

Attachment 5

CIP Submission Tables & Forms Additional Requirement Form

- Tables P, Q, & R
- Form CIP Details
- 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 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	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 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	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	ORIGINAL YR	CURRENT MO	CURRENT YR	ACTUAL MO	ACTUAL YR	ORIGINAL MO	ORIGINAL YR	CURRENT MO	CURRENT YR	ACTUAL MO	ACTUAL YR
PLANS	07	23					12	23				
SITE SELECTION	01	24					03	24				
SITE ACQUISITION	04	24					05	24				
DESIGN	05	24					12	25				
CONSTRUCTION	12	24					07	25				
EQUIPMENT	06	25					07	25				
OCCUPANCY	07	25					07	25				

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 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	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 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	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
			0	0	0	0	0	0
TOTAL								

APPROPRIATIONS:

PART I: BY ELEMENTS	MOF	PRIOR YR	FY 2021-22	FY 2022-23	REQUESTED		FUTURE YEARS	TOTAL PROJ COST	
					FY 2023-24	FY 2024-25			
PLANS	*	0	0	0	1	0	0	1	
LAND ACQUISITION	*	0	0	0	1	0	0	1	
DESIGN	*	0	0	0	1	0	0	1	
CONSTRUCTION	*	0	0	0	0	1	0	1	
EQUIPMENT	*	0	0	0	0	1	0	1	
TOTAL COST			0	0	0	3	2	0	5

PART II: BY MEANS OF FINANCE	MOF	PRIOR YR	FY 2021-22	FY 2022-23	REQUESTED		FUTURE YEARS	TOTAL PROJ COST	
					FY 2023-24	FY 2024-25			
G.O. BONDS	C	0	0	0	3	2	0	5	
TOTAL COST			0	0	0	3	2	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.

**FB 23-25 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 24	FY 25
O	1	SAM101	123456	Royal School, Renovate Classrooms to Library, O'ahu	C	100,000	55,000
TOTAL						100,000	55,000

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

BY MOF				
GO Bonds	C	100,000	55,000	
TOTAL		100,000	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 24	FY 25
			D	Architectural Services	C	18,000	10,000
			C	Demolish interior wall; refinish	C	48,500	24,250
			C	Paint interior walls	C	7,500	5,000
			C	Remove existing flooring, install carpeting	C	15,000	10,000
			C	Contingency	C	5,000	2,750
			E	Bookshelves, tables, chairs	C	6,000	3,000
TOTAL						100,000	55,000

GO Bonds - Equipment	C	-	-
TOTAL		-	-
GO Bonds	C	-	-
TOTAL all MOF		-	-

TOTAL SCOPE OF WORK BY COST ELEMENT:

GO Bonds - Plans	C	-	-
		-	-
GO Bonds - Land Acquisition	C	-	-
		-	-
GO Bonds - Design	C	18,000	10,000
		-	-
GO Bonds - Construction	C	76,000	42,000
		-	-
GO Bonds - Equipment	C	6,000	3,000
		-	-
TOTAL		100,000	55,000
GO Bonds	C	100,000	55,000
TOTAL all MOF		100,000	55,000

**FB 23-25 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 24	FY 25
HS	2	SAM200	234567	Lump Sum, Health and Safety (H&S), Maui	C	500,000	475,000
TOTAL						500,000	475,000

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

BY MOF				
	GO Bonds	C	500,000	475,000
TOTAL			500,000	475,000

SCOPE OF WORK BY COST ELEMENT (Project #1: Wailuku Office Building, H&S Improvements, Maui)							
			Cost Element	Work to be done	MOF	FY 24	FY 25
			D	Architectural Services	C	32,000	28,000
			C	Upgrade electrical system	C	50,000	50,000
			C	Improve drainage system	C	70,000	70,000
			C	Repair mauka stairs and replace handrails	C	150,000	150,000
			C	Contingency	C	10,000	10,000
TOTAL						312,000	308,000

GO Bonds - Equipment	C	-	-
TOTAL		188,000	167,000
GO Bonds	C	188,000	167,000
TOTAL all MOF		188,000	167,000

TOTAL SCOPE OF WORK BY COST ELEMENT:

GO Bonds - Plans	C	-	-
		-	-
GO Bonds - Land Acquisition	C	-	-
		-	-
GO Bonds - Design	C	57,500	42,500
		-	-
GO Bonds - Construction	C	442,500	432,500
		-	-
GO Bonds - Equipment	C	-	-
		-	-
TOTAL		500,000	475,000
GO Bonds	C	500,000	475,000
TOTAL all MOF		500,000	475,000

**FB 23-25 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 24	FY 25
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

BY MOF			
GO Bonds	C	-	-
TOTAL		-	-

SCOPE OF WORK BY COST ELEMENT (Project #1:)							
			Cost Element	Work to be done	MOF	FY 24	FY 25
# TOTAL						-	-

TOTAL SCOPE OF WORK BY 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		-	-

**FB 23-25 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 24	FY 25
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

BY MOF			
GOR Bonds	D	-	-
TOTAL		-	-

SCOPE OF WORK BY COST ELEMENT (Project #1:)							
			Cost Element	Work to be done	MOF	FY 24	FY 25
TOTAL						-	-

GOR Bonds - Equipment	D	-	-
TOTAL		-	-
GOR Bonds	D	-	-
TOTAL all MOF		-	-

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 CIP DETAILS
FB 23-25 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 capital improvement program (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 (H).
- 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 24 and FY 25

Enter the requested amounts for FY 24 and FY 25 by MOF for each project from Table P and Form S (Biennium).

