



**innovate**  
H A W A I I

**FY25 Manufacturing Assistance  
Program Informational Session**

**10 OCT 2024**

## **Overview of IH program**

- Manufacturing Facts

## **Manufacturing Assistance Program (MAP)**

- Purpose of Program
- Qualified Expenses
- Unqualified Expenses
- Eligibility
- Supporting Documents
- Review Process
- Scoring Criteria
- Impact Surveys



PART OF THE



MEP  
National  
Network™

## Who we are?

100% federally funded (NIST MEP)

**Wayne** - Center Director

**Wayne** (aka **Fred**) - Program Manager

**Cindy** - HSBIR Program Manager

**Wendy** - Project Manager

**Alice** - Program Assistant



Email us at [innovatehawaii@htdc.org](mailto:innovatehawaii@htdc.org)



# MEP National Network™

The Go-To Experts for Advancing U.S. Manufacturing

## Mission

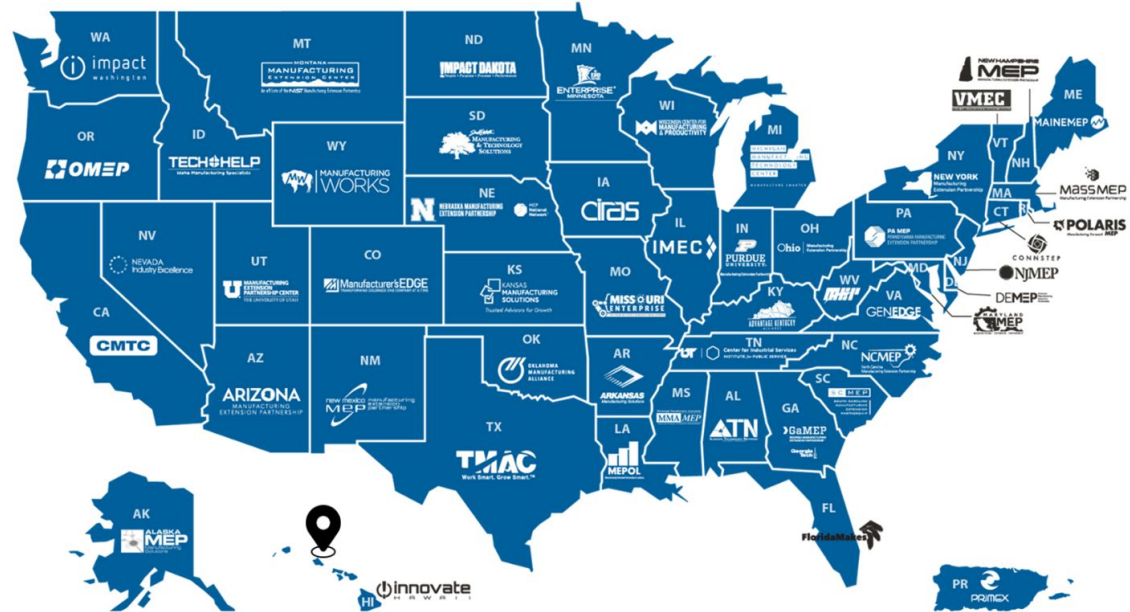
Strengthen and empower U.S. manufactures

## Vision

Go-To resource for U.S. manufacturers, enhancing U.S. manufacturing resilience and global competitiveness

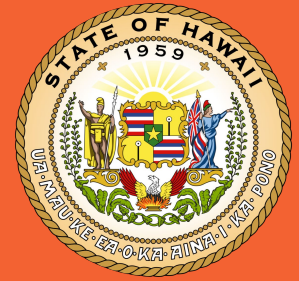
## Goals for 2023-2027

- Narrow the workforce gap
- Leverage Technology
- Mitigate supply chain vulnerabilities



# National Institute of Standards and Technology (NIST) Manufacturing Extension Partnership (MEP)





htdc

# Innovate Hawaii

A program within the **Hawaii Technology Development Corp**

Official representative of the MEP National Network (MEPNN) in Hawaii

Administer the following state funded programs:

- Manufacturing Assistance Program (**MAP**)
- Hawaii Small Business Innovation Research Program (**HSBIR**)



