

STATE OF HAWAII
CONTRACT FOR GOODS OR SERVICES
BASED UPON
COMPETITIVE SEALED PROPOSALS

This Contract, executed on the respective dates indicated below, is effective as of
The STATE's Notice to Proceed, between Department of Health,
(Insert name of state department, agency, board or commission)
State of Hawaii ("STATE"), by its Director of Health,
(Insert title of person signing for State)
(hereafter also referred to as the HEAD OF THE PURCHASING AGENCY or designee ("HOPA")),
whose address is 1250 Punchbowl Street, Honolulu, Hawaii 96813
and Healthy Hawaii Coalition
("CONTRACTOR"), a nonprofit corporation
(Insert corporation, partnership, joint venture, sole proprietorship, or other legal form of the Contractor)
under the laws of the State of Hawaii, whose business address and federal
and state taxpayer identification numbers are as follows: Location: 384 Franklin Avenue, Kapolei,
Hawaii 96707; Mailing: P.O. Box 75505, Kapolei, Hawaii 96707; Federal ID: 91-2162660; State ID: N/A

RECITALS

A. The STATE desires to retain and engage the CONTRACTOR to provide the goods or services, or both, described in this Contract and its attachments, and the CONTRACTOR is agreeable to providing said goods or services or both.

B. The STATE has issued a request for competitive sealed proposals, and has received and reviewed proposals submitted in response to the request.

C. The solicitation for proposals and the selection of the CONTRACTOR were made in accordance with section 103D-303, Hawaii Revised Statutes ("HRS"), Hawaii Administrative Rules, Title 3, Department of Accounting and General Services, Subtitle 11 ("HAR"), Chapter 122, Subchapter 6, and applicable procedures established by the appropriate Chief Procurement Officer ("CPO").

D. The CONTRACTOR has been identified as the responsible and responsive offeror whose proposal is the most advantageous for the STATE, taking into consideration price and the evaluation factors set forth in the request.

E. Pursuant to Sections 321-7; 342D-4; 342D-59 and 342E-3, HRS, the STATE
(Legal authority to enter into this Contract)
is authorized to enter into this Contract.

F. Money is available to fund this Contract pursuant to:
(1) Item D-1, Act 164, 2011 HSL 437
(Identify state sources)
or (2) Section 319(h) of the Clean Water Act
(Identify federal sources)
or both, in the following amounts: State \$ 0.00
Federal \$ 25,040.00

NOW, THEREFORE, in consideration of the promises contained in this Contract, the STATE and the CONTRACTOR agree as follows:

1. Scope of Services. The CONTRACTOR shall, in a proper and satisfactory manner as determined by the STATE, provide all the goods or services, or both, set forth in the request for competitive sealed proposals number CWB PRC 11-01 ("RFP") and the CONTRACTOR'S accepted proposal ("Proposal"), both of which, even if not physically attached to this Contract, are made a part of this Contract.

2. Compensation. The CONTRACTOR shall be compensated for goods supplied

or services performed, or both, under this Contract in a total amount not to exceed
TWENTY-FIVE THOUSAND, FORTY AND NO/100 DOLLARS
(\$ \$25,040.00), including approved costs incurred and taxes, at the time and in the manner set forth in the RFP and CONTRACTOR'S Proposal.

3. Time of Performance. The services or goods required of the CONTRACTOR under this Contract shall be performed and completed in accordance with the Time of Performance set forth in Attachment-S3, which is made a part of this Contract.

4. Bonds. The CONTRACTOR ☐ is required to provide or ☒ is not required to provide: ☐ a performance bond, ☐ a payment bond, ☐ a performance and payment bond in the amount of None DOLLARS (\$ 0.00).

5. Standards of Conduct Declaration. The Standards of Conduct Declaration of the CONTRACTOR is attached to and made a part of this Contract.

6. Other Terms and Conditions. The General Conditions and any Special Conditions are attached to and made a part of this Contract. In the event of a conflict between the General Conditions and the Special Conditions, the Special Conditions shall control. In the event of a conflict among the documents, the order of precedence shall be as follows: (1) this Contract, including all attachments and addenda; (2) the RFP, including all attachments and addenda; and (3) the Proposal.

7. Liquidated Damages. Liquidated damages shall be assessed in the amount of Not Applicable DOLLARS (\$ 0.00) per day, in accordance with the terms of paragraph 9 of the General Conditions.

8. Notices. Any written notice required to be given by a party to this Contract shall be (a) delivered personally, or (b) sent by United States first class mail, postage prepaid. Notice to the STATE shall be sent to the HOPA'S address indicated in the Contract. Notice to the CONTRACTOR shall be sent to the CONTRACTOR'S address indicated in the Contract. A notice shall be deemed to have been received three (3) days after mailing or at the time of actual receipt, whichever is earlier. The CONTRACTOR is responsible for notifying the STATE in writing of any change of address.

IN VIEW OF THE ABOVE, the parties execute this Contract by their signatures, on the dates below, to be effective as of the date first above written.

STATE

(Signature)

Loretta J. Fuddy, A.C.S.W., M.P.H.

(Print Name)

Director of Health

(Print Title)

(Date)

CONTRACTOR

CORPORATE SEAL
(If available)

Healthy Hawaii Coalition

(Name of Contractor)

(Signature)

(Print Name)

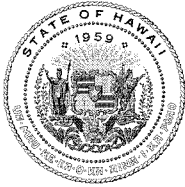
(Print Title)

(Date)

APPROVED AS TO FORM:

Deputy Attorney General

* Evidence of authority of the CONTRACTOR'S representative to sign this Contract for the CONTRACTOR must be attached.



STATE OF HAWAII

CONTRACTOR'S ACKNOWLEDGMENT

STATE OF _____)
) SS.
_____ COUNTY OF _____)

On this _____ day of _____, _____ before me appeared
_____ and _____, to me
known, to be the person(s) described in and, who, being by me duly sworn, did say that he/she/they is/are
_____ and _____ of
_____ Healthy Hawaii Coalition _____, the
CONTRACTOR named in the foregoing instrument, and that he/she/they is/are authorized to sign said
instrument on behalf of the CONTRACTOR, and acknowledges that he/she/they executed said
instrument as the free act and deed of the CONTRACTOR.

(Notary Stamp or Seal)

(Signature)

(Print Name)

Notary Public, State of _____

My commission expires: _____

The STATE's
Doc. Date: Notice to Proceed # Pages: 49
Notary Name: _____ Circuit
Doc. Description: State of Hawaii, Contract for Goods or
Services Based Upon Competitive Sealed Proposals, ASO Log
No. 12-078

(Notary Stamp or Seal)

Notary Signature Date

NOTARY CERTIFICATION



STATE OF HAWAII
CONTRACTOR'S
STANDARDS OF CONDUCT DECLARATION

For the purposes of this declaration:

"Agency" means and includes the State, the legislature and its committees, all executive departments, boards, commissions, committees, bureaus, offices; and all independent commissions and other establishments of the state government but excluding the courts.

"Controlling interest" means an interest in a business or other undertaking which is sufficient in fact to control, whether the interest is greater or less than fifty per cent (50%).

"Employee" means any nominated, appointed, or elected officer or employee of the State, including members of boards, commissions, and committees, and employees under contract to the State or of the constitutional convention, but excluding legislators, delegates to the constitutional convention, justices, and judges. (Section 84-3, HRS).

On behalf of Healthy Hawaii Coalition, CONTRACTOR, the undersigned does declare as follows:

1. CONTRACTOR ☐ is* ☐ is not a legislator or an employee or a business in which a legislator or an employee has a controlling interest. (Section 84-15(a), HRS).
2. CONTRACTOR has not been represented or assisted personally in the matter by an individual who has been an employee of the agency awarding this Contract within the preceding two years and who participated while so employed in the matter with which the Contract is directly concerned. (Section 84-15(b), HRS).
3. CONTRACTOR has not been assisted or represented by a legislator or employee for a fee or other compensation to obtain this Contract and will not be assisted or represented by a legislator or employee for a fee or other compensation in the performance of this Contract, if the legislator or employee had been involved in the development or award of the Contract. (Section 84-14 (d), HRS).
4. CONTRACTOR has not been represented on matters related to this Contract, for a fee or other consideration by an individual who, within the past twelve (12) months, has been an agency employee, or in the case of the Legislature, a legislator, and participated while an employee or legislator on matters related to this Contract. (Sections 84-18(b) and (c), HRS).

CONTRACTOR understands that the Contract to which this document is attached is voidable on behalf of the STATE if this Contract was entered into in violation of any provision of chapter 84, Hawaii Revised Statutes, commonly referred to as the Code of Ethics, including the provisions which are the source of the declarations above. Additionally, any fee, compensation, gift, or profit received by any person as a result of a violation of the Code of Ethics may be recovered by the STATE.

* Reminder to Agency: If the "is" block is checked and if the Contract involves goods or services of a value in excess of \$10,000, the Contract must be awarded by competitive sealed bidding under section 103D-302, HRS, or a competitive sealed proposal under section 103D-303, HRS. Otherwise, the Agency may not award the Contract unless it posts a notice of its intent to award it and files a copy of the notice with the State Ethics Commission. (Section 84-15(a), HRS).

CONTRACTOR

By _____

(Signature)

Print Name _____

Print Title _____

Name of Contractor Healthy Hawaii Coalition

Date _____

SCOPE OF SERVICES

The CONTRACTOR shall support the mission of the STATE's Polluted Runoff Control Program ("PRCP") to protect and improve the quality of water resources for enjoyment of and use by the people of Hawaii through preventing and reducing nonpoint source pollution, and balancing health, environmental, economic, and social concerns.

To accomplish this mission, the CONTRACTOR shall present an educational program focused on nonpoint source pollution for elementary school children to encourage behavior changes that will result in healthier watersheds. Behavior changes should lead to pollutant load reductions, overall water quality improvements, and habitat improvements for nine (9) priority listed watersheds: Nawiliwili and Hanalei Bays located on the island of Kauai; Ala Wai, Ko'olaupoko, Kapakahi Stream, and Wailupe located on the island of Oahu; West Maui on the island of Maui; and Pelekane and Hilo Bays located on the island of Hawaii. The educational program shall enhance and support the ongoing activities of watershed groups in these areas.

The CONTRACTOR shall be required to submit to the STATE, for information and review, items printed in *italics*, no later than the dates indicated in Exhibit "A," Project Timeline, attached hereto and made a part hereof.

The CONTRACTOR's responsibilities shall include, but not be limited to, providing all labor, materials, equipment, supplies, and supervision to accomplish the activities described hereinafter:

1. Personnel

The CONTRACTOR shall *retain the specified project manager, assistant manager, and key personnel* to assist in all Contract activities. The CONTRACTOR shall submit to the STATE with the first Quarterly Status Report ("QSR"), the *names and credentials of personnel hired*. Any personnel changes shall require written notification to the STATE within two (2) weeks of the change. Any subcontract shall adhere to the requirements outlined in Attachment AG-008, "General Conditions."

2. Evaluation and Assessment Plan

A. The CONTRACTOR shall develop and submit to the STATE a *draft Evaluation and Assessment ("E&A") Plan* that shall include the use of a three (3)-part evaluation form to be completed by students who have participated in the program. The STATE shall have one (1) month to review the draft E&A Plan. Comments made by the STATE shall be addressed and incorporated into the *final E&A Plan*.

- B. The CONTRACTOR shall submit to the STATE a copy of all three (3) parts of the *Student Evaluation Form* that the students participating in the education program shall be required to complete. The three (3) evaluation forms shall be completed by the students, compiled by the CONTRACTOR, and submitted to the STATE as follows:
- (1) Assess student baseline knowledge of nonpoint source pollution and educational concepts before the program is initiated;
 - (2) Determine the extent that the nonpoint source pollution and educational concepts have been retained by the students immediately after the program's completion; and
 - (3) Determine if the nonpoint source pollution educational concepts have changed the student's behavior six (6) months after participating in the program.
- C. The CONTRACTOR shall also draft an *Alumni Evaluation Form* that will be sent to students that attended the Hawaii Watershed Experience in prior years by coordinating with fourth through sixth grade teachers at participating schools. This evaluation shall attempt to quantify the long-term educational impact the project has had on students.
- D. The CONTRACTOR shall prepare and submit to the STATE copies of the evaluation forms collected from the students that participate in the program with each corresponding QSR. All data shall be compiled and included in the Final Report.

