

**The U.S. Department of the Interior (DOI), Interior Business Center (IBC),
Acquisition Services Directorate (AQD)**

an agent for

Office of Native Hawaiian Relations



2024
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A. Program Description

A1. Authority

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.

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

Assistance Listing

15.068

A2. Background, Purpose and Program Requirements

Background

The Office of Native Hawaiian Relations’ (ONHR) Heritage (Tourism) Opportunities in Hawai‘i (HŌ‘IHI) 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 purposes of the NATIVE Act include establishing a more inclusive national travel and tourism strategy and providing opportunities, including funding, for Native Hawaiian organizations (NHO) as distinctly defined in the NATIVE Act, with the potential to deliver significant benefits, including job creation, elevated living standards, and expanded economic opportunities, for the Native Hawaiian Community.

Purpose

Tourism in Hawai‘i has grown over the last century as visitor arrivals surpassed 10 million in 2020 and has seen a recovery since the drop in arrivals during the pandemic, with 9.4 million visitor arrivals in 2022 in a state whose population is less than 1.5 million people. This volume of visitors has led to excessive pressure on Hawai‘i’s natural and cultural resources, including many long held sacred by members of the Native Hawaiian Community. Tourism in Hawai‘i relies heavily on the Native Hawaiian culture as its overarching theme and draw and has operated as an extractive industry, depleting resources and often displacing Native Hawaiian Community members from their traditional lands, homes, and places of worship. Frustration

amongst Native Hawaiian Community members has resulted in urgent calls to reevaluate priorities and to transform tourism into a regenerative industry, one that invests back into restoring and sustaining resources, including human resources, in Hawai‘i. Given that tourism will remain a major economic driver for many states, including Hawai‘i, 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.

Funding Opportunity Goals

Program Goal

The Hawaiian value of *hō‘ihi* (to treat with reverence or respect), as reflected in the ‘ōlelo no‘eau (Hawaiian proverb) “*E hō‘ihi aku, e hō‘ihi mai*,” meaning “show respect, get respect”, represents the core principle of ONHR’s HŌ‘IHI 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 ‘ōlelo no‘eau serves as a foundational guide for ONHR’s HŌ‘IHI Grant Program to aid in actions that:

1. Showcase the heritage, places, arts, foods, traditions, history and continuing vitality of the Native Hawaiian Community;
2. Identify
3. Provide for authentic and respectful visitor experiences in Hawaii.

These grants and subsequent actions by NHOs are also expected to facilitate job creation, stimulate economic activity, and contribute to elevating the living standards in the Native Hawaiian Community.

Program Priorities for 2024

For fiscal year 2024, ONHR will fulfill the core principles of the HŌ‘IHI Grant 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., ‘ōlelo Hawai‘i, 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 Hawai‘i’s natural resources, wahi kūpuna, 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.

- Undertake related activities with visitors that convey respect and reaffirm the principle of reciprocity 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 mo‘olelo, dance, chant, song, arts, construction, and recreation.

B. Federal Award Information

B1. Total Funding

Estimated Total Funding

\$1,000,000

B2. Award Amount

Maximum Award

\$200,000

Minimum Award

\$75,000

The amounts of individual awards are expected to range between \$75,000 and \$200,000, with an anticipated average of \$120,000 for a performance period of twelve to thirty-six months beginning on the award date. Applications may be submitted for renewal, extension, or supplementation of existing projects supported under the NATIVE Act.

Grants will be funded under a non-recurring appropriation to the Department of the Interior (DOI). Congress generally appropriates funds on a year-to-year basis. Thus, for projects that may extend over several years spanning multiple grant cycles, funding for successive years beyond the awarded grant performance period depends on each fiscal year’s appropriations.

The funding periods and amounts referenced in this solicitation are subject to the availability of funds at the time of award, as well as the DOI priorities at the time of the award. Publication of this solicitation does not obligate DOI to award any specific grant or to obligate all or any part of available funds. Future funding is subject to the availability of appropriations and cannot be guaranteed. DOI may cancel or withdraw this solicitation at any time.

