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**STATE OF HAWAII
DEPARTMENT OF HAWAIIAN HOME LANDS**

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**ADDENDUM NO. 1
to
RFP-23-HHL-004 – Grant for community capacity building**

Proposed projects statewide

August 17, 2022

The following are responses to questions DHHL received as of 4:00 PM HST, Friday, August 12, 2022. Responses below are intended to provide clarification and/or general information. Applicant is advised to carefully read the RFPs. Any and all addendum to any and all DHHL Grants RFPs will be posted on the State Procurement Office, Hawaii Awards and Notices Data System website – <https://hands.ehawaii.gov/hands/opportunities>

PART I. CHANGES TO THE RFP

The following changes (deletions in ~~strike through~~, additions in **red/bold**) are hereby provided and incorporated into the RFP.

(1) Page 5, Section 1. Solicitation Description and Administrative Overview. IV Terms.

Lessees

The minimum age requirement for a Lessee is 18 years of age or older.

native Hawaiian

There is no age requirement.

(2) Page 12, Section 3 – Eligibility. I. HHCA Requirement

“The Applicant, **including a sub-unit or program**, shall be an organization that can demonstrate that a majority of the organization’s / **sub-unit’s / program’s** current clients and/or participants are native Hawaiian beneficiaries of the HHCA.”

(3) Page 14, Section 3 – Eligibility. V.A.3.

“IRS letter of determination ~~of~~ **or** Status as Chapter 414D, HRS. Nonprofit Organization; or Status as Chapter 421J, HRS, Planned Community.”

PART II. WRITTEN QUESTIONS

Listed below are the written questions received by DHHL and by the deadline of 4:00 PM HST, August 12, 2022. The following responses are hereby provided and incorporated into the RFPs.

- 1) Who is eligible?
- 2) In applying for the grants, are non-profits the only means to apply?
- 3) So only non-profit organizations are able to apply correct? Or the non-profit would be the main applicant under the RFP for 001, 002, and 003?

Response: For the current DHHL Grant RFPs, only nonprofits are eligible to apply. Please refer to RFP Pages 12 – 14 and Page 58. Project team members and partners are not required to be nonprofits.

- 4) As an organization, we serve Native Hawaiians in general. We have a program that serves HHCA beneficiaries and their keiki. Are we eligible?
- 5) If our organization serves Hawaiians in general, can that be considered or would we need to count the number served that are Hawaiian and also a beneficiary/on the waiting list? This is in regards to who our organization serves. The grant request would be directed 100% to beneficiaries.

“Applicant shall demonstrate majority of their clients/participants are beneficiaries.” This was where my question was targeted. This demonstration must be lessees to be even eligible to apply?

- 6) Are charter schools able to apply for any of these grants?
That serve a large/majority population of haumana that reside in Hawaiian Homes Housing...Who do we contact should we have questions after reviewing the RFP's?
- 7) It sounded like there's a certain percentage of lessees or beneficiaries that must be served. What percentage was that. I ask because the school in our homestead does not only serve Native Hawaiians, lessees or beneficiaries.

Response: Please refer to page Page 12, Section 3 – Eligibility. I. HHCA Requirement This provision currently states the following.

“The Applicant shall be an organization that can demonstrate that a majority of the organization’s current clients and/or participants are native Hawaiian beneficiaries of the HHCA.”

For clarification, an applicant, including applicant’s sub-unit or program, shall be an organization/sub-unit/program that can demonstrate that a majority of the

organization's/sub-unit's/program's current clients and/or participants are native Hawaiian beneficiaries of the HHCA.

- 8) Would the development of an energy microgrid system be eligible under one of the RFPs?
- 9) Would a grant proposal for 3 each 30,000 gallon water tanks with rain catchments for each for all community use be eligible to apply? Off grid Kuleana Homestead Kahikinui.
- 10) Please confirm that an organization on DHHL land and has a license agreement is eligible
- 11) If I'm a waitlister since 1993... can I still place a Proposal of interest to benefit the DHHL community plan.
- 12) HHC just passed the Malama Cultural Park SAP, our HBA is interested in implementing actions within the plan, what grants will we be able to apply for?

Response: DHHL is currently offering four (4) grant opportunities under RFP-23-HHL-001, RFP-23-HHL-002, RFP-23-HHL-003, RFP-23-HHL-004. For the above questions and any other questions about an applicant type and/or proposed project type, please refer to the RFPs. DHHL cannot comment nor advise anyone on these matters to avoid any misunderstanding or mis-interpretation on eligibility, qualifications, potential for award, etc.

Applicants are advised to carefully read the RFPs.

- 13) On Page 22, last bullet under #1 Organizational Capacity. What does that mean?

Response: "Demonstration of active collaboration capability of working with homestead community-based associations, other beneficiary-serving organizations, and other community resources to provide services in existing homesteads."

