

Instructions for DPB Form H-1 Capital Project Request Summary and Financial Information

This form has four functions.

- Summarize the size, scope, budget, and the funding needs for projects being requested for the 2008-2010 biennium.
- Request new capital leases (replaces DPB Form L-1).
- Describe and justify the subprojects within an umbrella project. A Form H-1 must be completed for every subproject within an umbrella project.
- 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.

A DPB Form H-1 does not need to be completed for your agency's maintenance reserve request.

You must use a new H-1 database template to complete your plan. Changes have been made in the H-1 elements that require that a new template be used. Submissions made in an older version of the H-1 database will not be accepted. In addition, you must use one and only one database file to complete your submission (do not submit separate files for each biennium for a single agency.)

Start Screen

Prior to entering project information, you must identify your agency in the block indicated on the start screen. In addition, you will also be given the opportunity on the start screen to enter agency contact information. This information will be used later to populate the contact information for each project.

The start screen contains a block for your agency's three-digit agency code, and three buttons for agency contacts, the Six-Year Plan project entry form, and reports.

**Proposed Six-Year Capital Outlay Plan
(Department of Planning and Budget Form H-1)**

Virginia Polytechnic Institute and State University

Enter Your Three-Digit Agency Code and Press "Enter":

(*Note for Dept. of Corrections, DMHMRSAS, and Community College System: Use the responsible budget agency code only and not the execution code for specific facilities/campuses.)

Enter or Edit Agency Contacts

Open Six Year Plan Entry Form

Six-Year Plan Reports

Agency Code: Enter the three-digit agency code for your agency in the block indicated. For the Community College, System the Department of Corrections, and the Department of Mental Health, Mental Retardation and Substance Abuse Services, use the responsible agency code and not the individual agency code for each campus or facility (260 for Community Colleges, 799 for Corrections, and 720 for DMHMRSAS).

Agency Contacts: Click the button labeled “Enter or Edit Agency Contacts”. This will open a window where you can add, edit, or delete agency contacts. In this window, you will enter each contact’s last name, first name, Email address, phone number, and extension as applicable. You can enter all of the agency contacts at once in this window. Later when you enter the information for each project, you will only have to select the agency contact from a list (you will not be required to enter the information for a given contact more than once).

Reports: Clicking on the “Reports” button opens a window where various reports options can be selected and the resulting reports can be previewed and printed. For more information about this window and these reports, see the reports section at the end of these detailed instructions.

Six-Year Plan Entry Form Instructions:

Clicking on the “Six-Year Plan Entry Form” button on the start screen will open the main data entry form. For capital lease projects, this form contains tabs for general information, capital lease details, and capital lease narrative information. The information on the “Capital Lease Details” and “Capital Lease Narrative” tabs replaces the L-1 form used in the past.

For all non-capital lease projects this form contains tabs for general information, project funding, project costs, project scope, and project narrative information. All projects contain a tab labeled “Navigation” which allows users to move more easily between projects in the database.

The information below provides detailed instructions on each tab of the Six-Year Plan entry form.

General Information Tab

General Information

Replace Deteriorated Section of Davidson Hall Project ID: 208.2010-12.00003.00

A. General Project Information

1. Project Title: Replace Deteriorated Section of Davidson Hall

2. Select the biennium for which this project is proposed: 2010-12

3. Agency Priority (unique numerical priority for each project) 3

4. Select Project Type: Improvements-Handicapped Access

5. Check here if this project will be executed via PPEA:

6. Project Location (name of county, city, etc...): Blacksburg, Virginia

7. Projected Time (In Months) to Submit Working Drawings: 0

8. Projected Time (In Months) to Occupy Facility Or Complete Project: 0

B. Agency Contact For This Project

1. Select a contact (click the button to the right to add contacts) Robert Broyden Add Contact

2. Contact E-Mail Address rbroyden@vt.edu

3. Contact Phone Number and Extension (540) 231-8782 Extension 1212

Section A. General Information

- Item 1. **Project Title.** Give the new project a clear, descriptive title beginning with an action verb such as “Construct” or “Renovate”. If the project is a capital lease, please include the terms “Capital Lease Authorization for...”. If the capital lease is a renewal of an existing lease, the title should include the terms “Renewal of Capital Lease Authorization for...”.

