



**htdc**

**Manufacturing Assistance  
Program (MAP)  
Informational Session**

**16 JANUARY 2024**

# Meeting Agenda

- Innovate Hawai'i Overview
- What is Manufacturing Assistance Program (MAP)?
- Qualified Expenses vs Unqualified Expenses
- Eligibility Requirements
- Documents to submit with application
- Proof of payment
- MAP Application Review Process
- Scoring Criteria
- Completion of Surveys
- Q & A (use chat)

# Innovate Hawaii

- Program of Hawaii Technology Development Corporation (HTDC)
- Public-private partnership that delivers solutions to U.S. manufacturers
  - Training programs
  - Direct Service / Implementation
- Advancing manufacturing in Hawaii



INNOVATION STARTS HERE



MEP  
National  
Network™

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



# Innovate Hawaii Services



Production Efficiency



Food Safety & Quality



Workforce Development



Scaling Up



Cybersecurity



Quality Management Systems

If you would like more information about Innovate Hawai'i, please email us at [mep@htdc.org](mailto:mep@htdc.org)

# MANUFACTURING ASSISTANCE PROGRAM (MAP)





- SEARCH
- + PROGRAMS
- MONEY
  - HSBIR
  - MAP Grant
  - Sponsorships
- + BIZ HELP
- + RESOURCES
- JOBS
- + NEW PROJECTS
- + ABOUT
- FAQS
- NEWS & BLOG
- CONTACT

[www.htdc.org/money/#map/](http://www.htdc.org/money/#map/)



## Manufacturing Assistance Program (MAP) Grant

The Hawaii manufacturing industry, albeit small, is important to our economy. These companies make the Made In Hawaii brand a global commodity. Hawaii 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 Grant [MAP] offers Hawaii-based manufacturers up to a 20% reimbursement (up to \$100,000) on qualified expenses to help Hawaii manufacturers become globally competitive. Qualifying expenses include: equipment purchases, training,





View MAP  
FAQs

## OVERVIEW

HTDC's Manufacturing Assistance Program Grant (MAP) offers Hawaii-based manufacturers up to a 20% reimbursement (up to \$100,000) on qualified expenses to help Hawaii manufacturers become globally competitive. Qualifying expenses include: equipment purchases, training, energy efficiency projects, and manufacturing feasibility studies. Other State requirements to be eligible include (but not limited to):

- 1) Companies need to be registered to do business in the State of Hawaii and current on all State tax liabilities.
- 2) Certificate of Vendor Compliance from Hawaii Compliance Express (HCE). For details on this process visit <https://vendors.ehawaii.gov/hce/>

For the Fiscal Year 2024, HTDC's INNOVATE Hawaii program has been funded \$2M by the Hawaii State Legislators. Applications are scheduled to start on **February 16, 2024** and will close on **February 16, 2024 11:59PM HST**.

For an FAQ on the MAP grant see: <https://www.htdc.org/faqs/>

Please email [mfggrant@htdc.org](mailto:mfggrant@htdc.org) to be added to the mailing list to receive program updates and information on resources and funding opportunities for manufacturers. Thank you for your continuous support!

## MAP APPLICATION PROCESS

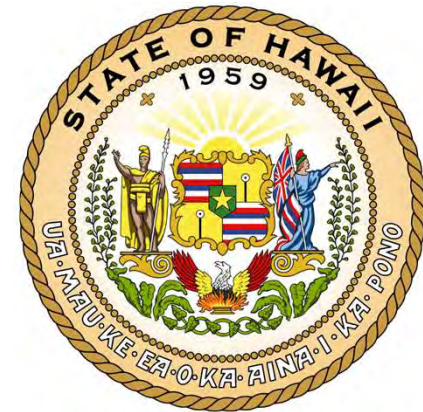
FY24 MAP Application	Administrative Rules
<p>If you are interested in applying for this grant program, you have until <b>February 16, 2024 11:59PM HST</b> to submit your application. To get more information or to join the mailing list, please contact <a href="mailto:mfggrant@htdc.org">mfggrant@htdc.org</a> by email.</p>	<p>To view the MAP Grant Program Administrative Rules, please click <a href="#">here</a></p>
<p><a href="#">CLICK HERE</a> to complete application online. Applicants must have fully paid invoices for the items they are seeking for reimbursement for.</p>	<p>Download the sample application form <a href="#">here</a></p>

