

STATE OF HAWAII
DEPARTMENT OF BUDGET AND FINANCE
OFFICE OF FEDERAL AWARDS MANAGEMENT

Plans, organizes, directs, coordinates and conducts federal awards activities for Executive Departments and Agencies to advance the management, administration, and oversight of federal grants. The objective of these activities is to maximize the program and fiscal performance of federal awards, ensure compliance with state and federal rules and regulations and reduce the opportunity for waste, fraud and abuse.

Establishes and implements policies, procedures, and controls following review as necessary with the Director of Finance, Comptroller, and Governor to advance the fiscal management, administration and oversight of federal grants that are awarded to state executive departments and agencies.

Assists the Governor in establishing policies, procedures, and systems within the authority provided to the Governor by the Legislature, to apply for federal awards, to raise the appropriation ceiling for federal funds, to receive and expend non-appropriated federal funds, to extend the lapse date of federal fund accounts, and to meet reporting requirements.

Assists the Comptroller in establishing policies, procedures, and systems to ensure that funds provided under each federal award are separately accounted for from receipt, to obligation, to expenditure.

Provides technical management services, assistance, and recommendations to the Governor, Director of Finance, Comptroller, and to the Directors and Heads of Executive Departments and Agencies, to maximize use of federal fund resources in order to achieve the State's statutory requirements, goals, and objectives efficiently, economically, and effectively.

Determines the application of state and federal laws and regulations governing federal awards as well as other terms and conditions imposed by any federal funding agency.

Review proposed legislative provisions related to federal funds in the budget act and makes recommendations to the Director of Finance; provide legislative testimony as necessary; participate in analysis of legislative proposals related to federal funds; prepare and submit reports as required or requested by the Legislature.

Identifies and recommends changes or improvements to the State's budgeting or accounting procedures, support systems or systems of internal controls to meet federal criteria and external audit standards and to streamline procedures for State federal grant managers.

Conducts and participates in analytic studies and documentation of findings and recommendations on policies, programs, issues, and problems related to federal funds.

Develop policies, procedures and systems to enable financial reporting on all awards held by executive departments and agencies. Produce reports to summarize federal award activity by State Executive Departments and Agencies.

Responsible for State compliance with the Cash Management Improvement Act (CMIA) of 1990, Public Law 101-453 and its implementing policies, published as 31 CFR Part 205. OFAM is responsible for meeting the requirements of the CMIA which requires the state to: 1) enter an annual agreement with the U.S. Treasury called the Treasury-State Agreement (TSA); 2) calculate federal and state interest liabilities for 'major federal assistance programs 3) submit an annual report with the U.S. Treasury that summarizes federal and state interest liability for the year. OFAM serves as primary contact with the Financial Management Service (FMS) of the U.S. Treasury and works with departments to determine which data should be included in clearance patterns and how to calculate clearance patterns.

Validates federal accounts for participation in the State Treasury Investment Pool (TIP) when lists of participating accounts are submitted by departments to the Financial Administration Division (FAD).

Maintains and administers the continued development of the Federal Awards Management System (FAMS), a feature of DataMart that provides a secure application for State Executive Departments and Agencies to report the receipt of each federal award within 14 days of receipt of the award notice and to display and process Form FF, a budgeting form that is submitted by each Program ID that receives federal awards to request appropriation and establish appropriation accounts for federal funds, as part of the Executive Budget Request and Budget Execution process. Identifies and makes improvements to FAMS based upon need requests from state federal grant managers, the director of finance and comptroller or their designated representative.

Review the data submitted by State Executive Departments and Agencies to report the receipt of each federal award for accuracy including the awarded value and the state appropriation account symbol from which the federal award will be expended.

Identifies major, recurring federal awards that State Executive Departments and Agencies anticipate receiving from the federal government for each fiscal year and ensures that expected major, recurring federal awards are appropriated in the budget bill.

Administers the “Federal Awards Forms” SharePoint workflow that is used by State Executive Departments to request the Governor’s approval to: increase the current appropriated or non-appropriated ceiling for an appropriation account; expend new federal funds and establish an appropriation account; and extend the lapse dates of appropriation account(s) to expend federal funds, other federal funds or non-general matching funds for a federal award.

Maintains a website to communicate policies and procedures on managing federal awards to State federal grant managers and information about federal awards received by Executive State Departments and Agencies to the public.

Provides advice and assistance to State federal grant managers to clarify budget and fiscal policies, procedures, instructions and directives issued related to federal funds.

Conducts training or demonstrations for State federal grant managers as necessary.

Maintains a communications network for State federal grant managers for the dissemination of essential information relating to the management of federal awards

Conducts outreach to County government and the public on federal award matters as necessary.