Instructions for DPB Form H-1

This form has four functions. First, it is used to summarize the size, scope, budget, and the funding needs for projects being requested for the 2006-2008 biennium. Second, it is used to request new capital leases along with the DPB Form L-1. Third, this form is used to describe and justify the subprojects within an umbrella project. A Form H-1 **must be** completed for every subproject within an umbrella project. Finally, this form is used to provide a general description, justification, and cost estimate for projects being requested in the second and third biennium of your agency's six-year plan. **All sections of this form must be prepared for projects being requested for the 2006-2008 biennium.** Sections B and C can be omitted for projects being requested for the 2008-2010 and 2010-2012 biennia. The DPB Form H-1 does not need to be completed for your agency's maintenance reserve request. In addition, if an agency has approved VCBA or VPBA projects that are lower priorities than projects being requested for the 2006-2008 biennium, the agency must submit a DPB Form H-1 for those bond-funded projects and show the new priority for those projects. You only need to complete Sections A and G of the Form H-1. In the project narrative (Section G), you should reference the current project number, explain why the project is no longer a priority, including the impact if it is removed from the approved bond list.

Round all dollar requests on this form to the nearest $1,000.

Date the form.

Item #1.   **Agency Code.** Enter the three-digit agency code for your agency.

Item #2.   **Agency Title.** Enter your agency's name.

Item #3.   **Project Title.** Give the new project a clear, descriptive title beginning with an action verb such as "construct" or "renovate".

Item #4.   **Agency Priority.** Number projects sequentially for the entire agency or system (such as the Virginia Community College System) beginning with number 2 as the highest priority as a stand-alone project. ***Do not include maintenance reserve in this prioritization even though maintenance reserve projects are always the first priority in any given biennium. Maintenance reserve will be submitted on a separate form.*** This prioritization ranks all projects other than maintenance reserve. **Do not** prioritize general fund and nongeneral fund projects separately. No two projects should have the same priority number.

If the form is being completed for a subproject within an umbrella project, assign the same priority number to each subproject. However, you should assign a second

priority number that will indicate the ranking of the subproject within the umbrella project. For example, the fourth priority subproject within an umbrella project that is the 10th overall priority for the agency would have the priority number "10.4" listed on this form.

Item #5. **Biennium for which project is proposed**. Choose the appropriate biennium.

Item #6. **Project ID Number**. No entry needed. This element will be created automatically.

Item #7. **Location of Project.** Enter the name of the city or county in which the project is to be located. If the project is intended to serve a number of localities, enter the name of the region. If it includes projects all over the state, enter "statewide."

Item #8. **Project Category.** Choose the category that best describes the project -- acquisition, new construction, improvements-infrastructure repairs, improvements-life safety code, improvements-handicapped accessibility, improvements-environmental, or equipment, planning, demolition.

Item #9. **Proposed Financing Method**. Select a proposed financing method--pay as you go, bonds-9C, bonds-9D, bonds-VPBA, bonds-VCBA, or capital outlay lease agreement.

Item #10. **Name of Person to Contact about this Project.** Enter the name of the person to contact who can answer specific questions concerning the information provided on the form.

Item #11/12. **Contact Person's Telephone Number and E-mail Address:** Enter the telephone number and e-mail address of the contact person.

Scope of Project (Tab B).

Section B. Project Scope. (Complete this section only for projects requested in the first biennium of the six-year plan.)

In each item, cost refers to total project cost.

Item #1. **Acquisition-- Property.** Enter the size of the acquisition in terms of total acres and the cost per acre for property (land).

Item #1a. **Acquisition--Plant.** Enter the size of the acquisition in terms of total square feet and the cost per square foot for plant (buildings).

Item #2. **New Construction.** Enter the total square feet and cost per square foot for new construction.

Item #3. **Improvements.** Enter the total square feet and cost per square foot of the improvements to existing structures.

Item #4. **Capacity.** If applicable, enter the number of beds and the cost per bed. (This will be applicable to such projects as hospitals, dormitories, or prisons.)

