



MICRO-GRANTS FOR FOOD SECURITY PROGRAM (MGFSP FY22)

REQUEST FOR PROPOSALS (RFP-23-04-MDB)

Application Guidelines

MGFSP FY22 Project Template

Exhibit A – Contact and Title Page

Exhibit C – Endorsement Statement

Appendix F - Use of Subgrant Funds by Eligible Entities

Match Verification Letter

Posted on <https://hands.ehawaii.gov/hands/opportunities>
and the HDOA website <http://hdoa.hawaii.gov/add/md/>

Request for Proposals

Posted May 15, 2023

Deadline for Submissions

Noon HST, Thursday, June 15, 2023

Notice of Award (estimated)

September 1, 2023

Funding Available (estimated)

January 1, 2024

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of the applicant or recipient receiving Federal financial assistance from AMS. Recipients of federal financial assistance, regardless of the amount are subject to Civil Rights reviews.
7 CFR part 15 Subpart A

The Hawai'i Department of Agriculture does not discriminate on the basis of race, color, sex, national origin, age, or disability, or any other class as protected under applicable federal or state law, in administration of its programs, or activities, and, the Department of Agriculture does not intimidate or retaliate against any individual or group because they have exercised their rights to participate in actions protected, or oppose action prohibited, by 40 C.F.R. Parts 5 and 7, or for the purpose of interfering with such rights.

If you have any questions about this notice or any of the Department's non-discrimination programs, policies, or procedures, you may contact:

*Rae Gee, Non-Discrimination Coordinator
Hawai'i Department of Agriculture
1428 S. King Street, Honolulu, HI 96814,
(808) 973-9560
hdoa.titlevi@hawaii.gov*

If you believe that you have been discriminated against with respect to a Department of Agriculture program or activity, you may contact the Non-Discrimination Coordinator identified above.

To request language or accessibility for this RFP, please contact the Office of the Chairperson, at (808) 973-9560 or email: hdoa.info@hawaii.gov. Please allow sufficient time for HDOA to meet accommodation requests.

I. Introduction

The Hawaii State Department of Agriculture (HDOA) will administer a competitive request for proposal process to award federal funds for proposals to increase the quantity and quality of locally grown food in food insecure communities that import a significant quantity of food. Activities funded by the MGFSP may include small-scale gardening, small-scale herding and livestock operations and expanding access to food and food knowledge of food security through competitive distribution of subawards to eligible entities. The Agriculture Improvement Act of 2018 (2018 Farm Act), signed on December 20, 2018, authorized the program and will remain in force through 2023.

The MGFSP is administered by the USDA Agricultural Marketing Service (AMS), which is required to report on the outcomes of the program at a national scale to demonstrate the performance of the program. The HDOA will report on the outcomes of the Hawaii projects to the USDA AMS.

Awards will be made to eligible entities as described in Section II. Eligible Entities in amounts not to exceed \$10,000 for eligible organizations for a period that shall not exceed one year in length, and a 10% cash match is required. Projects of less than 12 months will be prorated. For a project that will be completed in six months, the maximum award will be \$5,000 for an organization, plus a \$500 cash match for organizations. In this RFP, the HDOA will award a maximum of 15 projects.

Eligible individuals who would like to apply for the Microgrant for Food Security Program must apply online via the application form found here: hdoa.hawaii.gov/add/md/. Individual proposals submitted through this RFP will not be accepted or reviewed.

Funds will likely be available in January 2024.

Applications/proposals from eligible organizations must be emailed to hdoa.addrfp@hawaii.gov. The application deadline is **12:00 Noon Hawaii Standard Time on Thursday, June 15, 2023**. The HDOA's timestamp shall serve as the official time. Late applications will be ineligible for consideration. For guidance with the application, refer to Section IV. Application Procedures and Requirements and specifically, section I. Submission Procedures.

The requirements and procedures listed in this RFP are based on federal rules and regulations for the MGFSP as authorized by section 4206 of the 2018 Farm Act ([7 U.S.C. 7518](#)).

Before submitting a proposal, each offeror must thoroughly and carefully examine this RFP, including all attachments, addenda, and hyperlinks, to ensure the offeror understands the requirements of this RFP. Offeror must also become familiar with all local, state, and federal laws that may in any manner affect eligibility, cost, or performance under this RFP.

Bid security is not required for this RFP.

Any and all costs incurred by the offeror in preparing or submitting a proposal shall be the offeror's sole responsibility whether or not any award results from this solicitation. The State shall not reimburse such costs.

II. Eligible Entities

HDOA is seeking proposals from eligible organizations registered to do business in Hawaii. Eligible entities are:

- Native Hawaiian organizations;
- Nonprofit organizations that are engaged in increasing food security, including –
 - Religious organizations;
 - Food banks; or
 - Food pantries
- Federally funded educational facilities including –
 - Head Start programs or an Early Head Start programs;
 - Public elementary schools or public secondary schools;
 - Public institutions of higher education;
 - Tribal colleges or Universities; or
 - Job training programs;
- Local or Tribal governments that may not levy local taxes under State or Federal law.

In order to be awarded a contract under this solicitation, the offeror will be required to be compliant with all laws governing entities doing business in the State. Refer to IV. Application Procedures and Requirements and Item J. Responsibility of Offerors; Compliance Documents for information.

The HDOA must not make any award to any party which is debarred or suspended for participation in Federal Assistance programs. HDOA will accomplish this by checking the System for Award Management website <https://www.sam.gov/SAM/pages/public/searchRecords/search.jsf> to confirm the offeror is neither disbarred nor suspended from participation in Federal Assistance programs.

Proposals that do not increase the quantity or quality of locally grown food in food insecure communities should not apply. Proposals that support research, conferences, discussion groups related to food insecurity, for example, **should not apply unless the project provides the outcome and indicator(s) as listed on the MGFSP Project Template.**

III. Eligible Projects

Projects must increase the quantity and quality of locally grown food through small-scale gardening, herding, and livestock operations in food insecure communities in areas of Hawaii that have significant levels of food insecurity and import a significant quantity of food. ([7 U.S.C. 7518](#))

An eligible entity that receives an award under this section shall use the funds to engage in activities that will increase the quantity and quality of locally grown food for food insecure individuals, families, neighborhoods, and communities, including by:

- (A) purchasing gardening tools or equipment, soil, soil amendments, seeds, plants, animals, canning equipment, refrigeration, or other items necessary to grow and store food;
- (B) purchasing or building composting units;
- (C) purchasing or building towers designed to grow leafy green vegetables;

- (D) expanding an area under cultivation or engaging in other activities necessary to be eligible to receive funding under the environmental quality incentives program established under [chapter 4](#) of subtitle D of title XII of the Food Security Act of 1985 ([16 U.S.C. 3839aa et seq.](#)) for a high tunnel;
- (E) engaging in an activity that extends the growing season;
- (F) starting or expanding hydroponic and aeroponic farming of any scale;
- (G) building, buying, erecting, or repairing fencing for livestock, poultry, or reindeer;
- (H) purchasing and equipping a slaughter and processing facility approved by the U.S. Secretary of Agriculture;
- (I) traveling to participate in agricultural education provided by:
 - (i) a State cooperative extension service;
 - (ii) a land-grant college or university (as defined in [section 3103 of this title](#));
 - (iii) a Tribal College or University (as defined in [section 1059c\(b\) of title 20](#));
 - (iv) an Alaska Native-serving institution or a Native Hawaiian-serving institution (as such terms are defined in [section 1059d\(b\) of title 20](#)); or
 - (v) a Federal or State agency;
- (J) paying for shipping of purchased items relating to growing or raising food for local consumption or purchase;
- (K) creating or expanding avenues for-
 - (i) the sale of food commodities, specialty crops, and meats that are grown by the eligible entity for sale in the local community; or
 - (ii) increasing the availability of fresh, locally grown, and nutritious food; and
- (L) engaging in other activities relating to increasing food security (including subsistence), as determined by the U.S. Secretary of Agriculture.

Completed by March 31, 2025

Projects must be completed in 12 months and by March 31, 2025, unless an extension is approved.

Matching requirement

As a condition of receiving an award under this section, organizations shall provide *funds equal to 10 percent of the amount received*, to be derived from non-Federal sources. In-kind contributions, while encouraged, do not count toward the fulfillment of this requirement. NOTE: If an organization requests \$10,000 in funding for the 12-month project, the budget section would account for \$11,000 in program expenses.

IV. Application Procedures and Requirements

Applications must include the following, if applicable:

- Application –Must use the MGFSP Project Template
- Contact and Title Page – all applicable blanks filled in (Exhibit A)
- Endorsement Statement (Exhibit C)
- Match Verification Letter Template – for Organizations to confirm cash match

Optional - Letters of Support -- not counted as part of the maximum 15 pages of the proposal

The MGFSP Project Template, Exhibits A, C, and Match Verification Letter Template are available on the State Procurement Office website, <http://spo.hawaii.gov/> under HANDS (Awards & Notices) <https://hands.ehawaii.gov/hands/welcome> and under Bidding Opportunities <https://hands.ehawaii.gov/hands/opportunities>. The documents will also be posted on the HDOA website: <http://hdoa.hawaii.gov/>. Letters of support and other documents must be submitted with your application by the deadline.

