

SOLICITATION DOCUMENT NO. RGP-DCS-GIA2028



**NOTICE TO GRANT PROPOSERS
REQUEST FOR GRANT PROPOSALS (RGP)**

Description: Grants in Aid (GIA) Fiscal Year 2028

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 pursuant to Section 9-205 of the Revised Charter of the City and County of Honolulu 1973 (Amended 2021 Edition), as amended (RCH).

Requesting Agency: Department of Community Services, City & County of Honolulu, Hawaii

Grant Proposals received after the deadline date and time or received at a location other than the address stated within this RGP will not be accepted.

Except as otherwise authorized in this RGP, Grant Proposers shall not make any contact or have communication in relation to this RGP with any CITY department or employee directly involved with this RGP.

Questions relating to this RGP may be directed to the CITY at bfspurchasing@honolulu.gov.

APPROVED:


PAULA A. YOUNGLING
PURCHASING ADMINISTRATOR

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EXHIBIT A: TIER I GRANT AGREEMENT, INCLUDING:

APPENDIX A: FINAL GRANT PROPOSAL, BUDGET, AND SCHEDULE [RESERVED FOR COMPLETION AFTER THE CONDITIONAL GRANT AWARD]

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APPENDIX B: SPECIAL PROVISIONS [RESERVED FOR COMPLETION AFTER THE CONDITIONAL GRANT AWARD]

APPENDIX C: SCOPE OF WORK

APPENDIX D: TERM

APPENDIX E: FUNDING

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SCHEDULE OF EVENTS

All times indicated are Hawaii Standard Time (HST). If a component of this schedule is delayed, the rest of the schedule will likely be shifted by the same number of days. The schedule is as follows, unless otherwise amended:

RGP RELEASED:	Friday, October 9, 2026
DEADLINE TO SUBMIT REQUESTS FOR CLARIFICATIONS:	Friday, November 13, 2026
LAST DAY TO ISSUE ADDENDA:	Thursday, November 19, 2026
DEADLINE FOR GRANT PROPOSALS*:	Monday, November 30, 2026 2:00 P.M. HST

*Grant Proposals shall be received ONLY at:

Division of Purchasing
Department of Budget and Fiscal Services
530 South King Street, Room 115, City Hall
Honolulu, HI 96813

Grant Proposals received after the deadline date and time, or received at a location other than the above address, will not be accepted.

INSTRUCTIONS TO GRANT PROPOSERS

INFORMATION VIDEOS

The CITY will post informational videos at the following link [<link to video>](#) regarding the requirements of and conditions to receiving GIA funds. Grant Proposers **are strongly encouraged to view the video of the session.**

Each Grant Proposer should consider having all necessary personnel view the informational video, including but not limited to, their grant writer, program manager, and accountant. Any questions or requests for clarification must be submitted in writing to bfs purchasing@honolulu.gov.

CLARIFICATIONS AND INQUIRIES

Each Grant Proposer shall carefully review this RGP for inconsistencies and ambiguities. Except as otherwise authorized in this RGP, Grant Proposers shall not make any contact or have communication in relation to this RGP with any CITY department or employee directly involved with this RGP.

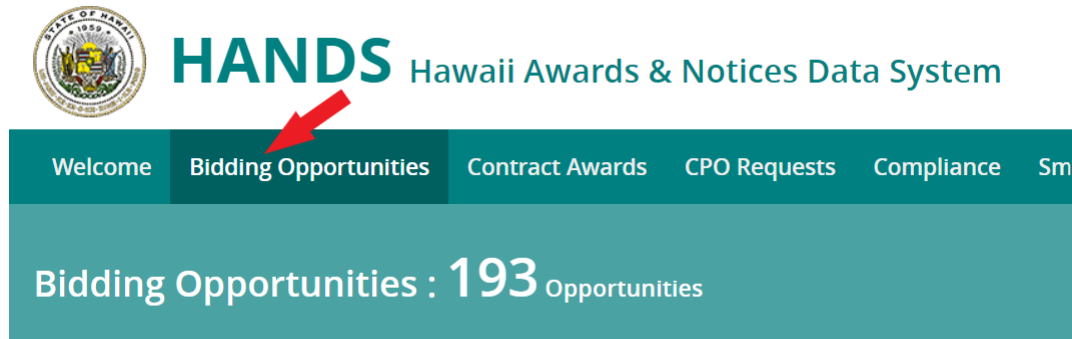
Requests for clarifications must be made in writing no later than the date listed in the Schedule of Events, with inquiries transmitted to bfs purchasing@honolulu.gov.

The CITY shall not be obligated to respond to requests for clarification received after the deadline.

All questions and answers (Q&A) will be posted as addenda to the solicitation at:

<https://hands.ehawaii.gov/hands/>

Click on “Bidding Opportunities” and use the keyword(s) search box.



This page displays an up to date listing of notices for solicitations, requests for information, and other solicitation notices used to assist in the procurement of goods, services, construction, professional services and health and human services throughout the State and its municipalities. 

