



STATE OF HAWAII
DEPARTMENT OF BUDGET AND FINANCE
P.O. BOX 150
HONOLULU, HAWAII 96810-0150

July 19, 2022

FINANCE MEMORANDUM

MEMO NO. 22-09

TO: All Department Heads

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

SUBJECT: Updated Deadlines for Program Memoranda for Major Programs in the
Statewide Program Structure

As your departments prepare the Program Memoranda (PM) described in Finance Memorandum (F.M.) No. 22-01 (January 3, 2022), the Department of Budget and Finance (B&F) provides the following updated guidance and delivery schedule:

1. B&F will not require departments to submit information via a "data collection tool," as mentioned previously. This change does not impact the rest of the project.
2. Departments should be in the process of reviewing program structure and performance measures as outlined in F.M. No. 22-06. This update is due on August 15.
3. If you have not yet identified a departmental or agency representative, B&F automatically assigned your Administrative Services Officer or primary B&F contact. If your departmental representative has changed since the last PM communication, please inform Ms. Mavis Masaki (Mavis.M.Masaki@hawaii.gov) and Ms. Sara Lin (Sara.N.Lin@hawaii.gov).
4. To assist departments in formulating your portion of the PM, B&F will hold a kickoff meeting via Microsoft Teams on July 27, 2022, at 1 p.m. to familiarize departmental representatives with the PM deliverables and deadlines, and to answer questions. It is recommended that both departmental and any attached agency representatives involved in the PM attend the kickoff meeting and follow-up training sessions.
5. B&F has created a [Sharepoint site](https://hawaiiomt.sharepoint.com/teams/BFProgramMemorandaFB2023-2025) with a PDF of the complete memoranda as well as Microsoft Word files of the individual sections for your reference (<https://hawaiiomt.sharepoint.com/teams/BFProgramMemorandaFB2023-2025>).

As a reminder, departmental representatives to the PM project should be familiar with the department budget, to include attached agencies; can communicate, throughout the department, the needs and deadlines for the report; can obtain the necessary information from relevant parties; and can coordinate and submit necessary information in a timely manner. Additionally, the representative will provide review and suggested edits, coordinating within the department, to the draft reports.

Additionally, please include B&F Budget, Program Planning and Management Division staff in policy and legislative discussions over the next year to ensure ease of alignment with the final report.

The revised schedule for the development of the PM is as follows:

Data collection tool released to departments	June 6, 2022
—and training sessions conducted	
Departmental data collection due to B&F	July 8, 2022
Teams Meeting Kickoff	July 27, 2022
Program Structure submissions due	August 15, 2022
Departments develop draft Program Overview (see HRS Section 37-70(a)(1)) and Discussion of Emerging Conditions, Trends and Issues (see HRS Section 37-70(a)(3))	September 15, 2022
Departments develop draft Statement of Proposed Major Program Changes (see HRS Section 37-70(a)(2))	October 28, 2022
B&F reviews draft PM	October 31, 2022 - November 10, 2022
B&F distributes final PM to departments	November 14, 2022
Departments review final PM	November 14, 2022 - December 9, 2022
Comments and edits due to B&F	December 9, 2022
B&F reviews draft PM from departments	December 12, 2022
B&F adds FB 2023-25 budget information to PM	December 19, 2022
B&F finalizes PM	January 6, 2023

B&F presents report to Governor

Week of January 9, 2023

PM CD due to Legislature

January 18, 2023

If there are any questions, please have your staff contact Ms. Sara Lin or Ms. Mavis Masaki.

Your cooperation in this matter is appreciated.

Attachment 1: F.M. No. 22-01, Program Memoranda for Major Programs in the
Statewide Program Structure

Attachment 2: Hawai'i Revised Statutes Section 37-70