Special Terms and Conditions:

For FY 2022 awards, a **Unique Entity ID (UEI)/System for Award Management (SAM) number** and the **nine-digit Zip Code** are required for **organizations** that receive an award. To register with SAMS.gov to get a UEI number, please visit <https://sam.gov/content/entity-registration>.

The MGFSP Project Template includes the following sections. Bulleted items are for emphasis:

A. Project Title

B. Duration of Project

- Projects shall be completed within 12 months and by March 31, 2025, unless an extension is approved.

C. Eligible Entity Type

- Select one entity type

D. Project Partner and Summary

- Name of the applicant organization;
- Concise outline of the project's outcomes;
- Description of the general tasks to be completed
- Summary should be 250 words or less and suitable for dissemination to the public.
- If working with a contractor/co-partner, letters of commitment from partner(s) are encouraged

E. Project Purpose

- What is/are the objective(s) of the proposal? Should be a short, concise sentence. One or two objectives are sufficient.
An objective is the main reason and goal of the proposal.

- Provide a listing of the objectives that the proposal hopes to achieve; note that performance reports and final report address progress towards achieving the objectives.
 - OBJECTIVES ARE THE REASON FOR THE PROJECT.
 - Every activity, Outcome/Indicator should support an OBJECTIVE
 - Objectives should be brief and support the project purpose.

F. Expected Measurable Outcomes

- **Must** select Outcome 1, Outcome 2, and Outcome 3.
- Outcome 4 is optional.
- **Must** select at least one indicator for each measurable outcome.
- Changes are not allowed to the Outcomes or Indicators as presented however, additional Outcomes or Indicators will be considered providing they support the purpose of the funding, the MGFSP rules ([7 U.S.C. 7518](#)) as an eligible use of funds, and the indicators can be measured and explained in the Data Collection section.
- Recommend selecting no more than two related Indicators.
- Data collection to report on outcomes and indicators
 - If the project is to increase production, explain how the project will capture/measure this outcome/indicator
 - If the project is to provide agricultural education to increase the quantity and quality of locally produced food, explain how the impact of the education will be determined.
 - If the project is to purchase supplies, construct fencing or provide seeds, trees or propagative material, explain how the data to support the indicator(s) will be collected.

G. Project Timeline, Action and Work Plan

- Must create a timeline for the project identifying and starting with MONTH 1, taking the timeline through the duration of the project and showing where in the work plan the budget items will be expended.
- A detailed timeline will help both the project manager and the HDOA determine if the project is on track and facilitate preparing reports and/or whether a time of performance extension should be requested.

H. Budget Narrative -- Must align with the Line Item Budget Categories

- Provide sufficient detail in the space provided for the budget categories listed. All requested budget items and activities should correlate to the purpose and goals of the project, as well as demonstrate that they are reasonable and adequate for the proposed work.
- Specify the total expenses for each budget category and show how all numbers were calculated. Please see Appendix D - Budget Narrative Format for further information on preparing the budget narrative.

I. Submission Procedures

An electronic copy of the Proposal in Word format must be emailed to hdoa.addrfp@hawaii.gov and received by the Department of Agriculture, Agricultural Development Division, no later than **12:00 Noon Hawaii Standard Time on Thursday, June 15, 2023**, as determined by the HDOA timestamp. Proposals delivered to the HDOA must be received by the deadline. Proposals received after the deadline of 12:00 Noon H.S.T. as determined by the HDOA timestamp, shall not be processed by staff or reviewed by the evaluation committee.

J. Responsibility of Offerors; Compliance Documents:

Offerors are advised that in order to be awarded a contract under this solicitation, the offeror will be required to be compliant with all laws governing entities doing business in the State, including the following chapters and pursuant to HRS section 103D-310(c):

1. Chapter 237, General Excise Tax;
2. Chapter 383, Hawaii Employment Security;
3. Chapter 386, Workers' Compensation;
4. Chapter 392, Temporary Disability Insurance;
5. Chapter 393, Prepaid Health Care; and
6. Section 103D-310(c), Certificate of Good Standing for entities doing business in the State.

Offerors may collectively apply for certification of compliance with all of the above on Hawaii Compliance Express (HCE).

- **Hawaii Compliance Express:** HCE allows businesses to register online through a simple wizard interface at <http://vendors.ehawaii.gov> to acquire a "Certificate of Vendor Compliance." The HCE provides current compliance status as of the issuance date. The "Certificate of Vendor Compliance" indicating that vendor's status is compliant with the requirements of §103D-310(c), HRS, shall be accepted for both contracting purposes and final payment. Vendors that elect to use the HCE services will be required to pay an annual fee, currently \$12.00, to the Hawaii Information Consortium, LLC (HIC). Vendors choosing not to participate in the HCE program will be required to provide the paper certificates certifying compliance from the relevant governmental departments.

Timely Submission of all Certificates: The above certificates should be applied for and submitted to the HDOA as soon as possible. If a valid certificate is not submitted on a timely basis for award of a contract, an otherwise responsive and responsible proposal may not receive the award.

Final Payment Requirements: The Contractor is required to submit a tax clearance certificate for final payment on the contract. A tax clearance certificate, not over two months old, must accompany the invoice for final payment on the contract.

Insurance: Prior to the contract start date the Contractor shall procure, and shall maintain throughout the term of the contract, at its sole expense, insurance coverage acceptable to the State. The offeror shall provide proof of insurance for the minimum insurance coverage(s) and limit(s) in order to be awarded a contract. The types of insurance coverage are as follows:

1. Commercial general liability insurance coverage against claims for bodily injury and property damage arising out of all operations, activities or contractual liability by the Contractor, its employees and subcontractors, during the term of the contract. This insurance shall include the following coverage and limits specified or required by applicable law: bodily injury and property damage coverage with a minimum of \$1,000,000 per occurrence; with an aggregated limit of \$2,000,000. The commercial general liability policy shall be written on an occurrence basis and the policy shall provide legal defense costs and expenses in addition to the limits of liability stated above. The Contractor shall be responsible for payment of any deductible applicable to this policy.

2. Automobile liability insurance covering owned, non-owned, leased, and hired vehicles with a minimum of \$1,000,000 for bodily injury for each person, \$1,000,000 for bodily injury for each accident, and \$1,000,000 for property damage for each accident.
3. Appropriate levels of per occurrence insurance coverage for workers' compensation and any other insurance coverage required by federal or state law.

The Contractor shall deposit with the State, on or before the contract start date, certificate(s) of insurance necessary to satisfy the State that these provisions have been complied with, and shall keep such insurance in effect and provide the certificate(s) of insurance to the State during the entire term of the contract. Upon request, the Contractor shall furnish a copy of the policy or policies.

The State shall retain the right at any time to review the coverage, form, and amount of the insurance required hereby. If, in the opinion of the State, the insurance provisions in the contract do not provide adequate protection, the State may request that the Contractor obtain additional insurance sufficient in coverage, form, and amount to provide the protection required. The request shall be reasonable but shall be designed to assure protection from and against the kind and extent of the risks involved. If the Contractor is unable to provide the additional coverage as requested, the State reserves the right to terminate the contract with prior written notice.

The insurance policy(s) required by the contract shall contain the following clauses:

- (1) "This insurance shall not be canceled, limited in scope of coverage or non-renewed until after 30 days written notice has been given to the State of Hawaii, Department of Agriculture, 1428 South King Street, Honolulu, HI 96814-2512."
- (2) "The State of Hawaii, its departments, attached agencies, officers, employees, and agents are added as additional insured with respect to operations performed for the State of Hawaii."
- (3) "It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy."

Failure of the Contractor to provide and keep in force such insurance shall be regarded as material default under the contract, entitling the State to exercise any or all of the remedies provided in the contract for a default of the Contractor.

The procuring of such required policy or policies of insurance shall not be construed to limit the Contractor's liability hereunder or to fulfill the indemnification provisions and requirements of the contract. Notwithstanding said policy or policies of insurance, the Contractor shall be obliged for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with the contract.

V. Administration of MGFSP Grants

AMS applies the following federal grant uniform administrative requirements to the management of each grant award, and the Hawaii State Department of Agriculture must in turn apply these requirements to subawardees based on the type of organization through contractual or cooperative

linkages. For example, if HDOA subawards to a non-profit, the administrative requirements applicable to a non-profit will apply.

