

This Period and Cumulative

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a. Federal Share of Expenditures	\$137,347.00	\$586,952.00
b. Reimbursements requested:	\$137,347.00	\$586,952.00
Reimbursements received to date:		\$449,605.00
Reimbursements due:		\$137,347.00
c. Cash Receipts:	\$61,415.00	\$366,967.00
Cash Disbursements:	\$61,415.00	\$366,967.00
Cash on Hand:	\$0.00	\$0.00

The attached quarterly expenditure report is consistent with the State's Invoice #7, which reflects all expenses paid as of 9/30/2017.

The accounting of the expenditures by budget line item is based on an accrual reimbursement basis:

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- Contractual service expenses for SMS Research are through 8/31/2017 as monthly invoices are due 30 days after the completion of a performance month.

Non-federal contractual expense includes a purchase of \$10,471 for Tableau Managed Services. Because this is a new software solution, the purchase of professional services to assist us with this software will maximize the functionality of this software. The service purchase will be used to help to do tasks on Tableau Desktop software, such as Tableau Data Server Governance Consulting, Report and Data Source analysis, Data Prep / ETL Services, Set Up Meta Data Tables, Create Visualizations, Tableau Administration and End User Training. We obtained three quotes from vendors listed on NASPO for this small purchase procurement. We purchased the services from the vendor, Pacific Pointe, who quoted the lowest price.

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Following the State of Hawaii procurement policies for purchases < \$2500, we procured purchases from vendors whose offer provided the best value and met the need to work for the OEA project.

1. Purchased \$150 Connection Directory Plugin for Wordpress from Connections-pro.com. There are a few templates and extensions that we need to use in order to present a directory for OEA's project.
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Performance Report - State of Hawaii (DD)

Organization: State of Hawaii	Program Type: Defense Industry Adjustment	Project Type: State Grants
GMS: Catherine Tiffner	PM: Sigmund Csicsery	Project Number : ST1603
Grant Number: ST1603-16-01	FAIN: HQ00051610178	Report Code: Quarterly
Authorizing Official: (b)(6)	Grant Start - End Date: 07/01/2016 - 12/31/2017	Delegated Authority: (b)(6)
Approved Amount: \$849,176.00	Total Paid: \$449,605.00	Balance Remaining: \$314,251.00
Obligated Federal Amount: \$763,856.00	Deobligated Federal Amount: \$0.00	

Activity Details

Reporting Period:	5	Date Due:	10/31/2017
Reporting Period Covered From:	07/01/2017	Reporting Period Covered To:	09/30/2017
Report Type:	Quarterly		

Objectives and Accomplishments

Compare actual accomplishments to the objectives established for the period.

1. Following the no-cost extension of the grant's period of performance to December 31, 2017 during the last reporting period, the focus from July – October 2017 was on collecting and analyzing additional data, preparing the Hawaii Defense Economy (HDE) website for launch, and developing an action plan for HDE's future.

Below is a summary of the status of the tasks:

a. Collecting and analyzing additional data.

After utilizing the usaspending.gov data to showcase the "big picture" view of defense contract spending in Hawaii (total overall spending, spending by each military branch, spending per island, yearly changes in spending, leading sectors and industries for growth, etc.), this next level of analysis has dug deeper into the data to identify critical information that will help us understand and convey the breadth and depth of the defense industry's importance to Hawaii's economy – not just to the state as a whole or as a gross dollar figure, but neighborhood-by-neighborhood and transaction-by-transaction. Examples include:

- Key vendors, stakeholders, and contract descriptions by zip code (with zip code used to identify nearby military installations, DoD property, and other relevant neighborhood characteristics)
- Trends in purchasing needs and new program developments at each military facility and for each branch, including which NAICS and PSC codes are most in-demand
- Research and grant opportunities for the University of Hawaii and other partners, including contractors with a nonprofit research arm

- Common relationships between Prime contractors and subcontractors
- How much business is lost to the mainland versus how much is kept in Hawaii, and where the opportunities are to grow and retain more business locally

These data discoveries are informing the consultants' drafting of the action plan.

b. Preparing the website for launch.

The website is ready for initial soft launch to select individuals from the Chamber of Commerce Hawaii's Military Affairs Council (MAC) who are familiar with the goals of the HDE project. After incorporating their feedback, the site will be rolled out at the MAC's Executive Committee meeting on November 17, followed by rollouts to MAC affiliates, stakeholders, and policymakers on the neighbor islands at the end of November and beginning of December. Once final updates incorporate MAC feedback, we will begin subsequent launch to the general public.

