

INSTRUCTIONS FOR FORM A: FY 23 OPERATING BUDGET ADJUSTMENT
REQUEST AND FORM A-ATTACHMENT: FY 23 OPERATING BUDGET
TRADE-OFF/TRANSFERS AND CONVERSION OF UNBUDGETED POSITIONS

Form A is to be completed for each item listed on the FY 23 budget request (Form B) for Trade-Off and Transfer; Conversion of Unbudgeted Positions; Fixed Cost and Entitlement Expense Requirements; Federal Fund Adjustments; COVID-19 Costs; Health, Safety, Court Orders or Federal Mandates; Full Year Funding for Eligible Positions; Second Year Funding; and Other Requests. Form A-Attachment may be used to list multiple trade-off/transfer requests or Conversion of Unbudgeted Positions for a related Form A.

Sufficient details to support the request must be provided. Narrative justification (Parts IV through X) should be as precise as possible with quantitative workload and/or other supporting data.

Form A: Item Description and Preparation Instructions

Program ID/Org. Code and Program Title:

Submit request at the org. code level. Include the Program Title.

Department Contact/Phone:

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

Date Prepared/Revised

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

Department Priority

Assign a unique number to indicate the department priority of each request. For a trade-off or conversion of unbudgeted positions proposal, the corresponding (+) and (-) adjustments should carry the same priority number.

Request Category

Indicate type of request, as allowed in the budget guidelines. Refer to Attachment 2 for additional information.

- Trade-Off/Transfer (TO): Requests for (+) or (-) adjustments within department ceiling to reflect true expenditure requirements or to meet other program requirements. Trade-off must include a (+) request and an equal offset (-) request \$ amount and/or position count.

- Conversion of Unbudgeted Positions (UP): Requests to authorize unbudgeted positions which are (+) and (-) adjustments within department ceiling to reflect true expenditure requirements or to meet other program requirements. A request must include a (+) request and an equal offset (-) request \$ amount and/or position counts, as applicable. These requests shall be cost neutral but increases in temporary or permanent position counts may be requested if necessary.
- Fixed Cost and Entitlement Expense (FE): Requests for debt service, employee fringe benefits, and Medicaid.
- Federal Fund Adjustment (FA): Requests for federal fund ceiling (+) or (-) adjustments, as applicable, may be submitted to reflect anticipated federal grant awards if:
 - Federal fund ceiling (+) adjustments require no general fund support.
 - Sufficient revenues will be available to accommodate budgeted (+) adjustments through FY 23 and beyond, as applicable.
 - The (+) adjustment will not result in additional direct or indirect general, special, or revolving fund support to the department.
 - All (+) and (-) adjustments are reflected for the appropriate program in the department's Form FF.
- COVID-19 direct and indirect costs (C19): Requests to provide for anticipated FY 23 costs related to COVID-19.
- Health, Safety, Court Mandates (HS): Requests to address requirements for public health and safety, court orders or federal mandates.
- Full-Year Funding for Eligible Positions (FY): Requests to provide full-year funding for half year funded positions or critical positions that were unfunded in FY 22.
- Second Year Funding (SY): Requests to provide FY 23 funding for programs with FY 22 funding only.
- Other Requests (OR): Requests for non-general funds that do not fit the above categories but are **sustainable and reasonable**.

I. Title of Request

Provide a short concise title of the request.

Description of Request

Provide a full description only. Justification is in Part IV.

II. Operating Cost Summary

Summarize the total cost of the request by cost elements, position counts (permanent and temporary), and \$ amount. Provide a breakdown by all means of financing (MOF).

III. Operating Cost Details

Provide:

1. The MOF of each line item of the request. If the MOF of the request is not shown on Form A, overstrike any unused MOF with the desired MOF. Formulas have been entered on these lines to compute the total and the breakdown by MOF automatically.
2. Specific description of each line item.
3. Position counts for permanent and temporary positions under separate columns.

Reminder: Chapter 37D, HRS, requires a separate cost element for financing agreements. See Executive Memorandum No. 96-17 for distinguishing criteria of this cost element.

IV. Justification of Request

As applicable, provide narrative for the following:

1. Justification of Request: Identify the problem and discuss how this request will resolve it. Explain why the request is consistent with program objectives and why it is critical at this time.
2. Provide back-up data on:
 - Current resources (funding and staffing)
 - Expenditures in prior years
 - Workload (fiscal biennium and out-years)
 - Other relevant factors
3. Discuss impact on program performance measures (current approved measures): measures of effectiveness, target group size, activity indicators.
4. Alternatives: Discuss alternatives considered. Explain why such alternatives were not viable.

V. Relationship of the Request to State Plan or Functional Plan

Discuss the objective, policy, and implementing action being addressed by the request.

VI. Information Systems and Technology

Discuss the personnel, equipment, software, consultant or other services being requested and future cost requirements. Indicate if the request has been coordinated with the Department of Accounting and General Services, Office of Enterprise Technology Services.

VII. Impact on Other State Programs/Agencies

Specify agencies; discuss the impact and whether they have been notified and are in concurrence. Coordination is the responsibility of the department and should be completed prior to budget submittal.

VIII. Impact on Facility Requirements (R&M, CIP)

Discuss whether this request will require appropriations or expenditures for rental of facilities, renovation of facilities, or capital improvements now or in the future. Indicate if capital improvement program (CIP) funds have been budgeted.

IX. External Conformance Requirements

Discuss if request relates to other pertinent requirements such as federal/State mandates, compliance with health and safety requirements, etc. Discuss whether this request is mandated by recent legislation, whether future legislation must be submitted, and the legal requirements, if any, for this request.

Give specific statutory or legal references.

X. Required Legislation

Discuss if legislation is required for implementation of this request and, if so, indicate the legislative proposals (specify appropriate statutes to be amended) your department intends to submit.

XI. Other Comments

**Form A-Attachment:
Item Description and Preparation Instructions**

Program ID/Org Code

Reflect the program ID and organization code of corresponding Form A.

Cost Element

Use the following alphas to indicate the appropriate cost element of the (+) or (-) request:

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

Item Description/Position Title

Indicate the budget item or position proposed for (+) or (-) adjustment.

MOF

Provide the means of financing (MOF) of the request from the Form A.

Psn. No.

Indicate the position number, if applicable, for each position proposed in a trade-off request.

FTE (P) and FTE (T)

Provide the permanent full-time equivalent (FTE) or temporary FTE for each position. Enter (-) requests as negative FTE.

FY 23 \$

List (+) or (-) amount for each line item adjustment. Enter (-) requests as negative amounts.

Total

Will be automatically computed.

Date Prepared/Revised: _____

**FY 23 SUPPLEMENTAL BUDGET
OPERATING BUDGET ADJUSTMENT REQUEST
DEPARTMENT OF**

Department Priority: _____

Program ID/Org. Code:
Program Title:

Request Category:

Department Contact:

Phone: _____

Trade-Off/Transfer (+)____ (-) ____
Conversion of Unbudgeted Positions ____
Fixed Cost/Entitlement ____
Federal Fund Adjustment ____
COVID-19 Costs ____
Health, Safety, Court Mandates ____
Full Year Funding for Eligible Positions ____
Second Year Funding ____
Other ____

I. TITLE OF REQUEST:

Description of Request:

II. OPERATING COST SUMMARY

	FY 22 Request			FY 23 Request			FY 24	FY 25	FY 26	FY 27
	FTE (P)	FTE (T)	(\$)	FTE (P)	FTE (T)	(\$)	(\$ thous)	(\$ thous)	(\$ thous)	(\$ thous)
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	0.00	0	0	0	0	0

