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EMPLOYEES' RETIREMENT SYSTEM
HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND
OFFICE OF THE PUBLIC DEFENDER


ADMINISTRATIVE AND RESEARCH OFFICE
BUDGET, PROGRAM PLANNING AND
MANAGEMENT DIVISION
FINANCIAL ADMINISTRATION DIVISION
OFFICE OF FEDERAL AWARDS MANAGEMENT (OFAM)

August 11, 2017

FINANCE MEMORANDUM

MEMO NO. 17-11

TO: Executive Department Heads

FROM: Wesley K. Machida 
Director of Finance

SUBJECT: "Federal Award Forms Workflow" for Federal Funds Forms E-1, E-2, E-4

The Office of Enterprise Technology Services (ETS) has completed a workflow to submit federal fund "E" forms for the Governor's approval using the SharePoint web application platform. SharePoint is part of the Microsoft suite and is provided as a service by ETS. SharePoint allows all state users to securely work, collaborate, organize and store documents in a shared area. This application must be accessed using Microsoft Internet Explorer v11 and above, Microsoft Edge, Chrome, or Mozilla Firefox. Users will need to log in to their Office 365 account to access the SharePoint workflow.

Use of the SharePoint "Federal Awards Forms Workflow" to request the Governor's approval for the below requests pursuant to Act 049, SLH 2017, Sections 71 and 72 and EM 16-02, Budget Execution Policies for Fiscal Year 2017 (Attachment A, #9) will supersede the use of the hard copy forms. Use of the workflow will be required effective on September 1, 2017.

- 1) Increase the current appropriated or non-appropriated ceiling for an appropriation account. (Form E-1)
- 2) Request approval to expend new federal funds and to establish an appropriation account. (Form E-2)
- 3) Extend the lapse date of the appropriation account to expend federal fund, other federal fund or non-general matching fund to a federal award. (Form E-4)

ETS will conduct two demonstrations of the SharePoint "Federal Award Forms Workflow" on Wednesday, August 16, 2017, 10:00-11:00 a.m. and 2:00-3:00 p.m. at the Kalanimoku Building, 1151 Punchbowl Street, Room 322. An Outlook meeting invitation will be sent to department ASO's to disseminate within their departments.

Instructions for submitting an E form through SharePoint are attached.

Please contact Mr. Mark Anderson at (808) 586-3035 or mark.k.anderson@hawaii.gov if you have any questions.

- c: Mike McCartney, Chief of Staff, Office of the Governor
- Rod Becker, Comptroller, Department of Accounting and General Services
- Todd Nacapuy, Chief Information Officer, Office of Enterprise Technology Services
- Wayne Horie, Department of Accounting and General Services, Accounting Div.
- Mark Anderson, Department of Budget and Finance, OFAM

SUBMITTING FORM E1, E2 OR E4 VIA THE SHAREPOINT WORKFLOW

1. Click on URL below, sign into your Office 365 account, and you will be routed to the Federal Award Forms Workflow (displayed in #2).

<https://hawaiiomt.sharepoint.com/sites/ofam/SitePages/Home.aspx>

2. Click on "Follow" so that the "Federal Award Forms Workflow" displays on your 'Following' Page the next time you log into SharePoint.

Office 365

Federal Award Forms Workflow

Home E-1 E-2 E-4 Site Testing Issues

Search This site

Home

Form E-1 Form E-2 Form E-4

Help with Printing and Browser settings

For assistance or information, please contact:

Mark K. Anderson, Administrator
Office of Federal Awards Management
Department of Budget and Finance
Telephone: (808) 586-3035
E-mail: mark.k.anderson@hawaii.gov

Form E-1
Use Form E-1 to request the Governor's approval to increase the current appropriated or non-appropriated ceiling for an appropriation account. A copy of the most recent federal award notice must be attached to the request.