Enter keyword(s)

Example keywords: refuse, IFB-100-SW, Q17000556, Kauai, DAGS

Each Grant Proposer is solely responsible to check the HANDS website for any updates and addenda issued by the City. **There will be no email notification when an addendum is posted. Prior to submitting a grant proposal, the Grant Proposer should double check HANDS to ensure no further addenda have been posted.**

SOLICITATION ADDENDA

Oral interpretations, clarifications, and changes will have no legal effect. Only interpretations, clarifications, and changes provided by the CITY as formal written addenda to this RGP shall be binding.

CANCELLATION OF SOLICITATION

The CITY reserves the right to cancel this RGP in whole or in part and at any time during the solicitation process.

SELECTION PROCESS

Grant Proposals are processed and reviewed for eligibility and feasibility by CITY staff, including the feasibility and validity of Fiscal Sponsorship arrangements. Eligible Grant Proposals are provided to the GIA Advisory Commission (Commission), which meets during the months of January and February to select its recommendations for grant awards. The Commission's recommendations are forwarded to the Honolulu City Council (Council) by March 4. The CITY makes final selection and approval of grant awards as part of the budget process. Grant Awardees will be notified of their award via a Conditional Award Letter at the beginning of the Fiscal Year (July 1) which will set the guidelines for the grant contracting process. Grant negotiations must be completed and signed contracts returned to the CITY in a timely manner as stated in the Conditional Award Letter, or the grant award may be rescinded.

Grant Awardees shall have up until forty-five (45) days from the start of the fiscal year (July 1) to comply with the terms of the Conditional Award Letter, which includes, but is not limited to, providing 1) an executed Grant Agreement; 2) a Hawaii Compliance Express Certificate of Vendor Compliance; and 3) a current, valid Certificate of Insurance. The contract award may be rescinded if the Grant Awardee fails to meet this deadline.

The above information is provided as guidance only. Applicants should not rely on the above information to project funding schedules and should incorporate flexibility and contingency planning into funding schedules in the event the grant funding discussed herein is delayed. Each Grant Proposer assumes all risks of awards, notices to proceed, and payments occurring later than the Grant Proposer's expectations, and the CITY disclaims any obligation and liability therefore and thereby.

COSTS INCURRED BEFORE THE NOTICE TO PROCEED DATE ARE NOT ALLOWABLE AND WILL NOT BE PAID.

GIA PROGRAM & APPLICATION PROCESS

A. EXEMPTION FROM HRS CHAPTER 103D

This solicitation is exempt from HRS Chapter 103D. Accordingly, procurement requirements, including protest procedures, shall not apply to this RGP.

B. GIA ADVISORY COMMISSION

The Commission was established to review the Grant Proposals in accordance with RCH Section 9-205.

The Commission shall evaluate the Grant Proposals in accordance with the evaluation criteria set forth in this solicitation and the GIA priorities and priorities set forth by Council via Resolution No. 20-263, CD1 or any superseding Resolution.

The Commission shall submit a report setting forth its recommendations to Council.

C. GRANTS IN AID OBJECTIVES AND CONSIDERATION

1. OBJECTIVES.

Subject to certain limited exceptions, the Grants in Aid Fund (GIA Fund) now represents the sole source of CITY grant funds. Prior applicants to retired CITY grant programs – for example, programs administered by the Mayor's Office of Culture and the Arts (MOCA) and the CITY's Office of Economic Development (OED) – are strongly encouraged to submit eligible Grant Proposals in response to this RGP.

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:

- **Public Services.**

Funds in this category must be used to support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable including, but not limited to, seniors, persons with disabilities, children, and victims of domestic violence, homeless persons, and those suffering from the effects of substance abuse or poor mental health.

- **Arts, Culture, Community/Economic Development, and the Environment.**

Funds in this category must be used to support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate-income areas. Projects could include, but are not limited to, creating, developing and empowering community-based organizations, providing planning, organizational support, and technical assistance to organizations, supporting financial literacy programs and services, supporting

micro-enterprise and business training, and supporting programs that promote cultural or environmental enhancement, protection, or awareness.

“Arts” means and includes music, dance, painting, drawing, sculpture, architecture, drama, poetry, prose, crafts, industrial design, interior design, fashion design, photography, television, motion picture art and all other creative activity of imagination and beauty.

“Culture” means and includes the arts, customs, traditions and mores of all of the various ethnic groups of Hawaii.

2. CONSIDERATIONS.

- Bonus Points
 - The highest consideration will be given to applications 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 of Grants in Aid Funds.
 - Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to, vulnerable residents and/or have physical limitations. Proposers wishing to be awarded bonus points for being an Age-Friendly Honolulu project must register for and watch an informational video at <https://www.hiphi.org/age-friendly-honolulu/>.
 - If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements.
- After an initial scoring of the Grant applications:
 - Projects that provide services to only one (1) Council district will be recommended for funding from the top scoring project downward until each district has no less than \$250,000 recommended for projects that are specific and exclusive to that district.
 - All other projects will then be considered and recommended for funding from the top scoring project downward until the remaining Available Grant Funds are awarded.
 - “Available Grant Funds” are defined as the GIA funds available for distribution as Grants for the fiscal year it is being solicited for.
 - Although organizations may submit multiple applications, no organization will be awarded more than one (1) Grant.

