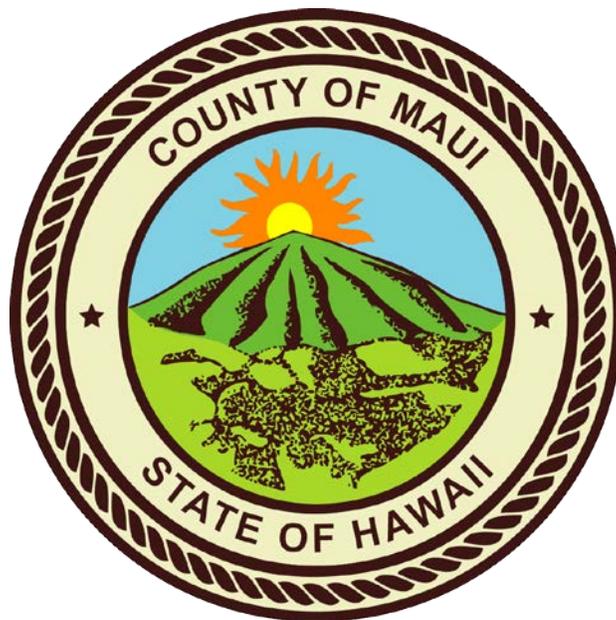


COUNTY OF MAUI

OFFICE OF ECONOMIC DEVELOPMENT

GRANTS HANDBOOK

FISCAL YEAR 2017
JULY 1, 2016 – JUNE 30, 2017



COUNTY OF MAUI
MAYOR'S OFFICE OF ECONOMIC DEVELOPMENT
2200 MAIN STREET, SUITE 305
WAILUKU, MAUI, HAWAII 96793
PHONE: (808) 270-7710 FAX: (808) 270-7995
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ALAN M. ARAKAWA
MAYOR



TEENA M. RASMUSSEN
OED DIRECTOR

OFFICE OF ECONOMIC DEVELOPMENT
2200 MAIN STREET, SUITE 305, WAILUKU, MAUI, HAWAII 96793, USA
Telephone: (808) 270-7710 Facsimile: (808) 270-7995 Email: economic.development@mauicounty.gov

Aloha,

Please find attached the County of Maui Mayor's Office of Economic Development (OED) Grant Handbook for your review. A fillable PDF version of the FY17 Grant Application and additional documents can be downloaded at www.mauicounty.gov/OEDgrants. Please note that the **grant application submittal deadline for line-item funding is October 31, 2016**, and the **deadline for general grant requests is January 20, 2017**. Applications turned in after the deadlines may not be considered for funding.

OED funds are used to promote and nurture sustainable economic development within Maui County consistent with the community's needs and priorities. OED does not fund social service programs. We can accept grant requests from both for-profit and non-profit entities. Please note that **OED will not fund projects/programs/events whose primary purpose is fundraising**. Please also note that grant applications for **events** must be submitted **at least 90 days prior to the event date in order to qualify for OED funding**.

Follow these procedures to complete your application:

Step 1. Determine if you have a **Line-Item** or **Proviso Grant** or are seeking **general grant funds**. *Definition of Line-Item/Proviso Grant: Your Organization has specific funds allocated by a line-item or proviso in the Maui County Budget under the organization's name.*

Step 2. If you **do** have a Line-Item or Proviso Grant, download and complete the **FY2017 OED Grant Application** and send it to our office being sure to follow all instructions and provide all documents outlined in the Grants Handbook.

If you **do not** have a Line-Item or Proviso Grant, and are instead seeking general economic development funding support, please proceed to Step 3.

Step 3. Submit a letter of inquiry. Before you go through the effort of completing a grant application, a letter of inquiry will enable our office to make a determination that your project/program/event is aligned with OED goals and within the scope of available funds. We will then e-mail you notice that you should proceed /or not proceed with sending in a grant application.

The letter of inquiry should be approximately 1 to 1 ½ pages and include the following:

- a. Name of Organization
- b. Purpose for the grant
- c. Amount of funds requested
- d. Timeframe for funds to be used
- e. List of partners, other sponsors and/or matching funds
- f. Who will benefit from the project or event
- g. Economic impact for Maui County

On request from OED to proceed, please complete the **FY2017 OED Grant Application**, being sure to follow all instructions.

Please keep in mind, if given approval to submit the grant application, this does not mean you will automatically receive funding support. Your project/program/event will be evaluated based upon the work plan, budget, strength of resources, measures of success and completeness of required documentation.

Step 4. Upon approval of the grant application, OED will notify you of the level of funding support and any other documents needed to execute the grant agreement. After the grant receives initial County approval, it will be sent to you for signature and notarization. Following its return, the grant will be routed to authorizing County departments for final approvals. **The complete process generally takes three months or longer from when you have submitted in entirety all of the required documentation.** Thereafter, a copy of the final grant agreement will be sent to you by the Department of Finance, after which time your funds are available.

