



## **GOVERNMENT WIDE SUPPORT**

## VARIANCE REPORT

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
PART I: EXPENDITURES & POSITIONS												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
OPERATING COSTS												
POSITIONS	1,946.78	1,577.28	- 369.50	19	1,891.28	1,585.28	- 306.00	16	1,891.28	1,865.28	- 26.00	1
EXPENDITURES (\$1000's)	2,553,959	2,337,713	- 216,246	8	476,356	458,166	- 18,190	4	1,791,358	1,786,065	- 5,293	0
TOTAL COSTS												
POSITIONS	1,946.78	1,577.28	- 369.50	19	1,891.28	1,585.28	- 306.00	16	1,891.28	1,865.28	- 26.00	1
EXPENDITURES (\$1000's)	2,553,959	2,337,713	- 216,246	8	476,356	458,166	- 18,190	4	1,791,358	1,786,065	- 5,293	0
					FISCAL YEAR 2020-21				FISCAL YEAR 2021-22			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
PART II: MEASURES OF EFFECTIVENESS												
1. AV ANN RATE OF RETURN ON STATE TREASRY INVSTMTS					1.5	.55	- 0.95	63	1.5	.60	- 0.9	60
2. AV PRE-BID CONSTRUCTION EST AS % OF AV BID PRICE					100	120	+ 20	20	100	100	+ 0	0
3. % OF NETWORK INFRASTRUCTURE UPTIME					99.9	99.9	+ 0	0	99.9	99.9	+ 0	0

## VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

**PROGRAM TITLE: GOVERNMENT-WIDE SUPPORT**

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**11**

### **PART I - EXPENDITURES AND POSITIONS**

Details of the position and expenditure variances are best examined at the lowest program level.

### **PART II - MEASURES OF EFFECTIVENESS**

See Lowest Level Programs for additional information.

## VARIANCE REPORT

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
PART I: EXPENDITURES & POSITIONS												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
OPERATING COSTS												
POSITIONS	137.00	117.00	- 20.00	15	146.50	129.50	- 17.00	12	146.50	140.50	- 6.00	4
EXPENDITURES (\$1000's)	416,127	281,406	- 134,721	32	88,093	83,205	- 4,888	6	332,663	327,431	- 5,232	2
TOTAL COSTS												
POSITIONS	137.00	117.00	- 20.00	15	146.50	129.50	- 17.00	12	146.50	140.50	- 6.00	4
EXPENDITURES (\$1000's)	416,127	281,406	- 134,721	32	88,093	83,205	- 4,888	6	332,663	327,431	- 5,232	2

## VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

**PROGRAM TITLE: EXEC DIRECTN, COORD, & POLICY DEVELOPMENT**

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**11 01**

### **PART I - EXPENDITURES AND POSITIONS**

Details of the position and expenditure variances are best examined at the lowest program level.

### **PART II - MEASURES OF EFFECTIVENESS**

See Lowest Level Programs for additional information.

## VARIANCE REPORT

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
PART I: EXPENDITURES & POSITIONS												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
OPERATING COSTS												
POSITIONS	23.00	22.00	- 1.00	4	21.00	20.00	- 1.00	5	21.00	21.00	+ 0.00	0
EXPENDITURES (\$1000's)	3,914	3,602	- 312	8	843	783	- 60	7	2,708	2,708	+ 0	0
TOTAL COSTS												
POSITIONS	23.00	22.00	- 1.00	4	21.00	20.00	- 1.00	5	21.00	21.00	+ 0.00	0
EXPENDITURES (\$1000's)	3,914	3,602	- 312	8	843	783	- 60	7	2,708	2,708	+ 0	0
					FISCAL YEAR 2020-21				FISCAL YEAR 2021-22			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
PART II: MEASURES OF EFFECTIVENESS												
1. NOT APPLICABLE					NO DATA	NO DATA	+ 0	0	NO DATA	NO DATA	+ 0	0

## VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 01 01  
GOV 100

**PROGRAM TITLE: OFFICE OF THE GOVERNOR**

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### **PART I - EXPENDITURES AND POSITIONS**

The variance in expenditures in FY 21 can be attributed to continued impacts of the coronavirus pandemic on office operations and hiring.

### **PART II - MEASURES OF EFFECTIVENESS**

Not applicable.

### **PART III - PROGRAM TARGET GROUPS**

Not applicable.

### **PART IV - PROGRAM ACTIVITIES**

Not applicable.

## VARIANCE REPORT

	FISCAL YEAR 2020-21					THREE MONTHS ENDED 09-30-21					NINE MONTHS ENDING 06-30-22				
	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ESTIMATED	± CHANGE		%
PART I: EXPENDITURES & POSITIONS															
RESEARCH & DEVELOPMENT COSTS															
POSITIONS															
EXPENDITURES (\$1,000's)															
OPERATING COSTS															
POSITIONS	3.00	3.00	+	0.00	0	3.00	3.00	+	0.00	0	3.00	3.00	+	0.00	0
EXPENDITURES (\$1000's)	928	919	-	9	1	215	215	+	0	0	741	741	+	0	0
TOTAL COSTS															
POSITIONS	3.00	3.00	+	0.00	0	3.00	3.00	+	0.00	0	3.00	3.00	+	0.00	0
EXPENDITURES (\$1000's)	928	919	-	9	1	215	215	+	0	0	741	741	+	0	0
						FISCAL YEAR 2020-21					FISCAL YEAR 2021-22				
						PLANNED	ACTUAL	± CHANGE		%	PLANNED	ESTIMATED	± CHANGE		%
PART II: MEASURES OF EFFECTIVENESS															
1. TTL REV FRM SALES AS % OF COST OF PUBLICATION						105	105	+	0	0	105	105	+	0	0
PART III: PROGRAM TARGET GROUP															
1. TOTAL DE FACTO POPULATION (THOUSANDS)						1447	1447	+	0	0	1447	1447	+	0	0
PART IV: PROGRAM ACTIVITY															
1. NO. OF APPLCNTS FOR CHANGE OF NAMES BY INDIVIDUAL						1453	1442	-	11	1	1600	1500	-	100	6
2. NO. REQ FOR HRS, SESS LAWS, SUPPLEMENTS						1600	381	-	1219	76	1600	1500	-	100	6
3. NO. REQ. FOR APOSTILLE/CERTIFICATION						5195	6307	+	1112	21	5800	6000	+	200	3



## VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 01 02  
LTG 100

**PROGRAM TITLE: OFFICE OF THE LIEUTENANT GOVERNOR**

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### **PART I - EXPENDITURES AND POSITIONS**

No significant variances.

### **PART II - MEASURES OF EFFECTIVENESS**

No significant variances.

### **PART III - PROGRAM TARGET GROUPS**

No significant variances.

### **PART IV - PROGRAM ACTIVITIES**

Item 1. No significant variances.

Item 2. The decrease is due to a higher sale of HRS publications sold versus publication copies per-page. While the quantity of publications decreased, the actual sale amount and average price of sale, increased. The drop in publication requests was possibly also due to a higher number of requests in the previous two years.

Item 3. With the higher vaccination rates and easing of travel restrictions during the COVID-19 pandemic, since many apostilles are travel-related documents, this may have been the cause of the increase in apostilles.

## VARIANCE REPORT

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
PART I: EXPENDITURES & POSITIONS												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
OPERATING COSTS												
POSITIONS	88.00	78.00	- 10.00	11	100.50	92.50	- 8.00	8	100.50	94.50	- 6.00	6
EXPENDITURES (\$1000's)	406,766	273,028	- 133,738	33	85,959	81,832	- 4,127	5	326,061	320,868	- 5,193	2
TOTAL COSTS												
POSITIONS	88.00	78.00	- 10.00	11	100.50	92.50	- 8.00	8	100.50	94.50	- 6.00	6
EXPENDITURES (\$1000's)	406,766	273,028	- 133,738	33	85,959	81,832	- 4,127	5	326,061	320,868	- 5,193	2
					FISCAL YEAR 2020-21				FISCAL YEAR 2021-22			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
PART II: MEASURES OF EFFECTIVENESS												
1. # OF PLANS/STUDIES PREPARED IN TIMELY MANNER					3	3	+ 0	0	3	3	+ 0	0
2. ACCURACY OF ECON FORECASTS (% ERROR)					5	12	+ 7	140	5	5	+ 0	0

## VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

**PROGRAM TITLE: POLICY DEVELOPMENT & COORDINATION**

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**11 01 03**

### **PART I - EXPENDITURES AND POSITIONS**

(See Lowest Level Programs for Explanation of Variances)

### **PART II - MEASURES OF EFFECTIVENESS**

(See Lowest Level Programs for Explanation of Variances)

	FISCAL YEAR 2020-21					THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22					
	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ESTIMATED	± CHANGE		%
PART I: EXPENDITURES & POSITIONS															
RESEARCH & DEVELOPMENT COSTS															
POSITIONS															
EXPENDITURES (\$1,000's)															
OPERATING COSTS															
POSITIONS	20.00	17.00	-	3.00	15	31.00	25.00	-	6.00	19	31.00	27.00	-	4.00	13
EXPENDITURES (\$1000's)	5,933	5,675	-	258	4	1,347	1,347	+	0	0	5,516	6,051	+	535	10
TOTAL COSTS															
POSITIONS	20.00	17.00	-	3.00	15	31.00	25.00	-	6.00	19	31.00	27.00	-	4.00	13
EXPENDITURES (\$1000's)	5,933	5,675	-	258	4	1,347	1,347	+	0	0	5,516	6,051	+	535	10
						FISCAL YEAR 2020-21				FISCAL YEAR 2021-22					
						PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%		
PART II: MEASURES OF EFFECTIVENESS															
1. # PROJECTS REQ MULTI-AGNCY COORD LED/COCHAIR BY OP						4	5	+	1	25	4	5	+	1	25
2. # OF PLANS/STUDIES/RPTS PREPRD IN A TIMELY MANNER						3	3	+	0	0	3	3	+	0	0
3. # OF BOARDS/COMMITTEES/COUNCILS OP SERVES AS MMBER						8	11	+	3	38	8	11	+	3	38
4. #LUC DECISIONS UPHLDG OP POS AS % TOT LUC DECSNS						100	94	-	6	6	100	100	+	0	0
5. # ACRES INVOLVED IN LUC DECISIONS SPRTG OP POSTN						600	3335	+	2735	456	600	600	+	0	0
6. % FEDCON APPS CONSISTNT W CZM ENFORCEABLE POLICIES						100	96	-	4	4	100	100	+	0	0
7. # STATE AGENCIES CONTRIB DATA TO STATE GEODATABASE						15	23	+	8	53	15	15	+	0	0
8. UTILIZATION OF STATE'S GEOSPATIAL DATA (MIL)						15	26.5	+	11.5	77	15	15	+	0	0
9. # OF GIS SOFTWARE LICENSES DISTRIBUTED						400	412	+	12	3	350	350	+	0	0
PART III: PROGRAM TARGET GROUP															
1. STATE RESIDENT POPULATION (THOUSANDS)						1466	1455	-	11	1	1466	1455	-	11	1
2. NO. OF FEDERAL, STATE AND COUNTY AGENCIES						30	30	+	0	0	30	30	+	0	0
3. NO. OF LANDOWNER/DEVELPR,ENVIRNMT, CIVIC STKHLDRS						15	15	+	0	0	15	15	+	0	0
PART IV: PROGRAM ACTIVITY															
1. # SPECIAL PLANS/PLNNG REPORTS DEVELOPED/REVIEWED						2	2	+	0	0	2	2	+	0	0
2. # OF COUNTY ZONING & PLAN AMENDMTS REVWED						5	5	+	0	0	5	5	+	0	0
3. # LU BOUNDARY AMDT PETITIONS, OTH LUC ITEMS REVW'D						10	22	+	12	120	10	10	+	0	0
4. # SPEC PERMITS, EA/EIS, OTHER REVIEWS						30	50	+	20	67	30	30	+	0	0
5. NUMBER OF FEDERAL CONSISTENCY REVIEWS						40	27	-	13	33	50	40	-	10	20
6. # PERMITS/APPROVALS MONITORED FOR CONSIST W SMA						5	2	-	3	60	5	5	+	0	0
7. # OF NEW AND UPDATED DATA LAYERS IN STATE GEODATAB						40	88	+	48	120	40	40	+	0	0
8. # MAPPING, DATA AND SUPPORT REQUESTS COMPLETED						400	451	+	51	13	400	400	+	0	0
9. # OF TRANSIT-ORIENTED DEVELPMNT PROJECTS MONITORED						50	56	+	6	12	50	50	+	0	0

# VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 01 03 02  
BED 144

## PROGRAM TITLE: OFFICE OF PLANNING & SUSTAINABLE DEVELOPMENT

### PART I - EXPENDITURES AND POSITIONS

FY 21: Position count variance was due to restrictions in hiring due to the COVID-19 pandemic economic downturn. In addition, two of the positions are difficult to fill since the former incumbents have return rights to the positions and the positions can only be filled on a temporary basis.

FY 22: Position count variance is due to the Office of Planning and Sustainable Development (OPSD) not being able to fill some vacant positions due to funding being removed as a cost containment measure. OPSD will request funding for the positions during the next Fiscal Biennium Budget for FY 24-25.

### PART II - MEASURES OF EFFECTIVENESS

Item 1. It was previously projected that OPSD would lead or co-chair four (4) projects/initiatives requiring multi-agency coordination in FY 20 and FY 21. However, the actual and estimated number of projects and initiatives is five (5) in both FY 20 and FY 21.

Item 3. Previously, it was projected that OPSD would serve as a member of eight (8) boards/committees/councils. However, OPSD actually served on 11 boards/committees/councils because some of the committees and councils, which were expected to end, did not sunset/end.

Item 5. The number of acres involved in Land Use Commission (LUC) actions are highly variable. For FY 21, the actual number of acres is larger than the planned number due to many more submittals for LUC review, including a large master-planned community and one large-scale voluntary designation for Important Agricultural Lands.

Item 6. There was 1 objection issued out of 27 reviews for a 96% consistency rate. Although the Coastal Zone Management (CZM) Program strives to achieve 100% consistency, it is not always possible if the federal agency does not meet the CZM Program enforceable policies.

Item 7. The increase in the number of agencies contributing data is

attributed to agencies updating existing datasets and increased awareness of the State's geodatabase.

Item 8. The utilization of the State's geospatial data was measured in "total page views." The positive variance is attributed to increased awareness and use of the State's geospatial open data portal and Coronavirus site containing applications and resources related to COVID-19.

### PART III - PROGRAM TARGET GROUPS

1. The State resident population numbers were updated. The U.S. Census Bureau QuickFacts website shows the State resident population at 1,455,271 persons.

### PART IV - PROGRAM ACTIVITIES

Item 3. The number of Land Use Boundary Amendments and other LUC items reviewed by the staff in any given fiscal year is determined by petitioners' submittals, which are beyond the control of the LUC, and is subject to changing market conditions. Thus, the number of LUC items reviewed can vary significantly from year to year.

Item 4. The number of Special Permits, Environmental Assessments/Environmental Impact Statements (EAs/EISs), and other items that the staff reviews in any given year is highly variable since the land use permits are initiated by petitioners and applicants, mostly from the private sector, and are subject to market demands and needs.

Item 5. The differences between planned and actual numbers are subject to variation because the CZM federal consistency review is a regulatory function that does not have any control over the number of applicants submitting reviews. In addition, there has been a reduction in applications received due to economic constraints caused by COVID-19. Accordingly, the estimated number of federal consistency reviews for FY 22 has been reduced to 40.

## VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 01 03 02  
BED 144

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### PROGRAM TITLE: OFFICE OF PLANNING & SUSTAINABLE DEVELOPMENT

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Item 6. The difference between planned and actual numbers is subject to variation because the Special Management Area (SMA) permit review is a regulatory function that does not have control over the number of applicants submitting permit applications. In addition, there has been a reduction in applications within the Kakaako and Kalaeloa maikai areas received due to economic constraints caused by COVID-19. Accordingly, the number of planned SMA permits approved by OPSD for FY 22 is maintained up to 5.

Item 7. The increase in the number of new and updated data layers is attributed to periodic data updates (that are not on an annual basis), project-related data, county parcel updates, and health facility data that were coincidentally used to support of COVID-19 applications.

Item 8. The modest increase in data and support requests completed is attributed to slight increases in calls from both the general public and from agencies.

Item 9. There are over 70 transit-oriented development (TOD) projects in various stages of planning and design as reflected in the State TOD Strategic Plan. The number of projects monitored by OPSD is based on updates received from agencies responsible for the various TOD projects, and is variable year-to-year based on progress made by the agency, receipt of funding or financing, and staff capacity to undertake these projects.

## VARIANCE REPORT

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22						
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%			
PART I: EXPENDITURES & POSITIONS															
RESEARCH & DEVELOPMENT COSTS															
POSITIONS															
EXPENDITURES (\$1,000's)															
OPERATING COSTS															
POSITIONS	7.00	6.00	-	1.00	14	0.00	0.00	+	0.00	0	0.00	0.00	+	0.00	0
EXPENDITURES (\$1000's)	662	590	-	72	11	0	0	+	0	0	0	0	+	0	0
TOTAL COSTS															
POSITIONS	7.00	6.00	-	1.00	14	0.00	0.00	+	0.00	0	0.00	0.00	+	0.00	0
EXPENDITURES (\$1000's)	662	590	-	72	11	0	0	+	0	0	0	0	+	0	0
					FISCAL YEAR 2020-21				FISCAL YEAR 2021-22						
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%			
PART II: MEASURES OF EFFECTIVENESS															
1. NUMBER OF BOUNDARY AMENDMENT PETITIONS AND SPECIAL					6	5	-	1	17	6	NO DATA	-	6	100	
2. NUMBER OF ACCEPTED BOUNDARY AMENDMENT PETITIONS AN					10	6	-	4	40	10	NO DATA	-	10	100	
3. NUMBER OF ACRES REVIEWED FOR RECLASSIFICATION					3000	45000	+	42000	1400	3000	NO DATA	-	3000	100	
4. NUMBER OF ACRES REVIEWED FOR SPECIAL PERMIT					250	250	+	0	0	250	NO DATA	-	250	100	
5. NUMBER OF INDIVIDUALS, BUSINESSES OR ORGANIZATIONS					600	400	-	200	33	600	NO DATA	-	600	100	
6. NUMBER OF CONTESTED PROGRAM DECISIONS PROCESSED					2	6	+	4	200	2	NO DATA	-	2	100	
7. NUMBER OF MOTIONS PROCESSED					20	18	-	2	10	20	NO DATA	-	20	100	
8. NUMBER OF DRAFT EIS RESPONSES ISSUED					20	20	+	0	0	20	NO DATA	-	20	100	
PART III: PROGRAM TARGET GROUP															
1. NUMBER OF APPLICANTS FOR LAND USE REVIEW					40	25	-	15	38	40	NO DATA	-	40	100	
2. INDIVIDUALS OR BUSINESSES/ORGANIZATIONS INTERESTED					1300	1000	-	300	23	1300	NO DATA	-	1300	100	
PART IV: PROGRAM ACTIVITY															
1. LAND USE DISTRICT BOUNDARY AMENDMENT PETITIONS PRO					6	5	-	1	17	6	NO DATA	-	6	100	
2. SPECIAL PERMIT APPLICATIONS PROCESSED.					150	80	-	70	47	150	NO DATA	-	150	100	
3. LAND USE DISTRICT BOUNDARY INTERPRETATIONS PROCESS					1400	1300	-	100	7	1400	NO DATA	-	1400	100	

# VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 01 03 03  
BED 103

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**PROGRAM TITLE: STATEWIDE LAND USE MANAGEMENT (HIST)**

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**PART I - EXPENDITURES AND POSITIONS**

Actual Expenditures for FY 2021 were impacted by the COVID-19 crisis. The Administrative Assistant position became vacant last fiscal year. The variance in expenditures are a result of general fund restrictions.

**PART II - MEASURES OF EFFECTIVENESS**

Items 1, 2, 5 and 7. The slowdown in economic activity resulting from the COVID-19 crisis has directly impacted land use permitting and development of new projects. As a result, fewer petitions have been filed with the Land Use Commission (LUC) for all classifications and permit types.

Item 3. The City and County of Honolulu's one-time filing for countywide designation had a significant impact on the acreage.

Item 6. While the number of new petitions has decreased, the number of hearings held for amendments has increased.

**PART III - PROGRAM TARGET GROUPS**

Items 1 and 2. The slowdown in economic activity resulting from the COVID-19 crisis has directly impacted land use permitting and development of new projects. As a result, fewer petitions have been filed with the LUC for all classifications and permit types.

**PART IV - PROGRAM ACTIVITIES**

Items 1 and 2. The slowdown in economic activity resulting from the COVID-19 crisis has directly impacted land use permitting and development of new projects. As a result, fewer petitions have been filed with the LUC for all classifications and permit types.



## VARIANCE REPORT

	FISCAL YEAR 2020-21					THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22					
	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ESTIMATED	± CHANGE		%
PART I: EXPENDITURES & POSITIONS															
RESEARCH & DEVELOPMENT COSTS															
POSITIONS															
EXPENDITURES (\$1,000's)															
OPERATING COSTS															
POSITIONS	14.00	14.00	+	0.00	0	26.50	26.50	+	0.00	0	26.50	26.50	+	0.00	0
EXPENDITURES (\$1000's)	1,316	1,227	-	89	7	4,575	448	-	4,127	90	2,110	6,082	+	3,972	188
TOTAL COSTS															
POSITIONS	14.00	14.00	+	0.00	0	26.50	26.50	+	0.00	0	26.50	26.50	+	0.00	0
EXPENDITURES (\$1000's)	1,316	1,227	-	89	7	4,575	448	-	4,127	90	2,110	6,082	+	3,972	188
						FISCAL YEAR 2020-21				FISCAL YEAR 2021-22					
						PLANNED	ACTUAL	± CHANGE		%	PLANNED	ESTIMATED	± CHANGE		%
PART II: MEASURES OF EFFECTIVENESS															
1. PROG. OUTPUTS CITED IN MAJOR MEDIA (AVE.MONTHLY#)						10	10	+	0	0	10	12	+	2	20
2. ACCURACY OF ECON FORECASTS (% ERROR)						5	12	+	7	140	5	5	+	0	0
PART III: PROGRAM TARGET GROUP															
1. VISITS TO PROGRAM WEBSITE (AVE PER MONTH, THOUS.)						16	16.3	+	0.3	2	16.5	17	+	0.5	3
PART IV: PROGRAM ACTIVITY															
1. DATA SERIES MAINTAINED ON-LINE (X 100)						57	58	+	1	2	58	60	+	2	3
2. OTHER ECONOMIC AND STATISTICAL REPORTS ISSUED (#)						48	50	+	2	4	48	50	+	2	4

# VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 01 03 04  
BED 130

## **PROGRAM TITLE: ECONOMIC PLANNING & RESEARCH**

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### **PART I - EXPENDITURES AND POSITIONS**

Positions: Act 88, SLH 2021, transferred ten (10) positions from the Department of Labor and Industrial Relations (DLIR) to the Department of Business, Economic Development and Tourism (DBEDT), Research and Economic Analysis Division (READ); transferred seven (7) positions from the Hawaii Tourism Authority (HTA) to DBEDT/READ; and transferred one (1) position from the State Energy Office to DBEDT/READ.

Expenditures: \$4 million in American Rescue Plan Act of 2021 (ARPA) Funds (Coronavirus State and Local Fiscal Recovery Funds) were allocated to the first quarter of FY 22, but the spending will come later in the fiscal year due to the late allotment. Estimated expenditures for the last three quarters of FY 22 are net of the general fund restriction.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 1. Publications and data products will increase in FY 22 and FY 23 due to the transfer of the Labor Research and Tourism Research programs from DLIR and HTA, respectively, to READ.

Item 2. The economic projections for FY 21 were off due to the unexpected increase in COVID-19 cases and the second shutdown on Oahu in December 2020.

### **PART III - PROGRAM TARGET GROUPS**

The Program Target Group measure will increase due to increased research responsibilities.

### **PART IV - PROGRAM ACTIVITIES**

The Program Activities measure will increase due to increased research responsibilities.

## VARIANCE REPORT

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
PART I: EXPENDITURES & POSITIONS												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
OPERATING COSTS												
POSITIONS	47.00	41.00	- 6.00	13	43.00	41.00	- 2.00	5	43.00	41.00	- 2.00	5
EXPENDITURES (\$1000's)	389,155	255,861	- 133,294	34	80,037	80,037	+ 0	0	308,735	308,735	+ 0	0
TOTAL COSTS												
POSITIONS	47.00	41.00	- 6.00	13	43.00	41.00	- 2.00	5	43.00	41.00	- 2.00	5
EXPENDITURES (\$1000's)	389,155	255,861	- 133,294	34	80,037	80,037	+ 0	0	308,735	308,735	+ 0	0
					FISCAL YEAR 2020-21				FISCAL YEAR 2021-22			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
PART II: MEASURES OF EFFECTIVENESS												
1. % OF RECOMMENDATIONS MADE ON DEPT REQUESTS					0	NO DATA	+ 0	0	0	NO DATA	+ 0	0
2. % OF VENDOR PAYMENTS MADE WITHIN 30 DAYS					95	99	+ 4	4	95	95	+ 0	0
3. % OF VAR IN EXP FOR FIXED COSTS COMPARE WITH ALLOT					95	96	+ 1	1	95	95	+ 0	0
4. % OF PAYROLL RELATED HRMS TRANSACTION COMPLETED					100	100	+ 0	0	100	100	+ 0	0
5. % OF USER IT TROUBLE SHOOTING REQUESTS RESONDED					100	95	- 5	5	100	95	- 5	5
6. % OF PC AND LAN MALFUNCTIONS RESPONDED					100	95	- 5	5	100	95	- 5	5
PART III: PROGRAM TARGET GROUP												
1. GOVERNOR AND EXECUTIVE AGENCIES					20	20	+ 0	0	20	20	+ 0	0
2. # OF DEPARTMENTAL DIVISIONS AND ATTACHED AGENCY					7	7	+ 0	0	7	7	+ 0	0
PART IV: PROGRAM ACTIVITY												
1. NUMBER OF PROGRAM BUDGET REQUESTS REVIEWED					0	NO DATA	+ 0	0	0	NO DATA	+ 0	0
2. # OF REFERRALS PROCESSED					265	265	+ 0	0	265	265	+ 0	0
3. # OF LEGISLATIVE PROPOSALS REVIEWED FOR THE GOV					1000	NO DATA	- 1000	100	1000	NO DATA	- 1000	100
4. # OF BILLS PASSED BY THE LEG REVIEWED FOR THE GOV					265	263	- 2	1	265	265	+ 0	0
5. AVG # OF DELEGATED CLASSIFICATION ACTIONS					56	92	+ 36	64	56	56	+ 0	0
6. # OF NON-ROUTINE HR CONSULTATIVE SERVICES					400	400	+ 0	0	400	400	+ 0	0
7. NUMBER OF CIP ALLOTMENT REQUESTS REVIEWED					0	550	+ 550	0	0	550	+ 550	0
8. # OF POSITIONS PROVIDING HR SUPPORT					4	4	+ 0	0	4	4	+ 0	0

# VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 01 03 05  
BUF 101

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**PROGRAM TITLE: DEPARTMENTAL ADMINISTRATION & BUDGET DIV**

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**PART I - EXPENDITURES AND POSITIONS**

The variance in positions is due to employee turnover and the general hiring freeze imposed in response to the economic impacts of the COVID-19 pandemic.