Section C. Status of Utilities and Land (Complete this section <u>only</u> for projects requested in the first biennium of the six-year plan.)

Indicate the status of existing utilities (power, water, sewer, and heat) and land for the project as either sufficient or insufficient to support the building and any increases in the building capacity that result from the project.

Project Funding (Tab C)

Section D. Prior Funding Information

Enter information concerning prior biennium appropriations, if applicable.

Item #1. **Was this project funded previously?** If "Yes," please complete items 2 through 6 of this section. If "No," go to the Section E.

Item #2. **Amount and fund type.** Enter the amount of the prior appropriation and the funding source(s)-name of fund or number.

Item #3. **Biennium.** Enter the biennium in which the project received funding.

Item #4. **Chapter number.** Enter the chapter number of the Appropriation Act.

Item #5. **Chapter date**. Enter the date in which the project received funding.

Item #6. **Appropriation Act item number.** Enter the Appropriation Act item number for the project. This is not applicable for certain bond projects.

Item #7. **Project number.** Enter the five-digit project code assigned to the project.

Section E. Requested Amount

Item #1. **Fund Title.** Enter the title for each source of funds for the proposed project budget.

Item #2. **Fund Code.** Enter the four-digit fund-detail code for the source of funds for the project.

Item #3. **Amount Requested.** Enter the requested amount for each of the sources of funds for the project. After all entries, show the total project cost. This total should equal the total on line 9 of Section F. ***Round all entries to the nearest $1,000.***

Project Cost (Tab D)

Section F. Project Cost

In preparing the project budget, base all estimates on current year dollars projected to the time at which you anticipate that the construction would be at the mid-point. If this request is to supplement an existing project, section F should <u>only reflect</u> the additional dollars being requested. ***Round all estimates to the nearest $1,000.***

Item #1. **Acquisition.** Enter any acquisition costs.

Item #2. **Building and built-in equipment.** Enter construction and built-in equipment costs.

Item #3. **Sitework and utilities.** Enter site and utilities costs.

Item #4. **Architectural and engineering fees.** Enter architectural and engineering fees.

Item #5. **Loose furnishings and equipment.** Enter the estimated cost of loose furnishings and equipment (not affixed to the building).

Item #6. **Contingencies (2 percent).** Enter the estimated construction contingency amount to cover contract change orders. This amount can be no more than **two percent** of the sum of the estimated construction, site, and utility costs.

Item #7. **Project inspection.** Enter the estimated cost of the project inspection. This should not include any costs for inspectors funded from the agency's operating budget.

Item #8. **Other costs.** Enter the estimated costs of surveys, test borings, testing, advertisement, reproduction, rerouting of public utilities, and any other cost elements not covered in the preceding categories.

Item #9. **Total Cost.** Enter the total project budget request.

Item #10. **Estimated planning cost.** This is the amount needed to fund planning costs from schematics through working drawings. Usually this amount is 75 percent of the architectural and engineering fees.

Section G. Operating and Maintenance Costs

The estimated planning cost amount is included as part of the total project budget identified above.

Provide cost estimates for operating and maintaining the facility after it is completed. This estimate should represent any new costs <u>over and above</u> current funding levels or savings resulting from the new capital project. These costs will be incurred primarily for new construction or renovation projects. Facility operating and maintenance costs are those related to the running and upkeep of the facility. It includes the cost to staff **new** programs and activities that will be housed in the space. If the project will be acquired through a capital lease agreement, indicate the amount of the annual lease payment. The first year should include any start-up costs and the second year should reflect the anticipated annual operating costs.

Item #1. **Personal services.** Enter the total **new** personal service costs of the employees needed to operate and maintain the facility. Salaries should reflect those in current compensation plans.

Item #2. **FTE employees.** Enter the total number of **new** employees needed to operate and maintain the facility. Carry out the position requirements to two decimal points.

