

Attachment 5

CIP Submission Tables & Forms

- Tables P, Q, & R
- Form CIPOp
- Form PAB
- Form S

REPORT: TABLE P - CAPITAL PROJECT DETAILS
 PROGRAM ID: AGR-101 CAPITAL PROJECT: SAMPLE

Tables P, Q and R should be completed in eCIP.

RUN DATE: September 15, 2014

SENATE DISTRICT	PRIORITY NUMBER	ISLAND	REP DISTRICT	PROJECT SCOPE	ITEM NUMBER	EXPENDING AGENCY
00	1	0 - STATEWIDE	000	N - NEW PROJECT		AGR

PROJECT TITLE:

PROJECT TITLE, ISLAND

PROJECT DESCRIPTION:

PLANS, LAND ACQUISITION, DESIGN, CONSTRUCTION AND EQUIPMENT FOR NEW PROJECT. COST ELEMENT LANGUAGE MUST MATCH COST ELEMENTS FOR REQUESTED APPROPRIATION.

PART I: BY ELEMENTS	MOF	PRIOR YR	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	SUCC YR
PLANS	*	0	0	0	1	0	0	0	0	0	0
LAND ACQUISITION	*	0	0	0	1	0	0	0	0	0	0
DESIGN	*	0	0	0	1	0	0	0	0	0	0
CONSTRUCTION	*	0	0	0	0	1	0	0	0	0	0
EQUIPMENT	*	0	0	0	0	1	0	0	0	0	0
TOTAL COST		0	0	0	3	2	0	0	0	0	0

PART II: BY MEANS OF FINANCE	MOF	PRIOR YR	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	SUCC YR
G.O. BONDS	C	0	0	0	3	2	0	0	0	0	0
TOTAL COST		0	0	0	3	2	0	0	0	0	0

IMPLEMENTATION SCHEDULE

PHASE	START DATES			COMPLETION DATES		
	ORIGINAL MO YR	CURRENT MO YR	ACTUAL MO YR	ORIGINAL MO YR	CURRENT MO YR	ACTUAL MO YR
PLANS	07 15			12 15		
SITE SELECTION	01 16			03 16		
SITE ACQUISITION	04 16			05 16		
DESIGN	05 16			12 16		
CONSTRUCTION	12 16			07 17		
EQUIPMENT	06 17			07 17		
OCCUPANCY	07 17			07 17		

EFFECTS ON OPERATING BUDGET (IN THOUSANDS)

TOTAL	SALARIES	MAINTENANCE	OTHER EXPENSES	UTILITIES
0	0	0	0	0

EXPECTED EXPENDITURES (IN THOUSANDS)

PART I: BY ELEMENTS	MOF	PRIOR YR	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	SUCC YR
PLANS	*	0	0	0	1	0	0	0	0	0	0
LAND ACQUISITION	*	0	0	0	1	0	0	0	0	0	0
DESIGN	*	0	0	0	1	0	0	0	0	0	0
CONSTRUCTION	*	0	0	0	0	1	0	0	0	0	0
EQUIPMENT	*	0	0	0	0	1	0	0	0	0	0
TOTAL COST		0	0	0	3	2	0	0	0	0	0

PART II: BY MEANS OF FINANCE	MOF	PRIOR YR	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	SUCC YR
G.O. BONDS	C	0	0	0	3	2	0	0	0	0	0
TOTAL COST		0	0	0	3	2	0	0	0	0	0

COST ELEMENTS	COST ESTIMATES ORIGINAL	(\$1,000'S) CURRENT	FINAL COST (\$1,000'S)
PLANS	1	0	0
LAND ACQUISITION	1	0	0
DESIGN	1	0	0
CONSTRUCTION	1	0	0
EQUIPMENT	1	0	0
TOTAL	5	0	0

STATE APPROPRIATIONS (\$1,000'S)

SLH YR ACT	ITEM	TOTALS	PLANS	LAND ACQUISITION	DESIGN	CONSTRUCTION	EQUIPMENT
TOTAL		0	0	0	0	0	0

REPORT: TABLE R - CAPITAL PROJECT INFORMATION AND JUSTIFICATION SHEET
 PROGRAM ID: AGR-101 CAPITAL PROJECT: SAMPLE

RUN DATE: September 15, 2014

SENATE DISTRICT	PRIORITY NUMBER	ISLAND	REP DISTRICT	PROJECT SCOPE	ITEM NUMBER	EXPENDING AGENCY
00	1	0 - STATEWIDE	000	N - NEW PROJECT		AGR

PROJECT TITLE:
 PROJECT TITLE, ISLAND

PROJECT DESCRIPTION:
 PLANS, LAND ACQUISITION, DESIGN, CONSTRUCTION AND EQUIPMENT FOR NEW PROJECT. COST ELEMENT LANGUAGE MUST MATCH COST ELEMENTS FOR REQUESTED APPROPRIATION.