- Item 2. **Biennium for which project is proposed.** Choose the appropriate biennium.
- Item 3. **Agency Priority.** Number projects sequentially for the entire agency or system beginning with number 2 as the highest priority as a standalone 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 regardless of the biennium. (For example, you cannot use priority number two for the most important project in the first biennium of the plan and then use priority number two again for the most important project in the second biennium.)
- 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 4. **Project Type.** Choose the category that best describes the project. These categories include New Construction, Improvements-Infrastructure Repairs, Improvements-Life Safety Code, Improvements-Handicapped Access, Improvements-Environmental, Improvements-Other, Acquisition, Equipment, Demolition, or Capital Lease.
- Item 5. **PPEA Project.** Check this block if the project will be executed via public-private partnership.
- Item 6. **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 7. **Projected Time to Submit Working Drawings.** Enter the number of months you estimate that working drawings can be completed once funds for the project become available. Assume funds become available on July 1. (Not applicable for capital leases.)
- Item 8. **Projected Time to Occupy Facility or Complete the Project.** Enter the number of months you estimate (from the beginning of the project) that the facility can be occupied or will be otherwise completed. (Not applicable for capital leases.)

Section B. Agency Contact for this Project

- Item 1. **Select a Contact.** Select a contact from the dropdown box. If a contact is not on the list, you can add one by clicking the “Add Contact” button.
- Items 2-3. **Contact Person’s E-mail Address and Telephone Number:** No entry is required for these items. They will be populated based upon the name selected in item 1.

Project Funding Tab

Project Funding

Construct Campus Heat Plant
Project ID: 208.2008-10.00002.00

C. Funding Request

General Fund	Nongeneral Fund	9c Revenue Debt	9d Revenue Debt	Total Request
\$17,250,000	\$200,000	\$11,300,000	\$0	\$28,750,000

Note: For Nongeneral Fund requests, a window will open when you select the 'Nongeneral Fund' block. In this window you must list the nongeneral fund request by fund detail. The total in this window will populate the 'Nongeneral Fund' block on this form. If you have no nongeneral fund requests, do not enter anything in the window that opens.

D. Prior Funding

Biennium	Chapter Number	Approp. Act Item Number	Project Number	Fund Type	Amount	
2004-06	Chapter 4	C-122.10	17120	General Fund	\$2,750,000	✖
2004-06	Chapter 951	C-122.10	17120	9d Revenue Debt	\$2,000,000	✖
2004-06	Chapter 951	C-122.10	17120	Nongeneral Fund	\$1,000,000	✖
						✖

Click Here For Prior Funding Totals By Fund Type
Total: \$5,750,000

Section C. Funding Request

Requested Amounts. Enter the amount requested under the applicable headings. If your agency or institution cannot issue debt, do not request funds under the 9c or 9d debt categories. Decisions about the use of tax supported debt will be made at a later date. *Round all entries to the nearest \$1,000.*

For amounts requested under the nongeneral fund heading, you must list the fund details and amounts in the window that opens when you select the nongeneral fund block.

In the small window that opens, enter the fund detail (four digit code for example "0302") and the associated amount for each fund detail. Make sure to press the "enter" or "tab" key after you enter the dollar amount in each block so that the total will update. Close the window by clicking on the "X" in the upper right corner of the window and the total will be returned to the nongeneral fund block on the main project entry form.

NGF Request By Fund Detail
✖

Fund Detail	Nongeneral Fund Amount	
0302	\$100,000	✖
0303	\$100,000	✖
	\$0	✖
Total:		\$200,000

Section D. Prior Funding

Enter information concerning prior biennium appropriations, if applicable.

Biennium. Select the biennium in which the project received funding.

Chapter number. Select the chapter number of the Appropriation Act where funding was included. If funding was provided administratively select "N/A-Administrative Action". If funding was provided via legislation other than a general Appropriation Act, select "N/A-Other Legislation".

Appropriation Act item number. Enter the Appropriation Act item number for the project. If funding was provided through other means, leave blank.