You are encouraged to read the entire grant contract agreement to ensure an understanding of the requirements to maintain the grant, including reporting mandates and invoicing procedures. Once the grant is fully executed, you can submit invoices seeking a Request for Reimbursement of documented expenses listed in the grant budget.

Finally, please note that **every communication with OED concerning grants should be sent to grants.OED@mauicounty.gov.**

We urge you to read this comprehensive handbook in its entirety, but if you have further questions, please do not hesitate to contact our office at 270-7710.

Sincerely,



Teena M. Rasmussen

Director, Mayor's Office of Economic Development

PROPOSAL INSTRUCTIONS

I. Fill out Grants Application Packet (EXHIBIT A)

- **Performance Period:** A performance period is the period of time that your project/program/event will start and end. The performance period must start within the current fiscal year. The performance end date can fall past the end of the current fiscal year and can continue for as many months as is needed to complete the project as described in your application. Typically, if a grantee is receiving annual funding from OED the performance period does not exceed 14 months. **Extensions will only be granted in exceptional circumstances and must be requested 60 days prior to the end of your performance period.**

II. Write a Proposal Outline

- All pages should include a footer that includes the names of the Organization and the Project/Program/Event as well as page numbers and FY17.
 - Please use Arial - twelve (12) point font.
 - Eight (8) to ten (10) point fonts are allowed for the budget table.
 - Please include the title of each section (A-K) in your narrative.
- A. **Project Summary:** Your summary of the project should include the public purpose(s), what is to be provided and how, and implementation dates. It should also answer this question - “why should Maui County fund this program?”
- B. **Introduction:** List the Project/Program organizers who will be executing the program and include descriptions of their experience and qualifications.
- C. **Problem/Need Target Groups:** Provide justification for the request. Define and quantify the economic problems and needs to be addressed and the geographic areas and population to be served. Explain how the request will maintain or expand an existing program or establish a new one. Please be very specific.
- D. **Economic Impact:** Describe how your project will help Maui’s economic, and answer the question “Why should Maui County fund this project?”
- E. **Goals, Objectives, Action Steps and Performance Measures:** Goals are the end result you want to achieve. Objectives are the means to get you there, via specific action steps. Objectives should be SMART: **s**pecific, **m**easurable, **a**ction- oriented, **r**ealistic, and **t**imely. You should have a minimum of two goals, include as many as needed with detail steps for accomplishing the program plan. Then list performance measures for each goal that indicate how you will assess your outcome.

SAMPLE GOALS, OBJECTIVES, ACTION STEPS AND MEASURES OF SUCCESS
List as many goals as applicable for your project

Project Title:

Goal:

Objective 1:

Action Step 1:

Action Step 2:

Action Step 3:

Objective 2:

Action Step 1:

Action Step 2:

Action Step 3:

Objective 3:

Action Step 1:

Action Step 2:

Action Step 3:

**Performance
Measures:**

**Performance
Measures:**

**Performance
Measures:**

Performance measures: Each program/project/event is unique and therefore should be reflected in your goals and measurements. Please consider the following as *examples* of measures of performance important to the Office of Economic Development:

Quantitative and Qualitative Performance Measures of Success:

- Partnerships -- who, how many, value of services or community involvement
- Attendees and how this was determined - # visitors international, mainland, and local
- Attendee satisfaction - compiled by surveys (see sample on last page)
- Product developed -- new attraction such as a mountain bike park, floral show, tour, or a major event. What was the response?
- Marketing - circulation figures / major press on event – include PR samples with final report
- Environmental or educational impacts – such as conservation, site cleanup, public outreach achieved by the program
- Social – list specific community benefits
- Sponsorships -- \$ value of cash and in-kind support for the project
- Project value -- overall \$ estimate, for example of a resource conserved
- Benefits to a key economic niche – such as agriculture, environment, film, etc. – specify how the program upholds or increases value in this industry
- Jobs created -- list permanent position(s), salary range if possible
- Number of vendor participants and retail sales \$ -- such as food, art, flowers etc.
- Survey of area merchants, for example, that indicate how the event increased business and by what percent or \$ value
- Visitor spending \$ estimate
- Room nights booked by event attendees
- Membership in your organization
- Number of clients served
- Cash Revenue generated outside of grant
- In Kind Donations generated from the grant project
- Workshops produced
- Organization membership numbers
- Leveraged funding from other sources
- How many events held for your membership’s benefit

F. Dashboard of Performance Measures:

1. If your grant project is a one-time project and will not be receiving multiple year funding, then you do **NOT** need to create a performance dashboard.
2. All grantee projects and programs that receive recurring funding from OED (including line-item and proviso grantees) are required to have a dashboard.

