

WIRELESS ENHANCED 911 BOARD

POLICY ON DISBURSEMENT OF GRANT FUNDS

From time to time the Board may receive grants to assist it in its governmental purpose of deploying Phase II wireless E-911 service throughout the state. In order to disburse grant funds for expenditure by an entity other than the board, the board adopts the following policy:

1. **Request for disbursement of grant funds:** Any entity desiring disbursement of grant funds to cover eligible costs of deployment and implementation of wireless enhanced 911 services pursuant to chapter 138, HRS, must make a request to the board in writing that includes an expenditure plan and estimated costs.
2. **Approval and disbursement of grant funds:** The board's chair has the authority to approve a request for disbursement of grant funds and disburse such funds on behalf of the board, provided that every approval and disbursement is reported to the board at its next meeting.
3. **Accounting for disbursed grant funds:** Any entity receiving a disbursement of grant funds from the board shall submit a report to the board detailing its activities and expenditures of the funds for costs eligible under chapter 138, HRS, within 90 days of the disbursement. Documentation of all expenditures must accompany the report. If the purpose of the requested disbursement of grant funds is not completed within 90 the days, an interim report shall be submitted at that time to the board which includes a description of the activities and expenditures to date, and an estimate of the date of completion.

[Effective: July 8, 2005]