JOSH GREEN, M.D. GOVERNOR

SYLVIA LUKE LIEUTENANT GOVERNOR

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



STATE OF HAWAI'I DEPARTMENT OF BUDGET AND FINANCE Ka 'Oihana Mālama Mo'ohelu a Kālā P.O. BOX 150 HONOLULU, HAWAI'I 96810-0150

October 15, 2024

FINANCE MEMORANDUM

MEMO NO. 24-15

ADMINISTRATIVE AND RESEARCH OFFICE BUDGET, PROGRAM PLANNING AND MANAGEMENT DIVISION FINANCIAL ADMINISTRATION DIVISION

OFFICE OF FEDERAL AWARDS MANAGEMENT

- TO: All Department Heads
- FROM: Luis P. Salaveria /s/ Director of Finance

SUBJECT: Request for Information on Routine Repair and Maintenance

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

To meet the requirements of Act 233, Form RRM was developed and is available along with instructions at <u>https://budget.hawaii.gov/budget/budget-forms/</u>. Please complete the Form RRM and email it in Excel format to <u>DBF.BPPM.HI@hawaii.gov</u> on or before <u>November 29, 2024</u>.

If your department does not manage any State-owned building, facility, or other improvement, a negative response is appreciated. Should there be any questions, please have your staff contact Mr. Neal Miyahira, Administrator of the Budget, Program Planning and Management Division, at (808) 586-1530.

Attachments

LUIS P. SALAVERIA DIRECTOR

SABRINA NASIR DEPUTY DIRECTOR

INSTRUCTIONS FOR FORM RRM: FY 23 AND FY 24 BUDGET VS. ACTUAL ROUTINE REPAIR AND MAINTENANCE COSTS

Form RRM is to be completed for the FYs 23 and 24 Routine Repair and Maintenance Report.

Item Description and Preparation Instructions for Form RRM

Department

Fill in with appropriate department title.

Program ID/Org

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

<u>Island</u>

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

State Owned Building/Facility/Other

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

Cost Element of Routine Repair and Maintenance Cost

Provide type of cost by budget cost element: A = Personal Services; B = Other Current Expenses; and C = Equipment.

Type of Facility

Fill in the type of facility: O = Office; E = Educational Facility; M = Medical Facility; and X = Other.

Means of Financing (MOF)

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

FY 23 and FY 24 Budgeted Amounts (\$)

Fill in the budgeted amounts for the routine repair and maintenance costs in FY 23 and FY 24.

FYs 23 and 24 Actual Amounts (\$)

Fill in the actual amounts expended or encumbered for the routine repair and maintenance costs in FY 23 and FY 24.

<u>Comments</u>

Provide any additional comments, if necessary.

DEPARTMENT OF _____

				Budgeted		Actual		Variance			Budgeted		Actual		Variance			Comments			
						FY 23		FY 23		FY 23			FY 24		FY 24		FY 24				
rog ID/Org	Island	State Owned Bldg/Facility/Other	Cost Element (A, B, C)	Type of Facility	MOF	FTE	Amount	FTE	Amount	FTE	Amount	% FTE	% Amount	FTE	Amount	FTE	Amount	FTE	Amount % FTE	% Amount	
GS 221 AB	Oahu	Bldg #1	A Personal Svcs	0	А	5.00	150,000	4.00	100,000	-1.00	-50,000	-20.00%	-33.33%	5.00	125,000	5.00	125,000	0.00	0 0.00%	0.00%	
GS 221 AB	Oahu	Bldg #1	B Other Current Exp	0	А	0.00	50,000	0.00	50,000	0.00	0	#DIV/0!	0.00%	0.00	40,000	0.00	35 <i>,</i> 000	0.00	-5,000 #DIV/0!	-12.50%	
GS 221 AB	Oahu	Bldg #1	C Equipment	0	А	0.00	20,000	0.00	25,000		5,000	#DIV/0!	25.00%	0.00	20,000	0.00	25 <i>,</i> 000	0.00	5,000 #DIV/0!	25.00%	
GS 221 AB	Oahu	Bldg #2	A Personal Svcs	0	В	3.00	60,000	3.00	60,0		0	0.00%	0.00%	3.00	60,000	2.00	40,000	-1.00	-20,000 -33.33%	-33.33%	
GS 221 AB	Oahu	Bldg #2	B Other Current Exp	0	В	0.00	30,000	0.00		0.00	-5,000	#DIV/0!	-16.67%	0.00	30,000	0.00	30,000	0.00	0 #DIV/0!	0.00%	
GS 221 AB	Oahu	Bldg #2	C Equipment	0	В	0.00	10,000	0.0		0.00	-20	#DIV/0!	-0.20%	0.00	5,000	0.00	5,000	0.00	0 #DIV/0!	0.00%	
								time the		0.00	0	#DIV/0!	#DIV/0!					0.00	0 #DIV/0!	#DIV/0!	
										0.00	0	#DIV/0!	#DIV/0!					0.00	0 #DIV/0!	#DIV/0!	
										0.00	0	#DIV/0!	#DIV/0!					0.00	0 #DIV/0!	#DIV/0!	

	TOTAL:		8.00	320,000	7.00	269,980	-1.00	-50,0
pe of Facility Key	By MOF							
= Office	General	А	5.00	220,000	4.00	175,000	-1.00	-45,000
= Educational Facility	Special	в	3.00	100,000	3.00	94,980	0.00	-5,020
M = Medical Facility	General Obligation Bonds	С	0.00	0	0.00	0	0.00	0
X = Other	Reimbursable GO Bonds	D	0.00	0	0.00	0	0.00	0
	Revenue Bonds	Е	0.00	0	0.00	0	0.00	0
	Federal Funds	Ν	0.00	0	0.00	0	0.00	0
	Other Federal Funds	Р	0.00	0	0.00	0	0.00	0
	Private	R	0.00	0	0.00	0	0.00	0
	County	S	0.00	0	0.00	0	0.00	0
	Trust	т	0.00	0	0.00	0	0.00	0
	Inter-departmental Transfer	U	0.00	0	0.00	0	0.00	0
	American Rescue Plan Funds	V	0.00	0	0.00	0	0.00	0
	Revolving	W	0.00	0	0.00	0	0.00	0
	Other	Х	0.00	0	0.00	0	0.00	0

	0	0.00	·	
American Rescue Plan Funds	V	0.00	0	0.00
Revolving	W	0.00	0	0.00
Other	Х	0.00	0	0.00

FY 23 and FY 24 ROUTINE REPAIR AND MAINTENANCE REPORT