- i. **For those organizations that run year-round programs**, your dashboard should hone in on those things that are at the core of your mission. OED wants to evaluate if you are getting stronger, gaining support, quantity and quality of your work, leveraging funding from other sources, increasing volunteer hours, membership etc. Because these same performance measures must be measured each year, the dashboard must transcend any project that may not continue from one year to the next.
- ii. **For those organizations that are executing events with their grant**, the performance dashboard should be created to measure that event, i.e. attendance, sponsorships gained, satisfaction of attendees (survey results), in-kind support level, volunteer hours, revenue generated at the event to leverage county funding etc.
- iii. Please keep in mind that the dashboard is **not for estimates or projections**. These measures are **actual data** that should be filled in at the **end of your performance period** and turned in as part of your final report.

The dashboard should look similar to this table:

Sample Performance Dashboard					
Fiscal Year End	2015	2016	2017	2018	2019
Performance Measure*					
Performance Measure*					
Performance Measure*					
Performance Measure*					
Performance Measure*					
Performance Measure*					

* Please list performance measures ONLY. Actual data will be required with Final Report.

If you are unclear of the kinds of performance measures that should be included, please refer to page 7 for an extended list of examples of Qualitative and Quantitative Performance Measures of Success. We also welcome you to set up a meeting with our OED team and we will be happy to assist you in developing your dashboard.

G. Use of Local Community Resources:

- Other than funding, list other resources that will be needed to implement this project/program. For example:
 1. Volunteers - describe
 2. Other Community Groups – please specify how these collaborations will help you achieve your goals and objectives.
 3. Describe how you will utilize local labor, local products, businesses and/or

Maui County vendors to carry out your program.

- H. **Economic Self-Sufficiency:** Do you expect this project/program can be brought to economic self-sufficiency in the future? If so, describe how you would accomplish this. **Please list all the ways you will generate revenue or leverage the County funding with this project/program.**
- I. **Green Initiatives and Eco-friendly Practices:** Explain how you will use resources efficiently, create sustainability and be eco-friendly while executing your project/program/event.

Examples of sustainable and eco-friendly practices:

Invitations

- E-vite, email
- Download maps to smart phones
- Online registration/evaluations

Handouts

- Limit use, email to all attendees
- Use recycled paper, both sides

Presentations

- Use white boards instead of paper
- Use water-based markers
- Utilize PowerPoint

Decorations

- Use live plants and raffle them off
- Use items that will be reused

Food/Beverages

- Purchase local crops, encourage organic/plant-based dishes
- Encourage identity labels on dishes (vegan/allergies/organic)
- Limit disposable bottles
- Water in jugs or coolers

Site

- Choose site with natural lighting
- Use site with public transportation access
- Rent or use reusables
- Encourage recycling (separate bins)

J. **Itemized Budget:** Please use the County template provided on the following page to list project/program expenses and sources of revenue.

ITEMIZED BUDGET INSTRUCTIONS

- 1. EXPENSES:** Expenses should be broken down into Operating, Marketing, and Administrative expenses. All expenses must be directly related to the proposed project/program.

Operating Expenses may include but not limited to:

- Equipment Rental
- Security
- Facility Rental
- Postage
- Printing
- Products
- Entertainment
- Shipping
- Supplies
- Materials
- Travel
- Event Coordinator

Marketing Expenses may include but not limited to:

- Advertising
- Promotional Items
- Website Development
- Website Enhancements
- Posters
- Brochures
- Public Relations
- Collateral Materials
- Electronic Media
- Marketing Coordinator

Administrative Expenses may include but not limited to:

- Executive Director
- Accounting
- Program Administration and Overhead

- 2. TOTAL EXPENSES:** Vertical sum of itemized numbers. All columns should add up correctly from top to bottom and left to right in the Total Amount cell.

- 3. INCOME:** List all income sources and assign their contributions to the appropriate column. Please include organizational cash, sponsors, any expected ticket and/or product sales, vendor fees, and In-Kind support.

In-Kind refers to goods, services and transactions not involving money or not measured in monetary terms. For example, a kind of charitable giving in which, instead of giving money to buy needed goods and services, the goods and services themselves are given.

4. BUDGET COLUMNS: There are (4) four required budget columns.

- **County** – How County funds are allocated.
- **Other Cash** – How all other revenue sources are allocated, excluding County funds and In-Kind source.
- **In-Kind** – Monetary value of volunteer labor, donated goods and services.
- **Totals** – Horizontal sum of itemized numbers to the left.

5. TOTAL INCOME: Vertical sum of itemized numbers. All columns should add up correctly from top to bottom and left to right in the total amount cell.

