



*Let CIP projects be
for a use of up to the 5%
projects in Budget Request*

EXECUTIVE CHAMBERS
HONOLULU

BENJAMIN J. CAYETANO
GOVERNOR

February 5, 1999

EXECUTIVE MEMORANDUM

MEMO NO. 99-01

TO: All Department Heads

SUBJECT: Amendments to Executive Memorandum No. 97-07,
Procedures for Requesting the Implementation of
Capital Improvement Projects

The procedures under Executive Memorandum No. 97-07 are amended as follows:

Requests to allot funds for projects that were 1) included in the Executive Budget Request for FB 1998-99; and 2) included in the departments' FY 99 CIP Implementation Plans, shall be submitted directly to me. Departments may revise their FY 99 Implementation Plans; revised plans must be submitted to the Director of Finance by February 12, 1999.

Requests to release funds for county projects, projects not included in the Executive Budget Request, and projects not included on the departments' implementation plans will continue to be submitted to me through the Director of Finance.

All requests will continue to use the current formats and include:

1. CIP Project Information and Justification Sheet (Table R).
2. CIP Project Summary of Proposed Expenditures (CIP Form 2).
3. Completed Allotment Advice (Form A-15).
4. Copies of other applicable documents.
5. Responses, for my signature, to the appropriate Senator and Representative informing them of the release of funds for a project in their districts.

For the Department of Education, a response must also be prepared for the school's principal (samples attached).

The Department of Accounting and General Services, Accounting Division will be responsible for assigning Allotment Advice numbers, and furnishing a copy of the approved Form A-15 to the Department of Budget and Finance.


BENJAMIN J. CAYETANO

Attachments

February 1, 1999

Ms. Sandy Ahu, Principal
Nanakuli Elementary School
89-778 Haleakala Avenue
Waianae, Hawaii 96792

Dear Ms. Ahu:

Subject: Authority to Advertise for Bids and Release of
Design and Construction Funds for Nanakuli
Elementary School, Playground Fence, Oahu,
D.A.G.S. Job No. 12-16-2318, as Authorized by
Act 328, SLH 1997, Item G-2, as Amended by
Act 116, SLH 1998

I am pleased to inform you that I have approved the release of
\$_____ to the Department of Accounting and General Services
and permission to advertise bids for the above capital
improvement project.

With warmest personal regards,

Aloha,

BENJAMIN J. CAYETANO

bc: Honorable Earl I. Anzai

February 1, 1999

The Honorable Michael Puamamo Kahikina
Representative, 43rd District
Twentieth State Legislature
State Capitol
Honolulu, Hawaii 96813

Dear Representative Kahikina:

Subject: Authority to Advertise for Bids and Release of
Design and Construction Funds for Nanakuli
Elementary School, Playground Fence, Oahu,
D.A.G.S. Job No. 12-16-2318, as Authorized by
Act 328, SLH 1997, Item G-2, as Amended by
Act 116, SLH 1998

I am pleased to inform you that I have approved the release of
\$_____ to the Department of Accounting and General Services
and permission to advertise bids for the above capital
improvement project.

With warmest personal regards,

Aloha,

BENJAMIN J. CAYETANO

bc: Honorable Earl I. Anzai

SAMPLE

February 1, 1999

The Honorable Colleen Hanabusa
Senator, 21st District
Twentieth State Legislature
State Capitol
Honolulu, Hawaii 96813

Dear Senator Hanabusa:

Subject: Authority to Advertise for Bids and Release of
Design and Construction Funds for Nanakuli
Elementary School, Playground Fence, Oahu,
D.A.G.S. Job No. 12-16-2318, as Authorized by
Act 328, SLH 1997, Item G-2, as Amended by
Act 116, SLH 1998

I am pleased to inform you that I have approved the release of
\$_____ to the Department of Accounting and General Services
and permission to advertise bids for the above capital
improvement project.

With warmest personal regards,

Aloha,

BENJAMIN J. CAYETANO

bc: Honorable Earl I. Anzai



EXECUTIVE CHAMBERS

HONOLULU

BENJAMIN J. CAYETANO
GOVERNOR

June 19, 1997

EXECUTIVE MEMORANDUM

MEMO NO. 97-07

TO: All State and County Governments and Agencies
Expending Capital Improvement Project Funds

SUBJECT: Procedures for Requesting the Implementation of
Capital Improvement Projects

The provisions of this memorandum supersede Executive Memorandum No. 94-01, dated January 18, 1994, and will be effective upon issuance.

All expending agencies of State Capital Improvement Project (CIP) appropriations shall comply with the following procedures for the implementation of CIP authorized by the Legislature. Additionally, all capital improvement projects shall conform with the appropriate policies and guidelines contained within the Hawaii Revised Statutes.

The Comptroller of the Department of Accounting and General Services (DAGS) will officially notify each expending agency that capital improvement budget funds have been appropriated for specific projects. An appropriation warrant, listing the title of the project, the amount appropriated, and the assigned appropriation symbol will be issued to each agency. The appropriation warrant merely informs the agency that an appropriation has been made. It is not an authorization for the expenditure or encumbrance of any portion of the funds so appropriated. Funds can be expended or encumbered only upon their release through Allotment Advices (Form A-15) approved by me. EXPENDITURE OR OBLIGATION OF FUNDS PRIOR TO MY APPROVAL IS NOT ALLOWED.

I. CIP IMPLEMENTATION PLAN

All user agencies responsible for capital improvements authorized by the Legislature must submit a CIP Implementation Plan for review. Instructions regarding this plan and information on planned expenditures will be issued under separate cover.

