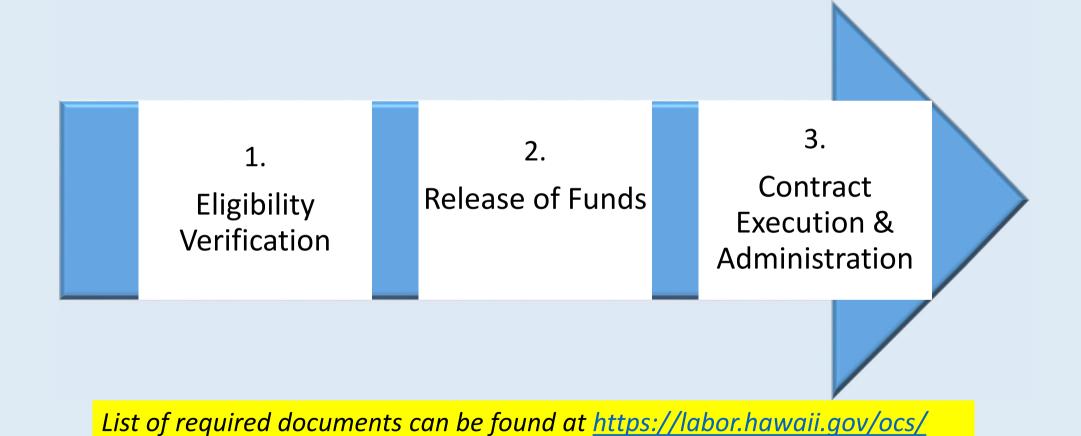


Purpose of Today's session



- Promote awareness of the significant requirements and responsibility that come with accepting state government funds.
- Only applicable to grants assigned to LBR903— OCS.

3 primary STEPS to GIA administration



STEP 1: Eligibility Verification (HRS 42F-103)

and most recent IRS Form 990);

Submit proof that you/your organization: ☐ Is licensed or accredited, in accordance with the applicable federal, state, or county statutes, to conduct your program, service or project the grant; ☐ You must comply with all the applicable laws that prohibit discrimination. (e.g. antidiscrimination policy); ☐ You must agree not to use state funds for entertainment or lobbying activities (e.g. most recent IRS Form 990, policy statement); ☐ You must allow the state agency, the legislature and its staff, and the State Auditor access to your records, reports, and all related documents for purpose of monitoring, measuring

performance, and ensuring proper expenditure of the grant (e.g. records retention policy

Step 1: Eligibility Verification

☐ Be incorporated under the laws of the State (e.g. a copy of your organization's Certif Good Standing from the Department of Commerce & Consumer Affairs);	icate of
Have by-laws or policies that describe the manner in which you plan to conduservice or program.	ct your
□ Non-profit organizations: □ Must be designated as a non-profit organization by the Internal Revenue S a copy of your organization's IRS determination letter or most recent IRS Form 990); and	ervice (e
☐ Have a governing board whose members have no material conflict of interserve without compensation (e.g. most recent IRS Form 990, conflict of interest policy/disclosures).	est and

STEP 1: Eligibility Verification (HRS 42F-103)

- <u>Compile</u> documents, send copies to the OCS grant specialist.
 Do <u>NOT</u> send them piecemeal.
- Next step OCS sends the documents to AGO
- AGO determines if you meet standards for an award.

Stage 2: Request for Release of Funds

Once eligibility is verified by AGO, the following is needed to request the release of funds:
☐ Certificate of Vendor Compliance from Hawaii Compliance Express
□ Certificate of liability insurance (OP GIA only) □ General liability insurance in an amount of at least \$2 million coverage for bodily injury and property damage resulting from Grantee's performance under the contract
☐ State and Federal tax identification numbers
□ Document designating the person who has the authority to sign contract on behalf of the organization
☐ Letterhead or invoice showing your mailing address

Stage 2: Request for Release of Funds

If the Legislature approved only partial funding, you must submit:

- □ Cover letter that describes the status of your project, a <u>revised</u> SOW, budget, and an explanation for shifting funds between cost elements, if necessary.
- ☐ List the other sources of funds that secured from other sources to cover the shortfall in order to complete the project.