- State and Local Governments and Indian Tribal Governments - 7 CFR 3015 and 7 CFR 3016
- Colleges and Universities - 7 CFR 3015 and 7 CFR 3019
- Non-Profits - 7 CFR 3015 and 7 CFR 3019
- For Profits - 7 CFR 3015 and 7 CFR 3019

Statutes, Regulations and Policy Requirements

7 CFR 3015 <https://www.gpo.gov/fdsys/granule/CFR-2012-title7-vol15/CFR-2012-title7-vol15-part3015>

7 CFR 3016 <https://www.gpo.gov/fdsys/granule/CFR-2012-title7-vol15/CFR-2012-title7-vol15-part3016/content-detail.html>

7 CFR 3019 <https://www.gpo.gov/fdsys/granule/CFR-2011-title7-vol15/CFR-2011-title7-vol15-part3019>

VI. Allowable Costs

All subawards are subject to those cost principles applicable to the particular organization concerned. For example, if HDOA subawards to a university, the cost principles applicable to a university will apply. Please refer to the applicable cost principles when developing your project activities and budget. You may reference Appendix A, List of Selected Items of Cost Contained in OMB Cost Principles Regulations, to locate the principles applied in establishing the allowability or unallowability of specific items of cost.

All costs must be associated with project activities that increase the quantity and quality of locally grown food in food through small-scale gardening, herding, and livestock operations in food insecure communities.

- State and Local Governments and Indian Tribal Governments - 2 CFR 225 (OMB Circular A-87). See Appendix B Unallowable and Allowable Costs for State Governments, for specific unallowable and allowable costs under the MGFSP-FB for State governments.
- Colleges and Universities - 2 CFR 220 (OMB Circular A-21).
- Non-Profits - 2 CFR 230 (OMB Circular A-122).
- For Profits - 48 CFR Part 31.2.

VII. Restrictions and Limitations on MGFSP Grant Funds

- Grant funds may not be used to fund political activities in accordance with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7321-7326).
- Development or participation in lobbying activities pursuant to 31 U.S.C. 1352, including costs of membership in organizations substantially engaged in lobbying, are unallowable costs.
- Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges (check with Grant Administrator for exceptions).

Capital expenditures means expenditures for the acquisition of capital assets (equipment, buildings, land), or expenditures to make improvements to capital assets that materially increase their value or useful life. Acquisition cost means the cost of the asset including the cost to put it in place.

Acquisition cost for equipment, for example, means the net invoice price of the equipment,

including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation may be included in, or excluded from the acquisition cost in accordance with the governmental unit's regular accounting practices.

General purpose equipment means equipment that is not limited to research, scientific or other technical activities. Examples include office equipment and furnishings, telephone networks, information technology equipment and systems, reproduction and printing equipment, and motor vehicles.

Equipment means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the governmental unit for financial statement purposes, or \$5,000.

- Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior approval of HDOA, and that the item will only be used to increase the quantity and quality of locally grown food. Special purpose equipment means equipment which is used only for research, scientific, or other technical activities.
- Refer to 7 CFR Part 3015 Subpart R – Property and 7 CFR 3016.32 or 2 CFR part 200 Property Standards that requires the State to use, manage, and dispose of equipment acquired under the MGFSP in accordance with State laws and procedures. Subawardees will:
 - Maintain property records
 - Conduct an inventory and reconciling results at least once every 2 years
 - Develop a control system to ensure adequate safeguards for loss, damage or theft
 - Develop adequate maintenance procedures to keep property in good condition.
- When the equipment is no longer needed by the subawardee and the per unit fair market value is less than \$5,000, the subawardee may retain, sell, or dispose of the equipment with no further obligation to the State. If, on the other hand, the per unit fair market value is \$5,000 or more, then the State must request disposition instructions from the USDA AMS.
- Rental costs of buildings and equipment are allowable as direct costs in accordance with the cost principles in Subpart T of 7 CFR 3015.

VIII. Selection and Scoring Criteria

A. Evaluation Review Process:

Each proposal will be evaluated by an evaluation committee to determine that it meets the requirements of the RFP. Proposals will be evaluated strictly on a merit basis according to the following criteria. The total number of points used to score a proposal is 100.

- | | |
|---|-----------|
| • Ability to describe benefit to food security | 20 points |
| • Appropriateness of the project for direct and indirect beneficiaries | 20 points |
| • Appropriateness of the project for the area | 20 points |
| • Ability to complete the project in a one-year timeframe | 20 points |
| • Ability to measure results and complete the reporting requirements as determined by the MGFSP statute | 20 points |

Proposals will be evaluated by members of the evaluation committee. A numerical score sheet shall be used for all proposals by each member of the evaluation committee. For each proposal, members will assign a point value and after all members have evaluated and scored each of the proposals, the scores will be totaled to determine a proposal's final score.

The offerors will be required to be compliant with all laws governing entities doing business in the State. Refer to IV. Application Procedures and Requirements, Item J. Responsibility of Offerors; Compliance Documents for information.

The HDOA must not make any award to any party which is debarred or suspended for participation in Federal Assistance programs. HDOA will accomplish this by checking the System for Award Management website <https://uscontractorregistration.com/> to confirm the offeror is neither disbarred nor suspended from participation in Federal Assistance programs.

After confirming the offerors are in good standing in accordance with State and Federal compliance requirements, Proposals will then be ranked in order of final scores until all available funds have been expended. Only offerors that are in compliance will be included in the ranking and considered for an award.

The final score assignment, proposals, along with funding level recommendations, will be presented to the Chairperson, Board of Agriculture, who will make the final determination as to the proposals that are most advantageous to the State based on the criteria above.

Successful and unsuccessful offerors are advised about the outcome of the competitive process via email.

B. Acknowledgement of Proposals:

Receipt of proposals will be acknowledged to the respective offeror by email, whenever possible. Therefore, offerors shall provide an email address in the proposal. There will be no notification of late, incomplete and unqualified proposals.

- **Pre-Proposal Conferences:**

No pre-proposal conferences are scheduled for this RFP.

- **Priority-listed Offerors:**

In accordance with HAR §3-122-53, discussions may be conducted with "priority listed offerors" who submit the highest ranked acceptable or potentially acceptable proposals. However, the Hawaii Department of Agriculture (HDOA) may accept proposals without discussion.

C. Confidentiality:

The name of offerors, the names of individuals identified in the proposals, the content of proposals, and the committee evaluations of proposals will be kept confidential during the evaluation process, except to those involved in the evaluation and award process. Upon posting of award, the proposals both successful and unsuccessful, contracts, and contract file shall be available for public inspection. Offerors shall designate any portion of their proposal that contains trade secrets or any other proprietary data that are to remain confidential. In accordance with HAR §3-122-58, such information

shall be marked and readily separable from the rest of the proposal, in order to facilitate public access to the non-confidential portion of the proposal.

D. Contract Term:

The term of a contract awarded under this solicitation, if any, shall be from the effective date of the contract to the end of the project period, unless an extension is granted in accordance with the AG-008 103D General Conditions, paragraph 19, Modification of Contract, or other applicable provision.

- **Contractual Terms and Conditions:**

Offerors awarded funds will contract with the Hawaii Department of Agriculture (HDOA) as an independent contractor and shall agree to comply with all terms and conditions required by law set forth in AG-008, 103D General Conditions, issued by the State Department of the Attorney General. A copy of the General Conditions: <https://spo.hawaii.gov/wp-content/uploads/2017/12/AG-008-103D-1.pdf>.

- The RFP and the successful offeror's proposal shall become part of the contract. All proposals shall become the property of the State.
- No work is to be undertaken by an offeror prior to the contract's official commencement date. The State shall not be liable for any work, contract, costs, expenses, loss of profits, or any damages whatsoever incurred by the offeror prior to the contract's official commencement date.

E. Right to a Debriefing:

Pursuant to HAR §3-122-60, non-selected offerors may request a debriefing to inform them of the basis for the contract award.

A written request for debriefing shall be made within three (3) working days after the posting of the award of the contract. The procurement officer or designee shall hold the debriefing within seven (7) working days to the extent practicable from the receipt date of written request.

A protest by the requestor submitted pursuant to HRS §103D-303 (h), following a debriefing, shall be filed within five (5) working days.

F. Protest:

A protest shall be submitted in writing within five (5) working days after the aggrieved person knows or should have known of the facts giving rise thereto; provided that a protest based upon the content of the solicitation shall be submitted in writing prior to the date set for receipt of offers; and further provided that a protest of an award or proposed award shall be submitted within five (5) working days after the posting of award of the contract.

The notice of award(s), if any, resulting from this solicitation shall be posted on the Procurement Reporting System, which is available on the SPO website: <https://hands.ehawaii.gov/hands/awards>

Any protest pursuant to HRS §103D-701 and HAR §3-126-3, shall be submitted in writing to: Chairperson, Board of Agriculture, 1428 South King Street, Honolulu, Hawaii, 96814-2512.

G. Additional Information:

For additional information on the Micro-grants for Food Security Program (MGFSP), please view the program website at: <https://www.ams.usda.gov/services/grants/mgfsp>.

The HDOA reserves the right to deny any or all proposals received; request additional information on project proposals; recommend partial funding for proposals that may be less than the amount requested in the proposal; and link the release of project funds to completion of necessary, timely progress reports. All funding is subject to the availability and receipt of federal funds.

