DOI, Office of the Assistant Secretary Policy, Management and Budget

Notice of Funding Opportunity

HOIHI Grant Program for Native Hawaiian Organizations

Funding Opportunity Number

D25AS00271

Table of Contents

BASIC INFORMATION

Announcement Type: Initial

Funding Opportunity Number: D25AS00271

Assistance Listing Number(s): 15.068

Estimated Total Program Funding: $1,000,000

Expected Number of Awards: 10

Award Ceiling: $200,000

Award Floor: $50,000

Cost Sharing Required?
No

Closing Date Explanation
Applications must be submitted electronically to the Grants.gov website no later than 11:59 p.m. Eastern Daylight Time (EDT), thus 5:59 pm Hawaiʻi Standard Time (HST), on the listed application due date.

OMB Control Number:

Have Questions?
For more information, visit the Office of Native Hawaiian Relations website at: www.doi.gov/hawaiian or contact Keʻalapualoke Fukuda, Grants Management Specialist at: kealapualoke_fukuda@ios.doi.gov.

Executive Summary
This notice of funding opportunity is administered by the U.S. Department of the Interior, Office of the Secretary, Interior Business Center, Acquisition Services Directorate (AQD) as part of the U.S. Government Interagency Agreement between the Office of Native Hawaiian Relations (ONHR) and AQD.

The Office of Native Hawaiian Relations' (ONHR) Heritage (Tourism) Opportunities in Hawaii (HOIHI) Grant Program serves to implement the Native Hawaiian Organization NATIVE Act Grants under CFDA 15.068 and the provisions of the Native American Tourism and Improving Visitor Experience Act (NATIVE Act), 25 U.S.C. 4351 et seq. The purpose of the NATIVE Act is to establish a more inclusive national travel and tourism strategy that delivers significant benefits for Native Hawaiian organizations (NHO) as distinctly defined in the NATIVE Act, including job creation, elevated living standards, and expanded economic opportunities.

Tourism in Hawaii has grown with 9.4 million visitor arrivals in 2022 in a State whose population is less than 1.5 million people. This volume of visitors over a sustained period has led to depletion of natural and cultural resources, including the desecration of sites sacred to the Native Hawaiian Community, and the displacement of its members due to a lack in economic opportunities.

The HOIHI Grant Program is an innovative effort to utilize Native Hawaiian traditional knowledge to bolster economic development in the Native Hawaiian Community, advance economic growth in the State of Hawaii, and to equip Native Hawaiian organizations (NHO) with the needed resources to transform tourism involving historical and sacred sites to be regenerative and collaborative. The HOIHI Grant Program seeks to increase economic development within the Native Hawaiian Community by expanding opportunities for entrepreneurship among members, increasing innovation potential on the usage and incorporation of traditional knowledge, and ultimately increasing growth of new businesses

within the Community. This, in turn, broadens the ability of Native businesses to flourish and contribute to lowering unemployment and increasing expanding economic growth. HOIHI also furthers the opportunity to promote the incorporation of regenerative tourism models, and in doing so allows for the conservation and preservation of unique natural and cultural resources, and historic sites. The NATIVE Act plays an important role in promoting heritage and cultural tourism opportunities through the self-determining participation of Native American communities, including the Native Hawaiian Community, in the visitor industry.

The Hawaiian value of HOIHI (to treat with reverence or respect), as reflected in the olelo noeau (Hawaiian proverb) "*E hoihi aku, e hoihi mai*," meaning "show respect, get respect", represents the core principle of ONHR's HOIHI Grant Program. Through showing respect, visitors (tourists) can then be welcomed as guests with a shared kuleana (responsibility) in perpetuating the values and importance of Native Hawaiian traditional knowledge and cultural practices. This olelo noeau serves as a foundational guide for ONHR's HOIHI Grant Program to aide in actions that:

- Showcase the heritage, places, art, foods, traditions, history and continuing vitality of the Native Hawaiian Community;
- Identify, enhance, revive, or maintain loea (cultural traditions and practices), wahi kupuna (ancestral spaces) and wahi pana (sacred spaces) that are important to sustain the distinctiveness of the Native Hawaiian Community; and
- Provide for authentic and respectful visitor experiences in Hawaii.

ELIGIBILITY

Eligible Applicants

Native American tribal organizations (other than Federally recognized tribal governments)

Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education

Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education

Others (see text field entitled "Additional Information on Eligibility" for clarification)

Additional Information on Eligibility

Applications are welcome from organizations that meet the following criteria:

Eligible applicants are Native Hawaiian Organizations (NHOs). NHO means a nonprofit organization: (A) that serves the interests of Native Hawaiians; (B) in which Native Hawaiians serve in substantive and policymaking positions, and; (C) that are recognized for having expertise in Native Hawaiian culture and heritage, including tourism.