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 scope 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 fill-in the "(Project #1:)" section with the project title, including scope of work and location (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)

Date Prepared/Revised:

**FB 23-25 BUDGET
ESTIMATED OPERATING COSTS RELATED TO CIP REQUESTS
DEPARTMENT OF**

III. EXPLANATION OF COST ESTIMATE

INSTRUCTIONS FOR FORM CIPOp: FB 23-25 ESTIMATED OPERATING COSTS
RELATED TO CIP REQUESTS

Form CIPOp is to be completed for each new CIP request listed in FB 23-25 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.

- Completion of Ongoing CIP
- Energy Efficiency
- Health, Safety, Court Mandates
- Major R&M of Existing Facilities
- 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, brief descriptive statement of the project and island location (e.g., Kahuku High School - Repave Parking Lot, Oahu) 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.

FB 23-25 BIENNIUM 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 24	FY 25	FY 26 (in thous)	FY 27 (in thous)	FY 28 (in thous)	FY 29 (in thous)

TOTAL:	-	-	-	-	-	-
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By MOF		FY 24	FY 25	FY 26 (in thous)	FY 27 (in thous)	FY 28 (in thous)	FY 29 (in thous)
General	A	-	-	-	-	-	-
Special	B	-	-	-	-	-	-
Federal Funds	N	-	-	-	-	-	-
Other Federal Funds	P	-	-	-	-	-	-
Private	R	-	-	-	-	-	-
County	S	-	-	-	-	-	-
Trust	T	-	-	-	-	-	-
Inter-departmental Transfer	U	-	-	-	-	-	-
ARPA Funds	V	-	-	-	-	-	-
Revolving	W	-	-	-	-	-	-
Other	X	-	-	-	-	-	-

INSTRUCTIONS FOR FORM CIPOpB: FB 23-25 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 23-25 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, brief descriptive statement, and island location of the project (e.g., Kahuku High School - Repave Parking Lot, Oahu) as entered on Form CIPOp.

Description of Cost

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

MOF and \$ Amounts (FYs 24-25 and FYs 26-29)

Enter the total estimated operating costs by MOF for each project as entered on the respective Form CIPOp. (Note: Amounts for FYs 26-29 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.

FORM PABDepartment 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? <input type="checkbox"/> Yes <input type="checkbox"/> No If "no" box is checked, no further information other than signature and date is required.	
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 S: FB 23-25 DEPARTMENT
SUMMARY OF PROPOSED CIP LAPSES AND NEW CIP REQUESTS

Form S is a summary listing of all FB 23-25 CIP requests to be proposed in departmental priority order. Form S (Biennium) files can be downloaded in Excel format with Part B prefilled with Table P information from eCIP. A blank Form S (Biennium) Excel file can also be downloaded if necessary.

Form S: Item Description and Preparation Instructions

Date Prepared/Revised

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

Part A - Proposed Lapses

Act/Year

Enter the Act number and year enacted of the project that is being proposed for lapsing.

Item Number

Enter the item number of the project from Part IV of the Appropriations Act (e.g., G-12).

Capital Project Number

Enter the capital project number as shown in the Appropriations Act.

Project Title and Reason for Lapsing

Enter the project title as shown in the Appropriations Act and the reason why the appropriation should be lapsed (e.g., project completed, project cancelled, etc.).

Additionally, indicate amounts to be lapsed by appropriation symbol.

Means of Financing (MOF) and Amount

Enter the MOF and the amount of funds proposed for lapsing.

Total by MOF

Totals, including breakdown by MOF, will be automatically computed. Formulas have been entered on these lines to compute the MOF totals automatically.

Part B – New CIP Requests

Request Category

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

- Completion of Ongoing CIP
- Energy Efficiency
- Health, Safety, Court Mandates
- Major Repair and Maintenance of Existing Facilities
- Public Infrastructure Improvements
- Other
- Trade-off (Offset by Lapse)

Priority

Enter a unique priority number for each project for this section with (1) indicating the “highest priority.” Projects with multiple MOF should be listed by MOF with the same priority number; otherwise, duplicate or sub-priority numbers, such as 1A, 1B, etc., should not be used. List the requests sequentially by department priority.

Program ID and Project Number

Enter the program ID and project number of the project as entered on Table P.

Project Title

Enter the facility or project name, brief descriptive statement, and the island location of the project (e.g., Kahuku High School - Repave Parking Lot, Oahu) as entered on Table P.

MOF and FY 24 and FY 25 Amounts

Enter the requested amounts by MOF and fiscal year for each project as entered on Table P.

Total by MOF

Totals, including breakdown by MOF, will be automatically computed and auto populated. Formulas have been entered on these lines to compute the MOF totals automatically.

Date Prepared/Revised:

FB 23-25 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 -
 - ARPA Funds V -
 - Revolving W -
 - Other X -

INSTRUCTIONS FOR FORM DMC: FB 23-25 BUDGET
ESTIMATED DEFERRED MAINTENANCE COSTS

Form DMC is to be completed for the FB 23-25 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.