The variance in expenditures is due to Mass Transit Special Fund revenues and disbursements being less than budgeted and, to a lesser extent, the unpredictable nature of expenditures for attorney and witness fees.

**PART II - MEASURES OF EFFECTIVENESS**

Item 1. No data is available. This measure will be re-evaluated.

**PART III - PROGRAM TARGET GROUPS**

There are no significant variances to report for the program target groups.

**PART IV - PROGRAM ACTIVITIES**

Items 1 and 3. No data is available. These measures will be re-evaluated.

Item 5. The variance is due to the re-descriptions of vacant positions prior to filling vacancies, the re-descriptions of positions pursuant to reorganization, and the reallocation of positions for recruitment purposes.

Item 7. The Budget, Program Planning and Management Division reviewed 550 capital improvement program project allotment requests in FY 21. The planned figure will be updated to reflect projected estimates.

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22					
PART I: EXPENDITURES & POSITIONS RESEARCH & DEVELOPMENT COSTS POSITIONS EXPENDITURES (\$1,000's)  OPERATING COSTS POSITIONS EXPENDITURES (\$1000's)  TOTAL COSTS POSITIONS EXPENDITURES (\$1000's)	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%		
					FISCAL YEAR 2020-21				FISCAL YEAR 2021-22					
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%		
PART II: MEASURES OF EFFECTIVENESS														
1. NO MEASURES HAVE BEEN DEVELOPED FOR THIS PROGRAM					NO DATA	NO DATA	+	0	0	NO DATA	NO DATA	+	0	0
PART III: PROGRAM TARGET GROUP														
1. STATE EXECUTIVE BRANCH AGENCIES					20	20	+	0	0	20	20	+	0	0

## VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 01 03 07  
BUF 102

**PROGRAM TITLE: COLLECTIVE BARGAINING STATEWIDE (HIST)**

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### **PART I - EXPENDITURES AND POSITIONS**

There were no collective bargaining appropriations made to BUF 102 for FY 21 and FY 22.

### **PART II - MEASURES OF EFFECTIVENESS**

No data is available and no measures have been developed for this program in FY 21 and FY 22.

### **PART III - PROGRAM TARGET GROUPS**

There are no significant variances to report for the program target group.

### **PART IV - PROGRAM ACTIVITIES**

No program activities have been developed for FY 21 and FY 22.

PROGRAM TITLE:

VACATION PAYOUT - STATEWIDE

11/29/21

PROGRAM-ID:

BUF-103

PROGRAM STRUCTURE NO:

11010308

	FISCAL YEAR 2020-21					THREE MONTHS ENDED 09-30-21					NINE MONTHS ENDING 06-30-22				
	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ESTIMATED	± CHANGE		%
PART I: EXPENDITURES & POSITIONS															
RESEARCH & DEVELOPMENT COSTS															
POSITIONS															
EXPENDITURES (\$1,000's)															
OPERATING COSTS															
POSITIONS	0.00	0.00	+	0.00	0	0.00	0.00	+	0.00	0	0.00	0.00	+	0.00	0
EXPENDITURES (\$1000's)	9,700	9,675	-	25	0	0	0	+	0	0	9,700	0	-	9,700	100
TOTAL COSTS															
POSITIONS	0.00	0.00	+	0.00	0	0.00	0.00	+	0.00	0	0.00	0.00	+	0.00	0
EXPENDITURES (\$1000's)	9,700	9,675	-	25	0	0	0	+	0	0	9,700	0	-	9,700	100

## VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 01 03 08  
BUF 103

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### **PROGRAM TITLE: VACATION PAYOUT - STATEWIDE**

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#### **PART I - EXPENDITURES AND POSITIONS**

There are no significant variances in FY 21. In FY 22, American Rescue Plan Act (ARPA) funds are appropriated for vacation payouts. It is unclear if the Vacation Payout Fund is an allowable use of ARPA funds, and no vacation payouts are expected in FY 22 from the Vacation Payout Fund.

#### **PART II - MEASURES OF EFFECTIVENESS**

No measures have been developed for this program for FY 21 and FY 22.

#### **PART III - PROGRAM TARGET GROUPS**

No program target groups have been developed for FY 21 and FY 22.

#### **PART IV - PROGRAM ACTIVITIES**

No program activities have been developed for FY 21 and FY 22.



## VARIANCE REPORT

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22						
	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ESTIMATED	± CHANGE		%
PART I: EXPENDITURES & POSITIONS															
RESEARCH & DEVELOPMENT COSTS															
POSITIONS															
EXPENDITURES (\$1,000's)															
OPERATING COSTS															
POSITIONS	23.00	14.00	-	9.00	39	22.00	14.00	-	8.00	36	22.00	22.00	+	0.00	0
EXPENDITURES (\$1000's)	4,519	3,857	-	662	15	1,076	375	-	701	65	3,153	3,114	-	39	1
TOTAL COSTS															
POSITIONS	23.00	14.00	-	9.00	39	22.00	14.00	-	8.00	36	22.00	22.00	+	0.00	0
EXPENDITURES (\$1000's)	4,519	3,857	-	662	15	1,076	375	-	701	65	3,153	3,114	-	39	1
						FISCAL YEAR 2020-21				FISCAL YEAR 2021-22					
						PLANNED	ACTUAL	± CHANGE		%	PLANNED	ESTIMATED	± CHANGE		%
PART II: MEASURES OF EFFECTIVENESS															
1. % OF WORK PRODUCT ALIGNED W/5-YEAR STRATEGIC PLAN						95	95	+	0	0	95	95	+	0	0
2. % OF COMMITTEES FILING FIN DISCLOSURE RPTS TIMELY						92	93	+	1	1	92	92	+	0	0
3. # ELIG PERSONS REGIS AS % TOTAL ELIG TO VOTE						83	83	+	0	0	83	84	+	1	1
4. # REG VOTERS WHO VOTE AS % OF REGISTERED VOTERS						60	69	+	9	15	0	0	+	0	0

## VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

**PROGRAM TITLE: VOTING RIGHTS AND ELECTIONS**

**11 01 04**

### **PART I - EXPENDITURES AND POSITIONS**

(See Lowest Level Programs for Explanation of Variances)

### **PART II - MEASURES OF EFFECTIVENESS**

(See Lowest Level Programs for Explanation of Variances)

## VARIANCE REPORT

	FISCAL YEAR 2020-21					THREE MONTHS ENDED 09-30-21					NINE MONTHS ENDING 06-30-22				
	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ESTIMATED	± CHANGE		%
PART I: EXPENDITURES & POSITIONS															
RESEARCH & DEVELOPMENT COSTS															
POSITIONS															
EXPENDITURES (\$1,000's)															
OPERATING COSTS															
POSITIONS	5.00	5.00	+	0.00	0	5.00	5.00	+	0.00	0	5.00	5.00	+	0.00	0
EXPENDITURES (\$1000's)	897	648	-	249	28	124	122	-	2	2	810	771	-	39	5
TOTAL COSTS															
POSITIONS	5.00	5.00	+	0.00	0	5.00	5.00	+	0.00	0	5.00	5.00	+	0.00	0
EXPENDITURES (\$1000's)	897	648	-	249	28	124	122	-	2	2	810	771	-	39	5
						FISCAL YEAR 2020-21					FISCAL YEAR 2021-22				
						PLANNED	ACTUAL	± CHANGE		%	PLANNED	ESTIMATED	± CHANGE		%
PART II: MEASURES OF EFFECTIVENESS															
1. % OF WORK PRODUCT ALIGNED WITH STRATEGIC PLAN						95	95	+	0	0	95	95	+	0	0
2. % OF COMM FILING FINANCIAL DISCLOSURE RPTS TIMELY						92	93	+	1	1	92	92	+	0	0
3. % OF ALL STAT REQ RPTS FILED BY COMM REVIEWED						100	100	+	0	0	100	100	+	0	0
4. NO. OF STRATEGIES/MECHANISMS TO EDUCATE COMM/RES						12	12	+	0	0	12	12	+	0	0
5. NO. OF ENFORCMT ACTION TAKEN TO ACHIEVE COMPLIANCE						100	187	+	87	87	50	90	+	40	80
6. NO. OF STRATEGIES/PRGMS EMPLOYD TO INCR TRANSPARCY						12	12	+	0	0	12	12	+	0	0
7. AMOUNT OF PUBLIC FINANCING PROVIDED						200000	85362	-	114638	57	20000	20000	+	0	0
PART III: PROGRAM TARGET GROUP															
1. CANDIDATE COMMITTEES						425	505	+	80	19	300	400	+	100	33
2. NON-CANDIDATE COMMITTEES						300	347	+	47	16	300	300	+	0	0
3. STATE OF HAWAII RESIDENTS						1460000	1455271	-	4729	0	1460000	1460000	+	0	0
PART IV: PROGRAM ACTIVITY															
1. NO. OF STATUTORILY REQUIRED REPORTS REVIEWED						4500	4500	+	0	0	1500	2508	+	1008	67
2. NO. OF COMMUNICATION OUTREACH TO COMM/RESIDENS						100000	100000	+	0	0	50000	60000	+	10000	20
3. NO. OF EDUC/TRG/ASSIST PROV TO COMM/RESIDENTS						125000	125000	+	0	0	75000	85000	+	10000	13
4. NO. OF ADVISORY OPINIONS RENDERED						2	0	-	2	100	3	3	+	0	0
5. NO. OF ENFORCEMENT ACTIONS TAKEN						160	187	+	27	17	50	90	+	40	80
6. NO. OF CANDIDATES WHO QUALIFD & REC PUBLIC FUNDING						30	16	-	14	47	5	5	+	0	0
7. NO. OF \$3 HAWAII INCOME TAX CHECK-OFFS						57000	42846	-	14154	25	65000	65000	+	0	0
8. INDENTIF &/OR EMPLOYMT OF STRATE TO INCR TRANSPNCY						12	12	+	0	0	12	12	+	0	0
9. NO. OF CAMPGN SPEND RELATED BILLS INTROD & PASSED						1	3	+	2	200	1	1	+	0	0

# VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 01 04 01  
AGS 871

## PROGRAM TITLE: CAMPAIGN SPENDING COMMISSION

### PART I - EXPENDITURES AND POSITIONS

FY 21: The budgeted amount of expenditures for FY 21 was \$897,000; however, actual expenditures were \$648,000. The variance is due to an overestimation of the amount of public funding provided to candidate committees and other expenditures. FY 21 was an election year; the number of applicants and amount disbursed for public funding are unpredictable and can differ every year.

### PART II - MEASURES OF EFFECTIVENESS

Item 5 (FY 21): The number of enforcement actions taken to achieve compliance for FY 21 was estimated at 100; however, the actual number of enforcement actions taken was 187. The variance is due to the increased number of complaints, conciliation agreements, and investigations deriving from an election year.

Item 5 (FY 22): The number of enforcement actions taken to achieve compliance for FY 22 was planned at 50; however, the estimated number of enforcement actions for FY 22 is 90. The variance is due to the expected increase in the number of complaints, conciliation agreements, and investigations deriving from the Special Election for the Kauai Prosecuting Attorney.

Item 7 (FY 21): The amount of public financing provided for FY 21 was estimated at \$200,000; however, the actual amount of public financing provided was \$85,362. The variance is due to the overestimation of the amount of public funds distributed to candidate committees. The amount of public financing distributed to candidate committees is unpredictable and can differ every year.

### PART III - PROGRAM TARGET GROUPS

Item 1 (FY 21): The number of candidate committees for FY 21 was estimated at 425; however, the actual number of candidate committees registered with the Commission at the end of FY 21 was 505. The variance is due to the underestimation of candidate committees that registered with the Commission. The number of candidates who decide to run in an election or decide to remain registered with the Commission is unpredictable and can differ every year.

Item 1 (FY 22): The number of candidate committees for FY 22 was planned at 300; however, the estimated number of candidate committees registered with the Commission for FY 22 is 400. The variance is due to the underestimation of candidate committees that may remain registered with the Commission after the election. The number of candidates who decide to remain registered with the Commission is unpredictable and can differ every year.

Item 2 (FY 21): The number of noncandidate committees for FY 21 was estimated at 300; however, the actual number of noncandidate committees registered with the Commission at the end of FY 21 was 347. The variance is due to the underestimation of noncandidate committees that registered with the Commission. The number of noncandidate committees that decide to register or remain registered with the Commission is unpredictable and can differ every year.

### PART IV - PROGRAM ACTIVITIES

Item 1 (FY 22): The number of statutorily required reports planned to be reviewed for FY 22 was 1,500; however, the estimated number of statutorily required reports to be reviewed for FY 22 is 2,508. The variance is due to the increased number of reports that will be reviewed in FY 22 due to the Special Election for the Kauai Prosecuting Attorney.

## VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 01 04 01  
AGS 871

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### PROGRAM TITLE: CAMPAIGN SPENDING COMMISSION

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Item 2 (FY 22): The number of communication outreach to committees and residents for FY 22 was planned at 50,000; however, the estimated number of communication outreach to committees and residents for FY 22 is 60,000. The variance is due to the increased number of communication outreach expected for FY 22 due to the Special Election for the Kauai Prosecuting Attorney.

Item 3 (FY 22): The number of education, training, and assistance provided to committees and residents for FY 22 was planned at 75,000; however, the estimated number of education, training, and assistance provided to committees and residents for FY 22 is 85,000. The variance is due to the increased number of education, training, and assistance provided to committees and residents that is expected for FY 22 due to the Special Election for the Kauai Prosecuting Attorney.

Item 4 (FY 21): The number of advisory opinions estimated for FY 21 was two; however, the actual number of advisory opinions rendered was zero. The variance is due to the overestimation of advisory opinions being requested by the public, which we have no control over.

Item 5 (FY 21): The number of enforcement actions taken for FY 21 was estimated at 160; however, the actual number of enforcement actions taken was 187. The variance is due to the increased number of complaints, conciliation agreements, and investigations deriving from an election year.

Item 5 (FY 22): The number of enforcement actions taken for FY 22 was planned at 50; however, the estimated number of enforcement actions for FY 22 is 90. The variance is due to the expected increase in the number of complaints, conciliation agreements, and investigations deriving from the Special Election for the Kauai Prosecuting Attorney.

Item 6 (FY 21): The number of candidates who may qualify and receive public funding for FY 21 was estimated at 30; however, the actual number of candidates who qualified and received public funding was 16. The variance is due to the overestimation of candidates who applied and qualified for public funding. The number of candidates who apply and qualify for public funding is unpredictable and can differ every year.

Item 7 (FY 21): The number of \$3 Hawaii Income Tax Check-Offs for FY 21 was estimated at 57,000; however, the actual number of \$3 Hawaii Income Tax Check-Offs was 42,846. The variance is due to the overestimation of the number of \$3 Hawaii Income Tax Check-Offs.

Item 9 (FY 21): The number of campaign spending related bills that were introduced and passed for FY 21 was estimated at one; however, the actual number of bills passed was three. The variance is due to the underestimation of bills passing during the legislative session.

## VARIANCE REPORT

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22						
	BUDGETED	ACTUAL	±	CHANGE	%	BUDGETED	ACTUAL	±	CHANGE	%	BUDGETED	ESTIMATED	±	CHANGE	%
PART I: EXPENDITURES & POSITIONS															
RESEARCH & DEVELOPMENT COSTS															
POSITIONS															
EXPENDITURES (\$1,000's)															
OPERATING COSTS															
POSITIONS	18.00	9.00	-	9.00	50	17.00	9.00	-	8.00	47	17.00	17.00	+	0.00	0
EXPENDITURES (\$1000's)	3,622	3,209	-	413	11	952	253	-	699	73	2,343	2,343	+	0	0
TOTAL COSTS															
POSITIONS	18.00	9.00	-	9.00	50	17.00	9.00	-	8.00	47	17.00	17.00	+	0.00	0
EXPENDITURES (\$1000's)	3,622	3,209	-	413	11	952	253	-	699	73	2,343	2,343	+	0	0
						FISCAL YEAR 2020-21				FISCAL YEAR 2021-22					
						PLANNED	ACTUAL	±	CHANGE	%	PLANNED	ESTIMATED	±	CHANGE	%
PART II: MEASURES OF EFFECTIVENESS															
1. # ELIG PERSONS REGIS AS % TOTAL ELIG TO VOTE						83	83	+	0	0	83	84	+	1	1
2. # REG VOTERS WHO VOTE AS % OF REGISTERED VOTERS						60	69	+	9	15	0	0	+	0	0
3. % OF MANUAL AUDIT PRECNTS MATCH COMP GEN RESULTS						100	100	+	0	0	0	0	+	0	0
4. # COMPLAINTS & CHALLENGES TO ELECTION SYSTEM						0	0	+	0	0	0	0	+	0	0
5. # COMPLAINTS FILED & RESLVD AS % TOT COMPL RECD						100	100	+	0	0	100	100	+	0	0
PART III: PROGRAM TARGET GROUP															
1. RESIDENTS ELIGIBLE TO VOTE (THOUSANDS)						895	1111	+	216	24	895	1111	+	216	24
PART IV: PROGRAM ACTIVITY															
1. PRVD VTR REGIS SVCS TO QUAL CITIZENS (000'S)						832	832	+	0	0	840	847	+	7	1
2. PROVIDE VOTER EDUCATION SERVICES (000'S)						832	832	+	0	0	840	847	+	7	1
3. PROVIDE VOTER ORIENTATION TO NTRLZD CITS (000'S)						12	12	+	0	0	12	12	+	0	0

# VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 01 04 02  
AGS 879

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**PROGRAM TITLE: OFFICE OF ELECTIONS**

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**PART I - EXPENDITURES AND POSITIONS**

The variance in FY 21 positions is due to a hiring freeze and employees that found employment elsewhere.

Variance for FY 22 (3mos): In February, we requested to fill four positions, which we have posted and interviewed for, but we still have not been able to fill but one position. We have also requested to fill two more positions, which are awaiting approval; we have been a little behind due to reapportionment activities.

The variance in expenditures for FY 21 is due to lower than projected expenditures and restrictions on general fund expenditures.

The variance in expenditures for the first quarter of FY 22 is due to lower than projected expenditures and restrictions on general fund expenditures.

**PART II - MEASURES OF EFFECTIVENESS**

Item 2. The variance of 15% is due to the number of turnouts from the 2020 General Voter Registrations.

**PART III - PROGRAM TARGET GROUPS**

Item 1. The variance of 24% was determined from the Department of Business, Economic Development and Tourism's data of the eligible resident voting population in 2020.

**PART IV - PROGRAM ACTIVITIES**

Item 1. The variance in FY 22 is due to the number of turnouts from the 2020 General Voter Registrations.

Item 2. The variance in FY 22 is due to the number of turnouts from the 2020 General Voter Registrations.

## VARIANCE REPORT

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
PART I: EXPENDITURES & POSITIONS												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
OPERATING COSTS												
POSITIONS	471.00	367.00	- 104.00	22	460.00	363.00	- 97.00	21	460.00	456.00	- 4.00	1
EXPENDITURES (\$1000's)	438,096	413,134	- 24,962	6	75,056	73,701	- 1,355	2	441,241	441,110	- 131	0
TOTAL COSTS												
POSITIONS	471.00	367.00	- 104.00	22	460.00	363.00	- 97.00	21	460.00	456.00	- 4.00	1
EXPENDITURES (\$1000's)	438,096	413,134	- 24,962	6	75,056	73,701	- 1,355	2	441,241	441,110	- 131	0
					FISCAL YEAR 2020-21				FISCAL YEAR 2021-22			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
PART II: MEASURES OF EFFECTIVENESS												
1. AV ANN RATE OF RETURN ON STATE TREASRY INVSTMTS					1.5	.55	- 0.95	63	1.5	.60	- 0.9	60
2. AV LENGTH OF TIME BETWEEN AUDITS					6	6	+ 0	0	6	6	+ 0	0
3. AV IN-HSE TIME FOR PAYMTS TO VENDORS-GOAL 5 WK DAY					5	5	+ 0	0	5	5	+ 0	0



## VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

**PROGRAM TITLE: FISCAL MANAGEMENT**

**11 02**

**PART I - EXPENDITURES AND POSITIONS**

(See Lowest Level Programs for Explanation of Variances)

**PART II - MEASURES OF EFFECTIVENESS**

(See Lowest Level Programs for Explanation of Variances)

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22			
PART I: EXPENDITURES & POSITIONS RESEARCH & DEVELOPMENT COSTS POSITIONS EXPENDITURES (\$1,000's)  OPERATING COSTS POSITIONS EXPENDITURES (\$1000's)  TOTAL COSTS POSITIONS EXPENDITURES (\$1000's)	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
	401.00	313.00	- 88.00	22	389.00	306.00	- 83.00	21	389.00	390.00	+ 1.00	0
	33,430	29,737	- 3,693	11	7,037	5,722	- 1,315	19	24,834	24,834	+ 0	0
	401.00	313.00	- 88.00	22	389.00	306.00	- 83.00	21	389.00	390.00	+ 1.00	0
	33,430	29,737	- 3,693	11	7,037	5,722	- 1,315	19	24,834	24,834	+ 0	0
					FISCAL YEAR 2020-21				FISCAL YEAR 2021-22			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
PART II: MEASURES OF EFFECTIVENESS												
1. % OF RETURNS AUDITED RESULTING IN ADJUSTMENTS					58	86	+ 28	48	58	81	+ 23	40

## VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

**PROGRAM TITLE: REVENUE COLLECTION**

**11 02 01**

**PART I - EXPENDITURES AND POSITIONS**

(See Lowest Level Programs for Explanation of Variances)

**PART II - MEASURES OF EFFECTIVENESS**

(See Lowest Level Programs for Explanation of Variances)

PROGRAM TITLE:

COMPLIANCE

PROGRAM-ID:

TAX-100

PROGRAM STRUCTURE NO:

11020101

11/29/21

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
<b>RESEARCH &amp; DEVELOPMENT COSTS</b>												
<b>POSITIONS</b>												
<b>EXPENDITURES (\$1,000's)</b>												
<b>OPERATING COSTS</b>												
<b>POSITIONS</b>	192.00	142.00	- 50.00	26	177.00	140.00	- 37.00	21	177.00	178.00	+ 1.00	1
<b>EXPENDITURES (\$1000's)</b>	9,606	9,113	- 493	5	2,409	2,137	- 272	11	7,799	7,799	+ 0	0
<b>TOTAL COSTS</b>												
<b>POSITIONS</b>	192.00	142.00	- 50.00	26	177.00	140.00	- 37.00	21	177.00	178.00	+ 1.00	1
<b>EXPENDITURES (\$1000's)</b>	9,606	9,113	- 493	5	2,409	2,137	- 272	11	7,799	7,799	+ 0	0
					FISCAL YEAR 2020-21				FISCAL YEAR 2021-22			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
PART II: MEASURES OF EFFECTIVENESS												
1. % OF RETURNS AUDITED AS % OF RETURNS FILED					2.8	2.6	- 0.2	7	2.8	2.3	- 0.5	18
2. % OF RETURNS AUDITED RESULTING IN ADJUSTMENTS					58	86	+ 28	48	58	81	+ 23	40
3. % INCR/DECR IN TOTAL DELINQUENT TAXES OUTSTANDING					3.1	8.0	+ 4.9	158	3.1	-6.0	- 9.1	294
PART III: PROGRAM TARGET GROUP												
1. NO. OF ACTIVE BUSINESS LICENSES DURING FISCAL YEAR					350000	339100	- 10900	3	350000	350000	+ 0	0
2. TOTAL DELINQUENT TAXES OUTSTANDING DURING THE FY					552	568	+ 16	3	552	534	- 18	3
PART IV: PROGRAM ACTIVITY												
1. NUMBER OF RETURNS AUDITED					28000	32930	+ 4930	18	28000	23200	- 4800	17
2. NUMBER OF ASSESSMENTS MADE					23000	28431	+ 5431	24	23000	18800	- 4200	18
3. TOTAL AMOUNT OF COLLECTION MADE WITH ASSESSMENTS					73	60	- 13	18	73	59	- 14	19
4. AMOUNT OF DELINQUENT TAXES COLLECTED					231	215	- 16	7	231	225	- 6	3
5. NUMBER OF TAX LIENS FILED					3200	3727	+ 527	16	3200	2900	- 300	9
6. NUMBER OF LEVIES PROCESSED					18000	16624	- 1376	8	18000	16500	- 1500	8

# VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 02 01 01  
TAX 100

## PROGRAM TITLE: COMPLIANCE

### PART I - EXPENDITURES AND POSITIONS

Positions. The Department of Taxation (TAX) continues to face constant turnovers due to resignations, transfers, retirements, and promotions of employees. TAX was only be able to fill positions that were approved by the Department of Budget and Finance and the Governor due to Executive Memorandum (E.M.) No. 20-08 (Hiring Freeze). The Department also lost positions with House Bill No. 200. The hiring freeze was lifted in July 2021 per E.M. No. 21-04.

Expenditures. The variance in the first quarter of FY 22 was due to an over allotment in the first quarter. Overall spending was carefully monitored and only essential purchases were allowed.

### PART II - MEASURES OF EFFECTIVENESS

Item 1. The projected variance in FY 22 is due to staff vacancies and unfunded vacant positions which would impact the number of estimated audits performed.

Item 2. The variance in FY 21 and projection in FY 22 were due to the anticipated impact of the COVID economy. Actual amounts for FY 21 and estimated FY 22 are based on strategic audit focus areas as well as scope of audits.

