

- benchmarking performance
5. Maui Invasive Species Committee – University of Hawaii (MISC – UH): Currently benchmarking performance
 6. Auwahi Forest Restoration Project (AFRP - UH): Currently benchmarking performance
 7. Honokowai and Wahikuli Source Protection – (Kapunakea – TNC): Currently benchmarking performance
 8. Pu’u Kukui Watershed Preserve – Living Pono (PKW— LP): Currently benchmarking performance
 9. East Molokai Watershed Partnership – The Nature Conservancy (EMoWP - TNC): Currently benchmarking performance
 10. Hawaii Agriculture Research Center (HARC): 1st Qtr Request for Payment, Currently benchmarking performance
 11. Bio Economic Models for Protection Against Miconia Invasion Project (Bio-Econ – UH) - Currently benchmarking performance

Process and Benchmarking

DWS solicits proposals for its Watershed Protection Grants Program every fiscal year. Projects that comprehensively address threats to the department’s water sources such as climatic conditions, which result in loss of habitat and upland forests linked to water recharge, fog drip and source availability, and destruction of native forests caused by non-native, invasive animals and plants. Projects should be in line with the department’s mission to “Provide Clean Water Efficiently”.

Applicants are required to have an existing and approved Watershed Management Plan. When applicants meet all of the Watershed Protection Grants Program requirements summarized in the current fiscal year Request for Proposal (RFP), they are eligible to submit a project proposal to DWS. A Grants Review Committee made up of DWS staff and other County employees familiar with grants management evaluates all project proposals.

Key benchmarks are used to determine the overall performance of each grantee after each performance period. These key performance benchmarks are as follows:

1. Administrative benchmarks: DWS refers back to the designated evaluation criteria established in Section IX, Evaluation criteria, of the FY19 RFP shown here:

EVALUATION CRITERIA	MAX. POINTS
Degree to which the public uses and benefits from subject project to protect or enhance drinking water supply and provide public education opportunities	25
Cost to benefit ratio; projects that have significant potential to protect or enhance water supply and quality per grant dollar; and the plan to tackle the complexity of the project	20

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Ability to administer and manage DWS grants efficiently and diligently including: <ul style="list-style-type: none"> ● Program efficiency to optimize use of funds and reduce costs ● Financial reporting 	15
Ability to complete deliverables and complete projects timely within a planned scope of work, including project performance history	15
Project improvement over the last three (3) years	15
Matching/leveraged funds obtained from other sources as part of the current proposal or a proposal approved in FY 2017	5
Quality and completeness of the application package	5

2. Deliverables benchmarking: Each grantee is responsible for deliverables under their contract. We examine how proposed deliverables are met based on quarterly reports. These deliverables may be any of the follow tasks:

1. Ungulate control
2. Weed control
3. Invasive plant control
4. Revegetation
5. Resource monitoring/research
6. Community outreach
7. Research, germination, and planting

3. Expenditure benchmarking: Each quarterly report is accompanied by quarterly invoices and contains details on expenditures related to accomplishing deliverables. Agreements within each grantees signed contract and the DWS general terms and conditions provide the specific and general budgetary guidelines and rules to follow. We expect all of our grantees to comply and be fiscally responsible.

Expenditures are broken down to several categories. In FY 2019, these categories were:

- A. Payroll costs
- B. Transportation costs
- C. Contractual services costs
- D. Facilities costs
- E. Utilities costs
- F. Travel costs
- G. Field crew costs
- H. Supplies and Equipment costs
- I. Administrative and overhead costs
- J. Other costs

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Honorable Alice L. Lee
Chair, Water and Infrastructure Committee
Maui County Council
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4. Due diligence benchmarking: Every grantee is expected to follow their agreed upon contract and the DWS general terms and conditions.
5. Reporting benchmarking: Reporting quality matters because it provides the necessary details in case of auditing, to answer questions about how deliverables were executed, if there were unforeseeable limitations and constraints, and why expenditures are justified. It also exhibits a grantee's ability to manage public funding transparently and responsibly.

Should you have any questions, please feel free to contact me at ext. 7816.

Sincerely,



Jeffrey T. Pearson, P.E.
Director of Water Supply

cc: Helene Kau, Deputy Director

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