Cost Sharing Requirement

Cost Sharing Required?
No

GET READY TO APPLY

Required System Registrations

Unique Entity Identifier and SAM.gov Registration

Before applying, all **applicants** except individuals applying as a natural person **must be registered in SAM.gov**. During the SAM.gov registration the entity will obtain their Unique Entity Identifier (UEI).

The SAM.gov registration process can take several months. If your organization is not already registered in SAM.gov, begin the registration process as soon as possible.

To register in SAM.gov, go to the SAM.gov website and use the available resources to complete registration.

- **Financial assistance registrants** must review and certify compliance with the SAM.gov "Financial Assistance General Representations and Certifications".
- **Already registered?** You already have a Unique Entity ID. Before applying, check that your "Financial Assistance General Representations and Certifications" on SAM.gov is complete. Remember to renew your registration every year to keep it active while you have an award or application in progress. You can update your registration whenever you need, including during renewal.
- **Need help?** For additional information and contact information on the SAM.gov Help page.

GRANTS.GOV

This program accepts applications through Grants.gov so once you receive your UEI return to Grants.gov to register with Grants.gov. Please allow 30 days to register and set up a Workspace in Grants.gov. See Submission Instructions section below for additional details.

GRANTSOLUTIONS

This program accepts applications through GrantSolutions.gov. You must register with GrantSolutions. See Submission Instructions.

PROGRAM OVERVIEW

Program Goals

- The HOIHI Grant Program is Hawaii's vehicle to supporting the NATIVE Act in action. HOIHI is dedicated to bolstering economic growth and preserving the unique history and culture of the Native Hawaiian Community. The program empowers the Native Hawaiian Community to draw on the wealth of its history and natural beauty, attracting visitors and fostering economic independence, expanding economic opportunities and elevating living standards for the Native Hawaiian Community. These grants and subsequent actions by NHOs are also expected to facilitate job creation, stimulate economic activity, and improve the prosperity of the Native Hawaiian Community.

  The Hawaiian value of hoihi (to treat with reverence or respect), as reflected in the olelo noeau (Hawaiian proverb) "E hoihi aku, e hoihi mai," meaning "show respect, get respect", represents the core principle of ONHR's HOIHI Grant Program. Through showing respect, visitors (tourists) can then be welcomed as guests with a shared kuleana

(responsibility) in perpetuating the values and importance of Native Hawaiian traditional knowledge and cultural practices. This olelo noeau serves as a foundational guide for ONHR's HOIHI Grant Program to aide in actions that:

1. Showcase the heritage, places, arts, foods, traditions, history and continuing vitality of the Native Hawaiian Community;

2. Identify, enhance, revive, or maintain loea (cultural traditions and practices), wahi kupuna (ancestral spaces) and wahi pana (sacred spaces) that are important to sustain the distinctiveness of the Native Hawaiian Community; and

3. Provide for authentic and respectful visitor experiences in Hawaii.

Awardees will be responsible for measuring project objectives and outcomes as related to the goals of the NATIVE Act. Measurable activities must be connected to the stated project schedule and budget information, identify the products/services to be delivered and how/to whom they will be delivered, detail the expected direct effect(s) of the project on visitors, and document the economic impacts of the program on the Native Hawaiian Community. Applications must include any available instruments of data collection including questionnaires, surveys, sign in sheets or other participant logs, visitor products/take homes, awareness information, jobs data or other assessment tools to be used for project evaluation. If available, provide current baseline data and a description of project targets for success. Applicants must describe the resources and organizational structure available for gathering, analyzing, and reporting monitoring and evaluation data. If applicable, describe how visitors will participate in monitoring and evaluation activities. Describe how findings will inform decision making and project activities throughout the project period.

Program Description

These grants will support NHOs' participation in the tourism sector in Hawaii and subsequently will facilitate job creation, stimulate economic activity, and contribute to elevating the living standards in the Native Hawaiian Community while ensuring tourism activities are respectful of Hawaii's unique cultural and natural resources.

Program Priorities for 2025

For fiscal year 2025, ONHR will fulfill the core principles of the HOIHI Program by providing grant funding to successful NHO applicants who meet the criteria for one or more of the following priorities:

- Uplift, perpetuate, and in some cases revive, traditional Native Hawaiian practices (e.g., olelo Hawaii, kapa making, lauhala and kaula weaving, hula, amongst many others including lesser known practices) by creating opportunities for demonstrations, visitor education on history, usage, and protocols, or hands-on visitor participation experiences in the cultural practice;
- Support the maintenance, enhancement, and protection of Hawaii's natural resources, wahi kupuna, and wahi pana at areas impacted by tourism;
- Enhance the entrepreneurial capacity for the Native Hawaiian Community by helping create business opportunities in the visitor industry, offering business development training, or stimulating economic activity; AND/OR

- Undertake related activities with visitors that convey respect and reaffirm the principle of reciprocation to the place, resources, and traditional knowledge holders and practitioners.

For the purposes of this notice of funding opportunity (NOFO), Native Hawaiian cultural practices may include, but are not limited to, traditional: farming practices, food preparation, material gathering and production of implements, products, and adornments, and cultural activities such as moolelo, dance, chant, song, arts, construction, and recreation.