Item 3. The variance increase in FY 21 was due to the impact of COVID on the taxpayers' fragile fiscal status. Unemployment is the biggest major factor. The projected variance decrease in the delinquent taxes outstanding balance for FY 22 is attributable to the anticipated increase of cash collections in an improving state economy.

### PART III - PROGRAM TARGET GROUPS

No significant variances to report.

### PART IV - PROGRAM ACTIVITIES

Item 1. Expanded additional audit areas which included unreported and under reported taxable income of residents, and other entities within and without the state.

Item 2. Concentration on Non-Filers based on viable automated and manual audit leads.

Item 3. Planned amounts were based on pre-COVID impacted environment. The actual and estimated amounts are realistic and conservative based on actuals and with concentrated focus on special projects in addition to timing of inflow of cash from assessments.

Item 5. The variance between the planned and actual numbers in FY 21 was due to an increased focus on older cases with liens.

## VARIANCE REPORT

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
<b>RESEARCH &amp; DEVELOPMENT COSTS</b>												
<b>POSITIONS</b>												
<b>EXPENDITURES (\$1,000's)</b>												
<b>OPERATING COSTS</b>												
<b>POSITIONS</b>	128.00	113.00	- 15.00	12	134.00	114.00	- 20.00	15	134.00	136.00	+ 2.00	1
<b>EXPENDITURES (\$1000's)</b>	5,936	5,645	- 291	5	1,450	1,332	- 118	8	4,675	4,675	+ 0	0
<b>TOTAL COSTS</b>												
<b>POSITIONS</b>	128.00	113.00	- 15.00	12	134.00	114.00	- 20.00	15	134.00	136.00	+ 2.00	1
<b>EXPENDITURES (\$1000's)</b>	5,936	5,645	- 291	5	1,450	1,332	- 118	8	4,675	4,675	+ 0	0
					FISCAL YEAR 2020-21				FISCAL YEAR 2021-22			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
<b>PART II: MEASURES OF EFFECTIVENESS</b>												
1. AVE BUSINESS DAYS TO DEPOSIT CHECKS FROM TAXPAYERS					7	7	+ 0	0	7	7	+ 0	0
2. % NON-WORKLISTED REFUNDS COMPLETED IN 45 BUS DAYS					90	90	+ 0	0	90	90	+ 0	0
3. AVERAGE CALL ANSWER RATE					90	78	- 12	13	90	90	+ 0	0
4. AVE CAL DAYS TO RESPOND TO PAPR/ELEC CORRESPNDNCE					10	10	+ 0	0	10	10	+ 0	0
5. % INC/DEC ELECTRONIC FILINGS OVER PRIOR FISCAL YR					10	7	- 3	30	10	5	- 5	50
<b>PART III: PROGRAM TARGET GROUP</b>												
1. NUMBER OF TAXPAYERS FILING SELECTED KEY RETURNS					1100000	928769	- 171231	16	1100000	1000000	- 100000	9
2. NUMBER OF CALLERS REQUESTING PERSONAL ASSISTANCE					125000	134192	+ 9192	7	125000	125000	+ 0	0
3. NO. OF PAPER & ELECTRONIC CORRESPONDENCE RECEIVED					30000	91784	+ 61784	206	30000	50000	+ 20000	67
<b>PART IV: PROGRAM ACTIVITY</b>												
1. NUMBER OF TAX RETURNS FILED					1000000	929246	- 70754	7	1000000	1000000	+ 0	0
2. NO. TELEPHONE CALLS SERVICED BY CUSTOMER SVC REP					125000	134192	+ 9192	7	125000	125000	+ 0	0
3. NO. OF PAPER & ELECTRONIC CORRESPONDENCE RECEIVED					30000	91784	+ 61784	206	30000	50000	+ 20000	67

# VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 02 01 03  
TAX 105

## PROGRAM TITLE: TAX SERVICES AND PROCESSING

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### PART I - EXPENDITURES AND POSITIONS

Positions. The Department of Taxation (TAX) continues to face constant turnovers due to resignations, transfers, retirements, and promotions of employees. TAX was only be able to fill positions that were approved by the Department of Budget and Finance and the Governor due to Executive Memorandum (E.M.) No. 20-08 (Hiring Freeze). The Department also lost positions with House Bill No. 200. The hiring freeze was lifted in July 2021 per E.M. No. 21-04.

Expenditures. Overall spending was carefully monitored and only essential purchases were allowed.

Items 2 and 3. Increase in communications from taxpayers is due to the offices being closed to walk-in traffic as well as concerns by taxpayers on filling options during the office closure.

### PART II - MEASURES OF EFFECTIVENESS

Item 1. Continued increase in electronic payments allowed faster processing for paper payments.

Item 3. Call answer rate declined due to office closed to walk-in traffic which caused calls and web-messaging to increase.

Item 5. E-filing increase lessened due to large increase in prior years. No additional mandates imposed.

### PART III - PROGRAM TARGET GROUPS

Item 1. Reason for taxpayer count decrease is unknown.

Item 2. Calls increased due to office being closed to walk-in traffic.

Item 3. Correspondence increased due to office being closed to walk-in traffic.

### PART IV - PROGRAM ACTIVITIES

Item 1. Actual number of returns filed are greater than taxpayer count in Part III. Taxpayers filed back year returns to earn Federal stimulus.

## VARIANCE REPORT

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
PART I: EXPENDITURES & POSITIONS												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
OPERATING COSTS												
POSITIONS	81.00	58.00	- 23.00	28	78.00	52.00	- 26.00	33	78.00	76.00	- 2.00	3
EXPENDITURES (\$1000's)	17,888	14,979	- 2,909	16	3,178	2,253	- 925	29	12,360	12,360	+ 0	0
TOTAL COSTS												
POSITIONS	81.00	58.00	- 23.00	28	78.00	52.00	- 26.00	33	78.00	76.00	- 2.00	3
EXPENDITURES (\$1000's)	17,888	14,979	- 2,909	16	3,178	2,253	- 925	29	12,360	12,360	+ 0	0
					FISCAL YEAR 2020-21				FISCAL YEAR 2021-22			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
PART II: MEASURES OF EFFECTIVENESS												
1. MEDIAN # OF DAYS FROM DATE OF VACANCY TO FILL DATE					365	365	+ 0	0	365	30	- 335	92
PART III: PROGRAM TARGET GROUP												
1. # OF TAX PROGRAMS					3	3	+ 0	0	3	3	+ 0	0
PART IV: PROGRAM ACTIVITY												
1. NUMBER OF TAX LAW CHANGES					15	15	+ 0	0	15	15	+ 0	0



## VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 02 01 04  
TAX 107

### **PROGRAM TITLE: SUPPORTING SERVICES - REVENUE COLLECTION**

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#### **PART I - EXPENDITURES AND POSITIONS**

Positions. The Department of Taxation (TAX) continues to face constant turnovers due to resignations, transfers, retirements, and promotions of employees. TAX was only be able to fill positions that were approved by the Department of Budget and Finance and the Governor due to Executive Memorandum (E.M.) No. 20-08 (Hiring Freeze). The Department also lost positions with House Bill No. 200. The hiring freeze was lifted in July 2021 per E.M. No. 21-04.

Expenditures. The variance in FY 21 were due to the COVID-19 pandemic. Lower expenditures in payroll were the result of a hiring freeze. The variance in the first quarter of FY 22 was due to an over allotment in the first quarter. Overall spending was carefully monitored and only essential purchases were allowed.

#### **PART II - MEASURES OF EFFECTIVENESS**

No significant variances to report.

#### **PART III - PROGRAM TARGET GROUPS**

No significant variances to report.

#### **PART IV - PROGRAM ACTIVITIES**

No significant variances to report.

## VARIANCE REPORT

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
PART I: EXPENDITURES & POSITIONS												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
OPERATING COSTS												
POSITIONS	46.00	33.00	- 13.00	28	47.00	38.00	- 9.00	19	47.00	47.00	+ 0.00	0
EXPENDITURES (\$1000's)	3,578	3,221	- 357	10	728	688	- 40	5	3,557	3,426	- 131	4
TOTAL COSTS												
POSITIONS	46.00	33.00	- 13.00	28	47.00	38.00	- 9.00	19	47.00	47.00	+ 0.00	0
EXPENDITURES (\$1000's)	3,578	3,221	- 357	10	728	688	- 40	5	3,557	3,426	- 131	4
					FISCAL YEAR 2020-21				FISCAL YEAR 2021-22			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
PART II: MEASURES OF EFFECTIVENESS												
1. AV IN-HSE TIME FOR PAYMTS TO VENDORS-GOAL 5 WK DAY					5	5	+ 0	0	5	5	+ 0	0
2. AV LENGTH OF TIME BETWEEN AUDITS					6	6	+ 0	0	6	6	+ 0	0

## VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

**PROGRAM TITLE: FISCAL PROCEDURES AND CONTROL**

**11 02 02**

### **PART I - EXPENDITURES AND POSITIONS**

(See Lowest Level Programs for Explanation of Variances)

### **PART II - MEASURES OF EFFECTIVENESS**

(See Lowest Level Programs for Explanation of Variances)

## VARIANCE REPORT

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
PART I: EXPENDITURES & POSITIONS												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
OPERATING COSTS												
POSITIONS	9.00	8.00	- 1.00	11	9.00	8.00	- 1.00	11	9.00	9.00	+ 0.00	0
EXPENDITURES (\$1000's)	670	621	- 49	7	169	165	- 4	2	865	797	- 68	8
TOTAL COSTS												
POSITIONS	9.00	8.00	- 1.00	11	9.00	8.00	- 1.00	11	9.00	9.00	+ 0.00	0
EXPENDITURES (\$1000's)	670	621	- 49	7	169	165	- 4	2	865	797	- 68	8
					FISCAL YEAR 2020-21				FISCAL YEAR 2021-22			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
PART II: MEASURES OF EFFECTIVENESS												
1. % PROJECTS COMPL FOR NEW SYSTEMS/ENHANCE-GOAL 75%					75	80	+ 5	7	75	75	+ 0	0
2. % PROJECTS COMPL FOR ACCTG MANUALS/FORMS-GOAL 80%					80	75	- 5	6	80	80	+ 0	0
PART III: PROGRAM TARGET GROUP												
1. NO. OF REQUESTS TO DEV NEW SYSTEMS/MODIFY EXISTING					30	28	- 2	7	30	30	+ 0	0
2. NO. REQUESTS NEW/CHANGES TO ACCOUNTNG MANUALS/FORM					8	8	+ 0	0	8	8	+ 0	0
PART IV: PROGRAM ACTIVITY												
1. NO. OF HOURS - DEV OF NEW SYTEMS/MODIFY EXISTING					11600	9464	- 2136	18	9152	9152	+ 0	0
2. NO. OF HOURS - MAINT/MGMT ACCOUNTING MANUALS/FORMS					400	374	- 26	7	360	360	+ 0	0

## VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 02 02 01  
AGS 101

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**PROGRAM TITLE: ACCOUNTING SYSTEM DEVELOPMENT & MAINTENANCE**

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**PART I - EXPENDITURES AND POSITIONS**

The position variances for FY 21 and the first quarter of FY 22 are due to a vacant position and the inability to fill due to a hiring freeze in FY 21. The position is in recruitment and is expected to be filled soon.

**PART II - MEASURES OF EFFECTIVENESS**

There are no significant variances.

**PART III - PROGRAM TARGET GROUPS**

There are no significant variances.

**PART IV - PROGRAM ACTIVITIES**

Item 1: The variance in FY 21 is due to the vacant position compared to the budget.

## VARIANCE REPORT

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22						
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%			
PART I: EXPENDITURES & POSITIONS															
RESEARCH & DEVELOPMENT COSTS															
POSITIONS															
EXPENDITURES (\$1,000's)															
OPERATING COSTS															
POSITIONS	17.00	9.00	-	8.00	47	18.00	14.00	-	4.00	22	18.00	18.00	+	0.00	0
EXPENDITURES (\$1000's)	1,235	1,101	-	134	11	184	163	-	21	11	1,256	1,256	+	0	0
TOTAL COSTS															
POSITIONS	17.00	9.00	-	8.00	47	18.00	14.00	-	4.00	22	18.00	18.00	+	0.00	0
EXPENDITURES (\$1000's)	1,235	1,101	-	134	11	184	163	-	21	11	1,256	1,256	+	0	0
					FISCAL YEAR 2020-21				FISCAL YEAR 2021-22						
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%			
PART II: MEASURES OF EFFECTIVENESS															
1. AV IN-HSE TIME FOR PAYMTS TO VENDORS-GOAL 5 WK DAY					5	5	+	0	0	5	5	+	0	0	
2. % OF LATE PAYMENTS-GOAL 5% STATEWIDE					8	8	+	0	0	8	8	+	0	0	
3. % OF PAYMT VOUCHER PROCESSED W/ NO ERRORS-GOAL 90%					99	99	+	0	0	99	99	+	0	0	
PART III: PROGRAM TARGET GROUP															
1. NO. OF PAYMENT VOUCHERS PROCESSED (IN THOUSANDS)					77	65	-	12	16	77	77	+	0	0	
PART IV: PROGRAM ACTIVITY															
1. NO. OF CONTRACTS EXAMINED					1300	839	-	461	35	1300	1300	+	0	0	
2. NO. OF PAYCHECKS ISSUED (IN THOUSANDS)					205	72	-	133	65	75	72	-	3	4	
3. NO. OF CHECKS (NON-PAYROLL) ISSUED (IN THOUSANDS)					540	401	-	139	26	450	450	+	0	0	
4. NO. OF PAYMENTS MADE ELECTRONICALLY (IN THOUSANDS)					590	7743	+	7153	1212	3800	4000	+	200	5	

# VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 02 02 02  
AGS 102

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**PROGRAM TITLE: EXPENDITURE EXAMINATION**

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**PART I - EXPENDITURES AND POSITIONS**

For FY 21, the variance in position counts is the result of eight vacancies and recruitment being suspended as of April 2020. All positions are in the process of recruitment and are expected to be filled in the near future.

For FY 21, the variance in expenditures is the result of the hiring freeze and restrictions imposed.

For FY 22, the variance in position counts resulted from open vacancies that are currently in recruitment.

For FY 22, the variance in expenditures is the result of restrictions imposed.

**PART II - MEASURES OF EFFECTIVENESS**

There are no significant variances in this category.

**PART III - PROGRAM TARGET GROUPS**

Item 1. The number of payments processed is reduced due to less contracts and goods/services purchased during FY 21.

**PART IV - PROGRAM ACTIVITIES**

Item 1: The number of contracts examined decreased due to less services rendered by the State due to COVID-19.

Item 2: The number of paychecks issued decreased due to a shift to direct deposit.

Item 3: The number of checks decreased due to a shift of payments being made electronically.

Item 4: The number of electronic payments increased due to the unemployment insurance law requiring direct deposits for new applicants and the federal funds that were received for unemployment due to the economy as a result of COVID-19.

## VARIANCE REPORT

	FISCAL YEAR 2020-21					THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22					
PART I: EXPENDITURES & POSITIONS RESEARCH & DEVELOPMENT COSTS POSITIONS EXPENDITURES (\$1,000's)  OPERATING COSTS POSITIONS EXPENDITURES (\$1000's)  TOTAL COSTS POSITIONS EXPENDITURES (\$1000's)	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ESTIMATED	± CHANGE		%
	13.00	10.00	-	3.00	23	13.00	10.00	-	3.00	23	13.00	13.00	+	0.00	0
	950	835	-	115	12	205	194	-	11	5	843	780	-	63	7
	13.00	10.00	-	3.00	23	13.00	10.00	-	3.00	23	13.00	13.00	+	0.00	0
	950	835	-	115	12	205	194	-	11	5	843	780	-	63	7
						FISCAL YEAR 2020-21				FISCAL YEAR 2021-22					
						PLANNED	ACTUAL	± CHANGE		%	PLANNED	ESTIMATED	± CHANGE		%
PART II: MEASURES OF EFFECTIVENESS															
1. AV TIME TO ISSUANCE OF CAFR-GOAL 6 MONTHS						6	6	+	0	0	6	6	+	0	0
2. AV TIME TO ISSUANCE OF QTRLY FIN RPTS-GOAL 4 WEEKS						4	4	+	0	0	4	4	+	0	0
3. AV TIME TO POST ALLOTMENT DOCUMENTS-GOAL 4 WK DAYS						4	3	-	1	25	4	4	+	0	0
PART III: PROGRAM TARGET GROUP															
1. NO. OF DEPTS/AGENCIES RECEIVING FINANCIAL REPORTS						36	36	+	0	0	36	36	+	0	0
2. NO. OF FINANCIAL REPORTS DISTRIBUTED TO DEPTS						11	11	+	0	0	11	11	+	0	0
PART IV: PROGRAM ACTIVITY															
1. NO. OF ALLOTMENT DOCUMENTS PROCESSED						5000	5036	+	36	1	5000	5000	+	0	0



## VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 02 02 03  
AGS 103

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### **PROGRAM TITLE: RECORDING AND REPORTING**

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#### **PART I - EXPENDITURES AND POSITIONS**

The position variance for FY 21 is due to one position being vacant since May 2019 and not being able to hire due to the hiring freeze and two positions being vacant since November 2020 and May 2021. These two positions were filled by promotions in August 2021. The position variance for the first quarter of FY 22 is due to three vacancies, one from May 2019 and two from August 2021. The May 2019 vacancy is in recruitment and has been difficult to get applicants for.

The variance in FY 21 expenditures is mostly due to the restriction.

#### **PART II - MEASURES OF EFFECTIVENESS**

Item 3: The time to post allotment documents on average was less than anticipated.

#### **PART III - PROGRAM TARGET GROUPS**

There are no significant variances in this category.

#### **PART IV - PROGRAM ACTIVITIES**

There are no significant variances in this category.

PROGRAM TITLE:

INTERNAL POST AUDIT

PROGRAM-ID:

AGS-104

PROGRAM STRUCTURE NO:

11020204

11/29/21

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
<b>RESEARCH &amp; DEVELOPMENT COSTS</b>												
<b>POSITIONS</b>												
<b>EXPENDITURES (\$1,000's)</b>												
<b>OPERATING COSTS</b>												
<b>POSITIONS</b>	7.00	6.00	- 1.00	14	7.00	6.00	- 1.00	14	7.00	7.00	+ 0.00	0
<b>EXPENDITURES (\$1000's)</b>	723	664	- 59	8	170	166	- 4	2	593	593	+ 0	0
<b>TOTAL COSTS</b>												
<b>POSITIONS</b>	7.00	6.00	- 1.00	14	7.00	6.00	- 1.00	14	7.00	7.00	+ 0.00	0
<b>EXPENDITURES (\$1000's)</b>	723	664	- 59	8	170	166	- 4	2	593	593	+ 0	0
					FISCAL YEAR 2020-21				FISCAL YEAR 2021-22			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
PART II: MEASURES OF EFFECTIVENESS												
1. NO. OF STATUTORY AUDITS COMP AS % OF TOTAL PLANNED					100	100	+ 0	0	100	100	+ 0	0
2. NO. FIN AUDIT RPTS REV AS % TOTAL BY OFFICE OF AUD					100	100	+ 0	0	100	100	+ 0	0
3. AV LENGTH OF TIME BETWEEN AUDITS					6	6	+ 0	0	6	6	+ 0	0
PART III: PROGRAM TARGET GROUP												
1. NUMBER OF STATUTORY REQUIRED AUDITS					280	280	+ 0	0	280	280	+ 0	0
2. NO. OF EXEC DEPTS SUB TO COMPTROLLER ACCT POLICIES					18	18	+ 0	0	18	18	+ 0	0
3. NO. OF FINANCIAL AUDITS PLANNED BY OFF OF AUDITOR					11	11	+ 0	0	11	11	+ 0	0
PART IV: PROGRAM ACTIVITY												
1. MONITOR IC & ACCTG SYS THROUGH STATUTORY REQ AUDIT					18	18	+ 0	0	18	18	+ 0	0
2. MONITOR IC BY REV OFFICE OF AUDITOR FIN AUDIT RPTS					11	11	+ 0	0	11	11	+ 0	0

## VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 02 02 04  
AGS 104

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**PROGRAM TITLE: INTERNAL POST AUDIT**

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**PART I - EXPENDITURES AND POSITIONS**

The vacant permanent position for FY 21 has been vacant for the entire fiscal year due to the hiring freeze and the position not being funded.

The vacant permanent position for the first quarter of FY 22 continues to be vacant because the position continues to be unfunded.

**PART II - MEASURES OF EFFECTIVENESS**

No variances to report.

**PART III - PROGRAM TARGET GROUPS**

No variances to report.

**PART IV - PROGRAM ACTIVITIES**

No variances to report.

## VARIANCE REPORT

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
PART I: EXPENDITURES & POSITIONS												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
OPERATING COSTS												
POSITIONS	24.00	21.00	- 3.00	13	24.00	19.00	- 5.00	21	24.00	19.00	- 5.00	21
EXPENDITURES (\$1000's)	401,088	380,176	- 20,912	5	67,291	67,291	+ 0	0	412,850	412,850	+ 0	0
TOTAL COSTS												
POSITIONS	24.00	21.00	- 3.00	13	24.00	19.00	- 5.00	21	24.00	19.00	- 5.00	21
EXPENDITURES (\$1000's)	401,088	380,176	- 20,912	5	67,291	67,291	+ 0	0	412,850	412,850	+ 0	0
					FISCAL YEAR 2020-21				FISCAL YEAR 2021-22			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
PART II: MEASURES OF EFFECTIVENESS												
1. AV ANN RATE OF RETURN ON STATE TREASRY INVSTMTS					1.5	.55	- 0.95	63	1.5	.60	- 0.9	60
2. % TREASURY TRANSACTNS UNRECONCILED AFTER 30 DAYS					10	48	+ 38	380	10	38	+ 28	280

## VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

**PROGRAM TITLE: FINANCIAL ADMINISTRATION**

**11 02 03**

### **PART I - EXPENDITURES AND POSITIONS**

(See Lowest Level Programs for Explanation of Variances)

### **PART II - MEASURES OF EFFECTIVENESS**

(See Lowest Level Programs for Explanation of Variances)

## VARIANCE REPORT

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
<b>RESEARCH &amp; DEVELOPMENT COSTS</b>												
<b>POSITIONS</b>												
<b>EXPENDITURES (\$1,000's)</b>												
<b>OPERATING COSTS</b>												
<b>POSITIONS</b>	24.00	21.00	- 3.00	13	24.00	19.00	- 5.00	21	24.00	19.00	- 5.00	21
<b>EXPENDITURES (\$1000's)</b>	13,781	17,982	+ 4,201	30	3,032	3,032	+ 0	0	10,878	10,878	+ 0	0
<b>TOTAL COSTS</b>												
<b>POSITIONS</b>	24.00	21.00	- 3.00	13	24.00	19.00	- 5.00	21	24.00	19.00	- 5.00	21
<b>EXPENDITURES (\$1000's)</b>	13,781	17,982	+ 4,201	30	3,032	3,032	+ 0	0	10,878	10,878	+ 0	0
					FISCAL YEAR 2020-21				FISCAL YEAR 2021-22			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
<b>PART II: MEASURES OF EFFECTIVENESS</b>												
1. AV ANN RATE OF RETURN ON STATE TREASRY INVSTMTS					1.5	.55	- 0.95	63	1.5	.60	- 0.9	60
2. % TREASURY TRANSACTNS UNRECONCILED AFTER 30 DAYS					10	48	+ 38	380	10	38	+ 28	280
3. % INCR IN NEW UNCLAIMED PROP HOLDER REPTS FILED					10	-10	- 20	200	10	5	- 5	50
4. % INCR IN UNCLAIMED PROPERTY AMOUNTS REPORTED					1	30	+ 29	2900	1	5	+ 4	400
5. % INC IN RETURNS OF UNCLMD PROP TO RIGHTFUL OWNERS					5	46	+ 41	820	5	5	+ 0	0
<b>PART III: PROGRAM TARGET GROUP</b>												
1. STATE DEPARTMENTS					20	20	+ 0	0	20	20	+ 0	0
2. STATE INVESTMENT ACCOUNTS					8	10	+ 2	25	8	10	+ 2	25
3. STATE FUND INVESTMENTS (\$ MILLIONS)					6800	7771	+ 971	14	6800	7382	+ 582	9
4. LOCAL AND MAINLAND FINANCIAL INSTITUTIONS					14	13	- 1	7	14	13	- 1	7
5. UNCLAIMED PROPERTY HOLDERS					19000	21045	+ 2045	11	19000	21100	+ 2100	11
6. OWNERS OF UNCLAIMED PROPERTY					1600000	1924072	+ 324072	20	1600000	1950000	+ 350000	22
<b>PART IV: PROGRAM ACTIVITY</b>												
1. NO. OF STATE BOND ISSUES UNDERTAKEN					10	12	+ 2	20	10	10	+ 0	0
2. AMOUNT OF STATE FUNDS MANAGED (IN MILLIONS)					7800	9598	+ 1798	23	7800	9118	+ 1318	17
3. NO. OF STATE AGENCY ACCOUNTS SERVICED					365	382	+ 17	5	365	382	+ 17	5
4. NO. OF UNCLAIMED PROPERTY CLAIMS PAID					15000	19870	+ 4870	32	15000	15000	+ 0	0
5. AMOUNT OF UNCLAIMED PROPERTY CLAIMS PAID (000'S)					11000	15909	+ 4909	45	11000	11000	+ 0	0

# VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 02 03 01  
BUF 115

## PROGRAM TITLE: FINANCIAL ADMINISTRATION

### PART I - EXPENDITURES AND POSITIONS

The variance in positions is due to personnel turnover and the hiring freeze.

The variance in expenditures is largely due to an increase in the expenditure ceiling for the Unclaimed Property (UP) Program. The UP Program had an appropriation of \$11,060,000 in FY 21. In the last ten months of the fiscal year, the program paid out over \$11 million in claims payment. The remaining \$50,000 was insufficient to pay current and anticipated claims for the balance of the fiscal year. An increase in the trust fund ceiling was requested in order to make timely payment of claims to the rightful owners of abandoned property in the custody of the Director of Finance. A \$5,000,000 increase in the expenditure ceiling enabled the UP Program to continue payment of claims to owners of abandoned property.

### PART II - MEASURES OF EFFECTIVENESS

Item 1. Investment yields result from current market conditions, which cannot be predicted and have been significantly affected by the pandemic.

Item 2. The variance is primarily due to certain transactions not being recorded in the Financial Accounting Management and Information System. The agencies involved continue to work to resolve this issue.

