



HAWAIIAN HOME LANDS

HAWAIIAN HOMES COMMISSION · DEPARTMENT OF HAWAIIAN HOME LANDS

Pre-Proposal Orientation (optional) DHHL Grant Application Overview

August 2, 2022 – 6:00 PM – 8:00 PM

August 3, 2022 – 6:00 PM – 8:00 PM

August 5, 2022 – 10:00 AM – 12:00 noon

Meeting is being recorded. Recording will be available at dhhl.hawaii.gov/procurement/

The meeting will begin shortly . . .



Agenda

I. Aloha, Welcome, Purpose

II. Summary Overview

- A. RFP-23-HHL-001 Improvements to existing facilities
- B. RFP-23-HHL-002 Existing programs and services
- C. RFP-23-HHL-003 Project Implementation
- D. RFP-23-HHL-004 Community Capacity Building

III. RFP section-by-section highlights

III. Questions?

Note: General responses may be provided verbally to clarify RFP requirements at this meeting. Please submit written questions, including ones asked at this meeting, to DHHL.Grants@hawaii.gov by August 12, 2022, 4:00 PM HST.



Purpose

- To provide an Orientation to the four (4) DHHL Grant RFPs
- To clarify RFP Requirements

**Potential applicants are advised
to carefully read the RFPs in its entirety**



Our Meeting Kuleana

- 1. We all have kuleana to make this a productive meeting.**
- 2. Be respectful of the person talking – show aloha, actively listen, don't interrupt.**
- 3. Please give chance for others to speak before speaking again.**
- 4. Please hold questions until after the presentation is pau. You can use the Chat Box anytime to ask questions or make comments.**
- 5. Raise your hand. Wait for the facilitator to call on you.**
- 6. For attendees on the phone, we will call on you at the end of the presentation.**
- 7. If we do not get to your question, you may also email to DHHL.Grants@hawaii.gov**



Where to download the Request for Proposals

State Procurement Office – Hawaii Awards and Notices Data System
or “HANDS” website

hands.ehawaii.gov/hands/opportunities

Enter “key words”

RFP-23-HHL-001

RFP-23-HHL-002

RFP-23-HHL-003

RFP-23-HHL-004

RFPs are also posted on the DHHL website as a courtesy

dhh.hawaii.gov/procurement/



SPO HANDS Website

State Procurement Office, HANDS Website: <https://hands.ehawaii.gov/hands/opportunities>



HANDS Hawaii Awards & Notices Data System

Welcome

Bidding Opportunities

Contract Awards

CPO Requests

Compliance

Small Business

HlePRO

Help

Log In

Bidding Opportunities : 184 Opportunities

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

[Show More Search Criteria](#)

177 Results

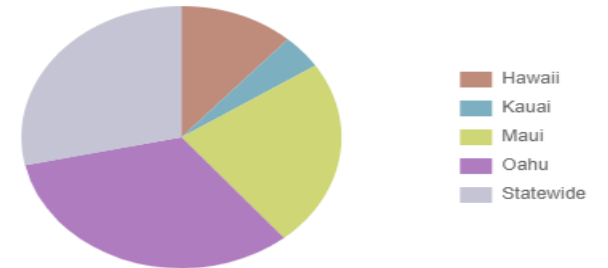
[Export to Excel](#)

Show Closed Opportunities (Marked as)

Page 1 of 18 | Show on page

[< Prev](#) [Next >](#)

Opportunities by Island



Solicitation #	Title	Category	Jurisdiction	Department	Island	Published Date	Offer Due Date & Time (HST)
BO1320-73	LANDSCAPE MAINTENANCE AT DANIEL K. INOUE INTERNATIONAL AIRPORT HONOLULU, OAHU	Services	Executive	Transportation	Oahu	08/01/2022	08/18/2022 02:00 PM



DHHL Solicitation Notices – FY 2023 only

RFP ID number	Funding availability	Types of proposed projects
RFP-23-HHL-001 Improvements to EXISTING facilities	\$1,000,000 maximum per application \$3,000,000 available statewide Source: State General Funds	Improvements to existing facilities on Hawaiian Home Lands New Facility projects NOT ELIGIBLE
RFP-23-HHL-002 EXISTING programs and services to existing homesteads (lessees)	\$500,000 maximum per application \$4,500,000 available statewide Source: State General Funds	Existing programs and services serving existing homesteads (lessees) New Facility projects NOT ELIGIBLE
RFP-23-HHL-003 Project implementation	\$100,000 maximum per application \$700,000 available statewide Source: NHRF	Any project assisting and benefiting HHCA beneficiaries, INCLUDING New Facilities, Regional Plan projects, etc.
RFP-23-HHL-004 Community Capacity Building	\$15,000 maximum per application \$300,000 available statewide Source: NHRF	Capacity building (partial list) <ul style="list-style-type: none">• Board training• Strategic planning