Item #3. **Nonpersonal services.** Enter total of **new** nonpersonal service costs, except for equipment costs, associated with operating and maintaining the facility.

Item #4. **Equipment.** Enter the total of **new** equipment costs associated with operating and maintaining the facility. This does not include equipment costs identified in the project cost (Section F).

Item #5. **Total cost.** Enter the sum of items 1, 3, and 4.

Item #6. **One-time costs.** Enter the amount of the total costs (shown in Item 5) that is a one-time expenditure.

Item #7 **Cost savings.** Enter any operating cost savings to be derived as a result of the project.

Item #8. **FTE savings.** Enter any position reductions to be derived as a result of the project. Carry position savings to two decimal points.

Item #9. **Planned start date**. Complete Item 9 if the planned start date for the new operations and maintenance costs is other than the start of the fiscal year.

Section H. Itemization of Other Costs

Itemized "Other Costs (Tab E)

--- (**Complete this section <u>only</u> for projects requested in the first biennium of the six-year plan.)**

The categories in this section are consistent with the "Other Cost" itemization that has been added to the reverse side of the Capital Outlay (CO) forms. Most of the categories are self-explanatory and are intended to cover the many miscellaneous items that are not included within the following primary cost categories:

- Building and built-in equipment,
- Sitework and utilities,
- Architectural and engineering fees,
- Loose furnishings and equipment,
- Project inspection, and
- Contingencies.

"Other Costs" include agency administrative expenses, special consultants, testing services, estimates, value engineering studies, printing, advertising, and moving expenses. Obviously not every "Other Cost" item listed on this form applies to every project, nor is every conceivable "Other Cost" item listed on the form. As appropriate, include additional items, such as carpet purchased via state contract.

Several agencies cover some of the listed "Other Costs" categories from their operating funds. Do not show a cost figure for "Other Costs" items that will be funded in this manner. Only those costs that will be funded from capital appropriations should be itemized. **It will be assumed that all "Other Costs" not itemized either do not apply to this project or will be funded from the agency's operating funds.** Item one asks for project management that will be funded from operating funds. This is an informational item only

Item #2. **Special Consultants.** Examples of special consultants include contracts for acoustics, interior design, or archeological surveys. Itemize each of these expenses.

Item #6. **Value Engineering.** Value engineering is required for all projects costing in excess of $5.0 million unless waived by the DGS Director.

Item #7. **Subsoil Investigations.** Examples of subsoil investigations include borings and geo-technical reports.

Item #13. **Miscellaneous Utility charges.** Examples of miscellaneous utility charges include relocations, connection fees, or data and audiovisual wiring.

Item #15. **Miscellaneous Other Costs.** Itemize all miscellaneous other costs.

Item #16 **Total Other Costs.** The sum of items 1 through 15.

Project Schedule (Tab F)

Section I. Project Schedule

Item #1. **Projected Time to Select Architect and Engineer**. Enter the number of months you estimate for selecting an architect or engineer once funds for the project become available. Assume funds become available on July 1.

Items #2-9 **Self explanatory**. The number of months reported should be the number of months from completion of the previous milestone in the project schedule.

Project Narrative (Tab G)

Section J. Narrative Information

This section should be used to describe and justify the need for the project. The need must be demonstrated from several perspectives, including the agency's programs and activities and the condition of its existing facilities. The narrative should be as thorough and complete as necessary. The quality of your submission is extremely important. Remember who your audience is for this submission and **<u>do not</u>** use technical engineering terms and jargon. Decision-makers may only have your narrative as the basis for considering the merits of your request.

If funding is being requested in the 2006-08 biennium for a project not included in the 2006-2012 six-year capital plan, you must explain why it was not anticipated and made part of the plan.

If additional funding is being requested to cover anticipated cost overruns for a currently approved and funded project, your narrative justification must also address scope changes or other actions that would be needed to keep the project within its current budget.

For institutions of higher education: Include information on fees increases that may be required to finance the requested capital project.