

INSTRUCTIONS FOR FORM S: FB 2017-19 DEPARTMENT  
SUMMARY OF PROPOSED CIP LAPSES AND NEW CIP REQUESTS

Form S is a summary listing of all FB 2017-19 CIP requests to be proposed in departmental priority order. Form S (Biennium) files can be downloaded in Excel format with Part B prefilled with Table P information from eCIP. A blank Form S (Biennium) Excel file can also be downloaded if necessary.

**Form S: Item Description and Preparation Instructions**

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 – New CIP Requests**

### Request Category

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

- Major Repair and Maintenance of Existing Facilities
- Completion of Ongoing CIP
- Health, Safety, Court Mandates
- Energy Efficiency
- Public Infrastructure Improvements
- Other

### 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 2017-19

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.