IX. Post-Award Management

A. Subawardees must ensure they are:

1. Making adequate progress toward achieving the project's goals, objectives, and targets;
2. Expending funds in a way that meets provisions of pertinent statutes, regulations, HDOA administrative requirements, and relevant Office of Management and Budget (OMB) circulars;
3. Aware of the requirements imposed upon them by Federal statute and regulations;
4. In compliance with records retention and access requirements;
5. Using federal funds responsibly per 7 CFR Part 3016.20 or 2 CFR Part 200.302.

B. Change in Key Personnel - When it is necessary to change the program contact for a period of more than three (3) months, submit a written request (email is acceptable) to HDOA. Request should contain the new individual's name and contact information.

C. Scope or Objectives - When it is necessary to modify the scope or objectives of the award, submit a written request and justification for the change, along with the revised scope or objectives of the award to HDOA.

If requesting to add a new project, submit a written justification for the change along with a project proposal to include the project title, purpose, potential impact, expected measurable outcomes, work plan, budget narrative, project oversight, and project commitment and signature of the Project Coordinator.

D. Extension of Contract - Where an extension of time is required; the request for extension(s) must be received in writing no later than 60 days prior to the expiration date of the contract. The request must contain the following information:

1. The length of additional time required to complete project objectives and a justification for the extension;
2. A summary of progress to date (status of project timeline and objectives...etc.);
3. An estimate of remaining funds on the scheduled expiration date;
4. A projected timetable to complete the project for which the extension is being requested;
5. Signature of the Program Coordinator.

E. Budget Changes - Where a modification to the approved budget is required, the request for modification must be approved in writing by HDOA. A request for a budget change shall include: (a) a description of the change; (b) a justification for the change; and (c) the Project Coordinator signature(s).

X. Reporting Requirements

All financial and written performance reports should be emailed to the assigned Contract Administrator and must be submitted on a timely basis. Reporting periods for each project will be determined by the assigned Contract Administrator and will be based on the state and federal reporting requirements.

Reporting periods for each project will be determined by the assigned Contract Administrator and will be based on the state and federal reporting requirements. Performance reports are required 30 days after the end of the reporting period.

Performance report templates, provided by the HDOA, must be used to submit the reports.

Final Performance Report

A final performance report will be required no later than 45 days following the end date of the project period, but prior to the expiration or termination of the contract. This represents an important vehicle for sharing project findings with Federal and State agencies and the public.

A final report template, provided by the HDOA, must be used to submit the final report.

XI. Compensation Schedule

Funds will be dispersed to subawardees upon availability and receipt of federal funds.

XII. Records Retention

The subawardee and any subcontractors shall maintain the files, books, and records that relate to the Contract, including any personal information created or received by the subawardee on behalf of the State, and any cost or pricing data for at least three (3) years after the date of the final payment under the Contract. The personal information shall continue to be confidential and shall only be disclosed as permitted or required by law. After the three (3) year, or longer retention period as required by law has ended, the files, books, and records that contain personal information shall be destroyed pursuant to chapter 487R, Hawaii Revised Statutes or returned to the State at the request of the State.

XIII. HDOA Micro-grants for Food Security Program Contact

The contact person for this solicitation is Yukashi Smith, Agricultural Development Division, Phone: (808) 973-9627, Fax: (808) 973-9590, E-mail: yukashi.m.smith@hawaii.gov.

Appendix A: List of Selected Costs Contained in OMB Cost Principles Regulations

The following table lists the selected items of cost along with a cursory description of their allowability. The numbers in parentheses refer to the cost item in the applicable regulation. Do not rely exclusively on the summary but place primary reliance on the referenced text. All costs must be associated with activities that increase the quantity and quality of locally grown food for food insecure individuals, families, neighborhoods, and communities.

Selected Items of Cost				
Selected Cost Item	2 CFR 225 (A -87), Appendix B State, Local, & Indian Tribal Gov'ts	2 CFR 220 (A-21), Section J Educational Institutions	2 CFR 230 (A- 122), Appendix B Non-Profit Organizations	48 CFR FAR 31.2, Section 31.205 For-Profit Organizations
Advertising and public relations costs	(1) Allowable with restrictions	(1) Allowable with restrictions	(1) Allowable with restrictions	(1) Allowable with restrictions
Advisory councils	(2) Allowable with restrictions	(2) Allowable with restrictions	(2) Allowable with restrictions	Not specifically addressed (28) addresses allowable business expenses such as costs of shareholder meetings
Alcoholic beverages	(3) Unallowable	(3) Unallowable	(3) Unallowable	(51) Unallowable
Alumni/ae activities	Not specifically addressed	(4) Unallowable	Not specifically addressed	Not specifically addressed
Audit costs and related services	(4) Allowable with restrictions and as addressed in OMB Circular A-133	(5) Allowable with restrictions and as addressed in OMB Circular A-133	(4) Allowable with restrictions and as addressed in OMB Circular A-133	Not specifically addressed
Bad debts	(5) Unallowable	(6) Unallowable	(5) Unallowable	(3) Unallowable
Bonding costs	(6) Allowable with restrictions	(7) Allowable with restrictions	(6) Allowable with restrictions	(4) Allowable with restrictions
Commencement and convocation costs	Not specifically addressed	(8) Unallowable with exceptions	Not specifically addressed	Not specifically addressed
Communication costs	(7) Allowable	(9) Allowable	(7) Allowable	Not specifically addressed
Compensation for personal services	(8) Unique criteria for support	(10) Unique criteria for support	(8) Unique criteria for support	(6) Allowable with restrictions
Compensation for personal services-organization-furnished automobile	Not specifically addressed	(10.g) Unallowable for that portion of costs attributed to personal use	(8.g) Unallowable for that portion of costs attributed to personal use	(6.m(2)) Unallowable for that portion of costs attributed to personal use
Compensation for personal services-sabbatical leave costs	Not specifically addressed	(10.f(4)) Allowable with restrictions	Not specifically addressed	Not specifically addressed
Compensation for personal services-severance pay	(8) Allowable with restrictions	(10.h) Allowable with restrictions	(8.k) Allowable with restrictions	(6.g) Allowable with restrictions

Selected Cost Item	2 CFR 225, Appendix B State, Local, & Indian Tribal Gov'ts	2 CFR 220, Section J Educational Institutions	2 CFR 230, Appendix B Non- Profit Organizations	48 CFR FAR 31.2, Section 31.205 For-Profit Organizations
Contingency Provisions	(9) Unallowable with exceptions	(11) Unallowable with exceptions	(9) Unallowable with exceptions	(7) Unallowable with exceptions
Deans of faculty and graduate schools	Not addressed	(12) Allowable	Not addressed	Not addressed
Defense and prosecution of criminal and civil proceedings and claims	(10) Allowable with restrictions	(13) Allowable with restrictions (Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringement)	(10) Allowable with restrictions (Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringement)	(47) Allowable with restrictions
Depreciation and Use Allowances	(11) Allowable with qualifications	(14) Allowable with qualifications	(11) Allowable with qualifications	(11) Allowable with qualifications
Donations and Contributions	(12) Unallowable (made by recipient); not reimbursable but value may be used as cost sharing or matching (made to recipient)	(15) Unallowable (made by recipient); not reimbursable but value may be used as cost sharing or matching (made to recipient)	(12) Unallowable (made by recipient); not reimbursable but value may be used as cost sharing or matching (made to recipient)	(8) Unallowable (regardless of recipient) with exception (costs of participation in community service activities)
Employee morale, health, and welfare costs	(13) Allowable with restrictions	(16) Allowable with restrictions	(13) Allowable with restrictions	(13) Allowable with limitations
Entertainment costs	(14) Unallowable	(17) Unallowable	(14) Unallowable	(14) Unallowable
Equipment and other capital expenditures	(15) Allowability based on specific requirements	(18) Allowability based on specific requirements	(15) Allowability based on specific requirements	(10 and 40) Allowable based on specific requirements
Fines and penalties	(16) Unallowable with exception	(19) Unallowable with exception	(16) Unallowable with exception	(15) Unallowable with exception
Fundraising and investment management costs	(17) Unallowable with exceptions	(20) Unallowable with exceptions (Fundraising)	(17) Unallowable with exceptions	(27) Unallowable with exceptions
Gains and losses on depreciable assets	(18) Allowable with restrictions (Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of Federal programs)	(21) Allowable with restrictions	(18) Allowable with restrictions	(16) Allowable with restrictions