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

**FY 23 SUPPLEMENTAL BUDGET
OPERATING BUDGET ADJUSTMENT REQUEST
DEPARTMENT OF**

III. OPERATING COST DETAILS

MOF	FY 22 Request			FY 23 Request			FY 24	FY 25	FY 26	FY 27
	FTE (P)	FTE (T)	(\$)	FTE (P)	FTE (T)	(\$)	(\$ thous)	(\$ thous)	(\$ thous)	(\$ thous)
A. Personal Services (List all positions) Position Title, SR Other Personal Services										
Fringe Benefits										
Turnover Savings										
Subtotal Personal Service Costs	0.00	0.00	0	0.00	0.00	0	0	0	0	0
By MOF										
A	0.00	0.00	0	0.00	0.00	0	0	0	0	0
B	0.00	0.00	0	0.00	0.00	0	0	0	0	0
N	0.00	0.00	0	0.00	0.00	0	0	0	0	0
B. Other Current Expenses (List by line item)										
Subtotal Other Current Expenses			0			0	0	0	0	0
By MOF										
A			0			0	0	0	0	0
B			0			0	0	0	0	0
N			0			0	0	0	0	0
C. Equipment (List by line item)										
Subtotal Equipment			0			0	0	0	0	0
By MOF										
A			0			0	0	0	0	0
B			0			0	0	0	0	0
N			0			0	0	0	0	0
L. Current Lease Payments (Note each lease)										
Subtotal Current Lease Payments			0			0	0	0	0	0
By MOF										
A			0			0	0	0	0	0
B			0			0	0	0	0	0
N			0			0	0	0	0	0
M. Motor Vehicles (List Vehicles)										
Subtotal Motor Vehicles			0			0	0	0	0	0
By MOF										
A			0			0	0	0	0	0
B			0			0	0	0	0	0
N			0			0	0	0	0	0
TOTAL REQUEST	0.00	0.00	0	0.00	0.00	0	0	0	0	0

FY 23 SUPPLEMENTAL BUDGET
OPERATING BUDGET ADJUSTMENT REQUEST
DEPARTMENT OF

Date Prepared/Revised: _____

IV. JUSTIFICATION OF REQUEST

V. RELATIONSHIP OF THE REQUEST TO STATE PLAN OR FUNCTIONAL PLAN

VI. INFORMATION SYSTEMS AND TECHNOLOGY

VII. IMPACT ON OTHER STATE PROGRAMS/AGENCIES

VIII. IMPACT ON FACILITY REQUIREMENTS (R&M, CIP)

IX. EXTERNAL CONFORMANCE REQUIREMENTS

X. REQUIRED LEGISLATION (Please specify appropriate statutes; i.e., HRS)

XI. OTHER COMMENTS

FY 23 OPERATING BUDGET TRADE-OFF/TRANSFERS AND CONVERSION OF UNBUDGETED POSITIONS
DEPARTMENT OF

Prog ID	Org Code	Cost Element	Item Description / Position Title	MOF	Psn No.	FTE (P)	FTE (T)	FY 23 \$

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

Total - - -

FY 23 OPERATING BUDGET TRADE-OFF/TRANSFERS AND CONVERSION OF UNBUDGETED POSITIONS
 DEPARTMENT OF SAMPLE

Prog ID	Org Code	Cost Element	Item Description / Position Title	MOF	Psn No.	FTE (P)	FTE (T)	FY 23 \$
AGR101	GA	A	Clerical Supervisor I	A	12345	(1.00)		(27,756)
AGR122	EA	A	Clerical Supervisor I	A	12345	1.00		27,756

Sample

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

Total - - -

INSTRUCTIONS FOR FORM B: FY 23 DEPARTMENT SUMMARY OF
OPERATING BUDGET ADJUSTMENT REQUESTS

Form B is a summary listing of all FY 23 budget requests to be proposed in departmental priority order. **Departments shall ensure that details and amounts on the Form B match the appropriate Form A.**

Requests shall be listed in the appropriate portion of the Form B based on request category.

“Trade-Off and Transfer and Conversion of Unbudgeted Positions Requests” shall include request categories: Trade-Off and Transfer (TO) and Conversion of Unbudgeted Positions (UP).

“Allowable Non-Discretionary Expense Requests” shall include request category: Fixed Cost and Entitlement Expense Requirements (FE).

“Federal Fund Adjustment Requests” shall include request category: Federal Fund Adjustments (FA)

“Other Requests” shall include request categories: COVID-19 Costs (C19); Health, Safety, Court Orders or Federal Mandates (HS); Full-Year Funding for Eligible Positions (FY); Second Year Funding (SY); and Other Requests (OR).

Form B: Item Description and Preparation Instructions

Date Prepared/Revised

Underscore “Prepared” or “Revised” as applicable and enter date.

Current Services Operating Budget Ceiling by MOF

This section will be completed by the Department of Budget and Finance (B&F) and shall reflect your department’s appropriations by means of financing (MOF) from Act 88, SLH 2021, including appropriations from Act 1 and Act 6, Special Session Laws Hawai‘i 2021.

Request Category

See memo and “Instructions for Form A” for explanation of request categories, which include:

- Trade-Off and Transfer (TO);
- Conversion of Unbudgeted Positions (UP);
- Fixed Cost and Entitlement Expense Requirements (FE);
- Federal Fund Adjustments (FA);
- COVID-19 Costs (C19);
- Health, Safety, Court Mandates (HS);
- Full-Year Funding for Eligible Positions (FY);
- Second Year Funding (SY); and
- Other Requests (OR).

B&F Code

For B&F use only.

Program ID/Org. Code

Enter the program ID and organization (org.) code of the request as entered on Form A.

Department Priority

Enter the department priority number as entered on Form A. Corresponding trade-off and transfer requests shall share the same priority number. Requests with multiple MOF should also be listed using the same priority number, with separate entries for each MOF.

Description

Enter the title of the request as entered on Form A.

MOF

Enter the MOF as entered on Form A.

FY 23

Enter the total position counts (permanent and temporary) and \$ amount corresponding to the MOF of the request for the fiscal year.

Subtotals, Totals, and Grand Total

Subtotals and totals of adjustments by section and the grand total will be automatically computed.

**FY 23 SUPPLEMENTAL BUDGET
DEPARTMENT SUMMARY OF OPERATING BUDGET ADJUSTMENT REQUESTS
DEPARTMENT OF**

	MOF	FY 22			FY 23		
		FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
Current Services Operating Budget Ceilings by MOF	A	-	-	-	-	-	-
	B	-	-	-	-	-	-
	N	-	-	-	-	-	-
	P	-	-	-	-	-	-
	R	-	-	-	-	-	-
	S	-	-	-	-	-	-
	T	-	-	-	-	-	-
	U	-	-	-	-	-	-
	V	-	-	-	-	-	-
	W	-	-	-	-	-	-
	X	-	-	-	-	-	-
TOTAL		-	-	-	-	-	-

Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	MOF	FY 22			FY 23		
						FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
TRADE-OFF/TRANSFER & CONVERSION OF UNBUDGETED POSITIONS REQUESTS:											

SUBTTLTRADE-OFF/TRNSFRS & CONV. OF UNBGT'D PSNS:

-	-	-	-	-	-
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By MOF

<u>Request Category Legend:</u>	
TO	Trade-Off/Transfer
UP	Conversion of Unbudgeted Positions

General	A	-	-	-	-	-	-
Special	B	-	-	-	-	-	-
Federal Funds	N	-	-	-	-	-	-
Other Federal Funds	P	-	-	-	-	-	-
Private	R	-	-	-	-	-	-
County	S	-	-	-	-	-	-
Trust	T	-	-	-	-	-	-
Inter-departmental Transfer	U	-	-	-	-	-	-
Federal Stimulus Funds	V	-	-	-	-	-	-
Revolving	W	-	-	-	-	-	-
Other	X	-	-	-	-	-	-

Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	MOF	FY 22			FY 23		
						FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount

ALLOWABLE NON-DISCRETIONARY EXPENSE REQUESTS:											

