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**STATE OF HAWAII**  
**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**  
P.O. BOX 119, HONOLULU, HAWAII 96810-0119

August 7, 2019

**COMPTROLLER'S MEMORANDUM NO. . 2019-15**

TO: Heads of Departments and Agencies

ATTN: Administrative and Fiscal Offices and  
CIP Coordinators

FROM: Curt T. Otaguro, Comptroller 

SUBJECT: Capital Improvement Program (CIP) Project Implementation Act 40, Session  
Laws of Hawaii 2019  
Act 5, Session Laws of Hawaii 2019

To ensure our best opportunity to implement State CIP projects appropriated by Act 40 and 5 SLH 2019, we request that any Project Initiation Requests (PIRs) that will be sent to DAGS for the projects listed on the attached spreadsheet be submitted as soon as possible, and not later than the following schedules.

For General Obligation Bond Fund

Projects: DAGS as Expending Agency

Projects:

- Planning, Design and Construction: September 27, 2019
- Planning and/or Design Only: December 2, 2019
- Construction Only: December 2, 2019

Projects to be Delegated to DAGS:

- Planning, Design and Construction: September 30, 2019
- Planning and/or Design Only: November 1, 2019
- Construction Only: November 1, 2019

For Operating Fund Projects:

- Planning and/or Design Only: September 3, 2019
- Construction only\*: September 3, 2019

\*Pertains to construction of projects for which design was funded/accomplished with prior year Operating Funds only. PIRs will not be accepted for construction projects using operating funds from the same year as the operating funds used for design.

## **Comptroller's Memorandum 2019-15**

August 7, 2019

Page 2

Please make certain that your PIRs include all of the following for each project:

1. Project title
2. Project description
3. Source of funding (Act, Year, Item Number, Fund Symbol/Account Number)
4. A copy of the appropriation
5. Table R
6. Detailed scope of work for the project (see attached checklist for guidance)
7. Project point of contact
8. For project delegation: Justification for the delegation.

DAGS may be unable to accept late or incomplete PIRs as we may not meet project and/or funds lapse deadlines. In this case, PIRs will be returned without action. In addition, effective July 1, 2018, DAGS Public Works Division (PWD) staff are no longer General Obligation Bond funded and the budget does not support costs for overtime work. It is even more essential that PIRs are received in a timely manner to allow for successful completion without requiring overtime work.

If you have any questions, please call me at 586-0400 or have your staff call Ms. Christine Kinimaka, Public Works Administrator, at 586-0526.

Attachment