



EXECUTIVE CHAMBERS
KE KE'ENA O KE KIA'ĀINA

JOSH GREEN, M.D.
GOVERNOR
KE KIA'ĀINA

August 22, 2023

MEMORANDUM

TO: All Department Heads

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

SUBJECT: Requests for Governor's Endorsement of Departmental Applications for Federal Funding Opportunities

Out of consideration for the ongoing rescue and recovery efforts in Maui County and Hawai'i County – particularly in Lāhainā – the Office of the Governor is establishing the following procedure for obtaining an endorsement letter of support for departmental applications for federal funding opportunities.

Effective today, please submit the following information to transmit.docs@hawaii.gov in order to request a letter of endorsement in support of any federal funding application:

1. Office of the Governor Route Slip (please use the latest version in your files);
2. Cover letter endorsed by the department head (or deputy in absentia) on your department's letterhead, with a concise justification for the request and related contextual information;
3. A draft letter of support for my review and signature in Microsoft Word format; and
4. A copy of the finalized grant application to be submitted to the federal agency, in either PDF or Word format.

Although extenuating circumstances will arise, all departments should submit documents to transmit.docs@hawaii.gov at least ten (10) calendar days prior to the due date.

Mahalo,

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