SUBTOTAL ALLOWABLE NON-DISCRETIONARY EXPENSE REQUESTS:

-	-	-	-	-	-
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Request Category Legend:
FE Fixed Cost/Entitlement

By MOF

General	A	-	-	-	-	-	-
Special	B	-	-	-	-	-	-
Federal Funds	N	-	-	-	-	-	-
Other Federal Funds	P	-	-	-	-	-	-
Private	R	-	-	-	-	-	-
County	S	-	-	-	-	-	-
Trust	T	-	-	-	-	-	-
Inter-departmental Transfer	U	-	-	-	-	-	-
Federal Stimulus Funds	V	-	-	-	-	-	-
Revolving	W	-	-	-	-	-	-
Other	X	-	-	-	-	-	-

Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	MOF	FY 22			FY 23		
						FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
FEDERAL FUND ADJUSTMENT REQUESTS:											

SUBTOTAL FEDERAL FUND ADJ REQUESTS:

-	-	-	-	-	-
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Request Category Legend:
 FA Federal Fund Adjustments

By MOF

General	A	-	-	-	-	-	-
Special	B	-	-	-	-	-	-
Federal Funds	N	-	-	-	-	-	-
Other Federal Funds	P	-	-	-	-	-	-
Private	R	-	-	-	-	-	-
County	S	-	-	-	-	-	-
Trust	T	-	-	-	-	-	-
Inter-departmental Transfer	U	-	-	-	-	-	-
Federal Stimulus Funds	V	-	-	-	-	-	-
Revolving	W	-	-	-	-	-	-
Other	X	-	-	-	-	-	-

Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	MOF	FY 22			FY 23		
						FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
OTHER REQUESTS:											

SUBTOTAL OTHER REQUESTS:

-	-	-	-	-	-
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Request Category Legend:	
C19	COVID-19 Costs
HS	Health, Safety, Court Mandate
FY	Full Year Funding for Eligible Positions
SY	Second Year Funding
OR	Other Requests

By MOF

General	A	-	-	-	-	-	-
Special	B	-	-	-	-	-	-
Federal Funds	N	-	-	-	-	-	-
Other Federal Funds	P	-	-	-	-	-	-
Private	R	-	-	-	-	-	-
County	S	-	-	-	-	-	-
Trust	T	-	-	-	-	-	-
Inter-departmental Transfer	U	-	-	-	-	-	-
Federal Stimulus Funds	V	-	-	-	-	-	-
Revolving	W	-	-	-	-	-	-
Other	X	-	-	-	-	-	-

TOTAL ADJUSTMENTS:

-	-	-	-	-	-
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By MOF

General	A	-	-	-	-	-	-
Special	B	-	-	-	-	-	-
Federal Funds	N	-	-	-	-	-	-
Other Federal Funds	P	-	-	-	-	-	-
Private	R	-	-	-	-	-	-
County	S	-	-	-	-	-	-
Trust	T	-	-	-	-	-	-
Inter-departmental Transfer	U	-	-	-	-	-	-
Federal Stimulus Funds	V	-	-	-	-	-	-
Revolving	W	-	-	-	-	-	-
Other	X	-	-	-	-	-	-

Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	MOF	FY 22			FY 23		
						FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
GRAND TOTAL = BASE + TRO/TRNF & CONV UNBGT						-	-	-	-	-	-
PSN + ALLOW NON-DISCR + FED ADJ + OTHER REQ						-	-	-	-	-	-
By MOF											
				General	A	-	-	-	-	-	-
				Special	B	-	-	-	-	-	-
				Federal Funds	N	-	-	-	-	-	-
				Other Federal Funds	P	-	-	-	-	-	-
				Private	R	-	-	-	-	-	-
				County	S	-	-	-	-	-	-
				Trust	T	-	-	-	-	-	-
				Inter-departmental Transfer	U	-	-	-	-	-	-
				Federal Stimulus Funds	V	-	-	-	-	-	-
				Revolving	W	-	-	-	-	-	-
				Other	X	-	-	-	-	-	-

SENATE DISTRICT	PRIORITY NUMBER	ISLAND	REP DISTRICT	PROJECT SCOPE	ITEM NUMBER	EXPENDING AGENCY
	001	0 - STATEWIDE		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 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	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 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	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	ORIGINAL YR	CURRENT MO	CURRENT YR	ACTUAL MO	ACTUAL YR	ORIGINAL MO	ORIGINAL YR	CURRENT MO	CURRENT YR	ACTUAL MO	ACTUAL YR
PLANS	07	22			12	22						
SITE SELECTION	01	23			03	23						
SITE ACQUISITION	04	23			05	23						
DESIGN	05	23			12	23						
CONSTRUCTION	12	23			07	24						
EQUIPMENT	06	24			07	24						
OCCUPANCY	07	24			07	24						

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 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	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 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	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

COST ELEMENTS	COST ESTIMATES ORIGINAL	(\$1,000'S) CURRENT	FINAL COST (\$1,000'S)
PLANS	0	0	0
LAND ACQUISITION	0	0	0
DESIGN	0	0	0
CONSTRUCTION	0	0	0
EQUIPMENT	0	0	0
TOTAL	0	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
	001	0 - STATEWIDE		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
			0	0	0	0	0	0

APPROPRIATIONS:

PART I: BY ELEMENTS	MOF	PRIOR YR	FY 2019-20	FY 2020-21	REQUESTED		FUTURE YEARS	TOTAL PROJ COST
					FY 2021-22	FY 2022-23		
PLANS	*	0	0	0	0	1	0	1
LAND ACQUISITION	*	0	0	0	0	1	0	1
DESIGN	*	0	0	0	0	1	0	1
CONSTRUCTION	*	0	0	0	0	1	0	1
EQUIPMENT	*	0	0	0	0	1	0	1
TOTAL COST		0	0	0	0	5	0	5

PART II: BY MEANS OF FINANCE	MOF	PRIOR YR	FY 2019-20	FY 2020-21	REQUESTED		FUTURE YEARS	TOTAL PROJ COST
					FY 2021-22	FY 2022-23		
G.O. BONDS	C	0	0	0	0	5	0	5
TOTAL COST		0	0	0	0	5	0	5

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 S-FY 23 SUPPLEMENTAL:
FY 23 SUPPLEMENTAL BUDGET
DEPARTMENT SUMMARY OF CIP LAPSES AND NEW REQUESTS

Form S-FY 23 Supplemental should be downloaded from eCIP in prefilled Excel format with Part B prefilled with Table P information, including new requests and CIP appropriations from Act 88, SLH 2021. Form S-FY 23 Supplemental consists of Part A - Proposed Lapses and Part B - New Requests to be proposed.

Item Description and Preparation Instructions for Form S-FY 23 Supplemental

Date Prepared/Revised

Underscore as applicable and enter date.

Part A - Proposed Lapses

Part A must be completed manually after Form S-FY 23 Supplemental is downloaded from eCIP.

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.).

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 Requests

Form S-FY 23 Supplemental Excel file should be downloaded in Excel format with Part B prefilled with Table P information. Prefilled Form S-FY 23 Supplemental will capture CIP appropriations from Act 88, SLH 2021, and changes from Act 88, SLH 2021.

Request Category

Indicate the type of request, as allowed in the Budget guidelines. Must be completed on Form S-FY 23 Supplemental after the file is downloaded from eCIP.

- Completion of ongoing CIP projects (C)
- Energy Efficiency (E).
- Health, Safety, Court Mandates (H).
- Major Repair and Maintenance for a Public or Educational Facility (M).
- Public infrastructure improvements (P).
- Other (O).
- Trade-off (Offset by Lapse) (T).

Priority

Auto populated with unique priority number that your department has assigned to this request on Table P in eCIP; projects with multiple MOF will be listed by MOF with the same priority number.

Program ID and Project Number

Auto populated with program ID and project number of the project from Table P.

