

**CRITERIA & POLICIES  
FOR AGENCIES RECEIVING FUNDING THROUGH  
Maui Fire Disaster Relief  
Fund Phase 2  
2023**



**Maui United Way**

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**I. Introduction**

All agencies receiving funding must meet the basic qualifications outlined in this document. In brief, all qualifying agencies will be 501(c)(3) charitable organizations providing support to the communities of Maui.

Maui United Way's Board of Directors has authorized their Partnership Committee to establish and maintain Criteria and Policies, which will provide detailed qualification requirements for the various agencies. The Board appoints the Partnership Committee as the final authority with discretion to determine the qualifications required for agency admissions.

**II. Agencies**

Agencies that meet MUW's criteria (See Organizational Requirements) and have been vetted through the Maui Fire Disaster Relief Fund Phase 2 process are eligible for MUW funding. All grants awarded to an agency must be used as specified in the recipient's grant application. All grants are intended and required to address the impacts of the Maui fires and 100% of MUW funding must benefit Maui residents. All Phase 2 grant recipients will be listed in MUW's collateral materials.

**A. Organizational Requirements**

A qualifying agency must be a nonprofit corporation with adopted bylaws, which shall dictate the organization and operation of the agency in pursuit of its stated goals . It must:

1. Operate in at least one of the following impact areas:
  - a. Keiki and Young Adults, e.g., STEAM programs, sports, school support
  - b. Mental Health
  - c. Housing
  - d. Job Training, Education, and Employment Services.
  
2. Any agency operating under ecclesiastical control or jurisdiction must have a clear budgetary separation, either by bylaws, policy statements, or similar documents, between any religious program funded with non-grant funds and any social service or health program funded with Phase 2 grant funds. Proselytizing to any beneficiary of any social service or health program funded with Phase 2 grant funds is strictly prohibited.

**B. Need, Goals, Program**

A qualifying agency must: operate in one of the four defined areas of need\*; specify its goals; and conduct its programs to meet those goals. Criteria that may be considered when determining conformity to this standard include, but are not limited to:

1. Evidence of agency capacity to deliver the proposed service/assistance
2. Definition of the population to be served. \*
3. Maintenance of accurate service records.
4. Coordinate with other agencies to leverage resources and potential opportunities

### **C. Application and Reporting**

A qualifying agency must:

1. Operates according to an annual budget established under the supervision of the agency's board of directors using defined budget-preparation procedures and formally adopted by the board after final examination.
2. Control expenditures according to the approved budget. Departures from the budget may be permitted by the Maui United Way Partnership Committee.
3. Submit a Phase 2 Grant Completion Report by January 31, 2024.
4. Submit to MUW for prior review and approval a written request and justification for changes, additions, or deletions to portion(s) of the funded program that would significantly change the program's outcomes.
5. Cooperate and assist in any effort undertaken by MUW to evaluate, inspect, or otherwise analyze the effectiveness, feasibility, and/or cost-efficiency of any practices, policies, procedures, or activities described in or arising from the grant application or any grant designation or allocation received as a result of their grant award.
6. Agencies must spend all awarded funds no later than January 31, 2024. The agency will be expected to fully expend the funds according to the plan outlined in the request. All remaining funds will be returned to MUW.

### **D. Financial Management and Accounting**

The Board of Directors of the MUW retains the authority to require an agency to submit an audit rather than a review. It must have:

Audits or reviews showing all of the agency's income, disbursements, assets, and liabilities, together with changes in endowment and other funds, reserves, and surplus during the period, should be in sufficient detail to be in accord with sound accounting practices and Generally Accepted Accounting Principles (GAAP).

**E. Other MUW Compliance Requirements**

MUW maintains a record of compliance, which will be reviewed for future funding requests and assessments. Agencies are obligated to adhere to the following items to ensure compliance:

1. Agency agrees to provide information to use in MUW campaign collateral and respond to MUW communications within 3 business days.
2. Agency agrees to report in writing to MUW's President and CFO any investigation by any law enforcement agency, any government treasury department investigation, or any other regulatory agency investigation (particularly regarding allegations of financial or managerial misconduct or allegations of criminal misconduct by the agency or by any member of its board or staff). The agency further agrees that MUW will be advised within 5 business days of an adverse accountant's or auditor's report or remedial financial recommendations.

**F. Non-Compliance**

Should a participating agency be in non-compliance with the noted criteria in this document, the MUW Board of Directors reserves all right to require the agency to return funds. Formal notice will be given to the non-compliant agency via email and/or certified mail. Non-compliant agencies will have up to 14 days to become compliant prior to any actions taken by MUW, as stated in this policy. The MUW Board of Directors shall consider such enforcement actions on a case-by-case basis.

**G. Right of Appeals**

Any participating agency may submit an appeal of the Board's decision regarding that agency's application with notification in writing delivered within thirty days of receipt of the grant award or denial notification. Only in exceptional circumstances will any appeals be acknowledged if received by MUW after thirty days.

**H. Non-Discrimination**

It is the policy of MUW and for those who do business with MUW to provide equal employment opportunities and services to all persons regardless of race, physical disabilities, color, religion, sex, age, sexual orientation, national origin, or AIDS/HIV infection status as mandated by the Federal Civil Rights Acts, as amended, and any

other federal or state laws relating to equal employment opportunities and rights.