Item 3. The variance is the result of increased public awareness in maintaining contact with holders of unclaimed property.

Item 4. The variance is the result of increased industry awareness and holder compliance.

Item 5. The variance is due to the increase in claims filed by owners. The UP Program has no direct control over the number of claims submitted on an annual basis.

### PART III - PROGRAM TARGET GROUPS

Item 2. The variance is due to the planned figure not being updated to nine to reflect the last increase in FY 20 and the State adding one more investment account in FY 21.

Item 3. The variance is due primarily to a large influx of federal pandemic relief funds to the State.

Item 4. The variance is due to the State using fewer investment brokers and dealers than planned.

Item 5. The variance is the result of increased industry awareness and holder compliance.

Item 6. The variance is due to the increase in properties reported by holders and holder compliance.

### PART IV - PROGRAM ACTIVITIES

Item 1. State bond issues are undertaken on an "as needed" basis and may also be dependent upon tax-exempt bond market conditions and/or government approvals (i.e., Multi-Family Housing Bond Issuances). Planned sales were based on historical experience and agency projections, but actual sales resulted in two more bonds sales being issued than planned.

Item 2. The increase is due primarily to a large influx of federal pandemic relief funds.

Items 4-5. The variances are due to the increase in claims filed by owners. The UP Program has no direct control over the number of claims submitted on an annual basis.

PROGRAM TITLE:

DEBT SERVICE PAYMENTS - STATE

11/29/21

PROGRAM-ID:

BUF-721

PROGRAM STRUCTURE NO:

11020303

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
PART I: EXPENDITURES & POSITIONS												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
OPERATING COSTS												
POSITIONS	0.00	0.00	+ 0.00	0	0.00	0.00	+ 0.00	0	0.00	0.00	+ 0.00	0
EXPENDITURES (\$1000's)	387,307	362,194	- 25,113	6	64,259	64,259	+ 0	0	401,972	401,972	+ 0	0
TOTAL COSTS												
POSITIONS	0.00	0.00	+ 0.00	0	0.00	0.00	+ 0.00	0	0.00	0.00	+ 0.00	0
EXPENDITURES (\$1000's)	387,307	362,194	- 25,113	6	64,259	64,259	+ 0	0	401,972	401,972	+ 0	0



## VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 02 03 03  
BUF 721

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**PROGRAM TITLE: DEBT SERVICE PAYMENTS - STATE**

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**PART I - EXPENDITURES AND POSITIONS**

The variance in expenditures is due to lower-than-projected debt service requirements in FY 21. Debt service projections are based on conservative assumptions; hence, the actual debt service is less than budgeted.

**PART II - MEASURES OF EFFECTIVENESS**

No values are provided for this program. Payments are budgeted on projections for principal and interest on bonded debt for capital improvement projects.

**PART III - PROGRAM TARGET GROUPS**

No program target groups have been developed for FY 21 and FY 22.

**PART IV - PROGRAM ACTIVITIES**

No program activities have been developed for FY 21 and FY 22.

## VARIANCE REPORT

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
<b>RESEARCH &amp; DEVELOPMENT COSTS</b>												
<b>POSITIONS</b>												
<b>EXPENDITURES (\$1,000's)</b>												
<b>OPERATING COSTS</b>												
<b>POSITIONS</b>	1,338.78	1,093.28	- 245.50	18	1,284.78	1,092.78	- 192.00	15	1,284.78	1,268.78	- 16.00	1
<b>EXPENDITURES (\$1000's)</b>	1,699,736	1,643,173	- 56,563	3	313,207	301,260	- 11,947	4	1,017,454	1,017,524	+ 70	0
<b>TOTAL COSTS</b>												
<b>POSITIONS</b>	1,338.78	1,093.28	- 245.50	18	1,284.78	1,092.78	- 192.00	15	1,284.78	1,268.78	- 16.00	1
<b>EXPENDITURES (\$1000's)</b>	1,699,736	1,643,173	- 56,563	3	313,207	301,260	- 11,947	4	1,017,454	1,017,524	+ 70	0
					FISCAL YEAR 2020-21				FISCAL YEAR 2021-22			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
PART II: MEASURES OF EFFECTIVENESS												
1. NO. OF APPROVED RECORDS RETENTION SCHEDULES					5410	5562	+ 152	3	5420	5420	+ 0	0
2. AV PRE-BID CONSTRUCTION EST AS % OF AV BID PRICE					100	120	+ 20	20	100	100	+ 0	0
3. PERCENTAGE UTILIZATION OF PARKING SPACES					105	105	+ 0	0	105	105	+ 0	0
4. COST SAVINGS OF HI ELECT PROC AWARDS (1000)					50000	2378	- 47622	95	50000	2000	- 48000	96
5. AV LENGTH OF TIME TO PROCESS PROP LOSS CLAIM REQ					15	14	- 1	7	15	15	+ 0	0

## VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

**PROGRAM TITLE: GENERAL SERVICES**

**11 03**

**PART I - EXPENDITURES AND POSITIONS**

(See Lowest Level Programs for Explanation of Variances)

**PART II - MEASURES OF EFFECTIVENESS**

(See Lowest Level Programs for Explanation of Variances)

PROGRAM TITLE:

LEGAL SERVICES

PROGRAM-ID:

ATG-100

PROGRAM STRUCTURE NO:

110301

11/29/21

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
<b>RESEARCH &amp; DEVELOPMENT COSTS</b>												
<b>POSITIONS</b>												
<b>EXPENDITURES (\$1,000's)</b>												
<b>OPERATING COSTS</b>												
<b>POSITIONS</b>	418.78	346.78	- 72.00	17	428.78	351.78	- 77.00	18	428.78	428.78	+ 0.00	0
<b>EXPENDITURES (\$1000's)</b>	71,899	49,140	- 22,759	32	18,143	15,457	- 2,686	15	54,428	57,114	+ 2,686	5
<b>TOTAL COSTS</b>												
<b>POSITIONS</b>	418.78	346.78	- 72.00	17	428.78	351.78	- 77.00	18	428.78	428.78	+ 0.00	0
<b>EXPENDITURES (\$1000's)</b>	71,899	49,140	- 22,759	32	18,143	15,457	- 2,686	15	54,428	57,114	+ 2,686	5
					FISCAL YEAR 2020-21				FISCAL YEAR 2021-22			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
PART II: MEASURES OF EFFECTIVENESS												
1. # OF CASES SETTLED, TRIED OR DECIDED					15000	14886	- 114	1	15000	15202	+ 202	1
2. # OF INVESTIGATIONS COMPLETED					5000	8552	+ 3552	71	5000	8577	+ 3577	72
3. # LEGAL OPINIONS & ADVICE ISSUED					2200	43751	+ 41551	1889	2200	47360	+ 45160	2053
4. #CONTRACTS, RULES REVIEWED AND/OR APPROVED					4617	6459	+ 1842	40	4617	7012	+ 2395	52
5. # OF LEGISLATIVE BILLS REVIEWED					8000	6374	- 1626	20	8000	7500	- 500	6
6. \$ AMOUNT OF JUDGMENTS COLLECTED FOR THE STATE					21000	51742	+ 30742	146	21000	22000	+ 1000	5
7. CIV RECOVERIES DIV EFF RATNG:COLL OVER EXPENSE (%)					12	12	+ 0	0	12	12	+ 0	0
PART III: PROGRAM TARGET GROUP												
1. EMPLOYEES AND OFFICERS OF STATE GOVERNMENT					73000	73000	+ 0	0	73000	73000	+ 0	0
2. PEOPLE OF HAWAII (MILLIONS)					1.3	1.4	+ 0.1	8	1.3	1.4	+ 0.1	8
PART IV: PROGRAM ACTIVITY												
1. # HOURS-PREP/APPR FOR ADMIN HRG, PUB MTG, CT APP					78000	61537	- 16463	21	78000	74000	- 4000	5
2. # HOURS - LEGAL RESEARCH, FACT GATHERING/DISCOVERY					82000	59969	- 22031	27	82000	75000	- 7000	9
3. # HOURS-LEGAL OPINIONS, ADVICE ISSUED					31000	28649	- 2351	8	31000	30000	- 1000	3
4. # HOURS-REVIEW, APPROVAL OF RULES					30000	19312	- 10688	36	30000	24000	- 6000	20
5. # HOURS-MATTERS RELATING TO CONTRACTS					12000	11064	- 936	8	12000	11000	- 1000	8
6. # HOURS-MATTERS RELATING TO LEGISLATION					12000	8696	- 3304	28	12000	11000	- 1000	8

# VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 03 01  
ATG 100

## PROGRAM TITLE: LEGAL SERVICES

### PART I - EXPENDITURES AND POSITIONS

FY 21 vacancies were due to a combination of positions filled by 89-day hires and positions delayed for hire due to the hiring freeze.

FY 22 first quarter: The total position variance was due to a combination of vacant positions filled by temporary appointments and/or 89-day hires (which are considered vacant for reporting purposes), and hiring delays related to the hiring freeze.

FY 21 expenditures variance were due to grant funds that were supposed to be appropriated but not received. In FY 21, \$15 million plus was appropriated and, similarly, FY 22 was appropriated grant funds in the amount of \$15 million. Neither grant funds have been received yet as of the first quarter of the current year.

### PART II - MEASURES OF EFFECTIVENESS

Item 2: The variance is due to an increase in investigating violations of the Hawaii Safe Travels Program, totaling approximately 3,000 potential violators.

Item 3: In FY 21, the number of legal opinions and advice issued increased dramatically due to the inclusion of verbal and email opinions issued. The planned amount only included written opinions issued, which grossly understates our activities. The variance for FY 22 is due to the same issue.

Item 4: For FY 21, the number of contracts and rules reviewed and approved increased significantly in activity from the Department of Labor and Industrial Relations due to COVID-19 and Grants-in-Aid assigned to the department and increases in activity from the Departments of Land and Natural Resources, Public Safety, and Housing. We anticipate this trend to continue for FY 22.

Item 5: For FY 21, the decline in legislative bills reviewed is related to COVID-19 impacting the legislative session.

Item 6: For FY 21, the increased amount of judgments collected for the State than the planned amount was attributable to a \$31 million settlement with CIBER (Department of Transportation consultant contract lawsuit) to recoup funds paid, related costs, and penalties.

### PART III - PROGRAM TARGET GROUPS

No significant variance.

### PART IV - PROGRAM ACTIVITIES

Items 1 and 2: In FY 21, the number of hours prepping for hearings/court and hours doing legal research and fact gathering were significantly reduced due to the postponement of trials and hearings due to COVID-19.

Item 4: In FY 21, the number of hours reviewing and approving rules were below planned due to more hours being spent on reviewing and approving emergency proclamations. For FY 22, the planned number of hours for reviews/approvals is also lower due to less rule change requests.

Item 6: For FY 21, the number of hours relating to legislation decreased due to less bills being submitted for review.

	FISCAL YEAR 2020-21					THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22					
PART I: EXPENDITURES & POSITIONS RESEARCH & DEVELOPMENT COSTS POSITIONS EXPENDITURES (\$1,000's)  OPERATING COSTS POSITIONS EXPENDITURES (\$1000's)  TOTAL COSTS POSITIONS EXPENDITURES (\$1000's)	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ESTIMATED	± CHANGE		%
	167.00	117.00	-	50.00	30	141.00	114.00	-	27.00	19	141.00	141.00	+	0.00	0
	41,218	34,881	-	6,337	15	11,789	11,013	-	776	7	30,342	28,786	-	1,556	5
	167.00	117.00	-	50.00	30	141.00	114.00	-	27.00	19	141.00	141.00	+	0.00	0
	41,218	34,881	-	6,337	15	11,789	11,013	-	776	7	30,342	28,786	-	1,556	5
						FISCAL YEAR 2020-21				FISCAL YEAR 2021-22					
						PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%		
PART II: MEASURES OF EFFECTIVENESS															
1. % OF NETWORK INFRASTRUCTURE UPTIME						99.9	99.9	+	0	0	99.9	99.9	+	0	0

## VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

**PROGRAM TITLE: INFORMATION TECH & COMMUNICATION SVCS**

**11 03 02**

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### **PART I - EXPENDITURES AND POSITIONS**

(See Lowest Level Programs for Explanation of Variances)

### **PART II - MEASURES OF EFFECTIVENESS**

(See Lowest Level Programs for Explanation of Variances)

## VARIANCE REPORT

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
<b>RESEARCH &amp; DEVELOPMENT COSTS</b>												
<b>POSITIONS</b>												
<b>EXPENDITURES (\$1,000's)</b>												
<b>OPERATING COSTS</b>												
<b>POSITIONS</b>	42.00	31.00	- 11.00	26	0.00	0.00	+ 0.00	0	0.00	0.00	+ 0.00	0
<b>EXPENDITURES (\$1000's)</b>	25,032	19,753	- 5,279	21	0	0	+ 0	0	0	0	+ 0	0
<b>TOTAL COSTS</b>												
<b>POSITIONS</b>	42.00	31.00	- 11.00	26	0.00	0.00	+ 0.00	0	0.00	0.00	+ 0.00	0
<b>EXPENDITURES (\$1000's)</b>	25,032	19,753	- 5,279	21	0	0	+ 0	0	0	0	+ 0	0
					FISCAL YEAR 2020-21				FISCAL YEAR 2021-22			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
<b>PART II: MEASURES OF EFFECTIVENESS</b>												
1. # OF PAGE VIEWS ON THE STATE'S WEBSITES (MILLIONS)					55.4	121.2	+ 65.8	119	NO DATA	NO DATA	+ 0	0
2. # OF PAGE VIEWS ON THE OPEN DATA PORTAL(THOUSANDS)					374	166	- 208	56	NO DATA	NO DATA	+ 0	0
3. # OF DOCUMENTS ELECTRONICALLY SIGNED (THOUSANDS)					350	689	+ 339	97	NO DATA	NO DATA	+ 0	0
<b>PART III: PROGRAM TARGET GROUP</b>												
1. NO. OF DEPTS & ATTACH AGEN SERVED W/IT SHARED SERV					90	90	+ 0	0	NO DATA	NO DATA	+ 0	0
2. NO. OF APPRV NEW APPL DEV REQ FOR DEPTS & ATT AGEN					12	12	+ 0	0	NO DATA	NO DATA	+ 0	0
3. NO. OF UNIQUE VISITORS TO STATE WEBSITES (IN MILL)					12	34	+ 22	183	NO DATA	NO DATA	+ 0	0
<b>PART IV: PROGRAM ACTIVITY</b>												
1. TOTAL NO. OF ENTERPRISE APPLICATIONS SUPPORTED					205	205	+ 0	0	NO DATA	NO DATA	+ 0	0
2. TOTAL # OF WEBSITES SUPPORTED					504	573	+ 69	14	NO DATA	NO DATA	+ 0	0
3. TOTAL # DATASETS PUBLISHED TO THE OPEN DATA PORTAL					868	1108	+ 240	28	NO DATA	NO DATA	+ 0	0



# VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 03 02 01  
AGS 130

**PROGRAM TITLE: ENT TECH SVCS - GOVNCE & INNVTN (HISTORICAL)**

## **PART I - EXPENDITURES AND POSITIONS**

The variance in the FY 21 position count is due to restrictions in filling vacant positions due to the COVID-19 pandemic. The variance in expenditures is due to funding restrictions to the general fund allotment and full allotment of the interdepartmental transfers (U) fund ceiling without the concurrent collection of U fund revenue. No data is reported in FY 22 due to the merging of program AGS 130 into AGS 131 pursuant to Act 88, SLH 2021.

## **PART II - MEASURES OF EFFECTIVENESS**

Item 1. The increased number of page views has been directly impacted by the State's Safe Travels website, which is mandatory for all travelers to use for entering the State under quarantine orders. The availability of additional online services and websites with important information in regard to the COVID-19 pandemic has also contributed to the increase.

Item 2. The decrease in open data page views is due to a lack of program resources and the Chief Data Officer role to drive adoption and inclusion of data sets of value. The Aloha+ Challenge has also since migrated to a new platform on ESRI.

Item 3. The increase in the number of documents electronically signed has been directly impacted by the COVID-19 pandemic and the surge of telework. Most notably, our e-signature service was integrated into the Hawaii Safe Travels program and is used to facilitate the signing of the Order for Self-Quarantine for all travelers subject to State quarantine orders.

## **PART III - PROGRAM TARGET GROUPS**

Item 3. The large increase in the number of unique visitors has been directly impacted by the State's Safe Travels website, which is mandatory for all travelers to use for entering the State under quarantine orders. The availability of additional online services and websites with important information in regards to the COVID-19 pandemic has also contributed to the increase.

## **PART IV - PROGRAM ACTIVITIES**

Item 2. The increase in the number of websites supported is due to the increase in development sites requested in our hosting environment. Many agencies that have been shifting more services online have been using this opportunity to redesign their websites.

Item 3. The increase in datasets published is a result of additional geographic information systems datasets harvested from the State's ESRI platform.

PROGRAM TITLE:

ENT TECH SVCS - OPER &amp; INFRASTRUCTURE MNTNCE

11/29/21

PROGRAM-ID:

AGS-131

PROGRAM STRUCTURE NO:

11030202

	FISCAL YEAR 2020-21					THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22					
	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ESTIMATED	± CHANGE		%
PART I: EXPENDITURES & POSITIONS															
RESEARCH & DEVELOPMENT COSTS															
POSITIONS															
EXPENDITURES (\$1,000's)															
OPERATING COSTS															
POSITIONS	125.00	86.00	-	39.00	31	141.00	114.00	-	27.00	19	141.00	141.00	+	0.00	0
EXPENDITURES (\$1000's)	16,186	15,128	-	1,058	7	11,789	11,013	-	776	7	30,342	28,786	-	1,556	5
TOTAL COSTS															
POSITIONS	125.00	86.00	-	39.00	31	141.00	114.00	-	27.00	19	141.00	141.00	+	0.00	0
EXPENDITURES (\$1000's)	16,186	15,128	-	1,058	7	11,789	11,013	-	776	7	30,342	28,786	-	1,556	5

FISCAL YEAR 2020-21					FISCAL YEAR 2021-22					
PLANNED	ACTUAL	±	CHANGE	%	PLANNED	ESTIMATED	±	CHANGE	%	
PART II: MEASURES OF EFFECTIVENESS										
1. REQ FOR IP SVCS CMP WITHIN TIMEFRAME AS %TTL CMP	83	79	-	4	5	83	80	-	3	4
2. % OF MAINFRAME PRODUCTION JOBS RUN AS SCHEDULED	99	99	+	0	0	99	99	+	0	0
3. MFRAME PROD JOBS RERUN AS % OF TTL MFRAME PROD JOB	.18	.18	+	0	0	.18	.18	+	0	0
4. MAINFRAME DOWNTIME AS % OF TOTAL OPERATIONAL TIME	.12	.13	+	0.01	8	.12	.12	+	0	0
5. # TROUBLE CALLS RESOLVED AS % CALLS RECD BY NCU	98	98	+	0	0	98	98	+	0	0
6. % OF NETWORK INFRASTRUCTURE UPTIME	99.9	99.9	+	0	0	99.9	99.9	+	0	0
7. # OF CYBER SECURITY ATTACKS BLOCKED (IN MILLION)	290	300	+	10	3	295	305	+	10	3
8. # HELP DESK TICKETS RESOLVED AS % OF TOTAL RECEIVE	99	99	+	0	0	99	99	+	0	0

PART III: PROGRAM TARGET GROUP										
1. # OF STATE USER AGENCIES	21	21	+	0	0	21	21	+	0	0

PART IV: PROGRAM ACTIVITY											
1.	# OF DEVICES INCL VIRTUAL AT STATE'S DATA CENTER	650	540	-	110	17	650	540	-	110	17
2.	TOTAL # OF APPLICATIONS MAINTAINED	72	72	+	0	0	72	75	+	3	4
3.	AVERAGE MO CALL VOLUME REC'D BY ASSISTANCE CNTR	600	200	-	400	67	600	200	-	400	67
4.	TOTAL NO. OF VIDEO CONF HOURS SCHEDULED	2000	130	-	1870	94	2000	150	-	1850	93
5.	# MICROWAVE RADIO LINKS & SITES ADDED OR UPGRADED	15	14	-	1	7	10	10	+	0	0
6.	AV MO VOL OF DATA BACKED UP FOR OFFSITE STORAGE	154	208	+	54	35	168	200	+	32	19
7.	TOTAL NUMBER OF EXEC BR E-MAIL ACCOUNTS ADMINSTRD	12713	14575	+	1862	15	12967	14866	+	1899	15
8.	TOTAL NUMBER OF CYBER SECURITY ALERTS BROADCAST	100	105	+	5	5	100	100	+	0	0
9.	TOTAL NO. OF CYBER SECURITY INCIDENT NOTICES	800	750	-	50	6	900	850	-	50	6
10.	TOTAL # OF USER TRAINING SESSIONS HELD	150	150	+	0	0	150	150	+	0	0

# VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 03 02 02  
AGS 131

## **PROGRAM TITLE: ENT TECH SVCS - OPER & INFRASTRUCTURE MNTNCE**

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### **PART I - EXPENDITURES AND POSITIONS**

The variances in position count for FY 21 and the first quarter of FY 22 are due to the restrictions in filling vacant positions due to the COVID-19 pandemic. The restrictions have been lifted in FY 22. The Office of Enterprise Technology Services is currently working on obtaining approval to fill all vacant positions. The variance in expenditures is largely due to funding restrictions to the general fund allotment. In FY 22, Act 88, SLH 2021, merged program AGS 130 into AGS 131.

### **PART II - MEASURES OF EFFECTIVENESS**

There are no significant variances in the measures of effectiveness.

### **PART III - PROGRAM TARGET GROUPS**

There are no significant variances in the program target groups.

### **PART IV - PROGRAM ACTIVITIES**

Item 1. The number of devices in the State's data center decreased due to decommissioning of equipment. More reliance on cloud platforms resulted in no new/purchased equipment (i.e., servers) in the data center. In addition, other agencies have been decommissioning their older equipment.

Item 3. Call volume dropped for network, telephone/voice, Video Conference Center (VCC), and microwave problems. Factors to this drop may be due to State staff not being in the office because of the COVID-19 telework option, fewer VCC calls due to the software no longer being operational, and fewer network problems since it is more redundant.

Item 4. The VCC software is no longer operational. There is more usage of Zoom, Microsoft Teams, etc., as the mode of conferencing and holding meetings.

Item 6. The increase in data backed up for offsite storage is due to additional servers and the inclusion of data being backed up at the IBM Omaha Data Center.

Item 7. The increase in e-mail accounts administered is due to additional licenses purchased by the departments to accommodate surges in the workforce for pandemic-related responses (i.e., Department of Labor and Industrial Relations - Unemployment Insurance, Department of Health - contact tracers, etc.). The Department of Public Safety also purchased a large lot of additional licenses to cover their corrections officers for use with the new Hawaii Payroll System (HIMOD).

## VARIANCE REPORT

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
<b>RESEARCH &amp; DEVELOPMENT COSTS</b>												
<b>POSITIONS</b>												
<b>EXPENDITURES (\$1,000's)</b>												
<b>OPERATING COSTS</b>												
<b>POSITIONS</b>	19.00	16.00	- 3.00	16	18.00	16.00	- 2.00	11	18.00	18.00	+ 0.00	0
<b>EXPENDITURES (\$1000's)</b>	1,564	1,491	- 73	5	379	293	- 86	23	1,185	1,180	- 5	0
<b>TOTAL COSTS</b>												
<b>POSITIONS</b>	19.00	16.00	- 3.00	16	18.00	16.00	- 2.00	11	18.00	18.00	+ 0.00	0
<b>EXPENDITURES (\$1000's)</b>	1,564	1,491	- 73	5	379	293	- 86	23	1,185	1,180	- 5	0
					FISCAL YEAR 2020-21				FISCAL YEAR 2021-22			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
<b>PART II: MEASURES OF EFFECTIVENESS</b>												
1. NO. OF APPROVED RECORDS RETENTION SCHEDULES					5410	5562	+ 152	3	5420	5420	+ 0	0
2. % OF STORAGE CAPACITY FILLED AT RECORDS CENTER					80	80	- 0	0	80	70	- 10	13
3. % REC DESTROYED AT REC CTR % TOT REC ELIG FOR DEST					80	0	- 80	100	80	80	+ 0	0
4. NO. OF RECORDS IN ARCHIVES (CUBIC FEET)					11455	11585	+ 130	1	11480	11750	+ 270	2
5. NO. OF RECORDS AVAILABLE ONLINE FOR RESEARCH					670000	3724500	+ 3054500	456	820000	5500000	+ 4680000	571
<b>PART III: PROGRAM TARGET GROUP</b>												
1. STATE USER AGENCIES					125	124	- 1	1	125	125	+ 0	0
2. # OF CUSTOMERS SERVICED AT HISTORICAL REC BR					7600	4994	- 2606	34	7500	5500	- 2000	27
3. # OF REC AT STATE REC CTR ELIG FOR DISPOS DUR FY					3000	3208	+ 208	7	3000	3000	+ 0	0
4. # ONLINE USERS ACCESSING ARCHIVES CATALOG/WEBSITE					450000	904266	+ 454266	101	460000	750000	+ 290000	63
<b>PART IV: PROGRAM ACTIVITY</b>												
1. NUMBER OF CUBIC FEET OF RECORDS STORED					46000	48098	+ 2098	5	46000	44000	- 2000	4
2. NUMBER OF RECORDS SERIES SCHEDULED/REVISED					15	42	+ 27	180	15	24	+ 9	60
3. NUMBER OF RECORDS REQ RETRIEVED BY RECORDS CENTER					1100	852	- 248	23	1100	850	- 250	23
4. NUMBER OF CU FT OF RECORDS DISPOSED BY REC CENTER					2400	0	- 2400	100	2400	3400	+ 1000	42
5. SVC CUSTOMERS AT HIST REC BR (# OF RETRIEVALS)					17000	5820	- 11180	66	16000	16000	+ 0	0
6. PROVIDE ACCESS TO HOLD INFO THRU ONLINE CATALOG					25	44	+ 19	76	25	25	+ 0	0
7. PROVIDE ACCESS TO REC THRU DESC FINDING AIDS					60	128	+ 68	113	63	60	- 3	5
8. COLLECT/PRES PERM/HIST REC OF STATE GOV					25	128	+ 103	412	25	225	+ 200	800
9. # RECORDS SCANNED FOR ONLINE ACCESS DURING THE YR					30000	38098	+ 8098	27	35000	35000	+ 0	0
10. NUMBER OF REC UPLOADED TO INTERNET FOR ONLINE ACC					120000	211079	+ 91079	76	150000	2400000	+ 2250000	1500

# VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 03 03  
AGS 111

## PROGRAM TITLE: ARCHIVES - RECORDS MANAGEMENT

### PART I - EXPENDITURES AND POSITIONS

The variances in position number are due to vacant positions affected by the hiring freeze. An offer has been provisionally extended for one position, and the second position is in the process of being posted. The program anticipates both positions being filled by end of the second quarter of FY 22.

