



## HAWAII STATE LEGISLATURE

STATE CAPITOL  
415 SOUTH BERETANIA STREET  
HONOLULU, HAWAII 96813

November 8, 2021

### MEMORANDUM

TO: All Department Heads

Chief Justice Mark E. Recktenwald  
The Judiciary of Hawaii

Chairperson Carmen Hulu Lindsey  
Board of Trustees, Office of Hawaiian Affairs

FROM: Senator Donovan M. Dela Cruz, Chair  
Senate Committee on Ways and Means

Representative Sylvia Luke, Chair  
House Committee on Finance

RE: 2022 Budget Briefing Testimony Instructions

Attached are instructions for the upcoming legislative session's budget briefings. It is important that your agency provide complete information in the requested format.

The deadline to submit budget briefing testimony to our respective offices is one week prior to the date of your scheduled briefing. Briefing dates will be transmitted separately.

Your staff may contact Senate Ways and Means Committee Budget Chief Stacy Ferreira at 586-5834 and House Finance Committee Budget Chief Albert Vargas at 586-6200 with questions.

Thank you for your cooperation.

Attachments.

cc: Administrative Services Offices

Department of xxx  
Functions

Table 1

<u>Division</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Dept-Wide</u>	<u>Statutory Reference</u>
				<u>Priority</u>	
Division X					
	Function 1				
	Function 2				
Division Y					
	Function 1				
	Function 2				

Department of xxx  
Department-Wide Totals

Table 2

Fiscal Year 2022					
Budget Acts Appropriation	Reductions	Additions	Emergency Appropriations	Total FY22	MOF
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
\$ -	\$ -	\$ -	\$ -	\$ -	Total
Fiscal Year 2023					
Budget Acts Appropriation	Reductions	Additions		Total FY23	MOF
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
\$ -	\$ -	\$ -	\$ -	\$ -	Total

Prog ID	Program Title	MOF	As budgeted (FY22)			As budgeted (FY23)			Governor's Submittal (FY22)				Governor's Submittal (FY23)			
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$
												#DIV/0!				#DIV/0!

Department of xxx  
Budget Decisions

Table 4

Prog ID	Sub-Org	Description of Request	MOF	Initial Department Requests						Budget and Finance Recommendations						Governor's Decision					
				FY22			FY23			FY22			FY23			FY22			FY23		
				Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$

Department of xxx  
Proposed Budget Reductions

Table 5

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Description of Reduction</u>	<u>Impact of Reduction</u>	<u>MOE</u>	<u>FY22</u>			<u>FY23</u>			<u>FY21 Restriction (Y/N)</u>
					<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	

Department of xxx  
 Proposed Budget Additions

Table 6

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Addition Type</u>	<u>Prog ID Priority</u>	<u>Dept-Wide Priority</u>	<u>Description of Addition</u>	<u>Justification</u>	<u>MOF</u>	<u>FY22</u>			<u>FY23</u>		
								<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>

Department of xxx  
 FB 2020 - 2022 Restrictions

Table 7

<u>Fiscal Year</u>	<u>Prog ID</u>	<u>Sub-Org</u>	<u>MOF</u>	<u>Budgeted by Dept</u>	<u>Restriction</u>	<u>Difference Between Budgeted &amp; Restricted</u>	<u>Percent Difference</u>	<u>Impact</u>



Department of xxx  
Emergency Appropriation Requests

Table 8

<u>Prog ID</u>	<u>Description of Request</u>	<u>Explanation of Request</u>	<u>MOE</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>
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Department of xxx  
Expenditures Exceeding Appropriation Ceilings in FY21 and FY22

Table 9

<u>Prog ID</u>	<u>MOF</u>	<u>Date</u>	<u>Appropriation</u>	<u>Amount Exceeding Appropriation</u>	<u>Percent Exceeded</u>	<u>Reason for Exceeding Ceiling</u>	<u>Legal Authority</u>	<u>Recurring (Y/N)</u>	<u>GF Impact (Y/N)</u>

Department of xxx  
 Intradepartmental Transfers in FY21 and FY22

Table 10

<u>Actual or Anticipated Date of Transfer</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>From Prog ID</u>	<u>Percent of Program ID Appropriation Transferred From</u>	<u>To Prog ID</u>	<u>Percent of Receiving Program ID Appropriation</u>	<u>Reason for Transfer</u>	<u>Recurring (Y/N)</u>
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Department of xxx  
 Vacancy Report as of November 30, 2021

