

INSTRUCTIONS FOR FORM CIP DETAILS
FB 25-27 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).

- Administration Priorities (A).
- Completion of Ongoing CIP Project (C).
- Health & Safety, Court Orders, Consent Decrees, Federal Mandates (H).
- Major Repair and Maintenance for Public or Educational Facilities (M).
- Public Infrastructure Improvements (P).
- 2023 Wildfires Recovery (W).

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 26 and FY 27

Enter the requested amounts for FY 26 and FY 27 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)

**FB 25-27 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 26	FY 27
O	1	SAM101	123456	Royal School, Renovate Classrooms to Library, O'ahu	C	100,000	55,000
TOTAL						100,000	55,000

- Request Category:
- A Administration Priorities
 - C Completion of Ongoing CIP Project
 - E Energy Efficncy or Consvrtion Imprv.
 - H Health & Safety, Court Orders,
Consent Decrees, Fed Mandates
 - M Major R&M for public or educ. facility
 - P Public Infrastructure Imprv.
 - W 2023 Wildfires Recovery

TOTAL 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 26	FY 27
			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

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	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

SCOPE OF WORK BY COST ELEMENT (Project #2:)							
			Cost	Work to be done	MOF	FY 26	FY 27
# 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	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 25-27 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 26	FY 27
HS	2	SAM200	234567	Lump Sum, Health and Safety (H&S), Maui	C	500,000	475,000
TOTAL						500,000	475,000

- Request Category:
- A Administration Priorities
 - C Completion of Ongoing CIP Project
 - E Energy Efficiency or Consvrtion Imprv.
 - H Health & Safety, Court Orders, Consent Decrees, Fed Mandates
 - M Major R&M for public or educ. facility
 - P Public Infrastructure Imprv.
 - W 2023 Wildfires Recovery

TOTAL 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 26	FY 27
			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	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