Unlike CIP grants, authority to release funds for OP grants was delegated to the Director of the Expending Agency by the Governor.

*CIP - much more involved. Governor AND Budget and Finance review and approve release of funds. (will cover the details in later slides)

Step 3: Contract Execution and Administration

Step 1. – Draft contract

- OCS works with you to draft the contract documents
- Routed to AGO for review & approval

Step 2. -- Execute contract

OCS sends
 copies to
 you to sign.

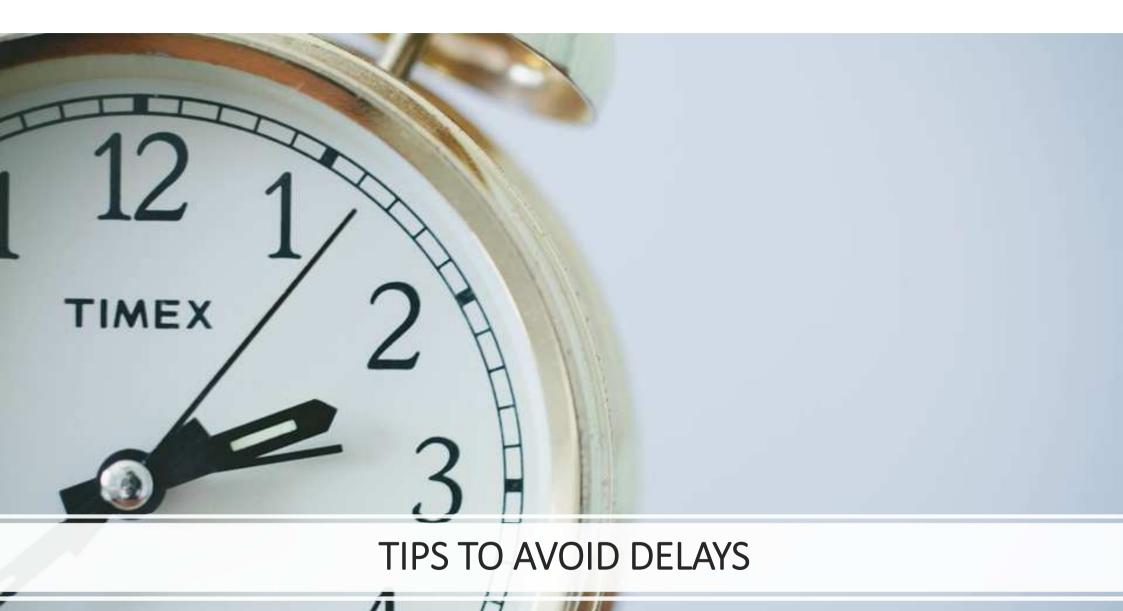
2. You sign both copies.

Get it notarized.

3. Return both copies to OCS

4. OCS signs & AG approves contract 5. Once executed, we return original copy to you

Please note: All contracts are subject to the availability of funds.



Avoid these common mistakes to avoid processing delays

Doc Date: Effective Date of Contract, do not leave blank

Doc Description: Title of Contract +
Contract number

PROVIDER'S ACKNOWLEDGMENT

STATE OF	_)) : ss.
COUNTY OF	
On this day of	, 20
me appeared	
and	to me known, to be the
	me duly sworn, did say that he/she/they is/are the
	and
	trument, and that he/she/they is/are authorized to sign IR, and acknowledges that he/she/they executed said
(Notary Stamp or Seal)	Signature
Doc. Date:(Effective Date - Page 1) # 1 Notary Name: Doc. Description: State of Hawaii Contract (on the First Page + the Contract No.)	Circuit
Notary Signature	Date
NOTARY CERTIFICATION	

Date document is notarized must match the date the grantee signs the contract

Pages: Total number of pages in contract, not including cover letter

RESOLUTION TO ARTICLE VI AMENDED AND RESTATED BYLAWS

Of

Example of
Corporate Bylaw
naming duly
designated
person(s) that
can sign
paperwork on
behalf of the
Grantee