3. Youth Education

- A. The CONTRACTOR shall develop and submit to the STATE a *draft 2012 Hawaii Watershed Experience curriculum*, including the *WaterWoman play and activity book* adapted to reflect the unique attributes of the nine (9) priority watershed areas. The STATE shall have one (1) month to review and comment on the curriculum. Comments made by the STATE shall be incorporated into the curriculum prior to finalizing the document. The CONTRACTOR shall submit one (1) electronic and five (5) bound copies of the *final 2012 Hawaii Watershed Experience* and *WaterWoman play and activity book* to the STATE.
- B. The CONTRACTOR shall develop, prepare, and submit to the STATE a *draft 2012 Educational Information Brochure* about the program to distribute to all of the public and private elementary schools and camp programs in the nine (9) priority watershed areas. The STATE shall have one (1) month to review and comment on the brochure. Comments made by the STATE shall be incorporated into the *final 2012 Educational*

Information Brochure. The CONTRACTOR shall submit ten (10) copies of the final Educational Information Brochure to the STATE.

- C. The CONTRACTOR shall begin distribution of educational information brochures and general information to all of the schools and camp programs in the aforementioned watersheds and schedule appointments with interested teachers and school principals to explain the program.
- D. The CONTRACTOR shall make *presentations* to the elementary schools in the nine (9) priority watersheds.

The CONTRACTOR shall submit to the STATE a *schedule of all presentations* with the corresponding QSR.

- E. The CONTRACTOR shall complete a minimum of *thirty (30) presentations to Second and Third-grade students*. The CONTRACTOR's program shall consist of two (2) sessions:
 - (1) Session 1: An in-class introduction to watersheds, the ahupua'a system, nonpoint source pollution, and stewardship themes using a play starring WaterWoman and Oily Al, plus a demonstration using student participation (thirty (30) minutes); and
 - (2) Session 2: A field trip to a watershed area located near the school where students are divided into small groups and rotated through four (4) activity stations where they engage in water-quality testing, experimentation with a watershed model and simulated pollutants, pollution control with discussions about recycling and reducing waste, and WaterWoman book activities (two (2) hours). Presentations by active watershed organizations shall also be incorporated into the field trip as applicable.

Liability insurance for field trips shall be the responsibility of the CONTRACTOR.

The CONTRACTOR shall conduct a minimum of two (2) presentations in each of the nine (9) priority watersheds.

4. Volunteer Activities

The CONTRACTOR shall be responsible for conducting or securing *background checks of volunteers*. Only volunteers who have passed these background checks shall be allowed to participate in volunteer activities. The CONTRACTOR shall maintain a confidential file of these background checks, and shall submit them to the STATE upon written request by the STATE.

- A. The CONTRACTOR shall send information and communicate with volunteer organizations, youth groups, kupuna groups, and homeschoolers to find program volunteers and additional participants. Volunteers shall assist with the school presentations and field trips.
- B. The CONTRACTOR shall conduct at least *one (1) two (2)-hour training session for volunteers* (to be repeated as necessary) in the materials that are covered in the watershed program and the activities that are involved in the field trips. The CONTRACTOR shall submit a volunteer activity log to the STATE on a quarterly basis, with the corresponding QSR.

5. Cooperation and Coordination

The CONTRACTOR shall submit to the STATE a *list of volunteer organizations, schools, and camp programs participating in the Hawaii Watershed Experience*. This list shall include other watershed organizations with past, ongoing or future projects in each watershed area that will submit materials to be added to the curriculum and/or to make a presentation at a field trip for the students.

The CONTRACTOR shall also coordinate with existing watershed organizations to specifically tailor the presentations to focus on pollutants that are endemic to the unique watershed in which the presentation(s) will be held.

6. Reports

In addition to the above-listed required documents, the CONTRACTOR shall prepare and submit to the STATE the following written reports:

- A. QSRs to the STATE on or before January 15, April 15, July 15, and October 15 of each respective calendar year following issuance of the STATE's Notice to Proceed ("NTP"). One (1) electronic copy and one (1) hard copy shall be submitted to the STATE in the format attached hereto as Exhibit "B," and made a part of this Contract. The reports shall include the status of all project activities required under this Contract, including progress of tasks started and/or completed as defined in this Scope of Services during the current reporting period, a narrative progress report, a description of any major issues and/or problems encountered, a description of any significant findings, a description of tasks expected to be completed in the next reporting period, and relevant supporting documentation. Upon request, the STATE shall send an electronic template of the QSR to the CONTRACTOR.
- B. A *draft Final Report* describing the services performed and the benefits, outcomes, and lessons learned performed under this Contract and a summary of highlights, goals, and accomplishments of the project. One (1) electronic copy and two (2) hard copies of the draft Final Report shall be

submitted to the STATE. The report shall be submitted in the format provided by the STATE, attached hereto as Exhibit "C," and made a part of this Contract. The STATE shall have one (1) month to review and comment on the draft Final Report. Comments made by the STATE shall be incorporated into the report before finalizing the document. Upon request, the STATE shall send an electronic template of the Final Report format to the CONTRACTOR.

- C. The CONTRACTOR shall submit one (1) electronic copy, one (1) unbound hard copy, and five (5) bound hard copies of the completed *Final Report*.
- D. One (1) original signed hard copy in blue ink and one (1) hard copy of *Quarterly Grant Fund Expense Report* shall be submitted to the STATE with the QSR in the format provided by the STATE, attached hereto as Exhibit "D," and made a part of this Contract. Failure by the CONTRACTOR to submit any and all supporting documentation (i.e., copies of receipts, invoices, timesheets, and volunteer sign-up sheets) to the STATE in the approved format on or before its respective due dates shall delay payments to the CONTRACTOR by the STATE. Upon request, the STATE shall send an electronic template of the Quarterly Grant Fund Expense Report to the CONTRACTOR.

7. STATE's Contact Person

The CONTRACTOR shall submit all reports to the following person authorized to receive reports for the STATE:

Mr. Alec Y. Wong, Professional Engineer, Chief
Clean Water Branch
919 Ala Moana Boulevard, Room 301
Honolulu, Hawaii 96814-4920

Phone: (808) 586-4309 Fax: (808) 586-4352

8. CONTRACTOR's Contact Person

The CONTRACTOR's primary contact person is:

Ms. Alison E. Riggs, Program Coordinator
Healthy Hawaii Coalition
P.O. Box 75505
Kapolei, Hawaii 96707

Phone: (808) 778-4243 Fax: (808) 682-2591

9. Matching Funds

The CONTRACTOR shall obtain at least THIRTY THOUSAND, FOUR HUNDRED SEVENTY AND NO/100 (\$30,470.00) of non-federal private and public in-kind contributions and donations as sub-recipient matching funds to support the project activities under this Contract. The matching funds shall meet the substantive and documentation requirements of 40 Code of Federal Regulations ("C.F.R.") Section 31.24.

10. Project Timeline

The CONTRACTOR shall accomplish the above-listed activities within the timeline in the Project Timeline, Exhibit "A."

11. Press Release

The CONTRACTOR shall draft a press release that, at a minimum, describes the Hawaii Watershed Experience presentation and briefly describes the STATE's support of the project (via funding). The CONTRACTOR shall otherwise have editorial control over the press release. A minimum of six (6) requests for publication shall be sent to the major newspapers in the State: *The Garden Island* on Kauai, *The Honolulu Star-Advertiser* and *MidWeek* on Oahu, *The Maui News* on Maui, *West Hawaii Today* in Kona, and the *Hawaii Tribune-Herald* in Hilo. A copy of the final press release shall be submitted to the STATE with the corresponding QSR for the STATE's file.

12. Disclosure

The CONTRACTOR shall include the following language in any/all developed or printed informational materials, press releases, signage, publicity, etc.:

"This Project has been jointly funded by the U.S. Environmental Protection Agency ("Agency") or ("EPA") under Section 319(h) of the Clean Water Act, and the Hawaii State Department of Health, Clean Water Branch. Although the information in this document has been funded wholly or in part by a Federal Grant to the Hawaii State Department of Health, it may not necessarily reflect the views of the Agency and the Hawaii State Department of Health and no official endorsement should be inferred."

COMPENSATION AND PAYMENT SCHEDULE

In full consideration for the services to be performed by the CONTRACTOR under this Contract, the STATE agrees, subject to receipt of federal funds under the Federal Grants and subject to allotments to be made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, Hawaii Revised Statutes, to pay to the CONTRACTOR a total sum of money not to exceed TWENTY-FIVE THOUSAND, FORTY AND NO/100 DOLLARS (\$25,040.00) consisting of federal funds to be received under Federal Grants, which shall be paid in accordance with and subject to the following:

1. Payment shall be made in quarterly installments, upon the submission by the CONTRACTOR of invoices in duplicate (original with original signature in blue ink and one (1) copy) for the services provided in accordance with Attachment-S1, "Scope of Services," and in accordance with the costs identified in the Budget, attached hereto as Exhibit "E," and made a part hereof. The STATE shall withhold ONE THOUSAND, TWO HUNDRED FIFTY AND NO/100 DOLLARS (\$1,250.00) until final settlement of this Contract and the STATE deems that the CONTRACTOR has satisfactorily completed the services provided in accordance with Attachment-S1, "Scope of Services."

Payments shall be withheld by the STATE to the CONTRACTOR unless the corresponding QSR is current and in the format prescribed in Exhibit "B." Payments to the CONTRACTOR by the STATE shall be delayed if documents are not submitted in the required format as provided by the STATE under this Contract (i.e., QSR, monthly expenditure reports, and in-kind contribution reports). See Quarterly Grant Fund Expense Report, Exhibit "D." Payments shall be withheld in whole or in part if the work under this Contract is in fact incomplete or unsatisfactory as solely determined by the STATE.

2. The first payment shall be an advance installment of approximately one twenty-fourth (1/24th) of the total compensation amount, or ONE THOUSAND, FORTY AND NO/100 DOLLARS (\$1,040.00) and shall be made within approximately thirty (30) calendar days after execution of this Contract and submission of an invoice. The invoice for the advance payment shall identify the project budget line item that it will be deducted from.
3. There shall be only one (1) advance installment payment during the time of performance of this Contract. After the initial advance installment, payments shall be made quarterly based on the quarterly invoices submitted by the CONTRACTOR starting from the first quarter of the Contract period. Payments for the last quarter of the Contract period shall be withheld to determine if they are within the initial advance installment. If the invoice exceeds the initial advance installment and the expenditures are allowable and within the total Contract amount, the STATE shall pay the CONTRACTOR the difference

between the total of the invoice for the last quarter of the Contract period and the initial advance installment.

4. After the first advance installment, invoices shall be accompanied by expenditure reports for the period ending one (1) month prior to the end of the current quarter and certified by the CONTRACTOR to contain expenditures actually incurred for the services provided under this Contract.
5. The expenditure reports shall be reviewed by the STATE and shall be subject to the STATE's preliminary determination of appropriateness and allowability of the reported expenditures. The STATE's preliminary determination of appropriateness and allowability of the reported expenditures shall be subject to later verification and subsequent audit.
6. If an amount of reported expenditures is preliminarily determined by the STATE to be inappropriate and unallowable, the STATE may deduct an equivalent amount from the next payable installment and may withhold payment of the amount of monies equivalent to the questioned expenditures until later resolution of the discrepancy by audit or other means. If, after payment of the last installment prior to the final payment, investigation and examination reveal additional expenditures that are determined by the STATE to be inappropriate and unallowable, the STATE may require that an equivalent amount of monies be refunded by the CONTRACTOR notwithstanding the STATE's preliminary determination of appropriateness and allowability. An amount of monies to be refunded by the CONTRACTOR may be offset against the amount of monies withheld by the STATE in determining the amount of the final payment to be made to the CONTRACTOR in final settlement of this Contract. Final settlement of the Contract shall include submission and acceptance of all reports and other materials to be submitted by the CONTRACTOR to the STATE, resolution of all discrepancies in expenditures or performances of services, and completion of all other outstanding matters under this Contract.
7. Allowable expenses for necessary travel authorized in advance by the STATE shall be determined in accordance with Chapter 10, titled "Travel Rules," of Title 3 of the Hawaii Administrative Rules, as administered and interpreted by the Department of Accounting and General Services, State of Hawaii.
8. The Final Invoice shall be submitted within forty-five (45) days after the termination date of the Contract. No payment shall be made if invoices are not received by the STATE within forty-five (45) days after the termination date of the Contract.