B3. Anticipated Award Funding and Dates

Anticipated Award Date

August 16, 2024

B4. Anticipated Number of Awards

Expected Number of Awards

10

Between seven (7) and ten (10) awards expected to be selected from the announcement. Type of Award

Funding Instrument Type

G - Grant

C. Eligibility Information

C1. Eligible Applicants

Eligible Applicants

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

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

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

25 – Others (see text field entitled “Additional Information on Eligibility” for clarification)

Additional Information on Eligibility

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; and
4. 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).

C2. Cost Sharing or Matching

Cost Sharing / Matching Requirement

No

Cost Sharing / Matching Requirement

Cost sharing, as in matching funds for the project provided by sources other than this grant, is not required for this funding announcement. Any voluntary cost sharing or matching does not impact application review and evaluation and must be consistent with the requirements of 2 CFR 200.306.

C3. Other

Excluded Parties: AQD conducts a review of the SAM.gov Exclusions database for all applicant entities and their key project personnel prior to award. AQD cannot award funds to entities or their key project personnel identified in the SAM.gov Exclusions database as ineligible, prohibited/restricted or otherwise excluded from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits, as their ineligibility condition applies to this Federal program.

D. Application and Submission Information

D1. Address to Request Application Package

This Notice of funding REQUIRES registration in SAM.gov and Grants.gov. DO NOT WAIT! Register in SAM.gov and Grants.gov as soon as possible. Finalizing these registrations could take an entire month. You do not want a late registration to prevent you from being able to properly and timely submit your application through Grants.gov.

Additional information about the SAM.gov Unique Entity Identifier is included in section D3 below.

D1. Address to Request Application Package

For more information, visit the Office of Native Hawaiian Relations website at: www.doi.gov/hawaiian or contact Ke‘alapualoke Fukuda, HŌ‘IHI Program Manager, at: kealapualoke_fukuda@ios.doi.gov.

D2. Content and Form of Application Submission

1. SF-424, Application for Federal Assistance

Applicants must submit the appropriate Standard Form (SF)-424, Application for Federal Assistance. Individuals applying as a private citizen (i.e., unrelated to any business or nonprofit organization you may own or operate in your name), must complete the SF-424, Application for Federal Assistance-Individual form. All other applicants must complete the standard SF-424, Application for Federal Assistance. The required application forms are available with this announcement on Grants.gov. The SF-424, Application for Federal Assistance must be complete, signed, and dated. Do not include any proprietary or personally identifiable

information. Please note: Enter only the amount requested from this Federal program in the “Federal” funding box on the SF-424 Application form. Include any other Federal sources of funding in the “Other” box and provide details on those Federal source(s) and funding amount(s) in the required Budget Narrative (see the “Budget Narrative” section below).

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:

- Application for Federal Assistance ([SF-424](#))
- Project Abstract Summary ([OMB Form #4040-0019](#))
- Project Narrative
- Budget Justification and Narrative
- Budget Information for Non-Construction Programs ([SF-424A](#))
- Attestation or Documentation Confirming Eligibility
- Certification Regarding Lobbying (If Applicable)
- SF-LLL Disclosure of Lobbying Activities ([SF-LLL](#))
- Conflict of Interest Disclosure (If Applicable)
- Letters of Support (Optional)
- Negotiated Indirect Cost Rate Agreement (If Applicable)
- Single Audit Reporting Statement (If Applicable)
- Overlap or Duplication of Effort Statement

All applications for financial assistance under this funding opportunity must be submitted through Grants.gov with rare exceptions allowed for extenuating circumstances identified before the application submittal deadline and in accordance with the requirements of Section G3. 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 noted in Section D4. See Section G for additional details regarding application submission and Grants.gov registration.

SF-424, Application for Federal Assistance (REQUIRED)

Applicants must submit the appropriate Standard Form (SF)-424, Application for Federal Assistance. The SF-424, Application for Federal Assistance must be complete, signed, and dated. Do not include any proprietary or personally identifiable information. Please note: Enter only the amount requested from this Federal program in the “Federal” funding box on the SF-424 Application form. Include any other Federal sources of funding in the “Other” box and

provided details on those Federal source(s) and funding amount(s) in the required Budget Narrative (see the “Budget Narrative” section below).

Project Abstract Summary (OMB Form #4040-0019) (REQUIRED)

Please complete and submit with your application package the Project Abstract Summary Form (OMB Form #4040-0019). The Project Abstract section should summarize the project purpose, activities to be performed, expected deliverables or outcomes, intended beneficiaries, and if applicable, any sub-recipient activities. Please also include the intended HŌ‘IHI program priority/priorities. This information will be transmitted to USApending.gov and be viewable by the public for successful applicants receiving funding awards.