/	In accordance with the Article VI, of the Amended and Restated Bylaws of dated May 24, 2012, the Board of Trustees by motion and passing vote at their meeting on July 7, 2016, hereby authorizes effective July 7, 2016 its Executive Director of to enter into any contract or to execute and deliver any document, instrument or writing of any nature in the name of and on behalf of
	The Board of Trustees of the Corporation adopts the resolution.
	Signed by:, President, Board of Trustees,
	Dated: 07-07-16
	Honolulu, Hawaii

Cannot be signed by the designee(s)

ImanageDB:1102309.1

Contract Execution and Administration

Step 3. Expend funds. In order to expend funds, you need to submit periodic fiscal & program reports.

- OCS Fiscal Forms 300
 (payment requests) & 310
 (Excel Spreadsheet)
- Supporting documentation (i.e. invoices, receipts, timesheets, payroll, etc.)
- Program Activity Status Report

Submit electronically: Form 300 and

Program Report-pdf; Form 310-pdf & Excel formats

Form 300 – Cash Request

RECIPIENT ORGANIZATION:

MAILING ADDRESS:

From:

January 0, 1900

3. PROGRAM:

6.

Be sure your information is correct, including contract #, contract amount, and reporting period.

> Must be signed. Do not leave blank.

FORM 300 - Cash Report 0 2. FUNDING SOURCE: 0 4. CONTRACT NO. 5. CONTRACT AMOUNT 0 0 \$0.00 7. PERIOD COVERED BY THIS REPORT CONTRACT PERIOD If FINAL, click box January 0, 1900 FINAL REPORT Date Contract Signed: January 0, 1900 From: January 0, 1900 To: January 0, 1900 8. REQUEST FOR REIMBURSEMENT Amount Requested For This Period: (All supporting receipts/documents must be attached #N/A CERTFICATION: I certify to the best of my knowledge and belief that this report and supporting documents are accurate and true, that all disbursements have been made for the purpose and conditions of the grant or agreement, and reflect the work done for this project. Authorized Signature Print Name Date Report Submitted

OFFICE OF COMMUNITY SERVICES USE ONLY APPROVAL FOR PAYMENT I certify satisfactory receipt of goods/services listed in this invoice/form. Signature - Program Specialist Date Signature - Fiscal Section Date

Form 310

	· · · · · · · · · · · · · · · · · · ·												
			community Serv				INSTRUCTIONS:	Please follow	red instructions	, areas highligh	ted in yellow ar	e input fields (a	ıll other fields
		Department of	Labor and Industrial Re	lations			Please select C	urrent Quarter	from Dropdown	below:			
		50D# 04											
		FORM 31	0 - Expenditure Repo	rt									
	RECIPIENT ORGANIZATION:			2. FUNDING SOURCE:									
1	·			GIA					item exceeds 5%	¢E00L:-L			
	MAILING ADDRESS:								in place before s				
				4. CONTRACT NO.	5. CONTRAC	5. CONTRACT AMOUNT		indirione induce po	III piado Boloro d	aon oaon roquot	о аррготоа		
3.	. PROGRAM:												
					\$0.0	10							
	CONTRACT PER	RIOD											
_	From:	To:	7. PERIOD COVERE	D BY THIS REPORT	If FINAL, click box	FINAL REPORT							
6.	, Tone	10.											
	Date Contract Sign	ned:	From:		To:		March						
	CATEGORIES	PROGRAM BUDGET	EXPENDITURES	EXPENDITURES	VARIANCE VS.	% OF BUDGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	QUARTER 5	QUARTER 6	QUARTER 7
0.	. CATEGORIES	PROGRAM BUDGET	CURRENT PERIOD	YEAR TO DATE	BUDGET*	EXPENDED*	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES
				•						•	•		
	PERSONNEL COST	\$0.00		\$0.00		#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
_	1												
2			#N/A	\$0.00		#DIV/0!							
	2		#N/A	\$0.00	\$0.00	#DIV/0!							
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OCS staff fills out green cells; You fill out yellow cells. It connects to form 300.