II. PROJECT IMPLEMENTATION PROCEDURES

State expending agencies must obtain my prior approval to initiate any specific CIP project (Chapter 37-42 and 103-7, HRS). County expending agencies must comply with applicable charter provisions and procedures, including the prior approval of the respective county councils.

All requests will be reviewed to ensure conformity with statewide planning goals, objectives, and priorities, and each department's CIP implementation plan. The allotment advice, when approved, will authorize only the expenditure of the amount indicated for the stated purpose.

- A. Requests from State agencies (original and one copy) shall be routed to me via the Department of Budget and Finance (B&F). County requests shall be submitted directly to me by letter from the Mayor of the county or from the Chair of the appropriate autonomous county agency, with a copy to the Director of B&F.
- B. All requests must include the following information and forms (incomplete or incorrect submittals will be returned without action to the responsible agency):
 1. Cover memo to the Governor (Appendix C)
 2. CIP Project Information and Justification Sheet (Table R, Revised 5/97) (Copies or similar computer generated forms may be submitted with appropriate fields completed)
 3. CIP Project Summary of Proposed Expenditures (CIP Form 2, Revised 5/97) (Copies or similar computer generated forms may be submitted with appropriate fields completed)
 4. As applicable:
 - a. Completed Allotment Advice (Form A-15) in final form; B&F will assign an Allotment Advice number to each allotment advice submitted. (See Appendix A for details.)
 - b. Copy of appropriate document(s) (e.g., waiver from Educational Specifications, etc.).

C. Requests to Implement CIP and Release of CIP Funds

1. Consultant Services

- a. The State and each county shall be responsible for coordinating the hiring of consultant services which are consistent with Chapter 103D, HRS, for their respective projects.
- b. For State projects, expending agencies shall ensure that the use of any outside help is justifiable.

2. Release of Funds

Funds for planning, design, land acquisition, construction and equipment, or any combination thereof, required for a specific project may be requested for concurrent release on a single allotment. In addition, allotment requests for various projects may be submitted under one cover memorandum; however, separate CIP forms (i.e., Table R, Form 2, Form A-15, and copy of appropriate document(s)) must be included for each project (Formats 1 and 2).

- a. Land funds released for eminent domain proceedings shall be deposited with the courts upon the advice of the Attorney General.
- b. The maximum allowable amount of construction contingency funds shall be five percent (5%) for new construction and seven percent (7%) for renovation projects. Any project requiring contingency greater than the allowable percentage shall include adequate justification (copy of change work order with dollar amount, etc.).

Contingency funds may not be used to change the scope of work or used for: 1) staff support, 2) construction engineering, or 3) operating related costs.

- c. Request for release of funds for purchase of equipment should include a complete itemized list with estimated cost. The equipment list must be justified for need and shall not duplicate equipment items in the operating budget. (See Appendix B for details.)
3. Permission to Negotiate the Purchase of Land
 - a. May be requested together with the release of funds and/or other requests for Governor's permission.
 - b. Land may be acquired upon the completion of negotiations for an acceptable price provided the negotiated land cost is within the appraised value and available appropriation.
 - c. Unless otherwise provided by law, permission to acquire land must be approved by the Board of Land and Natural Resources.
 4. Permission to Advertise for Bids
 - a. May be requested together with the release of funds and/or other requests for Governor's permission.
 - b. Requests shall include alternative items if applicable.

Note: Changes to the final pre-bid estimate or scope of work require Governor's approval.
 - c. Requests for projects deemed essential for which the estimated construction costs exceed the available appropriation may be submitted provided supplemental funds are identified.
 - d. All advertisements for bids will be governed by Chapter 103D, HRS, as amended.
 5. Permission to Delegate the Expenditure of Funds

Subject to the provisions of the General Appropriations Act, delegation of the expenditure of funds shall require my approval after the participating agencies have coordinated and mutually agreed upon the delegation.

- a. May be requested together with the release of funds and/or other requests for Governor's permission by the expending agency proposed to receive the delegation.
- b. The request should clearly identify:
 - 1) project involved (including the act, year and item number);
 - 2) amount to be delegated;
 - 3) original expending agency and agency to which the delegation is being made; and
 - 4) reason for delegation; (Format 5).

B&F will fill in the delegated project appropriation symbols on the Allotment Advice (Form A-15) if the delegation and concurrent release of funds is approved, as applicable.

6. Change in Scope of Work or Costs

Justifiable and essential changes to project scope and costs, subject to the provisions of the General Appropriations Act, require my prior approval.

7. Staff Services Cost

All agencies with an authorized CIP project funded staff ceiling shall be funded via a separate appropriation identified for staff services only. The separate appropriation will be used only for staff salary-related costs (e.g., overtime), and fringe benefits. Approved project funded staff ceilings are as follows:

DOT	463 positions
DAGS	119 positions
DLNR	27 positions
DBED	22 positions
DOE	3 positions

- a. Funds for project funded staff may be requested on an annual basis at the beginning of the appropriate fiscal year, provided that an updated position count report is also submitted listing all positions with the following information:
 - 1) if the position is filled or vacant (with date position became vacant),
 - 2) position number,
 - 3) position title,
 - 4) salary range/step,
 - 5) annual salary,
 - 6) position's average monthly overtime hours for the last fiscal year, and
 - 7) fringe benefit costs transferred to the appropriate agencies.

- b. Related staff support costs (i.e., non-salary costs, such as advertising, printing, travel, supplies) shall not be charged to staff services appropriations, but to the specific project appropriations.