Start online  
MAP  
application

Download  
blank MAP  
application

# MANUFACTURING ASSISTANCE PROGRAM (MAP)

- \$2M state funding for State FY24
- Minimum award \$1,500
- Maximum award \$100K
- One award per company per year





# MANUFACTURING ASSISTANCE PROGRAM (MAP)

- Reimbursement award
- Up to 20% of cost for qualified manufacturing expenses
- 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 IN  
MANUFACTURING  
PROCESS**

**STUDYING OR PLANNING  
FOR A NEW  
MANUFACTURING  
FACILITY**

## UNQUALIFIED EXPENSES

- Travel that is not directly related to qualified expenses
- Expenses related to general operations of the manufacturing facility
- Wage, compensation, or allowance of employees of the business
- Change of ownership
- Acquisition of real property
- Entertainment or lobbying activities
- Payment for good or services for which moneys were granted under the HSBIR and HONR programs



## READY TO APPLY?

[www.htdc.org/money/#map/](http://www.htdc.org/money/#map/)

- Application deadline: February 16, 2024
- Submit ALL supporting documents including:
  - Certificate of Vendor Compliance (must be HCE Compliant)
  - Proof of payment(s)
  - FY24 MAP Expense List
  - Company Financial Information (label documents as **Confidential**)
  - IRS Form W-9 (Taxpayer ID Number)



# 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

# Hawaii Compliance Express (HCE)

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

Must be complaint at time of application and remain complaint through award



## 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.

# 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

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	\$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](mailto:info@abccompany.com). 

Thank you for your business!

# Samples of Proof of Payment

- 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	<b>\$ 10,000.00</b>

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

Thank you for your business!





## ADDITIONAL SUPPORTING DOCUMENTS

### Equipment Training Expenses

- Upload training information/agenda
- Qualifications of trainer, if using a third-party for training

### Energy Efficiency/ Feasibility Study

- Upload vendor qualifications and results/conclusions of the study
- Energy Efficiency in Mfg Process
- Feasibility studies for facility

## TIPS FOR APPLICATION

- Review committee selects awardees and determines distribution of funds
- **IMPORTANT!** Manufacturing activities that result in economic and employment growth in Hawaii
  - New and retained sales
  - Cost savings
  - New and retained jobs
  - etc.



## SCORING CRITERIA

- Preferences and Priorities
  - **First-time Awardees (+points)**
  - **Neighbor Island (+points)**
- Justification of qualified expenses and benefits claimed
- Financial Viability of the business
- Company Growth and Potential Economic Impact



# MAP REVIEW AND SELECTION PROCESS

MAP Applications due  
**Friday, February 16, 2024**

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

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

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

Award letters and notifications are sent to companies.

**ETA: MAY 2024**

# Completion of Surveys

- To remain eligible for MAP, recipients must fill out HTDC surveys for five years after receiving the award
  - measures the economic and employment impact of this program
  - supports the NIST MEP program
- Surveys are part of the award conditions and must be completed in a timely and accurate manner
- Failing to comply with this requirement will result in the company's disqualification from MAP funding

# HOW TO APPLY?

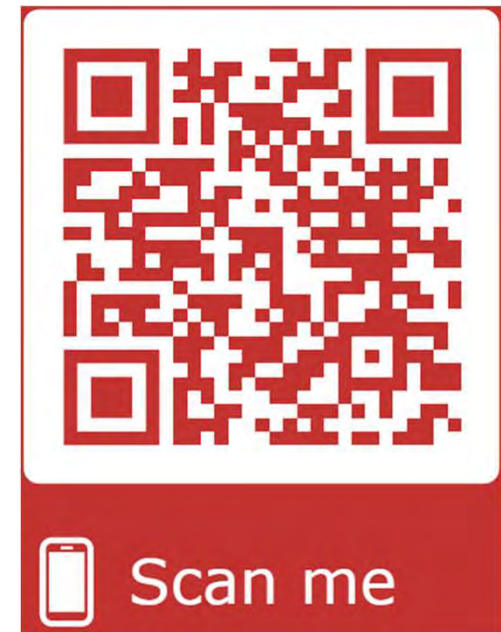
[www.htdc.org/money/#map/](http://www.htdc.org/money/#map/)