TIME OF PERFORMANCE

The CONTRACTOR shall provide the services required under this Contract from the commencement date of the STATE's Notice to Proceed, to and including a period of twenty-four (24) months, (subject to the availability of federal funds and an extension of the Federal Grant by the Environmental Protection Agency ("EPA")), unless this Contract is extended or sooner terminated as hereinafter provided.

The STATE desires to commence this Contract on June 1, 2012. However, due to the time required for evaluation, award, and execution of this Contract, the exact commencement date is indeterminate at this time. Upon execution of this Contract, the STATE shall issue a Notice to Proceed to the CONTRACTOR.



STATE OF HAWAII

**CERTIFICATE OF EXEMPTION
FROM CIVIL SERVICE****1. By Heads of Departments Delegated by the Director of the Department of Human Resources Development (“DHRD”).***

Pursuant to a delegation of the authority by the Director of DHRD, I certify that the services to be provided under this Contract, and the person(s) providing the services under this Contract are exempt from the civil service, pursuant to § 76-16, Hawaii Revised Statutes (HRS).

(Signature)

Loretta J. Fuddy, A.C.S.W., M.P.H.

(Print Name)

Director of Health

(Print Title)

(Date)

* This part of the form may be used by all department heads and the heads of attached agencies to whom the Director of DHRD expressly has delegated authority to certify § 76-16, HRS, civil service exemptions. The specific paragraph(s) of § 76-16, HRS, upon which an exemption is based should be noted in the contract file. If an exemption is based on § 76-16(b)(15), the contract must meet the following conditions:

- (1) It involves the delivery of completed work or product by or during a specific time;
- (2) There is no employee-employer relationship; and
- (3) The authorized funding for the service is from other than the "A" or personal services cost element.

NOTE: Not all attached agencies have received a delegation under § 76-16(b)(15). If in doubt, attached agencies should check with the Director of DHRD prior to certifying an exemption under § 76-16(b)(15). Authority to certify exemptions under §§ 76-16(b)(2), and 76-16(b)(12), HRS, has not been delegated; only the Director of DHRD may certify §§ 76-16(b)(2), and 76-16(b)(12) exemptions.

2. By the Director of DHRD, State of Hawaii.

I certify that the services to be provided under this Contract, and the person(s) providing the services under this Contract are exempt from the civil service, pursuant to § 76-16, HRS.

(Signature)

(Date)

(Print Name)

(Print Title, if designee of the Director of DHRD)

SPECIAL CONDITIONS

1. The CONTRACTOR shall, in a proper and satisfactory manner as determined by the STATE, provide all the goods or services, or both, described in Attachment-S1, which is hereby made a part of this Contract.
2. The CONTRACTOR shall be compensated for goods supplied or services performed, or both, under this Contract according to the "Compensation and Payment Schedule" set forth in Attachment-S2, which is hereby made a part of this Contract.
3. Responsibility of CONTRACTORS. In order to comply with Section 6, Act 52, HSL 2003, which amended section 103D-310, HRS, the CONTRACTOR shall provide as proof of compliance with the requirements of section 103D-310(c), HRS, the following documents:
 - A. A tax clearance certificate from the State Department of Taxation and the Internal Revenue Service, subject to section 103D-328, HRS, current within six (6) months of the issuance date;
 - B. A certificate of compliance for chapters 383, 386, 392, and 393, HRS, from the State Department of Labor and Industrial Relations, current within six (6) months from the issuance date; and
 - C. A certificate of good standing from the Business Registration Division of the State Department of Commerce and Consumer Affairs, current within six (6) months from the issuance date.
4. Final Payment. In addition to a tax clearance certificate from the State Department of Taxation for Final Payment, a "Certification of Compliance," (SPO Form-22) shall be required for final payment. A copy of the form is available at www.spo.hawaii.gov. The CONTRACTOR shall be required to submit a tax clearance certificate and the Certification of Compliance for final payment.
5. Campaign Contributions by State and County Contractors. Contractors are hereby notified of the applicability of Section 11-355, HRS, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body.
6. If this Contract is terminated with cause or without cause or at the scheduled expiration of the time of performance specified in this Contract, all equipment and unused supplies and materials leased or purchased with funds paid to the CONTRACTOR under this Contract shall become the property of the STATE as it

so specifies and shall be disposed of as directed by the STATE, except, if applicable, as otherwise may be provided under the Federal Grant.

7. Option to Extend Contract. Unless terminated, this Contract may be extended by the STATE for specified periods of time not to exceed two (2) years or for not more than two (2) additional twelve (12) month periods, upon mutual agreement and the execution of a supplemental agreement.

This Contract may be extended provided that the Contract price shall remain the same or is adjusted per the Contract Price Adjustment provision stated herein.

The STATE may terminate the extended agreement at any time in accordance with General Conditions no. 14.

8. Contract Price Adjustment. The Contract may be adjusted prior to the beginning of the extension period and shall be subject to allotment and the availability of federal funds.
9. Insurance. The CONTRACTOR shall obtain, maintain, and keep in force throughout the period of this Contract the following types of insurance:
 - A. General liability insurance issued by an insurance company in the amount of at least ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) for bodily injury and property damage liability arising out of each occurrence and TWO MILLION AND NO/100 DOLLARS (\$2,000,000.00) aggregate.
 - B. Automobile insurance issued by an insurance company in an amount of at least ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) per occurrence.

The insurance shall be obtained from a company authorized by the law to issue such insurance in the State of Hawaii (or meet Section 431: 8-301, Hawaii Revised Statutes, if utilizing an insurance company not licensed by the State of Hawaii).

For both the general liability and automobile liability insurance, the insurance coverage shall be primary and shall cover the insured for all work to be performed under the Contract, including changes, and all work performed incidental thereto or directly or indirectly connected therewith. The CONTRACTOR shall maintain in effect this liability insurance until the STATE certifies that the CONTRACTOR's work under the Contract has been completed satisfactorily.

Prior to or upon execution of this Contract, the CONTRACTOR shall obtain a certificate of insurance verifying the existence of the necessary insurance coverage in the amounts stated above. The parties agree that the certificate of

insurance shall be attached hereto as Exhibit "F" and made a part of this Contract.

Each insurance policy required by this Contract shall contain the following clauses:

- (1) The State of Hawaii and its officers and employees are additional insured with respect to operations performed for the State of Hawaii.
- (2) It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy.

The certificate of insurance shall indicate these provisions are included in the policy.

The CONTRACTOR shall immediately provide written notice to the contracting department or agency should any of the insurance policies evidenced on its certificate of insurance forms be cancelled, limited in scope, or not renewed up expiration.

If the scheduled expiration date of the insurance policy is earlier than the expiration date of the time of performance under this Contract, the CONTRACTOR, upon renewal of the policy, shall promptly cause to be provided to the STATE an updated certificate of insurance.

10. Federal Citation. Pursuant to Section 319(h) of the Clean Water Act and the implementing Federal regulations 40 C.F.R. part 31 and 35 subpart A, the United States Environmental Protection Agency has granted federal funds to the STATE under a Nonpoint Source Management Program Grant, Assistance ID No. C9-96978709-0, dated September 15, 2009, for the budget period October 1, 2009 through September 30, 2014, Catalog of Federal Domestic Assistance No. 66.460, which notice of award, grant application, and other applicable documents and conditions are hereinafter referred to as the "Federal Grant."
11. Audit Requirements.
 - A. Nonprofit organizations that expend \$500,000 or more in a year of federal funds from any source shall have a single audit conducted for that year in accordance with the Single Audit Act Amendments of 1996, Public Law 104-156.
 - B. If the preceding condition applies, the CONTRACTOR shall conduct a financial and compliance audit in accordance with the guidelines identified in Exhibit "G," attached hereto and made a part hereof. Failure to comply may result in the withholding of payments to the CONTRACTOR.

- C. Nonprofit organizations that expend less than \$500,000 a year in federal funds are exempt from federal audit requirements for that year, however, records shall be available for review or audit by appropriate officials of the federal awarding agency, the STATE, or General Accounting Office.
 - D. If the CONTRACTOR is exempt from federal audit requirements in accordance with subparagraph c., above, the cost of any audit conducted on behalf of the CONTRACTOR shall not be charged to the federal portion of this Agreement.
12. Certification Regarding Environmental Tobacco Smoke. The CONTRACTOR shall comply with the requirement of the Pro-Children Act of 1994 and by signing the "Certification Regarding Environmental Tobacco Smoke," attached hereto as Exhibit "H" and made a part of this Agreement, acknowledges that it is a subgrantee of federal funds to be received under the Federal Grant.
13. The CONTRACTOR shall comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §§ 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to non-discrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to non-discrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other non-discrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other non-discrimination statute(s) which may apply to the application.

GENERAL CONDITIONS

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GENERAL CONDITIONS

1. Coordination of Services by the STATE. The head of the purchasing agency ("HOPA") (which term includes the designee of the HOPA) shall coordinate the services to be provided by the CONTRACTOR in order to complete the performance required in the Contract. The CONTRACTOR shall maintain communications with HOPA at all stages of the CONTRACTOR'S work, and submit to HOPA for resolution any questions which may arise as to the performance of this Contract. "Purchasing agency" as used in these General Conditions means and includes any governmental body which is authorized under chapter 103D, HRS, or its implementing rules and procedures, or by way of delegation, to enter into contracts for the procurement of goods or services or both.
2. Relationship of Parties: Independent Contractor Status and Responsibilities, Including Tax Responsibilities.
 - a. In the performance of services required under this Contract, the CONTRACTOR is an "independent contractor," with the authority and responsibility to control and direct the performance and details of the work and services required under this Contract; however, the STATE shall have a general right to inspect work in progress to determine whether, in the STATE'S opinion, the services are being performed by the CONTRACTOR in compliance with this Contract. Unless otherwise provided by special condition, it is understood that the STATE does not agree to use the CONTRACTOR exclusively, and that the CONTRACTOR is free to contract to provide services to other individuals or entities while under contract with the STATE.
 - b. The CONTRACTOR and the CONTRACTOR'S employees and agents are not by reason of this Contract, agents or employees of the State for any purpose, and the CONTRACTOR and the CONTRACTOR'S employees and agents shall not be entitled to claim or receive from the State any vacation, sick leave, retirement, workers' compensation, unemployment insurance, or other benefits provided to state employees.
 - c. The CONTRACTOR shall be responsible for the accuracy, completeness, and adequacy of the CONTRACTOR'S performance under this Contract. Furthermore, the CONTRACTOR intentionally, voluntarily, and knowingly assumes the sole and entire liability to the CONTRACTOR'S employees and agents, and to any individual not a party to this Contract, for all loss, damage, or injury caused by the CONTRACTOR, or the CONTRACTOR'S employees or agents in the course of their employment.
 - d. The CONTRACTOR shall be responsible for payment of all applicable federal, state, and county taxes and fees which may become due and owing by the CONTRACTOR by reason of this Contract, including but not limited to (i) income taxes, (ii) employment related fees, assessments, and taxes, and (iii) general excise taxes. The CONTRACTOR also is responsible for obtaining all licenses, permits, and certificates that may be required in order to perform this Contract.
 - e. The CONTRACTOR shall obtain a general excise tax license from the Department of Taxation, State of Hawaii, in accordance with section 237-9, HRS, and shall comply with all requirements thereof. The CONTRACTOR shall obtain a tax clearance certificate from the Director of Taxation, State of Hawaii, and the Internal Revenue Service, U.S. Department of the Treasury, showing that all delinquent taxes, if any, levied or accrued under state law and the Internal Revenue Code of 1986, as amended, against the CONTRACTOR have been paid and submit the same to the STATE prior to commencing any performance under this Contract. The CONTRACTOR shall also be solely responsible for meeting all requirements necessary to obtain the tax clearance certificate required for final payment under sections 103-53 and 103D-328, HRS, and paragraph 17 of these General Conditions.
 - f. The CONTRACTOR is responsible for securing all employee-related insurance coverage for the CONTRACTOR and the CONTRACTOR'S employees and agents that is or may be required by law, and for payment of all premiums, costs, and other liabilities associated with securing the insurance coverage.
 - g. The CONTRACTOR shall obtain a certificate of compliance issued by the Department of Labor and Industrial Relations, State of Hawaii, in accordance with section 103D-310, HRS, and section 3-122-112, HAR, that is current within six months of the date of issuance.

