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**COUNTY COUNCIL**  
COUNTY OF MAUI  
200 S. HIGH STREET  
WAILUKU, MAUI, HAWAII 96793  
[www.MauiCounty.us](http://www.MauiCounty.us)

April 4, 2022

Mr. Sananda K. Baz, Managing Director  
Department of Management  
County of Maui  
Wailuku, Hawaii 96793

Dear Mr. Baz:

SUBJECT: **FISCAL YEAR ("FY") 2023 BUDGET** (AG-1) (BFED-1)

May I please request you be prepared to answer the following questions at the BFED Committee meeting held via BlueJeans on **April 5, 2022**.<sup>\*</sup> This will enable the Committee to comprehensively review the FY 2023 Budget. Please also submit your answers to [bfed.committee@mauicounty.us](mailto:bfed.committee@mauicounty.us) by the end of the day on **April 7, 2022**. *\*Date subject to change without notice.*

**Overall**

1. Why is "% of data gathered which is needed for island specific game management plans" considered a success measure for "improve access to financial resources" rather than "protect agricultural activities by assisting in agricultural pest, disease, and feral ungulate mitigation"? (Page 96, Program Budget, Agriculture Program, Key Activity Goals & Measures) (TK)
2. Please explain the intended interaction between the Office of the Mayor, Economic Development – Agriculture Program and the Department of Agriculture in FY 2023. (Page 430, Program Budget, Economic Development Program – Agriculture Program) (TP)
3. Please explain the intended interaction between the Office of the Mayor, Economic Development Program – Water and Environmental Resource Protection and Conservation and the Department of Agriculture in FY 2023. (Page 436, Program Budget, Economic Development Program – Agriculture Program) (TP)

4. Please provide the funding sources and amount of funding available to municipalities annually for agriculture-related activities. Could funding from the Federal Infrastructure bill be secured to provide water system-related upgrades for agriculture? What other types of agriculturally-related activities might qualify for Federal funding? (SS)

**Salaries and Wages (Category “A”)**

1. Why are three unfunded positions being requested for the Department for FY 2023 and what is the purpose of the unfunded positions? (Page 1-3, Budget Details, Index Code 918223A) (GJ) (TK)
2. Are there comparable State Department of Agriculture positions that could be modeled to get a better idea of funding requirements for the unfunded positions, similar to the process followed for the County Archaeologist? (Page 1-3, Budget Details, Index Code 918223A) (TP)
3. Please explain the following:
  - a. What are the Department’s plans to attract and retain high quality candidates for the proposed positions?
  - b. When are the new positions expected to be filled?
  - c. What are the duties of each position?
  - d. Which of the requested positions are necessary once the Department is set up? (Page 1-3, Budget Details, Index Code 918223A) (KTK)
4. Out of the eight proposed equivalent personnel, who will be managing the County’s current and proposed agriculture parks? If a new position is needed for this task, what is the recommended salary for an individual with farm plans and management skills experience? (Page 1-3, Budget Details, Index Code 918223A) (GJ)
5. Under Key Activity Goal 1.1, “Amount of grants provided to the agriculture sector through State or Federal sources,” the FY 2023 estimate is \$3,000,000. Which Department position is responsible

for achieving this goal? (Page 97, Program Budget, Agriculture Program, Key Activity Goals & Measures) (SS)

6. Under Key Activity Goal 1.3, "Amount of Federal funds secured for this objective," the FY 2023 estimate is \$3,000,000. Which Department position is responsible for achieving this goal? (Page 97, Program Budget, Agriculture Program, Key Activity Goals & Measures) (SS)
7. Which Department position is responsible for securing State and Federal grant funds and what percentage of that position's job duties will be towards grant writing? (Page 1-3, Budget Details, Index Code 918223A) (SS)
8. Will a Grant Writer in the Office of Economic Development also be responsible for writing grants to secure State and Federal funding for the Department of Agriculture? (Page 1-3, Budget Details, Index Code 918223A) (SS)
9. If two Grant Writer positions were created with the goal of obtaining Federal agriculture-related funding, how much time would be needed to create and fill the positions?
  - a. Are there existing County or State grant writing positions to model such as the OED Grant Writer, or would this be a new position?
  - b. What are the recommended salary requirements for a Grant Writer? (SS)
10. Please comment on the need to add five positions: two Grant Writers, two Food Access Coordinators, and one Waste and Resource Regeneration Specialist as outlined in the Community Impact Working Group's Strategic Plan. (Page 1-3, Budget Details, Index Code 918223A) (SS)
11. Could the Director, Deputy Director, and Private Secretary salaries be for 10-months funding instead of 12 months? Will these positions be filled by July 1, 2022? (Page 1-3, Budget Details, Index Code 918223A) (YLS)

