



**UNIVERSITY
of HAWAII®
SYSTEM**

**Howard S Todo
Vice President**

April 4, 2008

MEMORANDUM

TO: Chancellors
System Senior Management
All Campus Council of Faculty Senate Chairs
Pukoa Council
UH Student Caucus
Systemwide Groups

VIA: David McClain, President *D. McClain*

FROM: Howard Todo, VP for Budget and Finance/Chief Financial Officer *Howard Todo*
Linda Johnsrud, VP for Academic Planning and Policy *Linda Johnsrud*

SUBJECT: INSTRUCTIONS FOR STOCKTAKING AND PREPARATION OF THE UNIVERSITY OF HAWAII 2009-2011 BIENNIAL BUDGET PROPOSAL

The purpose of this memorandum is to initiate and provide instructions for the University of Hawai'i budget preparation for Fiscal Biennium 2009-2011. The budget process includes a "stocktaking" to involve the University's constituency in the development of the University of Hawai'i budget for Fiscal Biennium 2009-2011. The budget is based on the principles and policies set forth in the memorandum, approved by the Board of Regents, dated March 14, 2008, regarding the 2009-2011 Biennium Budget Proposal Development which is posted on the University Budget Office website at:

http://www.hawaii.edu/budget/pdfs/Attachmt_1_031408_2009-2011_Biennium_Budget_Proposal_Dev_memo1.pdf

General Overview

The budget process calls for the preparation of a three biennium financial plan (i.e., 6 years) rather than a single biennium period budget. The first biennium will be focused on reducing the University of Hawai'i's deferred maintenance backlog and renewing its current physical plant. New facility construction requests will not be considered for Fiscal Biennium 2009-2011; however, new facilities may be budgeted in fiscal biennia 2011-2013 and 2013-2015.

2444 Dole Street, Bachman Hall

Honolulu, Hawai'i 96822

Telephone: (808) 956-8903

Fax: (808) 956-5286

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Pursuant to the March 14, 2008 Biennium Budget Proposal Development memorandum, the biennium budget development strategy focuses on the following priorities:

1. Repair, Renewal, and Replacement
2. Collective Bargaining
3. Energy and Other Non-Personnel Cost Increases
4. Performance-Based Budget Requests

Please refer to the March 14, 2008 memorandum regarding the criteria used for each of the budget categories listed above.

Budget Documents

Budget requests for Fiscal Biennium 2009-2011 must be accompanied by standardized documents for review and consolidation by the University System's offices of Budget and Capital Improvements.

Repair, Renewal, and Replacement – Physical Plant

The Repair, Renewal, and Replacement priority emphasizes the upgrade and modernization of our existing facilities with the complete elimination of our maintenance backlog by June 30, 2015. We foresee the Health and Safety and Capital Renewal and Deferred Maintenance projects as the only two facility components in this category for Fiscal Biennium 2009-2011.

Health and Safety: Please refer to CIP-Attachment 1 for the request format for Health and Safety Requirements projects. Please prioritize all projects that are requested in this category. Additionally, please complete a Capital Project Information and Justification Sheet (Table R) for each project on the Health and Safety Requirements list. The Table R is furnished as CIP-Attachment 2.

Health and Safety Requirements is limited to projects that address critical health and safety issues to ensure the safety of the campus community. Examples of critical health and safety projects include asbestos removal/mitigation, installation of fire sprinkler and/or alarm systems, and mold abatement projects through the upgrade of air conditioning systems.

Capital Renewal and Deferred Maintenance: Please refer to CIP-Attachment 3 for the request format for Capital Renewal and Deferred Maintenance. Please prioritize all projects that are requested in this category. The budget preparation for Fiscal Biennium 2009-2011 will institute a new classification system for repairs and maintenance projects, which is detailed below:

Routine Maintenance – Building improvements that are necessary to maintain the expected lifecycle of major building subsystems. An example of this category includes the patching and/or maintenance of a roof to maintain the capital lifecycle of the roof.

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Capital Renewal – The replacement and/or upgrade of a major building subsystem. Examples of this category include the complete reroofing of a building, exterior painting, or the replacement/upgrade of air conditioning equipment, which are at or approaching the end of its lifecycle.

