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EMPLOYEES' RETIREMENT SYSTEM  
HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND  
OFFICE OF THE PUBLIC DEFENDER

ADMINISTRATIVE AND RESEARCH OFFICE  
BUDGET, PROGRAM PLANNING AND  
MANAGEMENT DIVISION  
FINANCIAL ADMINISTRATION DIVISION  
OFFICE OF FEDERAL AWARDS MANAGEMENT (OFAM)

December 2, 2015

TO: Department Heads and Heads of Executive State Agencies  
University of Hawaii

FROM: Wesley K. Machida  
Director, Department of Budget and Finance

RE: Senate Committee on Ways and Means Request for Information on Federal  
Fund Draw Downs

The Senate Committee on Ways and Means has asked the Department of Budget and Finance to provide information on federal fund drawdowns for awards received by State Executive Departments and the University of Hawaii. In order to provide the information, please complete the attached survey of federal awards for all active federal awards for which award notices have been received.

The survey is due by COB Thursday, December 10, 2015. Please transmit the worksheet via email to Mark Anderson at [Mark.K.Anderson@hawaii.gov](mailto:Mark.K.Anderson@hawaii.gov). If a response has not been received by the due date, your department or state entity will be noted as 'None Responsive' on the WAM survey.

The template for the WAM Survey of Federal Awards may be found at:  
<http://federalawards.hawaii.gov/forms/>

If you have any questions regarding this request please contact Mark Anderson at 586-3035 or [Mark.K.Anderson@hawaii.gov](mailto:Mark.K.Anderson@hawaii.gov)

attachment