Selected Cost Item	2 CFR 225, Appendix B State, Local, & Indian Tribal Gov'ts	2 CFR 220, Section J Educational Institutions	2 CFR 230, Appendix B Non- Profit Organizations	48 CFR FAR 31.2, Section 31.205 For-Profit Organizations
General government expenses	(19) Unallowable with exceptions	Not specifically addressed	Not specifically addressed	Not specifically addressed
Goods and services for personal use	(20) Unallowable	(22) Unallowable	(19) Unallowable	Not specifically addressed
Housing and personal living expenses	Not specifically addressed	(23) Unallowable	(20) Unallowable as overhead costs	Not specifically addressed
Idle facilities and idle capacity	(21) Idle facilities – unallowable with exceptions; idle capacity – allowable with restrictions	(24) Idle facilities – unallowable with exceptions; idle capacity – allowable with restrictions	(21) Idle facilities – unallowable with exceptions; idle capacity – allowable with restrictions	(17) Idle facilities – unallowable with exceptions; idle capacity – allowable with restrictions
Insurance and indemnification	(22) Allowable with restrictions	(25) Allowable with restrictions	(22) Allowable with restrictions	(19) Allowable with restrictions
Interest	(23) Allowable with restrictions	(26) Allowable with restrictions	(23) Allowable with restrictions	(20) Allowable with restrictions
Interest-substantial relocation	Not specifically addressed	(26.b(6)) Possible adjustment in relocated within 20 years	(23.a(6)(d)) Possible adjustment in relocated within 20 years	Not specifically addressed
Labor relations costs	Not specifically addressed	(27) Allowable	(24) Allowable	(21) Allowable
Lobbying	(24) Unallowable	(28) Unallowable with exceptions	(25) Unallowable with exceptions	(22) Unallowable with exceptions
Lobbying-executive lobbying costs	(24.b) Unallowable	(28.h) Unallowable	(25.d) Unallowable	(22) Unallowable
Losses on other sponsored agreements or contracts	Not specifically addressed	(29) Unallowable	(26) Unallowable (Losses on other awards or contracts)	(23 and 48) - Unallowable
Maintenance and repair costs	(25) Allowable with restrictions (Maintenance, operations, and repairs)	(30) Allowable with restrictions	(27) Allowable with restrictions	(25) Allowable with restrictions (manufacturing and production engineering); (12) Allowable for economic planning costs; (39) Allowable for service and warranty costs
Materials and supplies costs	(26) Allowable with restrictions	(31) Allowable with restrictions	(28) Allowable with restrictions	(26) Allowable with restrictions

Selected Cost Item	2 CFR 225, Appendix B State, Local, & Indian Tribal Gov'ts	2 CFR 220, Section J Educational Institutions	2 CFR 230, Appendix B Non- Profit Organizations	48 CFR FAR 31.2, Section 31.205 For-Profit Organizations
Meetings and conferences	(27) Allowable with restrictions	(32) Allowable with restrictions	(29) Allowable with restrictions	Not specifically addressed
Memberships, subscriptions, and professional activity costs	(28) Allowable as a direct cost for civic, community and social organizations with Federal approval; unallowable for lobbying organizations	(33) Unallowable for civic, community, or social organizations	(30) Allowable for civic and community organizations with Federal approval; unallowable for social organizations	(14 and 43) Allowable for trade, business, technical and professional organizations; unallowable for social organizations
Organization costs	Not specifically addressed	Not specifically addressed	(31) Unallowable except Federal prior approval	(27) Unallowable
Page charges in professional journals	(34.b) Allowable with restrictions (addressed under "Publication and printing costs")	(39.b) Allowable with restrictions (addressed under "Publication and printing costs")	(32) Allowable with restrictions	Not specifically addressed
Participant support costs	Not specifically addressed	Not specifically addressed	(33) Allowable with prior approval of the Federal awarding agency	Not specifically addressed
Patent costs	(29) Allowable with restrictions	(34) Allowable with restrictions	(34) Allowable with restrictions	(30) Allowable with restrictions
Plant and homeland security costs	(30) Allowable with restrictions	(35) Allowable with restrictions	(35) Allowable with restrictions	(29) Allowable with restrictions
Pre-agreement costs	(31) Allowable with restrictions (Pre-award costs)	(36) Unallowable unless approved by the Federal sponsoring agency	(36) Allowable with restrictions	(32) Allowable with restrictions
Professional service costs	(32) Allowable with restrictions	(37) Allowable with restrictions	(37) Allowable with restrictions	(33) Allowable with restrictions
Proposal costs	(33) Allowable with restrictions	(38) Allowable with restrictions	Not specifically addressed	(18) Allowable with restrictions
Publication and printing costs	(34) Allowable with restrictions	(39) Allowable with restrictions	(38) Allowable with restrictions	Not specifically addressed
Rearrangement and alteration costs	(35) Allowable (ordinary and normal); allowable with Federal prior approval (special)	(40) Allowable (ordinary and normal); allowable with Federal prior approval (special)	(39) Allowable (ordinary and normal); allowable with Federal prior approval (special)	Not specifically addressed
Reconversion costs	(36) Allowable with restrictions	(41) Allowable with restrictions	(40) Allowable with restrictions	(31) Allowable with restrictions

Selected Cost Item	2 CFR 225, Appendix B State, Local, & Indian Tribal Gov'ts	2 CFR 220, Section J Educational Institutions	2 CFR 230, Appendix B Non- Profit Organizations	48 CFR FAR 31.2, Section 31.205 For-Profit Organizations
Recruiting costs	(1.c) Allowable with restrictions (addresses costs of advertising only)	(42) Allowable with restrictions	(1) Allowable with restrictions	(34) Allowable with restrictions
Relocation costs	Not specifically addressed	(42.d) Allowable with restrictions	(42) Allowable with restrictions	(35) Allowable with restrictions
Rental cost of buildings and equipment	(37) Allowable with restrictions	(43) Allowable with restrictions	(43) Allowable with restrictions	(36) Allowable with restrictions
Royalties and other costs for use of patents	(38) Allowable with restrictions	(44) Allowable with restrictions	(44) Allowable with restrictions	(37) Allowable with restrictions
Scholarships and student aid costs	Not specifically addressed	(45) Allowable with restrictions	Not specifically addressed	Not specifically addressed
Selling and marketing costs	(39) Unallowable unless allowable as a public relations cost	(46) Unallowable unless allowable as a public relations cost	(45) Allowable with Federal prior approval	(38) Allowable with exceptions
Specialized service facilities	Not specifically addressed	(47) Allowable with restrictions	(46) Allowable with restrictions	Not specifically addressed
Student activity costs	Not specifically addressed	(48) Unallowable unless specifically provided for in the sponsored agreement	Not specifically addressed	Not specifically addressed
Taxes	(40) Allowable with restrictions	(49) Allowable with restrictions	(47) Allowable with restrictions	(41) Allowable with restrictions
Termination costs applicable to sponsored agreements	(41) Allowable with restrictions	(50) Allowable with restrictions	(48) Allowable with restrictions	(42) Allowable with restrictions
Training costs	(42) Allowable for employee development	(51) Allowable for employee development	(49) Allowable with limitations	(44) Allowable with limitations
Transportation costs	Not specifically addressed	(52) Allowable with restrictions	(50) Allowable	(46) Allowable with limitations
Travel costs	(43) Allowable with restrictions	(53) Allowable with restrictions	(51) Allowable with restrictions	(46) Allowable with limitations
Trustees	Not specifically addressed	(54) Allowable with restrictions	(52) Allowable with restrictions	Not specifically addressed

Appendix B: Unallowable and Allowable Costs

Unallowable Costs

All costs must be associated with project activities that are found in Appendix F. Failure to mention a particular item of cost in this section is not intended to imply that it is allowable. Please see [2 CFR Part 225](#) for further guidance on cost principles.

- *Advertising and Public Relations* - Costs of advertising and public relations designed to promote the recipient in general.
- *Alcoholic beverages* - except when the costs are associated with enhancing the competitiveness of wine grapes and prior approval is given from the awarding agency.
- *Bad debts* - Including losses (whether actual or estimated) arising from uncollectable accounts and other claims, related collection costs, and related legal costs.
- *Capital Expenditures for General Purpose Equipment* - Capital expenditures for general purpose equipment, buildings, and land. "General purpose equipment" means equipment, which is not limited to research, medical, scientific or other technical activities. Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles.
- *Contingency Provisions*. Contributions to a contingency reserve or any similar provision made for events the occurrence of which cannot be foretold with certainty as to time, intensity, or with an assurance of their happening.
- *Donated Services*. Donated or volunteer services may be furnished to a governmental unit by professional and technical personnel, consultants, and other skilled and unskilled labor. The value of these services is not reimbursable either as a direct or indirect cost.
- *Donations and Contributions*. Contributions or donations, including cash, property, and services, made by the governmental unit, regardless of the recipient.
- *Entertainment*. Amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities).
- *Excessive Airfare Costs*. Airfare costs in excess of the customary standard commercial airfare (coach or equivalent), Federal Government contract airfare, or the lowest commercial discount airfare.
- *Fines and Penalties*. Fines, penalties, damages, and other settlements resulting from violations (or alleged violations) of, or failure of the governmental unit to comply with, Federal, State, local, or Indian tribal laws and regulations.
- *Fundraising*. Organized fund raising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions regardless of the purpose for which the funds will be used.
- *Goods or Services for Personal Use*. Costs of goods or services for personal use of the governmental unit's employees regardless of whether the cost is reported as taxable income to the employees.
- *Investment Management Cost*. Costs of investment counsel and staff and similar expenses incurred to enhance income from investments.

