

Attachment 5

CIP Submission Tables & Forms

- Tables P, Q, & R
- Form CIPOp
- Form CIP Op B
- Form PAB
- Form S
- Form DMC

| 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 2015-16 | FY 2016-17 | FY 2017-18 | FY 2018-19 | FY 2019-20 | FY 2020-21 | FY 2021-22 | FY 2022-23 | 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 2015-16 | FY 2016-17 | FY 2017-18 | FY 2018-19 | FY 2019-20 | FY 2020-21 | FY 2021-22 | FY 2022-23 | 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 17 | | | 12 17 | | |
| SITE SELECTION | 01 18 | | | 03 18 | | |
| SITE ACQUISITION | 04 18 | | | 05 18 | | |
| DESIGN | 05 18 | | | 12 18 | | |
| CONSTRUCTION | 12 18 | | | 07 19 | | |
| EQUIPMENT | 06 19 | | | 07 19 | | |
| OCCUPANCY | 07 19 | | | 07 19 | | |

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 2015-16 | FY 2016-17 | FY 2017-18 | FY 2018-19 | FY 2019-20 | FY 2020-21 | FY 2021-22 | FY 2022-23 | 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 2015-16 | FY 2016-17 | FY 2017-18 | FY 2018-19 | FY 2019-20 | FY 2020-21 | FY 2021-22 | FY 2022-23 | 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 |

| | | | | | | |
|-----------------|-----------------|---------------|--------------|-----------------|-------------|------------------|
| 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 2015-16 | FY 2016-17 | REQUESTED | | TOTAL PROJ COST |
|---------------------|-----|----------|------------|------------|------------|------------|-----------------|
| | | | | | FY 2017-18 | FY 2018-19 | |
| PLANS | * | 0 | 0 | 0 | 1 | 0 | 1 |
| LAND ACQUISITION | * | 0 | 0 | 0 | 1 | 0 | 1 |
| DESIGN | * | 0 | 0 | 0 | 1 | 0 | 1 |
| CONSTRUCTION | * | 0 | 0 | 0 | 0 | 1 | 1 |
| EQUIPMENT | * | 0 | 0 | 0 | 0 | 1 | 1 |
| TOTAL COST | | 0 | 0 | 0 | 3 | 2 | 5 |

| PART II: BY MEANS OF FINANCE | MOF | PRIOR YR | FY 2015-16 | FY 2016-17 | REQUESTED | | TOTAL PROJ COST |
|------------------------------|-----|----------|------------|------------|------------|------------|-----------------|
| | | | | | FY 2017-18 | FY 2018-19 | |
| G.O. BONDS | C | 0 | 0 | 0 | 3 | 2 | 5 |
| TOTAL COST | | 0 | 0 | 0 | 3 | 2 | 5 |

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

RUN DATE: July 11, 2016

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.

Date Prepared/Revised:

**FB 17-19 BUDGET
 ESTIMATED OPERATING COSTS RELATED TO CIP REQUESTS
 DEPARTMENT OF**

Program ID:
 Program Title:

Department Contact:

Phone:

Request Category:

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

I. CIP PROJECT NUMBER:

Project Title:
 Description:

II. OPERATING COST SUMMARY

| | FY 18 Request | | FY 19 Request | | FY 20 (\$ thous) | FY 21 (\$ thous) | FY 22 (\$ thous) | FY 23 (\$ thous) |
|---------------------------|---------------|------|---------------|---------|---------------------|---------------------|---------------------|---------------------|
| | FTE (T) | (\$) | FTE (P) | FTE (T) | | | | |
| A. Personal Services | | | | | | | | |
| B. Other Current Expenses | | | | | | | | |
| C. Equipment | | | | | | | | |
| L. Current Lease Payments | | | | | | | | |
| M. Motor Vehicles | | | | | | | | |
| TOTAL REQUEST | 0.00 | 0.00 | 0 | 0.00 | 0 | 0 | 0 | 0 |

- A. Personal Services
- B. Other Current Expenses
- C. Equipment
- L. Current Lease Payments
- M. Motor Vehicles

TOTAL REQUEST

By MOF: A B N P R S T U V W X

Date Prepared/Revised:

**FB 17-19 BUDGET
ESTIMATED OPERATING COSTS RELATED TO CIP REQUESTS
DEPARTMENT OF**

III. EXPLANATION OF COST ESTIMATE

INSTRUCTIONS FOR FORM CIPOp: FB 2017-19 ESTIMATED OPERATING COSTS
RELATED TO CIP REQUESTS

Form CIPOp is to be completed for each new CIP request listed in FB 2017-19 Department Summary of Proposed CIP Lapses and New CIP Requests (Form S).

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.

INSTRUCTIONS FOR FORM CIPOpB: FB 17-19 BIENNIUM BUDGET
DEPARTMENT SUMMARY OF ESTIMATED
OPERATING COSTS RELATED TO CIP REQUESTS

Form CIPOpB is a summary listing of each department's Form CIPOp, FB 17-19 budget estimated operating costs related to CIP requests. The listing should be in departmental priority order.

Form CIPOpB: Item Description and Preparation Instructions

Date Prepared/Revised

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

Department Priority

Enter the department priority number as entered on Form CIPOp. Requests with multiple MOF should be listed using the same priority number, with separate entries for each MOF.

Program ID

Enter the program ID of the request as entered on Form CIPOp.

Project No.

Enter the CIP project number as entered on Form CIPOp.

Project Title

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

Description of Cost

Enter a brief description of the cost as entered on Form CIPOp.

MOF and \$ Amounts (FYs 18-19 and FYs 20-23)

Enter the total estimated operating costs by MOF for each project as entered on the respective Form CIPOp. (Note: Amounts for FYs 20-23 by MOF are in thousands, as entered on Form CIPOp)

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.