8. CIP Grants to Private Agencies

- a. All requests for CIP grants to private agencies must comply with the procedures set forth in this memorandum. Additionally, requests shall include:
 - 1) contact person, 2) how the project will augment or support a State program,
 - 3) cost/benefit to State.
 - b. Grants must be included within the appropriate agency's CIP implementation plan to be implemented.
- D. All State flood control and flood water conservation projects must be coordinated with the Department of Land and Natural Resources (DLNR) in consonance with Chapter 179, HRS.
- E. All State water development projects or projects which require water hookups from the county must be coordinated with DLNR.
- F. All State sewer and sewerage treatment plant projects must be coordinated with the Department of Health (DOH) in consonance with Chapter 342D, HRS.
- G. The DOH, Office on Environmental Quality Control, will evaluate the environmental impact of CIP projects in accordance with Executive Order dated August 23, 1971, Chapter 343, HRS, and the Environmental Impact Statement Regulations.

III. SUPPLEMENTARY AND UNREQUIRED CIP FUNDS

A. Transfer of CIP Funds

Subject to provisions in the General Appropriations Act, agencies may request transfer of funds between cost elements within a project. If the funding for the project is still insufficient (after the transfer of funds within a project), the agency may request the Governor to make a supplemental allotment from the project adjustment fund or special fund responsible for cash or debt service payments for the project, provided that such supplemental allotments shall not be used to increase the scope of the project.

B. Project Adjustment Funds

The Governor's project adjustment fund and the Department of Education's project adjustment fund may be used to provide supplementary funds when it is deemed to be in the State's best interest to proceed with the implementation of a project. These project adjustment funds also serve as repositories for all unrequired and surplus general obligation bond funds and State Educational Facilities Improvement (SEFI) special funds, respectively.

Expending and user agencies shall explore all alternative funding sources (e.g., current and future appropriations for similar CIP projects, federal funds, etc.) prior to requesting use of the Governor's project adjustment fund. Project adjustment funds may not be used to increase the scope of a project.

1. Requests for approval to utilize the Governor's project adjustment fund to supplement CIP projects and requests for release of project adjustment funds may be submitted concurrently. Requests must include: 1) current project status, 2) implication of the request on the total project, and 3) discussion of other alternatives that were explored, including deferral of project.

B&F will fill in the appropriate project adjustment fund and project appropriation symbols on the Allotment Advice (Form A-15) if request is approved.

2. The allowable use of the Governor's project adjustment fund shall be limited to 5% of the construction bid estimate.
3. Concurrent requests for transfer of funds from a completed project into the Governor's project adjustment fund and release of funds for an ongoing project will not be considered; i.e., the fund will not be used for "pass-through" purposes.
4. After the objectives of the appropriations for CIP projects have been met, all surplus or unrequired general obligation bond funds and SEFI special funds from the General Appropriations Act shall be transferred into the appropriate project adjustment fund within 45 days.

C. Federal Funds

1. Capital improvement appropriation acts permit the use of federal funds, usually in conjunction with State funds. As applicable, the extent of federal participation should be included in the specific project request.
2. There may be new programs where the degree of federal participation may not have been determined when the legislative authorizations were made. Thus, for some projects, State funds may have been appropriated to cover its full cost, including the anticipated federal share. In such instances, available federal funds shall be considered as reimbursements and used to reduce State participation with the overall scope of the project remaining as originally programmed.

Such reimbursements shall be deposited into the general or appropriate special fund and reported to B&F. In requesting the release of State funds, departments shall indicate whether federal reimbursement is expected.

3. The availability or possibility of receiving federal funds will not be considered as a sole justification for the release of State funds.
4. If federal funds are available during the implementation of a project, the federal funds shall be prorated in accordance with the matching ratio of the federal grant.

D. County and Private Funds

1. Capital improvement appropriation acts also permit the use of county and private funds in conjunction with State funds. In general, the same conditions applicable to federally funded projects shall apply to projects involving county and/or private funds.

The scope of the projects may not be increased unless the enlargement of the scope is to be financed solely by the county or private concern or as otherwise provided by law. Such increases of scope and costs must be approved by me.

2. It is expected that county and/or private funds will be sought and utilized to the fullest extent possible. For any project jointly funded by State and county funds, State funds shall be used only when the county provides at least its pro rata share as indicated in the project authorization.
3. Where county CIP are partially or totally funded by State grants-in-aid, this fact shall be appropriately acknowledged by the posting of signs during the construction and upon completion of these projects.

IV. CANCELLED OR ABANDONED PROJECTS

Appropriations for CIP projects that have been cancelled or abandoned shall be submitted to the Governor for legislative lapsing.

V. COMPLETION NOTICES

A notice of completion/final settlement must be submitted to the Governor.

VI. STATE STATUTES CONTROLLING THE EXPENDITURE OF STATE FUNDS

- A. Expenditure of Public Money and Public Contracts, Chapter 103, HRS and Hawaii Public Procurement Code, Chapter 103D, HRS.

CIP expenditures must comply with all State laws governing the expenditure of State funds. A county becomes an agent of the State when designated to expend funds authorized by the Legislature. Thus, where a county is designated as the expending agency for a project, the expenditure of funds must be in conformity with Chapters 103 and 103D, HRS, as amended.

- B. Appropriations for Private Purposes Prohibited, Section 4, Article VII of the State Constitution.

Requests for CIP grants to private entities must comply with applicable statutes and support a public purpose as required by Section 4, Article VII of the State Constitution.

- C. Management of Financing Agreements, Chapter 37D, HRS.

Funding for leases subject to Chapter 37D, HRS, shall comply with policies and procedures in Executive Memorandum No. 96-17, "Implementation of Act 119, SLH 1996, Relating to Municipal Leases," dated November 15, 1996.

