



HAWAI'I STATE LEGISLATURE

STATE CAPITOL
415 SOUTH BERETANIA STREET
HONOLULU, HAWAI'I 96813

December 19, 2022

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 Kyle Yamashita, Chair
House Committee on Finance

RE: 2023 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 your scheduled briefing.

Your staff may contact Senate Ways and Means Committee Budget Chief Stacy Ferreira at 586-5834 and House Finance Committee Budget Chief Jon Kawamura at 586-6014 with questions.

Thank you for your cooperation.

Attachments.

cc: Administrative Services Offices

FB 2023-25 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 (FY23) and the upcoming fiscal year (FY24) 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 (branch of governments for the Judiciary and OHA) FY22- FY23 budget inclusive of restrictions and emergency appropriation requests by means of financing (MOF). Please provide the proposed 2023-25 fiscal biennium operating budget adjustments by MOF. Beginning with each department's FY23 appropriations from Act 248 SLH 2022 and Act 6 SpSLH 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 (highlight any newly established ProgIDs) 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 248, 6 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 248, 6 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 an FY23 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 248, 6 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 2021, 2022, and 2023 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 FY23. 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 FY22 and FY23**

Please provide a list of all instances the department exceeded or is anticipated to exceed the FY22 and FY23 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 FY22 and FY23

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 FY22 and FY23. 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, 2022

Please identify all positions vacant as of November 30, 2022. 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 248, 6. 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 FY22, estimated in FY23, and the proposed budgeted amount for FY24 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, 2022

Please provide a list of all contracts awarded for operating costs currently authorized by the department and in effect as of December 1, 2022 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 WAMCommittee@capitol.hawaii.gov and to finance2@capitol.hawaii.gov. Please also email excel files of the testimony table attachments to Stacy Ferreira at s.ferreira@capitol.hawaii.gov and Jon Kawamura at j.kawamura@capitol.hawaii.gov.