SAMPLE BUDGET

EXPENSES	COUNTY	OTHER CASH	IN KIND	TOTAL
Operations				
Food		\$8,000		\$8,000
Trophies and Awards		\$500		\$500
Participant t-shirts		\$8,000		\$8,000
Timers/Recordings		\$600		\$600
Jet Skis		\$400		\$400
Official Safety Boats			\$5,500	\$5,500
Official entry stickers	\$700			\$700
Volunteers			\$1,500	\$1,500
Portable Toilets	\$2,150			\$2,150
Permits		\$200		\$200
Facility Rental Fee	\$600			\$600
Tents, Tables and Chairs	\$2,750			\$2,750
Dumpster	\$600			\$600
Entertainment and Sound		\$500	\$1,000	\$1,500
Event Coordinator	\$1,000		\$500	\$1,500
Races Director and Officials		\$1,500	\$300	\$1,800
Marketing				
Advertising and Print Promotion		\$1,000	\$500	\$1,500
Signs and Banners	\$700	\$500		\$1,200
Web Marketing and Graphics		\$1,300	\$700	\$2,000
Photography	\$500			\$500
Filming		\$8,000		\$8,000
Administrative				
Program Administrator		\$2,000		\$2,000
TOTAL EXPENSES	\$9,000	\$32,500	\$10,000	\$51,500
INCOME	COUNTY	OTHER CASH	IN KIND	TOTAL
County OED	\$9,000			\$9,000
Organizational Cash		\$12,000		\$12,000
Sponsors		\$20,500		\$20,500
In-kind Support and Volunteers			\$10,000	\$10,000
Ticket Sales		\$5,500		\$5,500
Product Sales		\$1,900		\$1,900
Vendor Fees		\$750		\$750
TOTAL INCOME	\$9,000	\$40,650	\$10,000	\$59,650

- K. Budget Narrative (required for ALL grant applications):** Please provide descriptions for each of the budget line items. The narrative should demonstrate your organization's financial understanding of the project/program expenses and revenue. Keep in mind that the Budget Narrative can be a very useful tool giving justifications for certain upcoming expenses and can help reduce the "burden of proof" if well-documented.

Experienced grantees understand that universal categories allow discretion. "Supplies," for example, makes room for postage, office supplies, etc. The budget narrative is where this can be explained and can be helpful in the billing stage of the grant. **Please remember, once a grant has been executed, it is very rare for OED to approve budgetary changes.**

Equipment: If this grant is paying for equipment, please explain how the equipment will be maintained and secured. Also make a case on why this equipment purchase would be more cost-effective than contracting out the work.

Positions: If this grant is paying for a position, explain how this person's performance will be evaluated.

Marketing: If this grant is paying for marketing, please make your narrative robust to describe your marketing plans.

SUPPORTING DOCUMENTS CHECKLIST

- L. **Certificate of Vendor Compliance (dated within 3 months):** To obtain this form, please visit Hawaii Compliance Express (HCE) online at <http://vendors.ehawaii.gov>.
- Under Hawaii law, you must provide proof of compliance in order to receive a contract greater than \$2,500.00 with state and county government entities in Hawaii. HCE is an electronic system that allows vendors doing business with state or county agencies to quickly and easily obtain proof that they are compliant with applicable laws. With a subscription fee of \$12, registered HCE vendors receive a full year of service, automatic email notifications of status changes, unlimited access by state and county government entities to print certificate for use. If the vendor is not compliant, the vendor is responsible to contact the respective department to resolve the issue.
- M. **Corporate Entity Documents**
Required for all non-profits, for-profits, corporations and LLCs
1. **Current DCCA Annual Filing Form**
 2. **Current Financial Statement:** Submit your most recent financial statement, whether or not it was audited by a CPA. OED reserves the right to require a financial audit conducted by a CPA.
 3. **List of current Board of Directors** (non-profits only)
 4. **By-laws of the Organization and/or Corporate Resolution** (non-profits only)
See sample Corporate Resolution on the following page.
- N. **Sole Proprietor Documents**
1. **Current DCCA Annual Filing Form**
 2. **W-9 Form**
- O. **List of current grants with the County of Maui and/or State of Hawaii**
- P. **Certificate of Liability Insurance:** On confirmation of OED funding, a certificate of liability insurance will be required to execute the grant agreement.
1. The comprehensive liability insurance policy, as evidenced by issuance of a “policy endorsement”, shall name the county, its officers, employees and agents against any loss, liability, claims, and demand for injury or damage, including but limited to, claims for property damage, personal injury, or wrongful death, arising out of, or in connection with grantee’s actions and/or performance of this agreement.
 2. The insurance policy shall contain the following requirements:
 - i. No less than a Combined Single Limit (“CSL”) of liability coverage of \$1,000,000;
 - ii. No erosion of limit by payment of defense costs; and
 - iii. Minimum annual aggregate limit of \$2,000,000.