Any applicant organization that has not completed the financial assistance certifications and representations within their SAM.gov registration must submit the appropriate signed and dated Assurances form. All of the required application forms are available with this announcement on Grants.gov.

Program Requirements/Objectives Narrative

It is strongly recommended that you follow this format to ensure that your application sufficiently addresses all aspects of review.

Project Cover Sheet (Not to exceed 1 page)

1. Title of the project
2. HŌ‘ihi Grant Program Priority(s) being addressed (Section A2)
3. Native Hawaiian Organization applicant name (name, address, phone, fax, website): must match registered name in SAM.gov
4. Project Director and primary financial contact
5. Project duration (May not exceed 36 months)
6. Budget summary: Total federal funds requested, total project cost, and cost-sharing (if applicable)
7. Project location: Please include traditional names of sites, if known

Project Narrative

The Project Narrative may be NO MORE THAN 20 pages in total and in Times New Roman 12-point font, single spaced with 1-inch margins, and formatted for standard Letter size (8.5x11-inch) paper.

1. Statement of Need (not to exceed one page): Describe why this project is necessary and how it relates to the purposes of the HŌ‘IHI 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

HŌ‘IHI Grant. Explain the successes or challenges of past efforts and how your proposed project builds on or overcomes them.

2. Project Goals and Objectives: State the long-term, overarching goal(s) of the program/project and how it addresses the foundational principles of the HŌ‘IHI 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 reciprocity and sustainability.
3. Project Activities and Work Plan: 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. Project Schedule and Milestones: Provide a project schedule 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 (do not include as separate attachments). The timetable should not propose specific dates but instead group activities monthly or quarterly over the entire proposed project period.
5. Project Monitoring and Evaluation: 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. Description of Entities Undertaking the Project: 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. Reciprocation and Sustainability: 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. Map of Project Area: 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. Site Access/Control and Federal Environmental Compliance: 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 awareness and information and planning purposes only.

Federal Natural and Cultural Resource Compliance Questions:

1. Additional information on project location: Please provide moku, ahupua'a, address, TMKs, current landowner(s).
2. Is this project currently funded by another federal award?
3. 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:
 - a. Describe those activities and methods. Please be specific;
 - b. Describe whether there is a potential to disturb endemic or native wildlife, habitats, or other important natural or cultural resources;
 - c. 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.);

- d. Detail project activities that will occur on federally-designated critical habitat for threatened/endangered species or may impact known threatened/endangered species that frequent the project site;
- e. If there are any Native Hawaiian burial plans associated with the site, please discuss;
- f. Discuss the project's impact or activities at known historic site(s) listed or eligible for inclusion on the National Register of Historic Places or other Hawaiian traditional cultural properties/wahi pana located within the project area or nearby. If the project occurs on these sites, please share any known archaeological studies or surveys that have been completed for the site. This is not a requirement, but it would be helpful in the award process should your proposal be selected for award;
- g. 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).

Applicants must submit the appropriate SF-424 Budget Information form and Budget Narrative. For non-construction programs or projects, applicants must complete and submit the SF-424A, "Budget Information for Non-Construction Programs" form. All of the required application forms are available with this announcement on Grants.gov. Federal award recipients and subrecipients are subject to Federal award cost principles in 2 CFR 200.

Detailed Budget Proposal/Justification

The project budget shall include detailed information on all cost categories and must clearly identify all estimated project costs. Unit costs shall be provided for all budget items including the cost of work to be provided by contractors or sub-recipients. In addition, applicants shall include a narrative description of the items included in the project budget, including the value of in-kind contributions of goods and services provided to complete the project when cost share is identified to be included (reference section C of this announcement). Cost categories can include, but are not limited to, those costs items included on the SF-424A or SF-424C.