- h. The CONTRACTOR shall obtain a certificate of good standing issued by the Department of Commerce and Consumer Affairs, State of Hawaii, in accordance with section 103D-310, HRS, and section 3-122-112, HAR, that is current within six months of the date of issuance.
 - i. In lieu of the above certificates from the Department of Taxation, Labor and Industrial Relations, and Commerce and Consumer Affairs, the CONTRACTOR may submit proof of compliance through the State Procurement Office's designated certification process.
- 3. Personnel Requirements.
 - a. The CONTRACTOR shall secure, at the CONTRACTOR'S own expense, all personnel required to perform this Contract.
 - b. The CONTRACTOR shall ensure that the CONTRACTOR'S employees or agents are experienced and fully qualified to engage in the activities and perform the services required under this Contract, and that all applicable licensing and operating requirements imposed or required under federal, state, or county law, and all applicable accreditation and other standards of quality generally accepted in the field of the activities of such employees and agents are complied with and satisfied.
- 4. Nondiscrimination. No person performing work under this Contract, including any subcontractor, employee, or agent of the CONTRACTOR, shall engage in any discrimination that is prohibited by any applicable federal, state, or county law.
- 5. Conflicts of Interest. The CONTRACTOR represents that neither the CONTRACTOR, nor any employee or agent of the CONTRACTOR, presently has any interest, and promises that no such interest, direct or indirect, shall be acquired, that would or might conflict in any manner or degree with the CONTRACTOR'S performance under this Contract.
- 6. Subcontracts and Assignments. The CONTRACTOR shall not assign or subcontract any of the CONTRACTOR'S duties, obligations, or interests under this Contract and no such assignment or subcontract shall be effective unless (i) the CONTRACTOR obtains the prior written consent of the STATE, and (ii) the CONTRACTOR'S assignee or subcontractor submits to the STATE a tax clearance certificate from the Director of Taxation, State of Hawaii, and the Internal Revenue Service, U.S. Department of Treasury, showing that all delinquent taxes, if any, levied or accrued under state law and the Internal Revenue Code of 1986, as amended, against the CONTRACTOR'S assignee or subcontractor have been paid. Additionally, no assignment by the CONTRACTOR of the CONTRACTOR'S right to compensation under this Contract shall be effective unless and until the assignment is approved by the Comptroller of the State of Hawaii, as provided in section 40-58, HRS.
 - a. Recognition of a successor in interest. When in the best interest of the State, a successor in interest may be recognized in an assignment contract in which the STATE, the CONTRACTOR and the assignee or transferee (hereinafter referred to as the "Assignee") agree that:
 - (1) The Assignee assumes all of the CONTRACTOR'S obligations;
 - (2) The CONTRACTOR remains liable for all obligations under this Contract but waives all rights under this Contract as against the STATE; and
 - (3) The CONTRACTOR shall continue to furnish, and the Assignee shall also furnish, all required bonds.
 - b. Change of name. When the CONTRACTOR asks to change the name in which it holds this Contract with the STATE, the procurement officer of the purchasing agency (hereinafter referred to as the "Agency procurement officer") shall, upon receipt of a document acceptable or satisfactory to the Agency procurement officer indicating such change of name (for example, an amendment to the CONTRACTOR'S articles of incorporation), enter into an amendment to this Contract with the CONTRACTOR to effect such a change of name. The amendment to this Contract changing the

CONTRACTOR'S name shall specifically indicate that no other terms and conditions of this Contract are thereby changed.

- c. Reports. All assignment contracts and amendments to this Contract effecting changes of the CONTRACTOR'S name or novations hereunder shall be reported to the chief procurement officer (CPO) as defined in section 103D-203(a), HRS, within thirty days of the date that the assignment contract or amendment becomes effective.
 - d. Actions affecting more than one purchasing agency. Notwithstanding the provisions of subparagraphs 6a through 6c herein, when the CONTRACTOR holds contracts with more than one purchasing agency of the State, the assignment contracts and the novation and change of name amendments herein authorized shall be processed only through the CPO's office.
7. Indemnification and Defense. The CONTRACTOR shall defend, indemnify, and hold harmless the State of Hawaii, the contracting agency, and their officers, employees, and agents from and against all liability, loss, damage, cost, and expense, including all attorneys' fees, and all claims, suits, and demands therefore, arising out of or resulting from the acts or omissions of the CONTRACTOR or the CONTRACTOR'S employees, officers, agents, or subcontractors under this Contract. The provisions of this paragraph shall remain in full force and effect notwithstanding the expiration or early termination of this Contract.
 8. Cost of Litigation. In case the STATE shall, without any fault on its part, be made a party to any litigation commenced by or against the CONTRACTOR in connection with this Contract, the CONTRACTOR shall pay all costs and expenses incurred by or imposed on the STATE, including attorneys' fees.
 9. Liquidated Damages. When the CONTRACTOR is given notice of delay or nonperformance as specified in paragraph 13 (Termination for Default) and fails to cure in the time specified, it is agreed the CONTRACTOR shall pay to the STATE the amount, if any, set forth in this Contract per calendar day from the date set for cure until either (i) the STATE reasonably obtains similar goods or services, or both, if the CONTRACTOR is terminated for default, or (ii) until the CONTRACTOR provides the goods or services, or both, if the CONTRACTOR is not terminated for default. To the extent that the CONTRACTOR'S delay or nonperformance is excused under paragraph 13d (Excuse for Nonperformance or Delay Performance), liquidated damages shall not be assessable against the CONTRACTOR. The CONTRACTOR remains liable for damages caused other than by delay.
 10. STATE'S Right of Offset. The STATE may offset against any monies or other obligations the STATE owes to the CONTRACTOR under this Contract, any amounts owed to the State of Hawaii by the CONTRACTOR under this Contract or any other contracts, or pursuant to any law or other obligation owed to the State of Hawaii by the CONTRACTOR, including, without limitation, the payment of any taxes or levies of any kind or nature. The STATE will notify the CONTRACTOR in writing of any offset and the nature of such offset. For purposes of this paragraph, amounts owed to the State of Hawaii shall not include debts or obligations which have been liquidated, agreed to by the CONTRACTOR, and are covered by an installment payment or other settlement plan approved by the State of Hawaii, provided, however, that the CONTRACTOR shall be entitled to such exclusion only to the extent that the CONTRACTOR is current with, and not delinquent on, any payments or obligations owed to the State of Hawaii under such payment or other settlement plan.
 11. Disputes. Disputes shall be resolved in accordance with section 103D-703, HRS, and chapter 3-126, Hawaii Administrative Rules ("HAR"), as the same may be amended from time to time.
 12. Suspension of Contract. The STATE reserves the right at any time and for any reason to suspend this Contract for any reasonable period, upon written notice to the CONTRACTOR in accordance with the provisions herein.
 - a. Order to stop performance. The Agency procurement officer may, by written order to the CONTRACTOR, at any time, and without notice to any surety, require the CONTRACTOR to stop all or any part of the performance called for by this Contract. This order shall be for a specified period not exceeding sixty (60) days after the order is delivered to the CONTRACTOR, unless the parties agree to any further period. Any such order shall be identified specifically as a stop performance order issued pursuant to this section. Stop performance orders shall include, as appropriate: (1) A clear description of the work to be suspended; (2) Instructions as to the issuance of further orders by the CONTRACTOR

for material or services; (3) Guidance as to action to be taken on subcontracts; and (4) Other instructions and suggestions to the CONTRACTOR for minimizing costs. Upon receipt of such an order, the CONTRACTOR shall forthwith comply with its terms and suspend all performance under this Contract at the time stated, provided, however, the CONTRACTOR shall take all reasonable steps to minimize the occurrence of costs allocable to the performance covered by the order during the period of performance stoppage. Before the stop performance order expires, or within any further period to which the parties shall have agreed, the Agency procurement officer shall either:

- (1) Cancel the stop performance order; or
 - (2) Terminate the performance covered by such order as provided in the termination for default provision or the termination for convenience provision of this Contract.
- b. Cancellation or expiration of the order. If a stop performance order issued under this section is cancelled at any time during the period specified in the order, or if the period of the order or any extension thereof expires, the CONTRACTOR shall have the right to resume performance. An appropriate adjustment shall be made in the delivery schedule or contract price, or both, and the Contract shall be modified in writing accordingly, if:
- (1) The stop performance order results in an increase in the time required for, or in the CONTRACTOR'S cost properly allocable to, the performance of any part of this Contract; and
 - (2) The CONTRACTOR asserts a claim for such an adjustment within thirty (30) days after the end of the period of performance stoppage; provided that, if the Agency procurement officer decides that the facts justify such action, any such claim asserted may be received and acted upon at any time prior to final payment under this Contract.
- c. Termination of stopped performance. If a stop performance order is not cancelled and the performance covered by such order is terminated for default or convenience, the reasonable costs resulting from the stop performance order shall be allowable by adjustment or otherwise.
- d. Adjustment of price. Any adjustment in contract price made pursuant to this paragraph shall be determined in accordance with the price adjustment provision of this Contract.

13. Termination for Default.

- a. Default. If the CONTRACTOR refuses or fails to perform any of the provisions of this Contract with such diligence as will ensure its completion within the time specified in this Contract, or any extension thereof, otherwise fails to timely satisfy the Contract provisions, or commits any other substantial breach of this Contract, the Agency procurement officer may notify the CONTRACTOR in writing of the delay or non-performance and if not cured in ten (10) days or any longer time specified in writing by the Agency procurement officer, such officer may terminate the CONTRACTOR'S right to proceed with the Contract or such part of the Contract as to which there has been delay or a failure to properly perform. In the event of termination in whole or in part, the Agency procurement officer may procure similar goods or services in a manner and upon the terms deemed appropriate by the Agency procurement officer. The CONTRACTOR shall continue performance of the Contract to the extent it is not terminated and shall be liable for excess costs incurred in procuring similar goods or services.
- b. CONTRACTOR'S duties. Notwithstanding termination of the Contract and subject to any directions from the Agency procurement officer, the CONTRACTOR shall take timely, reasonable, and necessary action to protect and preserve property in the possession of the CONTRACTOR in which the STATE has an interest.
- c. Compensation. Payment for completed goods and services delivered and accepted by the STATE shall be at the price set forth in the Contract. Payment for the protection and preservation of property shall be in an amount agreed upon by the CONTRACTOR and the Agency procurement officer. If the parties fail to agree, the Agency procurement officer shall set an amount subject to the CONTRACTOR'S rights under chapter 3-126, HAR. The STATE may withhold from amounts due the CONTRACTOR such

sums as the Agency procurement officer deems to be necessary to protect the STATE against loss because of outstanding liens or claims and to reimburse the STATE for the excess costs expected to be incurred by the STATE in procuring similar goods and services.

- d. Excuse for nonperformance or delayed performance. The CONTRACTOR shall not be in default by reason of any failure in performance of this Contract in accordance with its terms, including any failure by the CONTRACTOR to make progress in the prosecution of the performance hereunder which endangers such performance, if the CONTRACTOR has notified the Agency procurement officer within fifteen (15) days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of a public enemy; acts of the State and any other governmental body in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, the CONTRACTOR shall not be deemed to be in default, unless the goods and services to be furnished by the subcontractor were reasonably obtainable from other sources in sufficient time to permit the CONTRACTOR to meet the requirements of the Contract. Upon request of the CONTRACTOR, the Agency procurement officer shall ascertain the facts and extent of such failure, and, if such officer determines that any failure to perform was occasioned by any one or more of the excusable causes, and that, but for the excusable cause, the CONTRACTOR'S progress and performance would have met the terms of the Contract, the delivery schedule shall be revised accordingly, subject to the rights of the STATE under this Contract. As used in this paragraph, the term "subcontractor" means subcontractor at any tier.
- e. Erroneous termination for default. If, after notice of termination of the CONTRACTOR'S right to proceed under this paragraph, it is determined for any reason that the CONTRACTOR was not in default under this paragraph, or that the delay was excusable under the provisions of subparagraph 13d, "Excuse for nonperformance or delayed performance," the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to paragraph 14.
- f. Additional rights and remedies. The rights and remedies provided in this paragraph are in addition to any other rights and remedies provided by law or under this Contract.