SAMPLE CORPORATE RESOLUTION

Resolution
Date XX, 20XX

CORPORATE RESOLUTION OF THE BOARD OF DIRECTORS OF (NAME OF ORGANIZATION)

By a majority vote of the _____ (ORGANIZATION) Board of Directors, the Board adopted the following Resolutions:

“RESOLVED, that _____ (NAME), the _____ (TITLE) is authorized to sign all documents on behalf of _____ (ORGANIZATION), its subsidiaries and programs.

To sign bank checks and drafts along with another authorized signer of _____ (ORGANIZATION) for the withdrawal of funds, drawn on any Bank as a depository of the Corporation and its Subsidiaries, and in its name, to sign bank checks and drafts for the withdrawal of funds, drawn on any Bank as a depository of this Corporation; to sign, or otherwise make requests and receipts for the withdrawal of funds; to endorse and accept checks, drafts, notes and other paper payable to or by this Corporation; to waive protest of any check, note, bill or other item made, drawn or endorsed by or to the order of this Corporation; and to enter into agreements with the Bank relative to the account or accounts of this Corporation in the Bank; all checks and drafts for the withdrawal of funds require two (2) authorized signers of _____ (ORGANIZATION).

I certify this to be a true and accurate account of the agenda item “Corporate Resolutions” at the meeting of _____ (ORGANIZATION) Board of Directors held on _____ (DATE).

Name Title Date

GENERAL TERMS AND CONDITIONS OF ALL OED GRANTS

“EXHIBIT B”

1) Method of Payment: Unless otherwise specified herein, Grantee shall submit on their agency’s letterhead written reimbursement requests to the County for payment of grant funds. Payment shall be made as work is performed and the required invoices, billing statements, or other documents are submitted. Each reimbursement request shall: a) Be authenticated as to its accuracy by the grantee and verified by a designated County official; b) Include a certification by Grantee that the work for which payment is requested was performed in accordance with the terms of this Agreement; c) Include copies of receipts, canceled checks, vendor agreements, and/or other documentation providing verification of work completed in accordance with this Agreement; and d) Be presented in duplicate, with two (2) complete sets of all items submitted.

The County will reserve 10% of the grant award as a final payment. Final payment on this Agreement shall be available upon completion of Grantee’s Program, receipt by the County of the final written report from Grantee acceptable to County, and receipt of original tax clearance certificate for Grantee from the State of the Hawaii Department of Taxation.

2) Withholding of Payments: County may withhold any and all payments to Grantee if the costs set forth in a reimbursement request are unreasonable, or if Grantee fails to comply with the terms of this Agreement in any manner whatsoever.

3) Program Income: “Program Income” means gross income received by Grantee generated from the use of County funds. In no event shall any of the income, earnings, or assets of the Program, including any and all grant funds, surplus funds, or Program Income as described herein, be distributed by Grantee to, or for the benefit of, its corporate directors, officers, members, employees or consultants. Discretionary use of Program Income by Grantee is strictly prohibited.

4) Reversion of Assets: The Grantee is prohibited from disposing any real or personal property acquired with County funds received under this Agreement, without first receiving prior written consent of the County. Should the Grantee cease to use any real or personal property acquired with County funds for the purposes described in this Agreement, the Grantee shall either pay the County the current fair market value of the asset or transfer the control of the asset to the County.

Upon expiration or termination of the Agreement, the Grantee shall submit to County an inventory of all personal property acquired with County funds at a purchase price of \$500.00 or more. Unless the Grantee has the written consent of the County, the Grantee shall transfer to the County upon expiration or termination of this Agreement any County funds on hand at the time of expiration or termination of this Agreement and any real and/or personal property acquired or improved in whole or in part with County Funds.

5) Non-Profit Status: Grantee warrants that it is a Hawaii non-profit organization and duly authorized to conduct business in the State of Hawaii.

6) Insurance: In order to protect itself as well as the County under the indemnification agreement set forth herein, the Grantee shall obtain, pay for, and keep in force throughout the period of this Agreement comprehensive liability insurance issued by an insurance company (the “Carrier”) authorized to do business in the State of Hawaii (an “Admitted Carrier”), or by a company not authorized to do business in the State of Hawaii (a Non-Admitted Carrier”) only through a general insurance agent or broker licensed in the State of Hawaii. The carrier shall be rated no less than “A-“as established by “AM Best” or “Standard and Poor” ratings.

The insurance policy, as evidenced by issuance of a “Policy Endorsement,” shall name the County of Maui, its departments, agencies, officers, directors, employees and agents as “Additional Insured”, and shall include a duty to defend the County, its departments, agencies, officers, directors, employees and agents against any loss, liability, claims, and demands for injury or damage, including but not limited to, claims for property damage, personal injury, or wrongful death, arising out of, or in connection with GRANTEE’s actions and/or performance of this Agreement.

