CITY AND COUNTY OF HONOLULU

SOLICITATION NO. RGP-DCS-GIA2028

REQUEST FOR GRANT PROPOSALS (RGP)
Grants in Aid (GIA) Fiscal Year 2028
Addendum No. 1

Honolulu, Hawai'i

Date: November 4, 2026

TO ALL PROSPECTIVE OFFERORS:

The following changes are hereby made and incorporated as part of Solicitation No. RGP-DCS-GIA2028:

1. Delete the following files in their entirety:

   - GIA 2028 Appendix A Sect III IV Tier I.xlsx,
   - GIA 2028 Appendix A Sect III IV Tier II.xlsx,
   - GIA 2028 Appendix A Sect I II V VI Tier I.docx,
   - GIA 2028 Appendix A Sect I II V VI Tier II.docx,

   And replace with the following files:

   - GIA 2028 Appendix A Sect III IV Tier I - Addendum No. 1.xlsx
   - GIA 2028 Appendix A Sect III IV Tier II - Addendum No. 1.xlsx
   - GIA 2028 Appendix A Sect I II V VI Tier I - Addendum No. 1.docx
   - GIA 2028 Appendix A Sect I II V VI Tier II - Addendum No. 1.docx

2. Add the following to GIA Program & Application Process, E. PREPARATION OF GRANT PROPOSALS, end of second paragraph (page 8 of the RGP):

   "Proposer shall use the latest version of these files. In the event that amendments or corrections are made to the RGP during the open posting period, the updated files will replace any previous versions."

3. Delete EVALUATION CRITERIA: TIER I ($5,000.00 TO $10,000.00), EVALUATION CRITERIA (BONUS POINTS), Section C (page 20 of the RFP), in its entirety and replace with the following:

"

EVALUATION CRITERIA (BONUS POINTS)	
C. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may	

apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the subtotal criteria points will be awarded to Grantees based on the criteria below.	
No City Contracts or Grants awarded in the last five (5) fiscal years	**5**
Maximum Criteria Bonus Points	**5**

"

4. Delete Frequently Asked Questions, the response of "When will the Grant period begin?" on page 25 of the RGP, and replace with the following:

"The Grant Activity period will generally begin on or about October 1 of the fiscal year as indicated in the RGP, subject to the CITY'S discretion in the event of Grantee need or timeliness of contracting activities."

5. Delete Exhibit A Tier I GIA Agreement, Appendix F: General Terms and Conditions (page 8), Section XI. PROCUREMENT, SUBCONTRACTING AND FISCAL SPONSORSHIPS, items A, and 1 through 4 in their entirety and replace with the following:

"A. Procedures for procuring goods, services and subcontracts. If a GRANTEE desires to procure or subcontract any part of the services under this Agreement with costs exceeding the greater of $1,000.00 or ten percent (10%) of the Grant amount, the GRANTEE must follow the guidelines below:

1. First obtain the DCS Director's written consent;

2. Follow a procedure to assure the avoidance of purchasing unnecessary or duplicative goods, services or subcontracts;

3. Ensure the solicitation is based upon a clear and accurate description of the expected good and services;

4. Enter into contracts only with responsible contractors who possess the potential ability to successfully perform or deliver expected goods and services. Consideration shall be given to such matters as contractor integrity, record of past performance, financial and technical resources or accessibility to other necessary resources;"

6. The following questions has been received and their responses are as follows:

Question 1: Can I have my contact and email added to receive future grant solicitations from DCS?

- Please contact the Office of Grants Management or visit their website at https://www.honolulu.gov/dcs/grants to sign up for notification updates.

Question 2: We are having trouble accessing this website: http://hands.ehawaii.gov/hands/opportunities to download the RGP form. Is there another way to access the form online?

- No. The Hawaii Awards & Notices Data System (HANDS) website cited above is the sole official portal where the RGP and application materials are posted and downloadable.

Question 3: Multiple inquires have been received about the character count in the Tier II Grant application.

- Please refer to item 1 of this addendum. Word document templates have been updated and corrected to resolve character count limitations.

Question 4: Multiple inquires have been received about the grant period in the Excel templates are pre-filled with "10/1/2028-9/30/2029."

- Please refer to item 1 of this addendum. The grant activity period within the Excel templates has been corrected.

Question 5: Page 6 of the RGP-DCS-GIA2-28 states: "Each awarded Grants in Aid grant (Grant) shall be used to provide services to economically and/or socially disadvantaged populations or provide services for public benefit in the areas of the arts, culture, economic development or the environment, as further defined..." however; Environment is not listed as a Grant Activity option to check on page 2 of Appendix A: Tier II Grant Proposal, even though Environment is listed in the description on the same page.

