PROGRAM BACKGROUND AND OBJECTIVES
The Native Hawaiian Organization (NHO) Stewardship Training Program is an initiative to partner with NHO to provide hands-on stewardship training for the preservation of historic and cultural sites that are significant to Native Hawaiian organizations and communities.

The program is administered by Historic Hawai‘i Foundation in cooperation with the U.S. Department of the Interior through a cooperative agreement with the National Park Service 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.

The NHO Stewardship Training Request for Expressions of Interest (RFEI) is an open call for Native Hawaiian Organizations to indicate their potential interest in managing and/or hosting a hands-on training at a specific historic or cultural property in the Hawaiian Islands. Funding is provided through a partnership agreement between the NHO and HHF in accordance with approved budgets for selected projects. Funding is anticipated to be in the range of $10,000 to $75,000, with an average project budget of $25,000, for each selected training project.

The RFEI provides an opportunity for NHOs to provide information about their organization and the historic property that would benefit from a stewardship training activity. The NHO Stewardship Training Program Committee will use the Expressions of Interest to determine which NHOs will be invited to submit Stewardship Training Proposals. The Committee will select several Proposals per year, during the current 5-year program period through 2026, for a Stewardship Training for the benefit of the historic property and the people who care for it.

DEADLINE
The deadline for submitting the Expression of Interest is Monday, January 31, 2022 at 11:59 p.m. HST.

REQUEST FOR EXPRESSIONS OF INTEREST
The information provided in response to the RFEI will be used to determine if the NHO is eligible for the Program. The applicant must meet the definitions and criteria as a “Native Hawaiian Organization” as defined in the NATIVE Act, P.L. 114–221 (130 STAT. 847) Section 3(3). Criteria include:

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
in which Native Hawaiians serve in substantive and policymaking positions.

The information provided in response to the RFEI will be used to determine if the proposed site to benefit from the Stewardship Training is a “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.

The RFEI also provides an opportunity for conceptual information sharing about the potential project’s needs and scope. While this information is preliminary and will be further developed at the Proposal phase, it will be useful for the program team to gauge the types of program activities that would be most beneficial to the Native Hawaiian community. Potential outcomes and benefits include identification, documentation, evaluation and hands-on preservation of historic and culturally-significant properties by means of training workshops, field schools, symposia or training sessions to address specific identified preservation needs for the Historic Property.

ONLINE SUBMITTAL REQUIRED; QUALIFYING ELEMENTS
All responses are to be submitted using the online Expression of Interest (EOI) Form. Once begun, the form cannot be saved for later edits or completion.

HHF strongly recommends that applicants prepare all submittal requirements in advance, including responses to narrative sections; saving, labeling and compressing all photographs and other attachments; and completing photograph worksheet. Once all materials are ready and saved, then begin the online submittal form. Information may be copied and pasted from the applicant’s prepared documents and attachments may be uploaded.

Items marked with an asterisk (*) are qualifying elements that the NHO Stewardship Training Program Committee will evaluate to determine which applicants qualify to submit Stewardship Training Proposals.

EOI MATERIALS & CHECKLIST
1. Applicant Information
   • Organization Name
   • Street and Mailing Address
   • Contact Person Name and Title
   • Telephone
   • Email
• Website

2. **Native Hawaiian Organization Information**
   - Nonprofit Organization Determination*
   - Federal Tax ID or Employer Identification Number (EIN)
   - Mission Statement
   - 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*

3. **Historic Property Information**
   - Name of the Historic Property*
   - Location of the Historic Property (Island, TMK and Address)
   - Historic Designations (if any)
   - Property Type
   - Description of the Property’s historic and cultural significance to the Native Hawaiian Community*
   - Summary of Property’s key features and characteristics*
   - Identification of the Property’s preservation needs*
   - Existence of a Preservation Plan
   - Public Access Availability*

4. **Conceptual Project Scope**
   - Description of needs or benefits that would be addressed through a Stewardship Training*
   - Potential Property benefits: identification, documentation, evaluation and/or hands-on preservation
   - Potential methods: work days, field schools, symposia or classes/seminars
   - Conceptual project scope information
   - Conceptual ways to involve members of the community/public/volunteers/visitors in authentic and respectful visitation and/or stewardship*

5. **Photographs**
   - Large view of the historic property
   - View of the location of the proposed training project
   - Any additional photos illustrating aspects of the site or potential project.
   - Photo Caption Excel template with Name of Site, Caption/Description, and Photographer
Download the Excel template and input the following information for each photograph submitted: Name of Site/Project/Program, Caption/Description, and Photographer. When complete, upload the file during the online submission process. Photo files should be consolidated into a .zip file and uploaded during the online submission process.

6. Attachments
   - W-9
   - List of Board of Directors (or governing body) with affiliations
   - List of key personnel
   - Location Map
   - Photo Caption Excel Document
   - Photograph Zip File

QUESTIONS
For more information, contact Historic Hawai‘i Foundation at 808-523-2900 or Outreach@historichawaii.org