The IT consultant has delivered technical IT documentation for the HDE website (to be continuously updated), and is training the Program Manager on website administration so that DLIR can take point on running the website and doing any future updates to the data or PowerBI infographics. Additionally, the consultant team has prepared the following items for the launch:

- Stakeholder Directory
- Supply chain map
- Automatic registration capability
- Completed website profiles of three critical areas in Hawaii's defense economy: cybersecurity, Pacific Missile Range Facility-Kauai, and Pearl Harbor Naval Shipyard
- Public Relations strategy for rollout, including press release and media packet

c. Action planning:

Key areas of focus have been identified and the contractor has shared preliminary analysis and recommendations with OCS for feedback. A finalized action plan will be delivered by the contractor by close of business on 31 October.

3. Next Steps

During the remainder of Phase I (November and December), we will:

- Finalize technical IT documentation
- Analyze consultants' action plan document
- Demonstrate website to select MAC members
- Issue press releases
- Rollout website at MAC Executive Committee meeting in Honolulu and County MACs on neighbor islands
- Update IT documentation and website copy based on feedback from MAC user, bug fixes, IT handover
- Begin rollout to business community/general public

Provide reasons for slippage if established objectives were not met.

Although meetings with County MACs on the neighbor islands were originally scheduled for October, we decided to postpone them to the end of November/beginning of December so that we could do a first launch to the Hawaii MAC executive committee at their quarterly meeting on November 17, 2017, which will have the highest concentration of stakeholders and will streamline the process of disseminating information out to neighbor island affiliates. After revising the personnel budget and internally modifying the deliverables schedule, all remaining tasks are on schedule and will be completed within the grant period of performance of December 31, 2017.

Project Expenses

Project Expenses

Provide an accounting of actual and projected quarterly expenditures by the budget line items approved in the grant. The amount of Federal cash on hand at the beginning and end of the reporting period must also be provided.

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OEA Quarterly Grant Report

Reporting Period Covered to 9/30/2017 State of Hawaii

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Budget worksheet

Category Approved - Federal Approved Nonfederal Spent - Federal (Q4) Spent - Non- federal (Q4) Cumulative Federal Cumulative Non- Federal

Personnel 140,000 44,750.00 20,124.92 379.46 75,386.07 40,059.86

Fringe 69,356 22,169.15 9,969.89 187.98 37,346.26 19,845.65

Travel 4,900 0 1,511.90 4,984.23
 Equipment 0 0 0.00
 Supplies 2,400 6,400.00 3620.58 3,620.58
 Other 0 12,000.00 0.00
 Contractual 547,200 0 107,252.50 10471.2 474,219.79 10,471.20
 Indirect 0 0
 Total 763,856 85,319.15 137,347.31 16,171.12 586,952.12 78,981.52
 11.86%

Category	Approved - Federal	Approved - Nonfederal	Spent - Federal	Spent - Non-Federal	Cumulative Federal	Cumulative Non-Federal
Personnel	\$140,000.00	\$44,750.00	\$20,124.92	\$379.46	\$43,451.07	\$34,758.64
Fringe Benefits	\$69,356.00	\$22,169.15	\$9,969.89	\$187.98	\$21,525.26	\$17,219.82
Travel	\$4,900.00	\$0.00	\$0.00	\$4,984.23	\$0.00	\$8,456.23
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$2,400.00	\$0.00	\$0.00	\$3,620.58	\$0.00	\$3,620.58
Other Costs	\$0.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Contractual	\$547,200.00	\$0.00	\$107,252.50	\$10,471.20	\$357,824.29	\$10,471.20
Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total	\$763,856.00	\$85,319.15	\$137,347.31	\$19,643.45	\$422,800.62	\$74,526.47

Additional Information

Provide additional pertinent information as appropriate.

1. Procurements are discussed under the Financial Tab
2. State of Hawaii is continuing to comply with grant terms and conditions

Additional File Attachments

#	File Name	Size	Date
1.	2017-09-30 Fiscal write-up.docx	15 KB	10/25/2017 15:46
2.	Q5 HI OEA Performance Report Financials.xlsx	12 KB	10/25/2017 15:46

OEA Quarterly Grant Report

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Budget worksheet

Category	Approved - Federal	Approved Nonfederal	Spent - Federal (Q4)	Spent – Non-federal (Q4)	Cumulative Federal	Cumulative Non- Federal
Personnel	140,000	44,750.00	20,124.92	379.46	75,386.07	40,059.86
Fringe	69,356	22,169.15	9,969.89	187.98	37,346.26	19,845.65
Travel	4,900	0		1,511.90		4,984.23
Equipment	0	0				0.00
Supplies	2,400	6,400.00		3620.58		3,620.58
Other	0	12,000.00				0.00
Contractual	547,200	0	107,252.50	10471.2	474,219.79	10,471.20
Indirect	0	0				
Total	763,856	85,319.15	137,347.31	16,171.12	586,952.12	78,981.52

11.86%