

DAVID Y. IGE
GOVERNOR



CRAIG K. HIRAI
DIRECTOR

TRACY M. BAN
DEPUTY DIRECTOR

EMPLOYEES' RETIREMENT SYSTEM
HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND
OFFICE OF THE PUBLIC DEFENDER

**STATE OF HAWAII
DEPARTMENT OF BUDGET AND FINANCE**

P.O. BOX 150
HONOLULU, HAWAII 96810-0150

ADMINISTRATIVE AND RESEARCH OFFICE
BUDGET, PROGRAM PLANNING AND
MANAGEMENT DIVISION
FINANCIAL ADMINISTRATION DIVISION
OFFICE OF FEDERAL AWARDS MANAGEMENT (OFAM)

October 27, 2022

FINANCE MEMORANDUM

MEMO NO. 22-13

TO: All Department Heads

FROM: For Craig K. Hirai /s/ Tracy Ban
Director of Finance

SUBJECT: Amendment to Finance Memorandum No. 22-11, Fiscal
Biennium 2023-25 Executive Budget Request and the Program and
Financial Plan for the Period 2023-29

This memorandum amends Attachment 3, Item No. 15, Motor Vehicle Purchase Guidelines, of Finance Memorandum (F.M.) No. 22-11, FB 2023-25 Executive Budget Request and the Program and Financial Plan for the Period 2023-29. The following guidelines shall be used in the preparation of budget requests for motor vehicles for FB 2023-25. However, because initial budget submissions are past due, these guidelines will be used in the review of requests that have already been submitted. As such, revisions to initial budget submissions due to this amendment are not required.

Attachment 3, Item No. 15, Motor Vehicle Purchase Guidelines, is amended to read as follows:

“15. Motor Vehicle Purchase Guidelines

Agencies on O‘ahu and Maui shall rent passenger cars from DAGS Motor Pool instead of purchasing vehicles, whenever feasible. Procurement of passenger vehicles only shall be subject to the Comptroller’s approval of **FORM AMD MP-007**.

The following guidelines for motor vehicles should be used. For replacement requests, an estimated allowance for trade-ins should be deducted from the prices listed below.

Any agency having a fully justifiable requirement for options or accessories should add an allowance for such items. Specific questions on motor vehicle specifications may be directed to the Automotive Management Division of DAGS.

Passenger Cars

Basic specifications: Automatic transmission, gasoline powered, power or power-assisted brakes and steering, AM/FM radio, white color, and air conditioning.

<u>Category – Electric/Hybrid</u>	<u>FY 24</u>	<u>FY 25</u>
A. Sedan, Subcompact	\$33,665	\$41,408
B. Sedan, Compact	42,865	52,725
C. Sedan, Intermediate	49,557	60,955

<u>Category – Gasoline Powered</u>	<u>FY 24</u>	<u>FY 25</u>
A. Sedan, Subcompact	\$22,588	\$25,976
B. Sedan, Compact	28,762	33,076
C. Sedan, Intermediate	33,251	38,239

Sport Utility, Four-Wheel Drive

Basic specifications: Automatic transmission, 6-cylinder, gasoline powered, full-size spare tire, power or power-assisted brakes and steering, painted white or buff, AM/FM radio, air conditioning.

<u>Category – Electric/Hybrid</u>	<u>FY 24</u>	<u>FY 25</u>
A. Sport Utility, Compact	\$65,030	\$79,987
B. Sport Utility, Full Size	77,576	95,419

<u>Category – Gasoline Powered</u>	<u>FY 24</u>	<u>FY 25</u>
A. Sport Utility, Compact	\$43,633	\$50,178
B. Sport Utility, Full Size	52,051	59,859

Vans

Basic specifications: Automatic transmission, 6-cylinder, power or power-assisted brakes and steering, gasoline powered, full-size spare tire, painted white or buff, AM/FM radio, air conditioning.