**Production Efficiency**



**Food Safety & Quality**



**Workforce Development**



**Scaling Up**



**Cybersecurity**



**Quality Management  
Systems**

**Innovate Hawaii (MEP) Services**

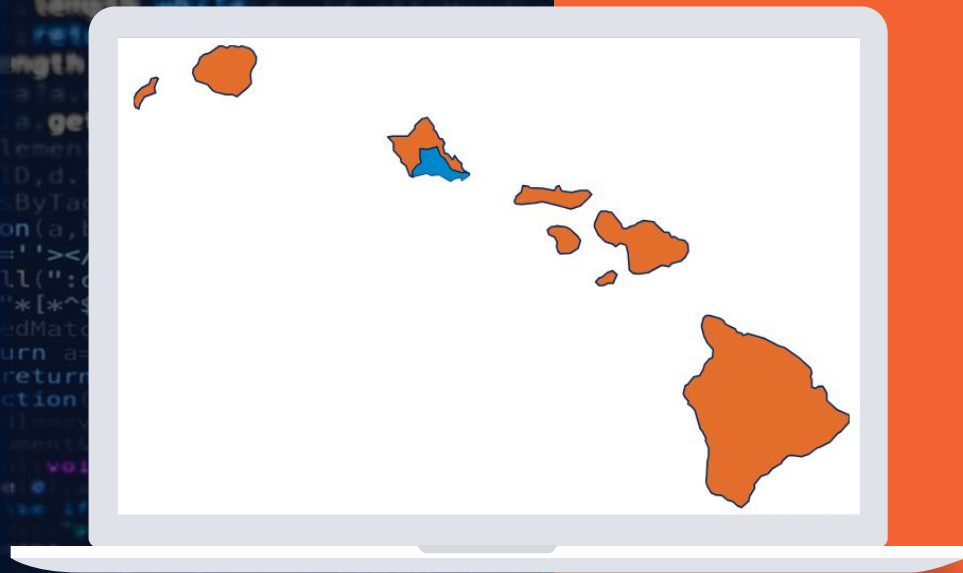
[www.htdc.org/programs/innovate-hawaii/](http://www.htdc.org/programs/innovate-hawaii/)



# Manufacturing In Hawaii

743 establishments

- **83%** with **< 20** employees
- **39%** Food & Beverage Mfg
- **11%** Printing and related
- **7.5%** Textile & Apparel Mfg