Project Title

Auto populated with facility or project name and brief descriptive statement of the project (e.g., Kahuku High School, New Auditorium, Oahu) from Table P.

MOF and FY 22 and FY 23

Auto populated with the requested amounts by MOF for each project, including those from Act 88, SLH 2021, from 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.

FY 23 SUPPLEMENTAL BUDGET
DEPARTMENT SUMMARY OF PROPOSED CIP LAPSES AND NEW CIP REQUESTS
DEPARTMENT OF

PART A: PROPOSED LAPSES						NEW REQUESTS	
Dept	Act/Yr	Item No.	Proj No.	Project Title and Reason for Lapsing	MOF	Amount	
Pri						FY 22	FY 23
TOTAL							
BY MOF							

General Fund	A	-	-
Special Funds	B	-	-
General Obligation Bonds	C	-	-
GO Bonds Reimbursable	D	-	-
Revenue Bonds	E	-	-
Federal Funds	N	-	-
Other Federal Funds	P	-	-
Private Contributions	R	-	-
County Funds	S	-	-
Trust Funds	T	-	-
Interdepartmental Transfers	U	-	-
Federal Stimulus Funds	V	-	-
Revolving Funds	W	-	-
Other Funds	X	-	-
TOTAL		-	-

PART B:						ACT 88, SLH 2021	
Req	Dept	Prog ID	Proj No.	Project Title	MOF	FY 22	FY 23
Cat	Pri						
TOTAL - NEW REQUESTS							
BY MOF							

DEPARTMENT REQUESTS			
NEW REQUESTS		SUPPLEMENTAL TOTALS	
FY 22	FY 23	FY 22	FY 23

General Fund	A	-	-	-	-
Special Funds	B	-	-	-	-
General Obligation Bonds	C	-	-	-	-
GO Bonds Reimbursable	D	-	-	-	-
Revenue Bonds	E	-	-	-	-
Federal Funds	N	-	-	-	-
Other Federal Funds	P	-	-	-	-
Private Contributions	R	-	-	-	-
County Funds	S	-	-	-	-
Trust Funds	T	-	-	-	-
Interdepartmental Transfers	U	-	-	-	-
Federal Stimulus Funds	V	-	-	-	-
Revolving Funds	W	-	-	-	-
Other Funds	X	-	-	-	-
TOTAL		-	-	-	-

Request Category:	
C	Completion of Ongoing CIP Proj
E	Energy Efficiency
H	Health, Safety, Court Mandates
M	Major R&M of Existing Facilities
P	Public Infrastructure
O	Other
T	Trade-off (Offset by Lapse)

INSTRUCTIONS FOR FORM CIP DETAILS
FY 23 SUPPLEMENTAL BUDGET

Form CIP Details (Details of Scope of Work for CIP Requests) shall be used to provide a well-defined scope of work and breakdown of costs for each general obligation (G.O.) and G.O. reimbursable (G.O.R) bond funded CIP request, as follows:

- Use one form for each CIP request.
- Each form shall provide the details for a single project request or a lump sum request that includes many specific projects for which a well-defined scope of work shall be provided for each project.
- Departments that require additional scope of work sections for lump sum requests should contact their Department of Budget and Finance (B&F) analyst. See section regarding "Scope of Work by Cost Element (Project #1 :)" for additional instructions.
- There are separate forms for G.O. and G.O.R. bond funded requests. Please use the form appropriate for your request.
- Requests funded with multiple means of financing (e.g., G.O. bonds and federal funds) should provide the scope of work and cost breakdown for only the G.O. or G.O.R. bond funded portion of the project.

Item Description and Preparation Instructions for Form CIP Details

Date Prepared/Revised

Underscore as applicable and enter date.

New Request (Project #1 or Lump Sum Request)

This section can be cut and pasted from your Form S (Biennium).

Project #1 refers to a request for a single project. Lump Sum Request refers to a request that will fund multiple projects.

Request Category (Cat)

Indicate the type of request, as allowed in the Budget guidelines. Must be the same as the category on your Form S (Biennium).

- Completion of Ongoing CIP Projects (C).
- Energy Efficiency (E).
- Health, Safety, Court Mandates (HS).
- Major Repair and Maintenance for Existing Facilities (M).
- Public infrastructure improvements (P).
- Other (O).

Department Priority (Dept Pri)

Enter the unique priority number that your department has assigned to this request on Table P and Form S (Biennium).

Program ID and Project Number

Enter the program ID and project number of the project from Table P and Form S (Biennium).

Project Title

Enter the facility or project name and brief descriptive statement of the project (e.g., Kahuku High School, Upgrade Drainage System, Oahu) from Table P and Form S (Biennium).

MOF and FY 23

Enter the requested amounts for FY 23 by MOF for each project from Table P and Form S – FY 23 Supplemental.

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.

Scope of Work by Cost Element (Project #1 :)

This section should be used to provide the breakdown of the scope of work by cost element and cost. A single project will have one scope of work section to complete, but a lump sum project may have several.

Departments that require additional scope of work sections for lump sum requests should contact their Department of Budget and Finance (B&F) analyst. Please be prepared to inform your analyst of the maximum number of scopes of work sections that will be required for your department's Form CIP Details. For example, a lump sum project request to fund 20 specific projects would require 20 scope of work sections on a single Form CIP Details. A revised file will be emailed for your use and may be used for your department's lump sum requests (delete excess scope of work sections).

Please complete "Project #1 :11 information with the project title (e.g., Project #1: Royal Elementary School, Renovate Classrooms to Library, O'ahu). Lump sum requests with multiple specific projects should change the project number and list the project title (e.g., Project #3: Kaimuki High School, Renovate Auditorium, O'ahu) for each subsequent scope of work section.

Cost Element

Indicate the cost element of the portion of the scope of work to be detailed, as follows:

- P- Plans
- L - Land Acquisition
- D- Design
- C - Construction
- E – Equipment

Totals by cost element should be the same as the totals by cost element from Table P for the respective project.

Work to Be Done

Indicate the specific planning, land acquisition, design, construction or equipment costs to be funded, as applicable. Taken together, the information provided in this column should provide a clear scope of work for the project.

Means of Financing (MOF) and Amount

Enter the MOF and the amount of funds proposed to fund the related "work to be done." Totals by MOF should match those from the Table P and Form S (Biennium).

Total by MOF and Cost Element

Totals, including breakdowns by MOF and cost element, will be automatically computed. Formulas have been entered on these lines to compute the totals automatically. Totals by MOF and cost element should match those from the Table P and Form S (Biennium).

If "Error" appears in "Total" cells, the information in the column is not balanced. Please check to ensure that the cost element and MOF information is entered and that the total of the scope of work sections is equal to the new request section.