- D. Departments are reminded of private activity bond requirements and should refer to the appropriate administrative guidelines on this matter.

VII. ATTACHMENTS

1. Appendix A - Allotment Advice Instructions
2. Appendix B - Capital Improvement Guidelines
3. Appendix C - Formats for Cover Memoranda to Governor
4. CIP Form 2 (Revised 5/97) CIP Project Summary of Proposed Expenditures
5. Table R (Revised 5/97) Capital Project Information and Justification


BENJAMIN J. CAYETANO

APPENDIX A

ALLOTMENT ADVICE (A-15)

- 1 TO: The Director/Chairperson/Mayor of the expending agency/county
- 1a Indicate expending agency
- 2 Advice No. The allotment advice number will be assigned by B&F upon its recommendation to the Governor to release funds.
- 3 Comptroller's No. Will be assigned by State Comptroller after approval of allotment advice.
- 4 _____ "I have this day approved the following allotment from (means of financing) fund appropriation authorized by section(s) _____, Act _____, SLH 19____, as amended by Act _____, SLH 19____, for the purpose(s) indicated:"
- 5 TC Transaction code for funding:
- 473 For transferring funds out of an account.
 - 474 For transferring funds into an account.
 - 531 To allot funds from an account.
 - 532 To revert funds from an account.
 - 412 To decrease an appropriated account.
 - 411 To increase an appropriated account.
 - 972 To transfer cash out of an account.
 - 971 To transfer cash into an account.
 - 804 To transfer funds out of an account (e.g., works of art).
 - 805 To transfer funds into another account (e.g., works of art).

- 6 F Fund Insert alpha character for fund type either B, G, or S (as set forth by DAGS' Accounting Manual).
- 7 YR Year Insert year (2 digits).
- 8 APP Appropriation account code (3 digits); from appropriation warrant.
- 9 D Department enter department character.
- 10 ALLOT. CAT. Enter 20 for TC's 531 and 532.
- 11 SOURCE/OBJECT Operating transfer source and object codes (as set forth by DAGS' Accounting Manual). Only to be entered if using TC's 804 and 805.
- 12 ITEM Appropriation item number, usually alpha and numeric combination.
- 13 TITLE AND PURPOSE OF ALLOTMENT Includes legislative title, means of financing (alpha code in ()); A, B, C, D, E), legislative description, cost element, purpose by allotted cost elements, capital project no. (optional), total allotment amount, and any relevant notes (e.g., delegation authorization, use of revenue bonds).
- 14 MOF Means of Financing for appropriation (alpha code).
- 15 AMOUNT Amount of each transaction.
- 16 Signature of Director of Finance upon recommendation for release of funds.
- 17 Signature of Governor upon release of funds within allotment.
- 18 DATE Date Governor released funds.

**STATE OF HAWAII
ALLOTMENT ADVICE**

TO: _____ (1)
 _____ (1a)
 _____ (4)
 _____ (4)
 _____ (4)

ADVICE NO. _____ (2)
 xxxxxxxx
 COMPTROLLER'S NO. _____ (3)
 xxxxxxxx

TC	F	YR	APP	D	ALLOT CAT	SOURCE/ OBJECT	ITEM	TITLE AND PURPOSE OF ALLOTMENT	M O F	AMOUNT	
xxx	x	xx	xxx	xx	xx	xxxx	xxxxxx	(20 x)	x	xxxxxxxxxxxxx	xx
(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	

(16)

 DIRECTOR OF BUDGET AND FINANCE

(17)

 GOVERNOR, STATE OF HAWAII
 DATE: _____ (18) _____ 19 _____

APPENDIX B

CAPITAL IMPROVEMENTS GUIDELINES

Capital improvements are non-recurring in nature. They are generally intended for long-term use or possession and are relatively permanent in nature. State authorizations for CIP may include land acquisition and planning, design, construction, and equipment costs related to a project. The following guidelines generally apply to distinguish allowable CIP expenditures unless otherwise authorized by law or approved by Governor.

A. Projects that Qualify as Capital Improvements

1. Acquisition of land (including related fees and costs).
2. Construction and other improvements (including architectural and other technical fees, installation of built-in equipment and fixtures).
 - a. Site improvements.
 - b. Construction of buildings and other major new permanent improvements.
 - c. Major renovations including additions, improvements to, or conversion of existing facilities.
 - d. Landscaping and beautification.

B. Projects that Do Not Qualify as Capital Improvements

1. Items that are considered recurring in nature.
2. Items normally included in the operating budget.
3. Maintenance and repair projects which do not involve the conversion from one type of use to another.
 - a. Improvements to an existing building or facility involving painting, redecoration, repair or replacement in kind.
 - b. Minor alterations or renovations which involve or can be accomplished as maintenance work.
4. Operating costs as defined under Chapter 37, HRS, as recurring costs of operating, supporting and maintaining authorized programs, including expenses of consumable nature such as materials and supplies, travel expenses, utilities, stamps, consultant fees, building and equipment rentals.

C. Equipment Criteria

1. Allowable Equipment Purchase

- a. Built-in equipment and fixtures.
- b. Initial equipment and furnishings, which are not position related, for new buildings necessary for the proper functioning of the building.
- c. Absolutely essential, non-replaceable equipment items required over and beyond any equipment now in use that can be transferred into the new building.
- d. Common use furniture and equipment which are not position related.