- Please refer to item 1 of this addendum. The "Environment" category option has been added to the updated Appendix A grant application documents.

Question 6: Multiple inquiries have been received about the notary requirement for Certificate of the Board of Directors Authorization to Assign Authority.

- Notary is no longer required.

Question 7: Can an organization with an active City GIA award apply for and potentially receive funding under FY2028, even if its current grant agreement or project period overlaps with the new funding cycle?

- Yes. An organization with an active award may apply. However, if awarded, grant funds cannot be commingled, and project activities or line-item expenditures cannot be duplicated across grant terms.

Question 8: How does an existing City GIA award impact the evaluation and consideration of a new proposal, particularly when the proposed project supports a different program or service?

- Applicants that have not received any City grant or contract within the last five (5) fiscal years will receive five (5) bonus evaluation points. If an organization has

received funding under any City contract or grant during that timeframe, bonus points will not be awarded.

Question 9: We understand that organizations may submit multiple applications but may receive no more than one award. Could you confirm that this limitation applies to awards within the FY2028 funding cycle and does not include awards received in previous fiscal years?

- Yes.

Question 10: Could you could provide formal guidance on whether state/government agency without 501(c)3 status is ineligible to apply for this program?

- Please refer to GIA PROGRAM & APPLICATION PROCESS, Sections I. MANDATORY REQUIREMENTS and P. FISCAL SPONSORSHIPS (pages 10 and 14 of the RGP).

Question 11: Schedule of Events > Deadline to Submit Requests for Clarifications, p. 3: What is the time (HST) deadline on Friday, November 13, 2026?

- When no specific time is stated, the City will accept requests received up until 11:59 PM HST on the deadline date.

Question 12: GIA Program & Application Process > C. Grants in Aid Objectives and Consideration > 2. Considerations > Bonus Points, page 7: “The highest consideration will be given to applications that do not receive other funding or any form of assistance from the CITY.” Define “any form of assistance from the CITY.”

- “Assistance” refers to any active or prior funding, agreements, or contracts awarded by any department or agency of the City and County of Honolulu.

Question 13: GIA Program & Application Process > E. Preparation of Grant Proposals > 2. Electronic Version of Application, page 9: “ELECTRONIC VERSION OF APPLICATION (attach to the original application).” Explain how the flash thumb drive is to be attached.

- The flash drive must be physically attached to the hard-copy original application submittal.

Question 14: GIA Program & Application Process > I. Mandatory Requirements > 7. Single Event, p. 11: “Tier I Grants are intended to fund a single event, performance, or other non-programmatic activity.” Can funds be designated for a specific single activity within the single event? For example, educational displays within a festival. Or will this be evident from the budget and budget narrative?

- It is up to the organization to decide how funds will be used for the event/cohort.

Question 15: GIA Program & Application Process > I. Mandatory Requirements > 9. Liability Insurance, p. 11: “The Grant Proposer shall assure it will comply with liability insurance requirements.” Are the insurance requirements the ones stated in Exhibit A

Tier I GIA Agreement Appendix F: General Terms and Conditions, IX. Insurance Requirements, p. 7?

- Yes.

Question 16: Frequently Asked Questions > When will the Grant period begin, p. 25: "The Grant Activity period will generally begin on or about October 1, 2024 subject to the CITY'S discretion in the event of Grantee need or timeliness of contracting activities." Should the begin date be October 1, 2027?

- Please see item 4 of this addendum. Note that the official grant start date is dependent upon the issuance of a Notice to Proceed (NTP), which is contingent upon full execution of the grant agreement by both parties. The Grant Activity Period corresponds directly to the start of the applicable City Fiscal Year. For example, if the RGP is issued for Fiscal Year 2025 (FY2025), the grant period would generally begin on October 1, 2024. For FY2028, the start date is generally October 1, 2027.

Question 17: Appendix A, Grant Proposal, Tier I, Section I Summary > G. Council District, p. 1: "Total Amount Requested (must be $25,000 to $150,000)" Should the "must be" be $5,000 to $10,000?

- Yes. Please refer to item 1 of this addendum; the document template has been corrected to reflect the Tier I range of $5,000.00 to $10,000.00.

Question 18: Appendix A, Grant Proposal, Tier I, Section VI. Required Attachments > B. Personnel Capacity > 2. Key Staff, p. 13: "Resumes or Statement of Qualifications of Key Staff". The Grant Activity will be carried out by a consortium of volunteer groups and individuals. Is the "Key Staff" in reference to the grantee organization, i.e., the non-profit organization?

