



Submitting an FFR

Working on, certifying, and submitting FFRs in the system.



Tips and Comments

Grants Management System
Fiction: Assistant Commissioner
0/30/2023

YOUR GRANT APPLICATION WAS DUE ON 1/24/2018

My Organization
My Grant Programs
My Awards
My Applications
Correspondence

System Help
FAQ / User Manual
Outstanding Documentation

TO DO

FFRs	Progress Reports	Applications
30	34	72

ID	Award Name	Status	Report Period Type	Report Period Start Date	Report Period End Date	Work
1005	EAC-RS228-F	Not Started	Quarterly	8/24/2022	8/31/2022	✓
1007	EAC-RS228-F	Not Started	Quarterly	8/29/2022	8/31/2022	✓
1006	EAC-RS228-F	Not Started	Quarterly	8/29/2022	8/31/2022	✓
1000	EAC-RS228-F	Not Started	Final	12/28/2022	1/30/2023	✓
1009	EAC-RS228-F	Not Started	Quarterly	8/22/2022	8/31/2022	✓

The easiest way to begin working on an outstanding FFR is by taking the "Work" action when viewing the FFRs located within the To-Do section.

Complete FFR

0: Award Details

Recipient Organization Name
Hawaii Office of Elections
Award #
002-00001

Street 1
1000 Alaui Ave
City
Honolulu
State
Hawaii
Zip Code
96819

Street 2
Suite 100
Zip Code
96819

Account Number
EACR218

Report Type
Quarterly

Project/Grant Period
Reporting Period From: Reporting Period To
6/22/2018 6/30/2023

Click to move between sections

After initiating the "Work" action on an FFR, the electronic FFR form opens to the "Award Details" section, and contains a full "Table of Contents" allowing the user to view and navigate to all sections of the FFR. On each section, the user must enter specific, relevant information.

Complete FFR

10: Remarks

Please enter all state interest and program income information for the current year.

10a. State Interest Earned

10b. State Interest Expended

10c. State Program Income Earned

10d. State Program Income Expended

10e. State Program Income Earned Breakdown: List each source of program income individually next to each amount (Federal Interest earned is not program income). Source of Program Income Amount

10f. Add State Program Income Source

Total: \$0.00

Users can also navigate between sections using the buttons at the bottom of the page

If any required fields are left blank when the user advances to a new section, the system will flag that the section must be reviewed for completion.

The "Save and Exit" button will only save all work the user adds to the FFR, and will not deliver the FFR to EAC.

Complete FFR

11: Certification

Read through this certification and conditions below and/or sign to electronically sign the document.

CERTIFY FFR

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and all accounts, and expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award/contract. I am aware that any false, fictitious, or fraudulent statements or information on this document of any material fact may subject me to criminal civil or administrative penalties for fraud, false statements, false claims or otherwise. (See Code Title 18, Section 1001 and Title 18, Sections 1708, 1709, and 1710.)

Title*
Director

Phone Number*
1234 567 8900

Email*
director@1234email.com

Signature*
John Doe

Date*
8/23/2023 10:00 AM EDT

Submit

If the user completing the FFR form is a Financial Approver, they must complete the certification section at the end of the FFR. Once certified, the Financial Approver may choose "Submit" - at which point the FFR will be delivered to EAC.