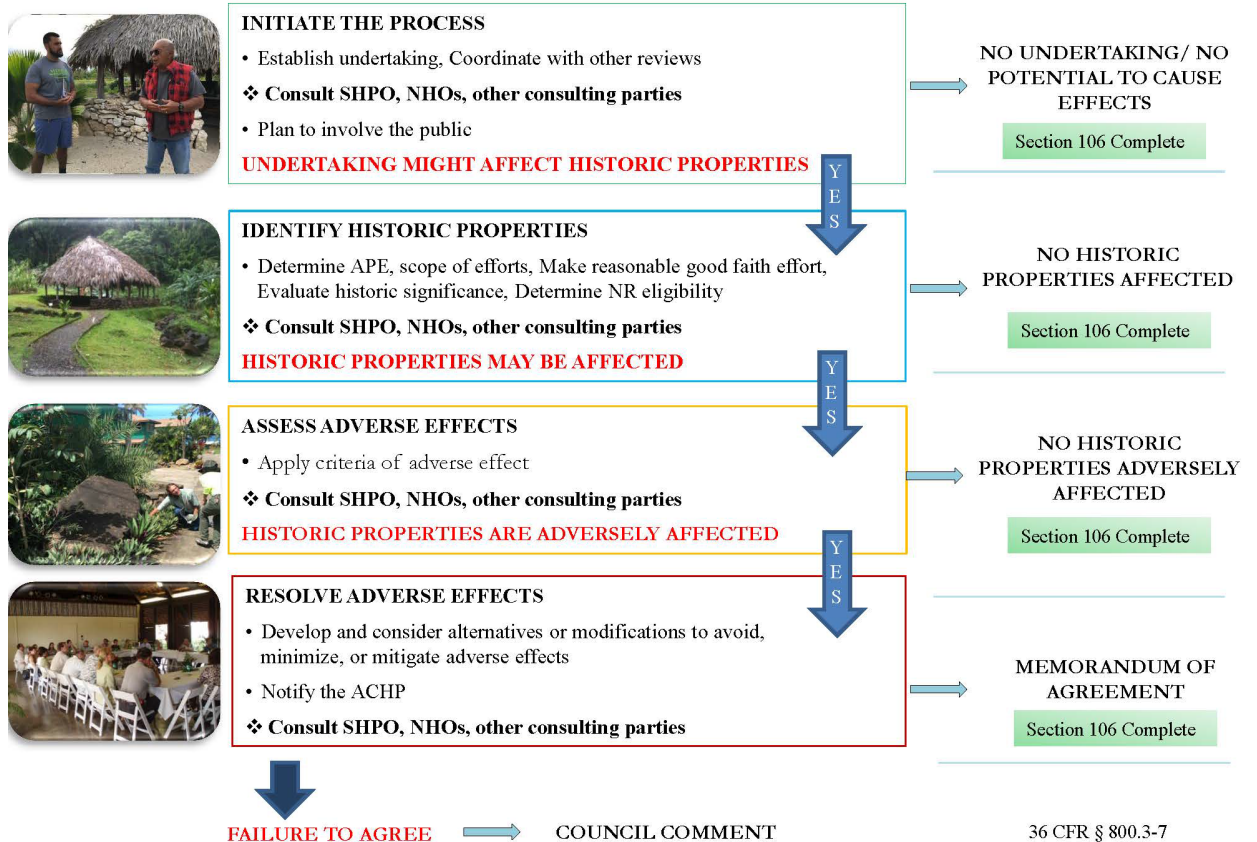
- Proposal Narratives, excluding Project Cover Sheet and Supporting Documents (see section below), may be NO MORE THAN FIFTEEN (15) pages in total. Include page numbers on each page.
  - Narratives must be in Times New Roman 12-point font, single spaced with 1-inch margins, and formatted for standard Letter size (8.5 x 11-inch) paper.
  - Proposal narratives and required attachments must be saved and submitted in portable document format (PDF).
  - Proposal Narratives shall be organized according to, and contain information responsive to, each of the categories below. Include the section titles in the outline to indicate clearly which question is being addressed.
1. **Executive Summary:** Provide the title for the stewardship training project, NHO name, name of the individual in your NHO who will oversee/manage project activities, the historic property name and address, and a brief summary of the project need, objectives, visitor engagement, scope of work, and anticipated results and outcomes.
  2. **Historic Preservation Need:** Provide a brief description of the Historic Property to be the site and beneficiary of the stewardship training, including the historic and Hawaiian cultural significance and its character-defining features. Describe the need(s) for preservation of the historic property and summarize any previous or on-going efforts by your NHO (or other organizations or individuals associated with your NHO) that are relevant to the proposed work. Explain the successes or challenges of past efforts and how your proposed project builds on or overcomes them.
  3. **Current Visitor Access to the Site:** Describe how the site is open to visitation currently and how it will be accessible during and after the stewardship training project i.e., is it always open to the public or visitors, or is it conditional? If conditional, what are those conditions? For example, is it available for guided tours, for certain activities or groups, at specific times or seasons? Is access open for general visitation purposes or limited to certain activities?
  4. **Project Objectives:** State the long-term, overarching goal(s) of your NHO's stewardship training program/project and how it addresses the preservation need(s) of the historic