Step 4. Contract Closing.

Once the contract has been completed, you need to submit the following documents in order for the final payment to be processed:

Operating

- Certificate of Grantee's liability insurance
- Certificate of Vendor Compliance
- Final fiscal and program reports
- Other documentation that may be required

Must be submitted within 60 days after the end of the contract

^{*}CIP—additional documentation is needed. Will cover in later slides.

Operating GIA – Deadline to Contract & Expend Funds

You have 1 year to contract, must contract within same Fiscal Year of your award.

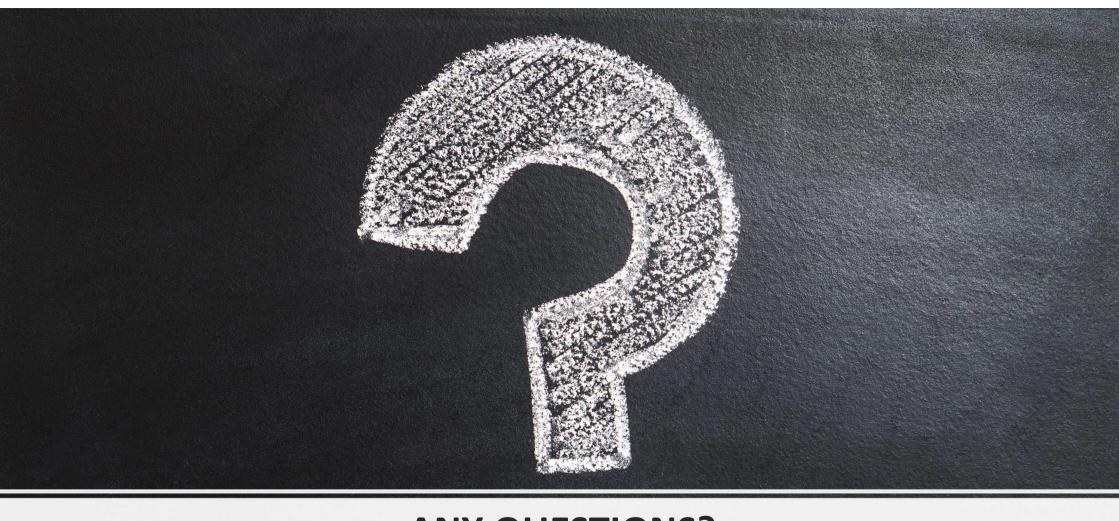
Legislative Session	State Fiscal Biennium	Encumbrance Deadline
2019	FY 20	June 30, 2020

■ Fiscal Year = July 1 through June 30 the following year (e.g. FY 20 = July 1, 2019 through June 30, 2020)

^{*}CIP timeline will be covered in later slides

Contract Extension(s) - Optional

- Original contract must provide for extensions
 - CIP: Two extensions for up to 12 months each
 - Operating: One 12 month extension
- Extension must be made 60 days before expiration of original contract
- Good cause to extend contract
- You performed your duties under the contract
- At the sole discretion of OCS



ANY QUESTIONS?

OCS CAPACITY LIMITATIONS

				Total	% Total
SLH Year	OP QTY	CIP QTY	Total	Awards	Award
2013	15	20	35		
2014	8	20	28		
2015	10	8	18		
2016	10	16	26		
2017	12	15	27		
2018	17	21	38	126	30%
2019	9	63	72	155	46%