Modernization – Renovations to meet changes in building and/or program requirements. An example of this category includes interior renovations to maximize program space efficiencies.

Major Renovation – This category consists of the complete renovation of a building, including interior renovation, exterior repairs and repainting, and the replacement/upgrade of major building subsystems. Major renovation projects shall consist of facilities that would otherwise be considered as part of the maintenance backlog.

Backlog of Renewal – Capital Renewal projects that have exceeded its normal lifecycle and are considered “deferred.”

If your campus cannot completely eliminate the maintenance backlog by June 30, 2015, please contact the University of Hawai‘i System Office of Capital Improvements to jointly develop a strategy to do so within this time period.

The budget preparation for Fiscal Biennium 2009-2011 will assume that our current Health and Safety Requirements and Capital Renewal and Deferred Maintenance project requests, which are in the University’s Capital Improvements Program (CIP) budget request for Supplemental Year 2008-2009, will remain unfunded by the 2008 Legislature. Therefore, please ensure that the forms on CIP-Attachments 1 and 3 are prepared accordingly

New CIP Projects

As previously noted, the Fiscal Biennium 2009-2011 budget shall not include new construction projects. Therefore, all requests for new buildings, regardless of prior appropriations, are to be included in Fiscal Biennia 2011-2013 and 2013-2015. Each campus is required to provide its prioritized CIP listing of projects for Fiscal Biennia 2011-2013 and 2013-2015.

Please refer to CIP-Attachment 4 for the request format for new CIP projects. Please complete a Table R for each new CIP project. The Table R is furnished as CIP-Attachment 2.

CIP-Attachment 5 is a summary of budget requests that will be furnished to stocktaking participants. This form will be compiled by the Office of Capital Improvements.

The Repair, Renewal, and Replacement – Physical Plant and New CIP Projects forms noted above are due to the University of Hawai‘i System Office of Capital Improvements by April 21, 2008.

Repair, Renewal, and Replacement – Furniture and Equipment

Requests in this category are separate from building infrastructure-type equipment such as elevators, HVAC or similar systems and components of a building, which would be included in “Repair, Renewal and Replacement – Physical Plant” as described in a previous section of these instructions. However, requests for Repair, Renewal and Replacement – Furniture and Equipment may include other equipment and furniture such as study carrels, seating in classrooms, and instructional related audio visual equipment, even though these items may have been classified as CIP budget items in the initial construction of a building. Also, furniture and equipment for purposes of the budget request may include items such as computers, printers, and laboratory and shop equipment, regardless of their classification as capitalized assets, supplies or controlled assets for accounting and inventory purposes.

In developing the requests, campuses should consider the amounts currently in their operating budgets for such furniture and equipment repair, renewal and replacement, as well as the potential use of tuition and fees special funds, revolving funds and other funds as appropriate, when determining the amount to be requested in general funds for this purpose.

Please complete a Form A for each campus summarizing the request. In addition, details of the equipment being requested and the justification should be provided. Please note that individual Form A's may later be required based on instructions from the State Department of Budget and Finance.

Collective Bargaining

Funds needed to cover any new collective bargaining costs. These amounts will be provided by Budget and Finance

Energy and Other Non-Personnel Cost Increases

Funds needed to cover non-personnel related inflationary cost increases on the base operating budget. The University Budget office will prepare inflation adjustment amounts for regular non-personnel operating expenses. However, should there be areas where the inflation rate is higher and can be documented, such as utilities, additional funds may be requested. Please use the Form A (Attachment 1) to request and include appropriate justification and support information for specific items where additional amounts are being projected.

Performance-Based Budget Requests

Each campus is allowed to propose a maximum of three Performance-Based Budget Requests for general funds. The Form A format may be used or you may develop an alternate of your choosing. In either case, a justification for each request shall include:

- (1) Description of the request and how it will contribute to meeting strategic outcomes <http://www.hawaii.edu/budget/pdfs/strategicoutcomes.pdf> ;

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- (2) Amount (positions and dollars) and the source of funding for the request;
- (3) Performance measures to assess the successfulness of the request, including the timeframe for measurement;
- (4) Proposed consequence of not meeting the performance measures (what does the program propose with regard to the additional funding being requested if the measures are not achieved?).
- (5) Current resources being applied to this area (positions and dollars);
- (6) Expenditures made for this or similar efforts in prior years;
- (7) Description of and effect on current workload as it pertains to this request;
- (8) Other relevant factors.

