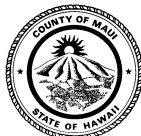


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Director of Council Services
David M. Raatz, Jr., Esq.

Deputy Director of Council Services
Richelle K. Kawasaki, Esq.

COUNTY COUNCIL
COUNTY OF MAUI
200 S. HIGH STREET
WAILUKU, MAUI, HAWAII 96793
www.MauiCounty.us

December 5, 2025

Ms. Jade Rojas-Letisi, Director
Office of Economic Development
County of Maui
Wailuku, Hawaii 96793

Dear Ms. Rojas-Letisi:

SUBJECT: **ADMINISTRATION AND MANAGEMENT OF GRANTS**
(BFED-20(12))

The Council's Budget, Finance, and Economic Development Committee's discussed the administration and management of grants at its meeting of December 2, 2025.

May I please request you provide the following:

1. Updated grant reports for Fiscal Years 2023 to 2025, that comply with the requirements in Section 3.36.120, Maui County Code.
2. A report that lists FY 2025 authorized grants that were not executed. For each grant, please provide:
 - a. The grantee, amount, and a short explanation of why the contract was not executed.
 - b. The total award amounts and the total amount reverted or expected to be reverted to the General Fund.
3. A report that lists FY 2025 grants that were executed but not fully drawn. For each grant, please provide:
 - a. The grantee, award amount, amount disbursed to date, remaining balance, and whether the grant is open or closed. If open, please provide the current contract end date or expected close date and a short explanation of why the funds were not fully used.

- b. The total award amounts and the total amount reverted or expected to be reverted to the General Fund.
- 4. A report for FYs 2023 to 2025 that identifies the number of grants where staff identified suspected or proven fraud, waste, or abuse.
 - a. For each identified grant, please provide a description of the issues and the actions taken to address them.
 - b. Any written risk assessments, internal audit findings, or external audit recommendations that led to recent changes in grant reimbursement and internal control policies. If no written reports were generated, please provide a short summary of the reasons for the policy changes.
- 5. A list of the 20 policy-change recommendations and describe the current implementation status of each recommendation.
- 6. A list of working groups that address grants administration and grants management, including groups that are active, or have been formed but not yet convened. For each group, please identify name, purpose, sponsoring department, chair or lead staff, membership, including whether the group is active, not yet convened, or inactive, and any planned or expected start date.
- 7. A proposed reporting schedule that provides a midyear grant status report that can be used by the Council during the annual budget session to streamline the appropriation process.
- 8. Your recommendations for specific legislative actions that the Council could consider during the upcoming budget session to better support timely grant processing, grantee communication, and the implementation of your proposed grant policy changes.
- 9. A description of how your Office has communicated recent changes in grant reimbursement and advance-payment practices to grantees and fiscal sponsors, including the type and timing of notice, any written guidance or training you provided, and any steps you plan to take to improve communication of future changes.

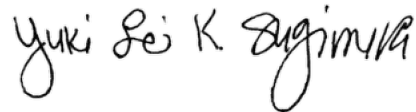
Ms. Jade Rojas-Letisi
December 5, 2025
Page 3

10. A summary of the County's current and planned use of fiscal sponsors, including how fiscal sponsors are selected, the expected role and limits on their responsibilities, the number of active fiscal-sponsorship arrangements, and any policy changes you recommend to ensure fiscal sponsors are not expected to front grant funds.

May I further request you transmit your response to bfed.committee@mauicounty.us by **January 5, 2026**. To ensure efficient processing, please include the Committee item number in the subject line.

Should you have any questions, please contact me or the Committee staff (Kirsten Szabo at ext. 7662, or Pauline Martins at ext. 8039).

Sincerely,



YUKI LEI K. SUGIMURA, Chair
Budget, Finance, and Economic
Development Committee

bfed:ltr:020(12)aed02:kes

cc: Mayor Richard T. Bissen, Jr.
Chief of Staff

BFED Committee

From: BFED Committee
Sent: Friday, December 5, 2025 6:39 PM
To: Jade.P.Rojas-Letisi@co.maui.hi.us
Cc: Aulani.Delatori@co.maui.hi.us; 'Michelle Santos'; 'Zeke Kalua'; Cynthia D. Lallo
Subject: ADMINISTRATION AND MANAGEMENT OF GRANTS (BFED-20(12))
Attachments: Correspondence to OED 12-05-2025.pdf