



**OFFICE OF COMMUNITY SERVICES (OCS)  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS  
STATE OF HAWAII**

**Interim Grant-in-Aid (GIA) Guidelines for 2022 Awardees**

The Legislature makes appropriations for grants-in-aid (GIAs) in accordance with Chapter 42F of the Hawaii Revised Statutes (HRS). There are two types of grants: Operating and Capital Improvement Project (CIP) grants. Generally, Operating grants are for a nonprofit's operational or program expenses and CIP grants are for construction projects. Funds are available on a reimbursement basis and payments are contingent upon fulfillment of the terms and conditions of the grant agreement.

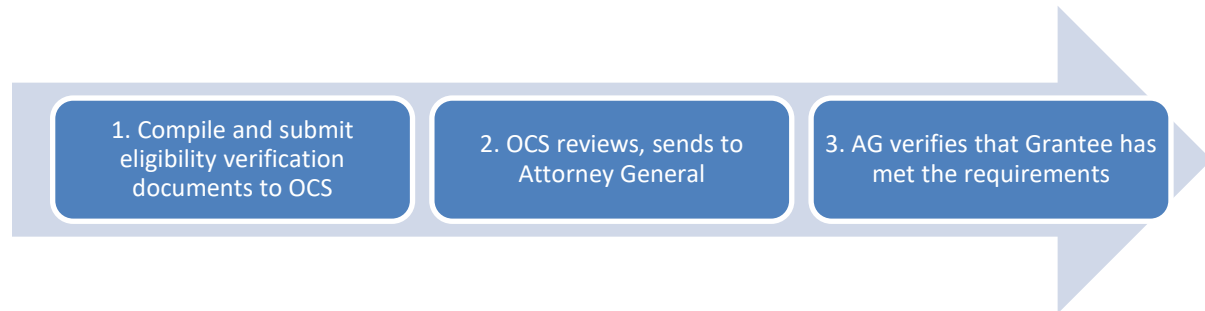
This document outlines the Eligibility Verification stage of the general process that the Office of Community Services (OCS) uses to administer grants. It provides guidelines to help you understand your obligations as a recipient of state funds under the law as well as the process involved to expend public funds.

Further guidance regarding the full grant administration process for 2022 GIAs will be forthcoming once the Department of Budget and Finance has released the Fiscal Year 2023 budget execution policies.

This guideline only applies to grants awarded in 2022 and which have been assigned to OCS (Program ID: LBR 903). OCS reserves the right to change this guideline at any time without notice. If your grant was not assigned to OCS, please contact your assigned expending agency for more information.

## ELIGIBILITY VERIFICATION

The Eligibility Verification stage requires submission of documentation to **verify that the Grantee meets the standards for a grant award under HRS §42F-103.**



Per Hawaii Revised Statutes HRS §42F-103, grants shall only be awarded to organizations that meet certain requirements. The declaration statement attesting the organization meets these requirements submitted with the application, by itself, is insufficient to affirm eligibility.

Grantees must submit additional documentation to verify that they meet the **“Standards for the Award of Grants”** in accordance with HRS §42F-103. Listed below are the requirements, and in parenthesis are examples of documents that are typically submitted to fulfill said requirement. Grantees should contact their program specialist for specific guidance.

1. 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 (*e.g., Certificate of Good Standing*)
2. 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., by-laws, corporate resolution*)
3. Agree not to use state funds for entertainment or lobbying activities (*e.g., by-laws, corporate resolution*)
4. 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 their 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*)
5. Is incorporated under the laws of the State (*e.g., Certificate of Good Standing*)
6. Has bylaws or policies that describe the manner in which the activities or services for which the grant is awarded shall be conducted or provided (*e.g., by-laws*)
7. For non-profit organizations:
  - a. Has been determined and designated to be a nonprofit organization by the Internal Revenue Service (*e.g., IRS determination letter*)
  - b. Has a governing board whose members have no material conflict of interest and serve without compensation (*e.g., by-laws, corporate resolution*)

The Office of the Attorney General (AG) determines if the Grantee meets the standard for a grant award under the law, which typically takes four weeks, once all documents have been submitted. OCS will inform the Grantee once a decision has been made.