Instructions for Preparation of the

2017 – 2019

CAPITAL PROJECTS REQUEST

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2 INTRODUCTION

The DFA Office of Budget is responsible for coordinating with state boards, commissions, constitutional officers and agencies to present requests for capital projects to the Arkansas General Assembly. This includes requests from the General Improvement Fund.

The capital projects process seeks to ensure the allocation of state resources to the most critical projects and investments. In particular, projects should seek to:

- Address identified statewide goals.
- Reflect state agencies' strategic plans and goals.
- Preserve existing infrastructure before starting new projects.
- Minimize construction costs and future operating costs.

3 IMPORTANT NOTES

When preparing requests for capital projects, keep in mind the following:

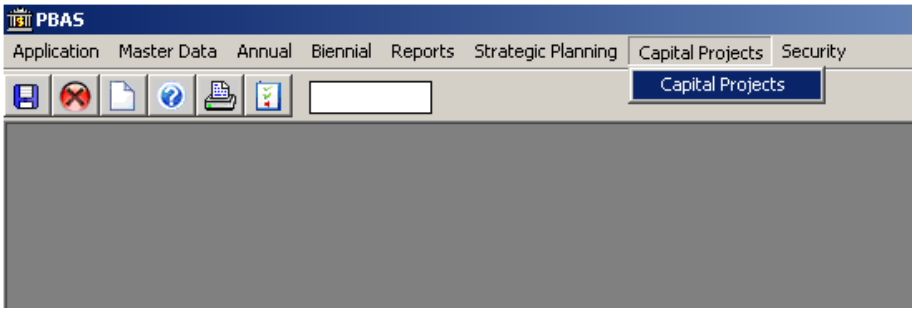
- There is no additional training required to use the capital projects request feature of PBAS. For agencies that do not have access to PBAS, forms are available on our website, located at http://www.dfa.arkansas.gov/offices/budget.
- Each request, if approved as submitted, will establish a new appropriation. Please consider combining small, like requests.
- For capital project requests funded from Federal or Cash sources, appropriations should only be requested if funding is guaranteed to be provided for the current biennium.
- Project ranking aids in identifying the most critical needs of a state agency.

Projects are due no later than October 3rd, 2016.
No additions will be made to requests after the established deadline.

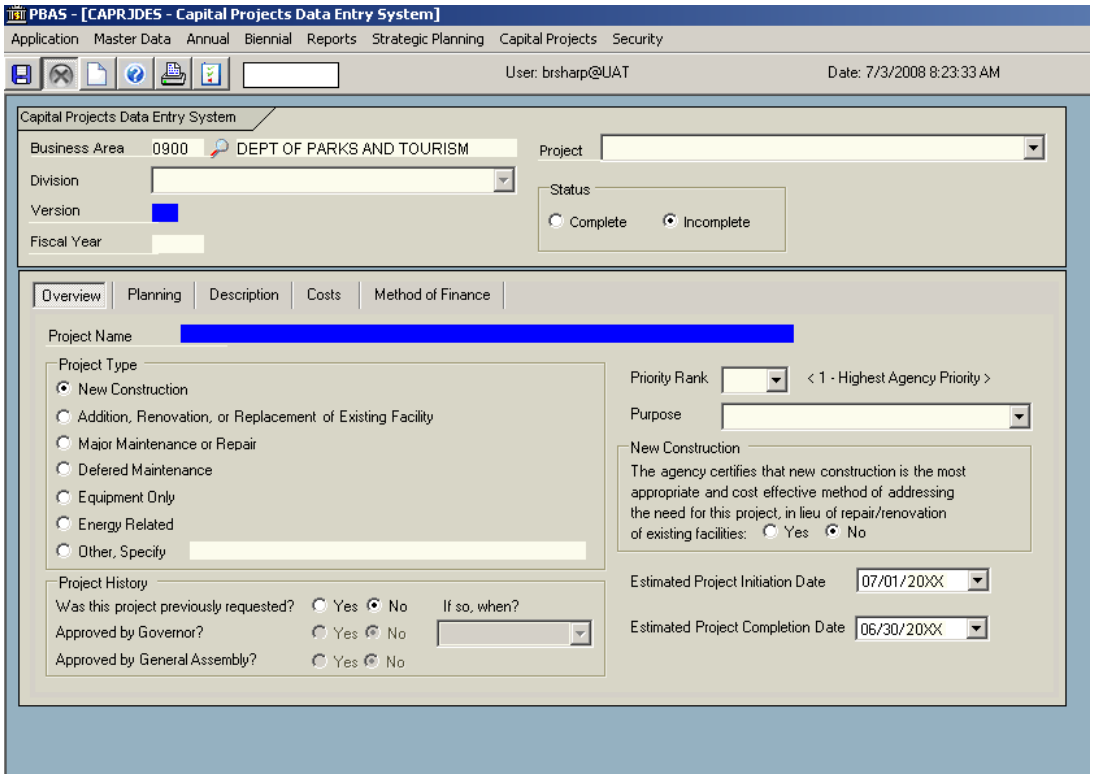
If you experience any difficulties while using this system, contact your Budget Analyst or Nick Fuller at (501) 682-1941.

For username or password retrieval for PBAS, contact Sandy Thomas: sandy.thomas@dfa.arkansas.gov.

