

JOSH GREEN, M.D.
GOVERNOR
KE KIA'ĀINA



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COMPTROLLER
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STATE OF HAWAII | KA MOKU'ĀINA O HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES | KA 'OIHANA LOIHELU A LAWELAWE LAULĀ
P.O. BOX 119, HONOLULU, HAWAII 96810-0119

June 25, 2024

COMPTROLLER'S MEMORANDUM NO. 2024-16

TO: Heads of Departments and Agencies

ATTENTION: Administrative and Fiscal Offices and Capital Improvement Program Coordinators

FROM: Keith A. Regan, Comptroller 

SUBJECT: Capital Improvement Program (CIP) Project Implementation Supplemental Appropriations Act of 2024 (H.B. 1800, C.D. 1)

This Comptroller's Memorandum is being issued in anticipation of the Supplemental Appropriations Act of 2024 (H.B. 1800, C.D. 1) being signed into law by the Governor.

In order to support your program's CIP implementation and to avoid a late rush to encumber funds before the lapse date of June 30, 2026, the Department of Accounting and General Services (DAGS) requests that all Project Initiation Requests (PIR) using funds from the Supplemental Appropriations Act of 2024 (H.B. 1800, C.D. 1) which amends Act 164, SLH 2023, 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	August 30, 2024
Planning and/or Design only:	December 2, 2024

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

Planning, Design, and Construction	August 1, 2024
Planning and/or Design only:	November 1, 2024

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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 (latest version)
6. Form PAB (latest version)
7. Detailed scope of work
8. Program ID and permission for PWD staff to be granted Data Mart access
9. Project point of contact
10. Justification for the delegation, if applicable

DAGS reserves the right to reject any late or incomplete PIRs as we may not be able to meet the project or funding deadlines. If upon review we are unable to meet the critical deadlines, we will return your PIR without action.

Please note that since 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 for processing PIRs.

If you have any questions, please have your staff call me at 586-0400 or have your staff call Gordon S. Wood, Public Works Administrator at 586-0526.

Signature: 

Email: keith.a.regan@hawaii.gov