

DAVID Y. IGE  
GOVERNOR



CRAIG K. HIRAI  
DIRECTOR

GLORIA CHANG  
DEPUTY DIRECTOR

EMPLOYEES' RETIREMENT SYSTEM  
HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND  
OFFICE OF THE PUBLIC DEFENDER

**STATE OF HAWAII**  
**DEPARTMENT OF BUDGET AND FINANCE**  
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ADMINISTRATIVE AND RESEARCH OFFICE  
BUDGET, PROGRAM PLANNING AND  
MANAGEMENT DIVISION  
FINANCIAL ADMINISTRATION DIVISION  
OFFICE OF FEDERAL AWARDS MANAGEMENT (OFAM)

November 24, 2021

FINANCE MEMORANDUM

MEMO NO. 21-17

TO: All Department Heads

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

SUBJECT: Governor's Decisions on FY 23 Supplemental Budget Requests

All department appeals regarding the Department of Budget and Finance's (B&F) recommendations for each department's FY 23 Supplemental Budget request have been duly considered and reviewed by the Governor, his policy team and B&F. Consequently, the adjustment proposals which have been approved by the Governor and will be included in the Executive Supplemental Budget Request are attached.

Departments shall complete the necessary update of budget and program information to reflect these approved proposals using the guidelines provided in Finance Memorandum (F.M.) No. 21-11, *FY 23 Supplemental Budget Policies and Guidelines (Fiscal Biennium 2021-23)*. **Due to the tight timetable to produce the FY 23 Executive Supplemental Budget, the following deadlines must be strictly adhered to:**

- A. By Wednesday, December 1, 2021: The following updates must be completed reflecting the Governor's final supplemental budget decisions, including distribution of lump sum amounts to specific requests, as applicable. Totals by means of financing and cost element must match the grand totals on the Form B for the Governor's decisions.
1. For all departments except the Department of Education (DOE), University of Hawai'i (UH), and Department of Transportation (DOT): All BJ Summary tables in eBUDDI.
  2. For DOE, UH, and DOT: Excel or other electronic files of the BJ Summary tables as authorized for submittal by B&F.
  3. All departments: Budget Narratives updated in eBUDDI.

4. All departments: Tables P, Q, and R updated in eCIP.
- B. By Wednesday, December 1, 2021: PDF file of Form DMC (additional requirement for deferred maintenance costs) and transmittal memoranda from the respective department head must be submitted from the department's designated email account to B&F at [DBF.DOCS@hawaii.gov](mailto:DBF.DOCS@hawaii.gov). The electronic (Excel) file of Form DMC must be transmitted to your B&F analyst.
- C. By Wednesday, December 8, 2021: Electronic (Excel) files of Forms A, A-Attachment, CIP Details, CIP Op, and CIP Op B, and PDF files of updated and signed Form PAB reflecting the Governor's final supplemental budget decisions must be transmitted to your B&F analyst.
- D. By Thursday, December 23, 2021: Updated BJ Details in eBUDDI reflecting the Governor's final supplemental budget decisions for all departments except DOE, UH, and DOT for which Excel or other electronic files are required.

Additional information regarding the above submission requirements may be found in F.M. No. 21-11, *FY 23 Supplemental Budget Policies and Guidelines (Fiscal Biennium 2021-23)*.

Please notify your B&F analyst and Mr. Gregg Hirohata-Goto ([gregg.h.hirohata-goto@hawaii.gov](mailto:gregg.h.hirohata-goto@hawaii.gov)) via email when you have completed your eBUDDI and eCIP updates. Departments with their own budget systems shall transmit their electronic files to Mr. Hirohata-Goto. Questions regarding the required submittals may be directed to your B&F analyst.

Thank you for your prompt attention and understanding in this matter.

Attachment(s)