TOTAL ESTIMATED PROJECT COST (\$1,000'S):

SLH YR ACT	ITEM	TOTALS	PLANS	LAND ACQUISITION	DESIGN	CONSTRUCTION	EQUIPMENT
TOTAL		0	0	0	0	0	0

PRIOR APPROPRIATIONS:

APPROPRIATIONS:

PART I: BY ELEMENTS	MOF	PRIOR YR	FY 2013-14	FY 2014-15	REQUESTED		FUTURE YEARS	TOTAL PROJ COST
					FY 2015-16	FY 2016-17		
PLANS	*	0	0	0	1	0	0	1
LAND ACQUISITION	*	0	0	0	1	0	0	1
DESIGN	*	0	0	0	1	0	0	1
CONSTRUCTION	*	0	0	0	0	1	0	1
EQUIPMENT	*	0	0	0	0	1	0	1
TOTAL COST		0	0	0	3	2	0	5

PART II: BY MEANS OF FINANCE	MOF	PRIOR YR	FY 2013-14	FY 2014-15	REQUESTED		FUTURE YEARS	TOTAL PROJ COST
					FY 2015-16	FY 2016-17		
G.O. BONDS	C	0	0	0	3	2	0	5
TOTAL COST		0	0	0	3	2	0	5

**REPORT: TABLE R - CAPITAL PROJECT INFORMATION AND JUSTIFICATION SHEET
PROGRAM ID: AGR-101 CAPITAL PROJECT: SAMPLE**

RUN DATE: September 15, 2014

**A. TOTAL SCOPE OF PROJECT:
TO BE COMPLETED BY DEPARTMENT.**

**B. IDENTIFICATION OF NEED AND EVALUATION OF EXISTING SOLUTION:
TO BE COMPLETED BY DEPARTMENT.**

**C. ALTERNATIVES CONSIDERED AND IMPACT IF PROJECT IS DEFERRED:
TO BE COMPLETED BY DEPARTMENT.**

**D. DISCUSS WHAT IMPROVEMENTS WILL TAKE PLACE, WHEN PROJECT COMPLETED (INCLUDING BENEFITS TO BE DERIVED AND/OR DEFICIENCIES THIS PROJECT INTENDS TO CORRECT):
TO BE COMPLETED BY DEPARTMENT.**

**E. IMPACT UPON FUTURE OPERATING REQUIREMENTS (SHOW INITIAL AND ONGOING FUNDING REQUIREMENTS BY COST ELEMENT, INCLUDING POSITION COUNT, MEANS OF FINANCING, FISCAL YEAR):
TO BE COMPLETED BY DEPARTMENT.**

**F. ADDITIONAL INFORMATION:
TO BE COMPLETED BY DEPARTMENT.**

**INSTRUCTIONS FOR FORM CIPOp: FB 2015-17 ESTIMATED OPERATING COSTS
RELATED TO CIP REQUESTS**

Form CIPOp is to be completed for each new CIP request listed in FB 2015-17 Department Summary of Proposed CIP Lapses and New CIP Requests (Form S) for CIP Status Quo Includable Requests and Other Requests.

Sufficient details to support the cost estimate must be provided. Narrative explanation (Part III) should be as precise as possible with quantitative workload and/or other supporting data.

Form CIPOp: Item Description and Preparation Instructions

Program ID and Program Title:

Fill in with the Program ID and the Program Title.

Department Contact/Phone:

Enter the name and phone number of the person responsible for the Form CIPOp.

Date Prepared/Revised

Underscore "Prepared" or "Revised" as applicable and enter date.

Request Category

Indicate type of request, as allowed in the Budget guidelines.

- Major R&M of Existing Facilities
- Completion of Ongoing CIP
- Health, Safety, Court Mandates
- Energy Efficiency
- Public Infrastructure Improvements
- Other

I. **CIP Project Number**

Fill in with CIP Project Number as entered on Table P.

Project Title

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

Description of Request

Fill in with the description of the CIP project from Table P. Explanation is in Part III.

II. Operating Cost Summary

Summarize the total estimated costs by cost elements, position counts (permanent and temporary), and \$ amount. Provide a breakdown by all MOF.

III. Explanation of Cost Estimate

As applicable, provide narrative for the following:

1. Explain how the operating costs related to the CIP request was derived.
2. Discuss impact on program performance measures (current approved measures): measures of effectiveness, target group size, activity indicators.