- "Key Staff" refers to the core personnel, project leaders, or coordinators within the applicant organization (and key partner leads) who demonstrate the capacity to successfully manage and oversee the grant activity.

Question 19: EXHIBIT A TIER I GIA AGREEMENT, Appendix C: Scope of Work > III. Modification of Services Scope and Budget > A. Prior Approval, p. 1: "The GRANTEE shall request and obtain, in writing, the prior approval of the DCS Director for every modification/budget revision alleged to be necessary for any of the following reasons:" Are budget reallocations (that do not affect the total budget) considered a modification?

- Yes.

Question 20: EXHIBIT A TIER I GIA AGREEMENT, Appendix E: Funding > II. Reports and Disbursements > A.2. Receipts and Accounting Records, p. 1:

"The GRANTEE shall be required to retain receipts and accounting records, and provide substantiating documentation for up to six (6) years after the final payment has been paid." Must original receipts be retained? Or is a digital record (e.g., vendor's invoice received digitally) acceptable?

- Digital records and online bank statement records are acceptable.

Question 21: EXHIBIT A TIER I GIA AGREEMENT, Appendix E: Funding > II. Reports and Disbursements > B. Final Payment, 3. Non-Gratuity Affidavit, p. 3: "A signed and notarized Non-Gratuity Affidavit." Define "non-gratuity affidavit." Is sample language for the affidavit available?

- A Non-Gratuity Affidavit is a sworn statement certifying that no money, gifts, or gratuities were offered or given to City officials or employees in connection with the award or execution of the grant agreement. Standard form templates will be provided to awarded grantees during the contracting phase.

Question 22: EXHIBIT A TIER I GIA AGREEMENT, Appendix F: General Terms and Conditions > II. Mandatory Grant Management Training, p. 1: "The GRANTEE shall be required to attend a grant management training session conducted by DCS, unless the DCS Director approves the GRANTEE's excusal from attending such session." How is the grantee notified of the training session and its pertinent details (e.g., date, time, place, in person vs. webcast, etc.)?

- A Project Officer from the Department of Community Services will contact you should your organization be awarded funds.

Question 23: EXHIBIT A TIER I GIA AGREEMENT, Appendix F: General Terms and Conditions > XI. Procurement, Subcontracting and Fiscal Sponsorships, p. 8: "Parceling, or diving the purchase of same, like or related goods or services into purchases of smaller quantities, to evade the procurement requirements is not permitted." A definition of "GOODS" and the procedures for procuring GOODS are not stated. Is a set of procedures to be followed?

- Procurement procedures must align with the general principles of the Hawaii Public Procurement Code (HRS Chapter 103D). Grantees are expected to conduct purchases in a manner that ensures maximum open and free competition, avoids artificial splitting of purchases "parceling"), and maintains clear documentation of cost reasonableness. Formal definitions for procurement terms can be found in HRS §103D-104. HRS 103D references can be found at: https://www.capitol.hawaii.gov/hrscurrent/vol02_ch0046-0115/HRS0103D/HRS_0103D-.htm. Also see item 5 of this addendum.

Question 24: EXHIBIT A TIER I GIA AGREEMENT, Appendix F: General Terms and Conditions > XI. Procurement, Subcontracting and Fiscal Sponsorships > A. Procedures for procuring services and subcontracts, p. 8: Define "services." Would printing of flyers be considered a service or a good? Would production of a banner be considered a service or a good?

- If organization is entering into an agreement for provision of a consumable supply, it would be a service. Production of the custom banner would be service. Purchased pre-manufactured off-the-shelf items or raw supplies qualify as goods. Also see response to the question 23 regarding formal definitions off procurement terms.

Question 25: EXHIBIT A TIER I GIA AGREEMENT, Appendix F: General Terms and Conditions > XI. Procurement, Subcontracting and Fiscal Sponsorships > B. Procedures for procuring Grant-funded capital assets, p. 9: Define "capital assets."

- Refer to Appendix D Section III of the sample grant agreement. If the Grant Activity involves the purchase of a capital asset, that is, any asset (other than improvements to real estate) used in the GRANTEE's operations with an acquisition cost exceeding the greater of $10,000.00 or ten percent (10%) of the Grant amount per unit, and an initial depreciable useful life extending beyond one financial reporting period of the GRANTEE (such capital asset, a "Grant Asset").