Legislative Authority

Native American Tourism and Improving Visitor Experience Act or the ''NATIVE Act'', 130 Stat. 847, codified at 25 U.S.C. 4351 et seq.

Type of Award

Projects will be funded through G (Grant).

PREPARE YOUR APPLICATION

Application Content and Format

Application Documents

Applicants must submit the following forms with their application as specified below. Instructions for accessing and submitting application forms are provided in the Submission Instructions section of this document below. For instructions on completing form fields, see the form instructions on the Grants.gov Forms Repository.

Forms/Assurances/Certifications	Submission Requirement
SF-424, Application for Federal Assistance Note: For applicants requesting more than $100,000 in Federal funds, the Authorized Representative's signature (or electronic equivalent) on the Application for Federal Assistance form also represents their certification of the statements in Appendix A to 43 CFR 18-Certification Regarding Lobbying	Required from all applicants
SF-424A, Budget Information – Non-Construction Programs	Required for non-construction projects
SF-LLL, Disclosure of Lobbying Activities	Required if requesting more than $100,000 in Federal funds and the applicant has used or plans to use funds other than Federal appropriated funds for lobbying related to the proposed project.
Certification Regarding Lobbying	Required from all applicants
Conflict of Interest Disclosure	Required from all applicants
Project Abstract Summary (OMB 4040-0019). Must include, in plain language:	Required from all applicants

Forms/Assurances/Certifications	Submission Requirement
• Award purpose, • Activities to be performed, • Expected deliverables or outcomes, • Intended beneficiaries, Subrecipient activities (if known or specified at time of award)	
Project Narrative	Required from all applicants
Budget Justification and Narrative	Required from all applicants
Negotiated Indirect Cost Rate Agreement	If applicable
Single Audit Reporting Statement	If applicable
Attestation or Documentation Confirming Eligibility	Required from all applicants
Overlap or Duplication of Effort Statement	Required from all applicants
Key Contacts Form	Required from all applicants
Letters of Support	Optional

Project Narrative

The Project Narrative may be <u>NO MORE THAN 15 pages</u> in total, not including any images, photos, and maps, and in Times New Roman 12-point font, single spaced with 1-inch margins, and formatted for standard Letter size (8.5x11-inch) paper.

> <u>Project Cover Sheet (Not to exceed one page):</u> State the project title, the HOIHI program priority being addressed, NHO name and contact details including email, phone, fax and website (MUST match SAM.gov registration). Include the Project Director and Fiscal Officer first and last name and contact information. Provide project duration (not to exceed 36 months) and location (inclusive of traditional site names). Supply a brief budget summary listing the total funds requested, total project cost.

1. <u>Statement of Need (Not to exceed one page):</u> Describe why this project is necessary and how it relates to the purposes of the HOIHI Grant Program.   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, such as work done under a previous HOIHI Grant. Explain the successes or challenges of past efforts and how your proposed project builds on or overcomes them.

2. <u>Project Goals and Objectives:</u> State the long-term, overarching goal(s) of the program/project and how it addresses the foundational principles of the HOIHI Grant Program and the specific 2024 priorities in Section A.2. above. List project objectives and goals that will be accomplished through visitor engagement). The project objectives must be specific, measurable, and attainable within the project's proposed project period. Describe how the proposed project activities will provide for visitor experiences that are authentic and respectful, and embody the principles of reciprocation and sustainability.

3. <u>Project Activities and Work Plan:</u> Prepare a work plan that lists the proposed project activities and describe how they relate to the stated objectives. Activities are the specific actions to be undertaken to fulfill the project objectives and reach the project goal(s). The

proposed project activities narrative must be detailed enough for reviewers to make a clear connection between the activities, the program objectives, and the proposed project costs.

4. <u>Project Schedule and Milestones:</u> Provide an annual project schedule divided into quarters indicating roughly when activities will be initiated and when project milestones are to be accomplished. Include any relevant tables, spreadsheets or Gantt, PERT or other chart within the body of the project narrative (<u>do not include as separate attachments</u>). The timetable should not propose specific dates but instead group activities by month for each month over the entire proposed project period.

5. <u>Project Monitoring and Evaluation:</u> Prepare a monitoring and evaluation plan for the project.   The plan must include the stated project objectives and outcomes. This information should be used to identify measurable activities and goals and describe how data from those activities will be measured and collected. Monitoring should be connected to the stated project schedule and budget information. Identify the products/services to be delivered and how/to whom they will be delivered. Detail the expected direct effect(s) of the project on visitors or others. Include any available instruments of data collection including questionnaires, surveys, sign in sheets or other participant logs, visitor products/take homes, awareness information, or other assessment tools to be used for project evaluation. Describe the resources and organizational structure available for gathering, analyzing and reporting monitoring and evaluation data. If applicable, describe how visitors will participate in monitoring and evaluation activities. Describe how findings will inform decision making and project activities throughout the project period.

