

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

**SUBMITTAL REQUIREMENTS:**

- **Submittal Deadline:** Proposals must be received no later than **Wednesday, May 23, 2024, 11:59 p.m. HST**. Proposals received after this deadline will be identified as late and determined administratively ineligible for further consideration.
- **Proposal Submittal:** Proposals must be submitted using the [online RFP form](#) by the submittal deadline. Uploaded materials should be in PDF, XLSX, or ZIP format, no larger than 20MB per upload.
- NHOs submitting proposals will receive an email reply from HHF confirming receipt. Email replies will be sent to the individual that submitted the proposal.

## Part 1. PROGRAM DESCRIPTION AND FUNDING OPPORTUNITY

### A. PROGRAM BACKGROUND AND OBJECTIVES:

The Native Hawaiian Organization (NHO) Stewardship Training Program is a five-year Historic Hawai'i Foundation (HHF) initiative to partner with NHOs to provide hands-on stewardship training for the preservation of historic and cultural sites that are significant to Native Hawaiian organizations and communities through 2026.

This Program is administered by HHF in cooperation with the U.S. Department of the Interior through a cooperative agreement with the National Park Service (P21AC10540-01) and the Office of Native Hawaiian Relations, with funding from the Bureau of Indian Affairs through the Native American Tourism and Improving Visitor Experience (NATIVE) Act, Public Law 114-221.

The goal of the cooperative agreement is to promote the preservation of historic and cultural properties by providing accessible historic preservation training on issues that are particularly relevant for historic preservation in the Hawaiian Islands.

Among the key purposes of the NATIVE Act is for NHOs to:

- Showcase the heritage, foods, traditions, history and continuing vitality of the Native Hawaiian Community;
- Identify and enhance or maintain traditions and cultural features that are important to sustain the distinctiveness of the Native Hawaiian Community; and
- Provide visitor experiences that are authentic and respectful.

The NHO Stewardship Training Program Request for Proposals (RFP)s is an open call for eligible Native Hawaiian Organizations to propose a hands-on stewardship training project at a specific historic or cultural property in the Hawaiian Islands. Potential outcomes and benefits include identification, documentation, evaluation and preservation of historic and culturally-significant properties by means of training workshops, field schools, symposia or training sessions to address specific identified preservation needs.

The Proposal should provide specificity on the description of the historic property affected, statement of need, project goals and objectives, scope of work, key personnel, milestones and deliverables, monitoring and reporting, and budget for the proposed stewardship training activity.

The NHO Stewardship Training Program Committee will evaluate NHO proposals according to pre-established criteria. The highest-ranked NHOs will be offered a partnership agreement with

HHF to implement their proposed stewardship training activity. The final number of selected NHOs will be determined by the funding available for 2024. Publication of this RFP does not obligate HHF to award any specific contract or to obligate all or any part of the available funds.

## **B. ELIGIBILITY**

The applicant must meet the definitions and criteria of a “Native Hawaiian Organization” as defined in the NATIVE Act, P.L. 114–221 (130 STAT. 847) Section 3(3) and codified at 25 U.S.C. §4352(3), and is:

1. A nonprofit organization;
2. that serves the interests of Native Hawaiians;
3. that is recognized for having expertise in Native Hawaiian culture and heritage, including tourism; and
4. in which Native Hawaiians serve in substantive and policymaking positions.

The proposed site to benefit from the Stewardship Training must meet the definition of “Historic Property.” Criteria include:

1. A place or location that is a site, building, structure, object or district;
2. That has significance to the history, culture, traditions, practices and/or customs of Native Hawaiian organizations and communities; and
3. That provides opportunities for community, public and/or visitor access for authentic and respectful experiences.

NHOs that have previously received funding through the NHO Stewardship Training Program are eligible for additional funding provided that the previously-approved project is complete and there are no outstanding reports or issues. Any new project proposal from previous NHO partners should either be for a different project or should describe how the new scope of work expands upon and furthers the work previously accomplished through this program.

