CITY AND COUNTY OF HONOLULU

SOLICITATION NO. RGP-DCS-GIA2028

REQUEST FOR GRANT PROPOSALS (RGP)
Grants in Aid (GIA) Fiscal Year 2028
Addendum No. 3

Honolulu, Hawai'i

Date: NOV 19 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 II - Addendum No. 1.xlsx

   And replace with:

   - GIA 2028 Appendix A Sect III IV Tier II - Addendum No. 3.xlsx

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

   Question 52: I would like to request a copy of this list [...] and any applications for submissions.

   - Refer to Question 2 and its response in Addendum No. 1.

   Question 53: On the Tier II proposal document, there is no option for Environment. Should L be Environment? And if so, can we change it?

   - Refer to Question 5 and its response in Addendum No. 1.

   Question 54: 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? Could you also confirm the types of insurance and minimum coverage limits required?

   - Refer to Question 15 and its response in Addendum No. 1; Questions 44, 45 and their responses in Addendum No. 2.

   Question 55: I wanted to ask about the Certificate of Insurance that is required. Are there any specific Insurance requirements (lines and limits) that need to be displayed on the Certificate of Insurance?

- Refer to Question 15 and its response in Addendum No. 1; Questions 44 and 45 and their responses in Addendum No. 2; and the Sample Grant Agreements (Exhibits A and B).

Question 56: In the FY2028 application, page 3, the entire notary certification section has been removed. The page now contains only the Certificate of the Board of Directors – No Obligations in Arrears, requiring a signature and printed name.

- Refer to Question 6 and its response in Addendum No. 1.

Question 57: Could you please confirm the direct link to the current RGP, application forms, and any addenda? Also, would a Honolulu-based nonprofit proposing a youth arts and creative education project be eligible to apply, and are there mandatory requirements we should check before preparing a proposal?

- Refer to Question 2 and its response in Addendum No. 1. All details regarding eligibility and mandatory requirements are outlined in the full solicitation package.

Question 58: Instructions to Grant Proposers > Selection Process, p. 5: Will we be informed when our proposal moves to the GIA Advisory Commission?

- No. However, all applications are required to be submitted to the Commission by January 20th by law.

Question 59: GIA Program & Application Process > H. Initial Review and Rejection of Grant Proposals, p. 10: Will we be informed of a proposal rejection and the reason(s) for the rejection?

- The applicant will be notified of a disqualification via email sent to the contacts listed in the proposal.

Question 60: Our organization's cost to serve each visitor is approximately $30 across three access initiatives: Title I and Head Start field trips, *Museums for All* ($5 reduced admission for SNAP/WIC families), and a public library partnership providing free family day passes. Would a per-visitor admission subsidy—covering the difference between our $30 cost and any reduced fee paid, or the full $30 where admission is free—be an allowable expense under Section III Budget, "Other Costs"?

- Yes.

Question 61: Could the grant cover the full $30 per-visitor cost for Title I and Head Start students so that participating schools pay no admission fee?

- Yes.

Question 62: If a per-visitor subsidy is allowable, what documentation would the City require with monthly invoices? (We can provide a per-visitor cost worksheet with its formula, attendance records, school invoices, and redeemed library passes.)

- If awarded funds, DCS may request additional documentation, which may include formal attestation by the Title I schools.

Question 63: For Museums for All, staff check a visitor's SNAP/EBT or WIC card at admission without retaining copies or personal information. Would a daily log recording the number of verified visitors be sufficient documentation of eligibility?

- It is preferable to have a signed attestation to prove visitors' eligibility.

Question 64: If a per-visitor subsidy is not allowable, should applicants budget only the direct costs of delivering these visits (such as educator wages and program supplies)?

- Yes, budgeting for direct delivery costs is also acceptable.

Question 65: Is there a maximum allowable percentage of grant funding that may be allocated to Executive Director compensation or administrative salaries? Additionally, are Executive Director hours spent providing direct program services, such as [...] intake and resource navigation, considered direct service expenses rather than administrative expenses?

- As stated on pages 12 and 24 of the RGP, administrative salaries are limited to 25% of the total Grant Amount. If the Executive Director provides direct services, those hours can be charged as direct program expenses, provided the organization can substantiate via documentation that the time charged is dedicated to direct client services.