Each Performance-Based Budget Request will be evaluated similar to a business plan. The more complete and thorough the plan is, the more realistic and realizable, the more congruent to the strategic outcomes, the more measurable and the more concrete the consequences, the better the chances will be for its approval. As there will likely be no more than \$10 million in total recommended across all campuses, a more specific and targeted request would have a greater chance of successful funding, and conversely, unrealistic requests will likely be evaluated unfavorably. Entrepreneurial thinking is encouraged.

Other Considerations

Current Supplemental Budget Requests

For purposes of preparation for the stocktaking, the budget preparation for Fiscal Biennium 2009-2011 will assume that our Supplemental Budget requests for the fiscal year 2008-2009, which are currently before the 2008 Legislature, will remain unfunded. Any necessary adjustments to account for the final results of the legislative session will be made after those results are known.

New Programs and Reallocations

Reallocation of funds within Program IDs are the prerogative of the responsible Chancellors and Vice Presidents. In the 2009-2011 fiscal biennium, new programs outside of the proposed operating budget program change requests may be funded through reallocations of funds. Other alternatives for funding include tuition and fees and cost savings from other areas. Such reallocations and use of tuition and cost savings shall be maintained by the campuses as documentation of funding for new programs.

Tuition Increases

Projected tuition increases shall be reflected in Part III of UH Form B (Attachment 2) and should be considered as part of the proposed Six Year Financial Plan which is being proposed. Please complete Parts II and III of UH Form B. The University Budget Office will provide the information in Part I.

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Stocktaking Meetings

All Chancellors and Vice Presidents are required to participate in the stocktaking process before the Biennium Budget Advisory Committee, President, and interested members of the University community. The presentation shall include the following:

- Description of Repair, Renewal and Replacement needs;
- Identification of collective bargaining requirements;
- Description of inflationary adjustment requirements; and
- Explanation and justification of program change requests.

Systemwide coordinating groups are invited to participate in the stocktaking process; however, coordinating groups' budget requests should be coordinated with each campus. If the coordinating groups' requests are priorities of the campuses, and approved by the respective chancellor, the requests may be incorporated with the campus request. In addition to the standard stocktaking questions, systemwide groups are expected to distinguish their budget requests between those at the campus level or at the System level. For those initiatives requested at the System level, requests are to be coordinated with the appropriate System Vice President.

The stocktaking meetings are scheduled to begin on the week of April 28, 2008. Therefore, your presentation material and all Forms A and B are due to the University Budget Office on April 21, 2008.

Please note that the forms referenced in these instructions are for University internal stocktaking purposes. It is anticipated that the formal budget instructions from the State Department of Budget and Finance will be issued this summer; therefore, you may be required to prepare additional forms to meet State budget requirements. Upon receipt of those instructions, the University Budget Office will contact your budget offices to coordinate the preparation of budget tables and forms.

Should you have any questions regarding the operating budget portion of these instructions, please call Glenn Okimoto, University Budget Office, at 956-7323. Should you have any questions regarding the CIP portion of the instructions, please call Brian Minaai at 956-7935.

Attachments

**FB 08-11 BUDGET
OPERATING BUDGET ADJUSTMENT REQUEST
UNIVERSITY OF HAWAII**

Program ID/Org. Code:
Program Title:

Department Contact:

I. TITLE OF REQUEST:

Description of Request:

Department Priority _____
 Request Category:
 Fixed Cost/Entitlement _____
 Health, Safety, Court Mandates _____
 Trade-Off/Transfer (+) (-) _____
 Governor's Program Initiatives (+) (-) _____
 Recurring Costs _____
 Other _____

II. OPERATING COST SUMMARY

FTE (P)	FTE (T)	(\$)	FY 10 Request		FY 11 Request		FY 12 (\$ thous)	FY 13 (\$ thous)	FY 14 (\$ thous)	FY 15 (\$ thous)
			FTE (P)	FTE (T)	(\\$)	(\\$ thous)				
A. Personal Services										
B. Other Current Expenses										
C. Equipment										
L. Current Lease Payments										
M. Motor Vehicles										
TOTAL REQUEST	0.00	0.00	0	0.00	0.00	0	0	0	0	0