Table 11

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Date of Vacancy</u>	<u>Expected Fill Date</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>Perm Temp (P/T)</u>	<u>FTE</u>	<u>MOF</u>	<u>Budgeted Amount</u>	<u>Actual Salary Last Paid</u>	<u>Authority to Hire (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>	<u># of 89 Hire Appts</u>	<u>Describe if Filled by other Means</u>	<u>Priority # to Retain</u>
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Positions Filled and/or Established by Acts other than the State Budget as of November 30, 2021

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Date Established</u>	<u>Legal Authority</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>FTE</u>	<u>Annual Salary</u>	<u>Filled (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>
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Department of xxx  
Overtime Expenditure Summary

Table 13

				FY21 (actual)			FY22 (estimated)			FY23 (budgeted)		
<u>Prog ID</u>	<u>Sub-Org</u>	<u>Program Title</u>	<u>MOF</u>	<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent	<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent	<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent

Department of xxx  
Active Contracts as of December 1, 2021

Table 14

<u>Prog ID</u>	<u>MOF</u>	<u>Amount</u>	<u>Frequency</u> <u>(M/A/O)</u>	<u>Max</u> <u>Value</u>	<u>Outstanding</u> <u>Balance</u>	<u>Term of Contract</u>			<u>Entity</u>	<u>Contract Description</u>	<u>Explanation of How Contract is</u> <u>Monitored</u>	<u>POS</u> <u>Y/N</u>	<u>Category</u> <u>E/L/P/C/G/S/*</u>
						<u>Date</u> <u>Executed</u>	<u>From</u>	<u>To</u>					

Department of xxx  
 Capital Improvements Program (CIP) Requests

Table 15

<u>Prog ID</u>	<u>Prog ID</u> <u>Priority</u>	<u>Dept- Wide</u> <u>Priority</u>	<u>Senate</u> <u>District</u>	<u>Rep.</u> <u>District</u>	<u>Project Title</u>	<u>MOF</u>	<u>FY22 \$\$\$</u>	<u>FY23 \$\$\$</u>
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Department of xxx  
CIP Lapses

Table 16

<u>Prog ID</u>	<u>Act/Year of Appropriation</u>	<u>Project Title</u>	<u>MOF</u>	<u>Lapse Amount</u> <u>\$\$\$\$</u>	<u>Reason</u>
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Department of xxx  
American Rescue Plan Act Fund Initiatives

Table 19

<u>Prog ID</u>	<u>Amount Allotted</u>	<u>Budget for Personnel</u>	<u>Budget for OCE (Other Than Contracts)</u>	<u>Budget for Contracts</u>	<u>Dates of Initiative</u>		<u>Initiative Description</u>	<u>Appropriating Act or GOV</u>	<u>Is This A New Initiative Or An Enhancement To An Existing Initiative/Program</u>
					<u>From</u>	<u>To</u>			

## **2022-23 Legislative Budget Briefing Testimony Instructions**

### **Overview**

- A. Provide your agency's mission statement, strategic objectives, goals and performance metrics. How will the agency measure progress? What milestones will be tracked?
- B. Discuss how current state-wide conditions have affected agency operations and the ability to meet goals. Identify and discuss notable performance measures, expected outcomes, and recent results.

### **Federal Funds**

- C. Identify programs that have lost or are at risk of losing federal funds. Identify the source of these federal funds by federal award title and CFDA number. Discuss the impact to the public and your planned response, including efforts to supplant any federal fund reductions for the current year (FY22) and the upcoming fiscal year (FY23) with other funds.

### **Non-General Funds**

- D. Provide a web link (url) of the reports to the Legislature on non-general funds under your department pursuant to HRS 37-47.

### **Budget Requests**

- E. Explain the process used to develop the agency's budget and prioritize requests for budget changes.
- F. Identify and discuss significant adjustments contained in the budget request submitted to the legislature. Explain and quantify how significant requests for additional funds are expected to affect outcomes.

## **Additional Information**

Please use the provided spreadsheets to present the following information.

### **Table 1: Department Functions**

Organized by division, please provide a list of all functions performed by your department; a description of the function; a list of the activities associated with the particular function; the program ID(s) where the function is implemented; the statutory reference (Hawaii Revised Statutes or federal Public Law) mandating the function; and prioritized based on the critical and essential public service need it provides.