Date Prepared/Revised:

**FB 15-17 BUDGET
ESTIMATED OPERATING COSTS RELATED TO CIP REQUESTS
DEPARTMENT OF**

III. EXPLANATION OF COST ESTIMATE

FORM PABDepartment of Budget
and Finance (rev. 6/13)**Questionnaire - General Obligation Bond Fund Appropriations****PART 1** Department and Project

1 Department

2 Project Name

3 Project CIP No.

4 Session Law (act no. and year)

5 Program Area Function

6 Item No.

7 Project Description

PART 2 Project Cost and Funding Sources

8 Does this request for funding require general obligation bond fund appropriations?

 Yes No

If "no" box is checked, no further information other than signature and date is required.

9 Has any appropriations been made for any portion of project prior to this request?

 Yes No

10 Funding sources for costs of project made by this request

- | | | |
|---|---|--|
| a | Direct Federal payment for construction and related capital costs | |
| b | General obligation bond fund appropriations | |
| c | General fund appropriations | |
| d | Other State of Hawaii and county funds | |
| e | Section 501(c)(3) funds | |
| f | Private funds | |
| g | Total capital costs made by this request | |

PART 3 Use of general obligation bond fund appropriations and use of project

11 Total amount made by this request for each purpose to which general obligation bond fund appropriations will be applied

- | | | |
|---|--|--|
| a | Total construction and related capital costs | |
| b | Total nonconstruction and noncapital State of Hawaii costs | |
| c | Total grants to counties | |
| d | Total grants to Section 501(c)(3) corporations | |
| e | Total grants to private persons and organizations and Federal government | |
| f | Private funds | |
| g | Total loans to Section 501(c)(3) corporations | |
| h | Total loans to private persons and organizations and Federal government | |
| i | Total use of general obligation bond fund appropriations | |

12 Total square footage and percentage of use of project for each purpose
to which general obligation bond fund appropriations will be applied

Square Footage

Percentage of Total

- | | | | |
|---|--|--|--|
| a | Total common area | | |
| b | Total area used by State of Hawaii and counties | | |
| c | Total area used by Section 501(c)(3) corporations | | |
| d | Total area used by private persons and organizations and Federal government in trade or business | | |
| e | Total area | | |

PART 4 Payment of operating and debt service costs and management of project

13 Will any lease or contract with a concessionaire or vendor be entered into in respect of any portion of the project? If yes, attach schedule and copy of each contract.

 Yes No

14 Will any lease, incentive payment contract or management contract be entered into in respect of any portion of the project? If yes, attach schedule and copy of each contract.

 Yes No

15 Will any payment be made (directly or indirectly) by the Federal government or any private person or organization pursuant to contract or other arrangement in respect to any portion of the project? If yes, attach schedule and copy of each contract.

 Yes No

Name of Signer

Signature

Date

Telephone Number

Instruction for Form PAB

Who must file this Form PAB. Anyone requesting any appropriation of general obligation bond fund must file this Form PAB.

Where to file. This Form PAB must be filed with the Budget, Program Planning and Management Division of the Department of Budget and Finance.

Purpose. The purpose of this Form PAB is to elicit information that will enable the State of Hawaii to allocate general obligation bond fund appropriations in a manner that will comply with applicable requirements of Federal income tax law and regulations.

Line 1. Enter the name of the Department making the request for general obligation bond fund appropriations.

Line 2. Enter the name of the project for which general obligation bond fund appropriations are being requested.

Line 3. Enter the CIP number for the project.

Line 4. Enter the act no. and year of Session Law Act under which appropriations have been made or are to be made for the project.

Line 5. Enter the program area function (e.g., economic development).

Line 6. Enter the item number of the project.

Line 7. Enter the description of the project (e.g., Waianae Rental Housing).

Line 8. Check the 'yes' box if any portion of the project is to be funded with general obligation bond fund appropriations. Otherwise, check the 'no' box, if the 'no' box is checked, no other information on Form PAB, other than the signature line, is required. Please sign, date and return this Form PAB.

Line 9. Check the 'yes' box if any appropriation has been made for any portion of the project prior to this request, and *attach the prior Form PAB or schedule containing all relevant details including the date, amount, and Session Law act and year.*

Line 10. With respect to the appropriations (regardless of the source of such appropriations) made by this request for funding of any portion of the project:

- a. Enter the amount made or expected to be made by the Federal government including reimbursements, for construction and related construction and acquisition costs in respect of the project.
- b. Enter the amount funded or expected to be funded from general obligation bond fund appropriations.
- c. Enter the amount funded or expected to be funded from general fund appropriations.
- d. Enter the amount funded or expected to be funded by other State of Hawaii funds or county funds.
- e. Enter the amount funded or expected to be funded by payments from corporations which are classified as section 501(CX3) corporations under the Internal Revenue Code.
- f. Enter the amount funded or expected to be funded by private persons and organizations.
- g. Enter the total of the amounts in a, b, c, d, e, and f of Line 10. Attach a schedule containing all details, including amounts and name and address of each person contributing to the funding of the project. Funding as used in this Line 10 means funding for capital and related acquisition items, including land, but does not include funding of operational and maintenance expenses or debt service payments after the in-service date of the project.