The expenditure variance in FY 22 is due to the ongoing impact of COVID-19 mitigation strategies and statewide mandates on the planned operations of the program. It is the intention of the program to push some of the work and expenditures into the following quarters if that request is approved.

### PART II - MEASURES OF EFFECTIVENESS

Item 1: With the reduced utilization of the State Records Center, efforts were shifted to update department specific retention schedules - removing obsolete schedules and revising or updating as needed to reflect current business practices.

Item 3: COVID-19 created uncertainty in the budget outlook, resulting in the purchasing of non-essential services being put on hold as funds were addressed toward COVID-19 mitigation.

Item 5: The Digital Archives was able to work through some of the backlog of materials accessioned over the past four years and ingested the material into the Digital Archives for public access. Due to teleworking and greatly reduced agency contacts, very little 'new' material has been transferred to the Archives and placed online over the past year. The program is planning for another large push for records online over the next two fiscal years.

### PART III - PROGRAM TARGET GROUPS

Item 2: COVID-19 continues to limit the number of researchers the Archives can accommodate at any given time, and the facility remains closed to the public on Mondays due to Iolani Palace grounds being closed by the Division of State Parks.

Item 3: To lower the cost of shredding, records destruction is conducted every two years. This total number of records destroyed is records eligible for destruction in current and previous fiscal years.

Item 4: The pandemic has had a major shift in how researchers interact with the Archives. The program posted a large number of its finding aid resources to an online format to assist the public in determining if the Archives even has the records a research is interested in. This has reduced the number of short stays at the Archives and has dramatically increased the utilization of its online Archives.

### PART IV - PROGRAM ACTIVITIES

Item 2: The decrease in incoming records and decrease in the number of requested retrievals have allowed the program to review and update older retention schedules. This has resulted in new and revised schedules that reflect current business processes.

Item 3: With the pandemic disrupting normal business practices, few State offices are interacting with the State Records Center, resulting in fewer transfers and fewer requests.

Item 4: COVID-19 created uncertainty in the budget outlook, resulting in the purchasing of non-essential services being put on hold as funds were addressed toward COVID-19 mitigation.

## VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 03 03  
AGS 111

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### PROGRAM TITLE: ARCHIVES - RECORDS MANAGEMENT

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Item 5: COVID-19 continues to limit the number of researchers the Archives can accommodate at any given time, and the facility remains closed to the public on Mondays due to Iolani Palace grounds being closed by the Division of State Parks. The reduced number of researchers has resulted in fewer retrieval requests.

Item 6: The unanticipated amount of teleworking amongst the professional staff that resulted from the program's COVID-19 mitigation strategy has allowed for a greater amount of time spent on updating and making its finding aid materials accessible online.

Item 7: The unanticipated amount of teleworking amongst the professional staff that resulted from the program's COVID-19 mitigation strategy has allowed for a greater amount of time spent on updating and making its finding aid materials accessible online.

Item 8: The Archives received a large transfer of 'Pau Case Files' from the Department of the Attorney General.

Item 9: The weekly closure of the Archives due to the grounds being closed by the Division of State Parks has allowed staff to spend a greater amount of time on task with fewer interruptions by the public. Fewer interruptions resulted in greater throughput even though fewer hours are being spent overall on digitizing due to teleworking.

Item 10: While the Digital Archives has launched with beta access for the public, the program was short a key position that is responsible for processing the backlog of data into the Digital Archives for public access. The program anticipates filling that position in the second quarter of FY 22 and working through the backlog by the end of the fiscal year.

PROGRAM TITLE:

ENHANCED 911 BOARD

PROGRAM-ID:

AGS-891

PROGRAM STRUCTURE NO:

110304

11/29/21

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22						
	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ESTIMATED	± CHANGE		%
PART I: EXPENDITURES & POSITIONS RESEARCH & DEVELOPMENT COSTS POSITIONS EXPENDITURES (\$1,000's)  OPERATING COSTS POSITIONS EXPENDITURES (\$1000's)  TOTAL COSTS POSITIONS EXPENDITURES (\$1000's)															
	0.00	0.00	+	0.00	0	0.00	0.00	+	0.00	0	0.00	0.00	+	0.00	0
	9,003	8,903	-	100	1	2,227	538	-	1,689	76	6,786	8,475	+	1,689	25
	0.00	0.00	+	0.00	0	0.00	0.00	+	0.00	0	0.00	0.00	+	0.00	0
	9,003	8,903	-	100	1	2,227	538	-	1,689	76	6,786	8,475	+	1,689	25
					FISCAL YEAR 2020-21				FISCAL YEAR 2021-22						
					PLANNED	ACTUAL	± CHANGE		%	PLANNED	ESTIMATED	± CHANGE		%	
PART II: MEASURES OF EFFECTIVENESS															
1. NO. OF WIRLES/VOIP/WIRELINE 911 CALLS COUNTY PSAP					1250000	1544000	+	294000	24	1550100	1500000	-	50100	3	
2. NO. OF EDUCATIONAL OUTREACH PROGRAMS DURING THE FY					1	0	-	1	100	0	0	+	0	0	
3. % OF E911 FUNDS DISBURSED FOR NEW TECHLGY FOR PSAP					53	49	-	4	8	53	50	-	3	6	
PART III: PROGRAM TARGET GROUP															
1. NO. OF PUBLIC SAFETY ANSWERING POINTS					9	9	+	0	0	9	9	+	0	0	
2. NO. OF WIRELESS/VOIP/WIRELINE PROVIDERS					55	68	+	13	24	55	75	+	20	36	
PART IV: PROGRAM ACTIVITY															
1. TTL \$ AMT OF SURCHGE COLLECTED FISC YR (IN THOUS)					10900	11007	+	107	1	10900	11022	+	122	1	
2. TTL \$ AMT DISBURSED TO PSAPS IN FISC YR (IN THOUS)					7500	7911	+	411	5	7500	7500	+	0	0	
3. TTL \$ AMT DISBUR TO WSPS IN THE FISC YR (IN THOUS)					65	64	-	1	2	65	64	-	1	2	
4. TTL \$ AMT DISB TO BD ADMIN MATTERS IN FY (IN THOU)					1044	999	-	45	4	1060	1000	-	60	6	

# VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 03 04  
AGS 891

## PROGRAM TITLE: ENHANCED 911 BOARD

### PART I - EXPENDITURES AND POSITIONS

FY 21 Full Year: The Enhanced 911 Board has a limited staff, composed of only 2.00 FTE temporary positions. (Note: the variance report (V61) position count does not include temporary positions, but only shows permanent positions.) The variance in expenditures of \$100,000 is due to a vacancy in one of the temporary positions. The position remained unfilled in FY 21 due to a statewide hiring freeze, which was lifted in FY 22.

FY 22 (1st quarter): The variance is due to the delay in the Next Generation 911 (NG911) consultant reports, the effects of COVID-19 on reduction in staffing, and the timing of the first quarter disbursements.

FY 22 (three quarters): Disbursements will be caught up in the last quarter.

### PART II - MEASURES OF EFFECTIVENESS

Item 1. FY 21: The increase in the number of 911 calls for FY 21 is due mainly to the increasing rate of infections and deaths due to COVID-19 that no one could have anticipated.

Item 1. FY 22: We believe call volume will be reduced as the threat of COVID-19 stabilizes and/or subsides. The amount of reduction in call volume will be difficult to predict.

Item 2. FY 21: The outreach program has been stalled due to COVID-19 and the transition to NG911.

### PART III - PROGRAM TARGET GROUPS

Item 2. The FY 21 and FY 22 growth is mainly due to small communications service providers that can offer lower prices than the larger service providers.

### PART IV - PROGRAM ACTIVITIES

Item 1. We anticipated that the pandemic would negatively impact revenue, but we later realized that mobile phone use was inelastic and that customers were unwilling to relinquish mobile phone use during this period despite financial hardship.

Item 2. The total amount disbursed to the Public Safety Answering Points (PSAP) increased due mainly to a decision to encumber a five-year contract with Hawaiian Telcom for PSAP communications call-taker equipment.



## VARIANCE REPORT

	FISCAL YEAR 2020-21					THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22					
	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ESTIMATED	± CHANGE		%
PART I: EXPENDITURES & POSITIONS															
RESEARCH & DEVELOPMENT COSTS															
POSITIONS															
EXPENDITURES (\$1,000's)															
OPERATING COSTS															
POSITIONS	105.00	72.00	-	33.00	31	87.00	68.00	-	19.00	22	87.00	87.00	+	0.00	0
EXPENDITURES (\$1000's)	25,663	19,681	-	5,982	23	5,659	5,659	+	0	0	20,373	20,086	-	287	1
TOTAL COSTS															
POSITIONS	105.00	72.00	-	33.00	31	87.00	68.00	-	19.00	22	87.00	87.00	+	0.00	0
EXPENDITURES (\$1000's)	25,663	19,681	-	5,982	23	5,659	5,659	+	0	0	20,373	20,086	-	287	1
						FISCAL YEAR 2020-21				FISCAL YEAR 2021-22					
						PLANNED	ACTUAL	± CHANGE		%	PLANNED	ESTIMATED	± CHANGE		%
PART II: MEASURES OF EFFECTIVENESS															
1. # GRIEV PER 1,000 EMPLOYEEES IN BU'S UNDR DHRD JURIS						19	17	-	2	11	19	18	-	1	5
2. % CERTIF ISSUD W/IN 95 CALNDR DAYS LIST NOT EXIST						70	79	+	9	13	70	70	+	0	0

## VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

**PROGRAM TITLE: PERSONNEL SERVICES**

**11 03 05**

**PART I - EXPENDITURES AND POSITIONS**

(See Lowest Level Programs for Explanation of Variances)

**PART II - MEASURES OF EFFECTIVENESS**

(See Lowest Level Programs for Explanation of Variances)

PROGRAM TITLE:

WORKFORCE ATTR, SELECT, CLASS &amp; EFFECTIVENES

11/29/21

PROGRAM-ID:

HRD-102

PROGRAM STRUCTURE NO:

11030501

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22						
	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ESTIMATED	± CHANGE		%
PART I: EXPENDITURES & POSITIONS															
RESEARCH & DEVELOPMENT COSTS															
POSITIONS															
EXPENDITURES (\$1,000's)															
OPERATING COSTS															
POSITIONS	96.00	65.00	-	31.00	32	78.00	60.00	-	18.00	23	78.00	78.00	+	0.00	0
EXPENDITURES (\$1000's)	24,214	18,255	-	5,959	25	5,131	5,131	+	0	0	19,427	19,165	-	262	1
TOTAL COSTS															
POSITIONS	96.00	65.00	-	31.00	32	78.00	60.00	-	18.00	23	78.00	78.00	+	0.00	0
EXPENDITURES (\$1000's)	24,214	18,255	-	5,959	25	5,131	5,131	+	0	0	19,427	19,165	-	262	1

	FISCAL YEAR 2020-21				FISCAL YEAR 2021-22					
	PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%		
PART II: MEASURES OF EFFECTIVENESS										
1. % CERTIF ISSUD W/IN 5 CALNDR DAYS WHERE LIST EXIST	94	95	+	1	1	94	94	+	0	0
2. % CERTIF ISSUD W/IN 95 CALNDR DAYS LIST NOT EXIST	70	79	+	9	13	70	70	+	0	0
3. % OF SELECTION ACTIONS TAKEN CHANGED BY APPEAL	1	0	-	1	100	1	1	+	0	0
4. % OF CLASSIF ACTNS FOR FILLED PSNS COMPLTD IN 6 MO	90	97	+	7	8	90	90	+	0	0
5. % OF CLASSF ACTNS FOR NEW & VAC PSNS COMPL IN 3 MO	90	87	-	3	3	90	90	+	0	0
6. % CLASSIFICATION ACTIONS TAKEN CHANGED BY APPEAL	0	0	+	0	0	0	0	+	0	0
7. EMPLOYEES TRAINED AS A % OF TOTAL WORKFORCE	60	43	-	17	28	50	60	+	10	20
8. % CONTRACT GRIEVANCES SETTLED W/O 3RD PARTY ASSTNC	94	82	-	12	13	90	83	-	7	8
9. # GRIEV PER 1,000 EMPLOYEES IN BU'S UNDR DHRD JURIS	19	17	-	2	11	19	18	-	1	5
10. RATIO OF WRKRS COMP OPEN VS CLOSED CLAIMS DURNG FY	1	1	+	0	0	1	1	+	0	0

PART III: PROGRAM TARGET GROUP											
1.	VACANCIES TO BE FILLED BY ELIGIBLES	1000	393	-	607	61	1100	1000	-	100	9
2.	NUMBER OF CIVIL SERVICE POSITIONS	17200	17108	-	92	1	17000	17200	+	200	1
3.	NUMBER OF NEW CIVIL SERVICE POSITIONS	150	276	+	126	84	100	100	+	0	0
4.	EMPLOYEES IN THE CENTRALIZED MANAGEMENT GROUP	18198	17531	-	667	4	18196	17509	-	687	4
5.	NUMBER OF CIVIL SERVICE CLASSES	1450	1481	+	31	2	1450	1450	+	0	0
6.	CIVIL SERVICE EMPLOYEES	14107	13420	-	687	5	14100	13420	-	680	5
7.	EXEMPT SERVICE EMPLOYEES	1795	1815	+	20	1	1800	1815	+	15	1
8.	MIDDLE MANAGEMENT EMPLOYEES	385	362	-	23	6	380	362	-	18	5
9.	FIRST-LINE SUPERVISORY EMPLOYEES	1353	1298	-	55	4	1350	1298	-	52	4
10.	NON-MANAGEMENT EMPLOYEES	14164	13575	-	589	4	14170	13575	-	595	4

PART IV: PROGRAM ACTIVITY											
1.	NUMBER OF APPLICATIONS RECEIVED	22000	15971	-	6029	27	22000	19000	-	3000	14
2.	NUMBER OF APPLICATIONS EXAMINED	19000	13090	-	5910	31	19000	18000	-	1000	5
3.	# QUAL APPS REFRRD FOR PLACEMENT(ELIGBLS REFERRED)	25000	13302	-	11698	47	25000	20000	-	5000	20
4.	NUMBER OF POSITION CLASSIFICATION ACTIONS TAKEN	2500	1643	-	857	34	2000	1700	-	300	15
5.	NUMBER OF CLASSIFICATION SPECIFICATIONS COMPLETED	90	56	-	34	38	100	60	-	40	40
6.	NO. OF EXEMPT POSITION REQUESTS ANALYZED/REVIEWED	1350	764	-	586	43	1250	800	-	450	36
7.	PRICE/REPRICE DETERMINATIONS (NO. CLASSES REVIEWD)	60	114	+	54	90	60	100	+	40	67
8.	NUMBER OF PERSONNEL ACTIONS PROCESSED	110000	111066	+	1066	1	90000	110000	+	20000	22
9.	NUMBER OF TRAINING PROGRAMS CONDUCTED/COORDINATED	450	425	-	25	6	500	600	+	100	20
10.	NUMBER OF FORMAL GRIEVANCES REVIEWED	262	234	-	28	11	262	250	-	12	5

# VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 03 05 01  
HRD 102

## PROGRAM TITLE: WORKFORCE ATTR, SELECT, CLASS & EFFECTIVENES

### PART I - EXPENDITURES AND POSITIONS

The position and expenditure variances in FY 2021 reflect actions taken to address the ongoing impact of the coronavirus pandemic on the State's economy. These actions include general fund restrictions, freeze on position vacancies, and budget reductions by the Legislature. There were also lower workers' compensation and unemployment benefits expenditures for employees in non-general fund positions.

The variance in FY 2022 is due to imposed restrictions.

### PART II - MEASURES OF EFFECTIVENESS

Item 2. The increase is due to the hiring freeze which reduced the number of recruitments requested by departments, allowing staff to issue more certificates within 95 calendar days when list of eligible applicants did not exist.

Item 3. There were no selection actions taken changed by appeal.

Item 7. The variance in employees trained is due to several factors: (a) postponement of the Captivate Prime Learning Management System roll-out, which impacted the number of trainings offered and attendance activity; (b) delay in the launch of mandatory Equal Employment Opportunity training; and (c) not all departments being able to meet the recommended completion date for workplace violence training.

Item 8. The variance could be attributed to the unions seeking third-party assistance in resolving grievances, rather than seeking an informal resolution of complaints.

Item 9. The number of grievances filed by the unions was lower than planned. The decrease may be attributed to changes in the work environment related to the ongoing coronavirus pandemic.

### PART III - PROGRAM TARGET GROUPS

Item 1. The variance is due to the hiring freeze which reduced the

number of recruitments requested by departments.

Item 3. The variance in the number of new civil service positions is due to the establishment of new positions by legislative action and operating departments at a higher rate than was anticipated when estimates were prepared.

### PART IV - PROGRAM ACTIVITIES

Items 1, 2 and 3. The variances in the number of applications received, number of applications examined, and number of qualified applicants referred for placement are due to the ongoing pandemic and hiring restrictions, which reduced the number of recruitments requested by departments.

Item 4. The variance in the number of position classification actions taken is due to operating departments taking fewer classification actions than anticipated when estimates were prepared.

Item 5. The variance is due to an overestimation in the number of class specifications and minimum qualification requirements (MQs) that would need to be amended in conjunction with recruitment announcements when estimates were prepared.

Item 6. The variance is due to an overestimation in the number of exempt position requests expected to be reviewed when estimates were prepared.

Item 7. The variance is due to an underestimation in the number of classes reviewed related to pricing and repricing when estimates were prepared. It is difficult to project the number of new civil service classes that will be established by the other jurisdictions.

Item 10. The number of formal grievances reviewed was lower than planned. The decrease may be attributed to changes in the work environment related to the ongoing coronavirus pandemic.

## VARIANCE REPORT

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
<b>RESEARCH &amp; DEVELOPMENT COSTS</b>												
<b>POSITIONS</b>												
<b>EXPENDITURES (\$1,000's)</b>												
<b>OPERATING COSTS</b>												
<b>POSITIONS</b>	9.00	7.00	- 2.00	22	9.00	8.00	- 1.00	11	9.00	9.00	+ 0.00	0
<b>EXPENDITURES (\$1000's)</b>	1,449	1,426	- 23	2	528	528	+ 0	0	946	921	- 25	3
<b>TOTAL COSTS</b>												
<b>POSITIONS</b>	9.00	7.00	- 2.00	22	9.00	8.00	- 1.00	11	9.00	9.00	+ 0.00	0
<b>EXPENDITURES (\$1000's)</b>	1,449	1,426	- 23	2	528	528	+ 0	0	946	921	- 25	3
					FISCAL YEAR 2020-21				FISCAL YEAR 2021-22			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
PART III: PROGRAM TARGET GROUP												
1. TTL NO. OF CIV SERV & EXEMT SERVICE PERSONNEL					15902	15235	- 667	4	15900	15235	- 665	4
2. NUMBER OF ELECTED & APPOINTED OFFICIALS					95	95	+ 0	0	95	95	+ 0	0
3. EMPLOYEES OF DHRD					105	105	+ 0	0	88	87	- 1	1
4. MEMBERS OF MERIT APPEALS BOARD					3	3	+ 0	0	3	3	+ 0	0
PART IV: PROGRAM ACTIVITY												
1. ADV GOV ON PROB CONC ADMIN OF PERS MANAG SYS-WKHR					100	NO DATA	- 100	100	100	100	+ 0	0
2. ADMINISTER PERSONNEL MANAG SYS OF STATE (WKHR)					1200	NO DATA	- 1200	100	1200	1200	+ 0	0
3. DIRECT AND COORDINATE DHRD PROG (WKHR)					2000	NO DATA	- 2000	100	2000	2000	+ 0	0
4. PARTICIPATE IN COLL BARGAINING PROCESS (WKHR)					875	NO DATA	- 875	100	875	875	+ 0	0

## VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 03 05 02  
HRD 191

**PROGRAM TITLE: SUPPORTING SERVICES - HUMAN RESOURCES DEV**

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### **PART I - EXPENDITURES AND POSITIONS**

The variance in FY 2021 is due to continued restrictions and the freeze on position vacancies.

The variance in FY 2022 is due to imposed restrictions.

### **PART II - MEASURES OF EFFECTIVENESS**

No measures of effectiveness are available for this program.

### **PART III - PROGRAM TARGET GROUPS**

There are no significant variances to report.

### **PART IV - PROGRAM ACTIVITIES**

Items 1-4. No data available; actual figures for program activities were not available.

## VARIANCE REPORT

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
<b>RESEARCH &amp; DEVELOPMENT COSTS</b>												
<b>POSITIONS</b>												
<b>EXPENDITURES (\$1,000's)</b>												
<b>OPERATING COSTS</b>												
<b>POSITIONS</b>	171.00	149.00	- 22.00	13	173.00	156.00	- 17.00	10	173.00	173.00	+ 0.00	0
<b>EXPENDITURES (\$1000's)</b>	1,426,050	1,423,376	- 2,674	0	254,576	254,576	+ 0	0	800,818	800,818	+ 0	0
<b>TOTAL COSTS</b>												
<b>POSITIONS</b>	171.00	149.00	- 22.00	13	173.00	156.00	- 17.00	10	173.00	173.00	+ 0.00	0
<b>EXPENDITURES (\$1000's)</b>	1,426,050	1,423,376	- 2,674	0	254,576	254,576	+ 0	0	800,818	800,818	+ 0	0
					FISCAL YEAR 2020-21				FISCAL YEAR 2021-22			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
<b>PART II: MEASURES OF EFFECTIVENESS</b>												
1. AV TIME TO PROC INIT CHECK TO TERMNTG EMPLYS (WKS)					7	8	+ 1	14	7	8	+ 1	14
2. AV NO. DAYS REQUIRED TO PROCESS ENROLLMNT TRNSCTNS					15	10	- 5	33	15	15	+ 0	0

## VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

**PROGRAM TITLE: EMPLOYEE FRINGE BENEFIT ADMINISTRATION**

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**11 03 06**

### **PART I - EXPENDITURES AND POSITIONS**

(See Lowest Level Programs for Explanation of Variances)

### **PART II - MEASURES OF EFFECTIVENESS**

(See Lowest Level Programs for Explanation of Variances)



## VARIANCE REPORT

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
<b>RESEARCH &amp; DEVELOPMENT COSTS</b>												
<b>POSITIONS</b>												
<b>EXPENDITURES (\$1,000's)</b>												
<b>OPERATING COSTS</b>												
<b>POSITIONS</b>	111.00	97.00	- 14.00	13	112.00	104.00	- 8.00	7	112.00	112.00	+ 0.00	0
<b>EXPENDITURES (\$1000's)</b>	18,680	17,421	- 1,259	7	3,083	3,083	+ 0	0	15,872	15,872	+ 0	0
<b>TOTAL COSTS</b>												
<b>POSITIONS</b>	111.00	97.00	- 14.00	13	112.00	104.00	- 8.00	7	112.00	112.00	+ 0.00	0
<b>EXPENDITURES (\$1000's)</b>	18,680	17,421	- 1,259	7	3,083	3,083	+ 0	0	15,872	15,872	+ 0	0
					FISCAL YEAR 2020-21				FISCAL YEAR 2021-22			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
<b>PART II: MEASURES OF EFFECTIVENESS</b>												
1. AV TIME TO PROC INIT CHECK TO TERMNTG EMPlys (WKS)					7	8	+ 1	14	7	8	+ 1	14
2. % INITIAL MTHLY PENSION PROC W/IN 1 MTH AFTR RETIR					100	100	+ 0	0	100	100	+ 0	0
3. ANNUALIZED RETURN ON INVESTMENTS OVER PAST 5 YEARS					7	11	+ 4	57	7	10	+ 3	43
<b>PART III: PROGRAM TARGET GROUP</b>												
1. ACTIVE MEMBERS					66000	65561	- 439	1	66000	66000	+ 0	0
2. RETIRED MEMBERS					50000	52619	+ 2619	5	50000	54000	+ 4000	8
3. INACTIVE VESTED MEMBERS					9200	9011	- 189	2	9200	9000	- 200	2
<b>PART IV: PROGRAM ACTIVITY</b>												
1. ANNUAL NUMBER OF NEW MEMBERS					4000	3497	- 503	13	4000	4000	+ 0	0
2. ANNUAL NUMBER OF MEMBERS COUNSELED					45000	50000	+ 5000	11	45000	45000	+ 0	0
3. ANNUAL NUMBER OF RETIREMENT BENEFIT COMPUTATIONS					4250	2447	- 1803	42	4250	4250	+ 0	0
4. ANNUAL NUMBER OF NEW RETIREES					2100	2550	+ 450	21	2100	2100	+ 0	0
5. ANNUAL RETIREMNT BENEFIT PAYMNT AMOUNTS (MILLIONS)					1491	1651	+ 160	11	1491	1726	+ 235	16
6. ANNUAL NUMBER OF DECEASED MEMBER CLAIMS					800	666	- 134	17	800	800	+ 0	0
7. ANNUAL NUMBER OF REFUND PAYMENTS					1000	1157	+ 157	16	1000	1000	+ 0	0
8. ASSETS (BILLIONS OF DOLLARS)					17	21	+ 4	24	17	21	+ 4	24
9. ANNUAL NET INVESTMENT INCOME (MILLIONS)					1155	4166	+ 3011	261	1155	1488	+ 333	29
10. ANNUAL RETURN ON INVESTMENTS					7	26	+ 19	271	7	7	+ 0	0

# VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 03 06 01  
BUF 141

## PROGRAM TITLE: EMPLOYEES RETIREMENT SYSTEM

### PART I - EXPENDITURES AND POSITIONS

The variance in positions is due to staff turnover and the hiring freeze implemented in response to the economic impacts of the COVID-19 pandemic.

The variance in expenditures is due to position vacancies.

