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ADMINISTRATIVE AND RESEARCH OFFICE  
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MANAGEMENT DIVISION  
FINANCIAL ADMINISTRATION DIVISION  
OFFICE OF FEDERAL AWARDS MANAGEMENT (OFAM)

September 30, 2020

FINANCE MEMORANDUM

MEMO NO. 20-17

TO: All Department Heads  
PPB Coordinators

FROM: Craig K. Hirai /s/  
Director of Finance

SUBJECT: Deferment of Review of the Program Structure and Performance Measures

Due to the ongoing COVID-19 pandemic and the related uncertainty of the availability of funding for programs which may be affected by the FB 2021-23 Program Review, the review of the program structure and performance measures for the Executive Budget for FB 2021-23 and the FY 24-27 planning period is being deferred.

As such, all departments shall maintain their current program structure and performance measures. Departments shall update only estimated/target data for current performance measures and program size indicators (i.e., target groups and activities), which will be used for the FB 2021-23 Executive Budget. All changes to the estimated/target data should be inputted on our web-based system, eANALYTICAL.

If a program has been included in your department's FB 2021-23 Program Review proposal and, therefore, related estimated/target data cannot be determined, enter "PR" for Program Review in the corresponding data field. The updated data required on Tables A, B and C will be part of the FB 2021-23 Executive Budget submission.

Please note that the program structure in eANALYTICAL matches the structure used in Act 5, SLH 2019, as amended by Act 7, SLH 2020, and Act 9, SLH 2020, not the State of Hawaii Program Structure effective July 1, 2019 to June 30, 2021. If other changes to program IDs or structure levels were inadvertently omitted, please contact Mr. Gregg Hirohata-Goto (via email at [gregg.h.hirohata-goto@hawaii.gov](mailto:gregg.h.hirohata-goto@hawaii.gov) or phone at 586-1573).

Additionally, departments must collect data for all performance measures and program size indicators dating back to July 1, 2020 for FY 21. FY 21 data for all measures and program indicators will be required for the Variance Report that will be prepared in Fall 2021.

Your cooperation in this effort is greatly appreciated.