By MOF:

A B N R S T U W X

**FB 09-11 BUDGET
OPERATING BUDGET ADJUSTMENT REQUEST
UNIVERSITY OF HAWAII**

III. OPERATING COST DETAILS

A. Personal Services (List all positions)

Fringes Benefits Future Savings

B. Other Current Expenses (List by line item)

C. Equipment (List by line item)

L. Current Lease Payments (Note each lease)

M. Motor Vehicles (List Vehicles)

**FB 09-11 BUDGET
OPERATING BUDGET ADJUSTMENT REQUEST
UNIVERSITY OF HAWAII**

IV. JUSTIFICATION OF REQUEST

V. RELATIONSHIP OF THE REQUEST TO STATE PLAN OR FUNCTIONAL PLAN

VI. ELECTRONIC DATA PROCESSING

VII. IMPACT ON OTHER STATE PROGRAMS/AGENCIES

VIII. IMPACT ON FACILITY REQUIREMENTS (R&M, CIP)

IX. EXTERNAL CONFORMANCE REQUIREMENTS

X. OTHER COMMENTS

**UNIVERSITY OF HAWAII
Stocktaking Presentation
FB 2009-11**

Program ID/Title: _____
 Chancellor/Vice President: _____

I. Program Profile

Metrics	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09 (Projected)
Activity Measures (Fall Sem) <i>Data to be provided by IRO and University Budget Office</i> Examples of potential metrics:						
Student FTE Enrollment						
Student Enrollment - Headcount						
Semester Hours Taught						
Analytical FTE Faculty						
Efficiency Measures (Fall Sem) <i>Data to be provided by IRO and University Budget Office</i> Examples of potential metrics:						
Student-Faculty Ratio						
SH per FTE Faculty						
Expenditure per SSH						
Base Funding						
General Funds	(PC) \$ (PC) \$					
Tuition and Fees Special Fund	(PC) \$ 0	0.00 0	0.00 0	0.00 0	0.00 0	0.00 0
Total						
Data to be provided by IRO and University Budget Office:						
General Funds per Student FTE Enrollment	\$					
Tuition and Fees Special Funds per Student FTE Enrollment	\$					
Total	\$ 0	0	0	0	0	0

II. Status of Current Program
 (Description of current program activities and performance)

III. Proposed 6 Year Financial Plan to Achieve Strategic Plan Goals

		FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
General Funds	\$						
Tuition and Fees Special Fund	\$						
Total	\$	0	0	0	0	0	0

IV. New Program Change Requests (Maximum of 3 PCRs), attach Form A for each PCR

Request for New Funds	General Funds		Tuition and Fees Special Funds		Total
	(PC)	\$	(PC)	\$	
1)					0.00
2)					0.00
3)					0.00
TOTAL	(PC)	\$ 0.00	(PC) 0	\$ 0.00	0.00

**University of Hawai'i
Health and Safety Projects
Budget Preparation for Fiscal Biennium 2009-2011
Campus: INSERT UNIT NAME (i.e., UHM, UH Hilo, UHWO, CCS)**

Priority	Project Title	Project Description	Financial Requirements					Total
			Program ID	Prior Appra	Plans	Design	Construction	

TABLE R (5/97)

CAPITAL PROJECT INFORMATION AND JUSTIFICATION SHEET

CIP-Attachment 2

Expenditure Agency
Program ID
Project Number

PROJECT TITLE:

PROJECT DESCRIPTION:

	Island	Sen. District	Rep. District	Priority No.	Prev. Priority No.	Project Scope	Scope Codes	Date
							N - New	
							I - Renovation	
							A - Addition	
							R - Replacement	
							O - Ongoing	

TOTAL ESTIMATED PROJECT COST (In Thousands of Dollars)

COST ELEMENT	PRIOR APPROPRIATIONS (Including MOF)						BUDGET REQUEST (Including MOF)	TOTAL PROJECT COST
	ACT YR ITEM	ACT YR ITEM	ACT YR ITEM	ACT YR ITEM	ACT YR ITEM	ACT YR ITEM		
PLANS								0
LAND								0
DESIGN								0
CONSTRUCTION								0
EQUIPMENT								0
TOTALS	0	0	0	0	0	0	0	0

PROJECT INFORMATION AND JUSTIFICATION:

a. Total scope of project.

b. Identification of need and evaluation of existing situation.

c. Alternatives considered and impact if project is deferred

d. Discuss what improvements will take place when project is completed (including benefits to be derived and/or deficiencies this project intends to correct).

e. Impact upon future operating requirements (show initial and ongoing funding requirements by cost element, including position count, means of financing, fiscal year

f. Additional information.