2. Non-Allowable Equipment Purchase.

- a. Position related furniture and equipment generally provided for personnel (e.g., desks, chairs, filing cabinets, typewriters, etc.).
- b. New and replacement equipment and furnishings for existing buildings.
- c. Books, supplies and expendable materials.
- d. Maintenance equipment such as ladders, garden hoses, etc.
- e. Motorized equipment/vehicles (e.g., cars, vans, trucks, forklifts, lawn mowers, etc.).

D. Requests for CIP projects must address and clarify the following (most of this information is required for Table R):

1. Scope of project conforms to appropriation language.
2. Benefits to be derived and target group.
3. Relationship of the requested project to other planned developments within the area, if applicable.
4. Factors considered in development of project timetable.

5. Consequences of possible deferral of this project.
6. Basis for estimating capital improvement requirements (e.g., enrollment, staffing, nature of program activities, traffic patterns and volume, need for recreational facilities, etc.).
7. Standards or criteria used to translate space and facilities required by operating program into specific requirements (e.g., square feet of space/position level, miles of highway, acres of recreational area/000s population). Published standards currently in use for major categories of capital facilities, such as school buildings, highways, etc., should be provided to B&F.
8. Analysis of the alternative ways of meeting capital requirements. These alternatives may include more efficient use of existing facilities; renovation and/or expansion of existing facilities; construction of new facilities; leasing facilities; construction of temporary facilities. They may also include alternative definitions of service areas in combination with alternative minimum/maximum criteria governing the size of the facility (e.g., school boundaries).
9. Plot plan, drawn to scale if possible, to illustrate the following:
 - a. Existing buildings, roads, and applicable infrastructure in the area of the proposed project.
 - b. Outline of improvements, including: 1) existing improvements; 2) improvements under construction; 3) improvements previously authorized by the Legislature but not yet under construction; and 4) other proposed improvements.
 - c. Land use requirements in acres. Indicate setbacks, rights of way, easements, parking areas, landscaped areas, open areas, and building areas.

- d. Location description. Note: Requests for funds for projects with an undetermined location may be subject to further review.
- e. Other details, including: 1) notation of the plot plan structures which would be replaced by the proposed project; and 2) if the facility is to be used by more than one department, the expending agency should prepare and submit one plot plan showing the floor areas being used by each department.

E. Works of Art:

One percent for works of art in accordance with Section 103-8.5, HRS, as amended and criteria set forth by the State Comptroller.

APPENDIX C

COVER MEMORANDA TO THE GOVERNOR

Formats and Their Purposes:

1. Requesting release of funds for a single project.
2. Requesting release of funds for multiple projects under one cover memorandum.
3. Requesting transfer of unrequired funds to Governor's Project Adjustment Fund.
4. Requesting permission to utilize the Governor's Project Adjustment Fund and release of funds.
5. Requesting permission to delegate expenditure of funds to another agency.

FORMAT 1

Format for Requesting Release of Funds for a Single Project

To: The Honorable Benjamin J. Cayetano
Governor of Hawaii

Through: The Honorable Earl I. Anzai
Director of Finance

From: Appropriate Agency Head
Expending Agency

Subject: Request Permission to Negotiate the Purchase of
Land/Advertise for Bids/Award Construction Contract,
and/or Release of _____ (1) Funds
for _____ (2), _____ (3),
_____ (4), as Authorized by _____ (5)

Permission is requested for a) the _____ (6) to negotiate
the purchase of land within the available appropriation, b)
permission to advertise for bids, c) award construction
contract, or the release of \$ _____ (7) for the subject
project.

1. This request consists of: _____ (8)

2. Additional information or comments: _____ (9)

3. The _____ (10) ensures that there are adequate
funds currently appropriated for this project and upon
completion, the project will comply with the
_____ (11).

Department contact: _____ (12)

IF REQUESTING PERMISSION TO ADVERTISE FOR BIDS ADD:

If the low bid is within the basic bid estimate and available
appropriation, permission is requested to award the
construction contract. If the lowest bid is higher than the



FORMAT 1 (cont'd)

basic bid estimate and available appropriation, we will not award the contract and notify you immediately to recommend suitable funding alternatives.

RECOMMEND:

_____ APPROVAL _____ DISAPPROVAL

DIRECTOR OF FINANCE

Date: _____

_____ APPROVED _____ DISAPPROVED

GOVERNOR OF HAWAII

Date: _____

Attachments (13)

INSTRUCTIONS FOR COMPLETING FORMAT 1

This format to be used for requesting:

- A. Release of Funds for a Single Cost Element (e.g., Release of Design Funds; Release of Land Acquisition Funds; etc.).
- B. Release of Funds for Multiple Cost Elements (e.g., Release of Planning, Design, Land Acquisition and Construction Funds; Release of Design and Construction Funds; etc.).
- C. Release of Funds for Multiple Cost Elements and Permission to Negotiate the Purchase of Land and/or Advertise for Bids and/ or Award Construction Contract (e.g., Permission to Negotiate the Purchase of Land and/or Permission to Advertise for Bids and Release of Design and Construction Funds; Permission to Advertise for Bids and Release of Construction Funds; Permission to Award the Construction Contract and Release of Additional Construction Funds; etc.).
- D. Release of Additional Funds (e.g., Release of Additional Design Funds; Release of Additional Design and Construction Funds; etc.).

Item 1: Type of Cost Element Funds:

Planning; Planning, Design and Construction; etc.
Additional Land; Additional Design and Construction;
etc.

Item 2: Project Title.

Item 3: Indicate island location of project (e.g., Hawaii, Kauai, Lanai, Maui, Molokai, Oahu, or Statewide).

Item 4: Expending Agency Project or Job No. (if any).

