



FY26 Manufacturing Assistance Program Informational Session

05 JAN 2026

Overview of IH program

- MEP Services

Manufacturing Assistance Program (MAP)

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



PART OF THE



Who we are?

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

Cindy
HSBIR Program Manager

Wendy
Project Manager



Email us at innovatehawaii@htdc.org



**MEP
National
Network™**

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

Mission

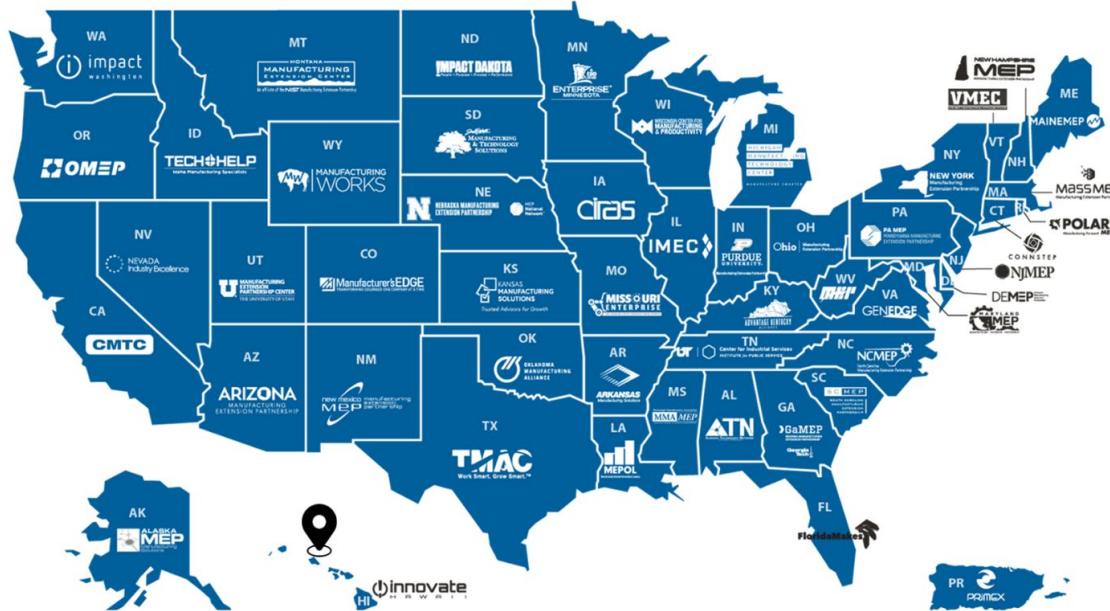
Strengthen and empower
U.S. manufacturers

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)**



Production Efficiency



Food Safety & Quality



Workforce Development



Scaling Up



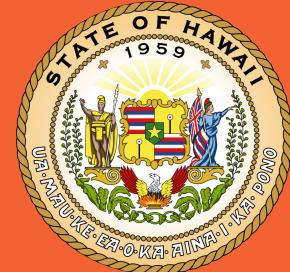
Cybersecurity



**Quality Management
Systems**

Innovate Hawaii (MEP) Services
www.htdc.org/programs/innovate-hawaii/

Interested in MEP services?
Email us at innovatehawaii@htdc.org



Innovate Hawaii

A program within the **Hawaii Technology Development Corp (HTDC)**

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

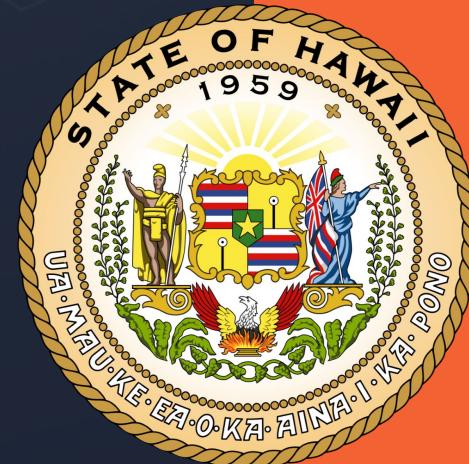
Administer the following state funded programs:

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



What is the Manufacturing Assistance Program (MAP)?

- State funded \$1M in FY26
- 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 professional for details.

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/

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
- FY26 MAP Expense list with descriptions and justification
- Company Financial Information (label as 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

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 enhance productivity, competitiveness, and growth in Hawai'i's manufacturing sector.

For the fiscal year 2026, the Hawai'i State Legislature has allocated \$1 million to HTDC's Manufacturing Assistance Program (MAP).



 Scan me

FY25 MAP Summary



How to Apply

Opening Dates and Deadlines

- ⌚ **Application Opens:** Monday, December 15, 2025
- ⌚ **Informational Session:** Monday, January 5, 2026 @ 10AM HST
- ⌚ **Application Deadline:** Friday, February 13, 2026 @ 11:59PM HST

Register for the FY26 MAP Informational Session

Start online
MAP
application

Apply Now

FY26 MAP Expense List Template

Hawaii Compliance Express

Download
Expense List
Template

Application are due in:

44 07 08 39
DAYS HRS MINS SECS

Mark your calendars and don't miss your chance to apply!

How to apply for MAP?

- **www.htdc.org → Funding → Manufacturing Grants**

MAP Application Deadline:

13 FEB 2026 @ 11:59PM HST

Start preparing documents:

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

www.htdc.org/funding/map-grants/



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

Must submit
“COMPLIANT”
Certificate
with
application

Certificate of Vendor Compliance



Hawaii Compliance Express (HCE)

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

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

New and renewal applications will require a Tax Compliance Report (TCR) from the IRS, which can be downloaded for free at:

<https://www.irs.gov/individuals/tax-compliance-report>.

