

INSTRUCTIONS FOR FORM S-SUPPLEMENTAL: DEPARTMENT
SUMMARY OF CIP LAPSES AND NEW REQUESTS

Form S-Supplemental should be downloaded from eCIP in prefilled Excel format with Part B prefilled with Table P information (blank form also available).
Form S-Supplemental consists of Part A - Proposed Lapses and Part B - New Requests to be proposed.

Item Description and Preparation Instructions for Form S-Supplemental

Date Prepared/Revised

Underscore as applicable and enter date.

Part A - Proposed Lapses

Part A must be completed manually after Form S-Supplemental is downloaded from eCIP.

Act/Year

Enter the act number and year enacted of the project that is being proposed for lapsing.

Item Number

Enter the item number of the project from Part IV of the appropriations act (e.g., G-12).

Capital Project Number

Enter the capital project number as shown in the appropriations act.

Project Title and Reason for Lapsing

Enter the project title as shown in the appropriations act and the reason why the appropriation should be lapsed (e.g., project completed, project cancelled, etc.).

Means of Financing (MOF) and Amount

Enter the MOF and the amount of funds proposed for lapsing.

Total by MOF

Totals, including breakdown by MOF, will be automatically computed. Formulas have been entered on these lines to compute the MOF totals automatically.

Part B - New Requests

Form S-Supplemental Excel file should be downloaded in prefilled Excel format with Part B prefilled with Table P information. Prefilled Form S-Supplemental will capture changes from Act 134, SLH 2013.

Request Category

Indicate the type of request, as allowed in the Budget guidelines. Must be completed on Form S-Supplemental after downloaded from eCIP.

- Major Repair and Maintenance for a Public or Educational Facility.
- Completion of Current Projects.
- Health, Safety, Court Mandates.
- Energy Efficiency.
- New Day Initiatives.
- Other.
- Trade-off.

Priority

Auto populated with unique priority number that your department has assigned to this request on Table P in eCIP; projects with multiple MOF will be listed by MOF with the same priority number.

Program ID and Project Number

Auto populated with program ID and project number of the project from Table P.

Project Title

Auto populated with facility or project name and brief descriptive statement of the project (e.g., Kahuku High School - repave parking lot) from Table P.

MOF and FB 2013-15

Auto populated with the requested amounts by MOF for each project from Table P.

Total by MOF

Totals, including breakdown by MOF, will be automatically computed and auto populated. Formulas have been entered on these lines to compute the MOF totals automatically.

