

INSTRUCTIONS FOR FORM S: FB 25-27 DEPARTMENT
SUMMARY OF PROPOSED CIP LAPSES AND NEW CIP REQUESTS

Form S is a summary listing of all FB 25-27 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.

- Administration's priorities
- Support 2023 Wildfires recovery
- Major repair and maintenance for a public or educational facility
- Complete later phases of an ongoing CIP project
- Public health and safety, court orders/consent decrees or federal mandates
- Improve energy efficiency or conservation
- Public Infrastructure Improvements
- 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 26 and FY 27 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.