## **C. FUNDING:**

Funding for stewardship training projects may range from a minimum of \$25,000 to a maximum of \$75,000, with an estimated average project budget of \$50,000, for each selected training project.

The funding mechanism is a partnership agreement with HHF that will include funds released as payments related to project milestones and progress reports. Payment schedule will be determined in the contracting phase, but typically includes an initial payment at project start,

one-to-two interim payments as project milestones are reached, and a final payment after the project is complete and all final reports are accepted with documentation of project outcomes.

The funding is provided through federal appropriations, which require compliance with relevant statutes and regulations, which include but are not limited to, the [National Historic Preservation Act Section 106](#). If a project has the potential to affect a historic property, and has not previously received a determination of “no adverse effect” or “no historic properties affected” with the concurrence of the Hawai‘i State Historic Preservation Officer, these actions must be completed. The project schedule and deliverables should include Section 106 and other compliance actions as an early task and deliverable.

Final awards are contingent upon all appropriate legal and administrative reviews and processing. Final discretion on funding decisions remains with Historic Hawai‘i Foundation.

#### **D. PROJECT ACTIVITIES**

The NHO should propose the most appropriate project activities that align with the goals of the NATIVE Act. The proposed tasks should include quantifiable actions so that completion of the outcomes may be evaluated.

For the purposes of this RFP, the term “visitor” refers to visitors to the site and includes residents, community members, school groups, researchers, and cultural practitioners, as well as tourists/visitors to Hawai‘i.

Illustrative examples of project tasks and deliverables may include such items as:

1. Conduct [*number*] of stewardship trainings and workshops that integrate traditional ancestral knowledge with modern tools and preservation standards
2. Convene [*number*] of community listening sessions to identify best practices for restoration and maintenance of [*historic property*]
3. Conduct [*number*] of community workdays to [*description of activity*]
4. Restore, rehabilitate and repair [*amount*] of [*unit of measurement*] of the [*feature*].  
Example: restore 300 linear feet of fishpond wall; plant and harvest two acres of lo‘i kalo; remove 15 square meters of invasive vegetation from the heiau; etc.
5. Research, write, edit and publish a training guide on maintenance standards and procedures for the ongoing maintenance and repair of the [*historic property*].
6. Research, write, edit and publish a manual to train docents to conduct visitor tours to learn the history and significance of [*historic property*].

7. Create an internship program and support [*number*] of interns to train with [*kumu or stewardship expert*] in [*activity*]
8. Map and conduct historic inventory survey of [*amount*] of [*unit*] of [*feature*]. Example: map 200 square meters of the heiau rock structure; map 5280 linear feet of the trail; inventory one-half acre of the cultural landscape.
9. Coordinate and conduct [*number*] of community and cultural education visits in [*period of time*].

One of HHF's programmatic goals is to provide an opportunity for peer learning and information sharing. HHF will organize a presentation and/or gathering (may be in-person or virtual) for all selected NHO Partners to present their project to a general audience. The presentation will include an overview of the historic property, an overview of the project or program, what was accomplished and any lessons learned or advice to others. The public presentation will be scheduled in 2025 at a date and format to be determined.

## Part 2. REQUEST FOR PROPOSAL

### A. CHECKLIST OF REQUIRED SUPPORTING DOCUMENTS AND DISCLOSURES:

1. ONLINE FORM: Native Hawaiian Organization Information
  - FILLABLE PDF: Fiscal Sponsor Agreement Form (if applicable)
  - FILLABLE PDF: NHO Attestation Form
  - ATTACHMENT: W-9 Form
  - ATTACHMENT: IRS Determination Letter
2. ONLINE FORM: Historic Property Information
  - FILLABLE PDF: Site Access Permission Form (if applicable)
  - ATTACHMENT: Property Location Map
  - ATTACHMENT: Ownership and Parcel Map
  - ATTACHMENT: Project Location Map (Area of Potential Effect)
  - ATTACHMENT: Photo Caption Spreadsheet
  - ATTACHMENT: Photographs
3. ONLINE FORM: Regulatory Compliance Questions
  - ATTACHMENTS: Supplemental Documentation (if applicable) such as prior Sec 106/HRS 6E approval or SHPD correspondence; Preservation Plan; Archaeological Inventory Survey; State or National Register of Historic Places Nomination; etc.
4. PDF: Proposal Narrative (not to exceed 15 pages)
  - FILLABLE PDF: Cover Sheet with Authorized Signature
  - EXCEL SPREADSHEET: Project Budget
  - FILLABLE PDF: Overlap/Duplication of Effort Statement Form