Project number. Enter the five-digit project code assigned to the project.

Fund type. Select the type of funding received (general fund, tax supported debt, nongeneral fund, 9c revenue bond debt, and 9d revenue bond debt).

Amount. Enter the amount of the prior appropriation.

Note: You may have more than one entry for a given Appropriation Act depending on the number of fund types used.

**Project Cost Tab
(Project, Operating, and Maintenance Costs Tab Embedded in Project Cost Tab)**

Project Cost		
Construct Campus Heat Plant Project ID: 208.2008-10.00002.00		
Project, Operating, and Maintenance Costs Itemized Other Costs		
E. Project Cost		
1. Acquisition of Property:	\$0	
2. Acquisition of Plant:	\$0	
3. Building and Built-in Equipment:	\$13,312,507	
4. Sitework and Utilities:	\$10,767,000	
5. Architectural and Engineering Fees:	\$2,581,000	
6. Loose Furnishings and Equipment:	\$0	
7. Contingencies (up to 2% of total):	\$482,000	
8. Project Inspection:	\$544,000	
9. Other Cost: <input type="checkbox"/> Itemize Other Costs	\$1,063,493	
TOTAL COST:	\$28,750,000	
<small>(Items 10, 11, and 12 below are included in above costs)</small>		
10. Estimated Total Planning Costs:	\$1,935,750	
11. Estimated New Construction Costs:	\$10,469,200	
12. Estimated Improvements Costs:	\$2,843,870	
F. Operating and Maintenance Cost		
	1st Year	2nd Year
1. Personal Services:	\$1,290,963	\$1,290,963
2. Nonpersonal Services:	\$0	\$1,486,125
3. Equipment:	\$50,000	\$5,000
Total O and M:	\$1,340,963	\$2,782,088
4. FTE Employees:	30.00	30.00
5. One Time Costs:	\$45,000	\$0
6. Cost Savings:	\$0	\$0
7. FTE Savings:	\$0	\$0
8. Planned start date of new O and M costs (If different than the beginning of the fiscal year)	7/1/2009	

Section E. 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, the cost section should only reflect the additional dollars being requested. **Round all estimates to the nearest \$1,000.**

- Item 1. **Acquisition of property.** Enter any property acquisition costs.
- Item 2. **Acquisition of plant.** Enter any plant acquisition costs.
- Item 3. **Building and built-in equipment.** Enter construction and built-in equipment costs.
- Item 4. **Sitework and utilities.** Enter site and utilities costs.
- Item 5. **Architectural and engineering fees.** Enter architectural and engineering fees.

- Item 6. **Loose furnishings and equipment.** Enter the estimated cost of loose furnishings and equipment (not affixed to the building).
- Item 7. **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 8. **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 9. **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. For first biennium projects, you must itemize these costs on the "Itemize Other Costs" tab. Click the "Itemize Other Costs" button to jump to that tab.
- 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. The estimated planning cost amount is included as part of the total project budget identified above.
- Item 11. **Estimated New Construction Costs.** This cost (included in the total project cost) is the amount for new construction only.
- Item 12. **Estimated Improvements Costs.** This is the cost (included in the total project cost) for improvements to existing facilities.

Section F. Operating and Maintenance Costs (This Section Must Be Completed)

Provide cost estimates for operating and maintaining the facility after it is completed. This estimate should represent any new costs over and above 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. **Nonpersonal services.** Enter total of **new** nonpersonal service costs, except for equipment costs, associated with operating and maintaining the facility.
- Item 3. **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.
- Item 4. **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 5. **One-time costs.** Enter the amount of the total costs (shown in Item 5) that is a one-time expenditure.
- Item 6 **Cost savings.** Enter any operating cost savings to be derived as a result of the project.
- Item 7. **FTE savings.** Enter any position reductions to be derived as a result of the project. Carry position savings to two decimal points.
- Item 8. **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.