6. <u>Description of Entities Undertaking the Project:</u> Provide a brief description of your NHO's current or past activities that demonstrates the NHO's capacity for conducting the activities or tasks identified in the proposed work plan. Identify (name and title/position) all key NHO personnel who will be conducting work on the proposed project and their respective roles and responsibilities. Include a description of their expertise in conducting the activities. Also, identify any partner organizations and/or outside subject matter experts (not part of your NHO) who will be working with your NHO on this project and describe their respective roles and responsibilities to enhance the project. The description must also include an attestation that your NHO meets the definition and criteria of a Native Hawaiian Organization as specified in the NATIVE Act 130 STAT. 847, Section 3(3), codified at 25 U.S.C. §4352(3).

7. <u>Reciprocation and Sustainability:</u> Provide a description of how and which project activities will be conducted with visitors to demonstrate respect and reciprocation to the place, resources, traditional knowledge holders and practitioners; and how those activities may continue beyond the proposed project period, who will continue the work or act on the results achieved, and how and at what level you expect these future activities will be funded.

8. <u>Map of Project Area:</u> If the proposed project is location dependent or focused on traditional cultural practices at a particular site, a location address, and tax map key (TMK) or site map should be included that clearly delineates the project area and includes a legend or notations large enough to be legible. Label any sites referenced in the project narrative.

9. <u>Site Access/Control and Federal Environmental Compliance:</u> If the proposed project is location dependent or focused on traditional cultural practices at a particular site, provide relevant information and supporting documentation to demonstrate your NHO's property ownership, lease, permit, or authorization from the property owner to provide visitor access and conduct project activities.

In addition, and in order to comply with federal compliance regulations [e.g., National Environmental Policy Act, Section 7 of the Endangered Species Act (ESA), and Section 106 of the National Historic Preservation Act (NHPA)], please answer the following questions. If applicable, indicate if any federal compliance actions have been completed/attained prior. If available, attach any supporting documentation. **These questions will not be scored, and are for information and planning purposes only**.

<u>Federal Natural and Cultural Resource Compliance Questions:</u>

a. Additional information on project location: Please provide Moku, ahupuaa, address, TMKs, current landowner(s)
b. Is this project currently funded by another federal award? If yes, provide any relevant information.
c. 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, etc.)? If so:
    i. Describe those locations, activities, and methods. Please be specific;
    ii. Describe whether there is a potential to disturb endemic or native wildlife, habitats, or other important natural or cultural resources;
    iii. Describe 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.).
    iv. Will project activities occur on federally-designated critical habitat for threatened or endangered species? Or are there known threatened or endangered species that frequent the project site?
    v. If applicable, are there any Native Hawaiian burial plans associated with the site?
    vi. Does the project involve activities at a known historic site(s) listed or eligible for inclusion on the National Register of Historic Places or are there Hawaiian traditional cultural properties/wahi pana located within the project area or nearby? If so, are there any known archaeological studies or surveys that have been completed for the site?
    vii. Are you aware of any previous correspondence with the State Historic Preservation Division (SHPD) regarding the land parcel(s)? (Yes, No, I don't know).

Budget Narrative
Applicants must describe and justify items and costs listed in their budget. The budget narrative must identify the following cost items: total estimated costs, non-Federal cost share, third-party

contributions, and any pre-award costs. Total project cost is the sum of all allowable costs, including required and voluntary cost share and third-party contributions.

Budget items must be**:**

- Reasonable, allowable, allocable, and necessary
- Compliant with 2 CFR §200 Subpart E cost principles

Indirect Costs: Applicants must indicate in their budget narrative how they will charge indirect costs, including the rate to be applied:

- De Minimis Rate: If eligible, state if your organization is opting to use the de minimis rate of up to 15% of total modified direct costs. Entities that do not have a current Federal negotiated indirect cost rate (including provisional rate) may propose to use the de minimis rate. For more information, refer to 2 CFR 200.414(f).
- Negotiated Rate: State if you will negotiate with your cognizant agency. If your organization has previously negotiated a rate, attach a copy of the most recently negotiated rate agreement (active or expired).

Conflict of Interest and Unresolved Matters Disclosures:

If any actual or potential conflict of interest exists related to this project at the time of application, the applicant must provide sufficient information to support a program determination of significance per 2 CFR 1402.112. Refer to 2 CFR 200.112 Conflict of Interest and 2 CFR 200.113.

Overlap or Duplication of Effort Statement:

Applicants must state in their application if the activities, costs, or time commitment of key personnel proposed in this application overlap with those in any other Federal proposal or award or not. If no overlap exists, include a statement to that effect. If any overlap exists, provide:

- Activities: Description any overlapping activities.
- Costs: Description of any overlapping costs.
- Time: Description of any overlapping key personnel time.
- A copy of any overlapping or duplicative proposal submitted to any other potential funding entity.
- Details on when any overlapping proposal was submitted, to whom, and the expected date of the funding decision.

