

INSTRUCTIONS FOR:
BJ SUMMARY TABLES UPDATE
BUDGET NARRATIVES
CIP REQUESTS

1. Update of BJ Summary Tables

a. Update the Act 134, SLH 2013, BJ Summary tables according to the following instructions which apply to all means of financing (MOF):

- FY 12 – no changes (should already reflect actual expenditures).
- FY 13 – reflect actual expenditures.
- FY 14 – no changes (do not change any FY 14 amounts since they already reflect Act 134, SLH 2013; otherwise, the changes will appear in the budget document as requested amendments to Act 134, SLH 2013).
- FY 15 – reflect the Governor’s final Executive Supplemental Budget decisions.
- FYs 16 through 19 – position counts and all operating costs shall be kept constant (i.e., same as FY 15) throughout the planning period.

Exceptions: Debt service, Employees’ Retirement System, Employer-Union Trust Fund employer contributions, and Department of Human Services’ entitlement programs should reflect projected requirements.

b. Other than the Department of Education (DOE), University of Hawaii (UH) and Department of Transportation (DOT), all departments will be required to use the Department of Budget and Finance’s (B&F) web-based operating budget system (eBUDDI) for the preparation of BJ Summary tables and updating of budget details.

After Governor’s final decisions, update the details to incorporate your approved supplemental budget requests so that the BJ Summary tables can be generated by eBUDDI by December 6, 2013. If you cannot update all of your detail files to generate your BJ Summary tables by that date, then enter the BJ Summary table amounts directly on the BJ Summary (BJ Edited) screen.

Departments with their own automated budget systems should submit an electronic file of their BJ Summary tables via email to the assigned B&F analyst and to Mr. Gregg Hirohata-Goto of our office at Gregg.H.Hirohata-Goto@hawaii.gov.

2. Budget Narratives

- a. Discuss the final approved Executive Supplemental Budget requests in the budget narrative in Section B (Description of Request) and Section C (Reasons for Request). See attached narrative sample format.
- b. The narrative should be typed lengthwise, in two columns, on 14-inch paper using Arial font, 12 point. Do not exceed one page, if possible.
- c. Narratives are required only for program IDs with operating and/or CIP changes. Narratives are prepared at the program ID level; i.e., do not prepare separate narratives for organization codes within the program ID.

3. CIP Submission Requirements

All departments are required to use the B&F web-based CIP system (eCIP) to update CIP tables and to prepare supplemental CIP budget requests as allowed under II.B.

- a. All Table Ps have been updated to reflect the project titles, descriptions, and appropriation amounts in Act 134, SLH 2013. Table Qs should also reflect Act 134, SLH 2013.
- b. All departments may start using eCIP immediately to: 1) update Table Q to reflect Act 134, SLH 2013, if not already completed; and 2) prepare requests for funding as allowed by these instructions.

Complete all fields on Tables P and Q for all funding requests, including entering a unique priority number and Senate and House districts on Table P for each supplemental budget request. Enter the capital project justification (Table R) through eCIP.

- c. Form S-Supplemental (Excel file downloaded from eCIP) is to be used to identify appropriations for trade-offs or lapsing, and to summarize supplemental CIP requests. The requests shall be listed in priority order using unique priority numbers from Table P; requests with multiple MOF shall be listed multiple times by MOF. Proposed trade-offs or lapses and request category must be manually input on Form S-Supplemental after the file is downloaded from eCIP. A blank Form S-Supplemental may also be downloaded, if necessary. Note: Prefilled Form S-Supplemental will provide the changes (language, \$) from Act 134, SLH 2013.
- d. Private entities and/or activities which are proposed to utilize facilities to be funded by G.O. and/or G.O.R bond funds must meet appropriate Internal Revenue Code requirements to preserve the tax-exempt status of interest on such bonds.

To ensure compliance with the Federal Tax Reform Act of 1986 and amendments thereto, Form PAB (revised September 2013) must be completed and submitted for every request funded by G.O. and G.O.R. bonds.

Sample – Narrative format

Sample – Narrative Format
(Print on LEGAL SIZE paper, 8 1/2"x14". Use top margin of 1.0" and side and bottom margins of 0.75" and delete header.)

Narrative for Supplemental Budget Requests
FY 15

Program ID: XXX 000
Program Structure Level: 00 00 00 00 00
Program Title:

A. Program Objective

D. Significant Changes to Measures of Effectiveness and Program Size

B. Description of Request

C. Reasons for Request