

JOSH GREEN, M.D.  
GOVERNOR  
  
SYLVIA LUKE  
LIEUTENANT GOVERNOR



JADE T. BUTAY  
DIRECTOR  
  
WILLIAM G. KUNSTMAN  
DEPUTY DIRECTOR  
  
MARICAR PILOTIN-FREITAS  
ADMINISTRATOR

STATE OF HAWAII  
KA MOKU'ĀINA O HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS  
KA 'OIHANA PONO LIMAHANA  
WORKFORCE DEVELOPMENT DIVISION  
830 PUNCHBOWL STREET, ROOM 329  
HONOLULU, HAWAII 96813  
<http://labor.hawaii.gov/wdd/>  
Phone: (808) 586-8877 / Fax: (808) 586-8822  
Email: [dlir.workforce.develop@hawaii.gov](mailto:dlir.workforce.develop@hawaii.gov)

May 5, 2026

VIA U.S. MAIL AND EMAIL: [Andy.Kawano@honolulu.gov](mailto:Andy.Kawano@honolulu.gov)

Mr. Andy Kawano  
City and County of Honolulu  
Department of Budget and Fiscal Services  
530 South King Street, Room 208  
Honolulu, Hawaii 96813

Dear Mr. Kawano:

This letter formally requests that the City and County of Honolulu submit a performance improvement plan to address the Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker (DW) Credential Attainment indicator. As discussed during the most recent Performance Meeting, the Program Year (PY) 2024 assessment showed the County did not meet the established threshold for this performance measure.

The City and County of Honolulu's PY2024 actual level of performance for the DW **Credential Attainment Rate was 28.6%** compared to the **negotiated level of 70%**. In accordance with 20 CFR § 677.190 (b), a local area that fails a performance indicator must develop a Performance Improvement Plan outlining strategies to improve performance.

Additionally, Training and Employment Guidance Letter (TEGL) 11-19, Change 2, provides that if the State fails the same indicator for two consecutive years, the U.S. Department of Labor (US DOL) will impose sanctions. These sanctions include a five (5) percent reduction to the State's Governor's discretionary fund.

To avoid any potential sanctions and ensure compliance with Federal requirements, DLIR requests that the City and County of Honolulu submit a detailed Performance Improvement Plan to the Workforce Development Division by May 18, 2026. The corrective action plan must include:

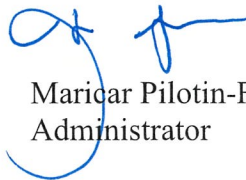
Mr. Andy Kawano  
May 5, 2026  
Page 2

- A detailed description of the actions and strategies the City and County will implement to improve the DW Credential Attainment Rate.
- The implementation timeline for each action.
- The staff responsible for carrying out each action.

Furthermore, the City and County of Honolulu must implement a strategy to ensure that all participants listed in the “HI DW CRED TA Data Table” spreadsheet are contacted and accurately reported.

We appreciate your prompt attention to this matter and look forward to receiving the County’s Performance Improvement Plan. Your cooperation is essential to ensuring that the State of Hawaii meets its negotiated performance levels and avoids any reduction in WIOA funding.

Sincerely,



Maricar Pilotin-Freitas  
Administrator

c (via email): Amy Asselbaye, Executive Director, Office of Economic Revitalization  
Harrison Kuranishi, Executive Director, Oahu Workforce Development Board  
Jade Butay, Director, DLIR  
Keith DeMello, Chair of the Workforce Development Council  
Bennete Misalucha, WDC Executive Director