Other Required Information
Attestation or Documentation Confirming Eligibility

Applicants seeking financial assistance through this funding opportunity must submit a written attestation or certification from their governing body. This document should confirm that the applicant organization qualifies as a "Native Hawaiian Organization (NHO)" as defined in the "Eligibility" section above and that it is authorized to apply for financial assistance. Additionally, the attestation must include supporting information that demonstrates how the organization meets the specified criteria.

Registration or placement on the Department of the Interior's Native Hawaiian Organization List, maintained by ONHR, is not a prerequisite for submitting an application. Additionally, being listed should not be viewed as the sole justification for eligibility.

SUBMISSION REQUIREMENTS AND DEADLINES

Address to Request Application Package

For questions or additional information, you may visit the Office of Native Hawaiian Relations website at: www.doi.gov/hawaiian or contact Kealapualoke Fukuda, Grants Management Specialist at: kealapualoke_fukuda@ios.doi.gov.

Pre-Submittal Information Session

ONHR will host two 60-minute video conferences for interested applicants to receive an overview of the HOIHI Grant Program and 2025 priorities and to ask questions about the funding opportunity. The first video conference will be held on **Monday, April 21, 2025 at 12:00 p.m. Hawaii Standard Time (HST)**. The second video conference will be held on **Monday, May 5, 2025 at 12:00 p.m. Hawaii Standard Time (HST)**. The video conference log-in information will be posted on the Office of Native Hawaiian Relations website at: www.doi.gov/hawaiian/hoihi/apply one week prior. Additional video conference opportunities may be held on an as-needed basis. Video conferences will be posted to the same ONHR site one week after they have been conducted.

Applications must be submitted through the Grants.gov portal. For new applicants, please be sure to register with SAM.gov prior to submitting your application as applications will **not be complete** without SAM registration information. Consideration may be made to submit via email in extenuating circumstances on a case-by-case basis.

Submission Dates and Times

Closing Date for Applications: 06/09/2025

Closing Date Explanation

Applications must be submitted electronically to the Grants.gov website no later than 11:59 p.m. Eastern Daylight Time (EDT), thus 5:59 pm Hawaiʻi Standard Time (HST), on the listed application due date.

Submission Instructions

Apply Through Grants.gov
To apply through [Grants.gov,](Grants.gov) please follow the instructions in the Quick Start Guide for Applicants. Before applying, ensure that at least one person at your organization is registered and has the Authorized Organization Representative (AOR). Only the AOR can submit the application. If you need more users, they must create their own Grants.gov account. Follow these steps below to apply:

- *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.
- *Complete a Workspace*: Invite participants to the workspace so you can collaborate on the application. Required applications forms are included in the Grants.gov Funding

Opportunity Package and can be completed in the Workspace, unless noted otherwise in the Required Forms table above. Check for errors before submission.

- *Submit a Workspace*: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab
- *Track a Workspace Submission*: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application.

The system generates a date and time stamp and sends it to the applicant's AOR via email as proof of submission. Make sure your application passes the Grants.gov validation checks. Do not encrypt, zip, or password-protect any files. Only registered individuals in SAM as both a user and an AOR can submit applications. Please allow 30 days to register in Grants.gov.

Application System Technical Support: For Grants.gov technical registration and submission, downloading forms, and application packages, contact Grants.gov Customer Support at 1-800-518-4726 or by email at Support@grants.gov.

All applicants seeking financial assistance are required to submit the following forms and documents in accordance with the instructions provided below. Please review this section carefully.

Application Forms and Documents:

Forms/Assurances/Certifications	Submission Requirement
Project Abstract Summary (OMB 4040-0019). Must include, in plain language: • Award purpose, • Activities to be performed, • Expected deliverables or outcomes, • Intended beneficiaries, Subrecipient activities (if known or specified at time of award)	Required from all applicants
Project Narrative	Required from all applicants
Budget Justification and Narrative	Required from all applicants
SF-424, Application for Federal Assistance Note: For applicants requesting more than $100,000 in Federal funds, the Authorized Representative's signature (or electronic equivalent) on the Application for Federal Assistance form also represents their certification of the statements in Appendix A to 43 CFR 18-Certification Regarding Lobbying	Required from all applicants
SF-424A, Budget Information – Non-Construction Programs	Required for non-construction projects
SF-LLL, Disclosure of Lobbying Activities	Required if requesting more than $100,000 in Federal funds and the applicant has used or plans to use

Forms/Assurances/Certifications	Submission Requirement
	funds other than Federal appropriated funds for lobbying related to the proposed project.
Certification Regarding Lobbying	Required from all applicants
Conflict of Interest Disclosure	Required from all applicants
Letters of Support	Optional
Negotiated Indirect Cost Rate Agreement	If applicable
Single Audit Reporting Statement	If applicable
Attestation or Documentation Confirming Eligibility	Required from all applicants
Overlap or Duplication of Effort Statement	Required from all applicants
Key Contacts Form	Required from all applicants

All applications for financial assistance under this funding opportunity must be submitted through Grants.gov with exceptions allowed for extenuating circumstances. All standardized forms (SF-424, OMB Form #4040-0019, etc.) are available in Grants.gov, SF-424 Family | GRANTS.GOV.