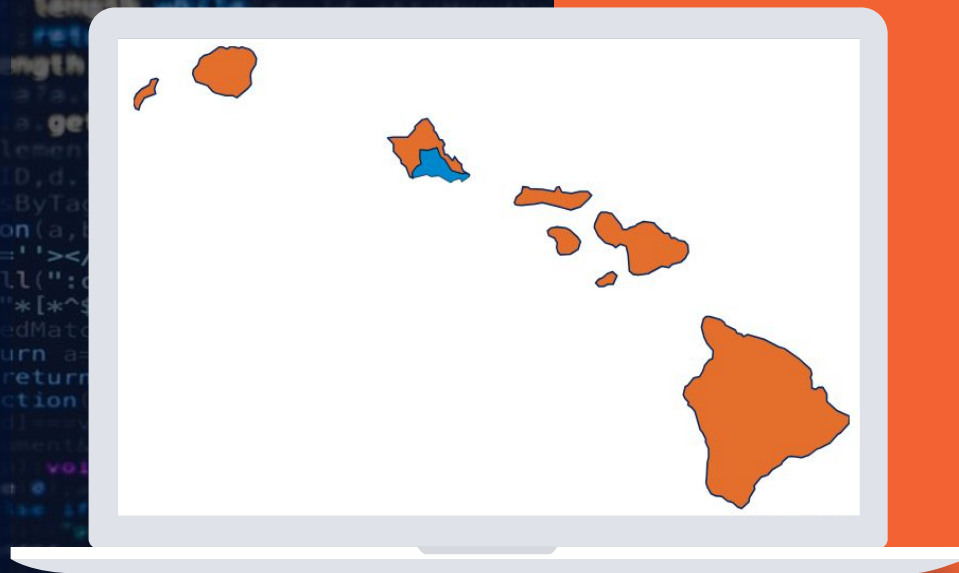






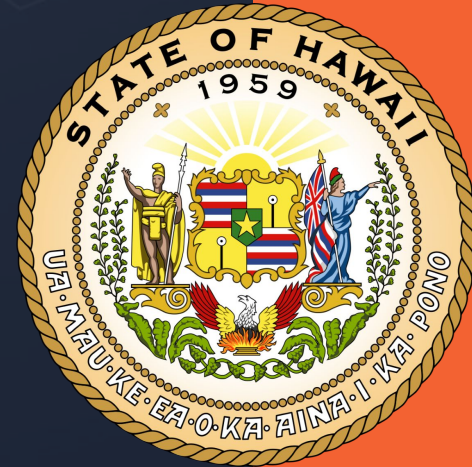
## Manufacturing In Hawaii

- **60%** on Oahu
- **18%** on Maui
- **15%** on Hawaii island
- **7%** on Kauai



# What is the Manufacturing Assistance Program (MAP)?

- State funded **\$1M** in FY25
- Reimburses up to 20% of **qualified expenses**
- Awards range from **\$1.5K - \$100K**
- Manufacturing activities that result in **economic** and **employment** growth in Hawaii



Note: All awards from HTDC are subject to Hawaii state tax laws. Please consult with your tax professionals for details.



# Manufacturing Assistance Program (MAP)



The Hawai'i manufacturing industry, albeit small, is important to our economy. These companies make the Made In Hawai'i brand a global commodity. Hawai'i food products, clothing, and other products are sought throughout the world. Our manufacturers need assistance in controlling costs, making sure employees are well trained, and securing the latest technology to grow their business.

## Overview

HTDC's Manufacturing Assistance Program (MAP) offers Hawai'i-based manufacturers up to a 20% reimbursement (up to \$100,000) on qualified expenses to help Hawai'i manufacturers become globally competitive.

For the fiscal year 2025, the Hawai'i State Legislature has allocated \$1 million to HTDC's INNOVATE Hawai'i program. Applications are now being accepted, with a submission deadline of December 1, 2024, at 11:59 PM.



 Scan me

[www.htdc.org/funding/map-grants/](http://www.htdc.org/funding/map-grants/)

# FY24 MAP Summary



## How to Apply

### Opening Dates and Deadlines

- ✓ Applications will open 01 OCT 2024 @ 12:00PM and will close on 01 DEC 2024 @ 11:59PM. [Start your application today!](#)
- ✓ [View the FY25 MAP application](#) (PDF)
- ✓ Download the [FY25 MAP Expense List Template](#) (.xls)
- ✓ For a detailed overview of the 2025 Manufacturing Assistance Program, register for the [FY25 MAP Informational Session](#) on 10 OCT 2024 @ 9:30AM.

Start online  
MAP  
application

View blank  
MAP  
application

## Eligibility

## How to apply for MAP?

- [www.htdc.org](http://www.htdc.org) → Funding → Manufacturing Grants

MAP Application Deadline:

**01 DEC 2024 @ 11:59PM**

Start preparing documents:

- Certificate of Vendor Compliance (HCE)
- Proof of payment
- Company Financial Information

[www.htdc.org/funding/map-grants/](http://www.htdc.org/funding/map-grants/)



Scan me



# Required for State funding

## Certificate of Vendor Compliance (HCE)

- Proof of compliance:
  - Hawaii Revised Statutes
  - Hawaii Administrative Rules
- **Compliant** = eligible for State funding
- **Not compliant?**
  - Contact the respective department for assistance

**Start.Process.Now.**



STATE OF HAWAII  
STATE PROCUREMENT OFFICE

### CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs

Vendor Name: ABC Company

DBA/Trade Name: ABC Company

Issue Date: 08/13/2019

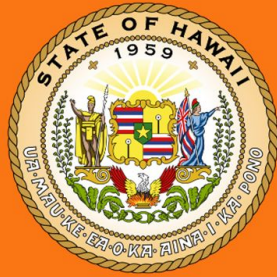
Status: **Compliant**

Hawaii Tax#: 1234567  
New Hawaii Tax#: GE123456789  
FEIN/SSN#: XX-XXX1234  
UI#: No record  
DCCA FILE#: 412345

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
	Internal Revenue Service (Compliant for Gov. Contract)	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

# Certificate of Vendor Compliance



## Hawaii Compliance Express (HCE)

<https://vendors.ehawaii.gov/hce>

Must be complaint at time of application and remain complaint to receive award



Hawaii Compliance Express - Certificate of Compliance



## What is Hawaii Compliance Express?

Hawaii Compliance Express (HCE) is an electronic system that provides vendors, contractors and service providers doing business with state or county agencies to quickly and easily document that they are compliant with applicable laws. HCE expedites your ability to furnish proof of compliance with the requirements of [103D-310\(c\)](#), [HRS](#).