D. REQUESTED AMOUNT

The requested amount for Tier I Grants must be at least FIVE-THOUSAND AND NO/100 DOLLARS (\$5,000.00) and no more than TEN-THOUSAND AND NO/100 DOLLARS (\$10,000.00).

The requested amount for Tier II Grants must be at least TWENTY-FIVE THOUSAND AND NO/100 DOLLARS (\$25,000.00) and no more than ONE HUNDRED FIFTY THOUSAND AND NO/100 DOLLARS (\$150,000.00).

If applying for a Construction/Renovation Project, the full award amount should be expended within twenty-four (24) months of the start of the fiscal year they are awarded, unless otherwise approved by DCS Director.

The total amount requested, including the amounts indicated in the Council district breakdown section, must be in whole numbers.

In the event Council modifies the GIA policies and priorities over the course of this solicitation (including, but not limited to, adjustments to the minimum and/or maximum Grant amounts for Tier I and/or Tier II), the CITY shall incorporate such modifications into this RGP through issuance of an addendum. Grant Proposers are strongly encouraged to track this solicitation for any and all addenda that may be issued prior to the Deadline for Grant Proposals, and use only the updated forms (if any) attached to the addendum that gives notice of the modifications.

E. PREPARATION OF GRANT PROPOSALS

The Grant Proposer shall complete the appropriate Grant Proposal forms (there are different Appendices for Tier I and Tier II Grants) provided in electronic format and titled:

- Appendix A - Sect I, II, V, & VI.docx (MS Word File)
- Appendix A - Sect III & IV.xlsx (MS Excel File)

Please be aware that there are different Appendix A files for Tier I and Tier II Grants. Applications submitted with the wrong Tier Appendix A forms will be disqualified.

The CITY requires that one (1) original Grant Proposal and one (1) electronic file of the complete Grant Proposal be provided, as follows:

1. HARD COPY OF GRANT PROPOSAL

One (1) original Grant Proposal including all required attachments from Section VI.1 of Appendix A.

The original Grant Proposal must be signed in ink by an executive officer of the Grant Proposer, with the printed name and title of the signatory affixed below the signature.

The Grant Proposal shall be bound between letter-sized press-board report covers, hole punched on the left side and secured with a pronged fastener (samples below).



Double-sided pages are encouraged. Each section of the Grant Proposal shall be tabbed and labeled, according to the original sections listed in Appendix A. Each section shall have a divider page that lists the contents of each section. Do not submit Grant Proposals in 3-ring binders. Label the folder with the Grant Proposer's name on the front cover.

2. ELECTRONIC VERSION OF APPLICATION (attach to the original application)

The Grant Proposer must scan ALL pages of the complete original hard copy of the Grant Proposal as one large PDF file, and save the file on a flash/thumb drive under the filename "Activity Type - Organization's Name", for example, "Seniors – Malama Kupuna, Inc.". In addition to the PDF file, the flash thumb drive shall include a copy of the complete Appendix A - Sect I, II, V, & VI.docx in MS Word File, and Appendix A - Sect III & IV.xlsx in MS Excel File.

3. COST TO PREPARE AND SUBMIT

All costs to prepare and submit a Grant Proposal and copies shall be at the Grant Proposer's expense. The CITY will not reimburse any costs incurred by any Grant Proposer, any prospective Grant Proposer, or any other person. All materials become the property of the CITY upon submittal.

F. PROPOSAL SUBMITTAL DEADLINE AND LOCATION

As stated in the Schedule of Events section of this RGP.

G. LATE PROPOSALS

Grant Proposals that are not received by the Division of Purchasing as evidenced by a valid Division of Purchasing date and time stamp, will not be accepted and/or considered for funding under this RGP. The Grant Proposer is responsible for ensuring that their

Grant Proposal is received and time stamped by the Division of Purchasing by the submission deadline.

The Grant Proposer is encouraged to arrive early to have sufficient time to reach the Division of Purchasing and deliver their Grant Proposal prior to the Deadline for Grant Proposals.

H. INITIAL REVIEW AND REJECTION OF GRANT PROPOSALS

All Grant Proposals must be complete and provide all the information necessary for the CITY to make informed decisions about the Grant Proposal. The CITY reserves the right to reject any or all Grant Proposals when in the CITY's opinion, such rejection will be in the best interest of the CITY.

The CITY will initially review Grant Proposals for compliance with the mandatory requirements set forth in the evaluation criteria found in this RGP. In order for the Grant Proposal to be reviewed by the Commission, the Grant Proposal must first meet such mandatory requirements. The CITY will disqualify a Grant Proposal for not meeting such mandatory requirements.

