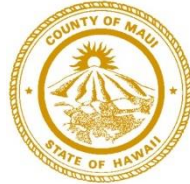


**RICHARD T. BISSEN, JR.**  
Mayor

**KEKUHAUPIO R. AKANA**  
Managing Director

**LUANA I. MAHI**  
Director



**OFFICE OF ECONOMIC DEVELOPMENT**  
COUNTY OF MAUI  
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ONE MAIN PLAZA, SUITE 305  
WAILUKU, HAWAII 96793  
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March 31, 2023

Aloha Grantees,

In an effort to be better stewards of the Maui Nui County tax payers funds, we will be instituting some new guidelines for the OED grants reimbursements. Some of the items that we will be instituting in FY2024 grant applications are:

Administration/Personnel expenses should be no more than 30% of the total amount of the grant.  
Grant admin/fiscal sponsor fee should be no more than 15% of the total amount of the grant.

Per Diem/Meals will be reimbursed with the following:

Meal allowance for: On Island travel – Hana/Haleakala  
Breakfast - \$6.00, Lunch - \$ 8.00, Dinner - \$ 10.00

Outer Island Travel

Meal allowance for each day - \$ 45.00 Max

Out of State Travel

Meal allowance for each day - \$ 60.00

Tips that you pay for housekeeping, valet, meal service, taxi/Uber services will be your responsibility.

Airfare: full fare reimbursement @ economy class only (any upgrades is your responsibility)  
Ground Transportation – Car Rentals - Compact rental only, or Taxi/Uber to and from Airport to hotel only. Any upgrades will be your responsibility.

Hotel – If you live within 25 miles of the hotel where your event is being held, you will not be reimbursed and we will have the right to determine the portion of the hotel fee to be reimbursed if the cost is extremely high.

Equipment purchased using grant funding under \$1,000.00 no reversion of assets, this guideline is already in your Terms and Conditions.

If your organization has any issues, questions or concerns about these guidelines, please send an email to: [economic.development@mauicounty.gov](mailto:economic.development@mauicounty.gov) to explain your situation and I will communicate with you any exceptions to these guidelines.

Mahalo,

A handwritten signature in cursive script that reads "Luana Mahi".

Luana Mahi