### PART II - MEASURES OF EFFECTIVENESS

Item 1. The standard has been changed from seven weeks to eight weeks since the Employees Retirement System (ERS) counsels members submitting refund applications about the irreversible decision that, upon ERS processing the refund of contributions, the member forfeits Hybrid Service and, if the individual is later employed by the State or county in a position eligible for ERS membership, the forfeited Hybrid Service cannot be reacquired. The planned figures will be updated to reflect this change.

Item 3. The variance reflects the volatility in global markets over the past five years. As a long-term investor, ERS is expected to earn an average return of 7% annually.

### PART III - PROGRAM TARGET GROUPS

There are no significant variances for the program target groups.

### PART IV - PROGRAM ACTIVITIES

Item 1. The lower number of new members is primarily the result of the State's hiring freeze.

Item 2. The variance is primarily a result of ERS' efforts to educate the membership about their retirement, disability, and death benefits. ERS counsels individual members that file for retirement and conducts pre-retirement sessions for members close to retirement age, informational workshops for mid-career members, and new employee orientation for recent hires.

Item 3. The variance is due to the COVID-19 pandemic and ERS focusing on maintaining operations while increasing communication efforts for early- and mid-career employees. ERS encourages members to use the ERS Retirement Benefits Calculator on its website since members may see the results of various scenarios specific to their situation. This helps ERS focus on providing retirement estimates for members that are seriously considering retiring within the next 6-12 months.

Item 4. The increase in the number of new retirees partially reflects the increasing number of baby boomers reaching retirement age.

Item 5. The variance reflects the ongoing increase in the number of retirees, the annual post-retirement increase, and new retirees added to the pension payroll having a higher pension benefit than the retirees removed due to passing away.

Item 6. The actual number of death claims is dependent on the retirement option elected by the member and whether there are any benefits payable to the estate or beneficiary. The number does not include the work required to notify the family or beneficiary of about 1,000 members, retirees, and beneficiaries that die each year with no death benefit payable.

Item 7. The number of refund payments is difficult to estimate and varies from year-to-year based on terminated employees' individual decisions.

Items 8-10. The variances are due to ERS' investment performance and the overall performance of global investment markets.

## VARIANCE REPORT

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22						
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%			
PART I: EXPENDITURES & POSITIONS															
RESEARCH & DEVELOPMENT COSTS															
POSITIONS															
EXPENDITURES (\$1,000's)															
OPERATING COSTS															
POSITIONS	60.00	52.00	-	8.00	13	61.00	52.00	-	9.00	15	61.00	61.00	+	0.00	0
EXPENDITURES (\$1000's)	9,224	8,835	-	389	4	2,276	2,276	+	0	0	6,827	6,827	+	0	0
TOTAL COSTS															
POSITIONS	60.00	52.00	-	8.00	13	61.00	52.00	-	9.00	15	61.00	61.00	+	0.00	0
EXPENDITURES (\$1000's)	9,224	8,835	-	389	4	2,276	2,276	+	0	0	6,827	6,827	+	0	0
					FISCAL YEAR 2020-21				FISCAL YEAR 2021-22						
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%			
PART II: MEASURES OF EFFECTIVENESS															
1. PERCENTAGE OF DOCUMENTS PROCESSED WITHIN 60 DAYS					90	95	+	5	6	90	90	+	0	0	
2. AV NO. DAYS REQUIRED TO PROCESS ENROLLMNT TRNSCTNS					15	10	-	5	33	15	15	+	0	0	
3. PERCENTAGE OF ABANDONED CALLS					5	22	+	17	340	5	5	+	0	0	
4. PERCENTAGE OF CALLS ANSWERED WITH 30 SECONDS					65	41	-	24	37	65	65	+	0	0	
5. AMOUNT OF REFUNDS OUTSTANDING GREATER THAN 60 DAYS					13500	8666	-	4834	36	13500	13500	+	0	0	
6. AMT OF MEDICARE PART B PREMIUM OVERPAYMENTS OS YE					180	1704	+	1524	847	180	180	+	0	0	
7. % OF TIME COMPUTER SYSTEM IS AVAILABLE DURING 1 YR					98	98	+	0	0	98	98	+	0	0	
8. NO. OF MINOR & MAJOR HIPAA VIOLATIONS PER YEAR					3	4	+	1	33	3	3	+	0	0	
PART III: PROGRAM TARGET GROUP															
1. TOTAL EMPLOYEES - (ACTIVES) FULL-TIME (STATE/CNTY)					68600	65823	-	2777	4	68600	68600	+	0	0	
2. TOTAL EMPLOYEES - RETIRED					46800	51345	+	4545	10	46800	46800	+	0	0	
3. TOTAL DEPENDENT BENEFICIARIES					83500	81170	-	2330	3	83500	83500	+	0	0	
4. MEDICARE PREMIUM REIMBURSEMENT RECIPIENTS					50000	56319	+	6319	13	50000	50000	+	0	0	
5. PERSONNEL AND FINANCE OFFICERS					500	NO DATA	-	500	100	500	NO DATA	-	500	100	
PART IV: PROGRAM ACTIVITY															
1. NEW ENROLLMENTS (ADDITIONS)					9300	12884	+	3584	39	9300	9300	+	0	0	
2. TERMINATIONS (DELETIONS, CANCELLATIONS)					11000	21837	+	10837	99	11000	11000	+	0	0	
3. ENRLLMNT DATA CHGS (INS PLAN, NAME, ADDRESS, ETC.)					30000	22461	-	7539	25	30000	30000	+	0	0	
4. COBRA ENROLLMENTS					1450	1081	-	369	25	1450	1450	+	0	0	
5. OUTREACH/EDUC BENEFIT BRIEFING SESSIONS CONDUCTED					137	171	+	34	25	137	137	+	0	0	

# VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 03 06 03  
BUF 143

## PROGRAM TITLE: HAWAII EMPLOYER-UNION TRUST FUND

### PART I - EXPENDITURES AND POSITIONS

The variance in positions is due to staff turnover and the hiring freeze implemented in response to the economic impacts of the COVID-19 pandemic.

The variance in expenditures is due to position vacancies.

### PART II - MEASURES OF EFFECTIVENESS

Item 2. The variance is due to efforts to ensure enrollment forms are processed in a timely manner.

Items 3-4. There has been an increase in calls to the Member Services Branch, which is a direct result of the pandemic and the closure of the office to walk-ins. The Hawaii Employer-Union Health Benefits Trust Fund (EUTF) began offering virtual appointments online as of September 8, 2021.

Item 5. Current refunds are being processed on a timely basis; however, there is a backlog of employee-beneficiary refunds over 60 days due to the timing of when terminations and changes were processed. Staff will focus on the backlog of refunds and expects to clear the backlog by June 30, 2023. The planned figures will be updated for the upcoming years to better reflect the actuals.

Item 6. There are approximately 1,704 retirees with Medicare Part B overpayments totaling \$487,464. Staff is working with the Department of the Attorney General to collect these overpayments. The planned figures will be updated for the upcoming years to better reflect the actuals.

Item 8. There were four minor Health Insurance Portability and Accountability Act (HIPAA) violations. In each case, retraining of HIPAA policies and procedures was conducted.

### PART III - PROGRAM TARGET GROUPS

Item 2. The planned figures are expected to increase due to employees retiring and will be updated for the upcoming years to better reflect the actuals.

Item 4. The number of Medicare Premium Reimbursement Recipients has been steadily increasing over time; however, planned figures were not updated to reflect this trend. The planned figures will be updated for the upcoming years to better reflect the actuals.

Item 5. The planned figures are not associated with the program target group and will be removed for the upcoming years.

### PART IV - PROGRAM ACTIVITIES

Items 1-3. The planned figures need to be updated for the upcoming years to better reflect the actuals.

Item 4. The variance is due to fewer employees, retirees, and/or dependents enrolling into the Consolidated Omnibus Budget Reconciliation Act. The planned figures will be updated to better reflect the actuals.

Item 5. There was an increase in virtual outreach and training sessions offered to pre-retirees, new hires, and personnel officers as a direct result of the pandemic and the closure of State offices. The planned figures will be updated for the upcoming years to better reflect the actuals.

## VARIANCE REPORT

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
PART I: EXPENDITURES & POSITIONS												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
OPERATING COSTS												
POSITIONS	0.00	0.00	+ 0.00	0	0.00	0.00	+ 0.00	0	0.00	0.00	+ 0.00	0
EXPENDITURES (\$1000's)	439,091	427,472	- 11,619	3	103,626	103,626	+ 0	0	333,781	333,781	+ 0	0
TOTAL COSTS												
POSITIONS	0.00	0.00	+ 0.00	0	0.00	0.00	+ 0.00	0	0.00	0.00	+ 0.00	0
EXPENDITURES (\$1000's)	439,091	427,472	- 11,619	3	103,626	103,626	+ 0	0	333,781	333,781	+ 0	0

## VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 03 06 05  
BUF 741

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### PROGRAM TITLE: RETIREMENT BENEFITS PAYMENTS - STATE

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#### PART I - EXPENDITURES AND POSITIONS

The variance in expenditures is due to lower-than-budgeted retirement benefits costs for employees of the Executive Branch, excluding employees of the Department of Education and the University of Hawaii. These costs include amounts for the employer's share of Social Security/Medicare, which are difficult to project.

#### PART II - MEASURES OF EFFECTIVENESS

No measures have been developed for this program for FY 21 and FY 22.

#### PART III - PROGRAM TARGET GROUPS

No program target groups have been developed for FY 21 and FY 22.

#### PART IV - PROGRAM ACTIVITIES

No program activities have been developed for FY 21 and FY 22.

## VARIANCE REPORT

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
PART I: EXPENDITURES & POSITIONS												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
OPERATING COSTS												
POSITIONS	0.00	0.00	+ 0.00	0	0.00	0.00	+ 0.00	0	0.00	0.00	+ 0.00	0
EXPENDITURES (\$1000's)	116,599	127,192	+ 10,593	9	42,346	42,346	+ 0	0	83,495	83,495	+ 0	0
TOTAL COSTS												
POSITIONS	0.00	0.00	+ 0.00	0	0.00	0.00	+ 0.00	0	0.00	0.00	+ 0.00	0
EXPENDITURES (\$1000's)	116,599	127,192	+ 10,593	9	42,346	42,346	+ 0	0	83,495	83,495	+ 0	0

## VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 03 06 07  
BUF 761

**PROGRAM TITLE: HEALTH PREMIUM PAYMENTS - STATE**

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### **PART I - EXPENDITURES AND POSITIONS**

The variance in expenditures is due to negotiated collective bargaining cost item increases being funded through specific acts outside of the budget act and having the funds transferred into the program's account to cover health premium payments.

### **PART II - MEASURES OF EFFECTIVENESS**

No measures have been developed for this program for FY 21 and FY 22.

### **PART III - PROGRAM TARGET GROUPS**

No program target groups have been developed for FY 21 and FY 22.

### **PART IV - PROGRAM ACTIVITIES**

No program activities have been developed for FY 21 and FY 22.



## VARIANCE REPORT

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
PART I: EXPENDITURES & POSITIONS												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
OPERATING COSTS												
POSITIONS	0.00	0.00	+ 0.00	0	0.00	0.00	+ 0.00	0	0.00	0.00	+ 0.00	0
EXPENDITURES (\$1000's)	842,456	842,456	+ 0	0	103,245	103,245	+ 0	0	360,843	360,843	+ 0	0
TOTAL COSTS												
POSITIONS	0.00	0.00	+ 0.00	0	0.00	0.00	+ 0.00	0	0.00	0.00	+ 0.00	0
EXPENDITURES (\$1000's)	842,456	842,456	+ 0	0	103,245	103,245	+ 0	0	360,843	360,843	+ 0	0

## VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 03 06 09  
BUF 762

**PROGRAM TITLE: HEALTH PREMIUM PAYMENTS FOR ARC**

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### **PART I - EXPENDITURES AND POSITIONS**

No variance in expenditures in FY 21.

### **PART II - MEASURES OF EFFECTIVENESS**

No measures have been developed for this program for FY 21 and FY 22.

### **PART III - PROGRAM TARGET GROUPS**

No program target groups have been developed for FY 21 and FY 22.

### **PART IV - PROGRAM ACTIVITIES**

No program activities have been developed for FY 21 and FY 22.

## VARIANCE REPORT

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
PART I: EXPENDITURES & POSITIONS												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
OPERATING COSTS												
POSITIONS	74.00	71.00	- 3.00	4	73.00	68.00	- 5.00	7	73.00	71.00	- 2.00	3
EXPENDITURES (\$1000's)	73,896	61,404	- 12,492	17	8,351	3,514	- 4,837	58	63,843	64,533	+ 690	1
TOTAL COSTS												
POSITIONS	74.00	71.00	- 3.00	4	73.00	68.00	- 5.00	7	73.00	71.00	- 2.00	3
EXPENDITURES (\$1000's)	73,896	61,404	- 12,492	17	8,351	3,514	- 4,837	58	63,843	64,533	+ 690	1
					FISCAL YEAR 2020-21				FISCAL YEAR 2021-22			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
PART II: MEASURES OF EFFECTIVENESS												
1. AV LENGTH OF TIME TO PROCESS PROP LOSS CLAIM REQ					15	14	- 1	7	15	15	+ 0	0
2. AV NO. OF DAYS TO COMPLETE A QUIET TITLE REPORT					5	5	+ 0	0	5	5	+ 0	0

## VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

**PROGRAM TITLE: PROPERTY MANAGEMENT**

**11 03 07**

### **PART I - EXPENDITURES AND POSITIONS**

(See Lowest Level Programs for Explanation of Variances)

### **PART II - MEASURES OF EFFECTIVENESS**

(See Lowest Level Programs for Explanation of Variances)

## VARIANCE REPORT

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
<b>RESEARCH &amp; DEVELOPMENT COSTS</b>												
<b>POSITIONS</b>												
<b>EXPENDITURES (\$1,000's)</b>												
<b>OPERATING COSTS</b>												
<b>POSITIONS</b>	56.00	54.00	- 2.00	4	56.00	54.00	- 2.00	4	56.00	54.00	- 2.00	4
<b>EXPENDITURES (\$1000's)</b>	21,860	17,127	- 4,733	22	2,942	1,960	- 982	33	19,956	20,938	+ 982	5
<b>TOTAL COSTS</b>												
<b>POSITIONS</b>	56.00	54.00	- 2.00	4	56.00	54.00	- 2.00	4	56.00	54.00	- 2.00	4
<b>EXPENDITURES (\$1000's)</b>	21,860	17,127	- 4,733	22	2,942	1,960	- 982	33	19,956	20,938	+ 982	5
					FISCAL YEAR 2020-21				FISCAL YEAR 2021-22			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
<b>PART II: MEASURES OF EFFECTIVENESS</b>												
1. NUMBER OF ACRES ON LEASE OR EASEMENT (THOUSANDS)					132	128	- 4	3	132	128	- 4	3
2. NUMBER OF ACRES ON REVOCABLE PERMIT (THOUSANDS)					32	30	- 2	6	32	30	- 2	6
3. NO. OF DELINQUENT ACCOUNTS AS A % OF TOTAL ACCNTS					4	5	+ 1	25	4	5	+ 1	25
4. \$ AMOUNT OF GEOTHERMAL REVENUES COLLECTED (000S)					20	116	+ 96	480	20	1500	+ 1480	7400
5. \$ AMT OF REVS GENERATED/DEPOSITD INTO SLDF (000'S)					12734	20677	+ 7943	62	12734	19000	+ 6266	49
6. AMOUNT OF TOTAL REVENUES GENERATED (THOUSANDS)					22134	25972	+ 3838	17	22134	25500	+ 3366	15
<b>PART III: PROGRAM TARGET GROUP</b>												
1. NO. ACRES SET ASIDE BY EXEC ORDERS FOR GOV'T PURP					417	422	+ 5	1	417	422	+ 5	1
2. DOLLAR AMOUNT OF REVENUES TRANSFERRED TO OHA (000)					2900	1892	- 1008	35	2900	2162	- 738	25
<b>PART IV: PROGRAM ACTIVITY</b>												
1. NUMBER OF SALES IN FEE					3.5	0	- 3.5	100	3.5	0	- 3.5	100
2. NUMBER OF GENERAL LEASES ISSUED					1	2	+ 1	100	1	2	+ 1	100
3. NUMBER OF REVOCABLE PERMITS ISSUED					5	15	+ 10	200	5	15	+ 10	200
4. NUMBER OF EXECUTIVE ORDERS ISSUED					47	23	- 24	51	47	23	- 24	51
5. NO. ACQUISTNS PRIVTE LND PUBLIC OR CONSERVTN PURPS					3	2	- 1	33	3	2	- 1	33
6. NUMBER OF INSPECTIONS OF PUBLIC LANDS MADE					90	116	+ 26	29	90	116	+ 26	29
7. NUMBER OF EASEMENTS GRANTED					21	18	- 3	14	21	18	- 3	14
8. DOLLAR AMOUNT DELINQUENT RECEIVABLES (THOUSANDS)					865	798	- 67	8	865	798	- 67	8

# VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 03 07 01  
LNR 101

## PROGRAM TITLE: PUBLIC LANDS MANAGEMENT

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### **PART I - EXPENDITURES AND POSITIONS**

Unfilled vacancies resulted in lower-than-expected operating costs for FY 21 and the first three months of FY 22 ending September 30, 2021. The Land Division is planning to recruit and fill the vacancies before the end of FY 22, which may increase spending in the latter part of the fiscal year.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 3: The planned figures did not account for the negative impact caused by COVID-19 to the local economy.

Item 4: Puna Geothermal Venture (PGV) restarted electrical production sooner and at greater capacity than anticipated.

Item 5: The negative impact of COVID-19 on the revenues generated for the division was overestimated in the near term.

Item 6: The negative impact of COVID-19 on the revenues generated for the division was overestimated in the near term.

### **PART III - PROGRAM TARGET GROUPS**

Item 2: The projected ceded land revenues were overstated.

### **PART IV - PROGRAM ACTIVITIES**

Item 1: Sales in fee do not occur regularly and the process involves many steps and approvals.

Item 2: The planned figures for the number of general leases issued for FY 21 and FY 22 were understated.

Item 3: The requirements for issuance of revocable permits have become stricter in recent years, which made it more difficult to estimate the planned figure.

Item 4: The issuance of executive orders depends on the circumstances of the individual agencies; thus, the planned figure was overstated.

Item 5: Acquisition of private properties for public use is subject to numerous factors before the project can become a reality.

Item 6: Site inspections conducted by land agents have moved to a higher priority among the routine tasks; hence, the increase in inspections conducted.

Item 7: Processing of easements involves other agencies or entities, including the Legislature in some cases. It is a challenge to forecast an actual number for the following year.

## VARIANCE REPORT

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
<b>RESEARCH &amp; DEVELOPMENT COSTS</b>												
<b>POSITIONS</b>												
<b>EXPENDITURES (\$1,000's)</b>												
<b>OPERATING COSTS</b>												
<b>POSITIONS</b>	4.00	4.00	+ 0.00	0	4.00	4.00	+ 0.00	0	4.00	4.00	+ 0.00	0
<b>EXPENDITURES (\$1000's)</b>	35,372	32,643	- 2,729	8	2,827	1,195	- 1,632	58	33,121	33,121	+ 0	0
<b>TOTAL COSTS</b>												
<b>POSITIONS</b>	4.00	4.00	+ 0.00	0	4.00	4.00	+ 0.00	0	4.00	4.00	+ 0.00	0
<b>EXPENDITURES (\$1000's)</b>	35,372	32,643	- 2,729	8	2,827	1,195	- 1,632	58	33,121	33,121	+ 0	0
					FISCAL YEAR 2020-21				FISCAL YEAR 2021-22			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
<b>PART II: MEASURES OF EFFECTIVENESS</b>												
1. NO. INSUR POLICIES PROCURED BEFORE EXPIRATION DATE					4	4	+ 0	0	4	4	+ 0	0
2. AV LENGTH OF TIME TO PROCESS PROP LOSS CLAIM REQ					15	14	- 1	7	15	15	+ 0	0
3. AV LENGTH OF TIME TO RECOVER INSURANCE PROCEEDS					60	55	- 5	8	60	60	+ 0	0
4. AV LENGTH OF TIME TO PROCESS LIABILITY LOSS CLAIMS					90	82	- 8	9	90	90	+ 0	0
5. AV TIME TO PROCESS LIABILITY LOSS POTHOLE CLAIMS					70	65	- 5	7	70	70	+ 0	0
6. AV LENGTH OF TIME TO PROCESS AUTO LOSS CLAIMS					90	83	- 7	8	90	90	+ 0	0
<b>PART III: PROGRAM TARGET GROUP</b>												
1. TOTAL NO. OF STATEWIDE INSURANCE POLICIES PROCURED					4	4	+ 0	0	4	4	+ 0	0
2. TOTAL NO. OF PROPERTY LOSS CLAIMS PROCESSED					100	111	+ 11	11	100	100	+ 0	0
3. TOTAL LIABILITY CLAIMS PROCESSED - EXCL. POTHOLE					500	469	- 31	6	500	500	+ 0	0
4. TOTAL NO. OF LIABILITY POTHOLE CLAIMS PROCESSED					150	148	- 2	1	150	150	+ 0	0
5. TOTAL NUMBER OF AUTOMOBILE LOSS CLAIMS PROCESSED					400	180	- 220	55	400	400	+ 0	0
6. NUMBER OF STATE OFFICIALS AND EMPLOYEES					55000	56149	+ 1149	2	55000	55000	+ 0	0
7. FAIR MARKET VALUE OF STATE BLDGS/CONTENTS (\$ MILL)					18000	19700	+ 1700	9	18000	18000	+ 0	0
8. NUMBER OF STATE VEHICLES					5800	5945	+ 145	3	5800	5800	+ 0	0
<b>PART IV: PROGRAM ACTIVITY</b>												
1. TOTAL NUMBER OF STATEWIDE INSURANCE POLICIES					4	4	+ 0	0	4	4	+ 0	0
2. TOTAL NUMBER OF PROPERTY LOSS CLAIMS RECEIVED					80	111	+ 31	39	80	80	+ 0	0
3. TOTAL NUMBER OF CRIME LOSS CLAIMS RECEIVED					1	1	+ 0	0	1	1	+ 0	0
4. TOTAL NUMBER OF LIABILITY CLAIMS RECEIVED					650	469	- 181	28	650	650	+ 0	0
5. TOTAL NUMBER OF AUTOMOBILE CLAIMS RECEIVED					375	180	- 195	52	375	375	+ 0	0
6. NUMBER OF RISK ASSESSMENT REPORTS ISSUED					1	0	- 1	100	1	1	+ 0	0
7. NUMBER OF BUILDING INSPECTION REPORTS ISSUED					1	0	- 1	100	1	1	+ 0	0
8. NO. OF TRAINING SESSIONS PROVIDED TO STATE DEPTS					2	2	+ 0	0	2	2	+ 0	0
9. NUMBER OF STATEMENTS OF SELF-INSURANCE ISSUED					500	242	- 258	52	500	500	+ 0	0

# VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 03 07 02  
AGS 203

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**PROGRAM TITLE: STATE RISK MANAGEMENT & INSURANCE ADMIN**

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**PART I - EXPENDITURES AND POSITIONS**

The expenditure variance for FY 21 is primarily due to lower payments than budgeted for self-insured losses/payments and non-discretionary costs that are unpredictable.

The lower expenditures in the 1st quarter of FY 22 are due to the lower than expected payments for self-insured losses/payments.

Item 7: The number of building inspections reduced due to the pandemic, as no requests were made.

Item 9: The number of Statements of Self-Insurances issued was reduced due to the pandemic, which reduced the number of departmental activities.

**PART II - MEASURES OF EFFECTIVENESS**

No significant variances.

**PART III - PROGRAM TARGET GROUPS**

Item 2: Property claims increased more than anticipated.

Item 5: The amount of automobile loss claims to process decreased due to a lower amount of claims filed as a result of the pandemic. State automobile use was reduced tremendously.

Item 7: The amount of property assets increased by 9% or \$1.7 billion because additional properties were added by various departments on the State property insurance listing.

**PART IV - PROGRAM ACTIVITIES**

Item 2: Total number of property loss claims received increased due to more claims filed than expected.

Item 4: The number of liability loss claims decreased due to less claims submitted, probably due to the pandemic.

Item 5: The number of automobile loss claims decreased due to the pandemic, which reduced the usage of State automobiles.

Item 6: The number of risk assessments issued reduced due to no department requesting for assessments.



PROGRAM TITLE:

LAND SURVEY

PROGRAM-ID:

AGS-211

PROGRAM STRUCTURE NO:

11030703

11/29/21

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
<b>RESEARCH &amp; DEVELOPMENT COSTS</b>												
<b>POSITIONS</b>												
<b>EXPENDITURES (\$1,000's)</b>												
<b>OPERATING COSTS</b>												
<b>POSITIONS</b>	10.00	9.00	- 1.00	10	9.00	9.00	+ 0.00	0	9.00	9.00	+ 0.00	0
<b>EXPENDITURES (\$1000's)</b>	1,023	731	- 292	29	184	177	- 7	4	886	594	- 292	33
<b>TOTAL COSTS</b>												
<b>POSITIONS</b>	10.00	9.00	- 1.00	10	9.00	9.00	+ 0.00	0	9.00	9.00	+ 0.00	0
<b>EXPENDITURES (\$1000's)</b>	1,023	731	- 292	29	184	177	- 7	4	886	594	- 292	33
					FISCAL YEAR 2020-21				FISCAL YEAR 2021-22			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
PART II: MEASURES OF EFFECTIVENESS												
1. AV NO. OF DAYS TO COMPLETE A QUIET TITLE REPORT					5	5	+ 0	0	5	5	+ 0	0
2. COMPLETED DESCRIPTION OF LANDS AS % OF REQUESTS					60	100	+ 40	67	60	60	+ 0	0
3. AVE NO. OF DAYS TO PROCESS LC & FP MAPS					15	41	+ 26	173	15	15	+ 0	0
4. AV NO. OF DAYS TO PRODUCE A DESCRIPTION OF LANDS					20	31	+ 11	55	20	20	+ 0	0
5. AV NO. OF DAYS TO PROCESS SHORELINE CERTIFICATION					40	40	+ 0	0	40	40	+ 0	0
PART III: PROGRAM TARGET GROUP												
1. NO. REQUESTS FOR QUIET TITLE REPORTS					20	5	- 15	75	20	20	+ 0	0
2. NO. REQUESTS FOR DESCRIPTIONS - STATE-OWNED LANDS					110	45	- 65	59	110	110	+ 0	0
3. OWNERS OF LD CT & OTHER LANDS(TTL NO. MAPS RECD)					150	50	- 100	67	150	150	+ 0	0
4. OWNERS OF BEACHFRONT PROPRTY(TTL NO CERT REQ RECD)					140	93	- 47	34	140	140	+ 0	0
PART IV: PROGRAM ACTIVITY												
1. NO. OF REQUESTS FOR QUIET TITLE REPORTS COMPLETED					20	5	- 15	75	20	20	+ 0	0
2. NO OF REQUESTS FOR DESCRIPTION OF LANDS COMPLETED					66	59	- 7	11	66	66	+ 0	0
3. NO. OF LAND COURT AND FILE PLAN MAPS COMPLETED					150	32	- 118	79	150	150	+ 0	0
4. NO. OF SHORELINE CERTIFICATIONS COMPLETED					140	93	- 47	34	140	140	+ 0	0

# VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 03 07 03  
AGS 211

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**PROGRAM TITLE: LAND SURVEY**

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**PART I - EXPENDITURES AND POSITIONS**

For FY 21, the variance in position is due to one position that was frozen immediately upon becoming vacant.