The Project Cover Sheet, Project Narrative, and any supporting documents shall be saved in an Adobe Acrobat .pdf file format and submitted electronically through the Grants.gov website no later than the submittal deadline.

System for Award Management (SAM.gov) Registration and Unique Entity Identifier: This requirement does not apply to any entity with an exception to bypass SAM.gov registration with prior approval from the funding bureau or office in accordance with bureau or office policy. All other applicants are required to register in SAM.gov prior to submitting a Federal award application and obtain a Unique Entity Identifier (UEI) which replaces the Data Universal Numbering System (DUNS) number from Dun & Bradstreet in April 2022. A Federal award may not be made to an applicant that has not completed the SAM.gov registration. If an applicant selected for funding has not completed their SAM.gov registration by the time the program is ready to make an award, the program may determine the applicant is not qualified to receive an award. Federal award recipients must also continue to maintain an active SAM.gov registration with current information through the life of their Federal award(s).

Register with the System for Award Management (SAM): Applicants can register on the SAM.gov website. The "Help" tab on the website contains User Guides and other information to assist you with registration. The Grants.gov "Register with SAM" page also provides detailed instructions. Applicants can contact the supporting Federal Service Desk for help registering in SAM. Once registered in SAM, entities will be assigned a Unique Entity Identifier (UEI). Entities must renew and revalidate their SAM registration at least once every 12 months from the date previously registered. Entities are strongly encouraged to revalidate their registration as often as needed to ensure their information is up to date and reflects changes that may have been made to the entity's IRS information. **There is no cost to register with SAM.gov**. There are

third-party vendors who will charge a fee in exchange for registering entities with SAM.gov; please be aware you can register and request help for free. If applicable, foreign entities who want to receive payment directly to a U.S. bank account must enter and maintain valid, current banking information in SAM.

Apply Through GrantSolutions

To apply through GrantSolutions, follow these steps:

1. **Register your organization.** Send an e-mail to help@grantsolutions.gov with:
   - Subject: New Organization Request
   - Entity name (organization or individual applying as a natural person)
   - Entity type
   - SAM.gov Unique Entity Identifier (not required for individuals)
   - Employer Identification Number (individuals, do not include your SSN)
   - Address
   - Contact details (First and last name, e-mail, phone)
     This information should be the same as entered on the entity's SAM.gov profile.

2. **Assign system user roles.** Follow the GrantSolutions "Recipient user" registration instructions. Submit a separate Recipient User Account Request form for each official to be assigned a system role. At minimum, the Authorizing Official (ADO) and Principal Investigator/Program Director (PI/PD) must be assigned.

3. **Log in.** GrantSolutions requires users to log in through Login.gov. Each user must create a Login.gov account. For instructions, see the GrantSolutions Training Resources web page.

4. **Find and apply to this Funding Opportunity.** After logging in, click on either the "Begin an application" link (first time applicants) or the "Funding Opportunity" link to go to the "Competing Announcements-Application Kits" list screen. Search the list for this Funding Opportunity's title and number. Click on the associated "Apply" link. Follow the prompts from there. Required applications forms are provided with the Funding Opportunity in GrantSolutions unless otherwise indicated on the Required Forms table above.

5. For detailed instructions, see the GrantSolutions Training Resources web page.

6. **Need help?** Find help topics and contact information on the GrantSolutions Contact Us page.

APPLICATION REVIEW INFORMATION

Eligibility Review

During the eligibility review, the application is checked for timely submission, completed packages (see Application Documents above) and alignment with the requirements of this announcement. The Federal agency may remove an application if it does not pass the eligibility review.

Eligible Applications are welcome from:

- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education

- Native American tribal organizations (other than Federally recognized tribal governments)

- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education

- Additionally, applicants must meet the definition of and criteria for a "Native Hawaiian Organization" as defined in the NATIVE Act, 130 STAT. 847, Section 3(3), codified at 25 U.S.C. §4352(3). Criteria include:

1. A nonprofit organization (Nonprofit organization means any corporation, trust, association, cooperative, or other organization, not including Institutions of Higher Education, that: is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; is not organized primarily for profit; and uses net proceeds to maintain, improve, or expand the operations of the organization. 2 CFR 200.1.);
2. that serves the interests of Native Hawaiians;
3. that is recognized for having expertise in Native Hawaiian culture and heritage, including tourism;
4. and in which Native Hawaiians serve in substantive and policymaking positions. Applicants must include an attestation in their Project Narrative that they meet the definition of and criteria for a "Native Hawaiian Organization" as defined in the NATIVE Act, 130 STAT. 847, Section 3(3), codified at 25 U.S.C. §4352(3).