14. Termination for Convenience.

- a. Termination. The Agency procurement officer may, when the interests of the STATE so require, terminate this Contract in whole or in part, for the convenience of the STATE. The Agency procurement officer shall give written notice of the termination to the CONTRACTOR specifying the part of the Contract terminated and when termination becomes effective.
- b. CONTRACTOR'S obligations. The CONTRACTOR shall incur no further obligations in connection with the terminated performance and on the date(s) set in the notice of termination the CONTRACTOR will stop performance to the extent specified. The CONTRACTOR shall also terminate outstanding orders and subcontracts as they relate to the terminated performance. The CONTRACTOR shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the terminated performance subject to the STATE'S approval. The Agency procurement officer may direct the CONTRACTOR to assign the CONTRACTOR'S right, title, and interest under terminated orders or subcontracts to the STATE. The CONTRACTOR must still complete the performance not terminated by the notice of termination and may incur obligations as necessary to do so.
- c. Right to goods and work product. The Agency procurement officer may require the CONTRACTOR to transfer title and deliver to the STATE in the manner and to the extent directed by the Agency procurement officer:
 - (1) Any completed goods or work product; and
 - (2) The partially completed goods and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract rights (hereinafter called "manufacturing material") as the

CONTRACTOR has specifically produced or specially acquired for the performance of the terminated part of this Contract.

The CONTRACTOR shall, upon direction of the Agency procurement officer, protect and preserve property in the possession of the CONTRACTOR in which the STATE has an interest. If the Agency procurement officer does not exercise this right, the CONTRACTOR shall use best efforts to sell such goods and manufacturing materials. Use of this paragraph in no way implies that the STATE has breached the Contract by exercise of the termination for convenience provision.

d. Compensation.

- (1) The CONTRACTOR shall submit a termination claim specifying the amounts due because of the termination for convenience together with the cost or pricing data, submitted to the extent required by chapter 3-122, HAR, bearing on such claim. If the CONTRACTOR fails to file a termination claim within one year from the effective date of termination, the Agency procurement officer may pay the CONTRACTOR, if at all, an amount set in accordance with subparagraph 14d(3) below.
- (2) The Agency procurement officer and the CONTRACTOR may agree to a settlement provided the CONTRACTOR has filed a termination claim supported by cost or pricing data submitted as required and that the settlement does not exceed the total Contract price plus settlement costs reduced by payments previously made by the STATE, the proceeds of any sales of goods and manufacturing materials under subparagraph 14c, and the Contract price of the performance not terminated.
- (3) Absent complete agreement under subparagraph 14d(2) the Agency procurement officer shall pay the CONTRACTOR the following amounts, provided payments agreed to under subparagraph 14d(2) shall not duplicate payments under this subparagraph for the following:
 - (A) Contract prices for goods or services accepted under the Contract;
 - (B) Costs incurred in preparing to perform and performing the terminated portion of the performance plus a fair and reasonable profit on such portion of the performance, such profit shall not include anticipatory profit or consequential damages, less amounts paid or to be paid for accepted goods or services; provided, however, that if it appears that the CONTRACTOR would have sustained a loss if the entire Contract would have been completed, no profit shall be allowed or included and the amount of compensation shall be reduced to reflect the anticipated rate of loss;
 - (C) Costs of settling and paying claims arising out of the termination of subcontracts or orders pursuant to subparagraph 14b. These costs must not include costs paid in accordance with subparagraph 14d(3)(B);
 - (D) The reasonable settlement costs of the CONTRACTOR, including accounting, legal, clerical, and other expenses reasonably necessary for the preparation of settlement claims and supporting data with respect to the terminated portion of the Contract and for the termination of subcontracts thereunder, together with reasonable storage, transportation, and other costs incurred in connection with the protection or disposition of property allocable to the terminated portion of this Contract. The total sum to be paid the CONTRACTOR under this subparagraph shall not exceed the total Contract price plus the reasonable settlement costs of the CONTRACTOR reduced by the amount of payments otherwise made, the proceeds of any sales of supplies and manufacturing materials under subparagraph 14d(2), and the contract price of performance not terminated.
- (4) Costs claimed, agreed to, or established under subparagraphs 14d(2) and 14d(3) shall be in accordance with Chapter 3-123 (Cost Principles) of the Procurement Rules.

15. Claims Based on the Agency Procurement Officer's Actions or Omissions.

- a. Changes in scope. If any action or omission on the part of the Agency procurement officer (which term includes the designee of such officer for purposes of this paragraph 15) requiring performance changes within the scope of the Contract constitutes the basis for a claim by the CONTRACTOR for additional compensation, damages, or an extension of time for completion, the CONTRACTOR shall continue with performance of the Contract in compliance with the directions or orders of such officials, but by so doing, the CONTRACTOR shall not be deemed to have prejudiced any claim for additional compensation, damages, or an extension of time for completion; provided:
- (1) Written notice required. The CONTRACTOR shall give written notice to the Agency procurement officer:
 - (A) Prior to the commencement of the performance involved, if at that time the CONTRACTOR knows of the occurrence of such action or omission;
 - (B) Within thirty (30) days after the CONTRACTOR knows of the occurrence of such action or omission, if the CONTRACTOR did not have such knowledge prior to the commencement of the performance; or
 - (C) Within such further time as may be allowed by the Agency procurement officer in writing.
 - (2) Notice content. This notice shall state that the CONTRACTOR regards the act or omission as a reason which may entitle the CONTRACTOR to additional compensation, damages, or an extension of time. The Agency procurement officer, upon receipt of such notice, may rescind such action, remedy such omission, or take such other steps as may be deemed advisable in the discretion of the Agency procurement officer;
 - (3) Basis must be explained. The notice required by subparagraph 15a(1) describes as clearly as practicable at the time the reasons why the CONTRACTOR believes that additional compensation, damages, or an extension of time may be remedies to which the CONTRACTOR is entitled; and
 - (4) Claim must be justified. The CONTRACTOR must maintain and, upon request, make available to the Agency procurement officer within a reasonable time, detailed records to the extent practicable, and other documentation and evidence satisfactory to the STATE, justifying the claimed additional costs or an extension of time in connection with such changes.
- b. CONTRACTOR not excused. Nothing herein contained, however, shall excuse the CONTRACTOR from compliance with any rules or laws precluding any state officers and CONTRACTOR from acting in collusion or bad faith in issuing or performing change orders which are clearly not within the scope of the Contract.
- c. Price adjustment. Any adjustment in the price made pursuant to this paragraph shall be determined in accordance with the price adjustment provision of this Contract.

16. Costs and Expenses. Any reimbursement due the CONTRACTOR for per diem and transportation expenses under this Contract shall be subject to chapter 3-123 (Cost Principles), HAR, and the following guidelines:

- a. Reimbursement for air transportation shall be for actual cost or coach class air fare, whichever is less.
- b. Reimbursement for ground transportation costs shall not exceed the actual cost of renting an intermediate-sized vehicle.
- c. Unless prior written approval of the HOPA is obtained, reimbursement for subsistence allowance (i.e., hotel and meals, etc.) shall not exceed the applicable daily authorized rates for inter-island or out-of-state travel that are set forth in the current Governor's Executive Order authorizing adjustments in salaries and

benefits for state officers and employees in the executive branch who are excluded from collective bargaining coverage.

17. Payment Procedures; Final Payment; Tax Clearance.

- a. Original invoices required. All payments under this Contract shall be made only upon submission by the CONTRACTOR of original invoices specifying the amount due and certifying that services requested under the Contract have been performed by the CONTRACTOR according to the Contract.
- b. Subject to available funds. Such payments are subject to availability of funds and allotment by the Director of Finance in accordance with chapter 37, HRS. Further, all payments shall be made in accordance with and subject to chapter 40, HRS.
- c. Prompt payment.
 - (1) Any money, other than retainage, paid to the CONTRACTOR shall be disbursed to subcontractors within ten (10) days after receipt of the money in accordance with the terms of the subcontract; provided that the subcontractor has met all the terms and conditions of the subcontract and there are no bona fide disputes; and
 - (2) Upon final payment to the CONTRACTOR, full payment to the subcontractor, including retainage, shall be made within ten (10) days after receipt of the money; provided that there are no bona fide disputes over the subcontractor's performance under the subcontract.
- d. Final payment. Final payment under this Contract shall be subject to sections 103-53 and 103D-328, HRS, which require a tax clearance from the Director of Taxation, State of Hawaii, and the Internal Revenue Service, U.S. Department of Treasury, showing that all delinquent taxes, if any, levied or accrued under state law and the Internal Revenue Code of 1986, as amended, against the CONTRACTOR have been paid. Further, in accordance with section 3-122-112, HAR, CONTRACTOR shall provide a certificate affirming that the CONTRACTOR has remained in compliance with all applicable laws as required by this section.

18. Federal Funds. If this Contract is payable in whole or in part from federal funds, CONTRACTOR agrees that, as to the portion of the compensation under this Contract to be payable from federal funds, the CONTRACTOR shall be paid only from such funds received from the federal government, and shall not be paid from any other funds. Failure of the STATE to receive anticipated federal funds shall not be considered a breach by the STATE or an excuse for nonperformance by the CONTRACTOR.

19. Modifications of Contract.

- a. In writing. Any modification, alteration, amendment, change, or extension of any term, provision, or condition of this Contract permitted by this Contract shall be made by written amendment to this Contract, signed by the CONTRACTOR and the STATE, provided that change orders shall be made in accordance with paragraph 20 herein.
- b. No oral modification. No oral modification, alteration, amendment, change, or extension of any term, provision, or condition of this Contract shall be permitted.
- c. Agency procurement officer. By written order, at any time, and without notice to any surety, the Agency procurement officer may unilaterally order of the CONTRACTOR:
 - (A) Changes in the work within the scope of the Contract; and
 - (B) Changes in the time of performance of the Contract that do not alter the scope of the Contract work.

- d. Adjustments of price or time for performance. If any modification increases or decreases the CONTRACTOR'S cost of, or the time required for, performance of any part of the work under this Contract, an adjustment shall be made and this Contract modified in writing accordingly. Any adjustment in contract price made pursuant to this clause shall be determined, where applicable, in accordance with the price adjustment clause of this Contract or as negotiated.
 - e. Claim barred after final payment. No claim by the CONTRACTOR for an adjustment hereunder shall be allowed if written modification of the Contract is not made prior to final payment under this Contract.
 - f. Claims not barred. In the absence of a written contract modification, nothing in this clause shall be deemed to restrict the CONTRACTOR'S right to pursue a claim under this Contract or for a breach of contract.
 - g. CPO approval. If this is a professional services contract awarded pursuant to section 103D-303 or 103D-304, HRS, any modification, alteration, amendment, change, or extension of any term, provision, or condition of this Contract which increases the amount payable to the CONTRACTOR by at least \$25,000.00 or ten per cent (10%) of the initial contract price, whichever increase is higher, must receive the prior approval of the CPO.
 - h. Tax clearance. The STATE may, at its discretion, require the CONTRACTOR to submit to the STATE, prior to the STATE'S approval of any modification, alteration, amendment, change, or extension of any term, provision, or condition of this Contract, a tax clearance from the Director of Taxation, State of Hawaii, and the Internal Revenue Service, U.S. Department of Treasury, showing that all delinquent taxes, if any, levied or accrued under state law and the Internal Revenue Code of 1986, as amended, against the CONTRACTOR have been paid.
 - i. Sole source contracts. Amendments to sole source contracts that would change the original scope of the Contract may only be made with the approval of the CPO. Annual renewal of a sole source contract for services should not be submitted as an amendment.
20. Change Order. The Agency procurement officer may, by a written order signed only by the STATE, at any time, and without notice to any surety, and subject to all appropriate adjustments, make changes within the general scope of this Contract in any one or more of the following:
- (1) Drawings, designs, or specifications, if the goods or services to be furnished are to be specially provided to the STATE in accordance therewith;
 - (2) Method of delivery; or
 - (3) Place of delivery.
- a. Adjustments of price or time for performance. If any change order increases or decreases the CONTRACTOR'S cost of, or the time required for, performance of any part of the work under this Contract, whether or not changed by the order, an adjustment shall be made and the Contract modified in writing accordingly. Any adjustment in the Contract price made pursuant to this provision shall be determined in accordance with the price adjustment provision of this Contract. Failure of the parties to agree to an adjustment shall not excuse the CONTRACTOR from proceeding with the Contract as changed, provided that the Agency procurement officer promptly and duly makes the provisional adjustments in payment or time for performance as may be reasonable. By proceeding with the work, the CONTRACTOR shall not be deemed to have prejudiced any claim for additional compensation, or any extension of time for completion.
 - b. Time period for claim. Within ten (10) days after receipt of a written change order under subparagraph 20a, unless the period is extended by the Agency procurement officer in writing, the CONTRACTOR shall respond with a claim for an adjustment. The requirement for a timely written response by CONTRACTOR cannot be waived and shall be a condition precedent to the assertion of a claim.