Unless otherwise agreed to by the County, through the joint decision and discretion of the Economic Development Coordinator and the Department of Finance, the insurance policy shall contain the following minimum requirements:

1. No less than a Combined Single Limit (“CSL”) of liability coverage of \$1,000,000;
2. No erosion of limit by payment of defense costs; and
3. Minimum annual aggregate limit of \$2,000,000.

Prior to or upon the execution of this Agreement, Grantee shall furnish the County with a copy of the insurance policy certificate together with the required endorsements verifying such insurance coverage. If the scheduled expiration date of a current insurance policy is sooner than the specified termination date of this Agreement, the Grantee shall ensure renewal of the insurance policy, and provide the County with a copy of the renewed insurance policy certificate together with the required endorsements.

Unless waived by the County, the insurance policy shall expressly state that the coverage provided under such policy shall not be cancelled or terminated, unless the Carrier has first given the County thirty (30) calendar day’s prior written notice of the intended cancellation or termination.

7) Indemnification: To the extent permitted by law, Grantee shall indemnify, defend, release, and hold harmless the County, its departments, agencies, officers, directors, employees, and agents from and against any and all manner of actions and claims arising, either directly or indirectly, out of or resulting from the errors, omissions, or acts of Grantee, its officers, its

employees, or its agents occurring during, or in connection with, the performance of the Grantee's services under this Agreement.

8) Alcohol: The County of Maui will not reimburse for any alcohol expenses.

9) Subcontracting: Grantee shall not procure, or subcontract, any part of the services under this Grant Agreement without the prior written consent of County.

10) Record Keeping: Grantee shall keep records and prepare reports, including detailed, separate financial records relating to funds received from the County. All accounts shall be prepared and maintained according to generally accepted account principles and as otherwise provided by law to ensure the effective administration of the grant. Grantee shall maintain such accounts and documents in a manner as to permit expeditious determination to be made at any time of the status of funds within the award, including the disposition of all monies received from County and the nature and amount of all charges claimed to be against such funds. To facilitate the auditing process, Grantee's general ledger shall be organized to reflect the separation of County grant funds and expenses from other funds of the Grantee. Grantee shall maintain in its files, at all times, documentation certifying that the work described in any invoices, executed contracts or reimbursement requests submitted to the County are complete, correct, and in accordance with the terms of this Agreement.

11) Quarterly Reports: Grantee shall provide County with written Quarterly status reports containing the following information: Summary of Program status in relation to goals, objectives and scheduled action steps outlined in the grant proposal; Numbers and descriptions of people or businesses served; Financial status reports of County funds used; and a narrative report, including progress in meeting performance standards and economic self-sufficiency, if appropriate.

12) Final Report: Grantee shall provide a final report within 60 days after completion of the Program covered by this grant award including a financial section, evaluation section and other information as requested by County.

13) Employee Compensation: Grantee shall not compensate its employees more than the wages then prevailing in the State of Hawaii for employees with similar skills and abilities. Grantee shall not pay any commissions, bonuses or similar to its employees.

14) Financial Audits: Grantee shall supply County with a copy of its annual financial statements, prepared by a Certified Public Accountant. Grantee shall allow County to audit Grantee's records, report books and other financial records upon request of County to determine compliance with the terms of the grant agreement. Grantee shall cooperate fully and assist the County in such an audit.

15) County Recognition: Grantee shall give the County appropriate recognition in all County-funded programs and printed materials. All such printed materials must be approved by the County prior to printing and/or use.

16) Grantee Compliance: Grantee shall strictly comply with its articles of incorporation and/or bylaws and all relevant County, State and/or Federal rules and regulations concerning its policies and operations.

17) No Discrimination: Grantee shall not discriminate in the hiring of staff, compensation, terms or conditions of employment of individuals, use of volunteers, or delivery of client services on the basis of race, color, ancestry, national origin, religion, creed, sex, sexual orientation, disability, age, marital status, arrest and court record, National Guard participation or HIV infection.

18) Program Alteration: Grantee shall not alter Program plans which provided the justification for the grant without first obtaining the prior written consent of County. Grantee shall inform County of any proposed changes to the budget allocations, Program description or schedule outlined herein.

19) Modification of Agreement: Any request to modify, alter or change this Agreement, shall be made to the Coordinator or designee of the Office of Economic Development in writing. Any modification, alterations or changes including, but not limited to, the modifications of the services to be performed, the extension of time of performance, or changes to the total amount of funding including in the approved budget, shall be made only by written supplemental agreements executed by the County and Grantee. Other modifications, alterations or changes to this Agreement, if approved, shall be made in writing by the Coordinator or designee of the Office of Economic Development.

20) Termination of Agreement: If, for any cause, the County finds that the Grantee has failed to satisfactorily fulfill in a timely or proper manner its obligations under this Agreement or if the Grantee breaches any of the promises, terms or conditions of this Agreement and, having been given reasonable notice of an opportunity to cure any such default, fails to take satisfactory corrective action within the time specified by the County, the County shall have the right to terminate this Agreement by giving written notice to the Grantee of such termination. Further, the County may terminate this Agreement **without cause** by giving written notice to the Grantee thirty (30) calendar days before the effective date of such termination.