4 AGENCY PROJECT ADMINISTRATION



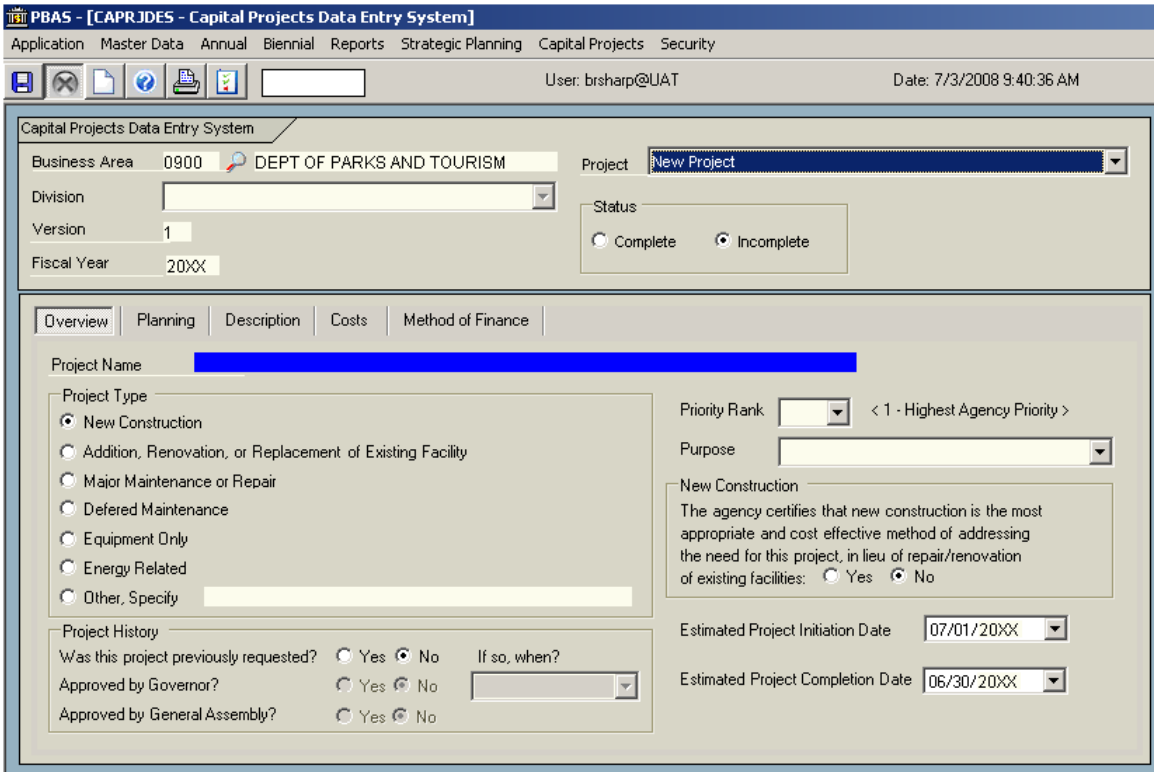
This form provides a convenient menu for all agency-related tasks. First, select "Capital Projects" from the PBAS menu tab. Next, enter your Business Area and press the TAB key:



This screen provides access to enter New Projects or to Renew a Previous Project Request. The following sections will explain each method in detail. You may save a project at any time; the project will only be checked for errors once you have changed the Project Status to Complete.

5 ENTER A NEW PROJECT

Selecting this option will allow us to enter a new project. The screenshot below illustrates the new and improved graphical user interface:



There are two important things to remember here:

1. **Save as often as you like**. You are not required to complete a request at one time. Often, you may find you require additional information during this process; just click the "Save Changes" button to save your work. You may continue at any time by selecting the project from your dropdown and pressing the ENTER key.

> **You must at least select a <u>Project Name</u> in order to save your work. Once you have completed your project, change the Project Status to <u>Complete</u>. The system will then determine if there are any errors with your project, which will be identified with a flashing exclamation point ( ). Hover over the exclamation point icon to read more information about the error.**

2. **You are only allowed to fill in boxes that are in white**. Boxes that are <u>gray</u> are not allowable, based on selections made on the Overview and Planning screens. Additionally, total boxes are automatically

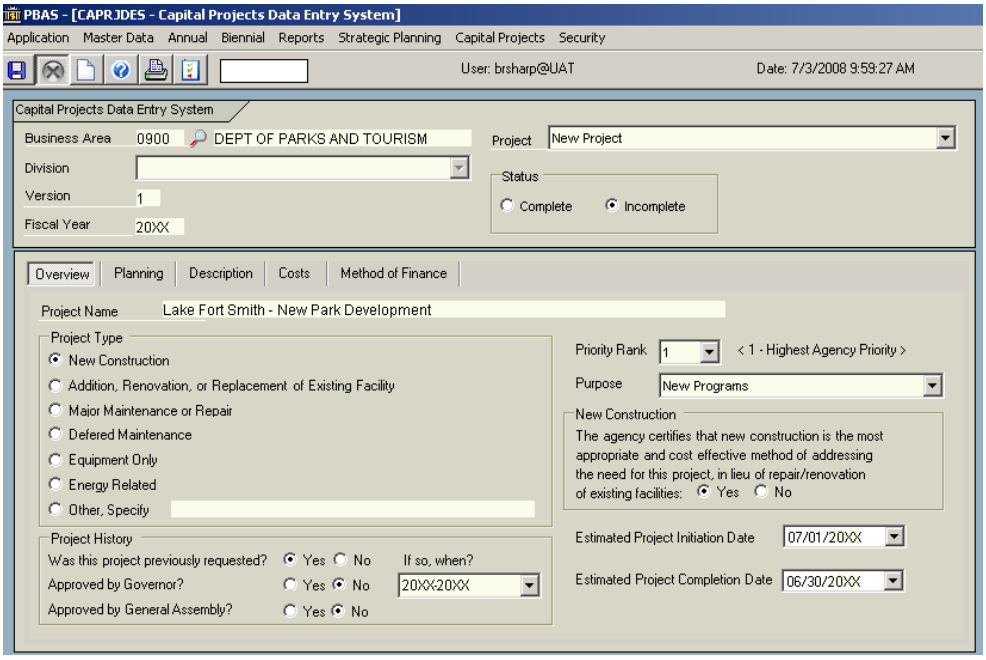
calculated based on itemized responses. Therefore, you are not allowed to enter information into these boxes

Final Notes

1. General Improvement Funds are considered State Funding.
2. Total boxes are updated once you click away from the box you are in.
3. If a box appears in white, you are expected to enter this information, if applicable.