- *Lobbying.* Development or participation in lobbying activities including costs of membership in organizations substantially engaged in lobbying.
- Business meals may not be charged as project costs when individuals decide to go to lunch or dinner together when no need exists for continuity of a meeting. Such activity is considered to be an entertainment cost. In contrast, lunch or dinner meals may be charged to the project if a justification is provided that such activity maintains the continuity of the meeting and to do otherwise will impose arduous conditions on the meeting participants. *Breakfasts for conference attendees are usually considered unallowable as it is expected these individuals will have sufficient time to obtain this meal on their own before the conference begins in the morning.*

Note: Meals consumed while in official travel status do not fall in this category. They are considered per diem expenses and should be reimbursed in accordance with the State's established written travel policies.

- *Political Activities.* Development or participation in political activities in accordance with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7326).

Allowable Costs

All costs must be associated with project activities that increase the quantity and quality of locally grown food for food insecure individuals, families, neighborhoods, and communities. Failure to mention a particular item of cost in these sections is not intended to imply that it is unallowable. See 2 CFR Part 225 for further guidance on cost principles.

- *Advertising and Public Relations.* Advertising and public relations costs increase the quantity and quality of locally grown food for food insecure individuals, families, neighborhoods, and communities.
- *Advisory Councils.* Costs incurred by advisory councils or committees
- *Capital Expenditures for Special Purpose Equipment.* With prior approval from AMS, costs associated with capital expenditures for special purpose equipment with a unit cost of \$5000 or more. "Special purpose equipment" means equipment which is used only for research, medical, scientific, or other technical activities. Examples of special purpose equipment include microscopes, x-ray machines, surgical instruments, and spectrometers.
- *Compensation for Personnel Services.* Compensation for personnel services during the period of performance under the Federal award, including salaries, wages, and fringe benefits to the extent that they are reasonable for the services rendered and they are supported with adequate documentation in accordance with 2 CFR 225 App. B ¶18h.
- *Communication Costs.* Costs incurred for telephone services, local and long-distance telephone calls, telegrams, postage, messenger, electronic or computer transmittal services and the like.
- *Foreign travel.* With prior approval from AMS, direct charges for foreign travel. Each separate foreign trip must receive such approval. For purposes of this provision, "foreign travel" includes any travel outside Canada, Mexico, the United States, and any United States territories and possessions. However, the term "foreign travel" for a governmental unit located in a foreign country means travel outside that country.

- *Materials and Supplies.* Costs incurred for materials, supplies, and fabricated parts necessary to carry out the project. Purchased materials and supplies shall be charged at their actual prices, net of applicable credits. Withdrawals from general stores or stockrooms should be charged at their actual net cost under any recognized method of pricing inventory withdrawals, consistently applied. Incoming transportation charges are a proper part of materials and supplies costs. Only materials and supplies actually used for the performance of the specified project may be charged as direct costs. Where federally donated or furnished materials are used in performing the Federal award, such materials will be used without charge.
- *Meetings and Conferences.* Costs of meetings and conferences with the primary purpose of dissemination of technical information. This includes costs of meals, transportation, rental of facilities, speakers' fees, and other items incidental to such meetings or conferences with the exception of entertainment costs as described under unallowable costs.
- *Professional service costs.* Costs of professional and consultant services rendered by persons who are members of a particular profession or possess a special skill, and who are not officers or employees of the governmental unit when reasonable in relation to the services rendered and when not contingent upon recovery of the costs from the Federal Government.
- *Proposal costs.* Costs of preparing proposals for potential Federal awards. Proposal costs should be treated as indirect costs and should be allocated to all activities of the governmental unit utilizing the cost allocation plan and indirect cost rate proposal.
- *Publication and Printing Costs.* Publication costs include the costs of printing (including the processes of composition, platemaking, press work, binding, and the end products produced by such processes), distribution, promotion, mailing, and general handling. Publication costs also include page charges in professional publications. If these costs are not identifiable with a particular cost objective, they should be allocated as indirect costs to all benefiting activities of the governmental unit. Page charges for professional journal publications are allowable as a necessary part of research costs where: (1) The research papers report work must be directly related to the grant project; and (2) The charges are levied impartially on all research papers published by the journal, whether or not by federally-sponsored authors.
- *Reconversion.* Costs incurred in the restoration or rehabilitation of the governmental unit's facilities to approximately the same condition existing immediately prior to commencement of Federal awards, less costs related to normal wear and tear.
- *Rental Costs of Buildings and Equipment.* To the extent that the rates are reasonable in light of such factors as: rental costs of comparable property, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of the property leased. Rental arrangements should be reviewed periodically to determine if circumstances have changed and other options are available.
- *Training Costs.* The cost of training provided for employee development.
- *Travel Costs.* Travel costs for transportation, lodging, and related expenses incurred by employees who are in travel status on official business of the government may be charged on an actual cost basis. Meals will be reimbursed on a per diem basis consistent with the State of Hawaii guidelines.

Appendix C: Budget Narrative

Although there is no specific format for the supplemental budget, the budget should contain a narrative in paragraph format for each project in order for AMS to determine the costs are reasonable and allowable.

1. *Personnel* – Persons employed by the grantee or subgrantee organization should be listed in this category. Those employed elsewhere would be listed as subcontractors or consultants in the “Other” category.

In order for secretarial and clerical salaries to be allowable as direct charges to the awards, a justification of how that person will be directly involved in the project must be included in the narrative. General administrative or accounting duties are not considered acceptable. The duties must be directly related to the project plan.

For each project participant, indicate their title, percent of full time equivalents (FTE), and corresponding salary for the FTE.

For example, if a project participant’s salary is \$5,000 and they are participating 50% of their time on the project, the total budgeted salary cost would be \$2,500.

2. *Fringe Benefits* – Provide the rate of fringe benefits for each project participant’s salary described in the personnel section.
3. *Travel* – Please provide the following information in the narrative if applicable: destination; purpose of trip; number of people traveling; number of days traveling; estimated airfare costs; estimated ground transportation costs; estimated lodging and meals costs; estimated mileage costs.

Mileage information at <https://www.gsa.gov/portal/content/100715>

Domestic per diem information at <https://www.gsa.gov/portal/content/104877>

****EFFECTIVE January 1, 2023, Hawaii state mileage rate for travel is \$0.655 per mile**

For consistency, interisland travel costs should be estimated as \$200 round trip airfare per person and for travel costs, refer to the website: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>
Include justification if other costs are applied.

4. *Equipment* – This category includes items of property having a useful life of more than one year and an acquisition cost of \$5,000. If the cost is under \$5,000, then include these items under SUPPLIES.

Provide an itemized list of equipment purchases or rentals, along with a brief narrative on the intended use of each equipment item, and the cost for all the equipment purchases or rentals.

Please see Section VII Restrictions and Limitations on Grant Funds for further guidance on equipment.

- Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct and indirect charges.
- Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5000 or more have the prior approval of AMS.

- Rental costs of buildings and equipment are allowable as direct costs in accordance with the cost principles in Subpart T of 7 CFR Part 3015.
5. Supplies – This is anything with acquisition cost under \$5,000 and could be anything from office supplies and software to educational or field supplies. For non-typical materials & supplies items, include a brief narrative of how this fits with the project.

Provide an itemized list and estimate the dollar amount for each item.

For example, office supplies such as pens, paper, toner, etc. - \$500; Gardening supplies such as soil and fertilizer - \$500.

Items such as telephone, postage, fax and express mail are more appropriately listed under the “Other” category.

6. Contractual – Provide a short description of the services each contract covers and include the flat rate fee OR the total hourly rate fee for each contract.

Compensation for contractor/consultant services should be reasonable and consistent with that paid for similar services in the marketplace. Contractual hourly rates that exceed the salary of a GS-15 step 10 Federal employee in your area (\$82.26/hour) https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2021/HI_h.pdf , unless one of the following justifications is provided.

1. A description of the steps you took to hire a contractor, which includes obtaining a cost/price analysis from at least three contractors who can perform the service. The purpose of the cost analysis is to review and evaluate each element of cost to determine reasonableness. (Please provide company name and contract amount for each analysis.)

OR

2. Due to the complexity or uniqueness of the project, the pool of available and qualified contractors is limited. Therefore, the selected contractor’s specialized qualifications necessitate hiring at a rate beyond a GS-15 step 10. (Please outline the unique qualifications of the contractor.)

If the contract is for service or maintenance, costs should be in direct correlation to the use of the equipment for the project (i.e., if a particular machine is used 50% of the time for the project, the project should only be charged 50% of the service contract paid from Federal funds.)

7. Other – Provide a detailed description of all other direct costs such as:
- a. Conferences/Meeting - Costs of holding a conference or meeting are included in this category. Some examples are the rental of facilities or equipment for the meeting. Details of costs for each conference or meeting should be broken out and provided in the budget.
 - i. Meals may not be charged as project costs when individuals decide to go to lunch or dinner together when no need exists for continuity of a meeting. Such activity is considered to be an entertainment cost. Meals may be charged to the project if such activity maintains the continuity of the meeting and to do otherwise will impose arduous conditions on the meeting participants. Some examples of acceptable reasons are that the conference facility is located in a remote area

where public facilities are not accessible; there will be a speaker and business discussions during the meal; there is insufficient time available to allow participants to go out on their own. If one or more of these justifications cannot be met, or if there are no other acceptable and compelling reasons, then the meals should not be charged to the award. The attendees should be responsible for providing their own meals.