**Operations and Equipment (Categories “B” and “C”)**

1. The proposed agricultural assessments related to Maui County’s food supply, including how much food and what is needed, will be very useful.
  - a. Will the assessments include an analysis of how much agricultural water will be needed to grow crops?
  - b. The County is in the process of negotiating long-term water supply from the East Maui Irrigation system. Will this study be able to provide data to determine future amounts needed for food security or is additional funding needed for a specific study to determine future agriculture water supply needs? And if additional funding is needed for a separate study, how much more funding would be required?
2. If a consulting firm were contracted with obtaining Federal agriculture-related funds, including water system infrastructure upgrades, approximately how much might that contract cost? What is the process for hiring a consulting firm specializing in this? (Page 1-5, Budget Details, Index Code 918223B, Sub-Object Code 6112) (SS)
3. Regarding Professional Services:
  - a. Please provide an estimate for allocating \$350,000 between the services described.
  - b. Could the services be completed in-house with additional staff rather than contracted out? Was this option considered? (Page 1-5, Budget Details, Index Code 918223B, Sub-Object Code 6132) (KRF)
4. Will operational expenses totaling \$1,000,000 expected to be used over a 12-month period? Will the Department be fully operational on July 1, 2022? (Pages 1-5 to 1-6, Budget Details, Index Code 918223B) (YLS)
5. Relating to the proposed \$500,000 County Grant Subsidy: Establishment of the Agriculture Department:
  - a. What types of projects will this grant be used to fund? (KTK)

Mr. Sananda K. Baz  
April 4, 2022  
Page 5

- b. Will the grant replace existing funding that previously came from other departments?
  - c. Will the Director of Agriculture determine the type of funding and the grant's recipients? (Page 1-6, Budget Details, Index Code 918223B, Sub-Object Code 6317) (SS)
6. Why is the proposed \$45,000 motor vehicle purchase for a pick-up truck rather than an SUV? (Page 1-7, Budget Details, Index Code 918223C, Sub-Object Code 7040) (MM)
7. Will the three unfunded positions be filled in FY 2023, and if so, why was funding not included for workstations for the positions? (Page 1-7, Budget Details, Index Code 918223C) (TP)

Thank you for your attention to this request. Should you have any questions, please contact me or the Committee staff (Lesley Milner at ext. 7886, Jerry Paredes at ext. 7140, or Yvette Bouthillier at ext. 7758).

Sincerely,



KEANI N.W. RAWLINS-FERNANDEZ, Chair  
Budget, Finance, and Economic  
Development Committee

bfed:2023bgt:220403aag01:kmatt

cc: Mayor Michael P. Victorino  
Budget Director

## BFED Committee

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**From:** BFED Committee  
**Sent:** Monday, April 4, 2022 7:46 PM  
**To:** Sandy Baz  
**Cc:** BFED Committee; Michelle Santos; Zeke Kalua; michele.yoshimura@co.maui.hi.us  
**Subject:** (AG-1) PLEASE READ attached letter re: FISCAL YEAR ("FY") 2023 BUDGET (BFED 1) (AG-1)  
**Attachments:** (AG-1) Correspondence to Management 04-04-2022.pdf

**Mr. Baz:** Please refer to the attached letter from the Budget, Finance, and Economic Development (BFED) Committee Chair, April 4, 2022.