Attachments: Sample #1 (single project request)
Sample #2 (lump sum request)

**FY 23 SUPPLEMENTAL BUDGET
 DETAILS OF SCOPE OF WORK FOR CIP REQUEST - G.O. Bonds
 DEPARTMENT OF SAMPLE**

NEW REQUEST (Project #1 or Lump Sum Request)							
Cat	Dept Pri	Prog ID	Proj No.	Project Title	MOF	FY 22	FY 23
O	1	SAM101	123456	Royal School, Renovate Classrooms to Library, O'ahu	C		55,000
TOTAL BY MOF						-	55,000

- Request Category:
- C Completion of Ongoing CIP Proj
 - E Energy Efficiency
 - HS Health, Safety, Court Mandates
 - M Major R&M of Existing Facilities
 - P Public Infrastructure
 - O Other
 - T Trade-off (Offset by Lapse)

GO Bonds	C	-	55,000
TOTAL		-	55,000

SCOPE OF WORK BY COST ELEMENT (Project #1: Royal School, Renovate Classrooms to Library, O'ahu)							
			Cost Element	Work to be done	MOF	FY 22	FY 23
			D	Architectural Services	C		10,000
			C	Demolish interior wall; refinish	C		24,250
			C	Paint interior walls	C		5,000
			C	Remove existing flooring, install carpeting	C		10,000
			C	Contingency	C		2,750
			E	Bookshelves, tables, chairs	C		3,000
TOTAL						-	55,000

Cost Element	
P Plans	
L Land Acquisition	
D Design	
C Construction	
E Equipment	

BY MOF AND COST ELEMENT

GO Bonds - Plans	C	-	-
GO Bonds - Land Acquisition	C	-	-
GO Bonds - Design	C	-	10,000
GO Bonds - Construction	C	-	42,000
GO Bonds - Equipment	C	-	3,000
TOTAL		-	55,000
GO Bonds	C	-	55,000
TOTAL all MOF		-	55,000

SCOPE OF WORK BY COST ELEMENT (Project #2:)							
			Cost	Work to be done	MOF	FY 22	FY 23
					# TOTAL	-	-

Cost Element	
P Plans	
L Land Acquisition	
D Design	
C Construction	
E Equipment	

BY MOF AND COST ELEMENT

GO Bonds - Plans	C	-	-
GO Bonds - Land Acquisition	C	-	-
GO Bonds - Design	C	-	-
GO Bonds - Construction	C	-	-
GO Bonds - Equipment	C	-	-
TOTAL		-	-
GO Bonds	C	-	-

TOTAL all MOF	-	-
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TOTAL SCOPE OF WORK BY COST ELEMENT:

GO Bonds - Plans	C	-	-
		-	-
GO Bonds - Land Acquisition	C	-	-
		-	-
GO Bonds - Design	C	-	10,000
		-	-
GO Bonds - Construction	C	-	42,000
		-	-
GO Bonds - Equipment	C	-	3,000
		-	-
TOTAL		-	55,000
GO Bonds	C	-	55,000
TOTAL all MOF		-	55,000

**FY 23 SUPPLEMENTAL BUDGET
 DETAILS OF SCOPE OF WORK FOR CIP REQUEST - G.O. Bonds
 DEPARTMENT OF SAMPLE**

NEW REQUEST (Project #1 or Lump Sum Request)							
Cat	Dept Pri	Prog ID	Proj No.	Project Title	MOF	FY 22	FY 23
HS	2	SAM200	234567	Lump Sum, Health and Safety (H&S), Maui	C		474,000
TOTAL BY MOF						-	474,000

Request Category:

- C Completion of Ongoing CIP Proj
- E Energy Efficiency
- HS Health, Safety, Court Mandates
- M Major R&M of Existing Facilities
- P Public Infrastructure
- O Other
- T Trade-off (Offset by Lapse)

GO Bonds	C	-	474,000
TOTAL		-	474,000

SCOPE OF WORK BY COST ELEMENT (Project #1: Wailuku Office Building, H&S Improvements, Maui)							
			Cost Element	Work to be done	MOF	FY 22	FY 23
			D	Architectural Services	C		27,000
			C	Upgrade electrical system	C		50,000
			C	Improve drainage system	C		70,000
			C	Repair mauka stairs and replace handrails	C		150,000
			C	Contingency	C		10,000
TOTAL						-	307,000

GO Bonds	C	-	167,000
TOTAL all MOF		-	167,000

TOTAL SCOPE OF WORK BY COST ELEMENT:

GO Bonds - Plans	C	-	-
		-	-
GO Bonds - Land Acquisition	C	-	-
		-	-
GO Bonds - Design	C	-	41,500
		-	-
GO Bonds - Construction	C	-	432,500
		-	-
GO Bonds - Equipment	C	-	-
		-	-
TOTAL		-	474,000
GO Bonds	C	-	474,000
TOTAL all MOF		-	474,000

**FY 23 SUPPLEMENTAL BUDGET
 DETAILS OF SCOPE OF WORK FOR CIP REQUEST - G.O. Bonds
 DEPARTMENT OF**

NEW REQUEST (Project #1 or Lump Sum Request)							
Cat	Dept Pri	Prog ID	Proj No.	Project Title	MOF	FY 22	FY 23
TOTAL						-	-
BY MOF							

- Request Category:
- GI Governor's Initiatives
 - C Completion of Ongoing CIP Proj
 - E Energy Efficiency
 - HS Health, Safety, Court Mandates
 - M Major R&M of Existing Facilities
 - P Public Infrastructure
 - O Other
 - T Trade-off (Offset by Lapse)

GO Bonds	C	-	-
TOTAL		-	-

SCOPE OF WORK BY COST ELEMENT (Project #1:)							
			Cost Element	Work to be done	MOF	FY 22	FY 23
TOTAL						-	-

GO Bonds - Land Acquisition	C	-	-
		-	-
GO Bonds - Design	C	-	-
		-	-
GO Bonds - Construction	C	-	-
		-	-
GO Bonds - Equipment	C	-	-
		-	-
TOTAL		-	-
		-	-
GO Bonds	C	-	-
		-	-
TOTAL all MOF		-	-

**FY 23 SUPPLEMENTAL BUDGET
 DETAILS OF SCOPE OF WORK FOR CIP REQUEST - G.O.R. Bonds
 DEPARTMENT OF**

NEW REQUEST (Project #1 or Lump Sum Request)							
Cat	Dept Pri	Prog ID	Proj No.	Project Title	MOF	FY 22	FY 23
TOTAL						-	-
BY MOF							

- Request Category:
- C Completion of Ongoing CIP Proj
 - E Energy Efficiency
 - HS Health, Safety, Court Mandates
 - M Major R&M of Existing Facilities
 - P Public Infrastructure
 - O Other
 - T Trade-off (Offset by Lapse)

GOR Bonds	D	-	-
TOTAL		-	-

SCOPE OF WORK BY COST ELEMENT (Project #1:)							
			Cost Element	Work to be done	MOF	FY 22	FY 23
TOTAL						-	-

Cost Element	
P	Plans
L	Land Acquisition
D	Design
C	Construction
E	Equipment

BY MOF AND COST ELEMENT

	GOR Bonds - Plans	D	-	-
	GOR Bonds - Land Acquisition	D	-	-
	GOR Bonds - Design	D	-	-
	GOR Bonds - Construction	D	-	-
	GOR Bonds - Equipment	D	-	-
TOTAL			-	-
	GOR Bonds	D	-	-
TOTAL all MOF			-	-

SCOPE OF WORK BY COST ELEMENT (Project #2:)							
			Cost	Work to be done	MOF	FY 22	FY 23
# TOTAL						-	-

Cost Element	
P	Plans
L	Land Acquisition
D	Design
C	Construction
E	Equipment

BY MOF AND COST ELEMENT

	GOR Bonds - Plans	D	-	-
	GOR Bonds - Land Acquisition	D	-	-
	GOR Bonds - Design	D	-	-
	GOR Bonds - Construction	D	-	-
	GOR Bonds - Equipment	D	-	-
TOTAL			-	-
	GOR Bonds	D	-	-

TOTAL all MOF	-	-
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TOTAL SCOPE OF WORK BY COST ELEMENT:

GOR Bonds - Plans	D	-	-
		-	-
GOR Bonds - Land Acquisition	D	-	-
		-	-
GOR Bonds - Design	D	-	-
		-	-
GOR Bonds - Construction	D	-	-
		-	-
GOR Bonds - Equipment	D	-	-
		-	-
TOTAL		-	-
		-	-
GOR Bonds	D	-	-
		-	-
TOTAL all MOF		-	-

INSTRUCTIONS FOR FORM CIPOp: FY 23 ESTIMATED OPERATING COSTS
RELATED TO CIP REQUESTS

Form CIPOp is to be completed for each new CIP request listed in Form S - FY 23 Supplemental, Department Summary of Proposed CIP Lapses and New CIP 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.