MAP Application

Deadline:

February 16, 2024

(Friday)



# MAP Application Overview

## 2. General Criteria

Federal Employer ID # \*

ex:123456789

NAICS Code \*

ex:311812

Business must be categorized as a manufacturer to be eligible

[Lookup your NAICS code](#) (must be in a line of business defined as manufacturing having NAICS code beginning with 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 state funding.**

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

Yes  No

Manufacturing NAICS code is verified in company's DUNS profile

Brief description of your company and product(s) \*

[www.htdc.org/money/#map/](http://www.htdc.org/money/#map/)

# MAP Application Overview

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 all Tax liabilities.

[Hawaii Compliance Express](#)

You are required to show compliance through: \*

- Certificate of Vendor Compliance from Hawaii Compliance Express

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 compliant HCE Certificate

Upload IRS Form W-9

[www.htdc.org/money/#map/](http://www.htdc.org/money/#map/)



# MAP Application Overview

## 3. Grant Information and Justification

Justify your grant request by explaining how the qualified expense items you purchased and implemented have improved your business (in terms of revenue, employment growth, productivity, etc.). Provide evidence to support your forecasted company growth and economic impact. \*

**Explain why your company should be selected for award and how the qualified expenses in your application have benefitted your business. E.g. If you have qualified expenses from 2021, then you should have over a year of data to support your claims.**

**Justify projected company growth (increased sales, cost savings, new jobs, new investments) and economic impact to State.**

[www.htdc.org/money/#map/](http://www.htdc.org/money/#map/)

# MAP Application Overview

## 4. Project Expenses and Proof of Payment

Click [here](#) to download MAP Expense List template

Download MAP Expense List and fill in with qualified expenses

Fill in the MAP Expense List template provided above 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 Item Description Column. Under Justification, please provide the reason you chose the equipment over other models/brands and explain how equipment is essential to your manufacturing process. Expenses without justification have been denied in the past. Do not include any costs for items that are used with your product (such as boxes, labels, bottles, etc.). These are NOT ELIGIBLE expenses.

Upload MAP Expense List (excel file, xls, xlsx) \*

Choose File No file chosen

file must be less than 25Mb

Upload MAP Expense List

[www.htdc.org/money/#map/](http://www.htdc.org/money/#map/)

# MAP Application Overview

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.

**Documentation not meeting these criteria will not be accepted and could result in denied expenses. Please refer to 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. \*

Choose File No file chosen

must be less than 25Mb

[Additional Attachments](#)

Upload proof of payment

Upload additional supporting document here , if needed

[www.htdc.org/money/#map/](http://www.htdc.org/money/#map/)

# MAP Application Overview

Upload company financial information (label documents as confidential)

## 5. Company Financial Information

Year Incorporated \*

ex:2010

Please upload Profit & Loss (P&L) and Balance Sheets for the previous year, current year, and projected statements for the next year. **Mark all documents CONFIDENTIAL.**

P&L and Balance Sheet for 2022 (pdf) \*

Choose File No file chosen

file must be less than 25Mb

[Additional Attachments](#)

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

Choose File No file chosen

file must be less than 25Mb

[Additional Attachments](#)

Projected P&L and Balance Sheet for 2024 (pdf) \*

Choose File No file chosen

file must be less than 25Mb

[Additional Attachments](#)

[www.htdc.org/money/#map/](http://www.htdc.org/money/#map/)

# Thank you!

MAP Application

Deadline:

February 16, 2024

(Friday)



 Scan me



Questions about MAP?

Review MAP FAQs

<https://www.htdc.org/faqs/#map-faqs>

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