21) Proselytization Prohibited: Grant funds shall not be used to recruit or convert a person to a new faith, institution, or cause.

In the event Grantee fails to adhere to any of the conditions listed herein, County may withdraw any part of the grant, or the entire grant. Grantee shall be held liable for any grants funds expended in a manner inconsistent with this Agreement, including any attachments incorporated therein.

EXECUTED GRANT CHECKLIST

When you receive your executed OED grant from the Department of Finance, please review this checklist and mark dates and tasks accordingly.

- Mark your calendar with your semiannual report dates and final report date to ensure compliance. Report dates are set from your performance schedule.
- The County of Maui seal and the OED logo must be used on all advertisements, marketing and marketing materials distributed electronically and in print.** Color and black and white versions are available upon request at any time.
- If your project is an event sponsored by OED, please submit a JPEG flyer no less than 30 days in advance of your event. OED will help market your event through our County Facebook page.
- Ongoing projects or programs must include digital photos submitted electronically with their semiannual reports.
 - Photos should be a JPEG format and a minimum of 2 MP which is equal to 1600 x 1200 pixels
 - Please include at least:
 - 2 - Crowd photos
 - 2 - Program photos (entertainers, speakers, performances, activities)
- If your project is an event, digital photos must be submitted electronically with your final report. See above for specs.

REIMBURSEMENT DIRECTIONS

- OED makes reimbursements once invoices are received. Grantees are requested to submit copies of receipts, bills, invoices, contracts or other proof of purchase that show details on what item(s) or service(s) were purchased. Please check to make sure they are within the performance period or the entire invoice will be returned. Two (2) hard copies of the full invoices should be sent to: **2200 Main St., Suite 305, Wailuku, HI 96793.**
- Number each receipt to correspond with the expense summary. The expense summary should also contain the corresponding number. This can be handwritten. Include a calculator tape for each category and keep receipts in the same order as they appear on the tape. This will assist the OED grants team and Finance Department in processing payments quickly.
- OED will accept reimbursement requests no more than once per month, but the requests can include multiple invoices per grant. Payments can take up to 30 days to be processed. Please include the forms with your requests:
 1. **Reimbursement Form:** This is a cover letter from your organization which requires a signature. *(see sample)*
 2. **Reimbursement Budget Summary:** This is an expense summary to assist tracking expenses within your approved budget. This cannot deviate from the originally approved budget. *(see sample)*
 3. **Reimbursement Expense Summary:** This is an itemized breakdown of individual expenses within each category of your budget. Include date of receipt. *(see sample)*
- **Final Reports and Final Budgets are due within 60 days** of the event or program completion; submit 1 copy, include digital marketing materials and/or any other required deliverables as determined in your executed grant contract. 10% of funds are held for a final payment until the Final Report and Final Budget are received.
- **Certificate of Vendor Compliance:** Maui County requires a Certificate of Vendor Compliance for final invoice payment.

Further clarifications on expenses:

- i) Invoices must include company/vendor name, mailing address and phone numbers.
- ii) Quotations are not considered invoices and will NOT be accepted for reimbursement.
- iii) Reimbursed expenses must fall within budgeted expense categories.
- iv) Checks will not be accepted as proof of payment.
- v) All receipts must show itemized purchases.
- vi) No over-the-counter medications.
- vii) No alcohol.

SAMPLE REIMBURSEMENT FORM
(Please use your organization's letterhead)

Date: July XX, 20XX

Jeremiah Savage
County of Maui, OED
2200 Main St, Suite 305
Wailuku, HI 96793

Project Title: _____

Grant#: (ex: G3174)

Invoice #2

We are requesting the following reimbursement program costs per the attached expense summary and receipts attached for:

Amount Due: \$6,000.00

This is to certify that the work for which payment is requested was performed in accordance with the terms of this grant agreement.

(Your Signature)

Name and Title

SAMPLE REIMBURSEMENT BUDGET SUMMARY

Reimbursement Budget Summary G3174

Approved Budget	OED Funds on Program/Event Budget	Invoice #1 (Paid)	Invoice #2	Total Paid (to Date)	Remaining Balance
Marketing					
Printing	\$1,500.00	\$1,500.00		\$1,500.00	\$0.00
Advertising	\$2,500.00	\$1,500.00	\$1,000.00	\$2,500.00	\$0.00
Operations					
Tents	\$1,500.00	\$500.00	\$1,000.00	\$1,500.00	\$0.00
Sound	\$1,000.00		\$1,000.00	\$1,000.00	\$0.00
Entertainers	\$3,000.00		\$3,000.00	\$3,000.00	\$0.00
Administration	\$500.00				\$500.00
TOTAL	\$10,000.00	\$3,500.00	\$6,000.00	\$ 9,500.00	\$500.00