<u>Category – Electric/Hybrid</u>	<u>FY 24</u>	<u>FY 25</u>
A. Cargo, Mini	\$51,230	\$63,012
B. Cargo, ½ Ton	52,484	64,555
C. Cargo, ¾ Ton	52,275	64,298
D. Cargo, 1 Ton	59,594	73,301
E. 7-Passenger, Mini	54,784	67,385
F. 12-Passenger	62,730	77,158
G. 15-Passenger	67,121	82,559

<u>Category – Gasoline Powered</u>	<u>FY 24</u>	<u>FY 25</u>
A. Cargo, Mini	\$34,374	\$39,530
B. Cargo, ½ Ton	35,251	40,498
C. Cargo, ¾ Ton	35,075	40,336
D. Cargo, 1 Ton	39,985	45,983
E. 7-Passenger, Mini	51,221	58,904
F. 12-Passenger	42,090	48,404
G. 15-Passenger	45,036	51,792

Light Duty Pickup Trucks

Basic specifications: Automatic transmission, 6-cylinder, gasoline powered, wide bed, full-size spare tire, power or power-assisted brakes and steering, painted white or buff, AM/FM radio, air conditioning.

<u>Category – Electric/Hybrid</u>	<u>FY 24</u>	<u>FY 25</u>
<u>Two-Wheel Drive</u>		
A. Compact	\$44,329	\$54,525
B. ½ Ton	55,620	68,413
C. ¾ Ton	61,475	75,615

Four-Wheel Drive

A. Compact	\$44,538	\$54,782
B. ½ Ton	58,966	72,528
C. ¾ Ton	62,521	76,901

<u>Category – Gasoline Powered</u>	<u>FY 24</u>	<u>FY 25</u>
<u>Two-Wheel Drive</u>		
A. Compact	\$29,743	\$34,205
B. ½ Ton	37,320	42,918
C. ¾ Ton	41,248	47,435

Four-Wheel Drive

A. Compact	\$29,884	\$34,366
B. ½ Ton	39,565	45,499
C. ¾ Ton	41,950	48,243”

As a reminder, initial budget submissions are past due. The following provides the significant dates and requirements in the budget process. For additional details on submission requirements, please refer to F.M. No. 22-11.

Due Dates/Other Requirements

1. By Friday, October 14, 2022, your department's budget submission shall be submitted, as follows:
 - a. The following must be submitted via email in PDF format from your department's designated email account to the Department of Budget and Finance (B&F) at DBF.DOCS@hawaii.gov:
 - i. Transmittal memorandum from department head.
 - ii. Operating Forms A, A-Attachment, B, C, and FF.
 - iii. Capital Improvement Program (CIP) Tables P, Q, and R, and Forms CIP Details, CIPOp, CIPOpB, PAB, and S.
 - iv. Financial plans to support non-general fund requests.
 - b. The following must be submitted via email in Excel format to your B&F analyst. These files should match the PDF files being submitted.
 - i. Operating Forms A, A-Attachment, B, and C.
 - ii. CIP Forms CIP Details, CIPOp, CIPOpB, and S.
2. By Wednesday, November 30, 2022, the following must be submitted, reflecting the Governor's final budget decision. Please notify your B&F analyst and Mr. Gregg Hirohata-Goto (gregg.h.hirohata-goto@hawaii.gov) via email when online updates have been completed.
 - a. For all departments except the Department of Education (DOE), the University of Hawai'i (UH), and the Department of Transportation (DOT): Updated BJ Summary Tables and Budget Narratives in eBUDDI. Totals by cost element and means of financing (MOF) must match the grand totals on the Form B for the Governor's decision.
 - b. For DOE, UH, and DOT: Excel or other electronic files of the updated BJ Summary Tables must be submitted via email to your B&F analyst. Totals by cost element and MOF must match the grand totals on the Form B for the Governor's decision. Updated Budget Narratives in eBUDDI.
 - c. All departments: Updated Tables P, Q, and R in eCIP and Tables A, B and C (Performance Measures) in eANALYTICAL. Totals by cost element and MOF for all Table Ps must match the grand total on the Form S for the Governor's decision.

- d. All departments: All Excel files which reflect the Governor's final budget decisions of Forms A and A-Attachment (relating to the operating budget); and Forms CIP Details, CIPOp, and CIPOpB, and PDF files of Form PAB (relating to the CIP budget) should be emailed to your B&F analyst.
3. By Wednesday, November 30, 2022: Form DMC (additional requirement for deferred maintenance costs) with a cover letter from your department head submitted via email in PDF format from your department's designated email account to B&F at DBF.DOCS@hawaii.gov. The Excel file of Form DMC must be transmitted to your B&F analyst.
4. By Wednesday, December 28, 2022: The BJ details updated in eBUDDI reflecting the Governor's final budget decisions for all departments, except DOE, UH, and DOT for which Excel or other electronic files are required.