For FY 21 and FY 22, the variances in expenditures are due to no contracts for licensed surveyors.

Item 4: The variance is due to a decrease in requests from private land owners.

**PART II - MEASURES OF EFFECTIVENESS**

Item 2: The variance is the result of a decrease in requests from State agencies resulting in the ability to complete a higher percentage of requests than expected.

Item 3: The variance is due to a greater percentage of complex requests and private surveyors' delayed responses to requests for map corrections.

Item 4: The variance is due to a greater percentage of complex requests, private surveyors' delayed responses to requests for map corrections, and the loss of an Office Assistant III position by Act 88, SLH 2021.

**PART III - PROGRAM TARGET GROUPS**

Items 1 and 2: The variances are the result of decreases in requests from State agencies.

Items 3 and 4: The variances are due to decreases in requests from private landowners.

**PART IV - PROGRAM ACTIVITIES**

Items 1 and 2: The variances are due to decreases in requests from State agencies.

Item 3: The variance is due to a decrease in requests from private landowners and surveyors' delayed responses to requests for corrections.

PROGRAM TITLE:

OFFICE LEASING

PROGRAM-ID:

AGS-223

PROGRAM STRUCTURE NO:

11030704

11/29/21

	FISCAL YEAR 2020-21					THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22					
	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ESTIMATED	± CHANGE		%
PART I: EXPENDITURES & POSITIONS															
RESEARCH & DEVELOPMENT COSTS															
POSITIONS															
EXPENDITURES (\$1,000's)															
OPERATING COSTS															
POSITIONS	4.00	4.00	+	0.00	0	4.00	1.00	-	3.00	75	4.00	4.00	+	0.00	0
EXPENDITURES (\$1000's)	15,641	10,903	-	4,738	30	2,398	182	-	2,216	92	9,880	9,880	+	0	0
TOTAL COSTS															
POSITIONS	4.00	4.00	+	0.00	0	4.00	1.00	-	3.00	75	4.00	4.00	+	0.00	0
EXPENDITURES (\$1000's)	15,641	10,903	-	4,738	30	2,398	182	-	2,216	92	9,880	9,880	+	0	0
						FISCAL YEAR 2020-21				FISCAL YEAR 2021-22					
						PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%		
PART II: MEASURES OF EFFECTIVENESS															
1. # OF LEASING SVCS REQUESTS PROC AS % REQ RECEIVED						98	100	+	2	2	98	100	+	2	2
2. AV NO. OF DAYS FROM REQUEST TO EXECUTED LEASE						270	245	-	25	9	270	270	+	0	0
3. # LEASE PAYMTS TO VENDORS COMPL BY PAYMT DUE DATE						1442	1440	-	2	0	1442	1442	+	0	0
PART III: PROGRAM TARGET GROUP															
1. TOTAL NUMBER OF STATE DEPARTMENTS AND AGENCIES						13	13	+	0	0	13	13	+	0	0
2. NUMBER OF EMPLOYEES						2880	2800	-	80	3	2880	2800	-	80	3
PART IV: PROGRAM ACTIVITY															
1. NO. OF REQUESTS FOR OFFICE LEASING SERVICES						25	20	-	5	20	25	25	+	0	0
2. NO. OF OFFICE LEASES CONSUMMATED						25	20	-	5	20	25	25	+	0	0
3. NO. OF OFFICE LEASE PAYMENTS COMPLETED						1442	1440	-	2	0	1442	1442	+	0	0

# VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 03 07 04  
AGS 223

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**PROGRAM TITLE: OFFICE LEASING**

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**PART I - EXPENDITURES AND POSITIONS**

The variance in general funds is attributable to the following factors: application of restrictions totaling 7%; a 75% staff vacancy (three out of four vacant positions); and funds that were not expended for Certificates of Participation.

For FY 21, the variance is also attributable to resignation/retirement of incumbent staff in the 4th quarter of the year.

For the first quarter of FY 22, staffing of the program was reduced to a single incumbent with the other three positions vacant, contributing to the variance for that quarter.

**PART II - MEASURES OF EFFECTIVENESS**

Item 2: In FY 21, the actual number of days from approval of lease requests to lease execution was 25 days less than planned due primarily to increased productivity by the new Leasing Specialist as a result from improved familiarity in the position. The estimate for FY 22 is anticipated to continue as planned.

**PART III - PROGRAM TARGET GROUPS**

No significant variances.

**PART IV - PROGRAM ACTIVITIES**

Item 1: The actual number of lease requests for FY 21 was five less than planned, as the planned figure was overstated. For FY 22, the estimated number of requests is estimated to be 25 due to anticipated requests for office lease renewals.

Item 2: The actual number of lease consummations for FY 21 was five less than planned, as the planned figure was overstated. For FY 22, the estimated number of consummations is estimated to be 25 due to anticipated requests for office lease renewals.

## VARIANCE REPORT

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
<b>RESEARCH &amp; DEVELOPMENT COSTS</b>												
<b>POSITIONS</b>												
<b>EXPENDITURES (\$1,000's)</b>												
<b>OPERATING COSTS</b>												
<b>POSITIONS</b>	277.00	233.50	- 43.50	16	263.00	229.00	- 34.00	13	263.00	250.00	- 13.00	5
<b>EXPENDITURES (\$1000's)</b>	36,845	34,185	- 2,660	7	9,095	8,043	- 1,052	12	28,099	26,682	- 1,417	5
<b>TOTAL COSTS</b>												
<b>POSITIONS</b>	277.00	233.50	- 43.50	16	263.00	229.00	- 34.00	13	263.00	250.00	- 13.00	5
<b>EXPENDITURES (\$1000's)</b>	36,845	34,185	- 2,660	7	9,095	8,043	- 1,052	12	28,099	26,682	- 1,417	5
					FISCAL YEAR 2020-21				FISCAL YEAR 2021-22			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
PART II: MEASURES OF EFFECTIVENESS												
1. AV PRE-BID CONSTRUCTION EST AS % OF AV BID PRICE					100	120	+ 20	20	100	100	+ 0	0
2. AV VAR BTW EST CMPL DATE & ACTUAL CONST CMPL DATE					3	24	+ 21	700	3	2	- 1	33
3. AV COST CHANGE ORDERS AS % AV ACTUAL CONST COST					3	1	- 2	67	3	3	+ 0	0
4. BLDG OCCUPANT'S EVALUATION OF CUSTODIAL SERVICES					80	85	+ 5	6	75	80	+ 5	7
5. % PROGRAM PROJS COMPELETD W/IN SCHEDULED TIMETABLE					100	100	+ 0	0	95	95	+ 0	0
6. % EMERG REPRS & ALTRTNS REQST RESP TO W/IN 48 HRS					100	100	+ 0	0	100	100	+ 0	0

## VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

**PROGRAM TITLE: FACILITIES CONSTRUCTION AND MAINTENANCE**

**11 03 08**

### **PART I - EXPENDITURES AND POSITIONS**

(See Lowest Level Programs for Explanation of Variances)

### **PART II - MEASURES OF EFFECTIVENESS**

(See Lowest Level Programs for Explanation of Variances)

PROGRAM TITLE:

PUBLIC WORKS-PLANNING, DESIGN &amp; CONSTRUCTION

11/29/21

PROGRAM-ID:

AGS-221

PROGRAM STRUCTURE NO:

11030801

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
<b>RESEARCH &amp; DEVELOPMENT COSTS</b>												
<b>POSITIONS</b>												
<b>EXPENDITURES (\$1,000's)</b>												
<b>OPERATING COSTS</b>												
<b>POSITIONS</b>	91.00	69.00	- 22.00	24	91.00	69.00	- 22.00	24	91.00	78.00	- 13.00	14
<b>EXPENDITURES (\$1000's)</b>	10,168	9,736	- 432	4	2,266	1,353	- 913	40	7,902	7,902	+ 0	0
<b>TOTAL COSTS</b>												
<b>POSITIONS</b>	91.00	69.00	- 22.00	24	91.00	69.00	- 22.00	24	91.00	78.00	- 13.00	14
<b>EXPENDITURES (\$1000's)</b>	10,168	9,736	- 432	4	2,266	1,353	- 913	40	7,902	7,902	+ 0	0
					FISCAL YEAR 2020-21				FISCAL YEAR 2021-22			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
<b>PART II: MEASURES OF EFFECTIVENESS</b>												
1. AV VARIANCE BETWEEN EST & ACTUAL BID OPENING DATES					3	1	- 2	67	3	3	+ 0	0
2. AV PRE-BID CONSTRUCTION EST AS % OF AV BID PRICE					100	120	+ 20	20	100	100	+ 0	0
3. AV VAR BTWN EST & ACTUAL CONSTR COMPLETION DATES					3	2.4	- 0.6	20	3	3	+ 0	0
4. AV COST CHANGE ORDERS AS % AV ACTUAL CONST COST					3	1	- 2	67	3	3	+ 0	0
5. FOR TTL CIP REQUIRED, % OF FUNDS ACTUALLY APPROP					100	80.7	- 19.3	19	100	67.4	- 32.6	33
<b>PART III: PROGRAM TARGET GROUP</b>												
1. CAPITAL IMPROV APPROPRIATIONS (IN \$100,000)					300	298.5	- 1.5	1	527	301	- 226	43
2. PUBLIC BUILDINGS, REPAIRS & ALTERATIONS (\$100,000)					250	0	- 250	100	132	190	+ 58	44
<b>PART IV: PROGRAM ACTIVITY</b>												
1. TOTAL COSTS OF FAC OR PROJECT UNDER DESIGN (\$MILL)					400	422	+ 22	6	400	400	+ 0	0
2. PROJ UNDER CONSTRUCTION DURING FY (EST COST \$MILL)					500	409	- 91	18	500	500	+ 0	0

# VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 03 08 01  
AGS 221

## PROGRAM TITLE: PUBLIC WORKS-PLANNING, DESIGN & CONSTRUCTION

### PART I - EXPENDITURES AND POSITIONS

The budget for FY 21 is comprised of the general fund appropriation for payroll and related costs and three revolving funds (accrued vacation and sick leave, automotive and related costs, and supplies).

The variance in general funds is attributable to the following factors: application of budget restrictions; 22 vacant positions; lower shortage differential payouts than budgeted; and control of overtime and related payments. In addition, the program is unable to fill 13 of its authorized positions because those positions have been defunded.

The revolving fund account for accrued vacation and sick leave payments realized no expenditures, reflecting the move from the prior capital improvement program (CIP) project funding of the majority of Public Works Division staff costs to the current general funding of those costs.

### PART II - MEASURES OF EFFECTIVENESS

Item 1: The decrease in variance for FY 21 between the estimated and actual bid dates can be attributed to the team's focus to ensure projects were bid out as scheduled, as an unprecedented and unsustainable effort to assure the flow of CIP funds to the construction industry, as a means of helping to sustain the State's economic well-being. Less than 1% of the bids went beyond the estimated opening bid date.

Item 2: The positive variance for FY 21 in the average pre-bid construction estimate as a percentage of the average bid price is reflective of the slower growth and increased competition in the construction industry, associated pandemic-related uncertainty, and some time-related insulation from supply chain-related price increases experienced in late FY 21 and thereafter.

Item 3: The team performed to an unsustainable level of effort (in response to the pandemic-driven need to channel CIP funds into the local construction industry as a means of forestalling or minimizing COVID-19-related negative economic impacts) to manage various projects, and as a result, estimated and actual construction dates improved beyond the goals for FY 21.

Item 4: The variance for FY 21 is due to the effective planning of the team as well as unprecedented cooperation of contractors attempting to navigate the economic uncertainties of the pandemic.

Item 5: CIP funding appropriations made to the Department of Accounting and General Services (DAGS) in FY 21 and FY 22 were depressed by the revenue impacts of the COVID-19 pandemic.

### PART III - PROGRAM TARGET GROUPS

Item 1: CIP funds with DAGS as the expending agency were somewhat affected by the impacts of the COVID-19 pandemic on the State's anticipated revenues in FY 21 and were strongly depressed by revenue forecasts for FY 22.

Item 2: No repairs and alterations funds were appropriated with DAGS as the expending agency in FY 21, and the appropriations for FY 22 exceeded the planned amounts.

### PART IV - PROGRAM ACTIVITIES

Item 1: The total cost of projects under design in FY 21 was less than 10% greater than the planned value, and the value for FY 22 is expected to perform on target.

Item 2: The variance for FY 21 is due to the program and State agencies encountering challenges in obtaining sufficient construction funding and allocation of lump sum funding, both of which were impacted by the decline in actual and projected State revenues during the early FY 21 stages of the pandemic.



## VARIANCE REPORT

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
<b>RESEARCH &amp; DEVELOPMENT COSTS</b>												
<b>POSITIONS</b>												
<b>EXPENDITURES (\$1,000's)</b>												
<b>OPERATING COSTS</b>												
<b>POSITIONS</b>	123.00	112.50	- 10.50	9	117.00	111.00	- 6.00	5	117.00	117.00	+ 0.00	0
<b>EXPENDITURES (\$1000's)</b>	21,663	20,303	- 1,360	6	5,842	5,739	- 103	2	15,883	14,917	- 966	6
<b>TOTAL COSTS</b>												
<b>POSITIONS</b>	123.00	112.50	- 10.50	9	117.00	111.00	- 6.00	5	117.00	117.00	+ 0.00	0
<b>EXPENDITURES (\$1000's)</b>	21,663	20,303	- 1,360	6	5,842	5,739	- 103	2	15,883	14,917	- 966	6
					FISCAL YEAR 2020-21				FISCAL YEAR 2021-22			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
PART II: MEASURES OF EFFECTIVENESS												
1. 4 INTERNAL SVC INSPECTIONS/QTR & ACCEPTBLE SCORES					80	80	+ 0	0	80	80	+ 0	0
2. BLDG OCCUPANT'S EVALUATION OF CUSTODIAL SERVICES					80	85	+ 5	6	75	80	+ 5	7
PART III: PROGRAM TARGET GROUP												
1. TOTAL ASSIGNED BUILDINGS					78	78	+ 0	0	78	78	+ 0	0
PART IV: PROGRAM ACTIVITY												
1. TOTAL NUMBER OF WORK STATIONS (JANITOR II)					78	72	- 6	8	72	72	+ 0	0
2. NUMBER OF SQUARE FEET SERVICED					2.7	2.7	+ 0	0	2.7	2.7	+ 0	0

# VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 03 08 02  
AGS 231

## **PROGRAM TITLE: CENTRAL SERVICES - CUSTODIAL SERVICES**

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### **PART I - EXPENDITURES AND POSITIONS**

The expenditure variance of \$1,360,911 for FY 21 is primarily due to \$1,239,511 in program restrictions offset by a collective bargaining allocation of \$128,911, resulting in a variance of \$250,311 which was due to reimbursements received being less than projected by \$235,180. This leaves a variance of \$15,131, which is less than 1% and is insignificant.

The variance in the 1st quarter of FY 22 of \$102,682 is due to \$35,672 in vacancy savings and the difference between reimbursements received as opposed to reimbursements budgeted of \$51,634. This results in a variance of \$15,376, which is less than 1% and insignificant.

For the remaining nine months of FY 22, an expected variance of \$965,872 is primarily due to program restrictions of \$1,068,554.

For FY 21, there were 10.50 vacant positions. No recruitment action was initiated due to Executive Memorandum No. 20-01/20-08, which initiated a hiring freeze for the following positions: 6.50 Janitor IIs (Position Nos. (PN) 1259, 7317, 8067, 27135, 34886, 41619, and 17436 (50%)); and 2.00 Janitor IIIs (PNs 18979 and 18994). For the two other vacant positions, a Procurement and Supply Specialist IV, PN 7305, and Janitor II, PN 34885, both were approved to fill by the Governor, and personnel action has been initiated for filling.

For the 1st quarter of FY 22, there were 6.00 vacant positions. The vacancies are as follows: four Janitor IIs (PNs 7330, 12615, 31781, and 122528); one Janitor III, PN 18979; and the Procurement and Supply Specialist IV, PN 7305. All six vacant positions were approved to fill and are in various stages of the recruitment process. For the remaining nine months of FY 22, all current and future vacancies will be subject to current and future position vacancy approval processes to fill.

### **PART II - MEASURES OF EFFECTIVENESS**

There are no significant variances in the measures of effectiveness.

### **PART III - PROGRAM TARGET GROUPS**

There are no significant variances in the program target group.

### **PART IV - PROGRAM ACTIVITIES**

There are no significant variances in the program activities.

## VARIANCE REPORT

	FISCAL YEAR 2020-21					THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22					
PART I: EXPENDITURES & POSITIONS RESEARCH & DEVELOPMENT COSTS POSITIONS EXPENDITURES (\$1,000's)  OPERATING COSTS POSITIONS EXPENDITURES (\$1000's)  TOTAL COSTS POSITIONS EXPENDITURES (\$1000's)	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ESTIMATED	± CHANGE		%
	30.00	24.00	-	6.00	20	24.00	23.00	-	1.00	4	24.00	24.00	+	0.00	0
	1,774	1,633	-	141	8	362	358	-	4	1	1,631	1,380	-	251	15
	30.00	24.00	-	6.00	20	24.00	23.00	-	1.00	4	24.00	24.00	+	0.00	0
	1,774	1,633	-	141	8	362	358	-	4	1	1,631	1,380	-	251	15
						FISCAL YEAR 2020-21				FISCAL YEAR 2021-22					
						PLANNED	ACTUAL	± CHANGE		%	PLANNED	ESTIMATED	± CHANGE		%
PART II: MEASURES OF EFFECTIVENESS															
1. EVALUATIONS FROM GROUNDS SURVEY FROM BLDG OCCUPNTS						72	71	-	1	1	70	70	+	0	0
2. ANNUAL FACILITY ASSESSMENT SCORES						85	80	-	5	6	85	80	-	5	6
PART III: PROGRAM TARGET GROUP															
1. TOTAL NUMBER OF FACILITIES						119	119	+	0	0	119	119	+	0	0
PART IV: PROGRAM ACTIVITY															
1. NUMBER OF GROUNDSKEEPING POSITIONS						30	30	+	0	0	24	24	+	0	0
2. TOTAL ACREAGE SERVICED						110.9	110.9	+	0	0	110.9	110.9	+	0	0
3. NUMBER OF REFUSE COLLECTION SITES						28	28	+	0	0	28	28	+	0	0

## VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 03 08 03  
AGS 232

### **PROGRAM TITLE: CENTRAL SERVICES - GROUNDS MAINTENANCE**

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#### **PART I - EXPENDITURES AND POSITIONS**

For FY 21, the variance in expenditures of \$140,928 is primarily due to program restrictions of \$159,536 offset by collective bargaining allocations of \$34,227, resulting in a variance of \$15,619, which is less than 1% and insignificant.

For FY 22, the 1st quarter variance of \$3,273 is less than 1% and insignificant. For the remaining nine months of FY 22, the expected variance of \$251,217 is primarily due to program restrictions of \$254,490.

For FY 21, there were six vacant positions as follows: three Groundskeeper Is (Position Nos. (PN) 28055, 118108, and 122920); one Power Mower Operator I (PN 21597); one Nursery Worker I (PN 15211); and one Landscape Architect V (PN 2691). No recruitment action was initiated due to the hiring freeze implemented by Executive Memorandum No. 20-01. The above positions were abolished effective July 1, 2021, per Act 88, SLH 2021.

For the 1st quarter of FY 22, there was one vacant position, Groundskeeper I, PN 26729. The filling of the position is pending the interview process. For the remaining nine months of FY 22, all current and future vacancies will be subject to existing and future request to fill approval processes.

#### **PART II - MEASURES OF EFFECTIVENESS**

There are no significant variances in the measures of effectiveness.

#### **PART III - PROGRAM TARGET GROUPS**

There are no significant variances in the program target group.

#### **PART IV - PROGRAM ACTIVITIES**

There are no significant variances in the program activities.

## VARIANCE REPORT

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
<b>RESEARCH &amp; DEVELOPMENT COSTS</b>												
<b>POSITIONS</b>												
<b>EXPENDITURES (\$1,000's)</b>												
<b>OPERATING COSTS</b>												
<b>POSITIONS</b>	33.00	28.00	- 5.00	15	31.00	26.00	- 5.00	16	31.00	31.00	+ 0.00	0
<b>EXPENDITURES (\$1000's)</b>	3,240	2,513	- 727	22	625	593	- 32	5	2,683	2,483	- 200	7
<b>TOTAL COSTS</b>												
<b>POSITIONS</b>	33.00	28.00	- 5.00	15	31.00	26.00	- 5.00	16	31.00	31.00	+ 0.00	0
<b>EXPENDITURES (\$1000's)</b>	3,240	2,513	- 727	22	625	593	- 32	5	2,683	2,483	- 200	7
					FISCAL YEAR 2020-21				FISCAL YEAR 2021-22			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
PART II: MEASURES OF EFFECTIVENESS												
1. % OF PROGRAM PROJECTS COMPLETED WITHIN TIMETABLE					100	100	+ 0	0	95	95	+ 0	0
2. % EMERGENCY REP & ALTERATNS RESPNDED TO IN 48 HRS					100	100	+ 0	0	100	100	+ 0	0
3. % OF SATISFACTORY SURVEY EVALUATIONS OF R&A SVCS					90	90	+ 0	0	90	90	+ 0	0
4. % OF SATISFACTORY SURVEY EVAL OF SPECIAL PROJECTS					90	90	+ 0	0	90	90	+ 0	0
PART III: PROGRAM TARGET GROUP												
1. TOTAL NUMBER OF ASSIGNED STATE BUILDINGS					164	164	+ 0	0	164	164	+ 0	0
PART IV: PROGRAM ACTIVITY												
1. TTL NO. OF NORMAL REPAIRS & ALTERATIONS PROJECTS					3700	3641	- 59	2	3700	3600	- 100	3
2. TOTAL NUMBER OF EMERGENCY PROJECTS					995	990	- 5	1	1000	975	- 25	3

## VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 03 08 04  
AGS 233

### **PROGRAM TITLE: CENTRAL SERVICES - BUILDING REPAIRS & ALT**

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#### **PART I - EXPENDITURES AND POSITIONS**

For FY 21, the expenditure variance of \$726,578 is primarily due to \$663,956 in restrictions offset by a collective bargaining allocation of \$55,120 and the non-renewal of a maintenance roofing contract of \$90,042 to adhere to Executive Memorandum (E.M.) No. 20-08, which directed programs to use fiscal restraint with expenditures. This resulted in a variance of \$27,700, which is less than 1% and insignificant.

The expenditure variance of \$31,640 in the 1st quarter of FY 22 is due entirely to vacancy savings. The expected expenditure variance for the remaining nine months of FY 22 of \$199,941 is due primarily to program restrictions of \$231,581.

For FY 21, there were five vacant positions. Due to E.M. No. 20-01 issued in April 2020, all hiring was frozen for the following four positions: Engineer VI (Position No. (PN) 22339), Engineer V (PN 2329), and two Electrician Is (PNs 15619 and 118758). These four positions were abolished effective July 1, 2021, per Act 88, SLH 2021; therefore, no recruitment action was undertaken for them. The request to fill one Engineer V (PN 18923) was approved by the Governor, and personnel action was initiated.

For the 1st quarter of FY 22, a total of five positions were vacant of which the following four received approval to fill and are in various stages of the recruitment process: one Building Maintenance Worker (BMW) I (PN 46483), one BMW II (PN 334), one Electrician I (PN 118758), and one Engineer V (PN 18923). The request to fill one Engineer VI (PN 22339) has not been approved by the Governor. For the remaining nine months of FY 22, the filling of vacant positions and future vacancies will go through existing and future approval processes to fill.

#### **PART II - MEASURES OF EFFECTIVENESS**

There are no significant variances in the measures of effectiveness.

#### **PART III - PROGRAM TARGET GROUPS**

There are no significant variances in the program target group.

#### **PART IV - PROGRAM ACTIVITIES**

There are no significant variances in the program activities.

