

INSTRUCTIONS FOR FORM CIP DETAILS
FY 25 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 - FY 25 Supplemental.

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 - FY 25 Supplemental.

- Wildfires Recovery (W)
- Major Repair and Maintenance for a Public or Educational Facility (M).
- Completion of Later Phases of an Ongoing CIP Project (C).
- Health and Safety, Court Orders and Consent Decrees, or Federal Mandates (H).
- Energy Efficiency or Conservation Improvements (E).
- Public Infrastructure Improvements (P).

Department Priority (Dept Pri)

Enter the unique priority number that your department has assigned to this request on Table P and Form S - FY 25 Supplemental.

Program ID and Project Number

Enter the program ID and project number of the project from Table P and Form S – FY 25 Supplemental.

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 - FY 25 Supplemental.

MOF and FY 25

Enter the requested amounts for FY 25 by MOF for each project from Table P and Form S - FY 25 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.

Please complete "Project #1 :" 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 - FY 25 Supplemental.

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-FY 25 Supplemental.

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)