DATA PROVIDED AS EXAMPLE

CIP-Attachment 3

**University of Hawai'i
Repairs and Maintenance Program
Budget Preparation for Fiscal Biennium 2009-2011**

System Summary

Campus/Repairs and Maintenance Category	Fiscal Year					Total
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	
University of Hawai'i at Mānoa	1,657,000	19,100,000	12,500,000	20,000,000	335,000	3,350,000
Routine Maintenance	7,000	0	0	0	0	0
Capital Renewal	0	1,100,000	10,500,000	0	0	0
Renovation for Modernization	200,000	2,000,000	0	0	5,000	50,000
Major Renovation	1,000,000	10,000,000	2,000,000	20,000,000	350,000	3,500,000
Backlog of Renewal	450,000	6,000,000	0	0	0	0
Effect on Backlog (Major Renovation and Backlog)						6,450,000
Base Backlog:	43,300,000					
University of Hawai'i at Hilo	300,000	13,000,000	20,000,000	500,000	5,569,000	750,000
Routine Maintenance	0	0	0	0	4,000	0
Capital Renewal	0	7,000,000	0	500,000	5,500,000	0
Renovation for Modernization	200,000	3,000,000	0	0	65,000	750,000
Major Renovation	0	2,000,000	20,000,000	0	0	0
Backlog of Renewal	100,000	1,000,000	0	0	0	0
Effect on Backlog (Major Renovation and Backlog)						22,000,000
Base Backlog:	23,100,000					
University of Hawai'i-West O'ahu	1,102,000	11,300,000	3,000,000	6,592,000	7,350,000	0
Routine Maintenance	2,000	0	0	0	0	0
Capital Renewal	75,000	750,000	0	6,500,000	6,500,000	0
Renovation for Modernization	0	300,000	3,000,000	92,000	850,000	0
Major Renovation	1,000,000	10,000,000	0	0	0	0
Backlog of Renewal	25,000	250,000	0	0	0	0
Effect on Backlog (Major Renovation and Backlog)						4,242,000
Base Backlog:	11,275,000					

DATA PROVIDED AS EXAMPLE

**University of Hawai'i
Repairs and Maintenance Program
Budget Preparation for Fiscal Biennium 2009-2011**

System Summary

Campus/Repairs and Maintenance Category	Fiscal Year					Total
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	
Community College System	703,500	7,750,000	8,750,000	7,500,000	450,000	5,000,000
Routine Maintenance	3,500	0	0	0	0	0
Capital Renewal	0	450,000	5,450,000	4,500,000	0	0
Renovation for Modernization	0	300,000	3,300,000	3,000,000	0	0
Major Renovation	700,000	7,000,000	0	0	0	0
Backlog of Renewal	0	0	0	0	450,000	5,000,000
Effect on Backlog (Major Renovation and Backlog)						5,450,000
Base Backlog:	12,450,000	12,450,000	5,450,000	5,450,000	5,000,000	0
University of Hawai'i System Totals	3,762,500	51,150,000	44,250,000	34,592,000	13,724,000	9,300,000
Routine Maintenance	12,500	0	0	0	4,000	0
Capital Renewal	75,000	9,300,000	15,950,000	11,500,000	12,000,000	0
Renovation for Modernization	400,000	5,600,000	6,300,000	3,092,000	920,000	48,825,000
Major Renovation	2,700,000	29,000,000	22,000,000	20,000,000	350,000	17,112,000
Backlog of Renewal	575,000	7,250,000	0	0	450,000	3,500,000
Effect on Backlog (Major Renovation and Backlog)						13,275,000
Base Backlog:	90,825,000	87,550,000	51,300,000	29,300,000	9,300,000	8,500,000
						0