The following pages will now address each individual screen to provide you with a guide for entering data into the report.

5.1 Overview Tab



Project Type – Select the type of construction to be performed. New Construction and Addition/Renovations differ from the others in that these methods cause new or increased asset values that must later be itemized in terms of cost per square foot.

Project History – Select the most recent biennium that the project was previously requested (if not a new project), and whether it was supported by the Governor or the General Assembly.

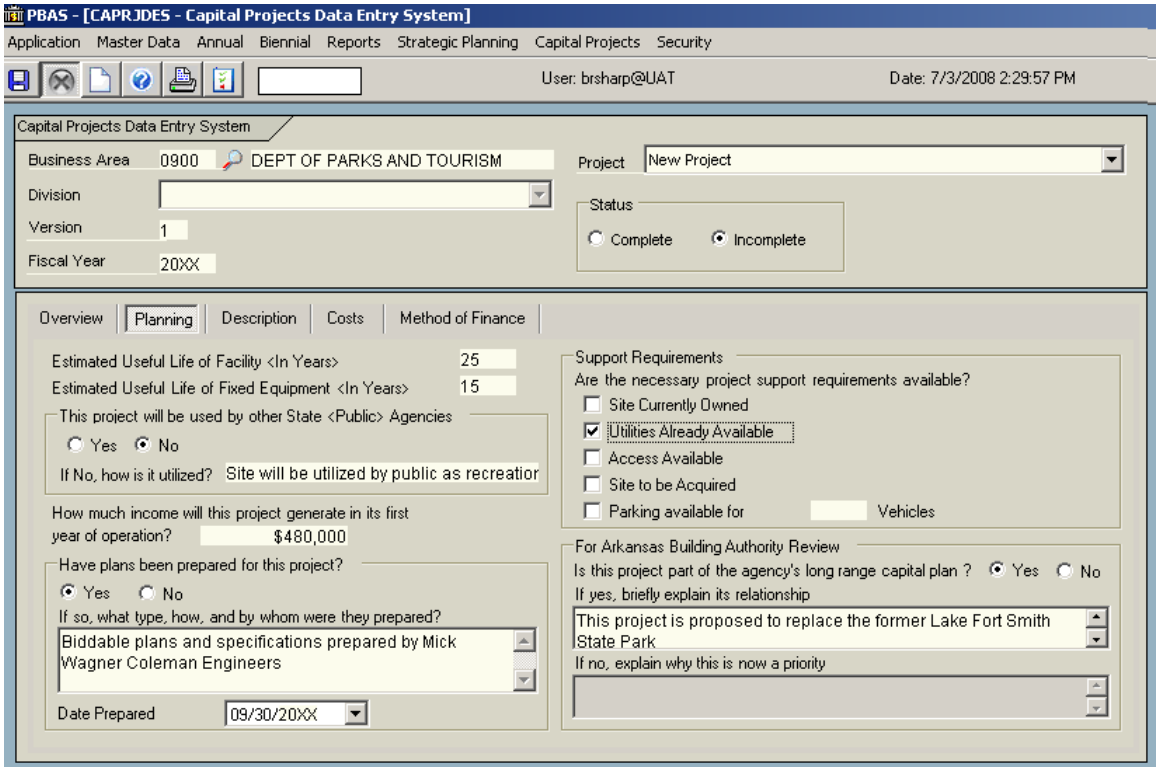
Priority – Each project should be ranked (1 = Highest Priority). Project ranking should reflect the order of importance to accomplish the agency's mission.

Purpose – Indicate whether this is a new program, or a change to an existing program.

New Construction Review Statement – This statement directs the agency to examine all possible options before affirming that new construction is the most appropriate and cost effective method to meet the agency's needs. **This field is required for New Construction projects**.

Estimated Projection Initiation/Completion Dates – Enter the dates you plan to start and finish the projects. The start date for new construction projects should be on or after July 1, 2015.

5.2 PLANNING TAB



Estimated Useful Life – Enter the estimated life of facilities and equipment in years.

Public Use – Tell whether this project will be used by other State or public entities. If not, explain how it will be used.