**Mayor's Office (attention: Michelle Santos and Zeke Kalua):** Please forward the attached letter to Mayor Victorino.

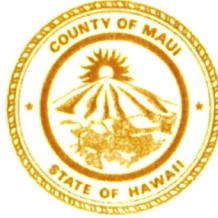
**Ms. Yoshimura:** FYI

Thank you,  
Yvette Bouthillier, Secretary  
BFED Committee

MICHAEL P. VICTORINO  
Mayor

SANDY K. BAZ  
Managing Director

JOSIAH K. NISHITA  
Deputy Managing Director



DEPARTMENT OF MANAGEMENT  
COUNTY OF MAUI  
200 SOUTH HIGH STREET  
WAILUKU, MAUI, HAWAII 96793

April 12, 2022

Honorable Michael P. Victorino  
Mayor, County of Maui  
200 South High Street  
Wailuku, Hawaii 96793

APPROVED FOR TRANSMITTAL

Michael P. Victorino 4/12/22  
Mayor Date

For Transmittal to:

Keani N.W. Rawlins-Fernandez, Chair  
Budget, Finance, and Economic Development Committee  
Maui County Council  
200 South High Street  
Wailuku, Hawaii 96793

Dear Ms. Rawlins-Fernandez:

SUBJECT: **FISCAL YEAR ("FY") 2023 BUDGET** (AG-1) (BFED-1)

Thank you for your correspondence dated April 4, 2022 requesting information or clarification on the FY '23 budget request for the Department of Agriculture ("DOA"). To respect the Committee's time, succinct responses to the Committee's questions are included below:

**Overall**

1. Why is "% of data gathered which is needed for island specific game management plans" considered a success measure for "improve access to financial resources" rather than "protect agricultural activities by assisting in agricultural pest, disease, and feral ungulate mitigation"? (Page 96, Program Budget, Agriculture Program, Key Activity Goals & Measures) (TK)

**Response:** *It is a success measure under "improve access to financial resources" because data is needed for wider access to federal, state and private funding opportunities, to justify the financial commitment and to demonstrate the ability and capacity to meet objectives set forth by the funding opportunities.*

2. Please explain the intended interaction between the Office of the Mayor, Economic Development – Agriculture Program and the Department of Agriculture in FY 2023. (Page 430, Program Budget, Economic Development Program – Agriculture Program) (TP)

**Response:** *The Office of Economic Development ("OED") will continue to manage*

*existing agricultural related programs and grants, and will transition those programs and grants gradually over calendar year 2023 to avoid disruption in services to the grantees and programs, and to provide enough time to the DOA to get established, formulate programs, hire staff and cross train as needed.*

3. Please explain the intended interaction between the Office of the Mayor, Economic Development Program – Water and Environmental Resource Protection and Conservation and the Department of Agriculture in FY 2023. (Page 436, Program Budget, Economic Development Program – Agriculture Program) (TP)

**Response:** *Those funds were transferred from DHHC for the management and control of feral animals. OED will work with DOA to ensure proper implementation of the grants, with the intention to gradually transfer these programs and funding to DOA in calendar year 2023.*

4. Please provide the funding sources and amount of funding available to municipalities annually for agriculture-related activities. Could funding from the Federal Infrastructure bill be secured to provide water system-related upgrades for agriculture? What other types of agriculturally-related activities might qualify for Federal funding? (SS)

**Response:** *Sources and amount of funding available to municipalities for agriculture-related activities vary from year to year. The federal Farm Bill which will be discussed and implemented next year (review required periodically), also provides additional sources of assistance. The United States Department of Agriculture, Natural Resources Conservation Service and other related agencies offer funding opportunities as well.*

*The federal infrastructure bill may have avenues for water system related upgrades, but the types of projects allowed and uses of the funds authorized may be restrictive.*

*Examples of other types of agricultural-related activities that might qualify for federal funding include, drought mitigation, feral animal control and agricultural-related research and development.*

### **Salaries and Wages (Category “A”)**

1. Why are three unfunded positions being requested for the Department for FY 2023 and what is the purpose of the unfunded positions? (Page 1-3, Budget Details, Index Code 918223A) (GJ) (TK)

**Response:** *The three positions are being requested in accordance with Section 8-18.1 of the Charter of the County of Maui (1983), as amended.*

*The purpose of the unfunded positions is to establish the EP, allowing DOA the opportunity to initiate the processes to create the new classes within the County of Maui, establish pricing, create job descriptions and recruit for the new positions.*

2. Are there comparable State Department of Agriculture positions that could be modeled to get a better idea of funding requirements for the unfunded positions, similar to the process followed for the County Archaeologist? (Page 1-3, Budget Details, Index Code 918223A) (TP)

**Response:** *From the community input we received, the positions being sought in the DOA are encompassing new job duties and requirements that are currently not being done in the State or Counties. To organize this the right way, and incorporate the responsibilities and duties requested by the community, our recommendation is to take the time needed to get the community what they asked for.*

3. Please explain the following:

- a. What are the Department's plans to attract and retain high quality candidates for the proposed positions?

**Response:** *Regarding the Director and Deputy Director, we have been advocating to the Salary Commission for competitive salaries given the job duties, responsibilities, and oversight of these department heads. Additionally, much work has gone into the formation of, and data collection and community input regarding the DOA, to allow the new leadership to "hit the ground running".*

*For the civil service positions, there are existing benefits for civil service employees, and the goal is to create job descriptions and class specifications that provide purpose to the positions, meet community expectations and are appropriately compensated for the work performed.*

- b. When are the new positions expected to be filled?

**Response:** *The Director, Deputy Director and Private Secretary are all expected to be filled by July 2022. The Grant Coordinator and Grants Management Program Specialist III are expected to be filled in September 2022, and the three unfunded positions are expected to be filled in July 2023.*

- c. What are the duties of each position?

**Response:** *(Briefly)*

*Director/Deputy – lead the DOA, set the strategic vision/direction, meet the duties and responsibilities as outlined in the Charter.*

*Private secretary – clerical assistance.*

*Grant Coordinator and Grants Management Program Specialist III – see class specifications (HGEA BU 13) for examples of duties, revised October 26, 2017 and March 11, 2016, respectively. A copy of each has been attached for your ease of reference.*

*Agriculture Ombudsperson – Will help farmers, ranchers and value-added producers understand what rules and regulations will apply, and will help to navigate various permits and agency approvals that might be needed.*

*Agriculture Inspector – To provide informed technical assistance and agriculture related inspection services to County agencies (RPT, Water, Planning, etc.).*

*Agriculture Advocate – Serves as a point person / liaison with residents, farmers, ranchers, value-added producers, agencies and businesses to receive and follow up on concerns/complaints, assists in directing to appropriate resources, and representing various agricultural interests within the County.*

- d. Which of the requested positions are necessary once the Department is set up? (Page 1-3, Budget Details, Index Code 918223A) (KTK)

**Response:** *All positions are necessary and required by the Charter of the County of Maui (1983), as amended.*

4. Out of the eight proposed equivalent personnel, who will be managing the County's current and proposed agriculture parks? If a new position is needed for this task, what is the recommended salary for an individual with farm plans and management skills experience? (Page 1-3, Budget Details, Index Code 918223A) (GJ)

**Response:** *When the responsibilities for the agriculture parks are transferred in 2023 to the DOA, one EP will transfer from OED to manage the agriculture parks. Salary would be set according to the salary schedules for civil service employees.*

5. Under Key Activity Goal 1.1, "Amount of grants provided to the agriculture sector through State or Federal sources," the FY 2023 estimate is \$3,000,000. Which Department position is responsible for achieving this goal? (Page 97, Program Budget, Agriculture Program, Key Activity Goals & Measures) (SS)

**Response:** *The Director and Deputy Director are responsible for achieving all goals and objectives of the DOA. The Grant Coordinator and Grants Management Program Specialist III will be assisting in managing and administering the programs.*

6. Under Key Activity Goal 1.3, "Amount of Federal funds secured for this objective," the FY 2023 estimate is \$3,000,000. Which Department position is responsible for achieving this goal? (Page 97, Program Budget, Agriculture Program, Key Activity Goals & Measures) (SS)

**Response:** *Same response as indicated above (#5).*

7. Which Department position is responsible for securing State and Federal grant funds and what percentage of that position's job duties will be towards grant writing? (Page 1-3, Budget Details, Index Code 918223A) (SS)

**Response:** *The Director and Deputy Director will be responsible for lobbying and working with State and Congressional Members offices for other governmental resources. The OED will continue their grant writing activities throughout 2022 as the DOA gets established, and the two grant positions within the DOA will help to manage and administer these programs in 2022 and as transitioned in 2023.*

8. Will a Grant Writer in the Office of Economic Development also be responsible for writing grants to secure State and Federal funding for the Department of Agriculture? (Page 1-3, Budget Details, Index Code 918223A) (SS)

**Response:** *Currently the OED has been and will continue throughout 2022. Those duties will be transitioned in 2023 to the DOA, but OED will continue to provide technical and writing support, cross training and other assistance.*

9. If two Grant Writer positions were created with the goal of obtaining Federal agriculture-related funding, how much time would be needed to create and fill the positions?

**Response:** *Two positions currently exist with the FY '23 proposal, and the Director and Deputy Director would be expected to assist in these functions. However, if two additional grant writing or management positions were added, approximately four months would be needed to create and fill the positions (eight months of funding required). Grant writers may also be responsible for grants management once awarded (e.g., ensuring compliance, reporting, etc.).*

- a. Are there existing County or State grant writing positions to model such as the OED Grant Writer, or would this be a new position?

**Response:** *Yes, there are existing positions that can be utilized.*

- b. What are the recommended salary requirements for a Grant Writer? (SS)

**Response:** *Depending on the position and level, the salary requirements would be set by the respective collective bargaining agreement.*

10. Please comment on the need to add five positions: two Grant Writers, two Food Access Coordinators, and one Waste and Resource Regeneration Specialist as outlined in the Community Impact Working Group's Strategic Plan. (Page 1-3, Budget Details, Index Code 918223A) (SS)

**Response:** *Discussion on the two Grant Writer positions is further elaborate above.*

*Regarding the Food Access Coordinators, discussion should take place with existing organizations and entities doing this work (e.g., Maui Food Hub, SNAP-ed, etc.) to identify the needs, and evaluate whether providing grant funding to support existing organizations is more appropriate, or if the resources needed call for the establishment of new County civil service positions.*

*Regarding the Waste and Resource Regeneration Specialist, the community input we received called for a more holistic approach to this (this is not limited to an agricultural issue – community identified plastic, landfill, green waste, etc. as things that need to be looked at County-wide, not in one specific sector). Further discussion should occur with the community to see how this should be developed, and if existing non-profits and community organizations may be better equipped to provide the County the information, resources, work, and manpower being requested.*

*If these positions are added, the Committee should consider the physical space requirements (funds to lease space and moving costs will be needed by the DOA), associated material, equipment and operational expenditures should be added to the FY '23 request, and to understand the time it will take to create the positions.*

11. Could the Director, Deputy Director, and Private Secretary salaries be for 10-months funding instead of 12 months? Will these positions be filled by July 1, 2022? (Page 1-3, Budget Details, Index Code 918223A) (YLS)

**Response:** *Though there are factors outside of our control, our goal is to have these three positions in office by July 1, 2022.*

### **Operations and Equipment (Categories "B" and "C")**

1. The proposed agricultural assessments related to Maui County's food supply, including how much food and what is needed, will be very useful.
- a. Will the assessments include an analysis of how much agricultural water will be needed to grow crops?

**Response:** *That type of assessment was one item requested by the community. The decision on the prioritization of assessments to be done will be left to the new leadership of the DOA.*

- b. The County is in the process of negotiating long-term water supply from the East Maui Irrigation system. Will this study be able to provide data to determine future amounts needed for food security or is additional funding

needed for a specific study to determine future agriculture water supply needs? And if additional funding is needed for a separate study, how much more funding would be required?

**Response:** *We have not received direct community requests on negotiating long-term leases or purchase of the EMI system through the DOA. Community requests for assessments in these areas have centered around food security, expansion capabilities and market assessments.*

*The funding required for that type of study is unknown at this time.*

2. If a consulting firm were contracted with obtaining Federal agriculture-related funds, including water system infrastructure upgrades, approximately how much might that contract cost? What is the process for hiring a consulting firm specializing in this? (Page 1-5, Budget Details, Index Code 918223B, Sub-Object Code 6112) (SS)

**Response:** *Currently, we pay approximately \$75,000 a year for federal funding consulting services. This amount has been budgeted already. If more specialized experience and resources are needed, we would expect the cost to be greater than that.*

*Process for hiring a consulting firm (briefly): identify needs/goals, produce a scope of work, develop a RFP, issue the RFP, evaluation, selection and contracting, and notice to proceed issued.*

3. Regarding Professional Services:

- a. Please provide an estimate for allocating \$350,000 between the services described.

**Response:**

*Agricultural assessments, research and data collection - \$250,000.*

*Federal funding assistance - \$75,000.*

*Grant workshops - \$25,000.*

- b. Could the services be completed in-house with additional staff rather than contracted out? Was this option considered? (Page 1-5, Budget Details, Index Code 918223B, Sub-Object Code 6132) (KRF)

**Response:** *In future years, some of this work can be done in house. However, to eliminate delay, these requests are meant to get the DOA off the ground and running while they work to develop positions, policies, and other items with the DOA.*

*Much of this data is needed for grants and program development, and collecting it early will allow departmental staff to move forward with programs expeditiously.*

4. Will operational expenses totaling \$1,000,000 expected to be used over a 12-month period? Will the Department be fully operational on July 1, 2022? (Pages 1-5 to 1-6, Budget Details, Index Code 918223B) (YLS)

**Response:** *Yes, we expect the DOA to utilize it all.*

*We expect the DOA to be “fully operational” (as described to the APT Committee and community) on July 1, 2022, barring unforeseen circumstances, but it will take time to be able to have the staff and capacity to issue and manage grants, work on game management plans, etc.*

5. Relating to the proposed \$500,000 County Grant Subsidy: Establishment of the Agriculture Department:

- a. What types of projects will this grant be used to fund? (KTK)

**Response:** *The Director and Deputy Director will work with the community, existing agencies and stakeholders to determine where gaps in assistance may be.*

- b. Will the grant replace existing funding that previously came from other departments?

**Response:** *No. The funding can also be used for possible federal cost sharing requirements of federal grants received.*

- c. Will the Director of Agriculture determine the type of funding and the grant’s recipients? (Page 1-6, Budget Details, Index Code 918223B, Sub-Object Code 6317) (SS)

**Response:** *Grant recipients generally are determined by a selection committee, and the Scope of Work outlined in the RFP. Grant procedures and processes to be established by the DOA will likely work off of existing processes and procedures established by the DHHC and OED.*

6. Why is the proposed \$45,000 motor vehicle purchase for a pick-up truck rather than an SUV? (Page 1-7, Budget Details, Index Code 918223C, Sub-Object Code 7040) (MM)

**Response:** *Ultimately the Director and Deputy Director of the DOA can identify the most appropriate vehicle (cost is similar) needed, but it is anticipated that hauling may be needed (tables, chairs, tents, etc. for events, grant workshops, or in support of community activities or needs).*

7. Will the three unfunded positions be filled in FY 2023, and if so, why was funding not included for workstations for the positions? (Page 1-7, Budget Details, Index Code 918223C) (TP)

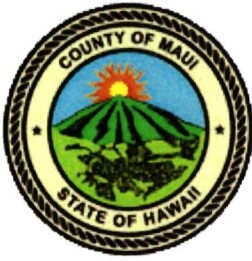
**Response:** *No, it takes about a year to establish a new class.*

I hope this information is helpful. Should you have any further questions, please do not hesitate to contact my office at ext. 7205 or by email to [josiah.nishita@mauicounty.gov](mailto:josiah.nishita@mauicounty.gov).

Sincerely,



Josiah K. Nishita  
Deputy Managing Director  
County of Maui



# GRANT COORDINATOR

Class Code:  
2F.410

Bargaining Unit: Professional and  
Scientific Employees (HGEA)

COUNTY OF MAUI  
Established Date: Oct 1, 2017  
Revision Date: Oct 26, 2017

## SALARY RANGE

\$5,178.00 Monthly

## DUTIES SUMMARY:

Develops and coordinates a grant program for a County department and/or agency; prepares and/or reviews grant applications; directs the evaluation and monitoring of grant-funded projects; provides information and technical assistance to community non-profit partners on grant related matters; and performs other related duties as required.

### Distinguishing Characteristics:

This class is distinguished by its responsibility to develop and coordinate a grant program for a County department/agency by recommending funding opportunities, preparing and/or reviewing grant applications, and monitoring compliance of funding requirements and applicable laws and regulations; and to provide information and technical assistance to community non-profit partners on grant related matters.

## EXAMPLES OF DUTIES:

The following are examples of duties and are not necessarily descriptive of any one position in this class. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.

- Plans, directs, and manages a grant program for a County department/agency.
- Prepares and/or reviews grant applications and supporting documentation to ensure compliance with funding requirements; researches demographic, statistical and factual data.
- Maintains records of grants, including financial records, and monitors compliance with applicable laws, regulations, and policies; conducts on-site inspections of projects and interviews grant recipients to determine compliance with respective agreements.
- Prepares grant agreements, documents, reports and other correspondence needed to facilitate the execution of grant agreements.
- Develops policies and procedures related to grant writing and the administration of grants; identifies potential problems with grants and develops technical materials to assist the departments/agencies and community organizations.

- Provides technical assistance to community non-profit partners on grant related matters; establishes collaborations and partnerships to increase grant training, opportunities, and resources for the County and community organizations
- Oversees the development and maintenance of a grant-source database and users' database; provides staff assistance regarding available funding sources for community needs.
- Represents the department/County at meetings on matters related to the grant program; assembles a variety of data for preparation of reports and/or presentations to the administration, County Council, or other agencies and community organizations.
- Prepares the program's annual budget; oversees the accounting, reporting, and expenditures of the grants.
- Coordinates and facilitates the acquisition of required permits, variances, easements, and other approvals, including approvals to sublease park properties, related to grant projects.
- Supervises, assigns, and reviews the work of subordinates; recommends personnel actions including hiring, promotion, discipline, and termination.

This is first specification approved for the new class, GRANT COORDINATOR, effective October 1, 2017.

APPROVED: October 26, 2017

## **MINIMUM QUALIFICATION REQUIREMENTS:**

**Training and Experience:** A combination of education and experience substantially equivalent to graduation from an accredited college or university with a bachelor's degree in business or public administration, economics, sociology, or a related field, and four (4) years of administrative or analytical experience which shall have involved monitoring, evaluating, and/or administering grants.

**License Requirement:** Possession of a valid motor vehicle driver's license (equivalent to State of Hawaii Type 3).

**Knowledge of:** Principles and practices of public administration, supervision, public relations, and grant funding; private, state, and federal grant and funding sources; research methods; statistical analysis; effective communication techniques for both oral and written presentations; grant requirements and regulations including financial reporting requirements; strategies for promoting grant funding programs and services for the County; County government organization and functions; report writing.

**Ability to:** Supervise, assign, and review the work of others; conduct research, compile data, and make sound recommendations; identify private, state, and federal funding sources; prepare and review grant applications; interpret and apply applicable laws, codes, regulations; time management; communicate effectively orally and in writing; prepare reports; maintain records; deal tactfully and professionally with the public and others; establish and maintain effective working relationships.

**Health and Physical Condition:**

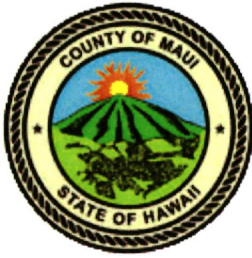
Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper to perform the essential functions of the position with or without reasonable accommodations.

**Physical Effort Grouping:** Light

# # # # # # # # # #

This is first minimum qualification specification approved for the new class, GRANT COORDINATOR, effective October 1, 2017.

APPROVED: October 26, 2017



# GRANTS MANAGEMENT PROGRAM SPECIALIST III

Class Code:  
2F.300

Bargaining Unit: Professional and  
Scientific Employees (HGEA)

COUNTY OF MAUI

Established Date: Mar 18, 1996

Revision Date: Mar 11, 2016

## SALARY RANGE

\$4,252.00 Monthly

## DUTIES SUMMARY:

Conducts independent audits and examinations of the accounts and records of various grant recipients to ensure compliance with State and County regulations, policies, guidelines and requirements; points out discrepancies and recommends corrective action; reviews grant applications, requests for payment, and quarterly financial and narrative reports for accuracy and completeness, and determines necessary follow-up investigations; assists in providing technical assistance to private non-profit agencies in the grants process; assists in the execution of grant agreements and contracts; assists in the preparation of quarterly and annual reports to the Director and County Council; and performs other related duties as required.

### Distinguishing Characteristics:

This class differs from the Grants Management Program Specialist IV in that the Grants Management Program Specialist III independently performs the full range of grants management tasks under general supervision, whereas the Grants Management Program Specialist IV serves as a staff specialist, and the County's primary liaison with private nonprofit organizations, the public, and other agencies in the development and evaluation of grant programs and functions, and performs work in one or more of the functional areas of the Grants Management Program.

