



Instructions for Preparation of the
2019 – 2021 Biennium
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.

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:

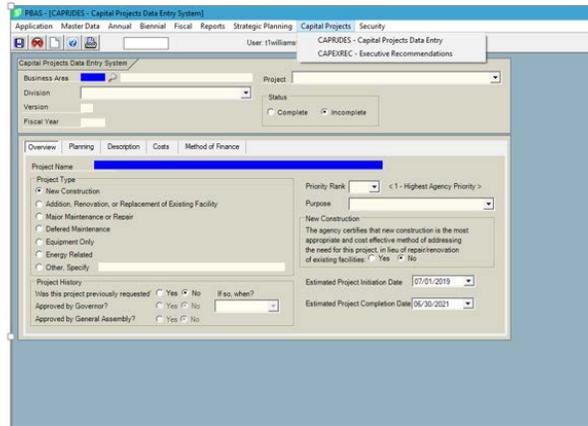
- **Each request, if approved as submitted, will establish a new appropriation.** Please consider combining small, like requests.
- **All projects from a previous biennium have been copied to the current biennium.** You must review all projects and update any information that is out of date. (See [Renew Previous Projects](#), page 12)
- 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.
- For agencies that do not have access to PBAS, please contact your analyst at the DFA - Office of Budget for additional guidance. Request forms are located at the following link:
<https://www.dfa.arkansas.gov/images/uploads/budgetOffice/capitalProjectsRequest.pdf>

**Projects are due no later than Monday, November 5th, 2018.
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 Tammy Williams at (501) 682-5385 or by email: tammy.williams@dfa.arkansas.gov.

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 Data Entry” from the PBAS menu tab.

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 be checked for errors once you have changed the Project Status to ‘Complete’ status.

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 Project Name in order to save your work. Once you have completed your project, change the Project Status to Complete. 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 **gray** 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.

5.1 OVERVIEW TAB

The screenshot displays the 'Overview' tab of the Capital Projects Data Entry System. At the top, the application name is 'PBAS - [CAPRJDES - Capital Projects Data Entry System]' with a menu bar including 'Application', 'Master Data', 'Annual', 'Biennial', 'Reports', 'Strategic Planning', 'Capital Projects', and 'Security'. The user is identified as 'brsharp@UAT' and the date is '7/3/2008 9:59:27 AM'. The main form area contains several sections: 'Business Area' (0900 DEPT OF PARKS AND TOURISM), 'Project' (New Project), 'Division', 'Version' (1), and 'Fiscal Year' (20XX). Below this is a 'Status' section with radio buttons for 'Complete' and 'Incomplete'. A tabbed interface shows 'Overview' selected, with other tabs for 'Planning', 'Description', 'Costs', and 'Method of Finance'. The 'Project Name' is 'Lake Fort Smith - New Park Development'. The 'Project Type' section has radio buttons for 'New Construction', 'Addition, Renovation, or Replacement of Existing Facility', 'Major Maintenance or Repair', 'Deferred Maintenance', 'Equipment Only', 'Energy Related', and 'Other, Specify'. The 'Priority Rank' is '1' with a note '< 1 - Highest Agency Priority >'. The 'Purpose' is 'New Programs'. A 'New Construction' section contains a text box with a statement: 'The agency certifies that new construction is the most appropriate and cost effective method of addressing the need for this project, in lieu of repair/renovation of existing facilities: Yes No'. The 'Project History' section includes 'Was this project previously requested?' (Yes/No), 'Approved by Governor?' (Yes/No), and 'Approved by General Assembly?' (Yes/No). The 'Estimated Project Initiation Date' is '07/01/20XX' and the 'Estimated Project Completion Date' is '06/30/20XX'.

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.** Include other alternatives considered.

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, 2019.

5.2 PLANNING TAB

The screenshot displays the 'Capital Projects Data Entry System' interface, specifically the 'Planning' tab. The top navigation bar includes 'Application', 'Master Data', 'Annual', 'Biennial', 'Reports', 'Strategic Planning', 'Capital Projects', and 'Security'. The user is identified as 'brsharp@UAT' and the date is '7/3/2008 2:29:57 PM'. The main form area is divided into several sections:

