



**STATE OF HAWAII**  
**DEPARTMENT OF THE ATTORNEY GENERAL**  
**CRIME PREVENTION AND JUSTICE ASSISTANCE DIVISION**  
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**Department of the Attorney General**  
**Crime Prevention and Justice Assistance Division**  
**Submission of Financial Reports by CPJAD Subgrantees Policy and Procedures**

**Effective Date: For Financial Reports for the Month Ending 12/31/2021 and Forward**

**Background:** CPJAD Subgrantees are required to submit financial reports, which include the monthly Request for Funds and Cash Balance Report (RFF) and quarterly Project Expenditures and Obligations Report (PEO), to the Grants and Planning Branch (Branch). Effective with the financial reports for the month ending 12/31/2021, the policy and procedures for submitting financial reports via e-mail is revised to allow for the Named Project Director to designate alternate staff to submit the financial reports via e-mail.

**Policy:** CPJAD Subgrantees may submit financial reports via e-mail or U.S. postal mail.

**E-Mail Procedures:**

1. Named Project Director or named Financial Officer shall e-mail the completed and signed financial reports to both the designated CPJAD Grant Specialist and CPJAD Administrative Services Assistant ([amy.k.tatsuno@hawaii.gov](mailto:amy.k.tatsuno@hawaii.gov)).
2. The subject line of the e-mail message shall include the following: Subgrantee agency name, project number, and the words “– FOR APPROVAL”. This will assist the Branch in identifying that the e-mail message contains financial reports.
3. Named Project Director may delegate additional staff who can e-mail the completed and signed financial reports. There is no limit to the number of alternates that can be delegated. Named Project Director shall e-mail the name(s) of alternate staff to both the designated CPJAD Grant Specialist and CPJAD Administrative Services Assistant ([amy.k.tatsuno@hawaii.gov](mailto:amy.k.tatsuno@hawaii.gov)).

**Deadline for Submittal:** RFFs are due by 4:30 p.m. on the 15<sup>th</sup> day of each month; PEOs are due by 4:30 p.m. on the 15<sup>th</sup> day of the month after the end of each calendar quarter; or the last working day before the 15<sup>th</sup> day of the month, if the 15<sup>th</sup> day falls on a weekend or holiday.

**Note:** The Branch relies on external departments and divisions to provide the services that we need to process the payments in our normal manner. If these services are revised or disrupted, we will keep the Subgrantee project directors and financial officers informed.