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STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES


P.O. BOX 119, HONOLULU, HAWAII 96810-0119

August 31, 2020

COMPTROLLER'S MEMORANDUM NO. 2020-17

TO: Heads of Departments and Agencies

ATTN: Administrative and Fiscal Offices and Capital Improvement Program Coordinators

FROM: Curt T. Otaguro, Comptroller 

SUBJECT: Capital Improvement Program (CIP) Project Implementation Using Funds from Act 6 and Act 9, Session Laws of Hawaii 2020

To support your program's CIP implementation and to avoid a late rush to encumber funds before the lapse date of June 30, 2022, we request that all Project Initiation Requests (PIR) using funds from Act 40, SLH 2019, as amended by Act 6 and Act 9, Session Laws of Hawaii 2020, be submitted to DAGS as soon as possible to support the acceleration of CIP projects, and no later than the following schedules:

For general obligation (GO) bond funded projects with DAGS listed as the expending agency:

Planning, Design, and Construction	October 15, 2020
Planning and/or Design only:	December 1, 2020
Construction only:	December 1, 2021

For GO Bond funded projects that will be delegated to DAGS:

Planning, Design, and Construction	October 1, 2020
Planning and/or Design only:	November 2, 2020
Construction only:	November 1, 2021

Make certain that your PIRs include the following information for each project:

1. Project title
2. Project description
3. Source of funding (Act, Year, Item Number, Fund Symbol/Account Number)
4. Copy of the appropriation
5. Table R
6. Detailed scope of work
7. Project point of contact
8. Justification for the delegation

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DAGS may not accept late or incomplete PIRs as we may not be able to meet the project or funding deadlines. If the necessary actions cannot be met by the deadline, we will return your PIR without action.

Please note that effective July 1, 2018, DAGS Public Works Division staff are no longer GO bond funded, and therefore the budget does not support costs for overtime work.

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