I. MANDATORY REQUIREMENTS

1. RCH Section 9-205 requires that the Grant Proposer be a federal income tax exempt non-profit organization, which under the Revised Ordinances of the City and County of Honolulu 2021, as amended (ROH), Section 6-52.2, meets two criteria: (i) is exempt (or would be qualified for an exemption) from federal income tax pursuant to Section 501 of the United States Internal Revenue Code; and (ii) is organized and operated exclusively for religious, charitable, scientific or educational purposes on a non-profit basis in which no part of the net earnings of the organization inures to the benefit of any private individuals. In practical effect, a Grant Proposer generally needs to be a 501(c)(3) organization recognized by the Internal Revenue Service (IRS), typically evidenced by an IRS determination letter, to meet these two requirements. Non-501(c)(3) organizations, which are recognized by the IRS under a different Section 501 status, may be considered but must provide a written statement on how the organization meets condition (ii) above AND submit its organizational By-Laws demonstrating that its purpose supports this statement. An organization that does not meet such criteria is generally not eligible for a grant-in-aid, except for entities utilizing a Fiscal Sponsor.
2. The Grant Proposer must certify compliance and continued compliance with all applicable requirements of ROH Chapter 6, Article 29, regarding private organizations receiving grants of public funds from the City and County of Honolulu.
3. The Grant Proposer's activity shall provide services to economically and/or socially disadvantaged populations including but not limited to, seniors, persons with disabilities, children, victims of domestic violence, homeless persons, and those suffering from the effects of substance abuse or poor mental health. Alternatively, the activity shall provide services for public benefit, especially low

to moderate income communities, in the areas of the arts, culture, economic development or the environment.

4. The Grant Proposer shall be chartered or authorized to do business in the State of Hawaii, and the proposed project to be implemented shall be within the City and County of Honolulu.
5. The Grant Proposer shall NOT be in arrears on any financial or other obligation owed to the CITY, and shall deliver as part of the Grant Proposal a signed Certificate of the Board of Directors: No Obligations in Arrears, making this representation.
6. The Grant Proposer shall submit a complete application that contains answers to all sections of Appendix A, Sections I and II, and is supplemented with all required attachments as defined in Appendix A, Section VI.
7. Tier I Grants are intended to fund a single event, performance, or other non-programmatic activity. For example, a single concert, single performance, class, or cohort.
8. The Grant Proposer MUST use the appropriate Tier I or Tier II approved Appendix A application forms to complete the proposal. Any application submitted without the appropriate approved Appendix A forms must be disqualified.
9. The Grant Proposer shall assure it will comply with liability insurance requirements.

J. ADDITIONAL DISQUALIFICATION FACTORS

At its sole discretion and without obligation to consult the Grant Proposer:

1. The CITY may disqualify a Grant Proposal because it lacks a required signature or attachment.
2. The CITY may disqualify a Grant Proposal that does not comply with applicable Federal, State or local laws, ordinances or regulations.
3. The CITY may disqualify a Grant Proposal that misrepresents any information therein.
4. The CITY may disqualify a Grant Proposal for any other reason related to the completeness or incompleteness of the application.
5. The CITY may also disqualify a Grant Proposal for the following reasons:
 - (a) Conviction for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of the contract or subcontract;

- (b) Conviction under state or federal statutes relating to embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects their responsibility as a grantee;
- (c) Conviction under state or federal antitrust statutes arising out of the submission of bids or proposals;
- (d) Violation of contract provisions, as set forth below, of a character that is regarded by the CITY to be so serious as to justify action:
 - (i) Deliberate failure, without good cause, to perform in accordance with the specifications or within the time limit provided in the contract; or
 - (ii) A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one (1) or more contracts, provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the grantee shall not be considered to be a basis for rejection;
- (e) Any other cause the CITY determines to be so serious and compelling as to affect responsibility as a grantee, including suspension or debarment by a governmental entity; or
- (f) Violation of the ethical standards set forth in HRS Chapter 84 and its implementing rules, or the charters and ordinances of the several counties and their implementing rules.

The phrase “disqualify a Grant Proposal” means that the CITY will remove a Grant Proposal from the RGP process and consideration for a grant under the GIA program.

K. KEY REVIEW FACTORS & RISK CONSIDERATIONS

The CITY will also review Grant Proposals with respect to the following:

1. Whether prior Grant Proposals with high scores for sustainability are unjustifiably repeating requests for grants;
2. Whether Grant Proposals are identifying needs that are already being filled by CITY resources;
3. Applicant’s past performance issues with GIA and other CITY grants; and
4. Whether indirect costs and administrative salaries exceed 5% and 25% of the Grant Amount, respectively.

The CITY will identify any Grant Proposal revealing any of these situations and inform the Commission accordingly for the Commission’s further consideration.

L. DISCUSSIONS/MODIFICATIONS

Throughout the selection process, the CITY and the Commission reserve the right to conduct discussions with Grant Proposers.