Itemized “Other” Costs Tab (Embedded Within the Project Cost Tab)

Project Cost	
Construct Campus Heat Plant Project ID: 208.2012-14.00004.00	
Project, Operating, and Maintenance Costs	Itemized Other Costs
G. Itemization Of Other Costs	
1. Project Management In Capital Project Budget:	\$99,000
2. Special Consultants (if not included in A/E fees):	
A. Scheduling Consultant	\$20,000
B. HVAC Commissioning	\$200,000
C.	\$0
3. Asbestos and lead based paint survey and design:	\$0
4. Asbestos abatement:	\$2,000
5. Independent cost estimates:	\$0
6. Value engineering:	\$0
7. Subsoil investigations:	\$0
8. Construction testing services:	\$164,000
9. Printing:	\$0
10. Advertisements:	\$0
11. Work by owner:	\$383,000
12. Signage:	\$13,000
13. Miscellaneous utility charges:	\$0
14. Moving expenses:	\$0
15. Miscellaneous other costs (itemize):	
A. Project Review & Inspection	\$26,000
B. Other Costs	\$156,493
C.	\$0
D.	\$0
Total Other Costs:	\$1,063,493

Section G. Itemization of Other Costs (Complete this section only for projects requested in the first biennium of the six-year plan.)

Most of the categories in this section 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 1. **Project management in capital project budget.** The amount for project that will be funded from the project budget (excludes project management funded through the agency operating budget).
- Item 2. **Special consultants.** Examples of special consultants include contracts for acoustics, interior design, or archeological surveys. Itemize each of these expenses.
- Item 3. **Asbestos and lead base paint survey and design.** The cost of diagnosing and planning for the removal or remediation of lead-based paint or asbestos.
- Item 4. **Asbestos abatement.** Self explanatory.
- Item 5. **Independent cost estimates.** Self explanatory.
- 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 geotechnical reports.
- Items 8-12 **Construction testing services, printing, advertisements, work by owner, and signage.** Self explanatory.
- Item 13. **Miscellaneous utility charges.** Examples of miscellaneous utility charges include relocations, connection fees, or data and audiovisual wiring.
- Item 14. **Moving expenses.** Self explanatory.
- Item 15. **Miscellaneous other costs.** Itemize all miscellaneous other costs.

Project Scope Tab

Project Scope		
Construct Campus Heat Plant		Project ID: 208.2012-14.00004.00
H. Project Scope		
1. Acquisition - Property:	Number of Square Feet or Acres: <input type="text" value="0"/>	Cost Per Square Foot or Acre: \$0
1a. Acquisition - Plant:	Number of Square Feet: <input type="text" value="0"/>	Cost Per Square Foot: \$0
2. New Construction:	Number of Square Feet: <input type="text" value="35,000"/>	Cost Per Square Foot: \$299
3. Improvements:	Number of Square Feet: <input type="text" value="1,000"/>	Cost Per Square Foot: \$2,844
4. Capacity:	Number of Beds or Units: <input type="text" value="0"/>	Cost Per Bed or Unit: \$0

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

- Item 1. **Acquisition—Property.** Enter the size of the acquisition in terms of total acres or square feet. The cost per square foot or acre will be calculated based upon the amount entered in the project cost section for property acquisition.
- Item 1a. **Acquisition--Plant.** Enter the size of the acquisition in terms of total square feet. The cost per square foot will be calculated based upon the amount entered in the project cost section for plant acquisition.
- Item 2. **New Construction.** Enter the total square footage. The cost per square foot will be calculated based upon the amount entered in the project cost section for new construction.
- Item 3. **Improvements.** Enter the total square footage. The cost per square foot will be calculated based upon the amount entered in the project cost section for improvements.
- Item 4. **Capacity.** If applicable, enter the number of beds or units. (This will be applicable to such projects as hospitals, dormitories, or prisons.) The cost per bed or unit will be calculated based upon the total project cost.

