



EXECUTIVE CHAMBERS  
HONOLULU

LINDA LINGLE  
GOVERNOR

January 6, 2003

EXECUTIVE MEMORANDUM

MEMO NO. 03-01

TO: All Department Heads

SUBJECT: Amended CIP Allotment Procedures

Current procedures for the implementation of Capital Improvement Projects (CIP) are hereby amended to ensure that projects are implemented efficiently, are consistent with statewide priorities, and are appropriate to program operational needs.

Policy Summary

Effective as of this date, all requests from State agencies to allot funds for CIP shall be submitted to me through the Department of Budget and Finance (B&F).

Applicability

Provisions of this memo supersede applicable CIP expenditure provisions in Item No. 26 of Attachment A, in Executive Memo No. 02-02 (*Fiscal Year 2003 Budget Execution Policies and Instructions*).

Policy and Guidelines

1. Executive Memo No. 99-01 (*Amendments to Executive Memo No. 97-07, Procedures for Requesting the Implementation of Capital Improvement Projects*), and any references thereto, is rescinded.
2. Items No. **26f.1 through 26f.4**, relating to **CIP Allotment Procedures**, in Attachment A of Executive Memo No. 02-02 are rescinded and replaced by the following:

- f.1 All CIP allotment requests from State agencies shall be submitted to me for my approval, through B&F. This includes requests to use the Governor's Project Adjustment Fund pursuant to Section 135, and the special funded project adjustment fund for State educational facilities pursuant to Section 100, of Act 259/01, as amended by Act 3, 3<sup>rd</sup> SpSLH 2001, and Act 177/02.
- f.2 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.
- f.3 All requests must include the following information and forms (incomplete or incorrect submittals will be returned without action):
  - A. Cover memo to the Governor.
  - B. Table R (CIP Project Information and Justification Sheet).
  - C. CIP Project Summary of Proposed Expenditures.
  - D. A draft response, for my signature to the appropriate Senator and Representative informing them of the release of funds for projects in their districts. For the Department of Education, a response must also be prepared for an affected school's principal, as applicable.
  - E. Other information as required by Part II of Executive Memo No. 97-07 (*Procedures for Requesting the Implementation of Capital Improvement Projects*).
- 3. Other CIP expenditure policies in Executive Memo No. 02-02 shall remain in effect, including all implementation procedures prescribed in Executive Memo No. 97-07.

Your cooperation in this matter is appreciated.

LINDA LINGLE