The CITY may request additional information or documentation or require amendments to Grant Proposals during the evaluation process. The CITY, in its sole and absolute discretion, may disqualify a Grant Proposal if a Grant Proposer refuses to provide the additional information or amend its Grant Proposal as required by the CITY in writing.

After the submission deadline, only modifications to Grant Proposals that are specifically requested by the CITY in writing and submitted by the Grant Proposer in writing shall be accepted.

M. AWARD

Council shall select the Grant Proposals to be funded from the GIA Fund, taking into consideration the recommendations of the Commission.

N. GRANT AGREEMENT

The Grantee must comply with terms of ROH Chapter 6, Article 52, Grants in Aid Fund. If awarded GIA funds by Council, the Grantee will be required to execute a Grant Agreement, in a form acceptable to the CITY in its sole discretion. Sample forms are attached as Exhibits A (Tier I) and B (Tier II), which may be subject to change. The Grant Agreement shall incorporate the following: Appendix A: Final Grant Proposal, Budget, and Schedule; Appendix B: Special Provisions; Appendix C: Scope of Work; Appendix D: Term; Appendix E: Funding; and Appendix F: General Terms and Conditions.

O. RESERVATION OF RIGHTS BY THE CITY

The CITY expressly reserves the right at any time, and for its own convenience, to do any of the following where it is in its best interests:

1. Waive or correct any immaterial defect or technical error in any response, proposal, or proposal procedures, as part of the solicitation or any subsequent negotiation process.
2. Waive any of the requirements contained in this solicitation, provided that the waiver and the reasons for it are specified in writing.
3. Reject any and all Grant Proposals.
4. Request Grant Proposers to supplement or modify all or certain aspects of the information or proposals submitted.
5. Reissue this RGP.
6. Modify this RGP.

7. Extend deadlines for accepting Grant Proposals, requesting amendments to, or clarifications of, Grant Proposals, or approving final documents.
8. Withdraw this RGP or any award prior to entering into final agreements with any successful respondent.

P. FISCAL SPONSORSHIPS

RCH Section 9-205 requires that the Grant Proposer be a federal income tax exempt non-profit organization, which under ROH Section 6-52.2 meets two criteria: (i) exempt (or would be qualified for an exemption) from federal income tax pursuant to Section 501 of the United States Internal Revenue Code; and (ii) organized and operated exclusively for religious, charitable, scientific or educational purposes on a non-profit basis in which no part of the net earnings of the organization inures to the benefit of any private individuals. In practical effect, a Grant Proposer generally needs to be a 501 (c)(3) organization recognized by the IRS, typically evidenced by an IRS determination letter, to meet these two requirements. Non-501(c)(3) organizations, which are recognized by the IRS under a different Section 501 status may be considered but must provide a written statement on how their organization meets condition (ii) above AND submit its organizational By-Laws demonstrating that its purpose supports this statement. An organization that does not meet such criteria is generally not eligible for a GIA, except for entities utilizing a Fiscal Sponsor.

A Fiscal Sponsorship is an arrangement where a tax-exempt entity (the Fiscal Sponsor) agrees to accept a grant amount on behalf of a non-tax-exempt entity (the Sponsored Organization).

The Fiscal Sponsor is considered the Grantee by the CITY, and therefore is responsible for all legal aspects of the Grant. As the Grantee, the Fiscal Sponsor must meet all mandatory criteria, and agrees to be accountable to the CITY for the administrative, programmatic, financial, and legal requirements of the Grant. Unless shown otherwise, all information requested in this RGP for the applicant organization, including the Employer Identification Number (EIN), is that of the Fiscal Sponsor.

Fiscal Sponsors should be well-informed of the risks and have the organizational structure and capacity to manage and accept these risks before agreeing to serve as a Fiscal Sponsor. The mission statement of the Fiscal Sponsor must align with the mission statement of the Sponsored Organization (project, organization, individual or collaborative) it represents.

The IRS considers Fiscal Sponsorships valid so long as the Fiscal Sponsor exercises supervision and control of the grant funds, and the grant funds are used by the Sponsored Organization in a manner that is consistent with, and in furtherance of the Fiscal Sponsor's charitable mission. If these requirements are not met, the Fiscal Sponsor's IRS granted tax-exempt status may be in jeopardy. The CITY shall in no way be held responsible for the Fiscal Sponsor's loss of tax exempt status by participating in this GIA program.

The CITY recognizes the cost to an organization to serve as a Fiscal Sponsor and will consider funding a Fiscal Sponsorship fee as a direct expense of the Grant Activity. The fee will be based on the level of administrative, programmatic and managerial support

provided by the Fiscal Sponsor. The fee will be determined on a case-by-case basis, but limited to ten percent (10%) of the Grant amount.

The Grant Agreement is between the CITY and the Fiscal Sponsor, as Grantee. However, a condition of the Grant requires the Fiscal Sponsor and the Sponsored Organization it serves to establish the clearest possible understanding regarding each of their roles and responsibilities and requires a copy of an agreement between the Fiscal Sponsor and Sponsored Organization in order for the Grant Proposal to be eligible for review and selection by the Commission. Further guidance on what content is required in this agreement is provided below. Other language can be provided, but all of the required content must be included.