DATA PROVIDED AS EXAMPLE:

CIP-Attachment 3

**University of Hawai'i
Repairs and Maintenance Program
Budget Preparation for Fiscal Biennium 2009-2011**

University of Hawai'i at Mānoa

Priority	Building	Project Scope	Project Category	Budget Period				Future Budget Years			
				2009-2010		2010-2011		2011-2012		2012-2013	
				Fiscal Year	Actual	Budget	Actual	Budget	Actual	Budget	Actual
1	Wist Hall	Repair Restrooms and Change Louvers in Room 110	Routine Maintenance	7,000	0	0	0	0	0	0	0
2	Snyder Hall	Replace AC Chiller	Capital Renewal	0	350,000	2,000,000	0	0	0	0	0
3	Business Administration	Renovate Offices into Classrooms	Renovation for Modernization	200,000	0	6,000,000	0	0	0	0	0
4	Edmondson Hall	Renovation for Wet Lab Facility	Backlog of Renewal	450,000	0	0	0	0	0	5,000	50,000
5	Biomedical Sciences Building	Renovate Bathrooms for ADA Compliance	Renovation for Modernization	0	0	750,000	7,000,000	0	0	0	0
6	Moore Hall	Chill Water Loop Upgrade and Connection	Capital Renewal	0	750,000	0	0	0	0	0	0
7	Campus Wide	Complete Renovation of 3 Buildings	Major Renovation	1,000,000	10,000,000	2,000,000	20,000,000	350,000	350,000	3,500,000	3,500,000
Total Requirements			All Categories	1,657,000	19,100,000	12,500,000	20,000,000	355,000	355,000	3,550,000	3,550,000
			By Category								
			Routine Maintenance	7,000	0	0	0	0	0	0	0
			Capital Renewal	0	1,100,000	10,500,000	0	0	0	0	0
			Renovation for Modernization	200,000	2,000,000	0	0	5,000	50,000	50,000	50,000
			Major Renovation	1,000,000	10,000,000	2,000,000	20,000,000	350,000	350,000	3,500,000	3,500,000
			Backlog of Renewal	450,000	6,000,000	0	0	0	0	0	0
			Total	1,657,000	19,100,000	12,500,000	20,000,000	355,000	355,000	3,550,000	3,550,000

DATA PROVIDED AS EXAMPLE

CIP-Attachment 3

**University of Hawai'i
Repairs and Maintenance Program
Budget Preparation for Fiscal Biennium 2009-2011**

University of Hawai'i at Hilo

Priority	Building	Project Scope	Project Category	Budget Period				Future Budget Years			
				2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015		
1	Building 1	Replace broken fixture	Routine Maintenance	0	0	0	0	0	4,000	0	
2	Building 2	Replace AC Chiller	Capital Renewal	0	0	0	0	500,000	5,500,000	0	
3	Building 3	Renovate Offices into Classrooms	Renovation for Modernization	200,000	3,000,000	0	0	0	0	0	
4	Building 4	Reroof	Backlog of Renewal	100,000	1,000,000	0	0	0	0	0	
5	Building 5	Renovate Offices into Wet Lab	Renovation for Modernization	0	0	0	0	0	65,000	750,000	
6	Building 6	Chill Water Loop Upgrade and Connection	Capital Renewal	0	7,000,000	0	0	0	0	0	
7	Building 7	Complete Renovation of Building	Major Renovation	0	2,000,000	20,000,000	0	0	0	0	
			All Categories	300,000	13,000,000	20,000,000	0	500,000	5,569,000	750,000	
			By Category								
			Routine Maintenance	0	0	0	0	0	4,000	0	
			Capital Renewal	0	7,000,000	0	0	500,000	5,500,000	0	
			Renovation for Modernization	200,000	3,000,000	0	0	0	65,000	750,000	
			Major Renovation	0	2,000,000	20,000,000	0	0	0	0	
			Backlog of Renewal	100,000	1,000,000	0	0	0	0	0	
			Total	300,000	13,000,000	20,000,000	0	500,000	5,569,000	750,000	