YOUR POINT OF CONTACT - OCS

	OPERATING GRANTS - Organization		Request	Award	OCS Staff	Email	Phone
		_	405.000	A75.000	Er Mri	elizabeth.k.wilcox	500 0055
1	Ethnic Education Hawai'i	\$	135,000	\$75,000	Eliza Wilcox	@hawaii.gov	586-3955
		\$	20.000	¢20,000,00	Eliza Wileev	elizabeth.k.wilcox	E06 20EE
2	Ewa Beach Lions Club Foundation	Ф	30,000	\$20,000.00	Eliza Wilcox	@hawaii.gov	586-3955
	Frank Delima's Student Enrichment	\$	75 000	¢75,000,00	Ben Cabreros	benjamin.c.cabrer	586-8687
3	Program, Inc	Ф	75,000	\$75,000.00	Dell Capielos	os@hawaii.gov elizabeth.k.wilcox	300-0007
4	Kauai North Shore Food Pantry, Inc	\$	76,100	\$75,000.00	Eliza Wilcox	@hawaii.gov	586-3955
4	Radai North Shore Food Pantry, Inc	Ψ	70,100	Ψ10,000.00	LIIZA VVIICOX	elizabeth.k.wilcox	300-3333
5	Keep the Hawaiian Island Beautiful.	\$	126,799	\$100,000.00	Eliza Wilcox	@hawaii.gov	586-3955
	roop one nawarran ibrana beaatirar.	Ť	.25,.55	4.00,000.00		benjamin.c.cabrer	
6	Kualoa-Heeia Ecumenical Youth Project	\$	176,120	\$125,000.00	Ben Cabreros	os@hawaii.gov	586-8687
						elizabeth.k.wilcox	
7	Maui Economic Development Board, Inc	\$	598,000	\$200,000.00	Eliza Wilcox	@hawaii.gov	586-3955
						benjamin.c.cabrer	
8	Maui Economic Opportunity, Inc.	\$	388,000	\$291,000.00	Ben Cabreros	os@hawaii.gov	586-8687
		١.				corie.i.tanida@ha	
9	Pacific Survivor Center	\$	70,200	\$50,000.00	Corie Tanida	waii.gov	586-8699
	CID CDANITS Oiti		Request	Award	OCS Staff	Email	Phone
	CIP GRANTS - Organization		Request	Awaru	OC3 Stati	elizabeth.k.wilcox	FIIOHE
2	AHA HUI E KALA, KAUAI	\$	500.000	\$250,000	Eliza Wilcox	@hawaii.gov	586-3955
	AIR HOT E RADA, RADAT	-	000,000	Ψ200,000	Liiza Wilcox	elizabeth.k.wilcox	
3	AHUPUA'A O MOLOKA'I, MOLOKAI	\$	500,000	\$100,000	Eliza Wilcox	@hawaii.gov	586-3955
	interest it o modelli 1, modelli	Ť	,	*****		elizabeth.k.wilcox	
4	ANAINA HOU COMMUNITY PARK, KAUAI	\$	111,082	\$50,000	Eliza Wilcox	@hawaii.gov	586-3955
	BIG ISLAND RESOURCE CONSERVATION AND						
	DEVELOPMENT COUNCIL,						
	AS FISCAL SPONSOR FOR HAWAII ULU					elizabeth.k.wilcox	
5	PRODUCERS COOPERATIVE, HAWAII	\$	265,555	\$150,000	Eliza Wilcox	@hawaii.gov	586-3955
	BIG ISLAND SUBSTANCE ABUSE COUNCIL,			·		elizabeth.k.wilcox	
6	HAWAII	\$	500,000	\$100,000	Eliza Wilcox	@hawaii.gov	586-3955
	BOY SCOUTS OF AMERICA, ALOHA COUNCIL,					corie.i.tanida@ha	
7	OAHU	\$	1,000,000	\$500,000	Corie Tanida	waii.gov	586-8699
6	PRODUCERS COOPERATIVE, HAWAII BIG ISLAND SUBSTANCE ABUSE COUNCIL, HAWAII BOY SCOUTS OF AMERICA, ALOHA COUNCIL,	\$	500,000	\$100,000	Eliza Wilcox	@hawaii.gov elizabeth.k.wilcox @hawaii.gov corie.i.tanida@ha	58