Fiscal Sponsorships come in many shapes, forms, and models.¹ The CITY will accept only Model A (Direct Project) or Model B (Independent Contractor Project) Fiscal Sponsors. These Fiscal Sponsorships are arrangements where the Grant Activity is an integral part of the Fiscal Sponsor's program activities, and differ only on the issue of whether the people implementing the Grant Activity are employees or independent contractors of the Fiscal Sponsor.

The CITY will examine the Fiscal Sponsorship arrangement between the Grantee (Fiscal Sponsor) and the Sponsored Organization for validity. If found valid, the Grant Proposal will be forwarded to the Commission for review.

So that the CITY may assess the validity of the Fiscal Sponsorship, the Grantee must submit the following with its Grant Proposal:

1. Resolution Authorizing Fiscal Sponsorship. A resolution, certified by the Fiscal Sponsor's Board Secretary, authorizing: (i) the above letter; (ii) execution of the above letter; and (iii) the Fiscal Sponsorship of the Sponsored Organization.
2. Fiscal Sponsorship Agreement. The Fiscal Sponsorship Agreement should detail the relationship between the Fiscal Sponsor and the Sponsored Organization, and provide details as follows:
 - The Fiscal Sponsor has determined that sponsorship of the Grant Activity would be consistent with the Fiscal Sponsor's goals, and wishes to make arrangements with the Sponsored Organization for the implementation and operation of the Grant Activity.
 - The Fiscal Sponsor agrees to sponsor the Grant Activity and to assume administrative, programmatic, financial, and legal responsibility under the Grant Agreement and under any other requirements imposed by the CITY.
 - The Sponsored Organization agrees to implement and operate the Grant Activity in accordance with the terms of the Grant Agreement and with any other requirements imposed by the CITY.

¹ Colvin, Fiscal Sponsorship: Six Ways to Do it Right 604 Et. Seq. (The Exempt Organization Tax Review, April 1993)

- The Grant Activity shall be operated in a manner consistent with the Fiscal Sponsor's tax-exempt status and as described in the Grant Agreement.
- The legal form of the Sponsored Organization.
- Whether those conducting the Grant Activity are employees of the Fiscal Sponsor or the Sponsored Organization, or alternatively, whether the Sponsored Organization is an independent contractor.
- On behalf of the Sponsored Organization, the Fiscal Sponsor will establish and operate for the use of the Grant Activity a designated account (Account) segregated on the Fiscal Sponsor's books. All amounts deposited into a Grant Activity's Account will be used in its support, less administrative charges, if any.
- How the Fiscal Sponsor will disburse the funds, including documentation that must be provided by the Sponsored Organization to receive the funds.
- The Fiscal Sponsor will document the type and amount of administrative fees it charges.
- The Fiscal Sponsor and Sponsored Organization will maintain all financial records relating to the Grant Activity according to generally accepted accounting principles, retain records as long as required by law, and make records available to auditors as required by law.
- The Fiscal Sponsor and Sponsored Organization will reflect the activities of the Grant Activity, to the extent required, on their state and federal government tax returns and financial reports. All disbursements from an Account shall be treated as payments made to or on behalf of the Sponsored Organization to accomplish the purposes of the Grant Activity. The Sponsored Organization will provide the Fiscal Sponsor with proper documentation to accomplish this, including furnishing the Fiscal Sponsor with the Sponsored Organization's Federal EIN.
- The Sponsored Organization will provide the Fiscal Sponsor with reports describing programs and services of the Grant Activity in accordance with a schedule and manner consistent with the Fiscal Sponsor's obligation to provide reports under the Grant Agreement.
- The Sponsored Organization will provide and prepare all reports, including interim and final reports, required by the CITY under the Grant Agreement, with the Fiscal Sponsor's assistance and final approval, or will provide all such information necessary for the Fiscal Sponsor to meet its reporting requirements under the Grant Agreement.
- How conflicts will be resolved.
- Termination provisions, including who can terminate, when, and the ramifications of doing so.

- Each party's recourse if the other unjustifiably terminates the agreement.
 - In the event this agreement is terminated, the Fiscal Sponsor and Sponsored Organization will comply with any termination conditions imposed by the CITY.
3. Fiscal Sponsor's Governance Documentation.
 - List of Board of Directors, Officers, and Principals.
 4. Sponsored Organization's Governance & Operational Documentation.
 - List of Board of Directors, Officers, and Principals.
 - Position Descriptions for all CITY-funded positions.
 - Resumes or Statement of Qualifications of Key Staff.
 5. Sponsored Organization's Financial Statements.
 - Income statement and balance sheet (most recent completed year and interim for current year, preferably audited).

Q. PROPRIETARY INFORMATION

Grant Proposers are discouraged from submitting information considered proprietary unless it is deemed essential for proper evaluation of the Grant Proposal. The CITY does not guarantee or agree to protect the confidentiality of any information submitted.