DATA PROVIDED AS EXAMPLE

CIP-Attachment 3

University of Hawai'i

Repairs and Maintenance Program

Budget Preparation for Fiscal Biennium 2009-2011

University of Hawai'i-West O'ahu

Priority	Building	Project Scope	Project Category	Fiscal Year					
				2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
1	Building 111	Replace broken fixture	Routine Maintenance	2,000	0	0	0	0	0
2	Building 211	Replace AC Chiller	Capital Renewal	75,000	750,000	0	0	0	0
3	Building 311	Renovate Offices into Classrooms	Renovation for Modernization	0	300,000	3,000,000	0	0	0
4	Building 411	Reroof	Backlog of Renewal	25,000	250,000	0	0	0	0
5	Building 511	Renovate Offices into Wet Lab	Renovation for Modernization	0	0	0	92,000	0	0
6	Building 611	Chill Water Loop Upgrade and Connection	Capital Renewal	0	0	0	850,000	0	0
7	Building 711	Complete Renovation of Building	Major Renovation	1,000,000	10,000,000	0	0	0	0
			All Categories	1,102,000	11,300,000	3,000,000	6,592,000	7,350,000	0
			By Category						0
			Routine Maintenance	2,000	0	0	0	0	0
			Capital Renewal	75,000	750,000	0	6,500,000	6,500,000	0
			Renovation for Modernization	0	300,000	3,000,000	92,000	850,000	0
			Major Renovation	1,000,000	10,000,000	0	0	0	0
			Backlog of Renewal	25,000	250,000	0	0	0	0
			Total	1,102,000	11,300,000	3,000,000	6,592,000	7,350,000	0

DATA PROVIDED AS EXAMPLE

CIP-Attachment 3

**University of Hawai'i
Repair and Maintenance Program
Budget Preparation for Fiscal Biennium 2009-2011**

Community College System

Priority	Building	Project Scope	Project Category	Budget Period					Future Budgeted Years		
				2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015		
1	MAU Building 1	Replace broken fixture	Routine Maintenance	3,500	0	0	0	0	0	0	0
2	KAU Building 2	Replace AC Chiller	Capital Renewal	0	450,000	5,000,000	0	0	0	0	0
3	HON Building 3	Renovate Offices into Classrooms	Renovation for Modernization	0	300,000	3,000,000	0	0	0	0	0
4	KAP Building 4	Reroof	Backlog of Renewal	0	0	0	0	0	450,000	5,000,000	0
5	WIN Building 5	Renovate Offices into Wet Lab	Renovation for Modernization	0	0	300,000	3,000,000	0	0	0	0
6	LEE Building 6	Chill Water Loop Upgrade and Connection	Capital Renewal	0	0	450,000	4,500,000	0	0	0	0
7	HAW Building 7	Complete Renovation of Building	Major Renovation	700,000	7,000,000	0	0	0	0	0	0
			All Categories	703,500	7,750,000	8,750,000	7,500,000	450,000	450,000	5,000,000	5,000,000
			By Category							0	0
			Routine Maintenance	3,500	0	0	0	0	0	0	0
			Capital Renewal	0	450,000	5,450,000	4,500,000	0	0	0	0
			Renovation for Modernization	0	300,000	3,300,000	3,000,000	0	0	0	0
			Major Renovation	700,000	7,000,000	0	0	0	0	0	0
			Backlog of Renewal	0	0	0	0	450,000	450,000	5,000,000	5,000,000
			Total	703,500	7,750,000	8,750,000	7,500,000	450,000	450,000	5,000,000	5,000,000

University of Hawai‘i
New CIP Projects

CIP Requests for Fiscal Periods 2011-2013 and 2013-2015

Campus: INSERT UNIT NAME (i.e., UHMH, UHHH, UHWOO, CCS)

Priority	Project Title	Project Description	Program ID	Financial Requirements			Total
				Prior Apprn	Plans	Design	

**University of Hawai'i
Stocktaking Presentation
Fiscal Biennium 2009-2011**

Summary of Proposed Six Year Capital Improvements Program Financial Plan to Achieve Strategic Plan Goals

Campus:

Project Category	Fiscal Years					
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Health and Safety Requirements						
Capital Renewal and Deferred Maintenance						
New Capital Improvements Program Projects						
Total	0	0	0	0	0	0