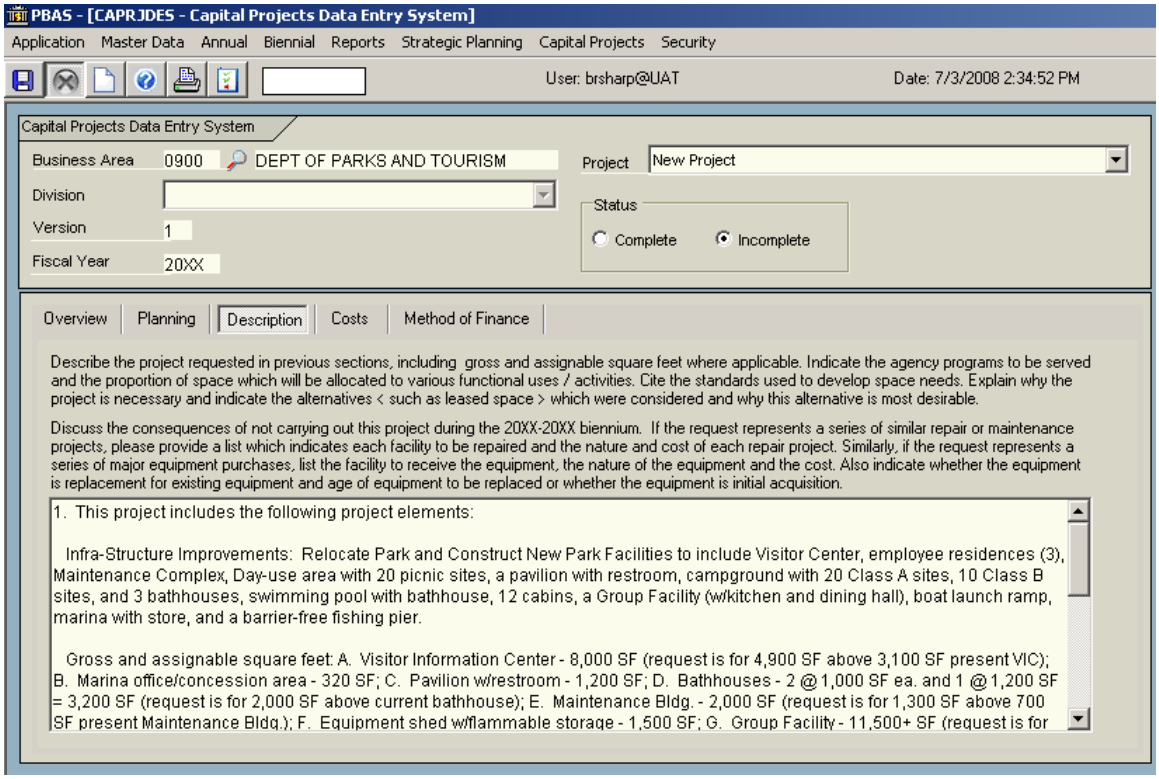
Income – Enter the amount of income this project will generate in its first year. This value should be numeric (ex. Do not enter 250/mo, 250 per yr, 250k, etc.).

Plans – Explain if plans have already been prepared, by whom, and the date they were prepared.

Support Requirements – Describe ownership of property, site access and intangibles related to the operation of the capital project.

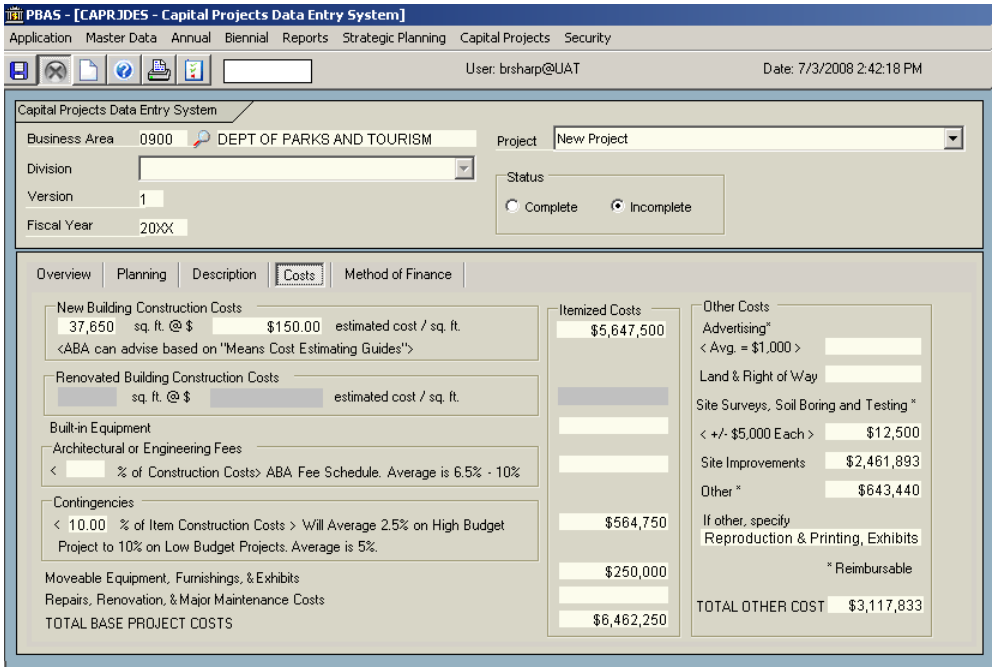
ABA Review – Explain how this project relates to the agency's long range capital plan with Arkansas Building Authority (formerly State Building Services).

5.3 DESCRIPTION TAB



Project Description – Describe your project in detail. If you have already prepared a project description, you may copy and paste it into the text box. Just be sure to double-check formatting after you have pasted, because this field will only allow text entries. Your description should be only long enough to completely describe the project. Due to the volume of Capital Project requests received each year, concise descriptions are preferred.

5.4 Costs Tab



New/Renovated Building Construction Costs – As previously described on the Overview screen, here you would enter the square feet and estimated cost per square foot. The system will calculate the building cost for you. If your renovation project does not entail a square footage value, return to the Overview tab screen and request the project as "Major Maintenance or Repair".

Built-in Equipment – Enter the total value of built in equipment in the total box under "Itemized Costs".

Architectural, Engineering, and Contingency Fees – Enter both the total amount of these fees, and the percentage of this cost as part of the overall project.

Moveable Equipment, Furnishings & Exhibits – Enter this value in the "Itemized Costs" column.

Repairs, Renovations, & Major Maintenance Costs – Enter this value in the "Itemized Costs" column.