**B. Project Cover Sheet:** Complete the proposal cover sheet form with contact information, historic property location, one-sentence project description and authorized signatures.

**C. Native Hawaiian Organization Information:** Complete all required form fields. The information collected will be used to determine if the NHO is eligible for the Program. Required information and attachments include:

- Organization Name

- Contact information (address, website, telephone and email)
- Mission Statement
- List of Board of Directors (or governing body) with affiliations
- List of key personnel
- Description of how the organization serves the interests of Native Hawaiians
- Description of the organization's expertise in Hawaiian culture and heritage practices or tourism
- Description of the role of Native Hawaiians in substantive and policymaking positions in the organization
- Attestation signed by a duly authorized NHO representative (such as the Executive Director, CEO, or Board of Directors) acknowledging that the NHO meets the definition and criteria of an NHO specified above.
- IRS Nonprofit Organization Determination Letter
- W-9 Form with Federal Tax ID or Employer Identification Number (EIN)

**D. Historic Property Information:** Complete all required form fields. The information collected will be used to determine if the proposed site is eligible for the Program. Required information and attachments include:

- Name of the Historic Property
- Location of the Historic Property (Island, TMK and Address)
- Site Access and Control: Describe your NHO's relationship to the historic property (e.g. owner, leaseholder, use or operation agreement, etc.). If your NHO does not own the historic property, provide in a separate attachment appropriate documentation of permission or agreement from the property owner or manager to conduct the proposed stewardship training project on the site.
- Historic Designations (if any)
- Property Type (site, building, object, structure, district)
- Description of the Property's historic and cultural significance to the Native Hawaiian Community and any other historic significance
- Summary of Property's key features and characteristics

- Identification of the Property's preservation needs
- Existence of a Preservation Plan (Y/N/Don't Know)
- Public Access Availability (Y/N/conditional/Don't Know)

**E. Regulatory Compliance Questions:** Please answer the following questions to ensure compliance with NHPA Section 106 and/or HRS 6E.

- Is the project on public property (Federal, State, local government)? E.g. a national, state or county park, a public trail or forest, public beach, within a federal installation such as a wildlife refuge or military base, etc. (Y/N/Don't Know)
- Is the property listed in or eligible for listing in the state or national registers of historic places or located in a historic district? (Y/N/Don't Know)
- Have any known archaeological studies or surveys been completed for the site? (Y/N/Don't Know)
- Are there any Native Hawaiian burial plans associated with the site? (Y/N/Don't Know)
- Does the project require a permit, license or approval from a federal, state or local government agency (e.g. SMA permit, Army Corps 404 permit, zoning/land use approval, building permit, use or occupancy agreement)? (Y/N/Don't Know; If Yes, explain \_\_\_\_\_)
- Has the project previously received permits/approvals from SHPD and/or Federal agencies? (Y/N/Don't Know)
  - If Yes, describe any previous compliance actions attained and attach any supporting documentation. Indicate if prior permissions are applicable to the proposed project or if additional compliance actions will be needed before the project can begin.
- Will the project directly involve environmental restoration, cultural site restoration, or ground disturbing activities (e.g., excavation; land clearing; grubbing; grading; invasive plant removal; native planting; construction, restoration, removal or relocation of site features; etc.)?
  - If Yes, describe the activities and any best practices that have been taken to prevent or reduce disturbance or damage to resources. (Examples could include following an approved restoration plan, following specific best management practices, operating under supervision of a knowledgeable,



trained leader, having only authorized people use power equipment, notifying experts of any special finds or circumstances that arise, etc.).