- ii. Breakfasts for conference attendees are usually considered unallowable as it is expected these individuals will have sufficient time to obtain this meal on their own before the conference begins in the morning. This does not pertain to persons in a travel status. When paying for the travel of a person to attend a conference, meals and lodging may be included in the cost without additional justification.
 - b. Communications – Mailings, postage, express mail, faxes, and telephone long distance charges. Provide the estimated cost for this category.
 - c. Speaker/Trainer Fees- Provide the amount of the speaker's fees and a description of the services they are providing
 - d. Publication Costs –Provide the estimated cost of printing of brochures and other program materials or scientific or technical journals.
 - e. Data collection - Provide the estimated cost of collecting performance data to measure the project outcome measures.
8. PROGRAM INCOME – Indicate the nature or source of program income (for ex: registration fees) If program income is earned it may be used for 1) expanding the project or program; 2) continuing the project or program after the grant or sub grant support ends; and 3) supporting other projects or programs that further the broad objectives of the grant program.

MGFSP PROJECT TEMPLATE

AWARD YEAR 2022

The Micro-Grants for Food Security Program (MGFSP) requires that the eligible entities submit this project template that details the necessary information to fulfill the goals and objectives of their project. The acceptable font size for the narrative is 11 or 12 pitch with all margins at 1 inch.

PROJECT TITLE

Provide a descriptive project title in 15 words or less in the space below.

DURATION OF PROJECT

Start Date:

Start Date

End Date:

End Date

ELIGIBLE ENTITY TYPE

☐ Native Hawaiian, Indian tribe or tribal organization

☐ Local or tribal government that may not levy local taxes under State or Federal law.

Nonprofit organization that is engaged in increasing food security, including -

☐ Religious Organization

☐ Food Bank

☐ Food Pantry

Federally funded education facility, including -

☐ Head Start program or an Early Head Start program

☐ Public elementary school or public secondary school

☐ Public institution of higher education

☐ Tribal College or University

☐ Job Training Program

PROJECT PARTNER AND SUMMARY

In 250 words or less, provide a very brief description of the project. This summary will be made available to the public. A Project Summary includes:

- 1. The name of the applicant organization that, if awarded a grant, will establish an agreement or contractual relationship with the State department of agriculture to lead and execute the project,*
- 2. A concise outline of the project's objectives and outcome(s),*
- 3. A description of the general tasks to be completed during the project period to fulfill this goal,*
- 4. An estimate of how much food will be produced over 12 months,*
- 5. A description of how the project will help with food insecurity,*
- 6. An estimate of how many beneficiaries your project will feed/support,*
- 7. A description of the project area, and*
- 8. A description of how you will measure and keep track of the amount of food you produce.*

FOR EXAMPLE:

The ABC Food Bank will enhance food production, food purchasing, and food-preparation skills by creating on-site, hands-on education programs for food insecure populations.

PROJECT PURPOSE

PROVIDE A LISTING OF THE OBJECTIVES THAT THIS PROJECT HOPES TO ACHIEVE

The objectives must be related to addressing the issue(s), problem(s), or need(s) mentioned in the summary (above). Objectives should be one sentence that describes the main reason(s) and goal(s) of the proposal. One or two objectives is preferred. Add objectives as necessary.

Objective 1

Objective 2

EXPECTED MEASURABLE OUTCOMES

SELECT THE APPROPRIATE OUTCOME(S) AND INDICATOR(S)/SUB-INDICATOR(S)

OUTCOME 1, OUTCOME 2, and OUTCOME 3 -- You must choose all of these outcomes and at least one indicator for each outcome.

OUTCOME 4 – Optional; adds detail to the project and provides information about the project.

OUTCOME 1: TO INCREASE THE QUANTITY AND QUALITY OF LOCALLY GROWN FOOD FOR FOOD INSECURE INDIVIDUALS, FAMILIES, NEIGHBORHOODS, AND COMMUNITIES

Outcome 1 addresses the MGFSP legislation requiring subrecipients to measure the quantity of food grown, written as follows: "the quantity of food grown through small-scale gardening, herding, and livestock operations".

Indicator	Description	Estimated Number	N/A
1.a.	Total <u>number</u> of project beneficiaries/stakeholders to be reached		<input type="checkbox"/>
1.b.	Of the number in 1.a., the number that will create or expand a small-scale: 1. Gardening operation 2. Herding operation 3. Livestock operation	1. 2. 3.	<input type="checkbox"/>
1.c.	Of the number in 1.a., the number that will gain knowledge of local food production strategies through attending agriculture-focused job training or education programs		<input type="checkbox"/>
1.d.	Of the number in 1.a., the number that will gain knowledge of food processing and safety practices for handling, preparing, and storage of food		<input type="checkbox"/>

OUTCOME 2: TO INCREASE FOOD SECURITY FOR AT-RISK MEMBERS OF THE COMMUNITY THROUGH THE DEVELOPMENT AND ENHANCEMENT OF LOCAL AGRICULTURAL RESOURCES AND STRATEGIES

Outcome 2 addresses the MGFSP legislation requiring subrecipients to measure the number of food insecure individuals fed, written as follows: "the number of food insecure individuals fed as a result of the subgrant".

Indicator	Description	Estimated Number	N/A
Of the total number of project participants, the:			
2.a.	Number of new farmers who went into local food production		<input type="checkbox"/>
2.b.	Number of new or existing delivery systems/access points reached that will expand and/or improve locally produced product or service offerings		<input type="checkbox"/>
2.c.	Number of opportunities created or maintained for small-scale gardening, herding, or livestock operations		<input type="checkbox"/>
2.d.	Customer counts increased during the project performance period		<input type="checkbox"/>
	Initial (Original) Customer Count		
	Estimated Final (Resulted) Customer Count		
	Percent Change $((n \text{ final} - n \text{ initial}) / (n \text{ initial}) * 100 = \% \text{ change})$	%	

OUTCOME 3: TO PROVIDE THE RESOURCES TO INCREASE THE QUANTITY AND QUALITY OF LOCALLY GROWN FOOD FOR FOOD INSECURE INDIVIDUALS, FAMILIES, NEIGHBORHOODS, AND COMMUNITIES

Outcome 3 addresses the MGFSP legislation written as follows: on page 4, III. Eligible Projects of the RFP 23-04-MDB.

Indicator	Description	Estimated Number	N/A
Of the uses of subgrant funds listed in III. Eligible Projects (page 5) of the RFP:			
3.a.	Number of measurable items, units, animals, fish, sea crops, seeds, feet of fencing, etc. resulted / delivered by the project		<input type="checkbox"/>
3.b.	Number of pounds of food produced, or number of eggs, or number of items (cans, bottles, units) of value-added products resulted from the project		<input type="checkbox"/>
3.c.	Other measurable indicator – describe indicator and unit of measure		<input type="checkbox"/>

HDOA is interested in developing Outcomes and Indicators for MGFSP as the program continues to develop. Eligible entities are encouraged to add Outcome(s) and Indicator(s) – {table provided below} based on relevant regional challenges or opportunities not covered in the Outcomes and Indicators provided above. Creativity is highly recommended, particularly regarding any metrics measuring the individual's or organization's responsiveness to regional realities, keeping in mind the purpose of the funding which is to increase the quantity and quality of locally grown food in food insecure communities.

OUTCOME 4: _____

Outcome 4 addresses _____

Indicator	Description	Estimated Number
4.a.		
4b.		
4c.		

DATA COLLECTION TO REPORT ON OUTCOMES AND INDICATORS

Describe how you plan to collect the required data and how you intend to measure each of the selected outcome(s) and indicator(s) in the space below.

List Outcome / Indicator	How the data will be collected

PROJECT TIMELINE, ACTION AND WORK PLAN

SHOW THE TIMELINE FOR THE PROJECT

You must create a timeline for the project identifying and starting with MONTH 1 taking the timeline through the duration of the project. **EXAMPLE below is the format to be included in the proposal.**

EXAMPLE

OUTCOME(S) and Indicator(s)	ACTION The action plan to achieve the Outcome(s) and indicator(s)	BUDGET The portion of the budget expended to complete the action	PERSON who will oversee and/or complete the action	MONTH (Month 1, 2, 3, 4...) TAKE PHOTOS COLLECT DATA
<p><i>Outcome 1: To increase the quantity and quality of locally grown food for food insecure individuals, families, neighborhoods, and communities</i></p> <p><i>Indicator:</i></p> <p><i>1. a. Total <u>5</u> of project beneficiaries / stakeholders to be reached.</i></p> <p><i>1.b. Of the number in 1.a., the number that will create or expand a small-scale:</i></p> <p><i>Gardening operation - <u>3</u></i></p> <p><i>Livestock operation - <u>2</u></i></p>	<p>Buy supplies – garden tools, chicken coops and chickens, feed, seeds, fruit trees, soil, fertilizer, hand tiller and fencing</p> <p>Save all receipts</p>	\$10,000	Hawaii Individual	<p>Month 1 -2 Set up chicken coop, fencing</p> <p>Month 3-5 Plant fruit trees, soil preparation, plant vegetable seeds</p> <p>Month 5 – 10 Tend to chickens and fruit trees and vegetable plants; collect eggs and harvest produce</p> <p>Month 11- 12 Write final report using template provided</p>

BUDGET NARRATIVE

The budget narrative must show the total cost for the project and describe how category costs listed in the budget are derived. The budget justification must provide enough detail to easily understand how costs were determined and how they relate to the Project Objectives and Expected Measurable Outcomes. Applicants should review the Request for Applications section 4.5 Funding Restrictions prior to developing their budget narrative and for more information on allowable and unallowable expenses.