Question 26: EXHIBIT A TIER I GIA AGREEMENT, Appendix F: General Terms and Conditions > XVI. Advertising and Promotion, p. 14: "The CITY may review and approve all advertising content prior to media materials being published or released, including any acknowledgement that financial support for the event is provided in part by the CITY." Is there an established procedure for requesting review and approval? For example, where is content to be submitted, how many advance days are required for review and approval, is there an assumption to proceed if the CITY does not respond in a reasonable (or stated) time?"

- The clause states the City "may review" (not "shall review in all cases"). Review procedures primarily apply when an organization requests formal authorization to feature the official Seal of the City and County of Honolulu on promotional materials. Awardees should submit proposed logo placements or media drafts to their assigned DCS Project Officer at least 10 business days prior to release. Materials may not be published with the City Seal without explicit written approval.

Question 27: EXHIBIT A TIER I GIA AGREEMENT, Appendix F: General Terms and Conditions > XVII. Miscellaneous > Z. Professional Qualifications, p. 17: "The GRANTEE shall have in its employ such persons as are professionally qualified to engage in the Grant Activity." The Grant Activity will be carried out by a consortium of volunteer groups and individuals. Does this eliminate us from applying for funding?

- No. Having volunteers execute activities does not disqualify an applicant, provided the applicant organization maintains adequate administrative and supervisory oversight to ensure activities are conducted competently and safely.

Question 28: Tier II construction projects: Would construction of a loʻi and an outdoor learning center be considered a "construction project" for Tier II eligibility purposes?

- Yes. Please note that all Tier II grant funds must be fully expended within the designated grant fiscal year and cannot be carried over or pooled into a multi-year capital fund. Additionally, construction projects must comply with all applicable State and Federal environmental and historic preservation review requirements.

Question 29: Payment request frequency: Under the cost-reimbursement and deliverable-based payment structure, may grantees submit payment requests periodically, such as monthly or upon completion of individual deliverables, or must they wait until the entire project is complete? Please confirm the allowable submission frequency and any conditions for requesting payment during the project period.

- Tier I grants disburse up to 80% as an initial advance, with the final payment disbursed upon submittal and approval of the final project report. Tier II grants operate on a cost-reimbursement basis and require monthly progress reporting along with monthly expenditure reimbursement requests.

Question 30: Can you please confirm who signs and prints the page: “CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS”?

- Any designated officer or authorized member of the organization’s Board of Directors.

Question 31: If funds are awarded under this grant, when is the earliest the contract period can begin and funds can be requested?

- October 1, 2027, subject to the execution of a formal grant agreement and issuance of a Notice to Proceed.

Question 32: Professional liability insurance: Does the $1,000,000 professional liability requirement apply to individual subject-matter experts receiving small honoraria ($500) for reviewing educational content?

- The $1,000,000 professional liability requirement applies to formal subcontracts for professional services. If the subject-matter expert is engaged as a guest speaker/reviewer receiving an honorarium rather than under a professional services sub-agreement, the requirement does not apply. However, if the expert is acting as a formal consultant under contract, insurance or a written waiver approved by the City is required.

Question 33: Participant stipends: Are attendance-based stipends for youth participants in a leadership development program allowable under “Other Costs,” and is attendance documentation sufficient substantiation?

- Participant stipends are allowable. However, attendance logs alone are insufficient. To substantiate expenditure for reimbursement or audit, grantees must also maintain formal written stipend distribution policies, signed receipt acknowledgments by recipients/guardians, and general ledger proof of bank disbursement.

Question 34: Council districts: For an island-wide program, may applicants allocate the request across districts in proportion to where participants live?

- Applicants proposing island-wide programs should allocate their estimated budget and project impact proportionately across City Council Districts based on the anticipated geographic distribution of clients/residents served.

Question 35: We would like to purchase a vehicle dedicated to transporting and distributing emergency food supplies and shelf-stable meal kits. Could you please clarify whether the purchase of a vehicle is an allowable expense under the FY2028 Grants in Aid program? Additionally, can vehicle acquisition be included alongside other program expenses (e.g., emergency meal kits, storage, emergency program coordinator) within a single Tier II proposal? If eligible, are there any restrictions regarding vehicle cost or use after the grant period?

- Yes, vehicle purchases and related programmatic operational costs are allowable under a single Tier II proposal. Please refer to Appendix D, Section III of the sample Grant Agreement for information on Capital Asset Purchases.

Question 36: Are general operating costs allowed for the project application?

- General standalone operating/administrative costs are not eligible as primary standalone awards. However, indirect administrative costs and operational overhead directly supporting the specific proposed Grant Activity are allowable up to the limits set forth in the application guidelines.

PAULA A. YOUNGLING
Purchasing Administrator