Project Narrative Tab

Project Narrative	
Construct Campus Heat Plant	Project ID: 208.2012-14.00004.00
I. Project Narrative Description	Spell Check Narrative
<p>This project has been on the university's plan since 2003, formerly titled Southwest Campus Heating/Cooling System. The university anticipated needed improvements to the heating system with the planned growth in instructional and research programs and facilities and initiated a thorough evaluation of its heating plant in 2001. The initial review was general in nature and indicated that improvements to the heating plant would be needed over the long term. Subsequently, a more thorough evaluation completed November 2003 by RMF Engineering (a recognized leader in utility systems) concluded that concerns with capacity and reliability of the existing heating system are more acute than originally envisioned and will occur more quickly than previously thought.</p> <p>The study by RMF shows that the heat plant supply will drop by about 35 percent when the build-out of facilities currently under design and construction is complete. This will cause significant negative impacts for the occupants of the buildings and to the existing heat plant. The consequences include a decrease of heat at the points furthest from the current central heat plant (cold classrooms and laboratories) followed by a "choking" of the system and a regionalized failure of heat. The "choking" of the system could lead to a destroyed boiler.</p> <p>To stop a collapse of the heat system, the university would have to "shed" heat load or take buildings off the heating system and shut down major portions of the campus until warmer weather returned. The RMF study concluded that the university's heating plant is projected to be out of firm capacity (operating beyond recommended limits) for a normally cold winter by 2007 and would be out of firm capacity for a very cold winter by late 2005 based on the schedule of new construction projects underway.</p> <p>With this information, the university requested state support for planning funds in the 2004-2010 Six-Year Capital Plan. The planning project was appropriated with a 100 percent nongeneral fund authorization in the 2004 session because there were no General Fund resources available to support the appropriate fund split for the project. The university committed to start the project planning with nongeneral funds prior to availability of state resources because of the critical nature of the heat system.</p> <p>The circumstances are now considered an emergency, and the university leased a temporary heat source for winter 2004/2005 to supplement the system until a permanent solution is complete. This is a stop-gap measure to ensure the university does not lose heat to the residence halls.</p>	

Section I. Project Narrative Description

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. If your narrative includes any technical engineering terms and jargon make sure to explain these terms in language that is understandable to non-technical people. Decision-makers may only have your narrative as the basis for considering the merits of your request.

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

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

Capital Lease Projects:

For capital leases, the General Information tab must be completed just as it would be for any other projects. The Project Funding, Project Costs, and Project Scope tabs will not be filled out for capital leases. Instead, the Capital Lease Details tab and the Capital Lease Narrative tab will be filled out. These tabs replace the DPB form L1 which was required in past years.

Capital Lease Details Tab

Capital Lease Details		
Capital Lease Authorization for Institute for Critical Technology and Applied Science (ICTAS)		Project ID: 208.2012-14.00004.00
C. Capital Lease Details		
1. Name of Lessor: <input type="text" value="Virginia Tech Foundation, Inc."/>		
2. Proposed Effective Date of Lease: <input type="text" value="8/1/2009"/>	3. Proposed Duration of Lease in Years: <input type="text" value="20"/>	
4. Check If This Lease Includes A Periodic Renewal Option: <input type="checkbox"/>	5. Renewal at the Option Of (Select One): <input type="text" value=""/>	
6. Renewal Extension Period (in Years): <input type="text" value=""/>	7. Check If This Lease Includes A Property Acquisition Option <input checked="" type="checkbox"/>	
8. Describe the Property Acquisition Option:	<input type="text" value="The property will transfer to university at the end of 20-year lease term."/>	
	General Fund	Nongeneral Fund:
9. Annual Lease Payment Amounts:	<input type="text" value="\$0"/>	<input type="text" value="\$1,500,000"/>
10. Estimated Total Lifetime Payments:	<input type="text" value="\$0"/>	<input type="text" value="\$30,000,000"/>
	Total:	<input type="text" value="\$1,500,000"/>
		<input type="text" value="\$30,000,000"/>