## VARIANCE REPORT

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
<b>RESEARCH &amp; DEVELOPMENT COSTS</b>												
<b>POSITIONS</b>												
<b>EXPENDITURES (\$1,000's)</b>												
<b>OPERATING COSTS</b>												
<b>POSITIONS</b>	29.00	22.00	- 7.00	24	24.00	22.00	- 2.00	8	24.00	23.00	- 1.00	4
<b>EXPENDITURES (\$1000's)</b>	3,342	1,615	- 1,727	52	375	330	- 45	12	3,017	1,239	- 1,778	59
<b>TOTAL COSTS</b>												
<b>POSITIONS</b>	29.00	22.00	- 7.00	24	24.00	22.00	- 2.00	8	24.00	23.00	- 1.00	4
<b>EXPENDITURES (\$1000's)</b>	3,342	1,615	- 1,727	52	375	330	- 45	12	3,017	1,239	- 1,778	59
					FISCAL YEAR 2020-21				FISCAL YEAR 2021-22			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
<b>PART II: MEASURES OF EFFECTIVENESS</b>												
1. EST COST SAVINGS BY JURISIC UTLIZ SPO PL/VL(\$1000)					25000	46596	+ 21596	86	25000	40000	+ 15000	60
2. COST SAVINGS OF HI ELECT PROC AWARDS (1000)					50000	2378	- 47622	95	50000	2000	- 48000	96
3. SURPLUS PROPERTY TRANSFERRED TO DONEES (\$1000)					3000	6215	+ 3215	107	3000	5000	+ 2000	67

## VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

**PROGRAM TITLE: PROCUREMENT, INVENTORY & SURPLUS PROP MGT**

**11 03 09**

### **PART I - EXPENDITURES AND POSITIONS**

(See Lowest Level Programs for Explanation of Variances)

### **PART II - MEASURES OF EFFECTIVENESS**

(See Lowest Level Programs for Explanation of Variances)



## VARIANCE REPORT

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
<b>RESEARCH &amp; DEVELOPMENT COSTS</b>												
<b>POSITIONS</b>												
<b>EXPENDITURES (\$1,000's)</b>												
<b>OPERATING COSTS</b>												
<b>POSITIONS</b>	24.00	19.00	- 5.00	21	19.00	19.00	+ 0.00	0	19.00	19.00	+ 0.00	0
<b>EXPENDITURES (\$1000's)</b>	1,475	1,306	- 169	11	275	256	- 19	7	1,239	1,239	+ 0	0
<b>TOTAL COSTS</b>												
<b>POSITIONS</b>	24.00	19.00	- 5.00	21	19.00	19.00	+ 0.00	0	19.00	19.00	+ 0.00	0
<b>EXPENDITURES (\$1000's)</b>	1,475	1,306	- 169	11	275	256	- 19	7	1,239	1,239	+ 0	0
					FISCAL YEAR 2020-21				FISCAL YEAR 2021-22			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
PART II: MEASURES OF EFFECTIVENESS												
1. EST COST SAVINGS BY JURISIC UTLIZ SPO PL/VL(\$1000)					25000	46596	+ 21596	86	25000	40000	+ 15000	60
2. PROPERTY TRANSFERRED BETWEEN AGENCIES (\$1000)					4800	9299	+ 4499	94	4800	4800	+ 0	0
3. MOVING 3-YEAR AV OF ERRORS IN INVENTORY REPORTING					0	0	+ 0	0	0	0	+ 0	0
4. COST SAVINGS OF HI ELECT PROC AWARDS (1000)					50000	2378	- 47622	95	50000	2000	- 48000	96
5. % OF SPO WS EVAL W/ MEANINGFUL/PRACTICAL RATINGS					54	64	+ 10	19	54	54	+ 0	0
6. REBATES REC FR PCARD FOR PARTICIPATNG (THOU DOLLR)					1630	861	- 769	47	1630	860	- 770	47
PART III: PROGRAM TARGET GROUP												
1. NO. OF JURISDTNS UTILIZING COOP PURCHASING AGREEMT					20	20	+ 0	0	20	20	+ 0	0
2. NO. OF ORG CODES LISTED IN THE FIXED ASSET INV SYS					1010	1001	- 9	1	1010	1000	- 10	1
3. NO. AGENCIES ISSUING HLTH & HUMN SVS SOLICITATIONS					10	19	+ 9	90	10	19	+ 9	90
4. NO. OF PCARD HOLDERS FOR ALL PARTICIPATING JURISDI					3650	2900	- 750	21	3650	2100	- 1550	42
PART IV: PROGRAM ACTIVITY												
1. NUMBER OF AWARDS FOR PRICE & VENDOR LIST CONTRACTS					100	129	+ 29	29	100	125	+ 25	25
2. NO. OF HANDS SOLICITNS					1425	942	- 483	34	1425	900	- 525	37
3. NO. OF PROCURMT TRAINING WORKSHOP ATTENDEES					9500	8107	- 1393	15	9500	8100	- 1400	15
4. RATIO PCARD TRANS/PO TRANS OBJ CODE EX DOE,UH,HHSC					14	14	+ 0	0	14	14	+ 0	0
5. NUMBER OF ITEMS TRANSFERRED BETWEEN AGENCIES					2000	1785	- 215	11	2000	1800	- 200	10
6. NO. OF INVENTORY TRANSACTIONS AUDITED & PROCESSED					33500	22718	- 10782	32	33500	25000	- 8500	25
7. TOTAL VALUE OF PROP ADDED TO INVENTORY (\$1000)					555000	583998	+ 28998	5	555000	555000	+ 0	0
8. NO. OF COMP/RESTRICT HLTH & HMN SVC SOLICITATIONS					75	67	- 8	11	75	67	- 8	11
9. NO. OF AWARDS NOTICES POSTED IN HANDS					4100	2246	- 1854	45	4200	2100	- 2100	50
10. NO. OF VENDORS REGISTERED IN HCE					15825	17601	+ 1776	11	15825	17500	+ 1675	11

# VARIANCE REPORT NARRATIVE

## FY 2021 AND FY 2022

11 03 09 01  
AGS 240

### PROGRAM TITLE: STATE PROCUREMENT

#### PART I - EXPENDITURES AND POSITIONS

The majority of the FY 21 lapsed funds is from personal services caused by vacant positions. In FY 21, the State Procurement Office's (SPO) vacancy rate reached 29% (7 out of 24) due to transfers, resignations, lengthy delays in hiring, and the COVID-19 pandemic. The pandemic closed physical offices and created a roadblock to hiring qualified candidates. The statewide hiring freeze led to budget cuts and ultimately resulted in the elimination of three of SPO's positions. At the end of FY 21, the three eliminated positions plus four vacant positions equated to a total position loss of almost 29% for SPO. The vacancies hindered SPO from delivering procurement guidance to government agencies in a timely manner and remaining fully operational. Several staff took on temporary assignments of vacant positions, and some took on duties outside of their own position descriptions.

#### PART II - MEASURES OF EFFECTIVENESS

Item 1: The variance is due to the State of Hawaii's expenditure of \$21 million on wireless communications, which represented 26% of total expenditures utilizing price/vendor lists. Note that the cost savings using price/vendor lists came from the State of Hawaii's utilization of AT&T's FirstNet communications system for first responders to use during disasters and emergencies.

Item 2: The FY 21 actual is higher due to transfers of high value assets, such as buildings, boats, vehicles, etc.

Item 4: With the closure of State of Hawaii offices in response to the COVID-19 public health emergency, there was a great decrease in cost-savings from Hawaii Electronic Procurement System awards due to fewer solicitation.

Item 5: SPO transferred its training videos from Adobe Connect to a learning management system that incorporated quizzes into training. SPO also added courses that were professionally developed by a company renowned for innovative instructional design and training. Training modules are more engaging with the integration of learning activities throughout the modules.

Item 6: The 47% variance in rebates is due to the withdrawal of the City and County of Honolulu (CCH), the Honolulu City Council, and the Honolulu Board of Water Supply from the State's Purchasing Card (pCard) contract. This was compounded by a reduction in the rebate percentage when the contract expired.

#### PART III - PROGRAM TARGET GROUPS

Item 3: The variance in the number of agencies issuing health and human service solicitations reflected agencies who registered in the Hawaii Electronic Procurement System in FY 21.

Item 4: The variance is due to the withdrawal of CCH, the Honolulu City Council, and the Honolulu Board of Water Supply from the pCard contract and the reduction of pCards within various departments overall.

#### PART IV - PROGRAM ACTIVITIES

Item 1: The variance is attributed to SPO's work on building a pool of statewide contracts as part of a comprehensive catalog of goods and services for the State's eMarketplace.

Item 2: Agencies cut back on solicitations in response to budget restrictions and the Governor's Emergency Proclamations due to the economic impacts of the COVID-19 public health crisis.

Item 3: The hiring freeze resulted in fewer new staff requiring procurement training. Budget cuts discouraged agencies from making purchases, thus voiding the need for procurement training.

## VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

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**PROGRAM TITLE: STATE PROCUREMENT**

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Item 5: The FY 21 actual was higher due to more property transfers between agencies, including high value assets.

Item 6: AGS 240's forecast for FY 21 was overstated and will be adjusted in the next biennium.

Item 7: The variance in FY 21 was due to an increase in the number of land, land improvement, building, and infrastructure additions to the inventory.

Item 8: AGS 240's forecast for FY 21 was overstated and will be adjusted in the next biennium.

Item 9: The COVID-19 public health crisis and ensuing budget cuts contributed to the low numbers of solicitations conducted statewide.

Item 10: More businesses registered in Hawaii Compliance Express.

## VARIANCE REPORT

	FISCAL YEAR 2020-21					THREE MONTHS ENDED 09-30-21					NINE MONTHS ENDING 06-30-22				
	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ESTIMATED	± CHANGE		%
PART I: EXPENDITURES & POSITIONS															
RESEARCH & DEVELOPMENT COSTS															
POSITIONS															
EXPENDITURES (\$1,000's)															
OPERATING COSTS															
POSITIONS	5.00	3.00	-	2.00	40	5.00	3.00	-	2.00	40	5.00	4.00	-	1.00	20
EXPENDITURES (\$1000's)	1,867	309	-	1,558	83	100	74	-	26	26	1,778	0	-	1,778	100
TOTAL COSTS															
POSITIONS	5.00	3.00	-	2.00	40	5.00	3.00	-	2.00	40	5.00	4.00	-	1.00	20
EXPENDITURES (\$1000's)	1,867	309	-	1,558	83	100	74	-	26	26	1,778	0	-	1,778	100
						FISCAL YEAR 2020-21					FISCAL YEAR 2021-22				
						PLANNED	ACTUAL	± CHANGE		%	PLANNED	ESTIMATED	± CHANGE		%
PART II: MEASURES OF EFFECTIVENESS															
1. SURPLUS PROPERTY TRANSFERRED TO DONEES (\$1000)						3000	6215	+	3215	107	3000	5000	+	2000	67
2. RATIO SVS FEE OVER PROPERTY TRANSFER VALUE (%)						2	8.3	+	6.3	315	2	8	+	6	300
3. ACTUAL DONEES AS % OF ELIGIBLE DONEES						84	53	-	31	37	84	70	-	14	17
PART III: PROGRAM TARGET GROUP															
1. NON-PROFIT TAX-EXMPT EDUC & PUBLIC HTH INSTUTNS						70	8	-	62	89	70	30	-	40	57
2. PUBLIC AGENCY THAT SERVES OR PROMOTES PUB PURPOSE						60	71	+	11	18	60	60	+	0	0
3. 8(A) BUSINESS DEV/SMALL DISADVANTAGED BUSINESSES						40	24	-	16	40	40	35	-	5	13
PART IV: PROGRAM ACTIVITY															
1. FED PERSONAL PROP RECEIVED (LINE ITEMS)						300	467	+	167	56	300	400	+	100	33
2. FED PROP DONATED (LINE ITEMS)						500	459	-	41	8	500	450	-	50	10
3. ACQ OF STATE PROP FOR UTIL/SALE (LINE ITEMS)						235	299	+	64	27	235	335	+	100	43
4. DIST OF STATE PROP FOR REUTIL (LINE ITEMS)						235	297	+	62	26	235	235	+	0	0
5. STATE PROP DISP OF BY PUBLIC SALE (LINE ITEMS)						80	136	+	56	70	80	100	+	20	25

# VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

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## **PROGRAM TITLE: SURPLUS PROPERTY MANAGEMENT**

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### **PART I - EXPENDITURES AND POSITIONS**

The position variances are attributed to delays in hiring and two vacant positions not being filled. Surplus is actively filling those two positions.

The expenditure variances can be attributed to lower than anticipated vehicle purchases. More expenditures are projected for FY 22.

Surplus Property Services is working to strengthen its financial viability by leveraging the internet and technology-based applications to enhance sales, promotion, and marketing of the surplus property program. This will enable more donees to benefit from the varied surplus property available to them at significantly reduced prices.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 1: The increase is due to the high demand for used equipment and vehicles triggered by the economic downfall.

Item 2: The increase in the ratio is due to the high demand for used equipment, vehicles, etc.

Item 3: The number of nonprofit organizations and small businesses is decreased due to the restricted screening location at Pearl Harbor.

### **PART III - PROGRAM TARGET GROUPS**

Item 1: The number of nonprofit organizations is decreasing due to a lack of desirable items from the federal government.

Item 2: The increase is due to COVID-19 State budget cuts; more State agencies are searching for used/affordable items from Surplus.

Item 3: The variance is due to fewer 8(A) small businesses interested in acquiring federal surplus coupled with a decrease in the number of small businesses due to the businesses graduating after nine years.

### **PART IV - PROGRAM ACTIVITIES**

Item 1: The increase in the federal personal property received is due to the high demand for used equipment and vehicles.

Item 2: Stay on track.

Item 3: The increase in acquisitions is due to agencies seeking equipment from the Surplus Property Office instead of purchasing new equipment due to State budget cuts.

Item 4: The increase is due to the Surplus warehouse being open for full-time screening and pickup during the pandemic.

Item 5: The increase of disposals by Public Sale is due to the online auction booming because of COVID-19.

## VARIANCE REPORT

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
<b>RESEARCH &amp; DEVELOPMENT COSTS</b>												
<b>POSITIONS</b>												
<b>EXPENDITURES (\$1,000's)</b>												
<b>OPERATING COSTS</b>												
<b>POSITIONS</b>	40.00	36.00	- 4.00	10	40.00	39.00	- 1.00	3	40.00	40.00	+ 0.00	0
<b>EXPENDITURES (\$1000's)</b>	6,870	5,604	- 1,266	18	1,921	1,193	- 728	38	5,058	5,058	+ 0	0
<b>TOTAL COSTS</b>												
<b>POSITIONS</b>	40.00	36.00	- 4.00	10	40.00	39.00	- 1.00	3	40.00	40.00	+ 0.00	0
<b>EXPENDITURES (\$1000's)</b>	6,870	5,604	- 1,266	18	1,921	1,193	- 728	38	5,058	5,058	+ 0	0
					FISCAL YEAR 2020-21				FISCAL YEAR 2021-22			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
<b>PART II: MEASURES OF EFFECTIVENESS</b>												
1. MOTOR POOL VEHICLES-AVERAGE OPER COST PER VEHICLE					3870	4186	+ 316	8	3870	3870	+ 0	0
2. PERCENTAGE UTILIZATION OF PARKING SPACES					105	105	+ 0	0	105	105	+ 0	0

## VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

**PROGRAM TITLE: AUTOMOTIVE MANAGEMENT**

**11 03 10**

### **PART I - EXPENDITURES AND POSITIONS**

(See Lowest Level Programs for Explanation of Variances)

### **PART II - MEASURES OF EFFECTIVENESS**

No Measures Have Been Developed for this Program.

## VARIANCE REPORT

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
<b>RESEARCH &amp; DEVELOPMENT COSTS</b>												
<b>POSITIONS</b>												
<b>EXPENDITURES (\$1,000's)</b>												
<b>OPERATING COSTS</b>												
<b>POSITIONS</b>	13.00	12.00	- 1.00	8	13.00	13.00	+ 0.00	0	13.00	13.00	+ 0.00	0
<b>EXPENDITURES (\$1000's)</b>	3,031	2,051	- 980	32	1,013	510	- 503	50	2,066	2,066	+ 0	0
<b>TOTAL COSTS</b>												
<b>POSITIONS</b>	13.00	12.00	- 1.00	8	13.00	13.00	+ 0.00	0	13.00	13.00	+ 0.00	0
<b>EXPENDITURES (\$1000's)</b>	3,031	2,051	- 980	32	1,013	510	- 503	50	2,066	2,066	+ 0	0
					FISCAL YEAR 2020-21				FISCAL YEAR 2021-22			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
PART II: MEASURES OF EFFECTIVENESS												
1. MOTOR POOL VEHICLES-AVERAGE OPER COST PER VEHICLE					3870	4186	+ 316	8	3870	3870	+ 0	0
2. PERCENTAGE OF REVENUES OVER EXPENDITURES					96	92	- 4	4	96	96	+ 0	0
PART III: PROGRAM TARGET GROUP												
1. STATE AGENCIES UTILIZING MOTOR POOL & NON-MP VEH					21	21	+ 0	0	21	21	+ 0	0
PART IV: PROGRAM ACTIVITY												
1. MOTOR POOL FLEET RENTAL REVENUES					2304	2318	+ 14	1	1980	1980	+ 0	0
2. OTHER NON-MOTOR POOL VEHICLE SERVICE REVENUES					185	180	- 5	3	185	185	+ 0	0



## VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

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### **PROGRAM TITLE: AUTOMOTIVE MANAGEMENT - MOTOR POOL**

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#### **PART I - EXPENDITURES AND POSITIONS**

For FY 21, the Department of Accounting and General Services' Motor Pool purchased less fleet cars than projected.

For FY 22, acquisition of fleet replacement vehicles will continue and will be expended in the remaining three quarters of the year.

#### **PART II - MEASURES OF EFFECTIVENESS**

There are no significant variances in the measures of effectiveness.

#### **PART III - PROGRAM TARGET GROUPS**

For both fiscal years, there are no significant variances in the program target group.

#### **PART IV - PROGRAM ACTIVITIES**

There are no significant variances for the program activities.

## VARIANCE REPORT

	FISCAL YEAR 2020-21					THREE MONTHS ENDED 09-30-21					NINE MONTHS ENDING 06-30-22				
	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ESTIMATED	± CHANGE		%
PART I: EXPENDITURES & POSITIONS															
RESEARCH & DEVELOPMENT COSTS															
POSITIONS															
EXPENDITURES (\$1,000's)															
OPERATING COSTS															
POSITIONS	27.00	24.00	-	3.00	11	27.00	26.00	-	1.00	4	27.00	27.00	+	0.00	0
EXPENDITURES (\$1000's)	3,839	3,553	-	286	7	908	683	-	225	25	2,992	2,992	+	0	0
TOTAL COSTS															
POSITIONS	27.00	24.00	-	3.00	11	27.00	26.00	-	1.00	4	27.00	27.00	+	0.00	0
EXPENDITURES (\$1000's)	3,839	3,553	-	286	7	908	683	-	225	25	2,992	2,992	+	0	0
						FISCAL YEAR 2020-21					FISCAL YEAR 2021-22				
						PLANNED	ACTUAL	± CHANGE		%	PLANNED	ESTIMATED	± CHANGE		%
PART II: MEASURES OF EFFECTIVENESS															
1. PERCENTAGE UTILIZATION OF PARKING SPACES						105	105	+	0	0	105	105	+	0	0
2. PERCENTAGE OF REVENUES OVER EXPENDITURES						121	106	-	15	12	121	121	+	0	0
PART III: PROGRAM TARGET GROUP															
1. STATE OFFICIALS-EMPLOYEE & PUB CONDUCTG BUS W/STATE						8400	8400	+	0	0	8400	8400	+	0	0
PART IV: PROGRAM ACTIVITY															
1. NO. OF SPACES FOR EMPLOYEES & PUBLIC						7369	7369	+	0	0	7369	7369	+	0	0
2. NO. OF PARKING CITATIONS ISSUED (MONTHLY AVERAGE)						965	300	-	665	69	965	300	-	665	69
3. EMPLOYEE PARKING & PUBLIC PARKING REVENUES						3000	3000	+	0	0	3000	3000	+	0	0

## VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 03 10 02  
AGS 252

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**PROGRAM TITLE: AUTOMOTIVE MANAGEMENT - PARKING CONTROL**

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**PART I - EXPENDITURES AND POSITIONS**

For FY 21, the variance in expenditures is due to not hiring two Parking and Security Officers due to revenue shortfall and curtailing of deferred maintenance for parking facilities.

**PART II - MEASURES OF EFFECTIVENESS**

Item 2: The variance is due to the downturn of metered public parking. Certain State offices are closed for walk-in business.

**PART III - PROGRAM TARGET GROUPS**

There are no significant variances in the program target group.

**PART IV - PROGRAM ACTIVITIES**

Item 2: The variance is due to the slow down of public parking caused by COVID-19 and State offices being closed to the public.

## VARIANCE REPORT

	FISCAL YEAR 2020-21				THREE MONTHS ENDED 09-30-21				NINE MONTHS ENDING 06-30-22						
	BUDGETED	ACTUAL	±	CHANGE	%	BUDGETED	ACTUAL	±	CHANGE	%	BUDGETED	ESTIMATED	±	CHANGE	%
PART I: EXPENDITURES & POSITIONS															
RESEARCH & DEVELOPMENT COSTS															
POSITIONS															
EXPENDITURES (\$1,000's)															
OPERATING COSTS															
POSITIONS	38.00	30.00	-	8.00	21	37.00	29.00	-	8.00	22	37.00	37.00	+	0.00	0
EXPENDITURES (\$1000's)	3,386	2,893	-	493	15	692	644	-	48	7	3,505	3,553	+	48	1
TOTAL COSTS															
POSITIONS	38.00	30.00	-	8.00	21	37.00	29.00	-	8.00	22	37.00	37.00	+	0.00	0
EXPENDITURES (\$1000's)	3,386	2,893	-	493	15	692	644	-	48	7	3,505	3,553	+	48	1

	FISCAL YEAR 2020-21					FISCAL YEAR 2021-22				
	PLANNED	ACTUAL	± CHANGE		%	PLANNED	ESTIMATED	± CHANGE	%	
PART II: MEASURES OF EFFECTIVENESS										
1. % OF LATE (INTEREST) PAYMENTS TO TOTAL PAYMENTS	.2	.6	+	0.4	200	.2	.2	+	0	
2. % OF INVOICE PAYMNTS PROCESSED W/IN 7 WORKING DAYS	95	100	+	5	5	95	95	+	0	
3. AV TIME FOR NON-COMPETITIVE RECRUITMENT ACTION	30	42	+	12	40	45	45	+	0	
4. AV TIME FOR DELEGATED CLASSIFICATION ACTION	10	17	+	7	70	30	30	+	0	
5. NO. OF NON-ROUTINE PERSONNEL CONSULTATIVE SVCS	40	NO DATA	-	40	100	900	900	+	0	
6. PERCENTAGE OF DATA PROCESSING REQUESTS COMPLETED	80	85	+	5	6	80	80	+	0	
7. % OF DP REQUESTS COMPLTD WHICH IMPROVED EFFICIENCY	70	75	+	5	7	70	75	+	5	
8. PERCENTAGE OF B&F REQUESTS SUBMITTED BY DUE DATE	100	100	+	0	0	100	100	+	0	
9. % OF LEGISLATIVE REQUESTS SUBMITTED BY DATE	100	100	+	0	0	100	100	+	0	

PART III: PROGRAM TARGET GROUP											
1.	NO. OF DIVISIONS, DISTRICT OFFICES & ATTACHED AGEN	24	24	+	0	0	24	24	+	0	0
2.	TOTAL NUMBER OF EMPLOYEES (PERMANENT/TEMPORARY)	856	855	-	1	0	856	792	-	64	7
3.	TOTAL NO. OF PAYMENT TRANSACTIONS PROCESSED (000)	27	22	-	5	19	27	24	-	3	11
4.	NO. OF DEPARTMENTAL VACANCIES DURING THE YEAR	200	235	+	35	18	250	250	+	0	0
5.	TOTAL NO. OF DATA PROCESSING REQUESTS PROCESSED	430	395	-	35	8	430	400	-	30	7
6.	NO. OF COMPUTER APPLICATION PROGRAMS ADMINSTERED	3500	3695	+	195	6	3500	3675	+	175	5
7.	NO. OF REQUESTS FROM DEPT. OF BUDGET AND FINANCE	15	15	+	0	0	15	15	+	0	0
8.	TOTAL NUMBER OF LEGISLATIVE REQUESTS	40	40	+	0	0	40	40	+	0	0

PART IV: PROGRAM ACTIVITY											
1.	NO. OF EMPLOYEES PROVIDING ADMIN/TECH/CLERICAL SUP	35	35	+	0	0	35	34	-	1	3
2.	NUMBER OF PURCHASING CARDS OUTSTANDING	160	125	-	35	22	160	125	-	35	22
3.	NUMBER OF PAYROLL REGISTERS HANDLED	8	8	+	0	0	8	8	+	0	0
4.	NUMBER OF EPARS PROCESSED	2500	5740	+	3240	130	2500	2500	+	0	0
5.	NUMBER OF NON-EPAR ACTIONS PROCESSED	4000	2902	-	1098	27	4000	3000	-	1000	25
6.	NO. OF REQUESTS FOR NON-COMPETITIVE RECRUITMENTS	100	35	-	65	65	50	100	+	50	100
7.	NO. OF REQUESTS FOR DELEGATED CLASSIFICATN ACTIONS	140	137	-	3	2	140	140	+	0	0
8.	NO. OF NEW COMPUTER APPLICATION SYSTEMS INSTALLED	1	1	+	0	0	2	2	+	0	0
9.	NO. OF ADMIN RULES & REORG REQUESTS REVIEWED	4	4	+	0	0	4	4	+	0	0

# VARIANCE REPORT NARRATIVE FY 2021 AND FY 2022

11 03 13  
AGS 901

## PROGRAM TITLE: GENERAL ADMINISTRATIVE SERVICES

### PART I - EXPENDITURES AND POSITIONS

The variances in the number of positions filled as of June 30, 2021, and the three months ending September 30, 2021, are due to the defunding of positions and the hiring freeze.

The decrease in expenditures for FY 21 is primarily due to funding restrictions and vacancy savings.

### PART II - MEASURES OF EFFECTIVENESS

Item 1: The variance in the FY 21 percentage of late (interest) payments to total payments is due to new payment processes due to the pandemic, which resulted in missed and delayed payments.

Item 3: The variance in FY 21 for average time for non-competitive recruitment action resulted in the change to the forecasted number from 30 to 45 to reflect how time is counted based on an average of two internal vacancy announcement runs per month.

Item 4: The average difference is seven days and will more than likely continue to increase. The classification position was defunded in FY 21, then abolished per Act 88, SLH 2021, leaving no dedicated position to work on classification actions for the Department of Accounting and General Services (as of October 11, 2021 - 692 positions).

Item 5: Since 2018, the plan has been to drop this performance measure. With three people covering for four vacant positions, spending the time to count this statistic took time away from handling more important personnel action requests.

### PART III - PROGRAM TARGET GROUPS

Item 3: For FY 21 and FY 22, the decrease in the number of payment transactions is due to the COVID-19 pandemic.

Item 4: Defunded positions in FY 21 is more than likely the reason for the increase of vacancies that potentially could have been filled by the end of the fiscal year.

### PART IV - PROGRAM ACTIVITIES

Item 2: The decrease in the number of purchasing cards outstanding is due to the increased number of retirements/separations.

Item 4: The high increase in FY 21 is due to retroactive Hawaii Government Employees Association pay adjustments that were processed mainly during September through November 2020. There were several pay actions and corrections (due to retroactivity) for each employee, including separated employees.

Item 5: Some items previously counted are being processed differently or not at all, such as Form 7 audits and address changes. The planned number may need to be revised.

Item 6: Recruitment requests remained low as tight workforce controls were still in effect.