Other Costs – Advertising, Land purchase, Surveys, and other costs related to acquisition or purchase of the asset should be entered here.

All Project Costs should be entered as numeric characters.

5.5 METHOD OF FINANCE TAB

PBAS - [CAPRJDES - Capital Projects Data Entry System]

Application Master Data Annual Biennial Reports Strategic Planning Capital Projects Security

User: brsharp@UAT Date: 7/3/2008 2:52:18 PM

Capital Projects Data Entry System

Business Area 0900 DEPT OF PARKS AND TOURISM

Division

Version 1

Fiscal Year 20XX

Project New Project

Status: Complete / Incomplete

Overview | Planning | Description | Costs | Method of Finance

Sources of Funding

State	Cash	Federal	Bond Proceeds	Other < specify >		
$9,680,083					Total	$9,680,083

Anticipated Facility Operating Costs

	20XX-XX	20XX-XX	20XX-XX	20XX-XX
Personal Services		$542,986	$561,991	$621,661
Positions		14	14	16
Utilities		$30,010	$31,060	$32,147
M & O Costs		$200,000	$207,000	$214,245
TOTAL		$772,996	$800,051	$868,053

Operating Fund Sources

	20XX-XX	20XX-XX	20XX-XX	20XX-XX
General Revenue				
Cash		$30,010	$31,060	$32,147
Federal				
Special		$742,986	$768,991	$835,906
Other				
TOTAL		$772,996	$800,051	$868,053

Source of Funding – Enter the anticipated sources of funding for your project. **General Improvement Funds would be considered State Funds**. The amount of funding entered here should equal or exceed the Total Base Costs + Total Other Costs on the previous screen.

Anticipated Facility Operating Costs – Enter estimated Salaries, Positions, Utilities, and Maintenance & Operating Costs of the facility.

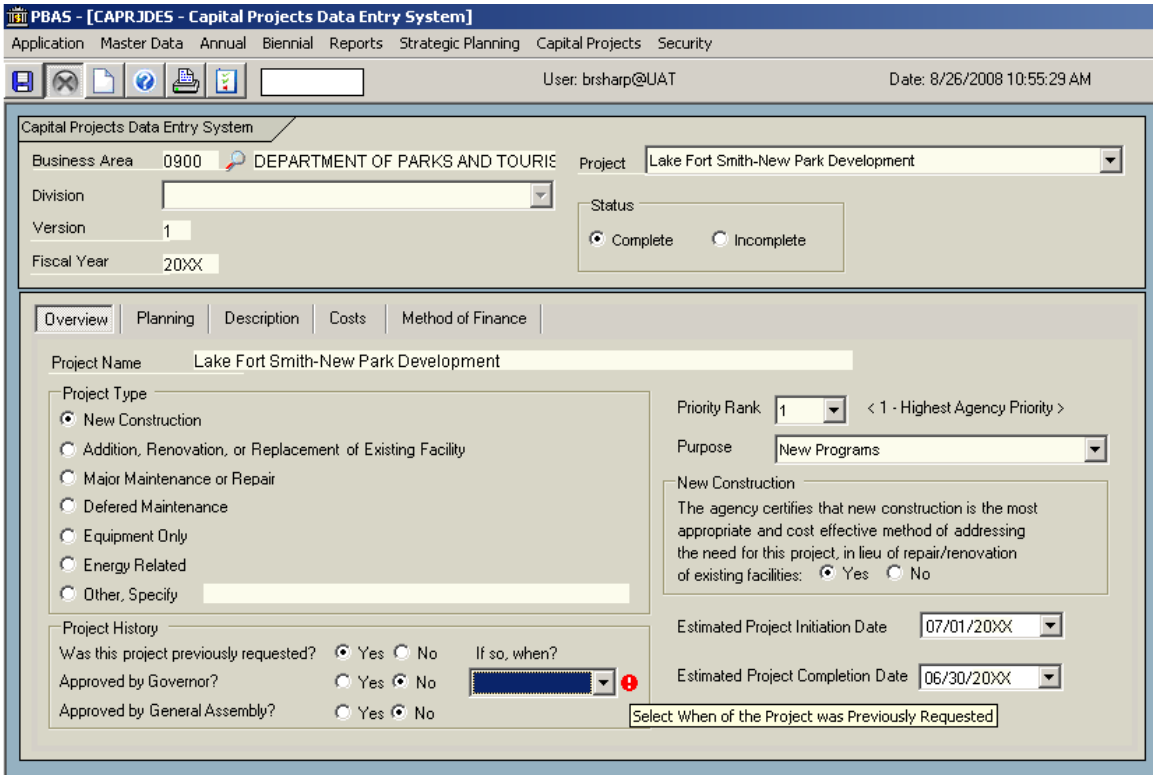
Operating Fund Sources – Enter the sources of funds that will be required to pay for the total Anticipated Facility Operating Costs. Totals must match total amounts in Anticipated Facility Operating Costs.

All Project Financing should be entered as numeric characters.

If you have any questions about entering information onto any of these screens or encounter any obstacles, please save your changes and consult your Budget Analyst for additional instructions. Once you have saved your progress, your analyst will be able to review your project from our office and will be better prepared to assist you.

Saving a Project to Complete Status

Once you have finished entering all data for your project, it is time to save the project to Complete Status. Saving a project as Complete instructs the system to check your project for errors and other inconsistencies.



