

INSTRUCTIONS FOR:
BJ SUMMARY TABLES UPDATE
BUDGET NARRATIVES
CIP REQUESTS

1. Update of BJ Summary Tables

- a. Update the Act 119, SLH 2015, BJ Summary tables according to the following instructions which apply to all means of financing (MOF):
- FY 14 – no changes (should already reflect actual expenditures).
 - FY 15 – reflect actual expenditures.
 - FY 16 – no changes (do not change any FY 16 amounts since they already reflect Act 119, SLH 2015; otherwise, the changes will appear in the budget document as requested amendments to Act 119, SLH 2015).
 - FY 17 – reflect the Governor’s final Executive Supplemental Budget decisions.
 - FYs 18 through 21 – position counts and all operating costs shall be kept constant (i.e., same as FY 17) 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.

Update of your BJ Details shall also follow this guidance for FYs 14-17.

- 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 4, 2015. 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. BJ Details must be updated by January 8, 2016.

Note: In accordance with new reporting requirements for temporary position counts from Act 160, SLH 2015, departments must enter temporary position counts in the new “T” field in their BJ Summary tables on eBUDDI. New reports have also been added to eBUDDI to support this data collection.

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), Section C (Reasons for Request), and Section D (Significant Changes to Measures of Effectiveness and Program Size). 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 119, SLH 2015. Table Qs should also reflect Act 119, SLH 2015.
- b. All departments may start using eCIP immediately to: 1) update Table Q to reflect Act 119, SLH 2015, 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. See attached samples of Tables P, Q, and R.

- c. Form S-Supplemental (Excel file downloaded from eCIP) shall 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 119, SLH 2015.

- d. Forms CIP Op and CIP Op B shall be used to indicate operating costs associated with each respective CIP request.
- e. Private entities and/or activities which are proposed to utilize facilities to be funded by general obligation (G.O.) and/or G.O. Reimbursable 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. Reimbursable bonds.

Samples: Narrative format
CIP Tables, P, Q, R

(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.)

Sample – Narrative Format

Narrative for Supplemental Budget Requests
FY 17

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

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

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

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	0	1	0	0	0	0	0
LAND ACQUISITION	*	0	0	0	0	1	0	0	0	0	0
DESIGN	*	0	0	0	0	1	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	0	5	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	0	5	0	0	0	0	0
TOTAL COST		0	0	0	0	5	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 16		12 16			
SITE SELECTION	01 17		03 17			
SITE ACQUISITION	04 17		05 17			
DESIGN	05 17		12 17			
CONSTRUCTION	12 17		07 18			
EQUIPMENT	06 18		07 18			
OCCUPANCY	07 18		07 18			

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	0	1	0	0	0	0	0
LAND ACQUISITION	*	0	0	0	0	1	0	0	0	0	0
DESIGN	*	0	0	0	0	1	0	0	0	0	0
CONSTRUCTION	*	0	0	0	0	0	1	1	0	0	0
EQUIPMENT	*	0	0	0	0	0	1	1	0	0	0
TOTAL COST		0	0	0	0	3	2	2	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
GENERAL FUND	A	0	0	0	0	3	2	2	0	0	0
TOTAL COST		0	0	0	0	3	2	2	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

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):

PRIOR APPROPRIATIONS:

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

APPROPRIATIONS:

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

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

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

RUN DATE: September 22, 2015

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.