- Are you aware of any previous correspondence with the State Historic Preservation Division (SHPD) regarding the land parcel(s)? (Y/N/Don't Know; If Yes, explain \_\_\_)

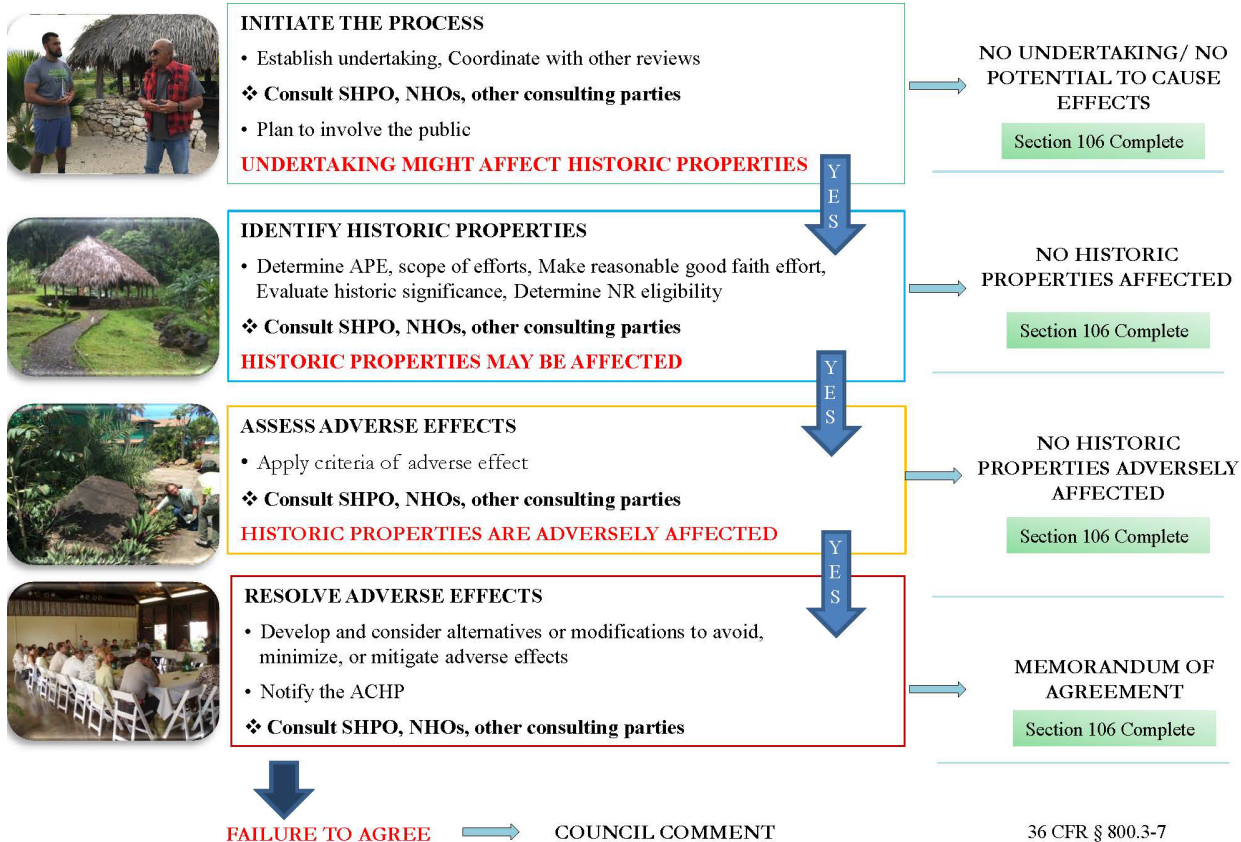
**F. Proposal Narrative:**

- 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 (8.5x11-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.