3. Click on a E1, E2 or E4 icon or tab.

Federal Award Forms Workflow

Home E-1 E-2 E-4 Site Testing Issues

Search this

E-1

+ new item


My Forms Active Approved Find an item

Cost	FAMS ID	Department	Federal Award ID	Award Program or Project Title	Award Amount \$	Award Notice	Next Reviewer	Review Stage	Progression
666		BED	XX	XX	\$555,000.00	Interim Fringe Benefit Rates for FY 18.pdf	Anderson, Mark K.	First Dept Review	
200		BED	XCV21	Test Record (Jessie)	\$100,000.00	E4.pdf		Approved	

4. Click on "new item" to open the Form E template.

SUBMITTING FORM E1, E2 OR E4 VIA THE SHAREPOINT WORKFLOW

5. Fill in the data fields on the template.

- Tooltips are provided by clicking on  preceding a data field.
- A "*" preceding a data field denotes a required field.
- At the bottom of the page, for "Pick First Department Reviewer", enter the email address of the person in your department who will review your form. When the form is received by the First Department Reviewer, the reviewer may enter the email address for an optional Second Department Reviewer. If a Second Department Reviewer's email address is not entered, the form will flow to the Department Head after the "Save" button is clicked.



Federal Award Forms Workflow

Home E-1 E-2 E-4 Site Testing Issues

E-1

FORM E-1


Funding Type * <input type="radio"/> Operating <input type="radio"/> CEP	FAMS ID * <input type="text"/>
Dept * <input type="text" value="(Pick one...)"/>	Division * <input type="text"/>
Program ID * <input type="text"/>	Org Code * <input type="text"/>
Program Manager * <input type="text" value="Enter a name or email address.."/>	Program Manager Phone <input type="text"/>
Program Manager Email <input type="text"/>	
Is there a CFDA number? * <input checked="" type="radio"/> Yes <input type="radio"/> No	
CFDA No * <input type="text"/>	CFDA Program Title * <input type="text"/>
Award Program or Project Title * <input type="text"/>	
Federal Award ID * <input type="text"/>	Award Amount \$ * <input type="text"/>
Appropriation * There are no items to show in this view. <input type="button" value="+ Add Appropriation Account Symbol"/>	
Appropriation Type * <input type="radio"/> Appropriation Authorized in General/Supplemental Appropriation Act <input type="radio"/> Non-Appropriated Authorization	Form Comments <input type="text"/>
Award Notice * <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>	
Add Link...	
Submitter Signature * a. % <input type="text" value="(Inaru, Jessie K)"/> <input type="text"/> Clear	Submitter Notes <input type="text"/>
Pick First Dept Reviewer * <input type="text" value="Enter a name or email address.."/>	
Review Stage * New	Please click the SAVE button, to save and send this form to the next reviewer.


6. Click the "Save" button at the bottom to send the form to the First Department Reviewer.

SUBMITTING FORM E1, E2 OR E4 VIA THE SHAREPOINT WORKFLOW

7. After a request has been approved by the Governor, the submitter will receive an email notification that their form has been approved.

E-1


 Thu 7/27/2017 3:36 PM
Federal Award Forms Workflow <no-reply@sharepointonline.com>
Form E-1 Approved by Governor: 1467





To:  Inazu, Jessie K


The following form has been approved at all levels and approved by the Governor, and DAGS has been notified as well.

If you would like to look at this form, please click on the link below to sign into your Office 365 account, after which you will be taken to the form E-1: [1467](#)

E2

 Part 2: 999

To:  Anderson, Mark K;  DEP, OFAM, Sharepoint;  Inazu, Jessie K;  Rogers, Laura (Comptroller)

 Part 2: 999.pdf
56 KB


Form E-2 for 999 has been approved by the Governor and assigned an Appropriation Symbol by DAGS.


The form must be printed out in two parts.

To obtain the first portion of the file, [CLICK HERE](#) To download the first part with the Governor's signature. The second part with the Appropriation Symbol assignment and Comptroller's signature is attached.

Here is a link to the original form: [999](#)

E4

 Wed 7/26/2017 2:20 PM
Federal Award Forms Workflow <no-reply@sharepointonline.com>
Form E-4 Approved: 41

To:  Inazu, Jessie K

The following form has been approved at all levels and approved by the Governor, DAGS has also been notified.

If you would like to look at this form, please click on the link below to sign into your Office 365 account, after which you will be taken to the form E-4. In the form, click on the Governor Approval tab, to see the signed PDF form. [41](#)