Budget Narrative and Justification (REQUIRED)

1. Itemized Budget Narrative Proposal: Provide an itemized budget narrative (preferably in an Excel spreadsheet) on all cost categories clearly identifying all estimated project costs. The budget narrative should describe the total funding needed to accomplish the objectives described in the project narrative, accounting for all costs within the entire award period. These budget items should further align with the Work Plan tasks and other project activities identified in the Project Narrative. Cost categories can include, but are not limited to, the object classes included on the SF-424A: Personnel, Fringe Benefits, Travel with estimation methodology and justification, Equipment (generally items over \$5,000), Supplies, contractual costs with a description of procurement method, and Other. These Object Classes are described in the Form Instructions document available on grants.gov. The sum of funds requested under these Object Classes should be described as Total Direct Costs. Unit costs shall be provided for all budget items including the cost of work to be provided by contractors, partner organizations, or sub-recipients. The budget narrative submitted with the final application should match the dollar amounts included on all required standard forms.

2. **Budget Justification:** In addition, applicants must include an accompanying budget justification which explains how each categorical cost in the Budget Narrative is derived and with sufficient detail to enable reviewers to determine if costs are 'allowable and reasonable' according to the cost principles referenced in 2 CFR 200, Subpart E. Reviewers will evaluate project costs by reviewing your budget narrative.
3. **Additional Information on Budget Requirements:** The costs required for organizational operation that cannot be easily associated with an individual project or program should be described as Indirect Costs. Organizations with a federally Negotiated Indirect Cost Rate Agreement (NICRA) should include a copy of the approved NICRA in Supplemental Materials.

Organizations without a NICRA may claim the 10% de minimis rate for calculating indirect charges on the Modified Total Direct Costs (see 2 C.F.R. 200.1 for definitions). Refer to Section D6 of this announcement for more information about indirect costs. These totals should also be recorded on the SF-424A.

Conflict of Interest Disclosure

Per the Financial Assistance Interior Regulation (FAIR), [2 CFR §1402.112](#), applicants must state in their application if any actual or potential conflict of interest exists at the time of submission.

(a) Applicability.

(1) This section intends to ensure that non-Federal entities and their employees take appropriate steps to avoid conflicts of interest in their responsibilities under or with respect to Federal financial assistance agreements.

(2) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 2 CFR 200.318 apply.

(b) Notification.

(1) Non-Federal entities, including applicants for financial assistance awards, must disclose in writing any conflict of interest to the DOI awarding agency or pass-through entity in accordance with 2 CFR 200.112.

(2) Recipients must establish internal controls that include, at a minimum, procedures to identify, disclose, and mitigate or eliminate identified conflicts of interest. The recipient is responsible for notifying the Financial Assistance Officer in writing of any conflicts of interest that may arise during the life of the award, including those that have been reported by subrecipients.

(c) *Restrictions on lobbying.* Non-Federal entities are strictly prohibited from using funds under a grant or cooperative agreement for lobbying activities and must provide the required certifications and disclosures pursuant to 43 CFR part 18 and 31 U.S.C. 1352.

(d) *Review procedures.* The Financial Assistance Officer will examine each conflict of interest disclosure on the basis of its particular facts and the nature of the proposed grant or cooperative agreement, and will determine whether a significant potential conflict exists and, if it does, develop an appropriate means for resolving it.

(e) Enforcement. Failure to resolve conflicts of interest in a manner that satisfies the government may be cause for termination of the award. Failure to make required disclosures may result in any of the remedies described in 2 CFR 200.338, Remedies for noncompliance, including suspension or debarment (see also 2 CFR part 180).

Single Audit Reporting Statement

All U.S. states, local governments, federally recognized Indian tribal governments, and non-profit organizations expending \$750,000 USD or more in Federal award funds in the applicant's fiscal year must submit a Single Audit report for that year through the [Federal Audit Clearinghouse's Internet Data Entry System](#). U.S. state, local government, federally recognized Indian tribal government, and non-profit applicants must state if your organization was or was not required to submit a Single Audit report for the most recently closed fiscal year. If your organization was required to submit a Single Audit report for the most recently closed fiscal year, provide the EIN associated with that report and state if it is available through the [Federal Audit Clearinghouse](#) website.

Attestation or Documentation Confirming Eligibility (REQUIRED)

Applicants applying for financial assistance under this funding opportunity are required to provide an attestation or certification 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 and provides information to substantiate the claim.

