



**STATE OF HAWAII**  
**DEPARTMENT OF THE ATTORNEY GENERAL**  
**CRIME PREVENTION AND JUSTICE ASSISTANCE DIVISION**  
235 S. BERETANIA STREET, SUITE 401  
HONOLULU, HAWAII 96813  
(808) 586-1150  
ag.hawaii.gov/cpja

**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 12/31/2020 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). On March 19, 2020, the Branch initiated a policy for e-mail submission of financial reports in recognition that many Subgrantees were teleworking due to the COVID-19 pandemic. Pursuant to the policy, Subgrantees could e-mail their financial reports to the Branch, if they documented: 1) they had a telework policy; and 2) the staff involved in completing and submitting the financial reports were teleworking. Subsequently, Subgrantees who are not teleworking have requested similar accommodation for e-mail submission of financial reports.

**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 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.

**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.