- c. Claim barred after final payment. No claim by the CONTRACTOR for an adjustment hereunder shall be allowed if a written response is not given prior to final payment under this Contract.
- d. Other claims not barred. In the absence of a change order, nothing in this paragraph 20 shall be deemed to restrict the CONTRACTOR'S right to pursue a claim under the Contract or for breach of contract.

21. Price Adjustment.

- a. Price adjustment. Any adjustment in the contract price pursuant to a provision in this Contract shall be made in one or more of the following ways:
 - (1) By agreement on a fixed price adjustment before commencement of the pertinent performance or as soon thereafter as practicable;
 - (2) By unit prices specified in the Contract or subsequently agreed upon;
 - (3) By the costs attributable to the event or situation covered by the provision, plus appropriate profit or fee, all as specified in the Contract or subsequently agreed upon;
 - (4) In such other manner as the parties may mutually agree; or
 - (5) In the absence of agreement between the parties, by a unilateral determination by the Agency procurement officer of the costs attributable to the event or situation covered by the provision, plus appropriate profit or fee, all as computed by the Agency procurement officer in accordance with generally accepted accounting principles and applicable sections of chapters 3-123 and 3-126, HAR.
- b. Submission of cost or pricing data. The CONTRACTOR shall provide cost or pricing data for any price adjustments subject to the provisions of chapter 3-122, HAR.

22. Variation in Quantity for Definite Quantity Contracts. Upon the agreement of the STATE and the CONTRACTOR, the quantity of goods or services, or both, if a definite quantity is specified in this Contract, may be increased by a maximum of ten per cent (10%); provided the unit prices will remain the same except for any price adjustments otherwise applicable; and the Agency procurement officer makes a written determination that such an increase will either be more economical than awarding another contract or that it would not be practical to award another contract.

23. Changes in Cost-Reimbursement Contract. If this Contract is a cost-reimbursement contract, the following provisions shall apply:

- a. The Agency procurement officer may at any time by written order, and without notice to the sureties, if any, make changes within the general scope of the Contract in any one or more of the following:
 - (1) Description of performance (Attachment 1);
 - (2) Time of performance (i.e., hours of the day, days of the week, etc.);
 - (3) Place of performance of services;
 - (4) Drawings, designs, or specifications when the supplies to be furnished are to be specially manufactured for the STATE in accordance with the drawings, designs, or specifications;
 - (5) Method of shipment or packing of supplies; or
 - (6) Place of delivery.
- b. If any change causes an increase or decrease in the estimated cost of, or the time required for performance of, any part of the performance under this Contract, whether or not changed by the order, or

otherwise affects any other terms and conditions of this Contract, the Agency procurement officer shall make an equitable adjustment in the (1) estimated cost, delivery or completion schedule, or both; (2) amount of any fixed fee; and (3) other affected terms and shall modify the Contract accordingly.

- c. The CONTRACTOR must assert the CONTRACTOR'S rights to an adjustment under this provision within thirty (30) days from the day of receipt of the written order. However, if the Agency procurement officer decides that the facts justify it, the Agency procurement officer may receive and act upon a proposal submitted before final payment under the Contract.
- d. Failure to agree to any adjustment shall be a dispute under paragraph 11 of this Contract. However, nothing in this provision shall excuse the CONTRACTOR from proceeding with the Contract as changed.
- e. Notwithstanding the terms and conditions of subparagraphs 23a and 23b, the estimated cost of this Contract and, if this Contract is incrementally funded, the funds allotted for the performance of this Contract, shall not be increased or considered to be increased except by specific written modification of the Contract indicating the new contract estimated cost and, if this contract is incrementally funded, the new amount allotted to the contract.

24. Confidentiality of Material.

- a. All material given to or made available to the CONTRACTOR by virtue of this Contract, which is identified as proprietary or confidential information, will be safeguarded by the CONTRACTOR and shall not be disclosed to any individual or organization without the prior written approval of the STATE.
- b. All information, data, or other material provided by the CONTRACTOR to the STATE shall be subject to the Uniform Information Practices Act, chapter 92F, HRS.

25. Publicity. The CONTRACTOR shall not refer to the STATE, or any office, agency, or officer thereof, or any state employee, including the HOPA, the CPO, the Agency procurement officer, or to the services or goods, or both, provided under this Contract, in any of the CONTRACTOR'S brochures, advertisements, or other publicity of the CONTRACTOR. All media contacts with the CONTRACTOR about the subject matter of this Contract shall be referred to the Agency procurement officer.

26. Ownership Rights and Copyright. The STATE shall have complete ownership of all material, both finished and unfinished, which is developed, prepared, assembled, or conceived by the CONTRACTOR pursuant to this Contract, and all such material shall be considered "works made for hire." All such material shall be delivered to the STATE upon expiration or termination of this Contract. The STATE, in its sole discretion, shall have the exclusive right to copyright any product, concept, or material developed, prepared, assembled, or conceived by the CONTRACTOR pursuant to this Contract.

27. Liens and Warranties. Goods provided under this Contract shall be provided free of all liens and provided together with all applicable warranties, or with the warranties described in the Contract documents, whichever are greater.

28. Audit of Books and Records of the CONTRACTOR. The STATE may, at reasonable times and places, audit the books and records of the CONTRACTOR, prospective contractor, subcontractor, or prospective subcontractor which are related to:

- a. The cost or pricing data, and
- b. A state contract, including subcontracts, other than a firm fixed-price contract.

29. Cost or Pricing Data. Cost or pricing data must be submitted to the Agency procurement officer and timely certified as accurate for contracts over \$100,000 unless the contract is for a multiple-term or as otherwise specified by the Agency procurement officer. Unless otherwise required by the Agency procurement officer, cost or pricing data submission is not required for contracts awarded pursuant to competitive sealed bid procedures.

If certified cost or pricing data are subsequently found to have been inaccurate, incomplete, or noncurrent as of the date stated in the certificate, the STATE is entitled to an adjustment of the contract price, including profit or fee, to exclude any significant sum by which the price, including profit or fee, was increased because of the defective data. It is presumed that overstated cost or pricing data increased the contract price in the amount of the defect plus related overhead and profit or fee. Therefore, unless there is a clear indication that the defective data was not used or relied upon, the price will be reduced in such amount.

30. Audit of Cost or Pricing Data. When cost or pricing principles are applicable, the STATE may require an audit of cost or pricing data.
31. Records Retention.
 - (1) Upon any termination of this Contract or as otherwise required by applicable law, CONTRACTOR shall, pursuant to chapter 487R, HRS, destroy all copies (paper or electronic form) of personal information received from the STATE.
 - (2) The CONTRACTOR and any subcontractors shall maintain the files, books, and records that relate to the Contract, including any personal information created or received by the CONTRACTOR on behalf of the STATE, and any cost or pricing data, for at least three (3) years after the date of final payment under the Contract. The personal information shall continue to be confidential and shall only be disclosed as permitted or required by law. After the three (3) year, or longer retention period as required by law has ended, the files, books, and records that contain personal information shall be destroyed pursuant to chapter 487R, HRS or returned to the STATE at the request of the STATE.
32. Antitrust Claims. The STATE and the CONTRACTOR recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the purchaser. Therefore, the CONTRACTOR hereby assigns to STATE any and all claims for overcharges as to goods and materials purchased in connection with this Contract, except as to overcharges which result from violations commencing after the price is established under this Contract and which are not passed on to the STATE under an escalation clause.
33. Patented Articles. The CONTRACTOR shall defend, indemnify, and hold harmless the STATE, and its officers, employees, and agents from and against all liability, loss, damage, cost, and expense, including all attorneys fees, and all claims, suits, and demands arising out of or resulting from any claims, demands, or actions by the patent holder for infringement or other improper or unauthorized use of any patented article, patented process, or patented appliance in connection with this Contract. The CONTRACTOR shall be solely responsible for correcting or curing to the satisfaction of the STATE any such infringement or improper or unauthorized use, including, without limitation: (a) furnishing at no cost to the STATE a substitute article, process, or appliance acceptable to the STATE, (b) paying royalties or other required payments to the patent holder, (c) obtaining proper authorizations or releases from the patent holder, and (d) furnishing such security to or making such arrangements with the patent holder as may be necessary to correct or cure any such infringement or improper or unauthorized use.
34. Governing Law. The validity of this Contract and any of its terms or provisions, as well as the rights and duties of the parties to this Contract, shall be governed by the laws of the State of Hawaii. Any action at law or in equity to enforce or interpret the provisions of this Contract shall be brought in a state court of competent jurisdiction in Honolulu, Hawaii.
35. Compliance with Laws. The CONTRACTOR shall comply with all federal, state, and county laws, ordinances, codes, rules, and regulations, as the same may be amended from time to time, that in any way affect the CONTRACTOR'S performance of this Contract.
36. Conflict Between General Conditions and Procurement Rules. In the event of a conflict between the General Conditions and the procurement rules, the procurement rules in effect on the date this Contract became effective shall control and are hereby incorporated by reference.
37. Entire Contract. This Contract sets forth all of the agreements, conditions, understandings, promises, warranties, and representations between the STATE and the CONTRACTOR relative to this Contract. This Contract supersedes all prior agreements, conditions, understandings, promises, warranties, and representations, which

shall have no further force or effect. There are no agreements, conditions, understandings, promises, warranties, or representations, oral or written, express or implied, between the STATE and the CONTRACTOR other than as set forth or as referred to herein.

38. Severability. In the event that any provision of this Contract is declared invalid or unenforceable by a court, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining terms of this Contract.
39. Waiver. The failure of the STATE to insist upon the strict compliance with any term, provision, or condition of this Contract shall not constitute or be deemed to constitute a waiver or relinquishment of the STATE'S right to enforce the same in accordance with this Contract. The fact that the STATE specifically refers to one provision of the procurement rules or one section of the Hawaii Revised Statutes, and does not include other provisions or statutory sections in this Contract shall not constitute a waiver or relinquishment of the STATE'S rights or the CONTRACTOR'S obligations under the procurement rules or statutes.
40. Pollution Control. If during the performance of this Contract, the CONTRACTOR encounters a "release" or a "threatened release" of a reportable quantity of a "hazardous substance," "pollutant," or "contaminant" as those terms are defined in section 128D-1, HRS, the CONTRACTOR shall immediately notify the STATE and all other appropriate state, county, or federal agencies as required by law. The Contractor shall take all necessary actions, including stopping work, to avoid causing, contributing to, or making worse a release of a hazardous substance, pollutant, or contaminant, and shall promptly obey any orders the Environmental Protection Agency or the state Department of Health issues in response to the release. In the event there is an ensuing cease-work period, and the STATE determines that this Contract requires an adjustment of the time for performance, the Contract shall be modified in writing accordingly.
41. Campaign Contributions. The CONTRACTOR is hereby notified of the applicability of 11-355, HRS, which states that campaign contributions are prohibited from specified state or county government contractors during the terms of their contracts if the contractors are paid with funds appropriated by a legislative body.
42. Confidentiality of Personal Information.

a. Definitions.

"Personal information" means an individual's first name or first initial and last name in combination with any one or more of the following data elements, when either name or data elements are not encrypted:

- (1) Social security number;
- (2) Driver's license number or Hawaii identification card number; or
- (3) Account number, credit or debit card number, access code, or password that would permit access to an individual's financial information.

Personal information does not include publicly available information that is lawfully made available to the general public from federal, state, or local government records.

"Technological safeguards" means the technology and the policy and procedures for use of the technology to protect and control access to personal information.

b. Confidentiality of Material.

- (1) All material given to or made available to the CONTRACTOR by the STATE by virtue of this Contract which is identified as personal information, shall be safeguarded by the CONTRACTOR and shall not be disclosed without the prior written approval of the STATE.