Expense Category	Federal Funds Requested
Personnel	
Fringe Benefits	
Travel	
Equipment	
Supplies	
Contractual	
Other	
TOTAL	

MATCHING FUNDS VERIFICATION

All eligible organizations must provide a 10 percent cash match on the amount received under the subgrant, in the form of non-Federal cash resources; this matching provision has been waived for individuals.

By checking the box to the right, I confirm that my organization received written verification (i.e. signed letter from the matching organization) of match commitment from any party, including the eligible entity, who will contribute a cash match of non-Federal resources to this project in the amount of 10 percent of the total project budget.

☐

Cost Share or Match Request	
TOTAL	

PERSONNEL

List each person who has a substantive role in the project and the amount of the request and/ or the value of his or her match. Personnel costs should be reasonable for the services rendered, conform to the established written policy of your organization, and consistently applied to both Federal and non-Federal activities.

#	Name/Title and Justification for Requesting Funds	Level of Effort (# of hours OR % FTE)	Annual Salary Requested	Total Funds Requested	Match Value
1			\$	\$	\$
2			\$	\$	\$
3			\$	\$	\$

Personnel Subtotal

FRINGE BENEFITS

Provide the fringe benefit rates for each of the project's salaried employees described in the Personnel section. The costs of fringe benefits should be reasonable and in line with the established policies of your organization.

#	Name/Title	Fringe Benefit Rate	Funds Requested	Match Value
1			\$	\$
2			\$	\$
3			\$	\$

Fringe Subtotal	
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TRAVEL

Explain the purpose for each Trip Request. Please note that travel costs are limited to those allowed by formal organizational policy; in the case of air travel, project participants must use the lowest reasonable commercial airfares. For recipient organizations that have no formal travel policy and for-profit recipients, allowable travel costs may not exceed those established by the Federal Travel Regulation, issued by GSA, including the maximum per diem and subsistence rates prescribed in those regulations. This information is available at <http://www.gsa.gov>.

#	Trip Destination, Dates, and Justification for Requesting Funds	Type of Expense (airfare, car rental, hotel, meals, mileage, etc.)	Unit of Measure (days, nights, miles)	# of Units	Cost per Unit	# of Travelers Claiming the Expense	Funds Requested	Match Value
1							\$	\$
2							\$	\$
3							\$	\$

Travel Subtotal	
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CONFORMING WITH YOUR TRAVEL POLICY

By checking the box to the right, I confirm that my organization's established travel policies will be adhered to when completing the above-mentioned trips in accordance with [2 CFR 200.474](#) or [48 CFR subpart 31.2](#) as applicable.

☐

EQUIPMENT

Describe any special purpose equipment to be purchased or rented under the grant. "Special purpose equipment" is tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost that equals or exceeds \$5,000 per unit and is used only for research, medical, scientific, or other technical activities.

Rental of "general purpose equipment" must also be described in this section. Purchase of general-purpose equipment is not allowable under this grant without prior approval.

#	Item Description and Justification for Requesting Funds	Rental or Purchase	Acquire When?	Funds Requested	Match Value
1				\$	\$
2				\$	\$
3				\$	\$

Equipment Subtotal	
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SUPPLIES

List the materials, supplies, and fabricated parts costing less than \$5,000 per unit and describe how they will support the purpose and goal of the proposal and enhance the competitiveness of specialty crops.

Item Description and Justification for Requesting Funds	Per-Unit Cost	# of Units/Pieces Purchased	Acquire When?	Funds Requested	Match Value
				\$	\$
				\$	\$
				\$	\$

Supplies Subtotal

CONTRACTUAL/CONSULTANT

Contractual/consultant costs are the expenses associated with purchasing goods and/or procuring services performed by an individual or organization other than the applicant in the form of a procurement relationship. If there is more than one contractor or consultant, each must be described separately. (Repeat this section for each contract/consultant.)

ITEMIZED CONTRACTOR(S)/CONSULTANT(S)

Provide a list of contractors/consultants, detailing the name, hourly/flat rate, and overall cost of the services performed. Please note that any statutory limitations on indirect costs also apply to contractors and consultants.

#	Name/Organization and Justification for Requesting Funds	Hourly Rate/Flat Rate	Funds Requested	Match Value
1			\$	\$
2			\$	\$
3			\$	\$

Contractual/Consultant Subtotal

CONFORMING WITH YOUR PROCUREMENT STANDARDS

By checking the box to the right, I confirm that my organization followed the same policies and procedures used for procurements from non-federal sources, which reflect applicable State and local laws and regulations and conform to the Federal laws and standards identified in [2 CFR Part 200.317 through.326](#), as applicable. If the contractor(s)/consultant(s) are not already selected, my organization will follow the same requirements.



OTHER

Include any expenses not covered in any of the previous budget categories. Be sure to break down costs into cost/unit. Expenses in this section include, but are not limited to, meetings and conferences, communications, rental expenses, advertisements, publication costs, and data collection.

If you budget meal costs for reasons other than meals associated with travel per diem, provide an adequate justification to support that these costs are not entertainment costs. See Request for Applications section 4.5.3 Allowable and Unallowable Costs and Activities for further guidance.

Item Description and Justification for Requesting Funds	Per-Unit Cost	Number of Units	Acquire When?	Funds Requested	Match Value
				\$	\$
				\$	\$
				\$	\$

Other Subtotal	
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PROGRAM INCOME

Program income is gross income—earned by a recipient or subrecipient under a grant—directly generated by the grant-supported activity or earned only because of the grant agreement during the grant period of performance. Program income includes, but is not limited to, income from fees for services performed; the sale of commodities or items fabricated under an award (this includes items sold at cost if the cost of producing the item was funded in whole or partially with grant funds); registration fees for conferences, etc.

Source/Nature of Program Income	Description of how you will reinvest the program income into the project	Funds Expected
		\$
		\$

Program Income Total	
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NOTICE TO BIDDERS

Pursuant to Chapter 103D, Hawaii Revised Statutes

The Department of Agriculture, Market Development Branch, is seeking proposals in response to a Request for Proposals RFP-23-04-MDB.

The Hawaii State Department of Agriculture (HDOA) will administer a competitive request for proposal process to award federal funds for proposals submitted by eligible organizations to increase the quantity and quality of locally grown food in food insecure communities that import a significant quantity of food. Activities funded by the MGFSP may include small-scale gardening, small-scale herding and livestock operations and expanding access to food and food knowledge of food security through competitive distribution of subawards to eligible organizations. In this RFP, the HDOA will award up to \$10,000 per project with a 10% cash match requirement, for a maximum of 15 projects.

An electronic copy of the Proposal submitted using the MGFSP Project Template in Word format, must be emailed to hdoa.addrfp@hawaii.gov and received by the Department of Agriculture, Market Development Branch, no later than **12:00 Noon Hawaii Standard Time on Thursday, June 15, 2023**. Proposals received after the deadline of 12:00 Noon. H.S.T. shall not be processed by staff or reviewed by the evaluation committee.

For further information, interested parties may contact Yukashi Smith, Phone: (808) 973-9627; Facsimile: (808) 973-9590.; Email: yukashi.m.smith@hawaii.gov.

Procurement Notice posted on

MATCH VERIFICATION LETTER

[Application Authorized Organizational Representative]

[Applicant Organization Address]

Dear [Application Authorized Organizational Representative]:

We commit to providing the following matching funds to the 2022 Micro-grants for Food Security Program, application: [Project title]

- 1. Cash in the total amount of \$XXX, which we will provide during the grant period January 1, 2024, through December 31, 2024, or until the project ends, whichever is sooner.
 - a. Funds will be used for [provide particular item(s) corresponding to the budget narrative or describe how the applicant will otherwise use the funds].
 - b. We will provide the following amounts per year:

Year:	Amount:
Year 1	\$

- c. The following optional in-kind items/activities with a total fair market value of \$XXX:

Item/Activity (add additional lines as needed)	Fair Market Value per Unit:	How Fair Market Value Determined (must provide documentation):	Amount Donated Year 1:
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Sincerely,

[Signature of Matching Organization Representative]

[Printed Name of Matching Organization Representative]

[Title]

[Email, address and phone number if not already included on letterhead.]