Certification Regarding Lobbying

Applicants requesting more than \$100,000 in Federal funding must certify to the statements in [43 CFR Part 18, Appendix A-Certification Regarding Lobbying](#). If this application requests more than \$100,000 in Federal funds, the Authorized Official's signature on the appropriate SF-424, Application for Federal Assistance form also represents the entity's certification of the statements in 43 CFR Part 18, Appendix A.

SF-LLL Disclosure of Lobbying Activities

In Accordance with 2 CFR 200.450 Lobbying and pursuant to the provisions of [31 U.S.C 1352](#) if an applicant employs a lobbyist or performs lobbying or influencing activities they are required to complete and submit a SF-LLL. If an applicant does not employ a lobbyist or perform lobbying or influencing activities, they are still required to submit an SF-LLL, but in section 10 of the SF-LLL they shall write "not applicable" or "N/A".

Overlap or Duplication of Effort Statement

Applicants must provide a statement indicating if there is any overlap between this Federal application and any other Federal application, or funded project, regarding activities, costs, or time commitment of key personnel. If no such overlap or duplication exists, state, "There are no overlaps or duplication between this application and any of our other Federal applications or funded projects, including activities, costs, or time commitment of key personnel". If any such overlap exists, provide a complete description of overlaps or duplications between this proposal and any other federally funded project or application regarding activities, costs, and time commitment of key personnel, as applicable. Provide a copy of any overlapping or duplicative proposal submitted to any other potential funding entity and identify when that proposal was submitted, to whom (entity name and program), and when you anticipate being notified of their

funding decision. The statement and the description of overlap or duplication, when applicable, may be provided within the proposal or as a separate attachment to the application. If at any time a proposal is awarded funds that would be overlapping or duplicative of the funding requested, the applicant must immediately notify the point of contact listed on the NOFO. Any overlap or duplication of funding between the proposed project and other active or anticipated projects may impact selection and/or funding amount.

D3. Unique Entity Identifier and System for Award Management (SAM)

Identifier and System for Award Management (SAM.gov) Registration: This requirement does not apply to individuals applying for funds as an individual (i.e., unrelated to any business or nonprofit organization you may own, operate, or work within), or 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 replaced 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). See the “Submission Requirements” section of this document below for more information on SAM.gov registration. **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.**

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. 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.

D4. Submission Dates and Times

Due Date for Applications

06/03/2024

Application Due Date Explanation

Due Date for Applications

Complete application packages, including all required forms, must be submitted electronically to the [Grants.gov](https://www.grants.gov) website **no later than 5:59 p.m., Hawai‘i Standard Time (HST), Monday, June 03, 2024.**

Pre-Submittal Information Session

ONHR will host a 60-minute video conference for interested applicants to receive an overview of the HŌ‘IHI Grant Program and 2024 priorities and to ask questions about the funding opportunity. The video conference will be held on Monday, April 15, 2024, at 12:00 p.m. Hawai‘i 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 on April 08, 2024. 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.

Application Due 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 Hawai‘i Standard Time (HST), on the listed application due date.

D5. Intergovernmental Review

An intergovernmental review may be required for applications submissions from a U.S. state or local government prior to submission. Applicants must contact their State’s Single Point of Contact (SPOC) to comply with the state’s process under [Executive Order 12372](#).

D6. Funding Restrictions

The Federal awarding agency that provides the largest amount of direct funding to your organization is your cognizant agency for indirect costs, unless otherwise assigned by the White House Office of Management and Budget (OMB). If the Department of the Interior is your organization’s cognizant agency, the Interior Business Center will negotiate your indirect cost rate. Contact the Interior Business Center by phone 916-930-3803 or using the IBC Email Submission Form. See the IBC Website for more information. Please refer to 2 CFR 200.404 for all indirect cost information.

D7. Other Submission Requirements

E. Application Review Information

E1. Criteria

Project Goals, Objectives and Milestones:**Maximum Points: 45**

<u>Evaluation Criteria</u>	<u>Point Breakdown</u>
<u>Project Goals, Objectives and Milestones:</u>	Maximum Points: 45
The project goals, and objectives align with the priorities and program goals of HO'IHI.	15
The proposed methods of visitor engagement, partner coordination, and reciprocity/sustainability are well described and are likely to be effective.	10
The project supports the perpetuation, revitalization, and/or continuation of traditional Hawaiian practices.	10
Project goals will enhance business opportunities in the visitor industry for Native Hawaiians and/or promote the principles of reciprocity to the place, resources and traditional knowledge.	5
Project objectives are specific, measurable, and realistic.	5

