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FINANCIAL ADMINISTRATION DIVISION
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July 26, 2024

FINANCE MEMORANDUM

MEMO NO. 24-07

TO: All Department Heads

FROM: Luis P. Salaveria /s/
Director of Finance

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

Pursuant to Section 37-70, HRS, the Governor is required to submit to the Legislature Program Memoranda (PM) for each of the 11 major programs of the State government along with the Budget and the Program and Financial Plan. The PM's purpose is to provide the Legislature and the public with an overview of what is being requested for each program and important factors influencing the future of each program. Each PM includes:

1. An overview of each major program.
2. A discussion of the costs and effectiveness of the recommended programs.
3. A discussion of major changes or other courses of action that may merit consideration for the program during the planning period.
4. A discussion of emerging conditions, trends, and issues that may influence the program.
5. A discussion of selected problems for possible study.

Formulation of the PM is a joint undertaking between your department and the Department of Budget and Finance (B&F). Involvement of your staff ensures that the topics discussed in the memoranda are given both depth and breadth of coverage and that your department's views and concerns have a forum with the Legislature and the public. Therefore, B&F and your department should closely cooperate during the development of the upcoming PM.

We envision that this product will closely align with existing activities (i.e., annual reports, budget request justifications, etc.). Department participation will include but is not limited to: data gathering; submission of information; submission of initial draft memoranda for your programs; and suggested revisions to final drafts.

At this time, we ask that you identify the representative for your primary department and send contact information to Ms. Mavis Masaki (mavis.m.masaki@hawaii.gov) no later than July 31, 2024. The representative(s) should be someone who is familiar with the department's budget, including attached agencies; can communicate throughout the department the needs and deadlines of the report; can obtain the necessary information from relevant parties; and can coordinate and submit necessary information in a timely manner. Additionally, the representative(s) shall provide review and suggest edits, coordinating within the department, to the draft reports.

Additional staff for draft reviews may be requested for interdisciplinary areas. This staff will need to be able to provide review, additional awareness, and suggestions based on program areas that cross departments.

Please include B&F's 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 schedule for the development of the PM is as follows:

August 15, 2024	Program Structure/Performance Measures submissions due per Finance Memorandum No. 24-05.
September 2024	Departments draft Program Overview and Discussion of Emerging Conditions.
October 2024	Departments draft Statement of Proposed Major Program Changes.
November 2024	B&F reviews draft PM.
November 25, 2024	B&F distributes the final draft PM to departments.
November 26 – December 9, 2024	Departments review final draft PM.
December 9, 2024	Final department comments and edits due for B&F.
December 10-13, 2024	B&F reviews comments and edits.
Mid-December 2024 (following budget submission)	B&F adds Fiscal Biennium 2025-27 budget information to PM.
January 3, 2025	B&F finalizes PM and presents PM to the Governor for approval.
January 15, 2025	PM due to the Legislature.

If there are any questions, please have your staff contact Ms. Masaki at (808) 586-1568 or mavis.m.masaki@hawaii.gov.

Your cooperation in this matter is greatly appreciated.