If the Grant Proposal contains information that in the opinion of the Grant Proposer constitutes technical, financial, or other data the public disclosure of which would cause substantial competitive injury to a Grant Proposer's organization, or which would significantly impact the privacy interest of an individual, it is the Grant Proposer's responsibility to specify pages of the Grant Proposal that contain such data by properly marking the applicable pages "CONFIDENTIAL" on every copy submitted.

The CITY will take the Grant Proposer's designation as to what is "CONFIDENTIAL" into consideration when disclosure is requested or required but will not be bound by such designation. All other parts of the Grant Proposal and any information derived therefrom are considered not to be confidential and will be subject to disclosure in response to requests made under the Uniform Information Practices Act, HRS Chapter 92F.

The CITY reserves the right to provide:

- Public notice identifying applicants, amount requested, and grant purpose prior to application review and recommendation by the Commission; and
- Public notice of the results recommended by the Commission to Council, including all scores of Grant Proposals whether recommended or not, amounts requested and recommended, and Grant Proposals deemed ineligible.

The CITY assumes no liability for disclosure or use of marked or unmarked data for any purpose.

EVALUATION CRITERIA: TIER I (\$5,000.00 TO \$10,000.00)

The Commission shall use the following Evaluation Criteria (Scorecard) as a basis for selecting and recommending Tier I Grants:

EVALUATION CRITERIA	
A. Rate the degree to which the community need, stated problem / issue, and target population are effectively validated This section scores the agency's ability to identify such need and significance to the applicable community.	Maximum Points
1. The proposal describes the reason(s) the applicant chose this Grant Activity and how it will effectively address the community's problem/need.	5
Maximum Criteria Points	5
B. Rate the quality of the proposed plan This section scores the applicant's effectiveness in articulating a quality, effective and achievable plan which addresses the problem/issue identified.	Maximum Points
1. The proposal describes one or more measurable outcomes that are fully aligned with the purposes and priorities of the GIA Fund. The applicant clearly states the performance measure(s) appropriate to the desired outcome(s) and funding requested.	15
2. The proposal describes a thorough and reasonable action plan appropriate to achieve the stated measurable outcome(s). The plan is clear, feasible, and actionable.	10
3. The budget, timeline, and narrative are complete, reasonable, and suitable given the proposed public benefit to be gained. This shall also be reflected in Appendix A, Section III Budget and Section IV Schedule.	10
Maximum Criteria Points	35
Maximum SUBTOTAL Criteria Points	40

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	3
D. Age-Friendly Honolulu Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations. (total 3 Bonus Points for an Age-Friendly Honolulu project) If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements.	3
Maximum Criteria Bonus Points	3
MAXIMUM BONUS POINTS	8
MAXIMUM TOTAL POINTS	48

EVALUATION CRITERIA: TIER II (\$25,000.00 TO \$150,000.00)

The Commission shall use the following Scorecard as a basis for selecting and recommending Tier II Grants:

EVALUATION CRITERIA	
A. Rate the degree to which the community need, stated problem / issue, and target population are effectively validated This section scores the agency's ability to identify such need and significance to the applicable community.	Maximum Points
1. Provide substantive data and other quality information to show the issue is a priority, and how it impacts the community (5,000 character count limit)	20
Maximum Criteria Points	20
B. Rate the quality of the proposed plan This section scores the applicant's effectiveness in articulating a quality, effective and achievable plan which addresses the problem/issue identified.	Maximum Points
1. The proposal shows thorough and thoughtful analysis of why the activity was selected and clearly describes how the activity will effectively address the community's problem / need.	5
2. The proposal describes measurable outcomes that are fully aligned with the purposes and priorities of the GIA Fund. The applicant clearly states performance measures appropriate to the desired outcomes and funding requested.	10
3. The proposal describes a thorough and reasonable action plan appropriate to achieve the stated measurable outcomes. The plan is clear, feasible, and actionable.	10
4. The budget and narrative are complete, reasonable, and suitable given the proposed public benefit to be gained. This shall also be reflected in Appendix A, Section III Budget.	10
5. The timeline is complete, realistic and appropriate to achieve the desired outcomes. This should also be reflected in Appendix A, Section IV Schedule.	5
Maximum Criteria Points	40

EVALUATION CRITERIA	
C. Rate the degree to which applicant demonstrated an ability to perform the proposed Grant Activity (should be evidence-based) either through past performance, current capacity and/or plan to acquire the capacity to perform This section scores the applicant's successful past performance, or current/planned capacity to perform the Grant Activity or a similar, related activity.	Maximum Points
1. The applicant has provided data demonstrating proven success in offering the same, similar or related activities described in the proposal.	10
2. The applicant has demonstrated the capacity to successfully achieve the proposed outcomes. OR The applicant has provided a plan to acquire the capacity to successfully achieve the proposed outcomes, including how the applicant has acquired similar capacity in the past. Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources.	10
Maximum Criteria Points	20
D. Rate the applicant's potential for sustainability and/or additional long-term benefit to the community This section scores the applicant's ability to sustain or create a positive long-term benefit for the community beyond the scope of this project.	Maximum Points
1. The applicant has articulated a reasonable plan for sustaining and/or expanding project activities beyond the applicable grant period.	5
2. The applicant has demonstrated the capacity and resources to actualize the above plan (human, financial, etc.) beyond the grant period.	5
Maximum Criteria Points	10
Maximum SUBTOTAL Criteria Points	90

