

**Project Initiation Request Submittal Checklist**  
**Capital Improvement Project (CIP) Grant-in-Aid (GIA) funds**

- Project initiation request letter to the Department of Accounting and General Services (DAGS) that includes the overview of project status, scope of work, timeline, project outcomes and budget.
  
- Attachment with the detailed description of project
  - Description of project with budget breakdown.
  - Is the project fully funded by the grant award? If not, submit listing of funding sources for the project, amounts committed, and date funds will be available. Please provide commitment letters for funding sources.
  - Indicate if the grant be used to purchase land?
  - Indicate if the facility you own the facility? If the facility is leased or is on leased land, provide information regarding the terms of the lease.
  
- Copy of grant application.
  
- Federal ID Number and State Tax ID Number.
  
- Documentation to verify that grant recipient meets 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 DAGS’ project coordinator 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*)
- Listing of past grants received from the State for any project. Please provide the Act, Year, Item No., Expending Agency, amount appropriated, amount awarded, and reason if the funds were lapsed.