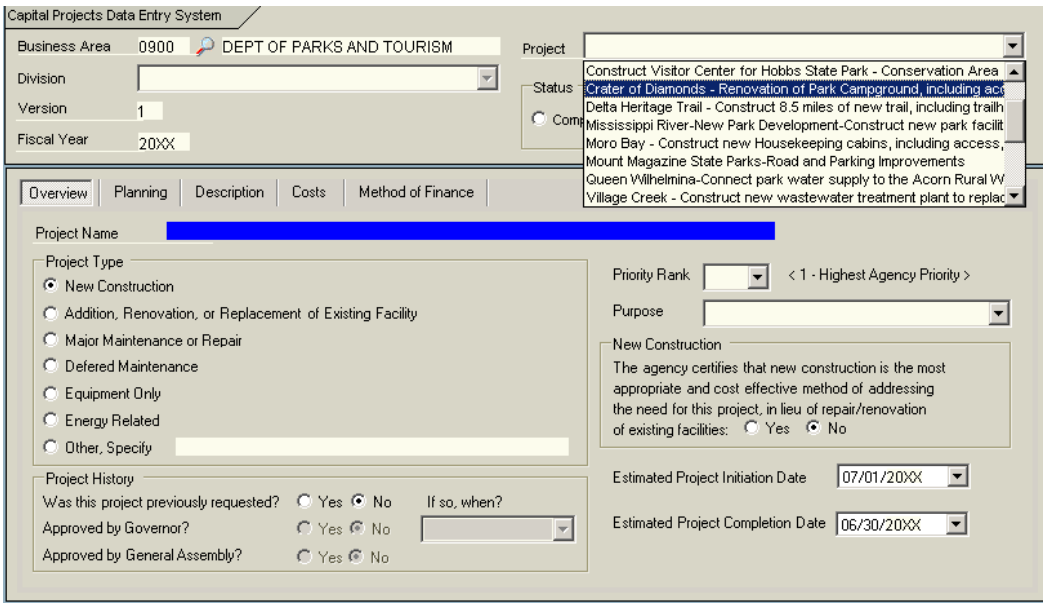
The system will notify you of any errors using the exclamation mark ( ) icon. Hover over the icon or read the text located in the bottom-left corner of the screen to learn more information about the error.

The program will systematically take you through the entire project, allowing you to address any errors that it finds. Once all errors have been addressed, there will be no more exclamation mark icons, and the system will notify you in the bottom-left corner that the project has been saved successfully to <u>Complete</u> status.

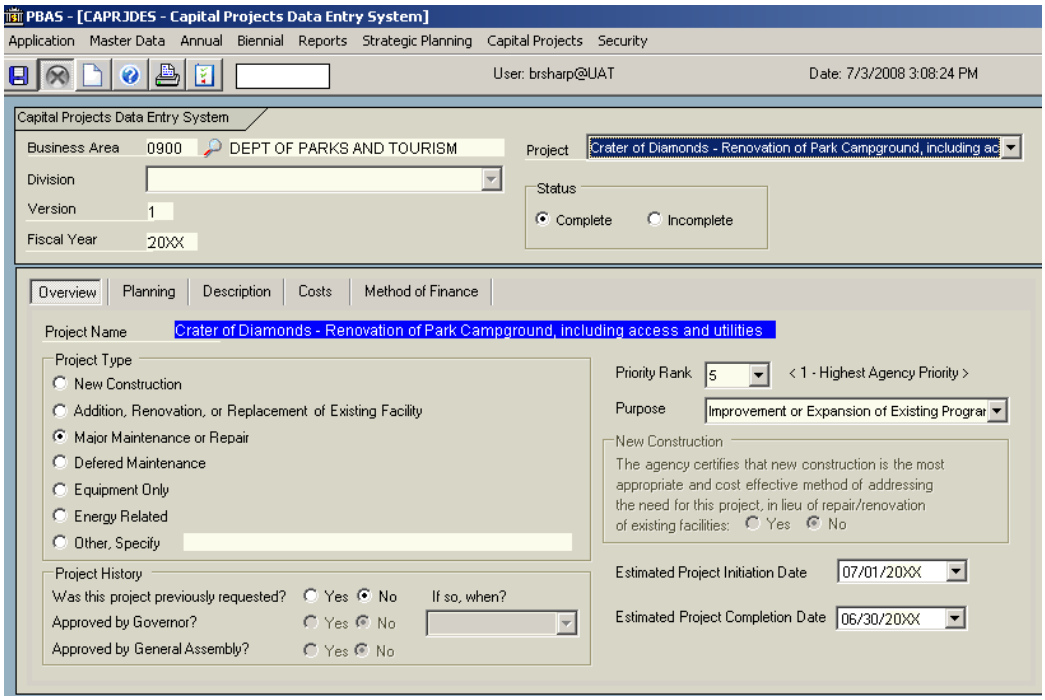
All projects must be entered and saved to <u>Complete</u> status no later than October 3rd, 2016, without exception.

