

INSTRUCTIONS FOR FORM S-FY 25 SUPPLEMENTAL:  
FY 25 SUPPLEMENTAL BUDGET  
DEPARTMENT SUMMARY OF CIP LAPSES AND NEW REQUESTS

Form S-FY 25 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 164, SLH 2023. Form S-FY 25 Supplemental consists of Part A – Proposed Lapses and Part B – New Requests to be proposed.

**Item Description and Preparation Instructions for Form S-FY 25 Supplemental**

Date Prepared/Revised

Underscore as applicable and enter date.

**Part A – Proposed Lapses**

Part A must be completed manually after Form S-FY 25 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 V 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 25 Supplemental Excel file should be downloaded in Excel format with Part B prefilled with Table P information. Prefilled Form S-FY 25 Supplemental will capture CIP appropriations from Act 164, SLH 2023, and changes from Act 164, SLH 2023.

### Request Category

Indicate the type of request, as allowed in the Budget guidelines. Must be completed on Form S-FY 25 Supplemental after the file is downloaded from eCIP.

- 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).

### 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 24 and FY 25

Auto populated with the requested amounts by MOF for each project, including those from Act 164, SLH 2023, 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.