- (2) CONTRACTOR agrees not to retain, use, or disclose personal information for any purpose other than as permitted or required by this Contract.
 - (3) CONTRACTOR agrees to implement appropriate "technological safeguards" that are acceptable to the STATE to reduce the risk of unauthorized access to personal information.
 - (4) CONTRACTOR shall report to the STATE in a prompt and complete manner any security breaches involving personal information.
 - (5) CONTRACTOR agrees to mitigate, to the extent practicable, any harmful effect that is known to CONTRACTOR because of a use or disclosure of personal information by CONTRACTOR in violation of the requirements of this paragraph.
 - (6) CONTRACTOR shall complete and retain a log of all disclosures made of personal information received from the STATE, or personal information created or received by CONTRACTOR on behalf of the STATE.
- c. Security Awareness Training and Confidentiality Agreements.
- (1) CONTRACTOR certifies that all of its employees who will have access to the personal information have completed training on security awareness topics relating to protecting personal information.
 - (2) CONTRACTOR certifies that confidentiality agreements have been signed by all of its employees who will have access to the personal information acknowledging that:
 - (A) The personal information collected, used, or maintained by the CONTRACTOR will be treated as confidential;
 - (B) Access to the personal information will be allowed only as necessary to perform the Contract; and
 - (C) Use of the personal information will be restricted to uses consistent with the services subject to this Contract.
- d. Termination for Cause. In addition to any other remedies provided for by this Contract, if the STATE learns of a material breach by CONTRACTOR of this paragraph by CONTRACTOR, the STATE may at its sole discretion:
- (1) Provide an opportunity for the CONTRACTOR to cure the breach or end the violation; or
 - (2) Immediately terminate this Contract.
- In either instance, the CONTRACTOR and the STATE shall follow chapter 487N, HRS, with respect to notification of a security breach of personal information.
- e. Records Retention.
- (1) Upon any termination of this Contract or as otherwise required by applicable law, CONTRACTOR shall, pursuant to chapter 487R, HRS, destroy all copies (paper or electronic form) of personal information received from the STATE.
 - (2) The CONTRACTOR and any subcontractors shall maintain the files, books, and records

that relate to the Contract, including any personal information created or received by the CONTRACTOR on behalf of the STATE, and any cost or pricing data, for at least three (3) years after the date of final payment under the Contract. The personal information shall continue to be confidential and shall only be disclosed as permitted or required by law. After the three (3) year, or longer retention period as required by law has ended, the files, books, and records that contain personal information shall be destroyed pursuant to chapter 487R, HRS or returned to the STATE at the request of the STATE.

Project Timeline

The CONTRACTOR shall accomplish the following activities by the timeline indicated:

Timeline:	Activity:
QSR No. 1	Submit a list of names and credentials of personnel hired
NTP + 2 Months	Submit the draft 2012 Hawaii Watershed Experience curriculum and the draft WaterWoman play and activity book
	Submit the draft 2012 Educational Information Brochure
NTP + 3 Months	Submit the draft Evaluation and Assessment ("E&A") Plan
	Submit a copy of the Student Evaluation Form
	Submit a copy of the Alumni Evaluation Form
NTP + 4 Months	Submit the final 2012 Hawaii Watershed Experience curriculum and the final WaterWoman play and activity book
	Submit the final 2012 Educational Information Brochure
	Begin distribution of Educational Information Brochures and general information about the project to all of the schools and camp programs
	Begin coordination with local watershed organizations to specifically tailor the presentations to focus on pollutants that are endemic to the unique watershed in which the presentation(s) will be held
	Begin background checks of volunteers
	Begin conducting training sessions for volunteers
NTP + 5 Months	Submit the final E&A Plan
	Submit a list of volunteer organizations and camp programs participating in the Hawaii Watershed Experience
	Begin school presentations

Release a press release describing the project and the STATE's support of the project (via funding) to a minimum of six (6) major newspapers in the State.

NTP + 22 Months

Submit the draft Final Report

NTP + 24 Months

Submit the Final Report
(Contract Termination)

Department of Health
Clean Water Branch- Polluted Runoff Control Program

Quarterly Status Reporting Form
Clean Water Act 319(h) NPS Implementation Program

Quarterly Status Reports are required per contract terms. If no work was done during the reporting period, the CONTRACTOR must provide an explanation of the circumstances.

This Quarterly Status Report is for the period indicated below **(check only one and insert year)**:

- ☐ January 1 – March 31, _____ (Due April 15th)
☐ April 1- June 30, _____ (Due July 15th)
☐ July 1 – September 30, _____ (Due October 15th)
☐ October 1 – December 31, _____ (Due January 15th)

Project Title: _____

Project Start/Completion Date: _____

Estimated % of Project Completed: _____%

Estimated % of Grant Funds Previously Requested: _____%

Quarterly Status Report Number: _____

Name, telephone number, and e-mail of person to be contacted for questions regarding this report: _____

Please provide the following information for this reporting period. Additional sheets may be attached:

1. Progress/tasks started and/or completed as defined in the Contract's Scope of Services during **current** reporting period.

A. Summary of work completed (list all tasks and deliverables)

Task/Deliverable	Due Date	Date Task Completed/ Deliverable Submitted

B. GRTS Load Reductions

	Estimated Load Reduction
Nitrogen (lbs/yr)	
Phosphorus (lbs/yr)	
Sediment (tons/yr)	

C. Narrative Progress Report

2. Description of any major issues/problems encountered and/or resolved that may affect the CONTRACTOR's ability to complete the project as required (i.e., weather, personnel, equipment, etc.). If there is a change in the project timeline or budget, provide an explanation, revised timeline, budget, and completion schedule. (Please note that no-cost extensions must be applied for through the Department, and will only be granted when the CONTRACTOR has demonstrated unforeseeable setbacks.)
3. Description of any significant findings, results, or conclusions. If none, please indicate so.
4. Based on the Scope of Services, a description of tasks expected to be completed in the next reporting period.

Summary of expenditures and in-kind contributions previously requested in comparison with the Contract's project budget and remaining funds. The summary must be actual cumulative amounts for each line item (i.e., personnel services, travel, operating expenses, equipment acquisition, construction materials, other, etc.) current as of this quarterly status report. Please see the example on Page 4 if necessary.

Grant Funds

No.	Description	Original Contract Amount	Contract Amounts from Preceding QSR	Expenditures during this Quarterly Reporting Period	Current Contract Amount (Remaining Funds)
A.	Personnel Services	\$	\$	\$	\$
B.	Travel	\$	\$	\$	\$
C.	Operating Expenses	\$	\$	\$	\$
D.	Equipment	\$	\$	\$	\$
E.	Professional Services	\$	\$	\$	\$
F.	Construction Materials and Supplies	\$	\$	\$	\$
G.	Other Misc. Expenses	\$	\$	\$	\$
TOTALS		\$0.00	\$0.00	\$0.00	\$0.00

In-Kind Contributions (Matching Funds)

No.	Description	Original Contribution Amounts	Contribution Amounts from Preceding QSR	Contributions during this Quarterly Reporting Period	Current Contribution Amount
A.	Personnel Services	\$	\$	\$	\$
B.	Travel	\$	\$	\$	\$
C.	Operating Expenses	\$	\$	\$	\$
D.	Equipment	\$	\$	\$	\$
E.	Professional Services	\$	\$	\$	\$
F.	Construction Materials and Supplies	\$	\$	\$	\$
G.	Other Misc. Expenses	\$	\$	\$	\$
TOTALS		\$0.00	\$0.00	\$0.00	\$0.00

In this **example**, the Contract's overall project budget for Personnel Services is \$10,000.00, with \$15,000.00 in Match. The Travel Budget is \$1,200.00 with \$1,000.00 in Match. Due to space constraints, Categories C - G were not listed in this example but shall be included with the QSR and reimbursement requests. In the first Quarterly Grant Expense Report, the CONTRACTOR requests a \$500.00 reimbursement, and claims \$200.00 in Match:

Grant Funds

No.	Description	Original Contract Amount	Contract Amounts from Preceding QSR	Expenditures during this Quarterly Reporting Period	Current Contract Amount (Remaining Funds)
A	Personnel Services	\$10,000.00	\$0.00	\$500.00	\$9,500.00
B	Travel	\$1,200.00	\$0.00	\$0.00	\$1,200.00
TOTALS		\$11,200.00	\$0.00	\$500.00	\$10,700.00

In-Kind Contributions (Matching Funds)

No.	Description	Original Contribution Amounts	Contribution Amounts from Preceding QSR	Contributions during this Quarterly Reporting Period	Current Contribution Amount
A	Personnel Services	\$15,000.00	\$0.00	\$200.00	\$14,800.00
B	Travel	\$1,000.00	\$0.00	\$0.00	\$1,000.00
TOTALS		\$16,000.00	\$0.00	\$200.00	\$15,800.00

With QSR #2, the CONTRACTOR requests a \$1,500.00 reimbursement and claims \$500.00 in Match for Personnel, and \$200.00 in Match for Travel (Note that the "Original Contract Amount" Column never changes, and the "Contract Amounts from Preceding QSR" Column in QSR #2 is identical to the "Current Contract Amounts" Column in QSR #1):

Grant Funds

No.	Description	Original Contract Amount	Contract Amounts from Preceding QSR	Expenditures during this Quarterly Reporting Period	Current Contract Amount (Remaining Funds)
A	Personnel Services	\$10,000.00	\$9,500.00	\$1,500.00	\$8,000.00
B	Travel	\$1,200.00	\$1,200.00	\$0.00	\$1,200.00
TOTALS		\$11,200.00	\$10,700.00	\$1,500.00	\$9,200.00

In-Kind Contributions (Matching Funds)

No.	Description	Original Contribution Amounts	Contribution Amounts from Preceding QSR	Contributions during this Quarterly Reporting Period	Current Contribution Amount
A	Personnel Services	\$15,000.00	\$14,800.00	\$500.00	\$14,300.00
B	Travel	\$1,000.00	\$1,000.00	\$200.00	\$800.00
TOTALS		\$16,000.00	\$15,800.00	\$700.00	\$15,100.00

FINAL REPORT FORMAT

Please make sure to include a cover page and to completely bind the document. The title of the project must be printed on the outside spine of the Final Report. Five (5) bound copies, one (1) unbound original, and one (1) electronic copy are required. Please note that the Final Report provides valuable information to the public, government agencies, and other organizations to gauge the success of the project and the nonpoint pollution source controls implemented. Final Report development should be considered at the beginning and throughout the project. Data, photographs, maps, and other information are collected most efficiently while the project is underway (e.g. before and after photos).

1. TITLE PAGE

- A. Project Name
- B. ASO Log Number
- C. Grant Amount
- D. Hydrologic Unit Code ("HUC") and Name of Watershed
- E. Contracting Organization (Principal Investigator, Author of Report, Address, Telephone Number)
- F. Date of Report
- G. Project Period (Start Date, End Date, Original End Date, if applicable)

2. ACKNOWLEDGMENTS

- A. Project Personnel (to include all project staff and partners)
Name
Agency/Organization
Role/Contribution to the Project
- B. Note that the project was funded under an EPA Section 319(h) Grant

3. TABLE OF CONTENTS (including list of topics covered and page numbers, figures, tables, photographs, appendices).

4. EXECUTIVE SUMMARY (A brief summary of the overall project, Including project background, purpose, goals, deliverables, and outcomes. Highlight major results or outcomes of the project.)

5. INTRODUCTION AND PURPOSE (Explain the problem and how the project sought to address it. Describe water quality problems, including identification of the pollutants of concern and water quality standards that are violated or threatened. List the goals and objectives as stated in the accepted and contracted proposal or workplan. Note if they changed during the project. Objectives should be specific and concise: e.g. *Reduce sediment coming from X acres of eroding rangeland by X tons/year.*)

6. **PROJECT SITE DESCRIPTION** (Include maps, physical setting e.g. geology, hydrology, morphology, precipitation, soils, topography, drainage patterns, location, size, ownership, land use, history, and summary of significant results from past investigations.)
7. **METHODS** (This section should identify the principle or main approach, remedy or solution that was used to achieve the objectives of the project. Explain methodology, with a description of the project work and all project activities conducted as part of the Contract's Scope of Work. Include the schedule of implementation, planned and actual milestones, products, completion dates, and data collection.)
8. **RESULTS AND ANALYSIS** (Include a detailed evaluation of findings and analyses, relevant tables and graphs showing trends in water quality monitoring, an integration of results from multiple qualitative and quantitative data sources, implications of the results, charts showing reduced pollutant loading values, and "before" and "after" pictures.)
9. **CONCLUSION AND DISCUSSION OF PROJECT SUCCESSES, STRENGTHS, AND CHALLENGES** (Describe the project's achievements in regard to the project's purpose and goals, assess the overall value of the project, who will benefit from the work, how, and why. Provide a conclusion, including how this project reduced NPS pollution, improved water quality, reduced pollutant loads, or increased public awareness. Summarize lessons learned and whether the methodology was effective.)
10. **RECOMMENDATION FOR FUTURE PROJECTS** (This section should describe any programs, activities, and assessments that are or should be planned for the area of concern based on the results of this project. Include consideration of the future implications of the project and how others may build from it.)
11. **REFERENCES AND WORK CITED** (if necessary)
12. **APPENDICES**
 - A. Budget Summary (Mirroring the budget format in the proposal with Final Budget Expenditures/In-Kind Contribution Table)
 - B. List the deliverables submitted for the project and include a copy of all contract deliverables (i.e., brochures, press releases, reports, plans, etc.). Explain differences, enhancements, or deficiencies between the proposed deliverable list and actual deliverables completed. Provide URL for any material available on the Internet.

