

DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
ETF EXPENDITURE AND CASH REQUEST REPORT (ECRR) INSTRUCTIONS

I. Purpose

The ECRR must be completed to request reimbursement or advance and to report monthly expenditures. The ECRR is due by the 7th calendar day immediately following the end of the previous month.

II. General Information (Part I)

1. Provider/Address/Contact/Phone – Enter provider information.
2. Project Title – Enter project title of ETF agreement.
3. Agreement Number – Enter ETF agreement number.
4. Agreement Period – Enter the month, day, and year of the start and end dates of the ETF grant agreement.
5. Report Period – Enter the month, day, and year of the start and end dates of the report period for which this report is being submitted. Report period should be the cumulative total period of the year-to-date expenditures (e.g., 7/1/07 - 4/30/08).

Note: On the final ECRR, type “FINAL” at upper right corner. Private and non-profit providers must ensure that the State Procurement Office’s Certificate of Vendor Compliance requirements is current. Certification and updates can be performed on line at the following website:

<https://vendors.ehawaii.gov/hce/splash/welcome.html>

III. Expenditure Report (Part II)

- A. Cost Categories (Items A, B, & C) – List each cost category from the approved budget.
- B. Budget Amount (Column E) – From approved budget.
- C. Current Period (Column F) – Current month expenditures.
- D. Year-to-Date (Column G) - Add current period expenditures to prior month’s Year-to-Date expenditures for Year-to-Date total expenditures.
- E. Balance (Column H) - Budgeted Amount minus Year-to-Date expenditures.
- F. Total Expenditures (Item D) - Total each column (Personnel Cost + Other Current Expenses + Equipment Purchases).

IV. Request for Reimbursement / Advance (Part III)

1. Total received to date – Enter ETF funds received to date.
2. Amount of this request - Enter reimbursement or advance request for this period. Under the First-In First-Out principle of assigning costs, the cash advance shall be spent first and reported in the next ECRR.
3. Total ETF funds to date – Enter total ETF funds received to date from the State.

V. Certification

Sign and date report. Print name and title. Approved signature must be on file with the State.

Mail original ECRR to: Department of Labor and Industrial Relations,
Workforce Development Division / ETF Unit
830 Punchbowl Street, #329
Honolulu, Hawaii 96813-5045