BONUS POINTS EVALUATION CRITERIA	
E. 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
F. Age-Friendly Honolulu Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or residents who have physical limitations. If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements.	3
Maximum Criteria Bonus Points	3
MAXIMUM BONUS POINTS	8
MAXIMUM TOTAL POINTS	98

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For purposes of this RGP, “Grant Activity” shall be interchangeable and synonymous with the terms “project” or “projects” used in ROH Chapter 6, Article 52, and shall without limitation include a project, program, services or activity for which the Grant is to be awarded, as outlined in the Grant Proposal submitted by the Grant Proposer.

The Grant Proposer’s authorized representative may request its Scorecard after Council has made their selection of awardees in the final budget by calling the Department of Community Services at (808) 768-7762.

FREQUENTLY ASKED QUESTIONS

- Are there mandatory information sessions for this grant solicitation if I want to apply for a grant?
 - No, however, informational videos on how to complete the grant application have been posted at <https://bit.ly/honolulugia2028>.
- How do I know if I'm compliant with the Attorney General's Office?
 - You may search for your organization at <https://charity.ehawaii.gov/charity/search.html> to check on compliance or you may contact the Attorney General's Tax and Charities Division (808) 586-1480 or email at atg.charities@hawaii.gov
- Where do I find the Certificate of Good Standing?
 - Applicants can do a search for their legal name at <https://hbe.dcca.hawaii.gov/>
- Where do I find the Certificate of Vendor Compliance?
 - Applicants can register with Hawaii Compliance Express at <https://vendors.ehawaii.gov/hce/>
- How do we know which Council district to check off?
 - The applicant should designate the district(s) whose residents will benefit from the program, project or service. Refer to the map of Council districts at <https://www.honolulucitycouncil.org/find-my-councilmember>
- How do I register with the Attorney General's office?
 - Please contact the Attorney General's Tax and Charities Division at (808) 586-1480 or atg.charities@hawaii.gov for guidance as soon as possible.
- How will we know if an addendum is issued?
 - Applicants are responsible to check the HANDS website (<https://hands.ehawaii.gov/hands/>) for any addenda that may have been posted.
- May applications be turned in prior to the deadline for grant proposals?
 - Yes.
- Is there a limit to the amount of money for salaries?
 - Administrative salaries are limited to 25% of the Grant Amount.

- How does the payment process work?
 - For Tier I Grants, upon receiving the award, the Grantee will be provided an advance payment of 80% of Grant funds. The remaining 20% of funds will be disbursed upon successful completion of the contract.
 - For Tier II Grants, upon receiving a Notice to Proceed letter, the Grantee may request an initial 10% payment. Then, payment requests may be submitted monthly until an additional 80% of the Grant has been dispersed. The final 10% payment will be issued upon completion of the contract.
- When will the Grant period begin?
 - 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.
- How long is the Grant Activity period?
 - The Grant Activity period spans twelve (12) months, but the CITY may exercise its discretion to extend the Grant to eighteen (18) months to achieve the Grant Activity as stated in the Grant Proposal.
- Can I use GIA funds for construction?
 - Yes; please keep in mind, the full award amount should be expended within twenty-four (24) months of the start of the fiscal year they are awarded, unless otherwise approved by the DCS Director. Also, use of City funds for construction or acquisition requires compliance with all applicable Federal, State, and City laws, in particular HRS Chapter 343 (Environmental Impact Statements) and HRS Section 103-50 (Building design to consider needs of persons with disabilities; review fees).
 - Click on the following link for information about compliance with HRS Chapter 343: https://files.hawaii.gov/dbedt/erp/OEQC_Guidance/2014-GUIDE-HEPA-Citizens-Guide.pdf
 - Click on the following link for information about compliance with HRS Section 103-50: <https://health.hawaii.gov/dcab/facility-access/>
- What is the Age-Friendly Honolulu Program and how do I get the bonus points?
 - The Age-Friendly Honolulu Program is an initiative that was enacted into law as Ordinance No. 18-36. The goals of the program are (1) to enable residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) to remove barriers to inclusion for and providing support services to vulnerable residents and/or residents who have physical limitations.
 - To receive the bonus points you must take the following steps
 1. Go the following website <https://www.hiphi.org/age-friendly-honolulu/> to access an Age-Friendly Honolulu training video. Your organization must register to watch the video and the video should be watched by at least one

(1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an “age-friendly city” and explain what types of projects align with the Age-Friendly Honolulu Vision.

2. Complete Section III of Appendix A (the grant application).

- If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements.