

OED Reimbursement Request Timeline (FY26)

Step 1: Submission by Grantee

Grantee submits reimbursement requests using official templates via Submittable or the Maui County OED website.

- Guidelines accessible through Submittable and the FY26 Grants Award Packet.

Submission must include:

- Completed Reimbursement Form (cover letter, budget summary, detailed expense sheet).
- Invoices: itemized, including vendor info, date of order/service, specified dates of work, and (for personnel) duties performed, rate of pay, hours worked).
- Proof of Payment: cancelled checks, receipts, credit card statements, or bank statements.
 - Important Clarification: The contracted organization is responsible for all payments. Reimbursements are issued directly to that organization. If individuals make payments, Finance requires a clear paper trail of reimbursement from the organization.
- Supporting documents (quotes, contracts, travel documentation, etc.).

Note: Only one invoice per month is allowed.

Step 2: Review by OED Grant Specialist

OED Grant Specialist reviews requests for completeness and compliance.

- Initial Review Timeline: Review can take up to 30 calendar days from the date of submission. Each Grant Specialist's timeline may vary depending on the number of requests being processed at a given time.

Step 3: OED Requests Clarification/Additional Documents

If clarification is required, OED will reach out to the grantee. The time taken by the grantee to provide requested documents adds directly to the total processing time.

Possible Causes of Hold-Ups (additional to initial review timeframe):

- Missing/incomplete documents.
- Invoices lacking vendor, dates, duties, rate of pay, or hours worked.
- Missing supporting documentation.
- Documents not organized or not using OED templates.
- Large-volume submissions (e.g., waiting 4 months to submit \$300,000 in costs, resulting in a 400-page packet) – this extends review time for both OED and Finance.

Step 4: Director Review & Signature

After specialist review, a request is sent to the OED Director (or designee) for review and signature authorization. Ensures oversight and compliance before moving to Finance.

- Timeline: 1-2 days

Step 5: Finance Submission & Review

Once signed by the Director, the reimbursement request is returned to the OED Grant Specialist, who submits it to the Department of Finance for processing.

- Finance Review Timeline: Finance review can take up to 30 calendar days, depending on the volume of requests currently in the queue.

If additional documents are needed, Finance returns the request to OED, who will follow up with the grantee.

Note: Over the last year and a half, Finance has refined their review process, and both departments are working together to ensure strong fiscal oversight in the use of County funds. Finance review is very thorough. Our County departments are actively collaborating with the Department of Finance to establish a clearer, standardized process for reimbursement requests.

Step 6: Payment Processing

After Finance review and approval, payment is queued for disbursement to the grantee.

Payment Method: Payments are issued via check.

Payment Schedule: The Department of Finance issues checks on Thursdays of each week.

Key Notes to Grantees

- Submit monthly invoices to keep reimbursement manageable.
- Follow instructions exactly, and use OED templates.
- Include all supporting documentation up front.
- Quickly reply to clarification requests to avoid delays.
- Read through your FY26 Award Packet thoroughly to prepare your supporting documents for submission. Stay organized throughout the duration of your grant.

Overall Timeline Estimate

- 30 days minimum if submitted correctly, complete, and timely.
- Longer if documents are incomplete, late, disorganized, or submitted in large batches.
- Take into account the communication between grant specialist and grantee when requesting additional documents.