



Economic Development Alliance of Hawaii

RURAL ECONOMIC TRANSITION ASSISTANCE HAWAII II (RETAH-II) APPLICATION AND FORMAT

Notice to Applicants:

- It is strongly recommended that applicants review the RFA, timeline, and reportage to insure that they are qualified and can satisfactorily complete the Federal mandated fiscal and operational reportage should they be selected.
- All information (except government forms noted) must be presented on 8x11 inch plain white paper, single spaced, with one inch margins and numbered in the right bottom margin **not to exceed** 12 pages.
- No collateral or marketing material, video or CDs shall be attached.
- All mandated OMB forms, financial data, except current fiscal statements, and fiscal reports shall not be submitted until notified by EDAH of tentative award. If selected this reportage must be submitted within 15 days of notification and approved by EDAH prior to final award notification
- For program and submission guidance, contact:

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REGIONAL ECONOMIC TRANSITION ASSISTANCE HAWAII II



Economic Development Alliance of Hawaii

Document Type: Request for Application (RFA) Notice
Funding Opportunity Number: **2006-39537-17674**
Posted Date: February 5, 2007 – **OPEN POSTING**
Due Date for Initial Round of Applications: February 28, 2007 – 5:00 HST
Funding Instrument: Cost Reimbursable Grant
Expected Number of Awards: TBD
Estimated Total Program Funding: \$2,000,000
Cost Sharing or Matching Requirement: No
Eligible Applicants: Consortia of Private Sector-For Profit Companies or Economic Development Groups

PROGRAM TITLE: REGIONAL ECONOMIC TRANSITION ASSISTANCE HAWAII II

PROGRAM GOAL: Infrastructure and/or technology demonstrations related to infrastructure initiatives to support sustainable development of agricultural products and services in Hawaii. The program seeks to invest in infrastructure improvements or enhancements and/or technology demonstrations related to infrastructure needed to facilitate the current and future economic viability of the agricultural community. The emphasis is on investment in resource systems, services and facilities that are necessary for economic activity rather than on support for specific activities of individual agricultural business enterprises. Sustainable development, in this program, is defined as continued operation and maintenance of the infrastructure improvement or technology demonstration, supported after federal investment from this program ceases, providing incremental revenues, job creation and long-term employment in the community.

PROGRAM FUNDING AND ADMINISTRATION: Funds for this program are from the Department of Defense. The program is jointly administered at the federal level by the U.S. Department of Defense (U.S. Army RDECOM) and the U.S. Department of Agriculture (Cooperative State Research, Education and Extension Service). The Economic Development Alliance of Hawaii (EDAH) administers the program at the local level. Contracting and other fiscal and administrative matters are handled directly by EDAH personnel.

GENERAL SELECTION CRITERIA: The application submitted in response to a RFA – following the format and outline suggested in the application package available from EDAH – is the mechanism used to select projects for contracting. Selected projects must be consistent with the goal of this program, sustainable, relevant, unique, technically sound, and compatible with community and environmental values. Applicants must demonstrate a capacity to comply with federal guidelines and possess the financial ability to achieve goals specified in the application. EDAH is responsible for contracting and monitoring post award performance.

APPLICATION PARAMETERS

Deadline: Applications, **ADDRESSED** to RETAH II, must be **RECEIVED** by the deadline noted above via electronic mail (alluvio@aloha.net).

Successful project management: Applicants must articulate an ability to effectively execute the technical/operational activities being proposed as well as an ability to manage and be accountable for use of federal funds. Fiscal capacity shall be demonstrated through submission of financial statements and other business documents. Partnerships, under private sector leadership, are strongly encouraged.

Desired projects: The RETAH II Program supports private sector ventures (a consortia of firms or economic development groups) to provide for infrastructure and/or technology demonstrations related to infrastructure initiatives culminating in sustainable development of agricultural products and services in Hawaii. Examples of such projects could include, but are not limited to, water delivery systems; food safety initiatives; community value-added processing facilities; or community marketing initiatives for import substitution. Each application will be evaluated on relevance of the infrastructure being addressed.