Posted around the room

Transferred Grants

	OPERATING GRANTS - Organization		Request	Award	OCS Staff	Email	Phone
	OFERATING GRANTS - Organization		Request	Awaiu	OCO Stan	elizabeth.k.wilcox	THORE
1	Ethnic Education Hawai'i	\$	135,000	\$75,000	Eliza Wilcox	@hawaii.gov	586-3955
			,	,		elizabeth.k.wilcox	
2	Ewa Beach Lions Club Foundation	\$	30,000	\$20,000.00	Eliza Wilcox	@hawaii.gov	586-3955
	Frank Delima's Student Enrichment					benjamin.c.cabrer	
3	Program, Inc	\$	75,000	\$75,000.00	Ben Cabreros	os@hawaii.gov	586-8687
						elizabeth.k.wilcox	
4	Kauai North Shore Food Pantry, Inc	\$	76,100	\$75,000.00	Eliza Wilcox	@hawaii.gov	586-3955
		_	400.700	# 400 000 00	E: M::	elizabeth.k.wilcox	F00 00FF
5	Keep the Hawaiian Island Beautiful.	\$	126,799	\$100,000.00	Eliza Wilcox	@hawaii.gov	586-3955
6	Kualoa-Heeia Ecumenical Youth Project	\$	176,120	\$125,000,00	Ben Cabreros	benjamin.c.cabrer	586-8687
- 0	Rualoa-Heela Ecumenical fouth Project	Ψ	170,120	Ψ125,000.00	Dell Cablelos	elizabeth.k.wilcox	300-0001
7	Maui Economic Development Board, Inc	\$	598,000	\$200,000.00	Eliza Wilcox	@hawaii.gov	586-3955
	Taki Domonio Dovozopnom Dokia, ino	Ť	,			benjamin.c.cabrer	
8	Maui Economic Opportunity, Inc.	\$	388,000	\$291,000.00	Ben Cabreros		586-8687
						corie.i.tanida@ha	
9	Pacific Survivor Center	\$	70,200	\$50,000.00	Corie Tanida	waii.gov	586-8699
	CIR CRANTS Constitution		Request	Award	OCS Staff	Email	Phone
	CIP GRANTS - Organization		Request	Award	OCS Staff	elizabeth.k.wilcox	Phone
2	AHA HUI E KALA, KAUAI	\$	500.000	\$250,000	Eliza Wilcox	@hawaii.gov	586-3955
	THE HOLE INSELT WHOLE	-	555,555	4200,000	ZiiZa TTIIOOX	elizabeth.k.wilcox	
3	AHUPUA'A O MOLOKA'I, MOLOKAI	\$	500,000	\$100,000	Eliza Wilcox	@hawaii.gov	586-3955
	·					elizabeth.k.wilcox	
4	ANAINA HOU COMMUNITY PARK, KAUAI	\$	111,082	\$50,000	Eliza Wilcox	@hawaii.gov	586-3955
	BIG ISLAND RESOURCE CONSERVATION AND						
	DEVELOPMENT COUNCIL,						
	AS FISCAL SPONSOR FOR HAWAII ULU					elizabeth.k.wilcox	
5	PRODUCERS COOPERATIVE, HAWAII	\$	265,555	\$150,000	Eliza Wilcox	@hawaii.gov	586-3955
	BIG ISLAND SUBSTANCE ABUSE COUNCIL,	١.				elizabeth.k.wilcox	
- 6	HAWAII	\$	500,000	\$100,000	Eliza Wilcox	@hawaii.gov	586-3955
	BOY SCOUTS OF AMERICA, ALOHA COUNCIL,		4 000 000	# 500.000		corie.i.tanida@ha	500 0000
7	OAHU	\$	1,000,000	\$500,000	Corie Tanida	waii.gov	586-8699

Several grants transferred to another dept.