### **Table 2: Department-Wide Totals**

Please provide totals for the department's FY22-FY23 budget inclusive of restrictions and emergency appropriation requests by means of financing (MOF). Please provide the proposed 2022-23 fiscal year operating budget adjustments by MOF. Beginning with each department's appropriations under Act 88 SLH 2021, Act 29 SLH 2021, Act 127 SLH 2021, provide proposed adjustments for all reductions, all additions, and the resultant total for each MOF.

### **Table 3: Program ID Totals**

Please provide a list of all program IDs in your department to include the program ID (the three letters and three numbers) and title; the FTE position amounts, both permanent and temporary, and dollar amounts appropriated for each fiscal year under Act 88, 29, 127 or other Acts as appropriate, and the amounts requested in the administration's budget submittal by MOF; and the percent change for each fiscal year in total dollar amount from the current appropriation for each program ID by MOF.

### **Table 4: Budget Decisions**

Please provide a list of all departmental budget requests made to the department of budget and finance, the funding recommendations made by the department of budget and finance to the governor, and the final funding decisions made by the governor. Please provide, by program ID and sub-org, the FTE position amounts, both permanent and temporary, and dollar amounts for each fiscal year by MOF.

**Table 5: Proposed Budget Reductions**

Please provide a list of all proposed reductions for each fiscal year. Do not include trade-offs or transfers. Only include those items which will result in a net decrease to your department’s budget. Please use Act 88, 29, 127 or other Acts as appropriate, as the base.

For each reduction, please provide the program ID and sub-org of the reductions; a brief description and the impact; the FTE position amounts, both permanent and temporary, and the dollar amount by MOF of the reduction; and indicate whether the reduction is being carried over from a FY22 restriction.

**Table 6: Proposed Budget Additions**

Please provide a list of all proposed additions for each fiscal year. Do not include trade-offs or transfers. Only include those adjustments which will result in a net increase to your department’s budget. Please use Act 88, 29, 127 or other Acts as appropriate, as the base.

For each proposed addition, please provide the program ID and sub-org of the addition; the type of addition by indicating if it relates to fixed costs/entitlement (FC), non-general funds (NG), federal funding (FF), non-recurring items (NR), or additional resources for current programs (AR); the unique priority number of the request within the program ID (1 being the highest priority); the unique priority number of the request within the department (1 being the highest priority); a brief description; justification, including discussion of the amount of resources currently used for the requested purpose; and the FTE position amounts, both permanent and temporary, and the dollar amount by MOF.

**Table 7: Restrictions**

For fiscal years 2020, 2021, and 2022 restrictions, please provide the program ID and sub-org the restrictions were taken from; the dollar amount budgeted by the department for the sub-org; the dollar amount of the restriction taken by the department from the sub-org; the difference between the amount budgeted by the department and amount restricted; the percentage of the difference to the budgeted amount; and the impact of this restriction. Please break down the information by MOF within each listed program ID and sub-org.

**Table 8: Emergency Appropriation Requests**

Please identify all emergency appropriation requests that your department will be seeking for FY22. If none, please indicate “none.” For each request, please provide the program ID; a brief description of the request and an explanation of why funding the request is an emergency, including discussion of when the shortfall became apparent and the reason; and the FTE position amounts, both permanent and temporary, and the dollar amount by MOF.

**Table 9: Expenditures Exceeding or Anticipated to Exceed Appropriation  
Ceilings in FY21 and FY22**

Please provide a list of all instances the department exceeded or is anticipated to exceed the FY21 and FY22 appropriation by program ID and MOF. Please provide the date the appropriated amount was exceeded, the appropriated amount, the amount exceeding the appropriation, the percent the exceeding amount is of the appropriation, the reason, a citation of the legal authority used to exceed the appropriated amount, whether this is recurring, and whether there is any impact to the general fund.

**Table 10: Intradepartmental Transfers in FY21 and FY22**

Please provide a list of all instances the department transferred positions or funds, or is anticipated to transfer positions or funds, between program IDs in FY21 and FY22. For each transfer, please indicate the date, MOF, the FTE position amount, both permanent and temporary, amount of the transfer, program ID transferred from, program ID transferred to, the reason, and whether the transfer is intended to be recurring.