RFP-23-HHL-001 Existing Facilities

Purpose: Grant for improvements to EXISTING FACILITIES on HHL

- “Existing Facility” means a physical asset that you currently manage and/or operate
- Site Control
- Funds available: \$3 million statewide
- Maximum per application: \$1 million
- Grant period: Six (6) years, with NO option to time extend
- Limit: one application per organization



RFP-23-HHL-002 Existing Programs

Purpose: Grant for EXISTING programs and Services for existing homesteads

- “Existing Program” means any program and/or service that you are currently operating, where clients/participants are primarily Lessees
- IN-eligible projects are (refer to page 13 in RFP):
 - Housing counseling; Homeownership assistance; Emergency assistance
- Funds available: \$4.5 million statewide
- Maximum per application: \$500,000
- Grant period: Six (6) years, with NO option to time extend
- Limit: one application per organization



Existing Homestead Services Requirement

**Applies to RFP-23-HHL-001 AND RFP-23-HHL-002
ONLY**

Funds are to be used to benefit LESSEEs, primarily.



RFP-23-HHL-003 Project implementation

Purpose: Grant for Project Implementation

Eligible: New facilities (due diligence, planning, design, construction)

- Any other programs/services (new or currently operating) for HHCA beneficiaries
- IN-eligible projects are (refer to page 13 in RFP):
 - Housing counseling; Homeownership assistance; Emergency assistance
- Funds available: \$700,000 statewide
- Maximum per application: \$100,000
- Grant period: Six (6) years, with NO option to time extend
- Limit: one application per organization



RFP-23-HHL-004 Community Capacity Building

Purpose: Grant for Community Capacity Building

This RFP seeks proposals to build, strengthen and enhance community capacity within the HHCA beneficiary community – Lessees and Applicants

- Funds available: \$300,000 statewide
- Maximum per application: \$15,000
- Grant period: Four (4) years, with NO option to time extend
- Limit: None. A single applicant may submit multiple proposals, as long as the proposed project is different



RFP Section-by-Section Highlights

Common to all the RFPs

Pages 1 – 2:

- COMPLETE proposal is due by 2:00 PM HST on October 6, 2022
- Send proposals to DHHL.GrantsRFP@hawaii.gov
- Applicants are encouraged to submit proposal(s) in advance.

This helps you:

- Assure proposal was received by DHHL in a timely manner
- Assure DHHL can open and read the proposal
- If needed, allows time for you to re-submit before the due date

NOTE: DHHL will not check for completeness until AFTER October 6



Section 1. Solicitation Description

Pages 5 – 6. Timetable



Important Dates (subject to change)

KEY DATES AND TIMES	ACTIVITY
August 2, 3, 5 – 2022	OPTIONAL Pre-Proposal Orientation sessions
August 12, 2022 – 4:00 PM HST	DUE DATE to submit written questions to the email box at DHHL.Grants@hawaii.gov
September 9, 2022	DHHL’s response to written questions
October 6, 2022 2:00 PM HST	Proposal DUE DATE and TIME Only electronic submittals shall be accepted to the email box at: DHHL.GrantsRFP@hawaii.gov
October – November 2022	Proposal evaluation by the DHHL Grants Committee
November 2022	Matrix of scores completed
November 21 – 22, 2022	Committee Award recommendation and Hawaiian Homes Commission’s approval
December 2022	Notifications to all applicants and grant agreement review
TBD	Estimated Grant Start Date



Section 1. Solicitation Description

Page 7 Amendments to RFPs

It is your responsibility to check the SPO HANDS website for any addendum. DHHL will only notify applicants. If you have not yet submitted your proposal, we will not know to notify you.

Page 9. Availability of funds



Section 2. DHHL Award Info

- Page 11

Award Period and Award Renewal



Section 3. Eligibility

Page 12. Applicant shall demonstrate majority of their clients/participants are beneficiaries.