6 RENEW A PREVIOUS PROJECT

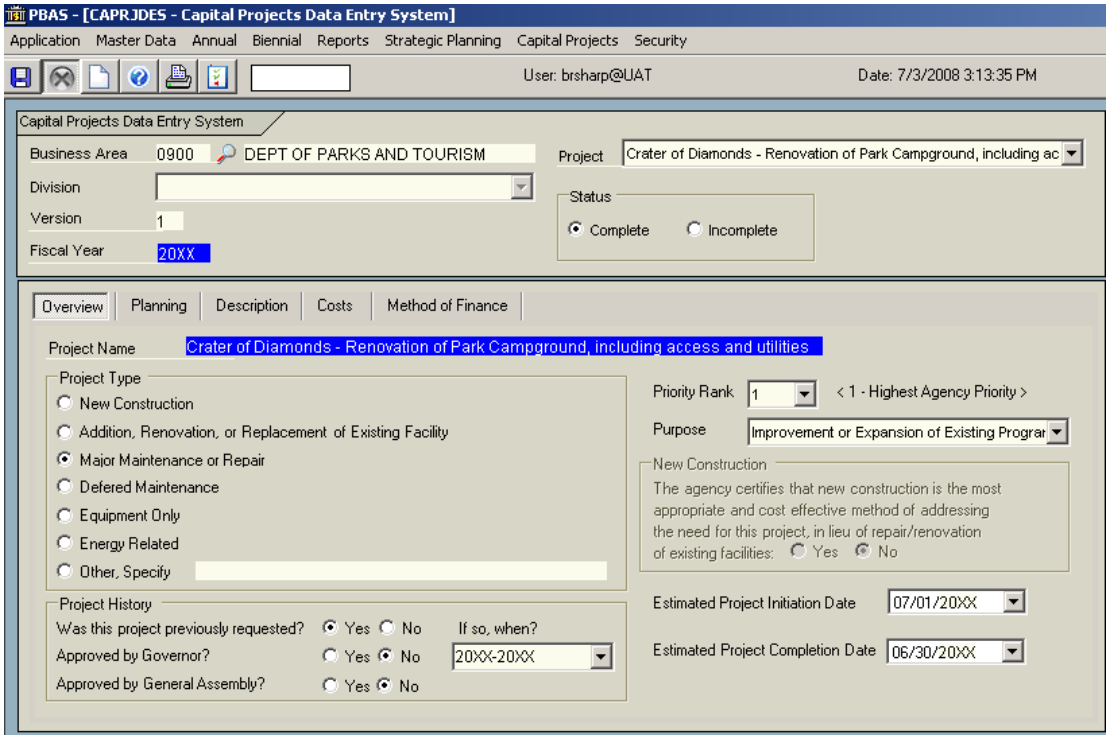
From the Project Administration screen, enter your Agency Code, Version 1, and the first year of the previous biennium. This will load all of your projects from the previous biennium. You should see the following screen:



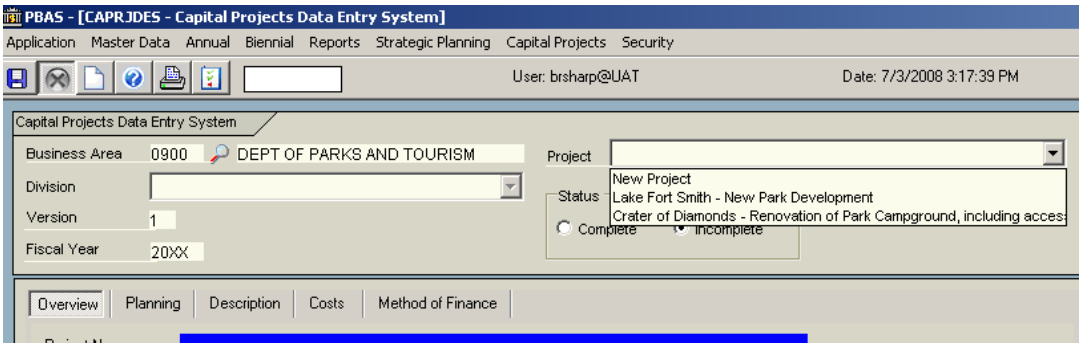
Select your project and press the ENTER key. The previous biennial capital project data will be loaded onto the screen:



As you can see, the information that was previously entered displays in the project form. Scroll through the project and check to update any information that is out of date: Project History, Estimated Project Initiation/Completion Dates, Priority Rank, etc. Most importantly, <u>change the Fiscal Year date at the top to the first year of the **current** biennium</u>.



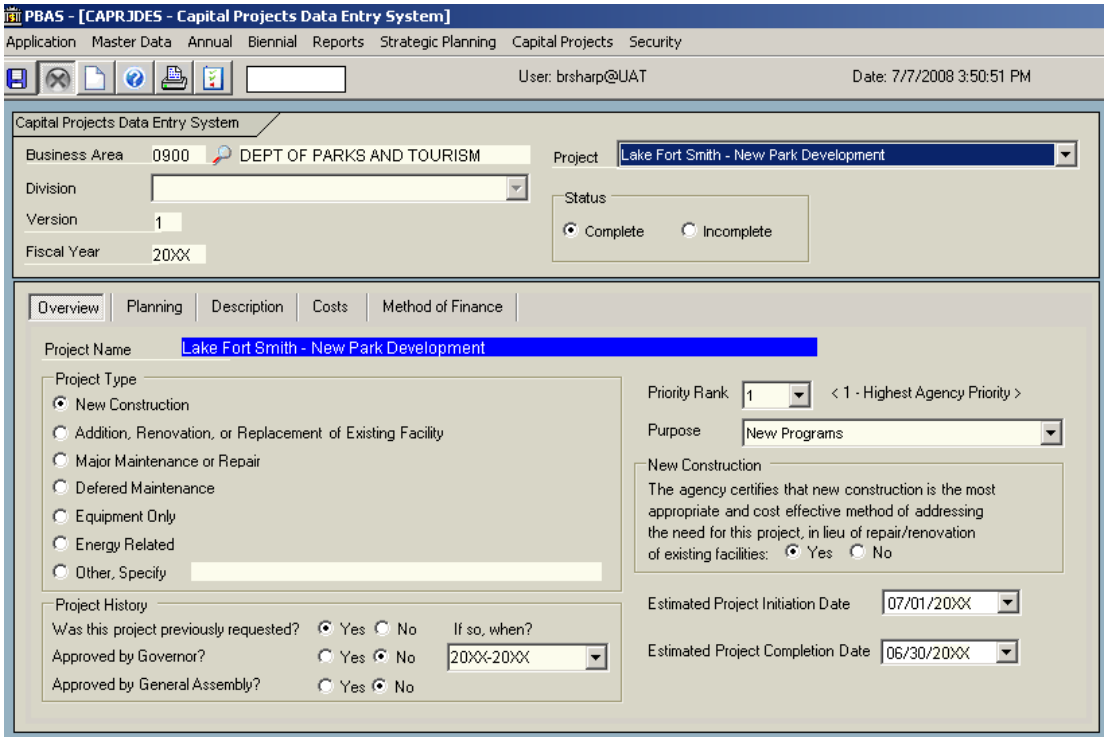
Now click the Save button. The project has been moved into the current biennium