5 Minute Break



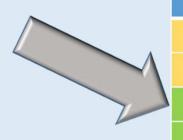
STEP 1: Eligibility Verification (HRS 42F-103)

Submit proof that you/your organization:

Are licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which the grant is awarded;
Comply with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability (e.g. anti-discrimination policy and complaint procedure);
Agree not to use state funds for entertainment or lobbying activities (e.g. most recent IRS Form 990, policy statement);
Will allow the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to your records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant (e.g. records retention policy, most recent IRS Form 990);
Are incorporated under the laws of the State (e.g. a copy of your organization's Certificate of Good Standing from the Department of Commerce & Consumer Affairs);

Avoid Lapsing Funds - CIP

Funds must be released and contracted within the <u>next three (3) Fiscal Years</u> from the beginning of a State fiscal biennium (e.g. funds appropriated by the **2019** & 2020 Legislature need to be appropriated and contracted by June 30, 2022)



	Legislative Session	State Fiscal Biennium	Encumbrance Deadline
	2017	FY 18	June 30, 2020
	2018	FY 19	June 30, 2020
١	2019	FY 20	June 30, 2022
	2020	FY 21	June 30, 2022

Contract Extension(s) –Optional

- Original contract must provide for extensions
 - CIP: Two extensions for up to 12 months each
- Extension must be made 60 days before expiration of original contract
- Good cause to extend contract
- You performed your duties under the contract
- At the sole discretion of OCS

Step 2: Request for Release of Funds--CIP

Governor's Office AND Budget and Finance must review and approve before proceeding to contracting.

- ☐ Certificate of Vendor Compliance from Hawaii Compliance Express
- ☐ Certificate of liability insurance
 - ☐ Liability and property damage insurance to protect you and your subcontractors. Subcontractor may need to provide his own insurance
 - ☐ Minimum insurance coverage
 - ☐ Commercial General Liability--\$2,000,000 per occurrence
 - ☐ Professional Liability --\$2,000,000 per occurrence
 - ☐ Builder's Risk Policy --\$20,000

Step 2: Request for Release of Funds--CIP

☐Grantee's State and Federal tax identification numbers
□Document showing who has the authority to sign contract on behalf of the Grantee
☐Grantee's letterhead or invoice showing its mailing address
If applicable: ☐Cover letter with revised scope of work together with project cost, timeline, and budget
☐List and status of other sources of funds

HB809, Act 39

- Cost breakdown included in the bill in the PAST for:
- PLANNING
- DESIGN
- CONSTRUCTION
- EQUIPMENT
- LAND/PROPERTY

HOUSE OF REPRESENTATIVES THIRTIETH LEGISLATURE, 2019 STATE OF HAWAII H.B. NO. S.D. 1 C.D. 1

A BILL FOR AN ACT

RELATING TO THE FUNDING OF GRANTS PURSUANT TO CHAPTER 42F, HAWAII REVISED STATUTES.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF HAWAII:

1	PART I. GENERAL PROVISIONS						
2	SECTION 1. SHORT TITLE. This Act shall be known and may						
3	be cited as the Grant Funding Act of 2019.						
4	SECTION 2. DEFINITIONS. Unless otherwise clear from the						
5	context, as used in this Act:						
6	"Expending agency" means the executive department,						
7	independent commission, bureau, office, board, or other						
8	establishment of the state government (other than the						
9	legislature, office of Hawaiian affairs, and judiciary), the						
10	political subdivisions of the State, or any quasi-public						
11	institution supported in whole or in part by state funds, which						
12	is authorized to expend specified appropriations made by this						
13	Act.						
14	Abbreviations, where used to denote the expending agency,						
15	shall mean the following:						
16	AGR Department of agriculture						



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Release of Funds

- NO breakdown by cost element in HB809.
- Budget & Finance will be distributing a Table for depts to complete as well as instructions for depts to follow.

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H.B. NO. 809 S.D. 1 C.D. 1

CAPITAL IMPROVEMENT PROJECTS

				APPROPRIATIONS (IN 000'S)		
ITEM NO.	CAPITAL PROJECT NO.	TITLE	EXPENDING AGENCY	FISCAL YEAR 2019-2020	M O F	
16.	GIRL S					
	DESIGN THE MAIN I STEM CENT QUALIFIES 42F, HRS.					
	,	TAL FUNDING	LBR	5	00 C	C
17.		AT FOR HUMANITY HA	WAII ISLAND,			
	UNITS AND THIS PROJ PURSUANT	RUCTION FOR AFFORI OTHER RELATED IMI ECT QUALIFIES AS I TO CHAPTER 42F, HI TAL FUNDING	PROVEMENTS. A GRANT,	1	00 C	c
18.	HALE N	MAHAOLU, MAUI				
	PLANS, DESIGN, AND CONSTRUCTION FOR A SECOND BUILDING OF THE HALE MAHAOLU SENIOR HOUSING CAMPUS IN PUKALANI. THIS PROJECT QUALIFIES AS A GRANT, PURSUANT TO CHAPTER 42F, HRS.					
	TOT	AL FUNDING	LBR	7	50 C	С