- Completion of ongoing CIP projects.
- Energy Efficiency.
- Health, Safety, Court Mandates.
- Major Repair and Maintenance for a Public or Educational Facility.
- Public infrastructure improvements.
- Other.
- Trade-off (Offset by Lapse).

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:

**FY 23 BUDGET
ESTIMATED OPERATING COSTS RELATED TO CIP REQUESTS
DEPARTMENT OF**

Program ID:
Program Title:

Request Category:

Department Contact:

Phone:

- Completion of ongoing CIP
- Energy Efficiency
- Health, Safety, Court Mandates
- Major R&M of Existing Facilities
- Public infrastructure improvements
- Other
- Trade-off (Offset by Lapse)

I. CIP PROJECT NUMBER:

Project Title:
Description:

II. OPERATING COST SUMMARY

	FY 22 Request			FY 23 Request			FY 24	FY 25	FY 26	FY 27
	FTE (P)	FTE (T)	(\$)	FTE (P)	FTE (T)	(\$)	(\$ thous)	(\$ thous)	(\$ thous)	(\$ thous)
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	0.00	0	0	0	0	0

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

III. EXPLANATION OF COST ESTIMATE

INSTRUCTIONS FOR FORM CIPOpB: FY 23 SUPPLEMENTAL BUDGET
DEPARTMENT SUMMARY OF ESTIMATED
OPERATING COSTS RELATED TO CIP REQUESTS

Form CIPOpB is a summary listing of each department's Form CIPOp, FY 23 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 22-23 and FYs 24-27)

Enter the total estimated operating costs by MOF for each project as entered on the respective Form CIPOp. (Note: Amounts for FYs 24-27 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.

FY 23 SUPPLEMENTAL BUDGET
DEPARTMENT SUMMARY OF ESTIMATED OPERATING COSTS RELATED TO CIP REQUESTS
DEPARTMENT OF _____

Dept Pri	Prog ID	Proj No.	Project Title	Description of Cost	MOF	\$ Amount					
						FY 22	FY 23	FY 24 (in thous)	FY 25 (in thous)	FY 26 (in thous)	FY 27 (in thous)

TOTAL:	-	-	-	-	-	-
---------------	---	---	---	---	---	---

By MOF		FY 22	FY 23	FY 24 (in thous)	FY 25 (in thous)	FY 26 (in thous)	FY 27 (in thous)
General	A	-	-	-	-	-	-
Special	B	-	-	-	-	-	-
Federal Funds	N	-	-	-	-	-	-
Other Federal Funds	P	-	-	-	-	-	-
Private	R	-	-	-	-	-	-
County	S	-	-	-	-	-	-
Trust	T	-	-	-	-	-	-
Inter-departmental Transfer	U	-	-	-	-	-	-
Revolving	W	-	-	-	-	-	-
Other	X	-	-	-	-	-	-

FORM PAB

Department of Budget
and Finance (rev. 10/2020)

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 and Estimated Useful Life			

PART 2		Project Cost and Funding Sources	
8 Does this request for funding require general obligation bond fund appropriations? If "no" box is checked, no further information other than signature and date is required.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
9 Has any appropriations been made for any portion of project prior to this request?		<input type="checkbox"/> Yes	<input type="checkbox"/> 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 capital costs (construction, reconstruction, equipment)		
b	Total noncapital State of Hawaii costs (e.g., judgement and legal and contract settlements, but not operating & maintenance)		
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.		<input type="checkbox"/> Yes	<input type="checkbox"/> 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.		<input type="checkbox"/> Yes	<input type="checkbox"/> 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.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
16 Please list the Department staff member(s) assigned to cooperate with the Department of Budget and Finance in its Project monitoring responsibilities, including (i) facilitating prior Department of Budget and Finance review and approval for any contracts with third parties relating to the Project or any transfer or sale of the Project and (ii) assisting with an annual review of the use of the Project. (Attach a separate sheet providing name(s), phone number(s), and email address(es).)			
Name of Signer	Signature	Date	Telephone Number

Instructions for Form PAB

Who must file this Form PAB. Anyone requesting any appropriation of general obligation bond funds 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 and its estimated useful life (e.g., Waianae Rental Housing, 30 years).

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., newsstand, store, pharmacy, 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.*

Line 16. Identify on a separate sheet the contact information for department staff member(s) assigned to cooperate with the Department of Budget and Finance in its project monitoring responsibilities.

INSTRUCTIONS FOR FORM DMC: FY 23 BUDGET
ESTIMATED DEFERRED MAINTENANCE COSTS

Form DMC is to be completed for the FY 23 Department Summary of Estimated Deferred Maintenance Costs.

Item Description and Preparation Instructions for Form DMC

Department

Fill in with appropriate department title.

Program ID/Org

Fill in the Program ID and the Organization Code of the program that would be responsible for the cost.

Island

Fill in the island location of the deferred maintenance cost (i.e., Kauai, Oahu, Molokai, Maui, Lanai, Hawaii).

State Owned Bldg/Facility/Other

Fill in the name of the building, facility, or other improvement to which the deferred maintenance cost is related.

Description of Deferred Maintenance

Provide a brief descriptive statement of what the deferred maintenance cost includes.

Means of Financing (MOF) and Amount

Fill in the estimated amount by MOF for each deferred maintenance cost.

Comments

Provide any additional comments, if necessary.

**FY 23 BUDGET
DEPARTMENT SUMMARY OF ESTIMATED DEFERRED MAINTENANCE COSTS
DEPARTMENT OF _____**

Prog ID/Org	Island	State Owned Bldg/Facility/Other	Description of Deferred Maintenance	MOF	\$ Amount	Comments

TOTAL: -

By MOF

General	A	-
Special	B	-
General Obligation Bonds	C	-
Reimbursable GO Bonds	D	-
Revenue Bonds	E	-
Federal Funds	N	-
Other Federal Funds	P	-
Private	R	-
County	S	-
Trust	T	-
Inter-departmental Transfer	U	-
Revolving	W	-
Other	X	-

INSTRUCTIONS FOR FORM FF: FEDERAL AWARDS FOR
FB 2021-23 - OPERATING FUNDS ONLY
(FY 23 SUPPLEMENTAL BUDGET)

Form FF, Federal Awards for FB 2021-23, Supplemental Executive Budget Request, must be completed and submitted for each program ID that expends federal funds and shall be used to establish the federal fund ceiling requested for MOF "N" and "P." Form FF shall include all awards assigned to your department from the list of "Major, Recurring Federal Awards for FB 2021-23" under MOF "N" (federal funds). Please note that the Federal Fund Information for States has not provided an updated list for FY 23 so the list is based on the federal FY 20 budget.

All other awards including currently non-appropriated federal grants that are expected to be ongoing or other anticipated awards shall be included under MOF "P" (other federal funds). Anticipated awards under MOF "P" may be included if you reasonably expect to apply for and receive the federal award.

Due to the extended lapse date for prior years' federal fund appropriations, anticipated carryover amounts from previous years should not be included on Form FF or included in the budget ceiling.

All departments shall use the Office of Federal Awards Management's (OFAM) online workflow for Form FF on the Datamart, Federal Awards Management System. (OFAM will provide more information via email.) PDF copies of your department's Form FF which reflect your budget request are required as part of your budget submittal.

Form FF: Item Description and Preparation Instructions

Org Code

Enter Org Code for budgeting purposes.

Prime (P) or Sub Award (S)

Select "Prime" if you are the Prime Recipient or "Sub Award" if this is a sub-award from a Program ID in your dept. or from another State entity.

CFDA No. (Format ##.###)

Enter the CFDA Number assigned to the award by the federal awarding agency.

CFDA Program Title

Program Title for the CFDA Number. Field will autofill after the CFDA No. is entered.

Award Name

Enter the name of the award which may differ from the CFDA Program Title.

Appropriation Account Title

The Appropriation Account to be assigned in FAMIS (maximum 40 characters) which describes the Program/Project title for the award.