	A	B	C	D	E	F	G	H
1		Department of Health						
2		Section 319(h) NPS						
3			QUARTERLY GRANT FUND EXPENSE REPORT					
4								
5		(Must be attached to an invoice and be identical to the Project Budget Page in the contract. No invoice will						
6		will be processed for payment without this report to document the invoice.						
7								
8		CONTRACTOR- Healthy Hawaii Coalition						
9		Project Name- The Hawai'i Watershed Experience						
10		Report No. GF- _____						
11		Month(s)/Year covered in this report- _____						
12								
13		Summary- Grant Funds						
14								
15	No.	Description	Original Contract	Revised Contract	Amounts Requested	Remaining		
16			Amounts	Amounts From Previous	in this Monthly	Contract Amounts		
17				Monthly Invoices	Invoice			
18								
19	A.	Personnel Services				\$		
20								
21	B.	Travel				\$		
22								
23	C.	Operating Expenses				\$		
24								
25	D.	Equipment				\$		
26								
27	E.	Professional Services				\$		
28								
29	F.	Materials				\$		
30		and Supplies						
31								
32	G.	Other Misc. Expenses				\$		
33								
34	Total		\$	\$	\$	\$		
35								
36								
37		Matching Funds						
38								
39	No.	Description	Original Contribution	Revised Contribution	Contributions Submitted	Remaining		
40			Amounts	Amounts From Previous	in this Monthly	Contribution		
41			Required	Monthly Invoices	Invoice	Amounts		
42								
43	A.	Personnel Services				\$		
44								
45	B.	Travel				\$		
46								
47	C.	Operating Expenses				\$		
48								
49	D.	Equipment				\$		
50								
51	E.	Professional Services				\$		
52								
53	F.	Materials				\$		
54		and Supplies						
55								
56	G.	Other Misc. Expenses				\$		
57								
58	Total		\$	\$	\$	\$		

	A	B	C	D	E	F	G	H
59	Breakdown							
60			Grant Expenses			In-Kind Contributions		
61	No.	Item	No. of Hours/ Trips/Units	Hourly Rate/ Unit Cost	Total Monthly Amount	No. of Hours/ Trips/Units	Hourly Rate/ Unit Cost	Total Monthly Amount
62								
63								
64	A.	Personnel Services		\$	\$		\$	\$
65				\$	\$		\$	\$
66				\$	\$		\$	\$
67				\$	\$		\$	\$
68				\$	\$		\$	\$
69				\$	\$		\$	\$
70				\$	\$		\$	\$
71				\$	\$		\$	\$
72				\$	\$		\$	\$
73		Grand Total for Item A			\$			\$
74								
75	B.	Travel		\$	\$		\$	\$
76				\$	\$		\$	\$
77				\$	\$		\$	\$
78				\$	\$		\$	\$
79				\$	\$		\$	\$
80				\$	\$		\$	\$
81				\$	\$		\$	\$
82		Grand Total for Item B			\$			\$
83			Grant Expenses			In-Kind Contributions		
84	No.	Item	No. of Hours/ Trips/Units	Hourly Rate/ Unit Cost	Total Monthly Amount	No. of Hours/ Trips/Units	Hourly Rate/ Unit Cost	Total Monthly Amount
85								
86	C.	Operating Expenses		\$	\$		\$	\$
87				\$	\$		\$	\$
88				\$	\$		\$	\$
89				\$	\$		\$	\$
90				\$	\$		\$	\$
91				\$	\$		\$	\$
92				\$	\$		\$	\$
93				\$	\$		\$	\$
94				\$	\$		\$	\$
95				\$	\$		\$	\$
96				\$	\$		\$	\$
97				\$	\$		\$	\$
98				\$	\$		\$	\$
99				\$	\$		\$	\$
100				\$	\$		\$	\$
101				\$	\$		\$	\$
102				\$	\$		\$	\$
103		Grand Total for Item C			\$			\$
104	D.	Equipment		\$	\$		\$	\$
105				\$	\$		\$	\$
106				\$	\$		\$	\$
107				\$	\$		\$	\$
108				\$	\$		\$	\$
109				\$	\$		\$	\$
110				\$	\$		\$	\$
111				\$	\$		\$	\$
112				\$	\$		\$	\$
113		Grand Total for Item D			\$			\$

	A	B	C	D	E	F	G	H
114								
115			Grant Expenses			In-Kind Contributions		
116	No.	Item	No. of Hours/ Trips/Units	Hourly Rate/ Unit Cost	Total Monthly Amount	No. of Hours/ Trips/Units	Hourly Rate/ Unit Cost	Total Monthly Amount
117								
118	E.	Professional Services		\$	\$		\$	\$
119				\$	\$		\$	\$
120				\$	\$		\$	\$
121				\$	\$		\$	\$
122				\$	\$		\$	\$
123				\$	\$		\$	\$
124				\$	\$		\$	\$
125				\$	\$		\$	\$
126				\$	\$		\$	\$
127				\$	\$		\$	\$
128				\$	\$		\$	\$
129		Grand Total for Item E			\$			\$
130								
131	F.	Materials/Supplies		\$	\$		\$	\$
132				\$	\$		\$	\$
133				\$	\$		\$	\$
134				\$	\$		\$	\$
135				\$	\$		\$	\$
136				\$	\$		\$	\$
137				\$	\$		\$	\$
138				\$	\$		\$	\$
139				\$	\$		\$	\$
140				\$	\$		\$	\$
141		Grand Total for Item F			\$			\$
142								
143	G.	Other Misc. Expenses		\$	\$		\$	\$
144				\$	\$		\$	\$
145				\$	\$		\$	\$
146				\$	\$		\$	\$
147				\$	\$		\$	\$
148		Grand Total for Item G			\$			\$
149								
150		TOTAL A-G			\$			\$

Budget**From the STATE's Notice to Proceed for Twenty-Four (24) months.**

Department of Health

Section 319(h) NPS

No.	Item	Unit	Total Number of Units	Hourly Rate/ Unit Cost	Grant Funds from DOH	Match Funds	Total
A. Personnel Services							
	Project Manager	Hours	475	\$30.00	\$0.00	\$14,250.00	\$14,250.00
	Project Assistant	Hours	400	\$20.00	\$0.00	\$8,000.00	\$8,000.00
	Bookkeeper/Clerical	Hours	300	\$15.00	\$0.00	\$4,500.00	\$4,500.00
	Field Trip Volunteers	Hours	120	\$15.00	\$0.00	\$1,800.00	\$1,800.00
	Total for Item A				\$0.00	\$28,550.00	\$28,550.00
B. Travel & Training							
	Airfare	Trips	60	\$85.00	\$5,100.00	\$0.00	\$5,100.00
	Car Rentals	Days	20	\$80.00	\$1,600.00	\$0.00	\$1,600.00
	Gasoline	Presentations	30	\$20.00	\$600.00	\$0.00	\$600.00
	Total for Item B				\$7,300.00	\$0.00	\$7,300.00
C. Operating Expenses							
	Postage, Mailing Supplies & Printing						
	- WaterWoman Activity Books	Book	1500	\$1.75	\$2,625.00	\$0.00	\$2,625.00
	- Stamps	Stamp	200	\$0.44	\$88.00	\$0.00	\$88.00
	- Envelopes	Box	1	\$20.00	\$20.00	\$0.00	\$20.00
	- Ink Cartridges/Toner	LS	1	\$200.00	\$200.00	\$0.00	\$200.00
	- Paper	LS	1	\$67.00	\$67.00	\$0.00	\$67.00
	Total for Item C				\$3,000.00	\$0.00	\$3,000.00
D. Equipment							
	Play Props & Field Trip Supplies						
	- Materials for Props & Costumes	LS	1	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00
	- Water "Pollutants," Gloves, Water Test Strips, Garbage Bags, Tongs, Visuals	LS	1	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00
	Total for Item D				\$4,000.00	\$0.00	\$4,000.00
E. Professional Services							
	School Bus Rental	Trips	30	\$250.00	\$7,500.00	\$0.00	\$7,500.00
	Professional Consultation	Hours	24	\$80.00	\$0.00	\$1,920.00	\$1,920.00
	Total for Item E				\$7,500.00	\$1,920.00	\$9,420.00
F. Other Miscellaneous Expenses							
	Insurance	Months	24	\$135.00	\$3,240.00	\$0.00	\$3,240.00
	Total for Item G				\$3,240.00	\$0.00	\$3,240.00
TOTAL					\$25,040.00	\$30,470.00	\$55,510.00

Source of Funds: S-12-201-H-009290-00-450

\$25,040.00

Total "Grant Funds" from DOH

\$25,040.00

CERTIFICATE OF INSURANCE

A valid certificate of insurance shall be inserted into the final signed Contract.

REMINDERS:

In the description box or designated area on the certificate of insurance, the insurance policies shall provide that:

ASO Log No. 12-078

- (1) The State of Hawaii and its officers and employees are additional insured with respect to operations performed for the State of Hawaii.**
- (2) It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy.**

If the insurance company issuing the policy is not registered with the Department of Commerce and Consumer Affairs, pursuant to HRS §431:8-307, the following must be stated on the certificate:

“This insurance contract is issued by an insurer which is not licensed by the State of Hawaii and is not subject to its regulation or examination. If the insurer is found insolvent, claims under this contract are not covered by any guaranty fund of the State of Hawaii.”

GUIDELINES FOR ORGANIZATION-WIDE AUDITS

Pursuant to the Single Audit Act Amendments of 1996, Public Law 104-156, the STATE is requiring A-133 audits from subrecipients who expend \$500,000 or more of federal funds in a year.

The audits must be conducted in accordance with the following standards:

1. Generally accepted auditing standards issued by the American Institute of Certified Public Accountants.
2. Government Auditing Standards issued by the Comptroller General of the United States.
3. Office of Management and Budget ("OMB") Circular A-133, "Audits of states, local governments, and nonprofit organizations," dated June 30, 1997.

The audits must be conducted on an annual basis and submitted to the STATE within nine (9) months after the end of the audit period.

The audit report shall include the following:

1. The organization-wide financial statements prepared in accordance with generally accepted accounting principles or other comprehensive basis of accounting.
2. A schedule of federal financial assistance in the format prescribed by the OMB Circular A-133.
3. A schedule of the STATE's federal and state contracts received by the organization for the period covered by the financial statements. This schedule shall contain the:
 - a. ASO Log Number.
 - b. Contract amount for the contract period.
 - c. Expenditures charged against the contract during the current audit period and the prior audit periods for expenditure-reimbursement contracts; or amounts of units billed against the contract during the current audit period and the prior audit periods for unit-cost contracts since inception.
4. Auditor's reports on the organization's financial statements, supplemental schedule of expenditures of federal awards, and supplemental schedule of federal and state contracts received by the organization from the STATE.
5. Report on Compliance and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.
6. Report on Compliance with Requirements Applicable to each Major Program and Internal Control over Compliance in Accordance with OMB Circular A-133.
7. Schedule of findings and questioned costs in the format prescribed in OMB Circular A-133.
8. Comments regarding prior year's findings.

(rev. 5/3/04)

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, Part C – Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity.

By signing and submitting this document the applicant/grantee certifies that it will comply with the requirements of the Act. The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which subgrantees shall certify accordingly.

Healthy Hawaii Coalition
Organization

Authorized Signature

Date

Title