**Table 11: Vacancy Report as of November 30, 2021**

Please identify all positions vacant as of November 30, 2021. For each position, indicate the program ID and sub-org under which the position is budgeted, date of vacancy, expected fill date, position number, position title, whether exempt, salary range level, bargaining unit code, permanent or temporary, FTE, MOF, annual amount budgeted for the position, annual amount actually last paid for the position and whether the department has authority to hire, whether the position is occupied by an 89 day hire, and if occupied by an 89 day hire, the number of 89 day hire appointments made for the occupant, a description if filled by other means, and a unique priority number indicating preference to retain, one being the most important.

**Table 12: Positions Authorized or Established by Acts Other than the State Budget Acts**

Please provide a list of all existing positions not authorized by Act 88, 29, 127. Please include the program ID and sub-org under which the position is funded; date the position was established; citation of the specific legal authority used to establish the position; position number and title; whether the position is exempt; salary range level; bargaining unit; whether temporary or permanent; MOF; FTE amount; actual current annual salary or salary last paid; whether filled; and whether filled by an 89 day hire.



**Table 13: Overtime Expenditure Summary**

Please provide amounts actually expended for FY21, estimated in FY22, and the proposed budgeted amount for FY23 for salary and overtime by program ID, sub-org, and MOF. Additionally, please indicate the percent of overtime as a proportion of base salary for each year.

**Table 14: Active Contracts as of December 1, 2021**

Please provide a list of all contracts awarded for operating costs currently authorized by the department and in effect as of December 1, 2021 by program ID and MOF. For each contract, indicate the amount paid, the frequency of the payment (monthly, annually, or other – please describe), the maximum value of the contract, the outstanding balance of the contract, the date the contract was executed, the dates the contract is in effect, the entity (organization, vendor, lessor, person, etc.) contracted, a description of the contract, an explanation of how the contract is monitored, and whether the contract qualifies as a purchase of service. Additionally, please indicate whether the contract is for a lease of equipment (E), lease of real property, including office space (L), public relations (P), or for legal counsel or services (C). If the contract does not fit these categories, indicate whether it is for a good (G) or service (S). Indicate noncancelable operating leases and capital leases by appending an asterisk (\*) to the letter designation.

**Table 15: Capital Improvement Program (CIP) Requests**

Please provide a list of all CIP requests. For each capital appropriation request, please provide the program ID; the unique priority number of the request within the program ID, with 1 being the highest priority; the unique priority number of the request within the department, with 1 being the highest priority; the state senate district; the state representative district; the project title; MOF; and amount by fiscal year.

**Table 16: CIP Lapses**

Please provide a list of proposed lapses. Please include the program ID, act and year of the appropriation, project title, MOF, amount requested for lapse, and the reason for lapsing the appropriation.

If no request is being made, please indicate “none.”

**Table 17: Program ID Sub-Organizations**

For each program ID, please provide a list of all sub-organizations to include the sub-org code, the name of each, and the objective.

### **Table 18: Organization Changes**

Use table 18 to identify all changes that have been made or that are proposed to be made to the organizational charts by providing the description of the changes.

Additionally, please provide a web link (url) to a complete set of your departments' functional organization charts for the current fiscal year.

### **Table 19: American Rescue Plan Act (ARPA) Initiatives**

Please provide a listing of all of the initiatives/programs which have been allotted ARPA funds. For each initiative include the program ID for which the funds have been allotted; the amount allotted; the budget for personnel, contracts, and other OCE; the period of performance; a description of the initiative; the appropriating Act or other statutory authority granted to the Governor (Indicate by using GOV); and whether the program or initiative is new or an enhancement or expansion to an existing program.

### **Testimony Submission**

The Judiciary, the Office of Hawaiian Affairs, and most executive branch expending agencies should each submit **one** consolidated response in the requested formats. Executive branch attached agencies that are scheduled separately from the agency it is attached to should submit a separate response.

Please use standard 8.5" x 11" paper and 12-point Calibri font. Testimony should be submitted no later than one week prior to your scheduled briefing date in the following manner:

Email a consolidated PDF of your testimony to [WAMTestimony@capitol.hawaii.gov](mailto:WAMTestimony@capitol.hawaii.gov) and to [finance2@capitol.hawaii.gov](mailto:finance2@capitol.hawaii.gov). Please also email excel files of the testimony table attachments to Stacy Ferreira at [s.ferreira@capitol.hawaii.gov](mailto:s.ferreira@capitol.hawaii.gov) and Albert Vargas at [finance2@capitol.hawaii.gov](mailto:finance2@capitol.hawaii.gov).