Line 11. With respect to the general obligation bond fund appropriations made by this request for funding of any portion of the project:

- a. Enter the total amount made or expected to be made for construction and related construction and acquisition costs of the project.
- b. Enter the total amount made or expected to be made to pay other State of Hawaii costs (e.g., a judgment claim, a contract settlement payment).
- c. Enter the total amount of grants made or expected to be made to counties in the State of Hawaii.
- d. Enter the total amount of grants made or expected to be made to section 501(CX3) corporations.
- e. Enter the total amount of grants made or expected to be made to private persons and organizations and the federal government.
- f. Enter the total amount of loans made or expected to be made to counties in the State of Hawaii.
- g. Enter the total amount of loans made or expected to be made to section 501(CX3) corporations.
- h. Enter the total amount of loans made or expected to be made to private persons and organizations and the federal government.
- i. Enter the total of the amounts in a, b, c, d, e, f, g and h of Line 11.

Attach a schedule containing all details, including amounts and name and address of recipients of bond fund appropriations.

Line 12. Enter, to the extent applicable (e.g., an office building), the total square footage and percentage of total square footage of the project used by various persons or organizations. All use, including indirect and incidental use, is to be included.

- a. The total common area (e.g., hallways, parking structure) used by all persons and organizations.
- b. The total area (excluding the common area) used exclusively by the State of Hawaii and counties in Hawaii.
- c. The total area (excluding the common area) used exclusively by section 501(CX3) corporations.
- d. The total area (excluding the common area) used exclusively by private persons and organizations (including concessionaires and vendors) and the Federal government in their trade or business.
- e. Enter the total of the amounts in a, b, c and d of Line 12.

Attach a schedule containing all details, including a breakdown by area used, and name and address of each user.

Line 13. Check the 'yes' box if any lease or contract with a concessionaire or vendor is expected to be entered into in respect of any portion of the project (e.g., vending machines, newsstand, store, pharmacy, pay telephones, onsite laundry services, cafeteria or other food services). *Attach a separate schedule containing all relevant details, including the date, the name and address of each concessionaire or vendor, the terms and provisions of the lease or contract, and a copy of the contract.*

Line 14. Check the 'yes' box if any lease, incentive payment contract or management contract is to be entered into in respect of any portion of the project. *Attach a separate schedule containing all relevant details, including the date, the name and address of each party to such lease or contract, the terms and provisions of the lease or contract, and a copy of the lease or contract.*

Line 15. Check the 'yes' box if any payment is expected to be made (directly or indirectly) by any private person or entity or the Federal government pursuant to contract or other arrangement in respect of any portion of the project. *Attach a separate schedule containing all relevant details, including the date, the name and address of each party to such contractor arrangement, the terms and provisions of the contract or arrangement, and a copy of the contractor a description of the arrangement.*

INSTRUCTIONS FOR FORM S: FB 2015-17 DEPARTMENT
SUMMARY OF PROPOSED CIP LAPSES AND NEW CIP REQUESTS

Form S is a summary listing of all FB 2015-17 CIP requests to be proposed in departmental priority order.

Item Description and Preparation Instructions for Form S

Date Prepared/Revised

Underscore as applicable and enter date.

Part A - Proposed Lapses

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.). Additionally, include the appropriation symbol and amount being lapsed.

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 – Status Quo Includable Requests

Request Category

Indicate the type of request, as allowed in the Budget guidelines. Must be completed on Form S (Biennium) after downloaded from eCIP. See Attachment 2 for guidelines.

- Major Repair and Maintenance of Existing Facilities
- Completion of Ongoing CIP
- Health, Safety, Court Mandates

Priority

Enter unique priority number for the project for this section; projects with multiple MOF should be listed by MOF with the same priority number.

Program ID and Project Number

Enter the program ID and project number of the project as entered on Table P.

Project Title

Enter the facility or project name and brief descriptive statement of the project (e.g., Kahuku High School - repave parking lot) as entered on Table P.

MOF and FB 2015-17

Enter the requested amounts by MOF for each project as entered on 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.

Part C – Other Requests

Request Category

Indicate the type of request, as allowed in the Budget guidelines.

- Energy Efficiency
- Other
- Public Infrastructure Improvements

Priority

Enter unique priority number for this project for this section; projects with multiple MOF will be listed by MOF with the same priority number.

Program ID and Project Number

Enter the program ID and project number of the project as entered on Table P.

Project Title

Enter the facility or project name and brief descriptive statement of the project (e.g., Kahuku High School - repave parking lot) as entered on Table P.

MOF and FB 2015-17

Enter the requested amounts by MOF for each project as entered on 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.