This single certificate eliminates the need to obtain individual copies of clearances with the following agencies:

- Internal Revenue Service (IRS) - Form 8821
- Department of Labor & Industrial Relations (DLIR) - Form LIR27
- Department of Commerce and Consumer Affairs (DCCA) - Form COGS
- Department of Taxation (DOTAX) - Form A-6

Under Hawaii law, you must provide proof of compliance in order to receive a contract worth \$2,500 or more with state and county government entities in Hawaii.

## Purchased (final payment) on or after July 1, 2020

**PURCHASE OF  
MANUFACTURING  
EQUIPMENT**

**TRAINING ON THE USE  
OF MANUFACTURING  
EQUIPMENT**

**QUALIFIED  
MANUFACTURING  
EXPENSES**

**ENERGY  
EFFICIENCY PROJECTS IN  
MANUFACTURING  
PROCESS**

**STUDYING OR PLANNING  
A NEW MANUFACTURING  
FACILITY**

**Manufacturing Assistance Program (MAP)**

[www.htdc.org/funding/map-grants/](http://www.htdc.org/funding/map-grants/)



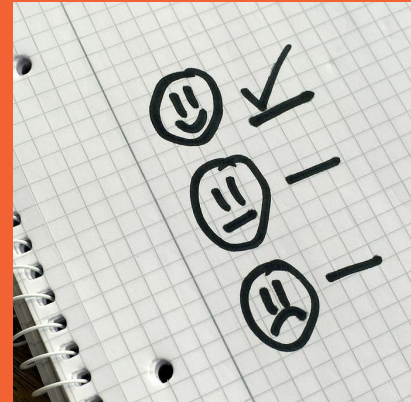
## Unqualified Expenses

- Travel not directly related to qualified expenses
- Expenses related to general operations
- Wage, compensation, or allowance of employees
- Change of ownership
- Acquisition of real property
- Entertainment or lobbying activities
- Payment for goods or services granted under the HSBIR and HONR programs



## Who can apply for MAP?

- Conducts manufacturing activities in Hawaii
- Manufacturing NAICS code 31, 32, 33
- A Dun and Bradstreet (DUNS) number must be provided prior to award.
- Own and operate equipment in Hawaii
- Can demonstrate financial viability of business
- Registered to do business in Hawaii
- Compliant in Hawaii Compliance Express (HCE)



# Supporting Documents

- Proof of Payment(s) for eligible expenses
- FY25 MAP Expense list with descriptions and justification
- Company Financial Information (label Confidential)
- IRS Form W-9 (Taxpayer ID Number)
- For training expenses, include course details and trainer qualifications.
- For energy efficiency and feasibility studies for facility, include vendor qualifications and results of study.

**Submit all required documents with online form**



# MAP Review and Selection Process

**MAP applications due  
01 DEC 2024**

**DECEMBER 2024**

**All complete and eligible applications are reviewed, scored, and ranked by MAP Review Committee**

**Award letters and notifications are sent to companies.**

**APRIL 2025**

**Initial screening by HTDC staff. Application packets are prepared for MAP Review Committee**

**MAP Review Committee recommends companies and award amounts to HTDC Board of Directors (BOD). HTDC BOD make final approval.**

# Scoring Criteria

## Preferences:

- First-Time Awardees
- Neighbor Island

## HTDC BOD and DBEDT Priorities:

- Aerospace & Defense Manufacturing
- Renewable Energy Manufacturing
- Aquaculture Tech and Marine Equipment Manufacturing
- 3D Printing & Additive Manufacturing
- Ag Tech Equipment Manufacturing

## Evaluation:

- Justification for grant, impacts of qualified expenses to business
- Company Financial Information, financial viability and company stability
- Company growth, cost savings, and potential for job creation

## Ready to Apply?

- [www.htdc.org](http://www.htdc.org) → Funding → Manufacturing Grants

MAP Application Deadline:

**01 DEC 2024 @ 11:59PM**

Start preparing documents:

- Certificate of Vendor Compliance (HCE)
- Proof of payment
- Company Financial Information

[www.htdc.org/funding/map-grants/](http://www.htdc.org/funding/map-grants/)



Scan me



# MAP Application Step By Step

## 2. General Criteria

Federal Employer ID #

ex:123456789

NAICS Code

ex:311812

[Lookup your NAICS code](#) (must be in a line of business defined as manufacturing having NAICS code 31, 32, or 33)

**A discrepancy between the NAICS code on your application and the one in your Dun & Bradstreet (DUNS) profile triggers a request to DUNS to confirm and update the manufacturing NAICS code in your company profile. This step verifies that your company is a manufacturer and qualifies for MAP funding.**

Do you have a D-U-N-S (Dun & Bradstreet) number?