If an applicant selected for funding hasn't finished their SAM.gov registration (see 2 CFR 25.200 and 2 CFR 25.110) when the federal agency is ready to make an award, we may decide that the applicant is ineligible for the award and choose to grant it to someone else. Please refer 2 CFR 25.205 for more information.

Prior to making an award, the DOI checks the anticipated recipient and their key project personnel against the current list of prohibited or restricted persons or entities in the System for Award Management (SAM.gov) Exclusions database. We are prohibited from making an award if a recipient or any key personnel are found ineligible, prohibited, restricted, or otherwise excluded from receiving or participating in an award, as their ineligibility condition applies to this program.

If removed from consideration for ineligibility, the Federal agency will notify the applicant in writing.

Merit Review

Proposals will be evaluated according to the following merit criteria, with the relative weights shown in parentheses. Proposals may earn a maximum of 100 points.

Evaluation Criteria	Point Breakdown
Technical Merit and Project Goals:	**Total Points: 30**
The project needs, goals, and objectives present a sound overall concept and methodological approach, meeting the described priorities for the funding year and the HOIHI Program.	15

The proposed methods of visitor engagement, partner coordination, and reciprocation / sustainability are well described and are likely to be effective in reaching the described program goals.	10
Project objectives are specific, measurable, and realistic.	5
Work Plan and Project Schedule:	**Maximum Points: 25**
The project work plan is reasonable and practical in relation to the overall purpose and priorities of the funding opportunity, the proposed amount of work and coordination, and the project complexity and scope of effort.	15
The Project Schedule provides a clear and realistic timeline with identified milestones and outputs.	10
Monitoring and Evaluation:	**Maximum Points: 20**
A monitoring and evaluation plan builds upon the stated project objectives and evaluates the effectiveness of the project in achieving its stated goals and the overall goals of HOIHI.	10
Details the stated direct effect(s) of the project for visitors and economic impact.	10
Qualifications:	**Maximum Points:** 10
The proposal documents the NHO's relevant current and past work, breadth of cultural knowledge and skill & abilities to successfully engage visitors to perform the proposed work, and the integration, leadership, governance, and organizational approach of the project team. The NHO is sufficiently qualified to achieve the project goals and objectives.	5
The proposal identifies project partner organizations and their respective roles and responsibilities in achieving the goals and objectives.	2
The applicant has demonstrated that they meet the definition and criteria of a Native Hawaiian Organization as specified in the NATIVE Act 130 STAT. 847, Section 3(3), codified at 25 U.S.C. §4352(3).	3
Budget: (cost sharing is not considered in the criterion)	**Maximum Points:** 15
The budget request is reasonable, allocating funds properly and efficiently, making good use of available resources to implement the stated project goals and objectives.	10
There is a detailed budget narrative effectively describing each individual budget category, which matches activities in the work plan and project schedule.	5
Project Location supporting underserved communities will be considered in the review process as a tiebreaker amongst equal scoring projects	

Review and Selection Process

This program reviews proposed budgets to ensure:

- figures are correct
- estimated costs are necessary and reasonable and clearly linked to project narratives
- avoid obviously unallowable costs
- identify costs requiring prior approval
- ensure indirect cost rates are applied correctly
- confirm cost sharing requirements are reflected in the budget.

This program reviews applications for potential overlap or duplication between the proposed project and any other funded or proposed project. Depending on the circumstances, DOI may choose to not make an award.

All applications that are received by the application due date and time, as specified in the NOFO, will be subjected to an initial review, and upon satisfactorily passing the initial review, will be subjected to a comprehensive merit review. In the event that an application is 'untimely' (i.e., "late") and deemed ineligible for consideration, the FAO will promptly notify the applicant in writing that the application cannot be considered for award. An application is late if the date and time stamp for submission is after the stated closing date and time, or a digital application packet is received after the designated due date and time. Incomplete submissions may not be forwarded to the Merit Review Panel.

Project proposals will be evaluated as follows:

- Submissions will be screened upon receipt for eligibility and for conformance to the announcement provisions.
- Screened proposals will be independently reviewed and scored against the criteria outlined in the NOFO by a panel of more than 3 individuals with relevant cultural, visitor industry, and programmatic expertise. These reviewers may include Federal and State agency personnel, non-governmental organizations and individuals with relevant subject matter expertise. Any reviewer with a real or perceived conflict of interest regarding one or more applicants will be asked to not score or participate in discussions of those proposals.
- Reviewer rankings and comments will be provided to the ONHR Program Officer, who will share the collective rankings with the full panel and promote discussion to develop a consensus. The list of ranked projects with the panel's preferred selections will be forwarded to IBC for evaluation and final selection. Upon receipt of selected applications, a thorough budget analysis will be conducted for each selected application.
- The successful applicants will be notified of the initial intent to award and may be asked to provide any required post-evaluation clarifications or revisions.
- Final discretion on funding decisions remains with the FAO at IBC.
- Unsuccessful applicants will be notified by ONHR in writing that their applications were not selected for award and provided an explanation as to why.