7 MODIFY PROJECT

You may modify projects that have been saved during the current biennium at any time during the biennial budget process (this includes projects that have been marked as Complete). If you wish to delete a project, you must contact your budget analyst with the Office of Budget.

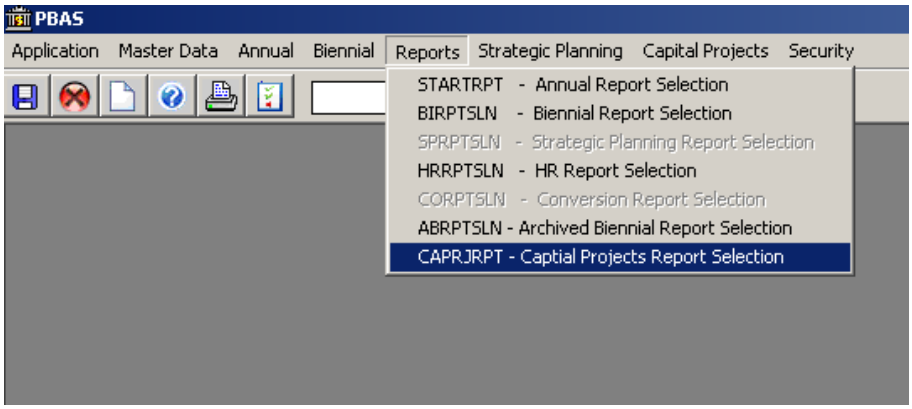
To modify a project, simply put in your Agency Code, Version 1, and Biennial Year. Then, select the project from the pull down menu and press enter.



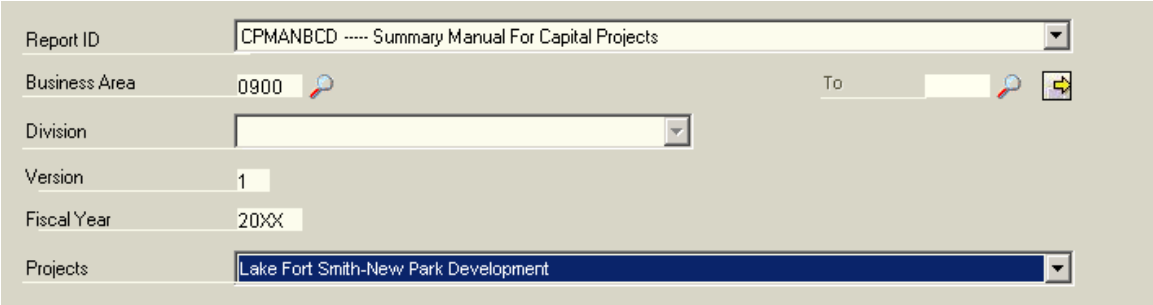
You may now make your modifications. You can also save at any time. If the project status is shown as Complete, the system will automatically check your submission for errors.

8 VIEW PROJECT REPORT

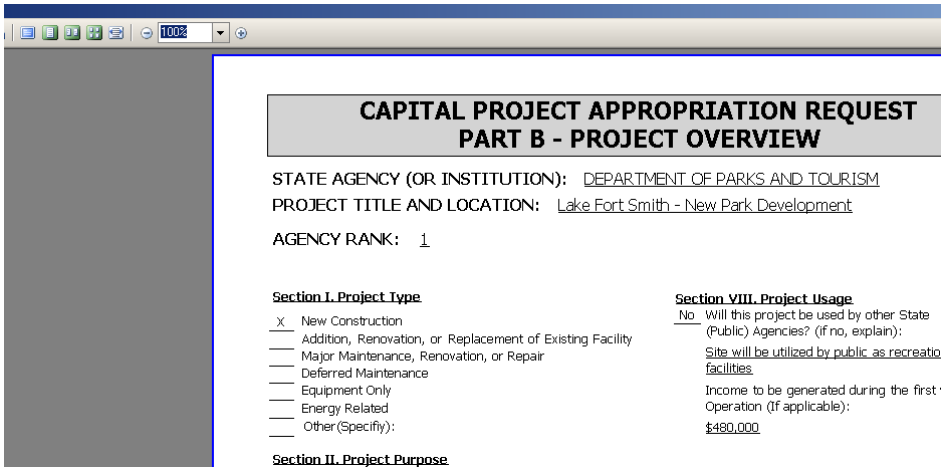
Select Reports->Capital Projects Report Selection



Next, enter your Business Area, and a list of completed projects will populate the drop down menu.



Execute the report. You may now print a copy for your records, or export the report to PDF format.



9 SUPPORT AND CONTACT INFORMATION

Questions related to Capital Project Requests	Budget Analyst or Nick Fuller Office of Budget 501-682-1941
PBAS Username or Password assistance	Sandy Thomas, Office of Budget 501-682-5388 sandy.thomas@dfa.arkansas.gov