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OFFICE OF THE PUBLIC DEFENDER

**STATE OF HAWAII'**  
**DEPARTMENT OF BUDGET AND FINANCE**  
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ADMINISTRATIVE AND RESEARCH OFFICE  
BUDGET, PROGRAM PLANNING AND  
MANAGEMENT DIVISION  
FINANCIAL ADMINISTRATION DIVISION  
OFFICE OF FEDERAL AWARDS MANAGEMENT (OFAM)

October 8, 2019

FINANCE MEMORANDUM

MEMO NO. 19-15

TO: All Department Heads

FROM: Neal H. Miyahira *Neal Miyahira*  
Director of Finance

SUBJECT: Request for Information on Routine Repair and Maintenance

Act 233, SLH 2016, requires each Executive State agency that manages a State-owned building, facility, or other improvement to submit an annual report relating to its routine repair and maintenance. The information is to be collected in a uniform format by the Department of Budget and Finance for submittal to the Legislature.

To meet the requirements of Act 233, Form RRM was developed and is attached for your use. Also attached are instructions and a sample Form RRM. The Excel electronic format is available at <http://budget.hawaii.gov/budget/budget-forms/>. Please complete the Form RRM and email it in Excel format to [DBF.BPPM.HI@hawaii.gov](mailto:DBF.BPPM.HI@hawaii.gov) on or before November 29, 2019.

If your department does not manage any State-owned building, facility, or other improvement, a negative response is appreciated. Should there be any questions, please have your staff contact Ms. Wendy Moranha, Acting Administrator of the Budget, Program Planning and Management Division, at 586-1570.

Attachments

INSTRUCTIONS FOR FORM RRM: FY 18 AND FY 19 BUDGET VS. ACTUAL  
ROUTINE REPAIR AND MAINTENANCE COSTS

Form RRM is to be completed for the FYs 18 and 19 Routine Repair and Maintenance Report.

**Item Description and Preparation Instructions for Form RRM**

Department

Fill in with appropriate department title.

Program ID/Org

Fill in the Program ID and the Organization Code of the program that would be responsible for the cost.

Island

Fill in the island location of the routine repair and maintenance cost (i.e., Kauai, Oahu, Molokai, Maui, Lanai, Hawaii).

State Owned Bldg/Facility/Other

Fill in the name of the building, facility, or other improvement to which the routine repair and maintenance cost is related.

Cost Element of Routine Repair and Maintenance Cost

Provide type of cost by budget cost element:

A = Personal Services;

B = Other Current Expenses; and

C = Equipment.

Type of Facility

Fill in the type of facility:

O = Office;

E = Educational Facility;

M = Medical Facility; and

X = Other.

Means of Financing (MOF)

Fill in the MOF for each routine repair and maintenance costs.

FY 18 and FY 19 Budgeted Amounts (\$)

Fill in the budgeted amounts for the routine repair and maintenance costs in FY 18 and FY 19.

FYs 18 and 19 Actual Amounts (\$)

Fill in the actual amounts expended or encumbered for the routine repair and maintenance costs in FY 18 and FY 19.

Comments

Provide any additional comments, if necessary.



