Routine Maintenance Procedures

Overview of Routine Maintenance Procedures

This section presents a plan for distribution and utilization of these funds and procedures for reporting on the use and disposition.

Distribution of Funds on a Square Foot Basis

Distribution of funds will be coordinated by the Department of Administrative Services, General Services Enterprise, in accordance with:

- the language of the appropriation
- the definition and examples of Routine Maintenance, and
- the procedures outlined in this document.

Distribution of funds are prorated to all agencies supported by the Department of Administrative Services, based upon the gross square footage of buildings.

Square footages are maintained by the Department of Administrative Services. These square footages will be adjusted as requested with supporting documentation from the institution or site in question.

Additional Guidelines for Allocation of Routine Maintenance Funds

The Department of Administrative Services uses the following guidelines for distribution of Routine Maintenance funds.

- Allocations will not take into account any current spending from the operating budgets of the agencies and institutions.
- Funds will be allocated on a gross square foot basis per agency, based upon the square footages of buildings maintained by the Department of Administrative Services. There may be adjustment for underutilized or vacant buildings. This recommendation will be reviewed annually.
- Each agency requesting funds shall enter into a Memorandum of Understanding (MOU) with the Department of Administrative Services, General Services Enterprise, before funds are transferred. The MOU shall specify the date(s) and amount(s) of funds to be transferred and the receiving account codes to be used for the transfers. The type of receiving account, reverting or non-reverting, shall also be specified in the MOU. Funds will be transferred in one lump sum or in up to four payments, as determined by the Department of Administrative Services. A sample Memorandum of Understanding is included at the end of this section.
- Agencies shall be responsible for developing their own Routine Maintenance Plan in conformance with the definition of Routine Maintenance in Iowa Code Section 8A.330.
- Each agency shall maintain an accounting of their Routine Maintenance on Iowa's Integrated Information System (I3). If funds transferred into reverting accounts will not be used for goods and services received by the end of the fiscal year and are not scheduled for reversion, the receiving agency or institution shall notify the Department of Management prior to the end of the fiscal year and request that the funds be carried forward to the next fiscal year.

Adjustments to these guidelines may be made as necessary with prior notice to the receiving agencies or institutions.

Agencies Eligible for Funding

The Department of Administrative Services, General Services Enterprise, considers the following agencies, departments or divisions to be supported by the Department and eligible for Routine Maintenance Funding from the Rebuild Iowa Infrastructure Fund:

- Administrative Services, Department of
- Corrections, Department of
- Education, Department of
- Health and Human Services, Department of
- Iowa Law Enforcement Academy
- Public Safety, Department of
- Revenue, Department of
- Terrace Hill
- Veterans Affairs, Department of
- Iowa Veterans Home

Distribution Schedule

A distribution schedule will be developed annually based on current calculations from the database, square footages and prorated dollars for Routine Maintenance by agency. Funds may be distributed by site, by building, by project or any combination deemed appropriate by the agency to best meet the needs of the agency. Each agency shall be responsible for determining the most appropriate utilization of the funds appropriated at the agency level.

Sample Memorandum of Understanding
Between <Receiving Agency>and
Department of Administrative Services
For Routine Maintenance Funding
<Date>

The Department of Administrative Services has received an appropriation of $XXX for FY20XX from the Iowa General Assembly for routine maintenance projects for state buildings and facilities. In accordance with this appropriation and Iowa Code Section 8A.330, the Department of Administrative Services agrees to allocate <$Amount> to the <Agency>, for the purposes of performing routine maintenance work at facilities under the control of <Agency>.

Funds will be transferred within 10 days of the date of the execution of this MOU.

<Agency> agrees to perform this work in accordance with the language of the appropriation and the definition for routine maintenance.

<Agency> agrees to develop a routine maintenance plan for performing this work. This plan shall be available upon request for review by the Department of Administrative Services, the Legislative Services Agency, the Department of Management or others.

<Agency> agrees to maintain an accounting of this work using Iowa's Integrated Information System (Iowa Advantage) and using the following account codes:

020	0017				204	0301
FY	*FUND*	*AGENCY*	*APPROP*	*ORG*	*REVENUE CLASS*	*REVENUE*
SOURCE						

<Agency> shall provide the information required in Iowa Code 8.57(5i) annually to the Department of Administrative Services on or before December 31st.

TERMINATION DUE TO NON-APPROPRIATION: Notwithstanding any other provision of this Agreement, if funds anticipated for the continued fulfillment of this Agreement are at any time not forthcoming or insufficient, either through the failure of the State to appropriate funds, discontinuance or material alteration of the program for which funds were provided, then the Department of Administrative Services shall have the right to terminate this Agreement without penalty by giving not less than thirty (30) days written notice documenting the lack of funding, discontinuance, or program alteration.

Signed and dated:

Authorized Signature (date)	*Authorized Signature (date)*
Name and Title <Agency>	*Name and Title* Department of Administrative Services