property and aligns with the purposes of the NATIVE Act. Describe the objectives of the project in terms of the specific preservation outcomes to be accomplished through engagement with visitors, residents, community members or other target audiences in order to reach the stated goal(s). The project objectives must be specific, measurable, and realistic (attainable within the project's proposed project period). Describe how the stewardship training will benefit the NHO and the historic property in the long-term.

5. **Project-Related Visitor Involvement and Accessibility:** Describe how either the historic property and/or the stewardship training will provide visitor experiences that are authentic and respectful and, as applicable, accommodate participation by persons with disabilities and/or kūpuna (elders). Is the visitor experience realized through the training itself or for the property in addition to the training activity? Describe how will your NHO manage access to the site for the project activities indicated in the proposed work plan.
6. **Work Plan:** Provide a work plan for your stewardship training project that describes the proposed project activities or tasks and how they relate to the stated objectives. This narrative must provide enough detail so that reviewers understand the method(s) to be used to carry out each activity and make a clear connection between those activities and the proposed project costs.
7. **Project Schedule & Milestones:** Provide a project schedule indicating when activities or tasks identified in the work plan will be initiated and when project milestones are to be accomplished. Include any graphics (spreadsheets, graphs, tables, flow charts, etc.) within the body of the proposal narrative - do not include as separate attachments. Include estimated timeframe for obtaining any required permits or compliance actions required under NHPA Section 106 and/or HRS 6E (see flow chart below for reference).



## SECTION 106 REVIEW PROCESS



- 8. Project Monitoring, Evaluation and Reporting:** Provide a monitoring, evaluation, and reporting plan for your stewardship training project. This plan should describe how you will: monitor and measure the project activities or tasks identified in the work plan; evaluate the level of effort into and outputs from these activities; and report (periodically and in conclusion) how these activities have progressed and achieved the stated project objectives and goals. Propose clear interim goals and benchmarks that will be tied to the project contract payment schedule (e.g. at initiation, 50% and final). Upon project completion, NHOs will be required to participated in a public presentation (organized by HHF) to describe the outcomes, challenges, and lessons learned to the public.
- 9. Project Sustainability:** Describe the ability for long-term maintenance, operation, distribution, and/or follow-up of the project. How will the project be sustained over time? Explain how your organization will meet the long-term objectives of the project, disseminate project results and/or follow up on planned subsequent phases of the project.

10. **NHO Capacity and Key Personnel:** Provide a brief description of the NHO's current or past preservation, stewardship and/or training actions that demonstrates the NHO's capacity for conducting the activities or tasks identified in the proposed work plan. Identify by name and title/position all key personnel who will be conducting work on the proposed stewardship training project and their respective roles and responsibilities. Describe the qualifications with appropriate education, experience or expertise of those who will be responsible for the work. Also identify any partner organizations and/or outside subject matter experts who will be working with your NHO on this project and their respective roles and responsibilities.
  
11. **Project Budget:** Describe the project expenses and how the funds will be used. The budget must align with the activities proposed in the work plan, describe the costs for each of the proposed activities, and include all major expenses and personnel costs. Indirect costs are allowed and shall not exceed 10% of the total project costs. Utilizing HHF's budget spreadsheet template, provide as a separate attachment a detailed description of the proposed budget for the project.