JOSH GREEN, M.D.
GOVERNOR
KE KIAʻĀINA

June 23, 2023

EXECUTIVE MEMORANDUM   MEMO NO. 23-03

TO: All Department Heads

SUBJECT: Interim Policy for State Broadband Projects

I hereby designate the University of Hawaiʻi (UH) as the coordinating entity to create an administrative structure to develop and implement statewide broadband objectives, goals, and projects. Mr. David Lassner, President of UH, or his designee, will lead this effort. UH will be working closely with Lieutenant Governor Sylvia Luke, who oversees Broadband initiatives for the Executive Branch. The Department of Business, Economic Development and Tourism, Broadband and Digital Equity Office, will continue its role in ensuring that digital equity remains central to our Broadband initiatives.

High-level coordination and cooperation across the entire Executive Branch are needed to realize the potential public benefits of the historic levels of investment being made into Hawaiʻi's broadband infrastructure. These projects will significantly benefit Hawaiʻi's people by helping to expand access to broadband and improve their digital literacy, especially in underserved communities.

In this context, digital literacy is often used to describe an individual's ability to access and use online information and services by using information technology (IT) and connectivity services effectively and meaningfully. Digital literacy is also considered in the context of workforce digital literacy, given the impact of IT and services across nearly all types of employment.

Given the importance of these projects, all Executive departments shall consult and coordinate with UH regarding their activities that relate to broadband.

To facilitate this process, all departments shall complete the attached forms as follows to provide information regarding their currently appropriated ongoing and planned operating and capital improvement program (CIP) broadband projects. Priority and critical but unfunded projects may also be included.

1. List projects in priority order (e.g., 1, 2, 3, etc.). Listings for lump sum projects (projects that include more than one specific sub-project) should include details for all specific sub-projects. Thus, sub-priority numbers should be used to indicate sub-projects under a lump sum (e.g., for Priority No. 1, Lump Sum Project, designate sub-projects as Priority Nos. 1A, 1B, etc.).

2. Indicate if each project is:

    *   Current (C) – Ongoing or planned projects with appropriations.

    *   Proposed (P) – Priority critical projects without appropriations.

3. Indicate project title and provide a description of each project.

4. Designate each project as follows:

    *   Infrastructure (I) – Projects that provide the physical connectivity elements (e.g., conduits, poles, towers, cabling (fiber/coax/copper)) upon which broadband/internet services will be provided and equipment (e.g., radios and receivers) that will support wireless connections.

    *   Digital Equity (DE) – Projects that provide access and capacity to support the effective utilization of IT and connectivity services to usefully access information and services in support of healthcare, education, employment, and essential services. The National Digital Inclusion Alliance provides this definition: "Digital equity is a condition in which all individuals and communities have the information technology capacity needed for full participation in our society, democracy, and economy. Digital equity is necessary for civic and cultural participation, employment, lifelong learning, and access to essential services."

    *   Other (O).

5. Indicate if the project is or will be funded with Operating (O) or CIP (C) appropriations.

6. Provide the total estimated project cost by means of financing (MOF) and appropriation, as applicable, for funded and unfunded projects. Projects with more than one MOF or appropriation should be listed on more than one line.

7. For unfunded projects, the "Total $ Amount Appropriated" should be zero. Other appropriation-related columns (Fiscal Year of Appropriation, Lapse Date) should be left blank.

8. Provide the name, email address, and phone number for each project's contact person.

9. Additional project information may be provided in the "Comments" section of the attachment (Word file).

10. For funded or unfunded projects that are expected to receive non-appropriated federal funds, indicate in your comments that "Non-appropriated federal funds in the amount of $ are anticipated" (replace $ with the estimated dollar amount of the anticipated federal funds, if known).

Your department's completed forms should be submitted by July 21, 2023, in Excel and PDF form with a transmittal memorandum from your department head via email to Mr. Lassner at david@hawaii.edu, Ms. Amy Luke at aluke@hawaii.edu and the Department of Budget and Finance at DBF.DOCS@hawaii.gov.

Should you have any questions, please contact Mr. Lassner via email at david@hawaii.edu. Your attention and cooperation in this matter is appreciated.

Mahalo,

/s/

Josh Green, M.D.
Governor, State of Hawai'i

Attachments