Examples: D.A.G.S. Job No. XX-XX-XXXX
Project No. AM XXXX-XX

Item 5: Act, Year and Item Number that Authorize the Project.

Example: Act 218, SLH 1995, Item X-1, as Amended by
Act 287, SLH 1996

Item 6: Agency that will negotiate the purchase of land. The Department of Land and Natural Resources will be negotiating the purchase of land for most state projects, unless otherwise provided by law.

INSTRUCTIONS FOR COMPLETING FORMAT 1 (Page 2)

Item 7: Examples of single means of financing:

- \$1,000 in education special funds.
- \$1,000 in airport revenue bond funds.
- \$1,000 in general obligation bond funds.
- \$1,000 in reimbursable general obligation bond funds.

Example of multiple means of financing:

\$2,000 (\$1,000 in education special funds and \$1,000 in general obligation bond funds).

Item 8: Provide specific and current information describing in detail the type, magnitude, tax map key (for land negotiation/acquisition only), and purpose of improvements/renovation/construction that are to be financed by this request. Also indicate allotment amount and cost element.

Examples:

This request consists of an allotment of \$12,000 to finance the design costs and \$1,000 to finance the construction engineering costs for a chain link fence at A II Elementary School.

This request consists of acquiring through DLNR, four parcels of land (Tax Map Key V-V-VV:VV, X-X-XX:XX, Y-Y-YY:YY, AND Z-Z-ZZ:ZZ) totaling 30,000 square feet to expand I School.

This request consists of additional design funds to cover a pending change order to retrofit instead of retrofill the two transformers containing PCB in X Building at the University of Hawaii at Manoa.

Item 9: Self-explanatory (additive alternates may be listed here).

Item 10: Positions who may ensure compliance and availability of funds:

DAGS - Public Works Engineer
DOE - Assistant Superintendent
All Other Departments - ASO's/Division Head

Item 11: Indicate all applicable areas being certified, including:

Land use designations
All applicable county building codes
Educational Specifications and Standards for Facilities
American with Disabilities Act requirements

INSTRUCTIONS FOR COMPLETING FORMAT 1 (Page 3)

Item 12: Contact person's name and telephone number.

Item 13: Attach copies of:

1. CIP Project Information & Justification (Table R)
2. CIP Summary of Proposed Expenditures (CIP Form 2)
3. Allotment Advice (Form A-15) (if applicable)
4. Other supporting documents such as, but not limited to:

Itemized equipment list

Maps or other documents describing location and configuration of land to be purchased

FORMAT 2

Format for Multiple Projects under One Cover Memorandum

To: The Honorable Benjamin J. Cayetano
Governor of Hawaii

Through: The Honorable Earl I. Anzai
Director of Finance

From: Appropriate Agency Head
Expending Agency

Subject: Approval for Various CIP Projects.

We request your approval for the following:

Example (list and number projects separately):

1. Permission to Advertise for Bids and Release of Construction Funds for Concession Improvements, Honolulu International Airport, Oahu, Project No. AO1042-19, as Authorized by Act 218, SLH 1995, Item C-21, as Amended By Act 287, SLH 1996. Department contact: _____ (1) _____.
2. Release of Planning and Design Funds for Campus Development at Leeward Community College Campus, Oahu, D.A.G.S. Job No. 12-31-4021, as Authorized by Act 218, SLH 1995, Item G-99, as Amended By Act 287, SLH 1996. Department contact: _____ (1) _____.

The _____ (2) _____ ensures that there are adequate funds currently appropriated for these projects and upon completion, the projects will comply with the _____ (3) _____.

IF REQUESTING PERMISSION TO ADVERTISE FOR BIDS ADD:

If the low bid is within the basic bid estimate and available appropriation, permission is requested to award the construction contract. If the lowest bid is higher than the

FORMAT 2 (cont'd)

basic bid estimate and available appropriation, we will not award the contract and notify you immediately to recommend suitable funding alternatives.

_____ APPROVAL _____ DISAPPROVAL

DIRECTOR OF FINANCE

Date: _____

_____ APPROVED _____ DISAPPROVED

GOVERNOR OF HAWAII

Date: _____

Attachments (4)

INSTRUCTIONS FOR COMPLETING FORMAT 2

Item 1: Contact person's name and telephone number.

Item 2: Positions who may ensure compliance and availability of funds:

DAGS - Public Works Engineer
DOE - Assistant Superintendent
All Other Departments - ASO's/Division Head

Item 3: Indicate all applicable areas including:

Land use designations
All applicable county building codes
Educational Specifications and Standards for Facilities
American with Disabilities Act requirements

Item 4: Attach copies of:

1. CIP Project Information & Justification (Table R)
2. CIP Summary of Proposed Expenditures (CIP Form 2)
3. Allotment Advice (Form A-15) (if applicable)
4. Other supporting documents such as, but not limited to:

Itemized equipment list

Maps or other documents describing location and configuration of lands to be purchased

FORMAT 3

Format to Request the Transfer of Unrequired Funds
to Governor's Project Adjustment Fund

To: The Honorable Benjamin J. Cayetano
Governor of Hawaii

Through: The Honorable Earl I. Anzai
Director of Finance

From: Appropriate Agency Head
Expending Agency

Subject: Request to Transfer Unrequired Funds from Item _____,
Act _____, SLH _____, as Amended by Act _____, SLH _____,
to the Governor's Project Adjustment Fund, as
Authorized by Section _____ of Act _____, SLH _____,
as Amended by Act _____, SLH _____

Pursuant to Section _____ of Act _____, SLH _____, as amended
by Act _____, SLH _____, the objectives of the appropriation
made for the stated Act from the general obligation bond fund
and/or the general fund for capital investment purposes has
been met. Hence, we request the transfer of \$ _____
in unrequired funds appropriated in Item _____, Act _____,
SLH _____, as amended by Act _____, SLH _____, to the Governor's
Project Adjustment Fund appropriated in Item K-1 of Act _____,
SLH _____, as amended by Act _____, SLH _____.

