**Attachment A**

**TRANSMITTAL and OFFER LETTER RFP LLCP2024**

**Name of Point of Contact: Phone:**

**Email:**

Legacy Land Conservation Program

Department of Land and Natural Resources, Division of Forestry and Wildlife 1151 Punchbowl Street, Room 325

Honolulu, Hawaii 96813

The undersigned (1) has carefully read and understands the terms and conditions specified in RFP LLCP2024, the Special Provisions attached hereto, and in the current Hawaii Attorney General's General Conditions, by reference made a part hereof and available at [http://spo.hawaii.gov/wp-content/uploads/2014/02/103D-General-](http://spo.hawaii.gov/wp-content/uploads/2014/02/103D-General-Conditions.pdf) [Conditions.pdf](http://spo.hawaii.gov/wp-content/uploads/2014/02/103D-General-Conditions.pdf) and hereby submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof; (2) understands and agrees that by submitting this offer, the undesigned a) declares the offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts;

b) certifies that the price submitted was independently arrived at without collusion; and

1. certifies that the statements and information contained in this proposal, including all attachments, are true and accurate to the best of the undersigned's knowledge and understands that if any statements are shown to be false or misrepresented, this proposal may be rejected.

**Proposal Title:**

**Total Amount of Proposal: $**

If awarded a grant, the contract or purchase order with the State would be made with the following entity (please use the **exact legal name** as registered with the Dept. of Commerce and Consumer Affairs):

Legal name of organization

Address (Contract and Billing Address must be the same)

|  |  |  |
| --- | --- | --- |
| State Tax ID No. (GE) |  | Federal Tax ID No. |
| **Offeror Signature** | **Date** |  |
| **Print Name** | **Title** |  |

# ATTACHMENT A – FISCAL YEAR 2024 PROPOSAL FOR LLCP OMM GRANT SCOPE OF WORK – NARRATIVE

1. Background on property and current management to date (200 words maximum).
2. Description of proposed activities and justification of need (500 words maximum).
3. List of deliverables and timeframe for completion (500 words maximum).
4. Maps: Insert maps for on the ground actions showing the specific location where all proposed activities listed in Scope of Work will take place. More than one Scope of Work item can be combined in a single map if it is legible and clear where all actions will take place. Include property ownership, and TMK numbers on all maps.

**BUDGET** (Use worksheets downloaded from the webpage for this solicitation)

Prior to a distribution of grant funds—except for a distribution of an approved advance payment— an applicant shall supply evidence of actual costs and expenditures, including documentation demonstrating that a reasonable price was secured for a good or service, to the satisfaction of the department.

* 1. Eligible Expenditures
     1. For management grants, eligible expenditures of grant funds shall be limited to the following:
        1. Equipment;
        2. Maintenance and repair;
        3. Materials and supplies;
        4. Professional services to prepare a management plan; and
        5. Professional services to prepare an environmental assessment.
  2. Matching Funds
     1. Where the awardee of a management grant is a county agency or a nonprofit land conservation organization, the awardee must provide additional matching funds of at least **twenty-five per cent (25%)** of the total project costs. Matching funds may be in the form of:
        1. Direct moneys;
        2. A combination of public and private funds;
        3. Land value donation;
        4. In-kind contributions; or
        5. Any combination of the above.
     2. A qualifying entity shall supply evidence of matching funds to the satisfaction of the department prior to distribution of the grant, except for distribution of an approved advance payment.
     3. For management grants, matching funds costs shall be determined by the department and limited to the following:
        1. Equipment;
        2. Maintenance and repair;
        3. Materials and supplies;
        4. Professional services to prepare a management plan; and
        5. Professional services to prepare an environmental assessment.
     4. A qualifying entity shall supply evidence of matching funds sources and expenditures to the satisfaction of the department prior to a distribution of grant funds, except for distribution of an approved advance payment.
     5. Matching fund expenditures must be reasonable and necessary for accomplishing project objectives and the purpose of the program.
     6. A qualifying entity must demonstrate the basis and method for valuation of in- kind contributions. Donated services must be provided by skilled professionals. In-kind contributions must be an integral and necessary part of the approved project.
     7. In a case where the actual total project cost at time of payment is less than the estimated total project cost stated in the project application, the department shall require an awardee to maintain the same proportion of matching funds to awarded funds that is set forth in the project application.

**LLCP 2024 Proposed Budget**

Use worksheets downloaded from the webpage for this solicitation).

What entities are providing the matching funds and what is the status (secured; pledged; pending, e.g. application submitted; aspirational) (150 words maximum)?

How much of budget is requested as an advance payment (if any?) and why is an advance requested (150 words maximum)? Any approved advances shall be limited to fifteen per cent of the approved award, or the minimum amount needed, whichever is less. An Awardee must demonstrate that the requested advance funds are urgently needed to protect, restore, or maintain resources at risk.