FY 2022 Appropriation Symbol

The Appropriation Symbol assigned to this award for FY 22 will display, if applicable.

B&F Use Only FY 2023 Appropriation Symbol

For B&F use only for assignment of FY 23 Appropriation Account Symbol.

DAGS Use Only FY 2023 Appropriation Symbol

For DAGS use only for assignment of FY 23 Appropriation Account Symbol.

Anticipated Award Amount

If an award is included on the list of "Major, Recurring Federal Awards for FB 2021-23," enter the amount as a MOF "N" award. If an award is not included on the list of "Major, Recurring Federal Awards for FB 2021-23," enter the amount as a MOF "P" award. The amount should be the total anticipated award amount noted on the grant award notice for the entire performance period of the award or if not available, a reasonable estimate based on a prior year's award.

Performance Period (Start/End Date)

The complete length of time the recipient will be funded to complete approved activities. A performance period may contain one or more federal budget periods. If the award notice has not been received, enter the anticipated performance dates based on performance periods for previous awards.

Will Payroll be charged to this award?

Select "Yes" or "No" to indicate whether payroll will be directly charged to this Appropriation Account.

FY 2023 Budget Request

Calculated amount; difference between the total anticipated award amount and the base budget ceiling amount. A negative balance means that the budget ceiling is insufficient by the dollar amount indicated and a budget request should be submitted to add the dollar amount. A positive balance means that the budget ceiling is more than sufficient by the dollar amount indicated and a budget request should be submitted to subtract the dollar amount.

FEDERAL AWARDS FOR FB 2021-23 (OPERATING FUNDS ONLY) - SUPPL EXECUTIVE BUDGET REQUEST

DEPARTMENT OF
PROGRAM ID

Date Prepared:
Date Revised:
Prepared by:
Phone:
Email:

FY22

Table with columns: Org Code, Prime (P) or Sub Award (S), CFDA No. (Format: ##.###), CFDA Program Title, Award Name, Appropriation Account Title, FY2021 Appropriation Symbol (S-21-###-X), B&F USE ONLY FY2022 Appropriation Symbol, DAGS USE ONLY FY2022 Appropriation Symbol, Anticipated Award Amount MOF N, Anticipated Award Amount MOF P, Performance Period (Start/End Date), Will Payroll Be Charged Directly to this Account?, Comments. Includes summary rows for Subtotal, Award Amount Total, Appropriation Balance, Appropriation Ceiling (Act 88), Additional Ceiling Authorized, and TOTAL APPROPRIATION CEILING.

FEDERAL AWARDS FOR FB 2021-23 (OPERATING FUNDS ONLY) - SUPPL EXECU'

DEPARTMENT OF
PROGRAM ID

Date Prepared:
Date Revised:
Prepared by:
Phone:
Email:

FY23

Org Code	Prime (P) or Sub Award (S)	CFDA No. (Format: ###.###)	CFDA Program Title	Award Name	Appropriation Account Title	FY2022 Appropriation Symbol S-22-###-X	B&F USE ONLY FY2023 Appropriation Symbol	DAGS USE ONLY FY2023 Appropriation Symbol	Anticipated Award Amount MOF N	Anticipated Award Amount MOF P	Performance Period (Start/End Date)	Will Payroll Be Charged Directly to this Account?	Comments
									Subtotal (No Org Code)				
									Award Amount Total				
									Appropriation Balance				
									Appropriation Ceiling (Act 88)				
									Suppl Apprn Ceiling (Act)				
									* A negative balance "(\$1.00)" means that the appropriation ceiling is insufficient by the dollar amount indicated and a request to increase expenditure levels for Federal Funds should be submitted.				

INSTRUCTIONS FOR
BJ SUMMARY TABLES UPDATE
BUDGET NARRATIVES
CIP REQUESTS
(FY 23 SUPPLEMENTAL BUDGET)

1. Update of BJ Summary Tables

a. Update the BJ Summary tables for Act 88, SLH 2021, including transfers from other departmental budget acts as approved by the Governor on August 18, 2021, (to be referred to as "Act 88, SLH 2021, including transfers") according to the following instructions which apply to all means of financing (MOF):

- FY 20 – no changes (should already reflect actual expenditures).
- FY 21 – reflect actual expenditures.
- FY 22 – no changes (do not change any FY 22 amounts since they already reflect Act 88, SLH 2021, including transfers)
- FY 23 – reflect the Governor's final Executive Supplemental Budget decisions.
- FYs 24 through 27 – position counts and all operating costs shall be kept constant (i.e., same as FY 23) throughout the planning period.

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

BJ Summary updates are due by December 1, 2021, reflecting the Governor's final decisions.

The update of your BJ Details, reflecting the Governor's final decisions, shall also follow this guidance and must be completed by December 23, 2021.

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

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. All budget narratives shall be completed in eBUDDI. Refer to narrative sample format and instructions. Do not exceed one page, if possible.
- b. Discuss the Governor's final approved 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.
- 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 Requests

- a. 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.
- b. Table Ps have prepared to reflect the project titles, descriptions, and appropriation amounts in Act 88, SLH 2021. Table Qs should also reflect Act 88, SLH 2021. Please note that we will request that all appropriations from Act 88, SLH 2021, to be included in the Supplemental Budget in order to include breakdowns by cost element for those projects.
- c. All departments may start using eCIP immediately to: 1) update Table Q to reflect Act 88, SLH 2021, 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.

Tables P, Q and R must be updated to reflect Governor's decisions for all approved requests.

- d. Form S-FY 23 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-FY 23 Supplemental after the file is downloaded from eCIP.

Departments shall use the prefilled Form S-Supplemental, which will provide all appropriations from Act 88, SLH 2021, as well as changes (language, \$) from Act 88, SLH 2021, for their CIP budget submittal.

- e. Forms CIP Op and CIP Op B shall be used to indicate operating costs associated with each respective CIP request. These forms must be updated to reflect Governor's decisions.
- f. Form PAB (revised October 2020) must be completed and submitted for every request funded by G.O. and G.O. Reimbursable bond proceeds. Form PAB must be updated to reflect Governor's decisions. Questions are self-explanatory; however, B&F will endeavor to respond to written inquiries regarding Form PAB.

In order for G.O. and/or G.O.R. bonds to qualify for federal tax-exemptions, the Internal Revenue Code (IRC) requires that bond proceeds be used only for governmental purposes. Non-governmental (i.e., private activity uses) purposes do not meet IRC requirements in most situations. To better track the use (governmental versus non-governmental) of projects financed by G.O. and G.O.R. bond proceeds, expending agencies undertaking G.O. and G.O.R. funded projects are responsible for monitoring project use and reporting to B&F at certain stages of the project.

Departments are reminded that **Form PAB** must be reviewed and updated, if necessary, and submitted with current date and signature as the project progresses, as follows:

- At initial request for allotment/release of G.O. or G.O.R. bond funding for project planning and/or design;
- At subsequent request(s) for allotment/release of G.O. or G.O.R. bond funding for project land acquisition, construction, and/or equipment; and
- Upon completion and acceptance of the project.

If the proposed use of a project changes at any time to include non-governmental purposes, departments are required to request the approval

of the changes by updating the **Form PAB** for the project and submitting the updated form to B&F for its approval. This would also include proposed changes in use of the project that have occurred subsequent to its completion for the life of the bond.

In addition to the federal rules, please be advised that Section 39-14(b), HRS, requires that “. . . no state officer or employee, or user of a project or program shall authorize or allow any change, amendment, or modification to a project or program financed or refinanced with the proceeds of the bonds which change, amendment, or modification thereto would affect the exclusion of interest on the bonds from gross income for federal income tax purposes unless the change, amendment, or modification shall have received the prior approval of the director of finance. Failure to receive the approval of the director of finance shall render any change, amendment, or modification void.”