- Business Area:** 0900 DEPT OF PARKS AND TOURISM
- Project:** New Project
- Division:** (empty dropdown)
- Version:** 1
- Fiscal Year:** 20XX
- Status:** Complete (radio), Incomplete (radio)
- Overview:** Includes tabs for Overview, Planning (selected), Description, Costs, and Method of Finance.
- Estimated Useful Life of Facility <In Years>:** 25
- Estimated Useful Life of Fixed Equipment <In Years>:** 15
- Public Use:** Radio buttons for 'Yes' and 'No'. A text field contains 'Site will be utilized by public as recreation'.
- Income:** 'How much income will this project generate in its first year of operation?' is set to '\$480,000'.
- Plans:** Radio buttons for 'Yes' and 'No'. A text field contains 'Biddable plans and specifications prepared by Mick Wagner Coleman Engineers'. A 'Date Prepared' dropdown is set to '09/30/20XX'.
- Support Requirements:** A section titled 'Support Requirements' with the question 'Are the necessary project support requirements available?'. It includes checkboxes for 'Site Currently Owned', 'Utilities Already Available' (checked), 'Access Available', 'Site to be Acquired', and 'Parking available for' (with a blank field) 'Vehicles'.
- DBA Review:** A section titled 'For Arkansas Building Authority Review' with the question 'Is this project part of the agency's long range capital plan?'. Radio buttons for 'Yes' and 'No' are present. A text field contains 'This project is proposed to replace the former Lake Fort Smith State Park'.

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

Public Use – Tell whether this project will be utilized by other State or public entities. If not, explain how it will be used. If applicable, explain how the project helps to meet the agency’s stated needs.

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.

DBA Review – Explain how this project relates to the agency’s long-range capital plan with DFA – Division of Building Authority.

5.3 DESCRIPTION TAB

The screenshot shows the 'PBAS - [CAPRJDES - Capital Projects Data Entry System]' window. The menu bar includes 'Application', 'Master Data', 'Annual', 'Biennial', 'Reports', 'Strategic Planning', 'Capital Projects', and 'Security'. The user is identified as 'brsharp@UAT' and the date is '7/3/2008 2:34:52 PM'. The main form area is titled 'Capital Projects Data Entry System' and contains the following fields:

- Business Area: 0900 DEPT OF PARKS AND TOURISM
- Project: New Project
- Division: [Empty dropdown]
- Version: 1
- Fiscal Year: 20XX
- Status: Complete Incomplete

Below these fields are tabs for 'Overview', 'Planning', 'Description', 'Costs', and 'Method of Finance'. The 'Description' tab is active and contains the following text:

Describe the project requested in previous sections, including gross and assignable square feet where applicable. Indicate the agency programs to be served and the proportion of space which will be allocated to various functional uses / activities. Cite the standards used to develop space needs. Explain why the project is necessary and indicate the alternatives < such as leased space > which were considered and why this alternative is most desirable.

Discuss the consequences of not carrying out this project during the 20XX-20XX biennium. If the request represents a series of similar repair or maintenance projects, please provide a list which indicates each facility to be repaired and the nature and cost of each repair project. Similarly, if the request represents a series of major equipment purchases, list the facility to receive the equipment, the nature of the equipment and the cost. Also indicate whether the equipment is replacement for existing equipment and age of equipment to be replaced or whether the equipment is initial acquisition.

1. This project includes the following project elements:

 Infra-Structure Improvements: Relocate Park and Construct New Park Facilities to include Visitor Center, employee residences (3), Maintenance Complex, Day-use area with 20 picnic sites, a pavilion with restroom, campground with 20 Class A sites, 10 Class B sites, and 3 bathhouses, swimming pool with bathhouse, 12 cabins, a Group Facility (w/kitchen and dining hall), boat launch ramp, marina with store, and a barrier-free fishing pier.

 Gross and assignable square feet: A. Visitor Information Center - 8,000 SF (request is for 4,900 SF above 3,100 SF present VIC); B. Marina office/concession area - 320 SF; C. Pavilion w/restroom - 1,200 SF; D. Bathhouses - 2 @ 1,000 SF ea. and 1 @ 1,200 SF = 3,200 SF (request is for 2,000 SF above current bathhouse); E. Maintenance Bldg. - 2,000 SF (request is for 1,300 SF above 700 SF present Maintenance Bldg.); F. Equipment shed w/flammable storage - 1,500 SF; G. Group Facility - 11,500+ SF (request is for

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 Projects requests received each year, concise descriptions are preferred.

