

OED Timeline to Execution of Grant

1. Press Release/Grant Workshops (February/March - over 2 weeks span)
 - At least 4 workshops overviewing the FY grant handbook and application process
 - We offer in-person (Maui-4-6), in-person (Molokai-3), FY27 in-person (Lanai-1), Zoom (Outliers)
2. Application opens via Submittable Portal (Tentative: March 2026)
 - Due date: Open for approx. 60 days
3. Eligibility Check for Application
 - Assigned to grant specialist for review
4. Grant Review/Evaluations (3 weeks)
 - Manager assigns grant specialist grants to evaluate (Submittable)
5. Recommendation for funding by Specialist (3-4 days)
 - Meeting with grant managers to review recommendations
6. Grant Managers meet with Director for final funding recommendation (1 week)
7. Manager assigns each grant specialist specific Grants to manage, duties include: (up to 2 weeks)
 - Create folders in S drive for new grants assigned to you
 - Request new grant #
 - Ensure that the Organization has a vendor# (G000XX) or start process to request one
8. For each grant, prepare Conditional Letters and Attachments
 - Include revisions needed from grantee to secure their funding
 - Prepare attachment to conditional letter (1.1)
9. Send conditional letter and attachments to grantee (submittable) (timeline varies depending on grantee, we give deadlines of one week but it can take longer to receive revisions)
 - Await signature, and revisions of the application
 - When letters are received back, file in electronic file
 - Ensure revisions are correct and acceptable (1-2 days)
 - i. If revisions are not acceptable this can take longer
10. Prepare Award letter
 - Notifies the grantee that we accept their application and revisions, and we will begin to draft agreement.
 - Reminds grantee **any expenditures incurred prior to the full execution of the grant agreement with the County of Maui are the responsibility of the grantee.**
 - Send to grantee (submittable)
11. Combine required document and send to Corp Counsel to draft agreement

12. CORP COUNSEL emails draft back to you (2-3 weeks)
 - Review agreement to ensure all special conditions are included
13. Send agreement to grantee for review and signature (Submittable) (1 week depending on grantee)
14. Once agreement is received back from grantee in Submittable:
 - Email file to director for signature and approval
15. Once document is received back with Director's signature,
 - Document is emailed to Budget for processing
16. ENSURE GRANTS TRACKING WEBSITE IS FULLY UPDATED
17. Document will now route through six different departments for review and processing (4-5 weeks)
18. Purchasing will send executed grant agreement to OED when it is finalized
19. Send a copy of the agreement to the grantee along with the Notice to Proceed Letter
 - This letter outlines Performance Period and important reporting periods
20. **Grant is fully executed, and grantee can begin to incur expenses**