Department Contact: _____.

RECOMMEND:

_____ APPROVAL _____ DISAPPROVAL

DIRECTOR OF FINANCE

Date: _____

_____ APPROVED _____ DISAPPROVED

GOVERNOR OF HAWAII

Date: _____

Attachment (Allotment Advice (Form A-15))

FORMAT 4

Format for Requesting Permission to Utilize the
Governor's Project Adjustment Fund and Release of Funds

To: The Honorable Benjamin J. Cayetano
Governor of Hawaii

Through: The Honorable Earl I. Anzai
Director of Finance

From: Appropriate Agency Head
Expending Agency

Subject: Request for Permission to Utilize the Governor's
Project Adjustment Fund and Release of Funds
for _____ (1) _____, _____ (2) _____,
_____ (3) _____, as Authorized by
_____ (4) _____.

We request authorization to use and release of \$ _____ (5) _____ in
general obligation bond funds from the Governor's Project
Adjustment fund for the subject project.

1. This request consists of: _____ (6) _____

 2. Current project scope: _____ (7) _____

 3. Other alternatives considered: _____ (8) _____
 4. Additional information: _____ (9) _____
 5. The _____ (10) _____ ensures that upon completion
this project will comply with the _____ (11) _____.
- Department contact: _____ (12) _____.

RECOMMEND:

_____ APPROVAL _____ DISAPPROVAL

DIRECTOR OF FINANCE

Date: _____

_____ APPROVED _____ DISAPPROVED

GOVERNOR OF HAWAII

Date: _____

Attachments (13)

INSTRUCTIONS FOR COMPLETING FORMAT 4

- Item 1: Indicate project title and description.
- Item 2: Indicate island location of project (e.g., Hawaii, Kauai, Lanai, Maui, Molokai, Oahu, or Statewide).
- Item 3: Indicate expending agency's project or job number (if any).

Examples: D.A.G.S. Job No. 88-88-8888
Job AM 9999-99

- Item 4: Act, Year and Item Number that authorize the project.
- Example: Act 218, SLH 1995, Item Z-1, as amended by Act 287, SLH 1996

- Item 5: Indicate amount.

- Item 6: Provide specific and current information describing in detail the type, magnitude, and purpose of improvements/renovation/construction which are to be financed by this request. Also indicate allotment amount and cost element.

Example:

This request is for permission to utilize and allot \$50,000 to finance a portion of the construction cost for renovations necessary to meet the requirements of the Americans with Disabilities Act at the Baseball Stadium at the University of Hawaii, Manoa.

- Item 7: Provide information describing the current scope of the project.

Example:

The project will renovate the Baseball Stadium to comply with the Americans with Disabilities Act.

- Item 8: Indicate alternative measures which have been considered (e.g., other sources of supplementary funds, deferral of project, etc.).

- Item 9: Self-explanatory.

- Item 10: Positions who may ensure compliance:

DAGS - Public Works Engineer
DOE - Assistant Superintendent
All Other Departments - ASO's/Division Head

INSTRUCTIONS FOR COMPLETING FORMAT 4 (Page 2)

Item 11: Indicate all applicable areas including:

Land Use designations
All applicable county building codes
Educational Specifications and Standards for
Facilities
American with Disabilities Act requirements

Item 12: Contact person's name and telephone number.

Item 13: Attach copies of:

1. CIP Project Information and Justification
(Table R)
2. CIP Summary of Proposed Expenditures (CIP Form 2)
3. Allotment Advice (Form A-15)

FORMAT 5

Format to Request Permission to Delegate
Expenditure of Funds to Another Agency

To: The Honorable Benjamin J. Cayetano
Governor of Hawaii

Through: The Honorable Earl I. Anzai
Director of Finance

From: Appropriate Agency Head
Expending Agency (Proposed to receive the delegation)

Subject: Request for Permission to Delegate the Expenditure of
Funds for _____ (1) _____, _____ (2) _____, as
Authorized by _____ (3) _____

Permission is requested to delegate the expenditure of
\$ _____ (4) _____ for the subject project from the
_____ (5) _____ to the _____ (6) _____.

1. Benefit of delegating the expenditure of
funds: _____ (7) _____
2. Other alternatives considered: _____ (8) _____
3. Additional Information: _____ (9) _____
4. This project will be appropriately accounted for in
the _____ (10) _____ CIP implementation plan.
5. The _____ (11) _____ ensures that there are adequate
funds currently appropriated for this project and upon
completion, the project will comply with the
_____ (12) _____.

Department Contact: _____ (13) _____.

RECOMMEND:

_____ APPROVAL _____ DISAPPROVAL

DIRECTOR OF FINANCE

Date: _____

_____ APPROVED _____ DISAPPROVED

GOVERNOR OF HAWAII

Date: _____

Attachments (14)

INSTRUCTIONS FOR COMPLETING FORMAT 5

- Item 1: Indicate project title and description.
- Item 2: Indicate island location of project (e.g., Hawaii, Kauai, Lanai, Maui, Molokai, Oahu, or Statewide).
- Item 3: Act, year and item number that authorize the project. Example: Act 218, SLH 1995, Item Z-1, as amended by Act 287, SLH 1996
- Item 4: Examples of single means of financing:
\$45,000 in general funds.
\$45,000 in Educational special funds.
\$45,000 in Airport revenue bond funds.
\$45,000 in general obligation bond funds.
\$45,000 in reimbursable general obligation bond funds.