**Part 3. PROPOSAL EVALUATION AND SCORING:**

**A. BASIC CRITERIA:** Proposals will be reviewed to determine if they meet the basic eligibility requirements:

1. Timeliness: was the proposal received by the deadline
2. Completeness: did the proposal include all required information
3. NHO Eligibility: does the proposer meet the eligibility requirements as an NHO
4. Property Eligibility: does the project location meet the eligibility requirements as a historic property

**B. SUBSTANTIVE REVIEW AND EVALUATION:** Proposals that meet the basic eligibility requirements will be evaluated by the NHO Stewardship Training Program Committee for substantive matters.

The Committee will review and evaluate proposals on a 100-point scale according to the following maximum points per category:

1. Significance of the Historic Property and Preservation Need: ..... 10 points
2. Feasibility of the Project Objectives and Scope of Visitor Involvement:..... 15 points
3. Feasibility and Thoroughness of the Work Plan and Project Schedule:..... 30 points
4. Adequacy of Project Monitoring, Evaluation, and Reporting: ..... 10 points
5. Capacity of the NHO to conduct the work:..... 15 points
6. Feasibility and Appropriateness of the budget: ..... 20 points

## Part 4. POST-SELECTION INFORMATION

### A. ANTICIPATED ANNOUNCEMENT AND PARTNERSHIP CONTRACT DATES:

It is anticipated that the NHO Stewardship Training Program Committee will complete its review and select the NHO proposals for partnership contracts with HHF by June 15 and notifications will be made by July 2024. Start dates for the selected projects should be planned to begin no earlier than August 1, 2024 and be complete no later than July 31, 2026.

### B. PROCESS AND CONDITIONS:

NHOs submitting successful proposals will be offered a fee-for-service contract with HHF to implement their proposed stewardship training activity. Work on the project may not proceed until the agreement is executed with HHF. Contracts shall be subject to the following conditions:

1. Direct Negotiations: HHF reserves the ability to engage in direct negotiations with the NHO regarding the project work plan, schedule, monitoring, reporting, and budget to ensure that the project best conforms to the purposes of the Stewardship Training Program and the NATIVE Act.
2. Avoidance of Duplication or Overlap: Prior to execution of the partnership contract, HHF will review the NHO statement regarding potential overlap or duplication between the proposed project and any other funded or proposed project in terms of activities, funding, or time commitment of key personnel. Depending on the circumstances, HHF may request modification to the proposal, as needed to eliminate any duplication of effort, or HHF may choose not to enter into a partnership contract with the NHO.
3. Contract Termination: HHF reserves the ability to terminate the partnership agreement with the NHO for deficiencies in performance, deliverables, and schedule.
4. Regulatory Compliance: Depending upon the Project Objectives and Work Plan, implementation of the project may require compliance with applicable federal and state laws for historic preservation and environmental protection.
5. Liability Insurance Coverage and Indemnification: The NHO must demonstrate prior to the execution of the partnership contract with HHF that it has a certificate of liability insurance for the project and that the NHO indemnifies and holds harmless HHF, NPS, and ONHR for their implementation of their project.
6. Non-Profit Status and Standing: At the time of executing a contract with HHF, the NHO must demonstrate their non-profit status and provide a Certificate of Good Standing (COGS) from the State of Hawai'i Department of Commerce and Consumer Affairs.

## Part 5. ADDITIONAL INFORMATION

### A. QUESTIONS ABOUT THIS RFP:

Questions regarding this RFP may be directed to Adele Balderston at Historic Hawai'i Foundation at (808) 523-2900 or [adele@historichawaii.org](mailto:adele@historichawaii.org) with copy to [preservation@historichawaii.org](mailto:preservation@historichawaii.org)

### B. PRE-SUBMITTAL INFORMATION SESSION

HHF will host one 90-minute video conference for interested applicants to receive an overview of the NHO Stewardship Training Program and to ask questions about the funding opportunity.

This conference will be held on **24 April 2024, at 10:00 a.m. Hawai'i Standard Time (HST)**. [RSVP via this link](#) to receive video conference log-in.

Additional informational sessions may be held on an as-needed basis. Conference materials and responses to questions will be posted to the HHF website one week after they have been conducted.