In many homestead areas, there are multiple homestead community-based associations, other beneficiary-serving organizations, and other community resources that serve the same geographic homestead community area, population and/or provide similar and/or complementary services. The applicant must demonstrate its level of awareness of these other organizations; how the applicant reaches out to them; and how the applicant actively collaborates with them.

- 14) Is a DHHL Land Disposition required before Grant Award?

Response: It depends on the proposed project. If site control is needed from the property owner — DHHL or other — then, yes, site control documentation must be provided at time of proposal, which is by the October 6, 2022 deadline; not at time of award, which is scheduled to be made at the November 21-22, 2022 HHC meeting.

15) If we are a community association. Part of the documentation needed to be handed in would be the support of the community in the form of letters?

Response: It is at the discretion of the Applicant on the type(s) of documentation to provide. The RFP requirement is for the Applicant to demonstrate “connection to HHCA and beneficiaries.” Please refer to the RFPs, Pages 12 – 13.

16) Are there page limitations for the proposal narrative?

Response: No.

17) Please explain Form J, Indirect Cost Agreement and when it would be applicable

Response: Organizations funded by federal funds may have what is called, an Indirect Cost Rate Agreement with its federal cognizant agency. If your organization does not have this Agreement, then Form J is not applicable.

18) Do you have to turn in estimation of costs for the project?

Response: Yes. This would be included in the proposal budget. Please refer to the RFPs, Pages 63 – 65.

19) Just confirming... these funds need to be used within a year?

Response: DHHL is required to encumber the funds into a contract with each awardee by June 30, 2023. Please refer to the RFPs, Page 11, regarding the timeline for awardee to use and spend the funds.

20) Please define nepotism. Many of us who reside on Hawaiian Home Lands are related, in some way. Would nepotism here relate to immediate family members, family living in the same household, or any kind of familial relation?

Response: Nepotism, generally, means any person(s) or entity/organization/company – family, friends, business associates (whether they live with you or not), who can influence the business of the association or organization. Examples are financial transactions, securing a contract from the association, association decision making.

Nepotism in the State of Hawaii, in general, is challenging. For the purpose of the DHHL Grant RFPs, the requirement is that the association have written in your Bylaws or policies on how to conduct business and handle nepotism. “Form F” in the RFPs, page 72, requires

the grant applicant to certify that the applicant has such a procedure and that the applicant shall provide a copy to DHHL, if DHHL requests.

21) Forms F and M require two signatures from the board president and chief executive officer. Our association only has a board president. Is this okay?

Response: For Form F, the requirement is two signatures from persons representing the association. First signature must be by the board president. Second signature includes and is not limited to any other board officer, any other board member, chief executive officer, executive director, key paid staff, key volunteer, etc.

For Form M, the Partner Certification form, the requirement is two signatures from persons representing the Partner(s). First signature must be by the board president, company owner, etc. Second signature includes and is not limited to the following:

- **For Partners who are nonprofits: any other board officer, any other board member, chief executive officer, executive director, key paid staff, key volunteer, etc.**
- **For Partners who are for-profits: company partners, principals, chief executive officer, chief operating officer, chief financial officer, project manager, etc.**

22) Section 4, Application, Page 18, IV Other materials. Can we use previous letters of support from officials and individuals since this RFP is a continuation of our Kapolei Regional Plan Priority Project?

Response: “Other materials” is optional and is at the discretion of the applicant on whether to use previous letters or obtain more recent ones.

23) Please confirm that an applicant can submit multiple proposals to RFP-23-HHL-004.

Response: Confirmed. This is the ONLY RFP where multiple proposals from the same applicant are allowed.

For example: We have individuals and groups who are not incorporated as a Nonprofit. A Nonprofit may partner with those groups and submit proposals on their behalf. Nonprofit ABC may submit one proposal for Group XYZ (or multiple groups). Same Nonprofit ABC may submit another proposal for another Group DEF (or multiple groups). And so on. The Group(s) does not necessarily need to have its own group name nor be called a “homestead association”. The requirement is that the proposed project must assist and benefit HHCA beneficiaries.

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RFP Name: Grant for community capacity building

24) If a group of people want several capacity building services such as board training, design a website, send out newsletters, would this group then submit one proposal each for each service?

Response: No. The group may submit one proposal for all their capacity building needs. If the group is not a nonprofit, the group will need to partner with a nonprofit to submit their proposal.

25) How would the group estimate cost for the capacity building service, such as board training?

Response: The group would contact potential trainers and ask for cost estimates.

26) Gigi, are you the contact person we can call for help if we need it?

Gigi is the contact person for the DHHL Grant RFPs. DHHL may help with clarifying RFP requirements only. DHHL is not providing technical assistance nor can DHHL comment nor provide advice on applicant type nor proposed project type.

Written questions may be sent to the email address: DHHL.Grants@hawaii.gov and DHHL will respond in writing. As stated in the RFP, written questions are accepted until 4:00 PM, August 12, 2022. After the deadline, written questions may be responded to if it affects the RFPs. Subsequent Addendum may be posted on the SPO HANDS website, as needed.

Applicants are advised to read the RFPs carefully.