5.4 COSTS TAB

The screenshot shows the 'Costs' tab in the 'Capital Projects Data Entry System'. The interface includes a menu bar with options like 'Application', 'Master Data', 'Annual', 'Biennial', 'Reports', 'Strategic Planning', 'Capital Projects', and 'Security'. The main area is divided into several sections:

- Project Information:** Business Area (0900 DEPT OF PARKS AND TOURISM), Project (New Project), Division, Version (1), Fiscal Year (20XX), and Status (Complete/Incomplete).
- Costs Tab:** Overview, Planning, Description, Costs (selected), Method of Finance.
- New Building Construction Costs:** 37,650 sq. ft. @ \$150.00 estimated cost / sq. ft.
- Renovated Building Construction Costs:** sq. ft. @ \$ estimated cost / sq. ft.
- Built-in Equipment:** Total value entered in the 'Itemized Costs' column.
- Architectural or Engineering Fees:** Percentage of Construction Costs (e.g., 6.5% - 10%).
- Contingencies:** Percentage of Item Construction Costs (e.g., 2.5% - 10%).
- Moveable Equipment, Furnishings, & Exhibits:** Total value entered in the 'Itemized Costs' column.
- Repairs, Renovation, & Major Maintenance Costs:** Total value entered in the 'Itemized Costs' column.
- Other Costs:** Advertising, Land & Right of Way, Site Surveys, Soil Boring and Testing, Site Improvements, and Other (Reimbursable).

Category	Value
Itemized Costs	\$5,647,500
Other Costs	\$3,117,833
TOTAL BASE PROJECT COSTS	\$6,462,250

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

Capital Projects Data Entry System

Business Area: 0900 DEPT OF PARKS AND TOURISM | Project: New Project

Division: | Status: Complete Incomplete

Version: 1 | Fiscal Year: 20XX

Overview | Planning | Description | Costs | **Method of Finance**

Sources of Funding

State	Cash	Federal	Bond Proceeds	Other < specify >	Total
\$9,680,083					\$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. 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 Complete status.

Done

All projects must be entered and saved to 'Complete' status no later than November 5th, 2018, without exception.

6 RENEW PREVIOUS PROJECTS

All projects from a previous biennium have been copied to the current biennium to 'Incomplete' Status. You must review all projects and update any information that is out of date and save to "Complete".

Select a previous project, the information that was previously entered displays in the project form. Scroll through and update the following information: Project History, Estimated Project Initiation/Completion Dates, Priority Rank, etc. **Most importantly, change the Fiscal Year date at the top to the first year of the current biennium.** You must update all projects, if you wish to delete a project, you must contact your budget analyst with the Office of Budget.

The screenshot displays the 'Capital Projects Data Entry System' interface. At the top, the title bar reads 'PBAS - [CAPRJDES - Capital Projects Data Entry System]'. Below the title bar, there is a navigation menu with options: 'Application', 'Master Data', 'Annual', 'Biennial', 'Reports', 'Strategic Planning', 'Capital Projects', and 'Security'. The user is identified as 'brsharp@UAT' and the date is '7/3/2008 3:13:35 PM'. The main form area is titled 'Capital Projects Data Entry System' and contains the following fields and options:

- Business Area:** 0900 DEPT OF PARKS AND TOURISM
- Division:** [Empty dropdown]
- Version:** 1
- Fiscal Year:** 20XX
- Project:** Crater of Diamonds - Renovation of Park Campground, including ac [dropdown]
- Status:** Complete Incomplete
- Project Name:** Crater of Diamonds - Renovation of Park Campground, including access and utilities
- Project Type:** New Construction, Addition, Renovation, or Replacement of Existing Facility, Major Maintenance or Repair, Deferred Maintenance, Equipment Only, Energy Related, Other, Specify [text field]
- Priority Rank:** 1 < 1 - Highest Agency Priority >
- Purpose:** Improvement or Expansion of Existing Program [dropdown]
- New Construction:** The agency certifies that new construction is the most appropriate and cost effective method of addressing the need for this project, in lieu of repair/renovation of existing facilities: Yes No
- Project History:** Was this project previously requested? Yes No. If so, when? 20XX-20XX [dropdown]. Approved by Governor? Yes No. Approved by General Assembly? Yes No
- Estimated Project Initiation Date:** 07/01/20XX [dropdown]
- Estimated Project Completion Date:** 06/30/20XX [dropdown]

Now click the Save button. The project has been updated.