Question 66: We propose applying with the University [..] Foundation as fiscal sponsor (the grantee of record) for a project directed by a [...] faculty member and held at a University venue. Is this structure eligible, and under Model A or Model B sponsorship?

- Please check directly with the University Foundation. In the past, internal University policies have prevented contracting for City grants due to specific terms required in the City's grant agreement.

Question 67: The fiscal sponsor fee (up to 10%) — is it budgeted as a direct expense in Section III, and is it inside or outside the 5% indirect cost cap?

- It should be budgeted under "Other Costs."

Question 68: The 25% cap on administrative salaries — what counts toward it? Does part-time project staff time count, or only sponsor/administrative charges?

- Any time spent performing administrative duties—meaning duties not related to the direct delivery of services—counts toward the 25% cap.

Question 69: For Section A (community need), what does the Commission accept as substantive validation for an arts and culture project — attendance data, partner organization letters, published demographic or arts-access data?

- The applicant must best determine how to answer Section A using the character limits provided.

Question 70: Are artist fees and honoraria, artist travel to Honolulu, and exhibition production and installation costs allowable project expenses?

- Yes.

Question 71: Costs cannot be incurred before the Notice to Proceed. What is the anticipated Notice to Proceed date for FY2028 awards, and would exhibition activities in Fall 2027 fall within the allowable activity period?

- A fully executed contract with the City must be in place before a Notice to Proceed is issued. Most grants have an anticipated start date of October 1, 2027 (for FY2028). Grant activities shall not begin, and costs may not be incurred, prior to the issuance of the Notice to Proceed.

Question 72: At the compliance stage, can the Certificate of Insurance requirement be satisfied through the fiscal sponsor's existing coverage?

- Yes, provided the fiscal sponsor's coverage meets the required coverage levels (as per State law) and types indicated in the GIA sample contracts (Exhibits A and B).

Question 73: For the flash-drive submission: must the single PDF include Sections III and IV converted from the Excel files, in addition to Appendix A?

- Yes.

Question 74: Appendix A Section II template: the narrative is cut off before reaching the listed character counts. In question A which is 5000 characters it is stopping at approximately 3000 characters. In question B which is 3000 characters it is stopping at approximately 2000 characters. I have accounted for spacing and narrative is below the listed characters in both cases. The remaining sections are accurate. What can I do to resolve this issue?

- Refer to Question 3 and its response in Addendum No. 1. Please ensure you are using the updated Appendix A Word document template available for download on the HANDS website.

Question 75: Please clarify the following items in the Tier II Section III Budget form. Other Costs, rows 84 to 99. Each Other Costs amount is calculated by a formula that multiplies cells F, G, and H. On the form as provided, those cells are merged into the description box, so no amount can be entered and every Other Costs line calculates to $0. May applicants unmerge those cells and enter the cost per month, number of months, and percentage allocated to the grant, leaving the formulas unchanged? If not, how should Other Costs be entered?

- Applicants should enter the amount of "Other Costs" directly in column I, rows 84 to 99. The Excel file has been updated to reflect this change.

Question 76: Indirect cost check, cell I105. The check that compares indirect costs to the 5% limit refers to cell E24, an "Other" line, instead of the Indirect Costs line in row 27. Should applicants rely on the check in cell F105, which refers to the Indirect Costs line?

- No. The formula in cell I105 has been corrected to reference cell E27.

Question 77: For a Tier I grant funding a single cultural workshop, are purchases of equipment that will remain with the grantee after the event (folding tables, chairs, a small refrigerator, a portable sound system, a prefabricated storage shed) allowable direct costs?

- Yes.

Question 78: Are permanent site improvements (an outdoor sink, gazebo, or picnic tables installed at a leased or partner-owned site) allowable under a Tier I grant?

- No.

Question 79: Is light food and beverage for workshop participants an allowable cost?

- Yes.

Question 80: Are live plants given to participants to keep allowable as program supplies?

- Yes.

Question 81: Is staff preparation time and personal-vehicle mileage for gathering program materials allowable, and at what mileage rate?

- Yes. Personal-vehicle mileage is reimbursed at the current federal standard rate.

Question 82: We are preparing a possible Tier II proposal, to be submitted through a qualified 501(c)(3) fiscal sponsor as grantee, for an affordable rental housing project in Kailua serving low-income households.