Work Plan and Project Schedule**Maximum Points: 15**

<u>Work Plan and Project Schedule:</u>	Maximum Points: 15
The project work plan is <u>reasonable and practical</u> 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.	10
The Project Schedule provides a clear and realistic timeline with identified milestones and outputs.	5

Monitoring and Evaluation:**Maximum Points: 15**

<u>Monitoring and Evaluation:</u>	Maximum Points: 15
A monitoring and evaluation plan builds upon the stated project objectives and evaluates the effectiveness of the project objectives and evaluates the effectiveness of the project in achieving its stated goals and the overall goals of HO'IHI.	10
Monitoring and evaluation activities will measure the stated direct effect(s) of the project for visitors.	5

Qualifications:**Maximum Points: 10**

<u>Qualifications:</u>	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.	6
The proposal identifies project partner organizations as appropriate and has clearly identified partners and staff and documented their respective roles and responsibilities in achieving the goals and objectives.	3
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).	1

Budget: (cost sharing is not considered in the criteria) Maximum Points: 15

<u>Budget: (cost sharing is not considered in the criteria)</u>	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.	5
Do a majority of the requested funds that are within the salaries and fringe category, benefit those personnel who are directly involved in implementing the proposed project and/or are directly related to specific products or outcomes of the proposed project?	4
Are funds allocated to content experts, Native Hawaiian cultural practitioners and knowledge holders, or other individuals that play supportive roles within the project with considerations that reflect their time commitment and contributions to capacity?	3
Does the Budget Justification explain how each categorical cost in the Budget Narrative is derived and in sufficient detail to determine if costs are 'allowable and reasonable'?	3

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 by a panel of 5-8 individuals with relevant cultural, visitor industry, and programmatic expertise. These reviewers may include personnel from Federal and State agencies and non-governmental organizations acting individually and other persons 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 HŌ‘IHI Program Manager, 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 selection will be forwarded to AQD for evaluation and final selection per Section E2 below.
- The successful applicants will be notified by ONHR of the IBC intent to award. This is an informal notification, provided to the applicant as a courtesy. Final awards are contingent upon all appropriate legal and administrative reviews and processing. Final discretion on funding decisions remains with the AQD at IBC. Unsuccessful applicants will be notified and provided with reviewer comments on their application.

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.

E2. Review and Selection Process

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.

Prior to award, AQD will evaluate the risk posed by applicants as required in 2 CFR 200.205. AQD documents applicant risk evaluations using DOI’s “Financial Assistance Recipient Risk Assessment” form. Prior to approving awards for Federal funding in excess of the simplified acquisition threshold (currently \$250,000), AQD is required to review and consider any information about or from the applicant found in the Federal Awardee Performance and Integrity Information System (FAPIIS). AQD will consider this information when completing the risk review. AQD uses the results of the risk evaluation to establish monitoring plans, recipient reporting frequency requirements, and to determine if one or more of the specific award conditions in 2 CFR 200.208 should be applied the award.

E3. CFR – Regulatory Information

E4. Anticipated Announcement and Federal Award Dates

Prospective grant recipients will be notified of selection by Friday, August 16, 2024. Final awards are contingent upon all appropriate legal and administrative reviews and processing, with complete packages awarded by September 15, 2024.

F. Federal Award Administration Information

F1. Federal Award Notices

Upon being selected for the award, successful applicants will receive a notification of the selection of their application for funding. AQD will notify the applicant selected for award by insert date. A notice of selection is not an authorization to begin performance on an agreement. This notice will detail the next steps in the awarding process. Once all clearances and reviews have been conducted, a cooperative agreement or grant will be sent for signature.

Work cannot begin before the non-Federal entity receives a fully executed copy of the grant/cooperative agreement which contains the signature of the Agreements Officer. Any pre-award costs incurred prior to the receipt of a signed agreement or written notice signed by an Agreements Officer authorizing pre-award costs, is at the applicant's own risk. A signed grant/cooperative agreement signed by an Agreements Officer is the only authorizing document to begin performance.

Organizations whose applications have not been selected will be advised as promptly as possible.