This class differs from the Grants Management Program Specialist II in that the Grants Management Program Specialist III independently performs the full range of grants management tasks under general supervision, whereas the Grants Management Program Specialist II, as an advanced trainee, performs a variety of assignments ranging from simple to moderately complex, with varying degrees of supervision, requiring some application of the principles, techniques, laws, methodology and work processes pertinent to the Grants Management Program.

## EXAMPLES OF DUTIES:

The following are examples of duties and are not necessarily descriptive of any one position in this class. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.

- Conducts program and financial monitoring of grant recipients, including the detailed or general verification, examination and appraisal of accounts and related files;
- plans specific approach and techniques to be used;
- examines for adherence to the requirements of the grant agreement and the laws, ordinances and regulations governing grants management and financial transactions;
- reviews the adequacy of financial and program accounting systems used to reflect effectiveness of programs as well as actual financial status and activity;
- prepares detailed audit reports, including recommendation for new or revised program goals, procedures, or accounting methods to correct deficiencies;
- interviews employees or officials of grant recipients concerning program activities to determine compliance with terms of grant agreement;
- reviews grant applications, for reimbursement and/or cash advance requests, and quarterly financial and narrative reports for accuracy and completeness, and determines and conducts necessary follow-up investigations;
- assists in providing orientation and technical assistance to private non-profit agencies in the grants process;
- assists in the execution of grant agreements and contracts;
- assists in the preparation of quarterly and annual reports to the Director and County Council;
- reviews and prepares for payment all reimbursement and cash advance requests;
- prepares and maintains grant agreement files;
- performs other related duties as required.

This is an amendment to the class specification for the class established as GRANTS MANAGEMENT PROGRAM SPECIALIST on March 18, 1996, amended and retitled as GRANTS MANAGEMENT PROGRAM SPECIALIST I on July 1, 1997, amended and retitled as GRANTS MANAGEMENT PROGRAM SPECIALIST III on February 1, 2001; effective July 24, 2013.

APPROVED: August 2, 2013

## MINIMUM QUALIFICATION REQUIREMENTS:

**Training and Experience:** A combination of education and experience substantially equivalent to graduation from an accredited college or university with a bachelor's degree in business or public administration, economics, sociology, or a related field and two years of progressively responsible professional, administrative or analytical experience which shall have involved monitoring, evaluating and/or administering grants.

**License Requirement:** Possession of a valid motor vehicle driver's license (Equivalent to State of Hawaii Type 3).

**Knowledge of:** laws, rules regulations, policies and procedures applicable to social service, cultural arts, community development and related programs; the theory and practice of commercial and governmental accounting; theories, techniques, and methods of auditing financial accounts; research methods and statistical procedures; statutory, regulatory and participatory requirements associated with grants; sources of information relating to grants; report writing; public relations.

Ability to: read, comprehend, interpret and apply complex rules, regulations, policies and procedures; plan auditing approach and techniques; perform accurate, detailed analysis of records; evaluate effectiveness of accounting systems; exercise judgment and make decisions; explain factual data logically and clearly; prepare reports.

**Health and Physical Condition:**

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

**Physical Effort Grouping: Light**

This is an amendment to the minimum qualification specification for the class established as GRANTS MANAGEMENT PROGRAM SPECIALIST on March 18, 1996, amended and retitled as GRANTS MANAGEMENT PROGRAM SPECIALIST I on July 1, 1977, amended and retitled as GRANTS MANAGEMENT PROGRAM SPECIALIST III on February 1, 2001; effective July 24, 2013.

APPROVED: August 2, 2013

## BFED Committee

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**From:** Melissa Agtunong <Melissa.P.Agtunong@co.maui.hi.us>  
**Sent:** Wednesday, April 13, 2022 9:22 AM  
**To:** BFED Committee  
**Cc:** Josiah Nishita  
**Subject:** FY 2023 Budget (AG-1)  
**Attachments:** (AG-1) Response.pdf

Please see attached response.

Mahalo,  
Melissa Jahja (Agtunong)  
Office of the Mayor | County of Maui  
(808)270-8263