CITY AND COUNTY OF HONOLULU

SOLICITATION NO. RGP-DCS-GIA2028

REQUEST FOR GRANT PROPOSALS (RGP)
Grants in Aid (GIA) Fiscal Year 2028
Addendum No. 2

Honolulu, Hawai'i

Date: NOV 13 2026

TO ALL PROSPECTIVE OFFERORS:

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

1. Delete:

   - GIA 2028 Appendix A Sect III IV Tier I - Addendum No. 1.xlsx

   And replace with:

   - GIA 2028 Appendix A Sect III IV Tier I - Addendum No. 2.xlsx

2. The following questions have been received and their responses are as follows:

   Question 37: Our organization is recognized by the IRS as tax-exempt under section 501(c)(3), but is classified as a private foundation (it files Form 990-PF). Is an organization with this classification eligible under Mandatory Requirement 1? If eligible, does the most recent Form 990-PF satisfy the requirement to attach the organization's most recent Form 990?

   - Yes. Alternatively, financial statements may be submitted.

   Question 38: Can GIA funding support a second year of an existing program currently funded through an FY2027 GIA award, with new components and expanded services?

   - Yes.

   Question 39: Is the purchase of a vehicle to support program activities an allowable expense? If so, should it be included under Equipment Purchase in Appendix A Section III IV Tier II?

   - Refer to Question 35 and its response in Addendum No. 1.

   Question 40: Does the organization have to be incorporated in Honolulu County or the City of Honolulu to be eligible to apply?

- No; however, grant funds must be used exclusively to provide services to residents of the City and County of Honolulu.

Question 41: We are registered to do business in Hawaii. But because of a delay in processing our annual report, the state's website says we're "not in good standing." However, we will be once the state processes our submission. How does this affect our proposal—does it make us less competitive or ineligible to apply?

- No. If awarded, the applicant must be compliant prior to contract execution.

Question 42: Is an indirect cost request that is exactly equal to 5% of the grant amount requested allowable? If so, then the calculation of max indirect costs in Appendix A Section III Budget is not written properly.

- See Item 1 of this Addendum No. 2. The GIA 2028 Appendix A Sect III IV Tier I - Addendum No. 2.xlsx file has been updated. The Tier II Excel file functions as intended.

Question 43: We are interested in submitting a Tier II proposal and would appreciate clarification on whether participant stipends are an allowable budget expense. Specifically, our program provides stipends to youth participating in structured educational internships, contingent upon fulfillment of program requirements and learning activities. Would these stipends qualify as an allowable direct program expense under the grant?

- Refer to Question 33 and its response in Addendum No. 1.

Question 44: Section VI requests certificates of insurance showing current coverage. If an applicant does not currently carry insurance, may it submit a statement committing to obtain the required coverage before contract execution, or must insurance already be in place when the application is submitted?

- For Tier I single-event programs, a letter stating that the applicant will obtain insurance prior to the event is acceptable. For Tier II applications, active insurance coverage must be in place prior to contract execution.

Question 45: Could you also confirm the types of insurance and minimum coverage limits required?

- Refer to the Sample Grant Agreements (Exhibits A and B). Also refer to Question 15 and its response in Addendum No. 1.

Question 46: Page 3 of the application only references the item regarding arrears. Where is the "Authorization to Assign Authority" document located?

- If awarded, the awardee will be required to submit this form prior to contract execution. The document will be provided by the City.

Question 47: Page 2 is where our Executive Director will sign, which acknowledges [authority to sign]. It is the same language as previous years – has this supplanted "Authorization to Assign"?

- No. Refer to Question 46 and its response.

Question 48: I will be applying using a fiscal sponsor. My program is a standalone venture and receives no money from the fiscal sponsor. As such, do I need to record past City funding the fiscal sponsor has received over the past three years even though the sponsored organization has received none of those funds?

- Yes. Because the legal contract will be executed directly with the Fiscal Sponsor (as the legal applicant of record), all prior City funding received by the Fiscal Sponsor must be disclosed.

Question 49: We plan to apply for a Tier I grant for a one-day mobile clinic held on-site in a houseless community on the Leeward coast. A licensed vet team would provide spay and neuter surgeries along with vaccines and basic care. The owners we serve generally can't use existing programs..., which [may] require ID, proof of public assistance, and transporting the animal to a clinic. Would the City view the spay and neuter part as duplicating City-funded programs under the "needs already being filled by City resources" review factor? Or would a mobile service that reaches people unable to use those programs be considered filling a gap?

- The applicant must clearly articulate in its proposal how the proposed services do not duplicate existing City-funded programs and how the project addresses a clear gap or unserved need within the community.

Question 50: May the pro-rata share of a grantee's liability insurance premium attributable to the Grant Activity be budgeted as a direct cost under "Other Costs" in Appendix A, Section III, or must it be included under Indirect Costs, subject to the 5% limit?

- Yes, the pro-rata share of a grantee's liability insurance premium attributable to the Grant Activity may be budgeted as a direct cost under "Other Costs" (Appendix A, Section III), provided it is not also recovered through indirect costs. Alternatively, grantees may include it within their indirect cost calculation (subject to the 5% limit), provided the cost is treated consistently and not duplicated across both categories.

Question 51: Is there a required or preferred method for calculating the pro-rata share (ie; number of event days or attendance), and what documentation should accompany monthly reimbursement requests for this cost?

- There is no single mandatory formula, provided the allocation method used is rational, equitable, and consistently applied. Insurance must be charged proportionally based on the percentage that the covered grant activity represents relative to the organization's overall services or operations (e.g., time-allocated exposure, event-specific duration, or activity-based proportion). If awarded, the DCS Project Officer will provide specific guidance regarding documentation requirements.

PAULA A. YOUNGLING
Purchasing Administrator