Yes  No

Brief description of your company and product(s)

Business must be categorized as a manufacturer NAICS Codes starting with 31, 32, 33

Manufacturing NAICS code is verified in company's DUNS profile



# MAP Application Step By Step

Is your company registered to do business in the State of Hawaii and current on all State tax liabilities?

Yes

No

All applicants must be registered to do business in Hawaii and be current in

[Hawaii Compliance Express](#)

Upload compliant  
HCE certificate

Upload your Certificate of Vendor Compliance from Hawaii Compliance Express (pdf)

Choose File No file chosen

Upload your Form W-9 (pdf) showing company name, remittance address, and Federal Employer ID # (FEIN). The information on this document will be used to create or validate your State vendor number and must match exactly what is shown in the Company Information section of this MAP Grant application.

Choose File No file chosen

Upload IRS Form  
W-9

# MAP Application Step By Step

## 4. Project Expenses and Proof of Payment

Fill in the [MAP Expense List template](#) with budget and details for all qualified expenses (Equipment, Training, Energy Efficiency, Feasibility Study). For Equipment, if applicable, please include the Make and Model number along with a brief description of what the equipment does in the process. For Training, please provide the reason you chose the equipment over other models/brands. Justification is essential to your manufacturing process. Expenses without justification have a higher chance of being denied. Do not include any costs for items that are used with your product (such as boxes, labels, bottles, etc.). These are NOT ELIGIBLE expenses.

Download blank FY25 MAP Expense List template

### Upload MAP Expense List (excel file, xls, xlsx)

 No file chosen

file must be less than 25Mb

Upload completed FY25 MAP Expense List as excel file

All supporting documents, proof of payment/receipts must be labeled and/or numbered to correspond with the item on the MAP Expense List and include: Vendor Name, Equipment Purchased, Date of Purchase, and Matching \$ Amount.

For training expenses, upload course information/agenda provided by equipment vendor, and if using a third-party for training, qualifications of the trainer.

For energy efficiency and feasibility studies, upload vendor qualifications and results/conclusions of the study.

# MAP Application Step By Step

All supporting documents, proof of payment/receipts must be labeled and/or numbered to correspond with the item on the MAP Expense List and include: Vendor Name, Equipment Purchased, Date of Purchase, and Matching \$ Amount.

For training expenses, upload course information/agenda provided by equipment vendor, and if using a third-party for training, qualifications of the trainer.

For energy efficiency and feasibility studies, upload vendor qualifications and results/conclusions.

**Documentation not meeting these criteria will not be accepted and could result in denied expense. See the next page for more information.**

Upload valid proof of payment (pdf), and supporting documents (pdf) for all items on your MAP Expense List. Acceptable forms of proof of payment include copies of receipts or statements from the vendor showing zero balance due, cleared checks from your bank, or bank/credit card statements. \*

 No file chosen

file must be less than 25Mb

Add additional attachments to upload supporting documents, if needed

Upload proof of payment(s)

[Additional Attachments](#)




# Proof of Payment Must Contain

- Vendor name
- Date
- Qualified Expenses:  
Equipment, Training,  
Energy Efficiency,  
Feasibility Study
- \$\$ amount matches  
expense list
- Zero balance due




## ABC Company

ABC Company  
1234 ABC St., Honolulu, HI 96818  
Tel: (808) 123-4567 | Fax: (808) 765-4321 | www.abccompany.com

### INVOICE

INVOICE #00-00-01  
DATE: 07/01/2020 

TO:  
XYZ Company  
1234 XYZ St.  
Honolulu, HI 96818

DESCRIPTION	AMOUNT
1 – ABC Equipment 	10,000.00 
TOTAL	\$10,000.00
PAYMENTS	\$10,000.00
BALANCE	\$ 0.00 

This is a receipt / acknowledgment of your payment.   
If you have any questions concerning this invoice, please contact us at info@abccompany.com.

Thank you for your business!