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

**Narrative for Supplemental Budget Requests
FY 2023**

Program ID: SUB 601

Program Structure Level: 05 02 05

Program Title: PRIVATE HOSPITALS & MEDICAL SERVICES

A. Program Objective

To be completed by Department.

D. Significant Changes to Measures of Effectiveness and Program Size

To be completed by Department.

B. Description of Request

To be completed by Department.

C. Reasons for Request

To be completed by Department.

UPDATE/DELETE SUPPLEMENTAL BUDGET NARRATIVES

Home | List | Narratives | Reports | Program Totals | Excel | My Profile | User Manual | Logoff

AGR ▾ Submit Previous 1 Next

Program List		
Program ID	Description	Actions
AGR101	FINANCIAL ASSISTANCE FOR AGRICULTURE	Update Delete Narrative
AGR122	PLANT PEST AND DISEASE CONTROL	Update Delete Narrative
AGR131	RABIES QUARANTINE	Update Delete Narrative
AGR132	ANIMAL DISEASE CONTROL	Update Delete Narrative
AGR141	AGRICULTURAL RESOURCE MANAGEMENT	Update Delete Narrative
AGR151	QUALITY AND PRICE ASSURANCE	Update Delete Narrative
AGR153	AQUACULTURE DEVELOPMENT PROGRAM	Update Delete Narrative
AGR161	AGRIBUSINESS DEVELOPMENT AND RESEARCH	Update Delete Narrative
AGR171	AGRICULTURAL DEVELOPMENT & MARKETING	Update Delete Narrative
AGR192	GENERAL ADMINISTRATION FOR AGRICULTURE	Update Delete Narrative
AGR812	MEASUREMENT STANDARDS	Update Delete Narrative
AGR846	PESTICIDES	Update Delete Narrative

Records: 12 of 12 Previous 1 Next

To update the Budget Narrative for the selected Program ID, click on **Update**. To delete existing Budget Narratives for the selected Program ID, click on **Delete Narrative**.

Report

PROGRAM ID	PROGRAM STRUCTURE	PROGRAM TITLE
AGR101	010301	FINANCIAL ASSISTANCE FOR AGRICULTURE

Spell Check Narrative Fields

A. Program Objective
To promote the agricultural and aquacultural development within the State by facilitating and granting of loans, as well as providing related financial services to qualified farmers, new farmers, food manufacturers, and aquaculturists that meet program qualification requirements.

B. Description of Request
An operating budget request is being submitted to establish an expenditure ceiling of \$800,000 for the Hawaii Water Infrastructure Special Fund.

C. Reasons for Request
Establishing a ceiling for the fund will allow the program to utilize the funds repaid from previous loans to provide new loans for agricultural water infrastructure improvements.

D. Significant Changes to Measures of Effectiveness and Program Size
None.

Update Record Reset

The **Program Plan Narratives Report Input** screen will display text boxes for updating the narratives for an existing Program ID or add narratives to the database if none exist. Narratives include the following sections:

- A. Program Objective
- B. Description of Request
- C. Reasons for Request
- D. Significant Changes to Measures of Effectiveness and Program Size

For further detailed explanation on what to fill in for the section contents, please refer to F.M. 21-11, Supplemental Budget Policies and Guidelines for FY 23.

Clicking **Update Record** will update the narrative record into the database. If there is no previous narrative records, the “Update Record” button will be replaced with the “**Add Record**” button. After the **Update or Add Record** button is clicked a status message will report if the listing was updated.

Clicking **Reset** will reset all data to its original values and make no changes to the database.

To view BJ Narrative Reports, click on **Report** located at the upper right hand corner of the text box or got to **Reports Menu**.

REPORTS MENU

Home List Narratives Reports Program Totals Excel My Profile User Manual Logoff

- Detail Reports
- Personnel Summary
- Total by MOF
- Operating Cost Summary
- Budget Summary
- BJ Edited Summary
- BJ Edited Summary w/ Temp Counts
- BJ Summary
- Correlation Report
- Discrepancy Report
- Personnel FTE Check Report
- Unfunded Personnel Report
- Duplicate Line Number Report
- P61 Report
- P61-A Report
- S61 Report
- S61-A Report
- Select Budget Groupings Reports
- Narrative for Supplemental Budget Requests Report

The **Reports** page is displayed after clicking on the **Reports** tab from the menu at the top of the screen. To view the Program Plan Narrative Reports, click on **Program Plan Narrative Report**.

NARRATIVE FOR SUPPLEMENTAL BUDGET REQUESTS REPORT

The screenshot shows the eBUDDI web application interface. At the top, there is a logo for eBUDDI (Budget Development & Information System) and the State of Hawaii Department of Budget and Finance. A navigation menu includes Home, List, Narratives, Reports, Program Totals, Excel, My Profile, User Manual, and Logoff. On the left, a sidebar menu lists various reports, with 'Narrative for Supplemental Budget Requests Report' selected. The main content area is titled 'Narrative for Supplemental Budget Requests Report' and contains a form with two dropdown menus: 'Department' (set to 'AGR') and 'Program' (set to 'AGR192'). Below these is a 'Sort Order' dropdown menu (set to 'Department') and a 'submit' button.

The **Narrative for Supplemental Budget Requests Report** gives the user the option to run a single department or program id. The menu will only display the department and program id that the user is authorized for. Sort Order gives an option to sort by the department's program id order or program structure order. After selecting the Department/Program, click on **Submit** to execute the report that will generate a PDF file in a new browser window.

Narrative for Supplemental Budget Requests FY 2023

Program ID: AGR 101
Program Structure Level: 01 03 01
Program Title: FINANCIAL ASSISTANCE FOR AGRICULTURE

A. Program Objective

To promote the agricultural and aquacultural development within the State by facilitating and granting of loans, as well as providing related financial services to qualified farmers, new farmers, food manufacturers, and aquaculturists that meet program qualification requirements.

B. Description of Request

An operating budget request is being submitted to establish an expenditure ceiling of \$800,000 for the Hawaii Water Infrastructure Special Fund.

C. Reasons for Request

Establishing a ceiling for the fund will allow the program to utilize the funds repaid from previous loans to provide new loans for agricultural water infrastructure improvements.

D. Significant Changes to Measures of Effectiveness and Program Size

None.

The screenshot shows the eBUDDI web application interface. At the top, there is a navigation menu with the following items: Home, List, Narratives, Reports, Program Totals, Excel, My Profile, User Manual, and Logoff. On the left side, there is a sidebar menu with the following items: Detail Reports, Personnel Summary, Total by MOF, Operating Cost Summary, Budget Summary, BJ Edited Summary, BJ Edited Summary w/ Temp Counts, BJ Summary, Correlation Report, Discrepancy Report, Personnel FTE Check Report, Unfunded Personnel Report, Duplicate Line Number Report, P61 Report, P61-A Report, S61 Report, S61-A Report, Select Budget Groupings Reports, and Narrative for Supplemental Budget Requests Report. The main content area displays a form titled "Narrative for Supplemental Budget Requests Report". The form has two columns: "Department" and "Program". The "Department" dropdown menu is set to "AGR". The "Program" dropdown menu is open, showing a list of programs: ALL, AGR101, AGR122, AGR131, AGR132, AGR141, AGR151, AGR153, AGR161, AGR171, AGR192, and AGR812. Below the "Program" dropdown menu, there is a "Sort Order" dropdown menu set to "Department". At the bottom of the form, there is a "submit" button.

The **Narrative for Supplemental Budget Requests Report** also gives the user the option to run a single department with multiple programs. To select multiple programs just hold down the “Shift” key and with your mouse left click on all the programs you want selected. Select the print option and sort order you want used for this report. The menu will only display the department/programs that the user is authorized for.

After selecting the Department/Programs/Sort Order. Click on **Submit** to execute the report, which generates a PDF file in a new browser window.