Prior to participating in any review or evaluation process, all staff and peer reviewers, evaluators, panel members, and advisors must sign and return to the program office point of contact the "Department of the Interior Conflict of Interest Certification" form. For a copy of this form, contact the Service point of contact identified in the Agency Contacts section below.

Prior to award, AQD will review any applicant statement regarding potential overlap or duplication between the project to be funded and any other funded or proposed project in terms of activities, funding, or time commitment of key personnel. Depending on the circumstances, AQD may request modification to the application, other pending applications, or an active award, as needed to eliminate any duplication of effort, or AQD may choose not to fund the selected project.

AQD may not make a Federal award to an applicant that has not completed the SAM.gov registration. If an applicant selected for funding has not completed their SAM.gov registration by the time AQD is ready to make an award, AQD may determine that the applicant is not qualified to receive an award. AQD can use that determination as a basis for making an award to another applicant.

Risk Review

Prior to making an award, the program assesses the risk posed by the applicant per 2 CFR 200.206. If an award will be made, the program may apply special conditions corresponding to the risk assessed. For awards over the simplified acquisition threshold (currently $250,000), the program reviews eligibility and financial integrity information in the applicant's SAM.gov records per 2 CFR 200.206(a). The program also assesses financial management capabilities, project delivery experience, staffing resources, past performance, administration and reporting compliance records, and overall project complexity and potential challenges.

AWARD NOTICES

Notices of Federal Award are sent electronically via GrantSolutions or e-mail. These notices outline the terms, conditions, and payment instructions per 2 CFR 200.211. The Notice of Federal Award signed by an authorized Grants Officer is the legal instrument obligating financial assistance to a recipient. Any other prior notice is not an authorization to begin work. If the program allows pre-award costs per 2 CFR 200.458, beginning performance before receiving a Notice of Federal Award is at the applicant's own risk.

Anticipated Project Start Date: 10/01/2025

Anticipated Project End Date: 09/30/2028

Projects may end no later than 36 months after the project start date.

POST AWARD REQUIREMENTS AND ADMINISTRATION

Administration and National Policy Requirements

For award administration and national policy requirements, see the DOI General Terms and Conditions. Infrastructure projects require the use of American iron, steel, manufacture products, and construction materials per 2 CFR 184.

Geospatial Data

If you receive financial assistance from the Department of the Interior (DOI), recipient must follow these rules for geospatial data:

Follow Federal Standards: All geospatial data you collect or create must meet the standards set by the Federal Geospatial Data Committee (FGDC) or the Department of the Interior. This is required by the Geospatial Data Act of 2018, which is part of Public Law 115-254, specifically in Subtitle F (Geospatial Data), sections 751-759C (codified at 43 U.S.C. *§§* 2801–2811).

Include Metadata: Your Geographic Information Systems (GIS) files must include complete metadata. Metadata is information that describes the data, such as where it came from, how accurate it is, and how it should be used. This is to ensure that anyone using the data understands its context and quality.

Check for Existing Data: Before you start collecting new geospatial data, you need to check GeoPlatform.gov. This is to see if there is already existing geospatial data from federal, state, local, or private sources that can meet your needs and is available for free. If such data is available, you should use it instead of gathering new data.

These rules help ensure that geospatial data is reliable, high-quality, and that resources are used efficiently.

Reporting

The recipient's Notice of Award will detail all reporting requirements, including frequency, due dates, and instructions for requesting extensions. In general, but not limited to, recipients must:

- Submit Federal Financial reports and Program Performance reports.
- Use the Federal Financial Report (SF-425) form for financial reporting,
- Monitor award activities and report on program performance per 2 CFR 200.329,
- Promptly notify the awarding program in writing of any issues, delays, or conditions impairing award objectives per 2 CFR 200.329(e),
- Disclose any conflicts of interest related to their award that arise during the award period per 2 CFR 1402.112,
- Report on the status of real property acquired under the award in which the Federal government retains an interest per 2 CFR 200.330, and
- Report all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award per 2 CFR 200.113.
- Report any matters related to recipient integrity and performance to SAM.gov per Appendix XII to 2 CFR 200.
- If the Federal share of the award is more than $100,000 and the recipient makes or agrees to make any payment using non-appropriated funds for lobbying in connection to the award, disclose those activities using the Disclosure of Lobbying (SF-LLL) form per 43 CFR 18.100.
- Federal Funding Accountability and Transparency Act of 2006 (FFATA) requires certain recipients to report information on executive compensation through SAM.gov and information on all sub-awards, subcontracts, and consortiums over $30,000 to the FFATA Subaward Reporting System (FSRS).

Other Information

For additional information about NATIVE Act or ONHR, please visit DOI.gov/hawaiian.

Applicants may be eligible for similar economic development and cultural programs grants offered by other federal departments. ONHR encourages interested parties to review Grants.gov for other funding opportunities.

For assistance with navigating Grants.gov, please visit Grants.gov Online Help.