Project venue and duration: Applications and subsequent successful projects should be directed to Hawaii, with funding for up to 12 months. Maximum funding limits per project are limited to \$500,000. Federal regulations preclude consideration of applications for prohibited or regulated substances and areas prohibited by directives of the U.S. Department of Homeland Security. Funds cannot be used to build permanent structures. All funds are subject, to the extent applicable, by the provisions of OMB-A-102; OMB-A-110; OMB-A-122; OMB-A-133; 7CFR3015; 7CFR3017; 7CFR3018. All applications are subject to rigorous technical, management, and administrative review and approval is not final until completion of the contracting process. Projects emerging from approved applications are subject to post-award reviews and funds may be withheld or withdrawn if projects are judged fiscally irresponsible or not progressing according to stated plans.

Proprietary Information: Although proprietary business plans and budgets will be protected during the application process, program details are public domain under the Freedom of Information Act.

REVIEW CRITERIA FOR APPLICATIONS – WEIGHTED PERCENTAGES:

Sustainability: Is the project self-sustainable after the initial Federal funding? If so provide quantifiable job creation, incremental revenues and specific factors that will contribute to sustainability? Is the project economically viable? Are costs and returns realistic? Does the project contain sufficient investment of non-Federal resources to suggest commitment as well as continuation after the project is completed? If so, provide quantifiable documentation. **25%**

Relevance, Uniqueness & Creativity: How important is the proposed work to Hawaii and the military? In what ways is this project different from what currently exists? Are there any features of this project which distinguish it from other applications or similar ventures that currently exist? **15%**

Fiscal Capacity: Does the entity proposing the work have the ability and capacity to comply with the fiscal accountability and regulations associated with the acceptance and use of funds? **15%**

Technical Feasibility: Can the product or service be accomplished with the technology contained in the proposal? **15%**

RETAH II Goals: Does the project clearly contribute to the attainment of the goals of the RETAH II program? If so, which goals are impacted and how? - **10%**

Environmental & Community Impact: Does the project impact the natural environment? If so, in what ways and in what magnitudes? Does the project impact the community? If so, which community and which community goals are impacted and in what ways? **20%**

Points of Contact:

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APPLICATION OUTLINE

The **FULL APPLICATION** [due 02/28/07] consists of four main components:

- I. Application Title Page (*no more than 1 page*)
- II. Application Narrative (*no more than 12 pages*)
- III. Budget & Budget Narrative
- IV. Fiscal Information: In order of preference: most recent certified audit, review, or compilation or most recent year end and interim financial statements or Form 990 as applicable

I. APPLICATION TITLE PAGE

- A. PROJECT TITLE
- B. PROJECT LEADER AND CONTACT INFORMATION
- C. PROJECT SUMMARY – 300 WORDS OR LESS
- D. TOTAL BUDGET
- E. SIGNATURE, PROJECT LEADER

II. APPLICATION NARRATIVE

A. ABOUT THE PROJECT

1. Goals and Objectives

- a. Tell us about the goals and objectives of your project.
- b. Is your operation a consortium of companies, a co-operative or economic development group?
- c. Describe the expected measurable outcomes for your project. How will you quantify these outcomes?

2. Products and/Or Services

- a. Describe the infrastructure initiative that your group will undertake;
- b. Tell us why this project is different from others;
- c. Does your initiative address a civilian and/or military demand? How so?

3. Procedures

- a. Tell us about the specific activities that will be undertaken to achieve the objectives of the proposed work.
- b. Where is your existing or planned operation? Will your project entail an expansion of existing facility;
- c. Describe the timeline for the project, and please provide details on current status, startup, run-up time, production, marketing and sustainability
- d. Tell us about any regulatory requirements - what kinds of permitting would be involved? Who owns the land? How long is the lease? Are there significant tax consequences?
- e. Describe unique constraints (i.e., shipping costs; infrastructure; facility upgrade) that are relevant and how they will be mitigated.