Example of multiple means of financing:
\$1,000,000 (\$600,000 in general and \$400,000 in general obligation bond funds).
- Item 5: Indicate the original expending agency.
- Item 6: Indicate the expending agency to receive the delegation.
- Items 7, 8, 9: Self-explanatory.
- Item 10: Indicate user agency that will account for the project in their CIP implementation plan.
- Item 11: Positions who may ensure compliance and availability of funds:
DAGS - Public Works Engineer
DOE - Assistant Superintendent
All Other Departments - ASO/Division Head
- Item 12: Indicate all applicable areas including:
Land Use designations
County building codes
Educational Specifications & Standards for Facilities
Americans With Disabilities Act requirements
- Item 13: Contact person's name and telephone number.
- Item 14: Attach copies of:
1. CIP Project Information and Justification (Table R)
2. CIP Summary of Proposed Expenditures (CIP Form 2)

D.A.G.S. JOB NUMBER: XX-XX-XXXX

FUND CODE ISLAND CODE AGENCY CODE

The following are the lists of funding and agency codes to use:

FUNDING CODES

- 0 - Old Numbering
- 1 - CIP
- 2 - Federal, Special, General & Fire Insurance
- 3 - Repair & Maintenance (R & M - Schools)
- 4 - Repair & Alterations (R & A - Public Bldgs)
- CIP R & M - 5 - Special Projects (Hana Hou) R & M
- CIP R & A - 6 - Special Projects (Hana Hou) R & A
- 7 - Special Funds, agency payment 100%; Federal Funds, agency payment 100% - Leasing
- Special R & M - 8 - General Funds, reimbursible; General & Special Funds combined, reimbursible - Leasing
- 9 - General Funds - Leasing

ISLAND CODES

- 1 - Hawaii 7 - Central (R & M)
- 2 - Oahu (Honolulu for R & M) 8 - Leeward (R & M)
- 3 - Kaulaupapa 9 - Windward (R & M)
- 4 - Kauai
- 5 - Maui
- 6 - Statewide

AGENCY CODES

- 10 - Accounting and General Services
- 11 - Agriculture
- 12 - Attorney General
- 13 - Budget and Finance
- 14 - Defense

AGENCY CODES (cont'd.)

16 - Education
17 - Governor
18 - Lt. Governor
19 - Hawaiian Home Lands
20 - Health
21 - Judiciary
22 - Labor and Industrial Relations
23 - Land and Natural Resources
24 - Legislature
25 - Personnel Services
26 - Business, Economic Development and Tourism
27 - Public Safety
28 - Taxation
29 - Transportation
30 - Commerce and Consumer Affairs
31 - University of Hawaii
32 - Counties
33 - Human Services
34 - Office of Hawaiian Affairs
36 - Library Services

The following are the lists of funding and agency codes to use:

FUNDING CODES

- .0 - Old Numbering
- 1 - CIP
- 2 - Federal, Special, General & Fire Insurance
- 3 - Repair & Maintenance (R & M - Schools)
- 4 - Repair & Alterations (R & A - Public Bldgs)
- 5 - Special Projects (Hana Hou) R & M
- 6 - Special Projects (Hana Hou) R & A
- 7 - Special Funds, agency payment 100%; Federal Funds, agency payment 100% - Leasing
- 8 - General Funds, reimbursible; General & Special Funds combined, reimbursible - Leasing
- 9 - General Funds - Leasing

ISLAND CODES

- 1 - Hawaii 7 - Central (R & M)
- 2 - Oahu (Honolulu for R & M) 8 - Leeward (R & M)
- 3 - Kaulaupapa 9 - Windward (R & M)
- 4 - Kauai
- 5 - Maui
- 6 - Statewide

AGENCY CODES

- 10 - Accounting and General Services
- 11 - Agriculture
- 12 - Attorney General
- 13 - Budget and Finance
- 14 - Defense

ISLAND CODES

- | | | | |
|---|---|---------------------------|----------------------|
| 1 | - | Hawaii | 7 - Central (R & M) |
| 2 | - | Oahu (Honolulu for R & M) | 8 - Leeward (R & M) |
| 3 | - | Kauai | 9 - Windward (R & M) |
| 4 | - | Kanai | |
| 5 | - | Maui | |
| 6 | - | Statewide | |

AGENCY CODES

- | | | |
|----|------|--|
| 10 | -M | Accounting and General Services |
| 11 | -A | Agriculture |
| 12 | -N | Attorney General |
| 13 | -O | Budget and Finance |
| 14 | -G | Defense |
| 16 | -E | Education |
| 17 | -Q | Governor |
| 18 | -S | Lt. Governor |
| 19 | -I | Hawaiian Home Lands |
| 20 | -H | Health |
| 21 | -J | Judiciary |
| 22 | -L | Labor and Industrial Relations |
| 23 | -C | Land and Natural Resources |
| 24 | - | Legislature |
| 25 | -P | Personnel Services |
| 26 | -B | Business, Economic Development and Tourism |
| 27 | -V-1 | Public Safety |
| 28 | -T | Taxation |
| 29 | -D | Transportation |
| 30 | -R | Commerce and Consumer Affairs |
| 31 | -F | University of Hawaii |
| 32 | - | Counties |
| 33 | -K | Human Services |
| 34 | -Z1 | Office of Hawaiian Affairs |
| 36 | -E1 | Library Services |