HB809 CD1

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Request for Release of Funds -- CIP(cont.)

□Cover letter that describes your project status and revised budget and scope work, if applicable.
 □GIA Form F -Request to Allot and Expend
 □Form PAB Questionnaire - General Obligation Bond Fund Appropriations
 □Funding Sources Declaration
 □Letter requesting the reallocation of funds between budget line items, if necessary. (e.g. shifting funds between cost elements).

Governor's Office AND Budget and Finance must review and approve before proceeding to contracting. Governor's office will notify you once funds have been released.

Labor Laws, Wage & Hour, Certified Payroll



- All CIP construction related grants must comply with laws relating to payment of wages, workers compensation, employee working conditions, and safety.
- HRS§104.

For questions or assistance contact DLIR –
 Wage Standards Division:

(808) 586-8777

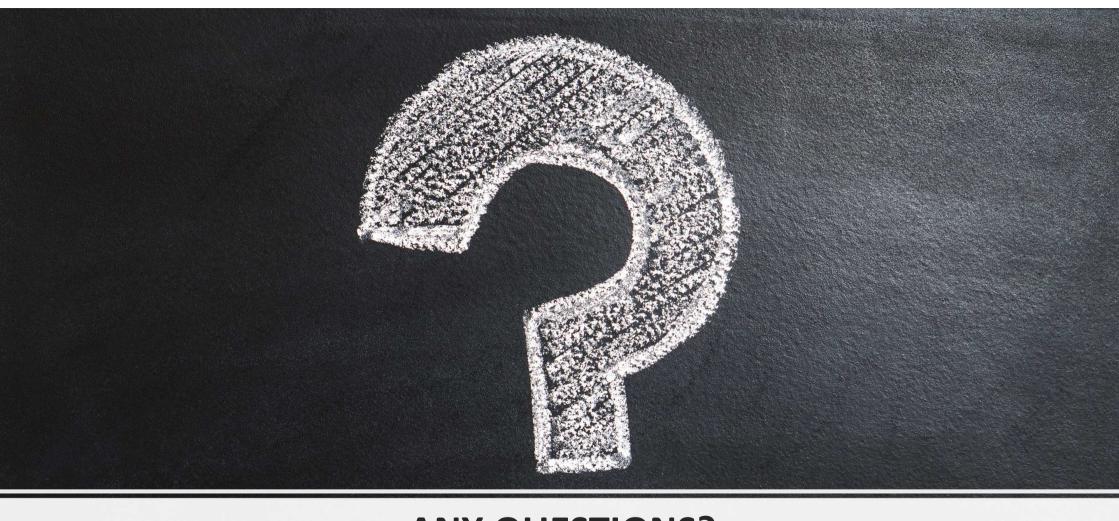
http://labor.hawaii.gov/wsd

Closing a CIP contract

Once your contract is complete, you'll have **60 days** to submit documents needed to process the final payment:

- Certificate of Grantee's liability insurance
- Certificate of Vendor Compliance
- Final fiscal and program reports
- Certificate of completion
- Certificate of Acceptance of Facility
- Expiration of all Architect's and General Contractor's lien period
- Photos of project (from beginning to end)

10% of funds are retained until the project is completed and required certificates are submitted to the State



ANY QUESTIONS?

MAHALO!

OCS website:

https://labor.hawaii.gov/ocs/

Grantee information and GIA guidelines:

https://labor.hawaii.gov/ocs/s ervice-programsindex/gia/grant-in-aidsgrantee-information/

Phone: 808.586.8675

