

(Date)

The Honorable Colleen Hanabusa  
President of the Senate  
Twenty-Fifth State Legislature  
State Capitol  
Honolulu, Hawaii 96813

Dear Senator Hanabusa:

Pursuant to Section 108 of Act 162, SLH 2009, the Department of \_\_\_\_\_ has requested approval to (*expend additional federal funds/apply for and expend unappropriated federal grant funds/expend unappropriated federal grant funds*) for the Program Title (ID ###) by \$ \_\_\_\_\_. These funds were not appropriated because:

Attached is a copy of the department's request.

Aloha,

(DEPARTMENT HEAD)  
(Title)

Attachment

c: Honorable Donna Mercado Kim  
Honorable Georgina K. Kawamura

(Date)

The Honorable Calvin K. Y. Say  
Speaker of the House of Representatives  
Twenty-Fifth State Legislature  
State Capitol  
Honolulu, Hawaii 96813

Dear Representative Say:

Pursuant to Section 108 of Act 162, SLH 2009, the Department of \_\_\_\_\_ has requested approval to (*expend additional federal funds/apply for and expend unappropriated federal grant funds/expend unappropriated federal grant funds*) for the Program Title (ID ###) by \$ \_\_\_\_\_. These funds were not appropriated because:

Attached is a copy of the department's request.

Aloha,

(DEPARTMENT HEAD)  
(Title)

Attachment

c: Honorable Marcus R. Oshiro  
Honorable Georgina K. Kawamura