Tax Exempt Organizations can also submit a Letter of Determination. If you are unable to obtain a TCR or Letter of Determination, an IRS Compliance Waiver may be requested from the Department of Taxation.

Please upload the TCR, Letter of Determination, or DoTax Waiver by clicking on your Status and editing your application. [Download the guide](#)

A screenshot of the Hawaii Compliance Express website. The header features the Hawaii state seal and the text "Hawaii Compliance Express - Certificate of Compliance". Below the header is a large image of a tropical beach with palm trees, a sailboat, and Diamond Head in the background. The text "Welcome to Hawaii Compliance Express" is prominently displayed over the image. A subtext below it reads: "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) - Tax Compliance Report (TCR)
- 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.

MAP Review and Selection Process

MAP applications due

13 FEB 2026

FEBRUARY 2026

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

Award letters and notifications are sent to companies.

MAY 2026

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.

Preferences, Focus areas, and Priorities

Preference (bonus points)

- First-Time Awardees
- Neighbor Island

DBEDT / HTDC Strategic Focus Areas

- Agriculture
- Defense
- Renewable Energy
- Ocean
- Space

HTDC Priorities

- Advanced Manufacturing (Industry 4.0)
 - Robotics & Automation
 - Additive Manufacturing (3D Printing)
 - IoT & Sensors, etc.

Scoring Criteria

- Justification for grant and level of innovation and use of advanced technology
 - How will qualified expenses benefit company?
 - Are costs are justified based on the benefits claimed (Cost-benefit analysis)?
- Company financial health and sustainability.
 - Overall financial health of company
 - Sufficient evidence of company's past, present, and future financial stability
 - Effective financial planning and cash flow management practices.
- Job creation and Economic Impact
 - Company growth, cost savings, and potential for job creation and new investments

How to apply for MAP?

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MAP Application Deadline:

13 FEB 2026 @ 11:59PM HST

Start preparing documents:

- Certificate of Vendor Compliance (HCE)
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www.htdc.org/funding/map-grants/



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 31, 32, or 33)

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

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)

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.

No file chosen

**Upload IRS Form
W-9**

MAP Application Step By Step

3. Grant Information and Justification

Please justify your grant request by describing how the qualified expense items you purchased and implemented have contributed to measurable improvements in your business operations. If applicable, explain how the adoption of advanced manufacturing methods or Industry 4.0 technologies—such as automation, robotics, data analytics, IoT, or smart systems—has impacted your business. *

Advanced Manufacturing,
Industry 4.0, automation,
robotics, etc

Measurable
Business Impact

MAP Application Step By Step

Did you receive a MAP award in 2024 and/or 2025? *

- Yes
- No

Previously awarded in
2024 and/or 2025?

Did you meet your projected annual goals for EBITDA (Earnings Before Interest, Taxes, Depreciation, and Amortization) and new employee hires? If not, please explain the factors that prevented you from achieving these goals, and describe any steps you have taken or plan to take to address those challenges.

Were previously reported economic impact numbers or company goals met? If not, why?

MAP Application Step By Step

4. Project Expenses and Proof of Payment

Please complete the [MAP Expense List template](#) with detailed information for all quantity expenses in the following categories:

Equipment, Training, Energy Efficiency, Studies for Expansion

Download blank FY26 MAP Expense List template

For Equipment Expenses: Include Make and Model (if applicable) and a brief description of its function.

In the Justification column, explain why you chose this equipment over other options and how the equipment is integral to your manufacturing process.

Note: Expenses submitted without sufficient justification have been denied in the past. Be thorough and specific.

Important Eligibility Reminder:

Do not include costs for items that are used with your product (consumables or raw materials), such as:

Boxes, Labels, Lubricants, Packaging materials, etc.

These items are not eligible for reimbursement under this program.

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

No file chosen

file must be less than 25Mb

Upload completed FY26 MAP Expense List as an excel file

MAP Application Step By Step

Supporting Documentation Requirements

All supporting documents must be clearly labeled and/or numbered to match the corresponding item on your MAP Expense List. Proof of payment documents must include: Vendor Name, Equipment or Service Purchased, Date of Purchase, Matching Dollar Amount

Additional Requirements by Expense Type:

Training: Upload course information or agenda provided by the equipment vendor. If using a third-party trainer other than the equipment vendor, include the trainer's qualifications.

Energy Efficiency & Studies for Expansion: Upload vendor qualifications and the study's results or conclusions.

Documentation not meeting these criteria will not be accepted and could result in denied expenses.

Please refer to [MAP FAQ](#) 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

file must be less than 25Mb

**Upload proof of payment(s)
for verification**

[Additional Attachments](#)

Click on additional attachments to upload supporting documents, if needed

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
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DESCRIPTION	AMOUNT
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TOTAL	\$10,000.00
PAYMENTS	\$0.00
BALANCE	\$ 10,000.00

Remaining balance!

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



MAP Application Step By Step

Please upload Income Statements, Balance Sheets, and Cash Flow Statements. If the company sustained any losses, please attach additional sheet and explain the reason for the losses.

Mark all documents CONFIDENTIAL.

Income Statement, Balance Sheet, and Cash Flow Statement for 2023 (pdf) *

Choose File No file chosen

file must be less than 25Mb

Upload company financial information (label confidential)

Income Statement, Balance Sheet, and Cash Flow Statement for 2024 (pdf) *

chosen

1b

[Additional Attachments](#)

[Additional Attachments](#)

Income Statement, Balance Sheet, and Cash Flow Statement for 2025 (annualized) (pdf) *

Choose File No file chosen

file must be less than 25Mb

[Additional Attachments](#)

Add additional attachments, if needed

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

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htdc

www.htdc.org