Page 12, Sections III and IV

An organization can only submit one application for each RFP, except RFP-23-HL-004

Page 12, “Connection to HHCA”



Section 3. Eligibility

Page 14. Certifications

- 1) Licenses/Permits. Site Control, if applicable – DHHL Right of Entry, License, General Lease. Applicant must be same name on DHHL Land Disposition.
- 2) Partner Certification, Form M (page 79)
- 3) Nonprofit status
 - HRS Chapter 414D or HRS Chapter 421J Planned Community or “DCCR homesteads” -- attach DCCA COGS
 - IRS 501c3, attach IRS determination letter
- 4) Hawaii Compliance Express Certificate (no more than 3 months old)
- 5) Board Governance Certification, Form F (page 72)

Matching Funds is OPTIONAL



Section 4 Application

Page 16

Use the checklist on page 56

A COMPLETE proposal has four (4) parts:

Part I. Application cover sheet

Part II. Proposal request

Part III. Required forms and attachments

Part IV. Other materials Optional



Section 6 Application Evaluation

Page 21

Phase 1 – check proposal is complete. Any missing items, the proposal will be automatically disqualified.

Phase 2 – Grants Review Committee evaluation

See criteria 1 through 7

Proposal scoring:

- Organizational capacity 40 points
- Project readiness 30 points
- Beneficiary involvement 20 points
- Sustainability 10 points

BONUS POINTS

Applies to all RFPs

Match – up to 5 points

Applies to RFP-23-HHL-002 and 003 ONLY

Regional Plan PRIORITY Project – 5 points



Section 8 Attachments

RFP Attachments are for reference purposes only

- A. DHHL Monthly Lease Report
- B. State General Conditions
- C. State Contract Forms



Section 9 Grant Application Forms

Please answer the questions and fill out the forms, best you can.

- Some forms are cover sheets. Place them on top of the requested document(s)
- Some forms say “Sample.” Applicant has discretion as to the format, as long as the content does not change. And, please print on your organization’s letterhead
- **Page 60. Provide examples of “active collaboration” with homestead associations, other nonprofits and community resources.**
- Page 61, Question #3. Can be any DHHL grant and/or funds from any other funder



Use the Grant Application Checklist on Page 56

Grant Application Package Checklist

The following items must be included in your grant application package. These items should be assembled in the order as they appear on this checklist. If you have additional materials you would like to submit, please add them at the end of your grant application package.

✓	Item	Page Number Reference
	PART I. Application Cover Sheet	
	Application Cover Sheet – Form	57 – 58
	PART II. Proposal Request	
	Proposal Request – Narrative you have written	59 – 63
	Budget Detail – Narrative and calculations you have written	63
	Budget Information Sheet – Form	64 – 65
	PART III. Required Forms and Attachments	
	Form A – Signed “Assurance of Service to native Hawaiians”	67
	Form B – Signed “Assurance of Acknowledgement of Support”	68
	Form C – Current Board member list	69
	Form D – Articles of Incorporation and Bylaws	70
	Form E – Board Resolution	71
	Form F – Signed Board Governance Certification	72
	Form G – Most recent financial statement	73
	Form H – Certificate of Vendor Compliance from Hawaii Compliance Express and	74



Important Websites and Contact Information

- State Procurement Office, Hawaii Awards and Database System (HANDS)
hands.ehawaii.gov/hands/opportunities
- Department of Hawaiian Home Lands website
dttl.hawaii.gov/procurement/

Key Contact Information:

Where do I submit the proposal? – **DHHL.GrantsRFP@hawaii.gov**

Deadline: by 2:00 PM HST October 6, 2022

Where do I submit written questions? – **DHHL.Grants@hawaii.gov**

Deadline: by 4:00 PM HST August 12, 2022



What's a good proposal?

Generally, characteristics of a good proposal:

- The proposal was complete and instructions were followed
- Proposed Scope, Budget, Timeline are in alignment
- Brief and concise – well written, error-free
- Proposal has enough relevant information and documentation to help evaluators understand your proposal
- Applicant and project have strong connection to beneficiaries – eg board resolutions, support letters, etc.



A few last words ...

- “Funder Fit”
- Don’t CHASE the money.
- Apply for what you NEED. That's most important.
- Have a Project Plan.
- Proposals must address the criteria.
These are competitive funds ...not enough for everybody.
- Money isn’t everything.

- Let’s show DEMAND for Community Grants.



Questions

- Chat box first
- Then raise hand
- Then call on people on the phone

If we run out of time or we don't get to your question, please send by email: DHHL.Grants@hawaii.gov

Due date to submit questions is by 4:00 PM on August 12, 2022



DEPARTMENT OF HAWAIIAN HOME LANDS

Grant Application Due Date
By 2:00 PM HST, October 6, 2022

ELECTRONIC SUBMITTALS ONLY

DHHL.GrantsRFP@hawaii.gov

Mahalo!