(1) Related-party rent: May grant funds be used to pay rent or a master-lease payment for housing units in a property owned by a founder, director, or related entity of the sponsored project organization? If so, what conditions apply - for example fair-market documentation, disclosure, independent approval, or a City determination? For context, the pilot site is [...] (4 units, 2 bed / 1 bath each), owned by [...], whose equal members are [...] and [...], both directors of [...] (in formation). A second adjacent property, [...], owned solely by [...], is not part of the proposed FY2028 pilot.

- While costs may be eligible, if awarded a grant, further review and discussion with the City will be required prior to entering into a contract.

(2) Improvements to privately owned property: May grant funds be used for construction or renovation of a property that the applicant / sponsored organization does not own? If so, what site control is required (for example a lease term, recorded covenant, or affordability restriction), and for how long must the affordability benefit remain in place?

- Yes. Refer to Section IV. GRANT ACTIVITY INVOLVES IMPROVEMENTS TO REAL ESTATE in Appendix D of the sample Tier II Grant Agreement (Exhibit B).

(3) Fiscal sponsor review: For a Model A or Model B fiscal sponsorship, what documents, in addition to the board-certified resolution and fiscal sponsorship

agreement listed in the RFP, does the City review to determine the validity of the sponsorship arrangement?

- Please refer to the Tier II Grant Application (Appendix A, Section VI: Required Attachments).

Question 83: Could you confirm whether the following proposals would be considered "construction projects" under Tier II and whether either would be eligible for funding?

(1) Traditional Hawaiian hale: The organization's priority is to construct a traditional hale at its māla to provide shade and gathering space for school groups, workshops, and Hawaiian cultural practitioners. 'Ohana would participate in gathering and preparing materials through construction, guided by a hālau of hale builders. The building process would itself be a cultural learning opportunity, while the completed hale would support ongoing educational activities and cultural practice.

(2) Movable container office: The organization is also considering a small, movable shipping-container office at the māla. The office could move with the organization as it expands to a larger adjoining site. Would its mobility affect how this proposal is classified under Tier II?

- If the hale requires permitting under State or City laws, it is classified as a construction project under Tier II. Assuming that it is a permanent or semi-permanent structure built on the land to support your operations, it is eligible for funding as a Real Estate Grant Asset (an improvement to real estate) and is subject to the terms in the Tier II Sample Grant Agreement (Exhibit B). Similar to the hale, if installing or modifying the shipping container requires State or City permits (for example, due to size, anchoring, or utility hookups), it is classified as a construction project under Tier II; otherwise, it may be evaluated as an equipment purchase depending on how it is affixed and used. Mobility alone does not exempt an operational facility from being treated as a Real Estate Grant Asset under the Sample Grant Agreement. If funded as a Real Estate Grant Asset, the contract restricts encumbering the asset without DCS Director approval and may impose a Use Restriction Agreement for up to five (5) years, which could limit your ability to relocate the office without prior City approval. See Exhibit B, Appendix D: Term, Section IV. GRANT ACTIVITY INVOLVES IMPROVEMENTS TO REAL ESTATE.

Question 84: I am still waiting for a certificate of good standing from the DCCA pending an annual report we filed in August. I have contacted their offices; however, I know that there is a tremendous backlog due to their systems not being updated. This is the only item that has stalled our certification and I was wondering if exceptions will be made in light of this.

- Refer to Question 41 and its response in Addendum No. 2.

Question 85: [We are] a newly formed Hawaii nonprofit corporation [...]. Due to DCCA processing delays, documents dependent on our DCCA record—such as the Certificate of Good Standing and Hawaii Compliance Express clearance—may not be issued prior to the proposal deadline [...]. If a required DCCA-issued document is unavailable by the proposal deadline, will the City accept proof of pending filing (e.g., DCCA filing

confirmation and file number) in the interim? If temporary proof is accepted, what is the deadline to submit the final issued document?

- Refer to Question 41 and its response in Addendum No. 2.

Question 86: As our application for IRS tax-exempt status is also currently pending, what specific documentation does the City require in lieu of an issued IRS determination letter?

- If the determination letter is not available, a formal notice confirming that the IRS is reviewing the organization's 501(c)(3) status will be sufficient. However, if the organization is not approved for 501(c)(3) status by the time of contracting, its award will be forfeited.

PAULA A. YOUNGLING
Purchasing Administrator