F2. Administrative and National Policy Requirements

See the “[DOI Standard Terms and Conditions](#)” for the administrative and national policy requirements applicable to DOI awards.

Data Availability

Per the Financial Assistance Interior Regulation (FAIR), [2 CFR §1402.315](#):

(a) All data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, valuation products or other scientific assessments in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual, resulting from a financial assistance agreement is available for use by the Department of the Interior, including being available in a manner that is sufficient for independent verification.

(b) The Federal Government has the right to:

(1) Obtain, reproduce, publish, or otherwise use the data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, produced under a Federal award; and

(2) Authorize others to receive, reproduce, publish, or otherwise use such data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, for Federal purposes, including to allow for meaningful third-party evaluation.

F3. Reporting

Financial Reports

All recipients must use the [SF-425, Federal Financial Report](#) form for financial reporting. At a minimum, all recipients must submit a **final** financial report. Final reports are due no later than 120 calendar days after the award period of performance end date or termination date. For awards with periods of performance longer than 12 months, recipients are required to submit **interim** financial reports on the frequency established in the Notice of Award. The only exception to the interim financial reporting requirement is if the recipient is required to use the SF 270/271 to request payment and requests payment at least once annually through the entire award period of performance. We will describe all financial reporting requirements in the Notice of Award.

All recipients must report award expenditures every 6 months using the [SF-425, Federal Financial Report](#) or a separate reporting form which ONHR and the IBC may provide in its place. All recipients must submit a **final** financial report using the above SF-425, Federal Financial Report due no later than 120 calendar days after the award period of performance end date or termination date. For awards with periods of performance longer than 12 months, recipients are required to submit **interim** financial reports on the frequency established in the Notice of Award. The only exception to the interim financial reporting requirement is if the recipient is required to use the SF 270/271 to request payment and requests payment at least once annually through the entire award period of performance. All financial reporting requirements will be detailed in the Notice of Award and are due as specified above and in the Notice, unless the awarding program approves a due date extension.

In addition to the above, recipients must report award expenditures on an **annual** basis using the SF-425, Federal Financial Report. The financial reports are due as specified above and in the Notice of Award, unless the awarding program approves a due date extension.

Performance Reports

Performance reports must contain a comparison of actual accomplishments with the established goals and objectives of the award; a description of reasons why established goals were not met, if appropriate; and any other pertinent information relevant to the project results. Final reports are due no later than 120 calendar days after the award period of performance end date or termination date. For awards with periods of performance longer than 12 months, recipients are required to submit **interim** financial reports on the frequency established in the Notice of Award.

Performance reports must contain a comparison of actual accomplishments with the established goals and objectives of the award; a description of reasons why established goals were not met, if appropriate; and any other pertinent information relevant to the project results. ONHR will provide a template for reporting this information after awards have been made. Recipients shall provide a Performance Report on a semi-annual basis summarizing progress made over a 6-

month period. Final reports are due no later than 120 calendar days after the award period of performance end date or termination date. Performance Reports are due as specified above and in the Notice of Award, unless the awarding program approves a due date extension.

Significant Development Reports

Events may occur between the scheduled performance reporting dates which have significant impact upon the supported activity. In such cases, recipients are required to notify AQD in writing as soon as the recipient becomes aware of any problems, delays, or adverse conditions that will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of any corrective action(s) taken or contemplated, and any assistance needed to resolve the situation. The recipient should also notify AQD in writing of any favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

Real Property Reports

Recipients and subrecipients are required to submit status reports on the status of real property acquired under the award in which the Federal government retains an interest. The required frequency of these reports will depend on the anticipated length of the Federal interest period. AQD will include recipient-specific real property reporting requirements, including the required data elements, reporting frequency, and report due dates, in the Notice of Award when applicable.

Conflict of Interest Disclosures

Recipients must notify the program immediately in writing of any conflict of interest that arise during the life of their Federal award, including those reported to them by any subrecipient under the award. Recipients must notify the program in writing if any employees, including subrecipient and contractor personnel, are related to, married to, or have a close personal relationship with any Federal employee in the Federal funding program or who otherwise may have been involved in the review and selection of the award. The term employee means any individual engaged in the performance of work pursuant to the Federal award. Recipients may not have a former Federal employee as a key project official, or in any other substantial role related to their award, whose participation put them out of compliance with the legal authorities addressing post-Government employment restrictions. See the [U.S. Office of Government Ethics website](#) for more information on these restrictions. IBC will examine each conflict of interest disclosure based on its particular facts and the nature of the project and will determine if a significant potential conflict exists. If it does, IBC will work with the recipient to determine an appropriate resolution. Failure to disclose and resolve conflicts of interest in a manner that satisfies IBC may result in any of the remedies described in [2 CFR 200.339](#) Remedies for Noncompliance, including termination of the award.

