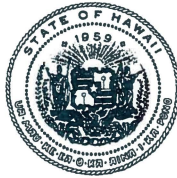


JOSH GREEN, M.D.  
GOVERNOR  
KE KIA'ĀINA



KEITH A. REGAN  
COMPTROLLER  
KA LUNA HO'OMALU HANA LAULĀ  
  
MEOH-LENG SILLIMAN  
DEPUTY COMPTROLLER  
KA HOPE LUNA HO'OMALU HANA LAULĀ


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

June 24, 2025

**COMPTROLLER'S MEMORANDUM NO. 2025-15**

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  
General Appropriations Act of 2025 (H.B. 300, C.D. 1)

This Comptroller's Memorandum is being issued in anticipation of the General Appropriations Act of 2025 (H.B. 300, 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, 2028, the Department of Accounting and General Services (DAGS) requests that all Project Initiation Requests (PIR) using funds from the General Appropriations Act of 2025 (H.B. 300, C.D. 1) 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 29, 2025
Planning and/or Design only:	December 1, 2025

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

Planning, Design, and Construction	August 1, 2025
Planning and/or Design only:	November 3, 2025

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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. Please note that since July 1, 2018, DAGS Public Works Division staff are no longer GO bond funded, and our budget does not support costs for overtime work for processing PIRs. As such, if upon review we are unable to meet the critical deadlines, we will return your PIR without action.

If you have any questions, please have your staff call me at (808) 586-0400 or have your staff call Gordon S. Wood, Public Works Administrator at (808) 586-0526.