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.*

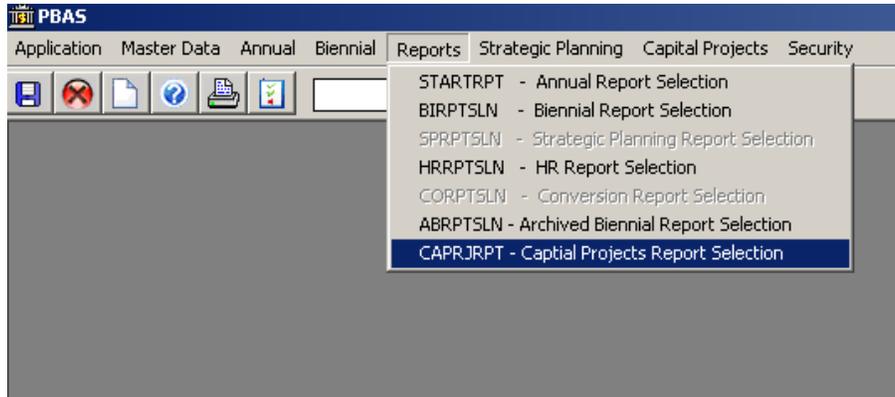
To modify a project, simply put in your Agency Code, Version 1, and Biennial Year. Then, select the project from the pull down menu and press enter.

The screenshot shows the 'Capital Projects Data Entry System' interface. At the top, the title bar reads 'PBAS - [CAPRJDES - Capital Projects Data Entry System]'. Below the title bar is a menu bar with options: Application, Master Data, Annual, Biennial, Reports, Strategic Planning, Capital Projects, Security. The user information 'User: brsharp@UAT' and the date 'Date: 7/7/2008 3:50:51 PM' are displayed on the right. The main form area is titled 'Capital Projects Data Entry System' and contains several input fields and controls. The 'Business Area' is set to '0900' and 'DEPT OF PARKS AND TOURISM'. The 'Project' dropdown menu is set to 'Lake Fort Smith - New Park Development'. The 'Version' is '1' and the 'Fiscal Year' is '20XX'. There are radio buttons for 'Complete' (selected) and 'Incomplete'. Below this, there are tabs for 'Overview', 'Planning', 'Description', 'Costs', and 'Method of Finance'. The 'Overview' tab is active, showing the 'Project Name' as 'Lake Fort Smith - New Park Development'. Under 'Project Type', 'New Construction' is selected. The 'Priority Rank' is '1' and the 'Purpose' is 'New Programs'. A section titled 'New Construction' contains a text box with the text: 'The agency certifies that new construction is the most appropriate and cost effective method of addressing the need for this project, in lieu of repair/renovation of existing facilities:'. Below this text are radio buttons for 'Yes' (selected) and 'No'. The 'Estimated Project Initiation Date' is '07/01/20XX' and the 'Estimated Project Completion Date' is '06/30/20XX'. There is also a 'Project History' section with questions about previous requests and approvals.

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

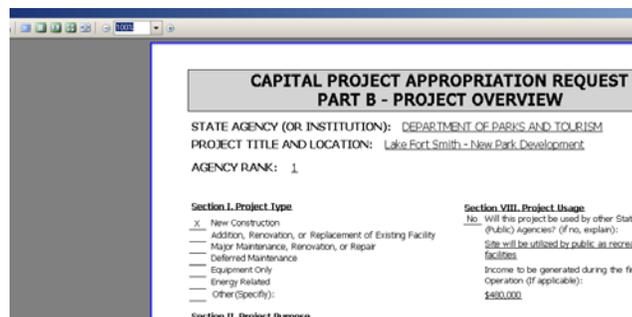
Select Reports->Capital Projects Report Selection



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

A screenshot of a report selection form. The fields are: Report ID (CPMANBCD ----- Summary Manual For Capital Projects), Business Area (0900), Division (empty), Version (1), Fiscal Year (20XX), and Projects (Lake Fort Smith-New Park Development). There are search icons and a 'To' field next to the Business Area field.

Execute the report. You may now print a copy for your records, or export the report to PDF format. Review the report for accuracy. Upon verification, return the PDF version of this report via email to your Budget Analyst for review. Submission is due no later than Monday, November 5, 2018, and indicates that all projects have been verified and correct and no projects are missing.



9 SUPPORT AND CONTACT INFORMATION

Questions related to Capital Project Requests	Budget Analyst or Tammy Williams Office of Budget 501-682-5385
PBAS Username or Password assistance	Sandy Thomas, Office of Budget 501-682-5388 sandy.thomas@dfa.arkansas.gov