Other Mandatory Disclosures

The Non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that receive a Federal award including the terms and conditions outlined in 2 CFR 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM.

Failure to make required disclosures can result in any of the remedies described in [2 CFR 200.339](#) Remedies for Noncompliance, including suspension or debarment.

Reporting Matters Related to Recipient Integrity and Performance

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings in accordance with Appendix XII to 2 CFR 200.

G. Federal Awarding Agency Contact(s)

G1. Grant/Cooperative Agreement Officer

For questions regarding this NOFO, contact:

First and Last Name:

Tristan Harley

Address:

Telephone:

571-560-6489

Email: aqd-fa.onhr@ibc.doi.gov

G2. Program Technical Representative/Officer

For programmatic technical assistance, please contact:

First and Last Name:

Kealapualoke Fukuda

Address:

Telephone:

808-864-4793

Email:

kealapualoke_fukuda@ios.doi.gov

G3. Application System Technical Support

For Grants.gov technical registration and submission, downloading forms and application packages, contact:

Grants.gov Customer Support

Numeric Input Field: 1-800-518-4726

Support@grants.gov

For GrantSolutions technical registration, submission, and other assistance contact:

GrantSolutions Customer Support

1-866-577-0771

Help@grantsolutions.gov

Applications that fail to meet the application due date will not be reviewed and will receive no further consideration. You are strongly encouraged to submit your application a minimum of 3-5 days prior to the application closing date. Do not wait until the last day in the event you encounter technical difficulties, either on your end or, with <http://www.grants.gov>. Grants.gov can take up to 48 hours to notify you of a successful submission.

In addition, if you are submitting your application via Grants.gov, you must (1) be designated by your organization as an Authorized Organization Representative (AOR) and (2) register yourself with Grants.gov as an AOR. Details on these steps are outlined at the following Grants.gov web page: <http://www.grants.gov/web/grants/register.html>.

After you electronically submit your application, you will receive from Grants.gov an automatic notification of receipt that contains a Grants.gov tracking number. (This notification indicates receipt by Grants.gov only.) If you are experiencing problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk, toll free, at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

If you are prevented from electronically submitting your application on the application deadline because of technical problems with the Grants.gov system, please contact the person listed under For Further Information Contact in section VII of this notice and provide a written explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number. A QD will contact you after a determination is made on whether your application will be accepted.

Note: We will not consider your application for further review if you failed to fully register to submit your application to Grants.gov before the application deadline or if the technical problem you experienced is unrelated to the Grants.gov system.

If for any reason (including submitting to the wrong funding opportunity number or making corrections/updates) an application is submitted more than once prior to the application due date, A QD will only accept your last validated electronic submission, under the correct funding opportunity number, prior to the Grants.gov application due date as the final and only acceptable application.

Unsuccessful submissions will require authenticated verification from <http://www.grants.gov> indicating system problems existed at the time of your submission. For example, you will be required to provide an <http://www.grants.gov> submission error notification and/or tracking number in order to substantiate missing the cut off date.

Grants.gov will automatically send applicants a tracking number and date of receipt verification electronically once the application has been successfully received and validated in <http://www.grants.gov>.

H. Other Information

Payments: Domestic recipients are required to register in and receive payment through the U.S. Treasury's Automated Standard Application for Payments (ASAP), unless approved for a waiver by AQD. Foreign recipients receiving funds to a final destination bank outside the U.S. are required to receive payment through the U.S. Treasury's International Treasury Services (ITS) System. Foreign recipients receiving funds to a final destination bank in the U.S. are required to enter and maintain current banking details in their SAM.gov entity profile and receive payment through the Automated Clearing House network by electronic funds transfer (EFT). AQD will include recipient-specific instructions on how to request payment, including identification of any additional information required and where to submit payment requests, as applicable, in all Notices of Award.