4. Business Organization

- a. Tell us about your organization. Who are the corporate officers and managers? Please supply a current resume of all parties responsible for the application. What is the current legal structure?
- b. How will this project change your organization?

- c. Who will do the specific tasks and what is their particular technical skill or operational expertise for this kind of project management?
- d. Tell us about your partners – who will be involved?
- e. Do you have local competition? Would they be significantly impacted by your receipt of a grant? Can you consider partnering for a larger project?
- f. Who is your national/international competition? Can you consider local partnerships that would facilitate larger market penetration?

B. ADDRESSING SPECIFIC APPLICATION CRITERIA (weighted)

1. Sustainability (25%)

- a. Is the project self-sustainable after the initial Federal funding? If so provide quantifiable job creation, incremental revenues and specific factors that will contribute to sustainability?
- b. Is the project economically viable? Are costs and returns realistic? Does the proposal contain sufficient investment of non-Federal resources to suggest commitment as well as continuation after the project is completed? If so, provide quantifiable documentation.

2. Relevance, Uniqueness & Creativity (15%)

- a. How important is the proposed work to Hawaii and the military?
- b. In what ways is this proposal different from what currently exists?
- c. Are there any features of this proposal which distinguish it from other proposals or similar ventures that currently exist?

3. Fiscal Capacity (15%)

Does the entity proposing the work have the ability and capacity to comply with the fiscal accountability and regulations associated with the acceptance and use of funds?

4. Technical Feasibility (15%)

Can the product or service be commercialized with the technology contained in the proposal?

5. RETAH- II Goal (10%)

Does the project clearly contribute to the attainment of the goal of the RETAH II program? If so, how?

6. Environmental & Community Impact (20%)

- a. Does the project impact the natural environment? If so, in what ways and in what magnitudes?
- b. Does the project impact the community? If so, which community and which community goals are impacted and in what ways.

III. BUDGET

- A. FORM CSREES – 2004: Budget
- B. BUDGET NARRATIVE

IV. FISCAL INFORMATION

In order of preference: most recent certified audit, review, or compilation or most recent annual and current financial statements or Form 990 as applicable

Note: In the event that your organization is tentatively selected for an award, you will be mandated to complete the following Federal Forms within 15 days. Upon request, assistance can be provided by EDAH. All forms are available online @ www.edahawaii.org

- A. FORM CSREES – 665: Assurance of Compliance
- B. FORM CSREES – 666: Organizational Information including required attachments
[Note: It is expressly understood that the satisfactory fulfillment of 7B shall include an independent **CPA Compilation** of company financial statements including, but not limited to, a balance sheet and income statement for the 2 preceding years as well as the most recent interim statement – month and YTD]
- C. FORM CSREES – 2002: Proposal Cover Page
- D. FORM CSREES – 2003: Project Summary - must include quantifiable deliverables and address commercialization and sustainability
- E. FORM CSREES - 2005: Current and Pending Support
- F. FORM CSREES – 2006: National Environmental Policy Act Exclusions Form
- G. FORM CSREES – 2007: Conflict of Interest
- H. FORM AD – 1047: Certification Regarding Debarment – primary covered transactions
- I. FORM AD – 1048: Certification Regarding Debarment – lower tier covered transactions
- J. FORM AD – 1049: Certification Regarding Drug Free Workplace – Alternative I
- K. FORM AD – 1050: Certification Regarding Drug Free Workplace – Alternative II
- L. CERTIFICATION/DISCLOSURE REQUIREMENTS RELATED TO LOBBYING
- M. FORM CRIS AD-416: Research Work Unit/Project Description – Research Resume
- N. FORM CRIS AD-417: Research Work Unit/Project Description – Classification of Research
- O. Spreadsheet providing an “IRR” on requested funds
- P. A comprehensive list of all grants received during the last 5 years, including granting agency [Federal, State, county & Private], project manager and amount received.