# Samples of Proof of Payment

Provide copy of cleared check from bank showing payment of remaining balance on invoice



## ABC Company ✓

ABC Company  
1234 ABC St., Honolulu, HI 96818  
Tel: (808) 123-4567 | Fax: (808) 765-4321 | www.abccompany.com

TO:  
XYZ Company  
1234 XYZ St.  
Honolulu, HI 96818

## INVOICE

INVOICE #00-00-01  
DATE: 07/01/2020 ✓

DESCRIPTION	AMOUNT
1 - ABC Equipment ✓	10,000.00 ✓
TOTAL	\$10,000.00
PAYMENTS	\$0.00
BALANCE	\$ 10,000.00

PAID

Remaining balance

This is an invoice / acknowledgment of your payment. If you are having trouble paying this invoice, please contact us at info@abccompany.com



# MAP Application Step By Step

Please upload Profit & Loss (P&L) or Income Statements and Balance Sheets for the previous year, current year, and projected statements for the next year. **If the company sustained any losses, please attach additional sheet and explain the reason for the losses. Mark all documents CONFIDENTIAL.**

**P&L and Balance Sheet for 2023 (pdf)**

 No file chosen

file must be less than 25Mb

**P&L and Balance Sheet for 2024 as of Sept 30 (pdf)**

 No file chosen

file must be less than 25Mb

**and Balance Sheet for 2025 (pdf)**

 No file chosen

file must be less than 25Mb

Add additional attachments, if needed

[Additional Attachments](#)

[Additional Attachments](#)

[Additional Attachments](#)

Upload company financial information (label confidential)

## Completion of Surveys

- To stay eligible for MAP, recipients must complete HTDC surveys for **5** years post-award.
  - measures the program's economic and employment impact
  - supports the NIST MEP program
- Timely and accurate completion is mandatory. Non-compliance will disqualify the company from future MAP funding.



MANDATORY





## Tips For MAP Application

- **REMEMBER:** Review committee recommends distribution of awards. HTDC Board approves final award amounts.
- **EXPECTATION:** Applying does not guarantee an award
- **PURPOSE:** Manufacturing activities that drive economic and employment growth





# Required for State funding

## Certificate of Vendor Compliance (HCE)

- Proof of compliance:
  - Hawaii Revised Statutes
  - Hawaii Administrative Rules
- **Compliant** = eligible for State funding
- **Not compliant?**
  - Contact the respective department for assistance

**Start.Process.Now.**



STATE OF HAWAII  
STATE PROCUREMENT OFFICE

### CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs

Vendor Name: ABC Company

DBA/Trade Name: ABC Company

Issue Date: 08/13/2019

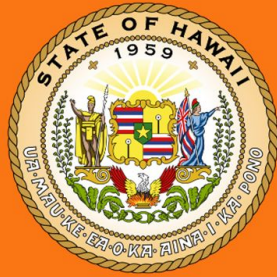
Status: **Compliant**

Hawaii Tax#: 1234567  
New Hawaii Tax#: GE123456789  
FEIN/SSN#: XX-XXX1234  
UI#: No record  
DCCA FILE#: 412345

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
	Internal Revenue Service (Compliant for Gov. Contract)	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

# Certificate of Vendor Compliance



## Hawaii Compliance Express (HCE)

<https://vendors.ehawaii.gov/hce>

Must be complaint at time of application and remain complaint to receive award



Hawaii Compliance Express - Certificate of Compliance

## Welcome to Hawaii Compliance Express

HCE saves you time and hassle by providing an online "Certificate of Compliance" for your business

### What is Hawaii Compliance Express?

Hawaii Compliance Express (HCE) is an electronic system that provides vendors, contractors and service providers doing business with state or county agencies to quickly and easily document that they are compliant with applicable laws. HCE expedites your ability to furnish proof of compliance with the requirements of [103D-310\(c\)](#), [HRS](#).

This single certificate eliminates the need to obtain individual copies of clearances with the following agencies:

- Internal Revenue Service (IRS) - Form 8821
- Department of Labor & Industrial Relations (DLIR) - Form LIR27
- Department of Commerce and Consumer Affairs (DCCA) - Form COGS
- Department of Taxation (DOTAX) - Form A-6

Under Hawaii law, you must provide proof of compliance in order to receive a contract worth \$2,500 or more with state and county government entities in Hawaii.



**Thanks!**

**Any MAP questions?**

Email us at:

- [mfggrant@htdc.org](mailto:mfggrant@htdc.org)



**innovate**  
H A W A I I

[www.htdc.org](http://www.htdc.org)