* Continue spreadsheet for subsequent invoices (3, 4 and beyond)

SAMPLE REIMBURSEMENT EXPENSE SUMMARY

(Organization Name) G3174

Invoice #2

April 1st – April 30th, 2017

Expense by Budget Categories

<u>Advertising</u>	
1. Magazine Ad – Beautiful Mail Events \$1,000.00	Date 4/10/17

\$1,000.00	Total Advertising Costs
<u>Tents</u>	
2. Large White Tent (1) – Acme Tents \$1,000.00	Date 4/28/17

\$1,000.00	Total Tent Costs
<u>Sound</u>	
3. Speakers (8) – Pro Maui Sounds \$1,000.00	Date 4/28/17

\$1,000.00	Total Sound Costs
<u>Entertainers</u>	
4. Hula Dancers – Acme Maui Hula \$1,000.00	Date 4/12/17
5. Fire Dancers – Best Maui On Fire \$1,000.00	Date 4/14/17
6. Dancing Bears – Circus Maui Dance \$1,000.00	Date 4/14/17

\$3,000.00	Total Entertainers Costs
\$6,000.00	Total Invoice #2



COUNTY OF MAUI
OFFICE OF ECONOMIC DEVELOPMENT
 2200 MAIN STREET, SUITE 305
 WAILUKU, MAUI, HAWAII 96793
 PHONE (808) 270-7710 FAX (808) 270-7995

SEMIANNUAL REPORT FORM

Contract/Grant Number:

Reporting for the period of _____ to _____

Organization Name:

Program/Project Title:

Contact Name: _____ Title: _____

Telephone Number: _____ Email: _____

Please submit this completed and signed biannual report form with a narrative report that addresses each of the following items. You may add additional pages as necessary.

- Provide a summary of the work completed during this reporting period.
- Describe how the funds allocated for this project were used during this reporting period.
- Describe any major adjustments that have been necessary or will be proposed.
- Briefly describe your next major steps for this project.

Submitted by:

Signature

Date

Office of Economic Development -- Staff Use Only

Received by OED:

(Date)

Biannual Report Accepted by:

(OED Staff)

(Date)



COUNTY OF MAUI
OFFICE OF ECONOMIC DEVELOPMENT
 2200 MAIN STREET, SUITE 305
 WAILUKU, MAUI, HAWAII 96793
 PHONE (808) 270-7710 FAX (808) 270-7995

FINAL REPORT FORM

Contract/Grant Number:

Grand Period: _____ to _____

Organization Name:

Program/Project Title:

Contact Name: _____ Title: _____

Telephone Number: _____ Email: _____

Please submit this completed and signed Final Report Form, Final Financial Report form with a narrative report that addresses each of the following items. Events must also submit the Event Final Report. Use additional pages as needed.

The Final Report is a cumulative report of your grant performance period. Please make sure your numbers reflect totals for your entire project/program.

- Program/Project description from your original proposal.
- Discuss the results of your program/project as well as marketing/PR efforts.
- Provide your Dashboard of Performance Measures.
- Provide two anecdotal stories of how this grant funding assisted our community.
- Report on your Goals, Objectives, Action Steps and Success Measures in Section D of your Proposal with the actual outcomes and results.
- Using your proposed methodology from your Proposal, explain why you were able to reach your stated goals and objectives and/or why you were unable to reach your stated goals and objective(s).
- Describe how this program/project could be improved.
- Include five digital photos on a USB Flash Drive with the Final Report that best depict your event or program.
- Attach Final Reimbursement Budget Summary.

Submitted by:

Signature

Date

Office of Economic Development -- Staff Use Only

Received by OED:

Quarterly Report Accepted by: _____
(OED Staff)

(Date)

(Date)



COUNTY OF MAUI – Office of Economic Development

EVENTS SURVEY SAMPLE

Please Rate Your Overall Experience at this Event:

Male Female

Excellent Good Fair Poor

Are You a Resident of Maui County?

Yes No

If not where are you from: _____

How long will you be visiting: _____

How did you hear about this event:

Brochure Newspaper Internet Search Online Calendar Hotel/Concierge
 Social Media Word of mouth/Family/Friends Free Publication/Magazine _____

What was the primary reason you came to the event:

Entertainment Food Someone’s Recommendation Just happened upon the event
 I am a participant A friend or family member is a participant Other: _____
(worker, volunteer, performer)

Comments: _____

Suggestions: _____



COUNTY OF MAUI – Office of Economic Development

EVENTS SURVEY SAMPLE

Please Rate Your Overall Experience at this Event:

Male Female

Excellent Good Fair Poor

Are You a Resident of Maui County?

Yes No

If not where are you from: _____

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Suggestions: _____