Section C. Capital Lease Details

- Item 1. **Name of Lessor.** Provide the name of the person, company, or entity that will make the property available to your agency through the proposed lease arrangement. Normally, this would be the current owner of the property.
- Item 2. **Proposed Effective Date of Lease.** Enter date when you anticipate the proposed lease to be executed (signed).
- Item 3. **Proposed Duration of Lease.** Enter the number of years for which your agency will be obligated to make lease payments.
- Item 4. **Periodic Renewal Option.** Indicate whether the initial lease is subject to periodic renewal by checking the indicated block.
- Item 5. **Renewal at the Option of Lessor or Lessee.** If the lease has a periodic renewal option, select the party that can execute this renewal option (Lessor or lessee).
- Item 6. **Renewal Option Period.** Enter the number of years the lease may be extended by any renewal action.
- Item 7. **Property Acquisition Option.** Indicate whether there is any option for your agency to acquire title to the leased property at any point during the duration of the proposed lease by checking the indicated block.
- Item 8. **Property Acquisition Option Description.** If the lease has a property acquisition option, please provide a brief description of this option. If there is an option, please provide the following information:

- At what point is the option available (e.g., “The property may be acquired at the option of the lessee for \$1 when the lease expires in 15 years.”)?
- Will the property automatically convey to the Commonwealth’s (or your agency’s) ownership at some point during the term of the lease or may it be purchased at a given price within a specified time frame?
- Describe any option your agency obtains to acquire title to the leased property as clearly as possible.

Item 9 **Annual Lease Payments.** Enter the anticipated annual general fund and nongeneral fund lease payments.

Item 10 **Estimated Total Lifetime Payments.** Enter the anticipated grand total general fund and nongeneral fund lease payments over the lifetime of the lease.

Capital Lease Narrative Tab

Capital Lease Narrative	
Capital Lease Authorization for Institute for Critical Technology and Applied Science (ICTAS)	Project ID: 208.2008-10.00002.00
D. Capital Lease Narrative Description	Spell Check Narrative
<p>Virginia Tech requests authorization to enter into a capital lease agreement with the Virginia Tech Foundation, Inc. (Foundation), to provide long-term space for the Institute for Critical Technology and Applied Science (ICTAS). The university has evaluated the proposed budget against the accounting standards and the Department of Planning and Budget’s guidelines and has concluded that it meets the criteria of a capital lease. The capital lease authorization will allow the university to provide sufficient space for the program to effectively support the university’s goal of rising into the ranks of the nation’s foremost research universities by 2010. This will facilitate a work environment that is positioned to better support the university community in the area of research now and in the future. The capital lease rate will reflect actual costs incurred by the Foundation, which will include all operating, maintenance and debt service costs associated with the construction and operation of the facility. The lease rate will be adjusted every five years to reflect actual costs paid by the Foundation. The lease will financially benefit the university in the long-term because the property will transfer to the university after the Foundation’s debt on the facility is repaid. Thus, the cost of space for the University will eventually be reduced.</p> <p>Approximately 75,000 square feet of office and laboratory space is required. Space is needed for 27 research faculty, 9 support personnel and 128 Ph.D. students. The building is mainly a research facility, but may have limited teaching or classroom space. The space should be flexible and accommodate change easily. The layout of the space should allow for the following:</p> <ul style="list-style-type: none"> -Easily modified spaces and lab layouts -Open space that can be adjusted as projects grow or decline -Labs that minimize physical barriers such as walls or fixed support spaces -Sufficient lab services to support multiple applications <p>ICTAS requires space unlike any other space on campus in its ability to allow for frequent change and growth. ICTAS is entrepreneurial in nature. It presents a strong link to economic development for the entire Commonwealth. It is problem-oriented with the goal of finding solutions. It provides better resources to solve larger problems and to obtain better results. It presents a case for advancement of humankind through collaborative research and it represents a strong link between all of the research university across the Commonwealth. These requirements</p>	

Section D. Capital Lease Narrative Description

This section should be used to describe and justify the need for the capital lease. The need must be demonstrated from several perspectives, including the agency's programs and activities and the condition of its existing facilities. The capital lease narrative description should in particular provide information on the following;

Project Description. Provide a brief description of the project including: type of property acquired (land, building, equipment, etc.), the age of the property (if new, enter “new”), and other information you deem appropriate to clearly describe the project. If the lease is a renewal of an existing lease please indicate this in the narrative.

Space Requirements. Provide a brief description of the amount of leased space (acreage for land or square footage for buildings). Identify any special needs such as reinforced floors for computer equipment or easy access to the public.

Need for Leased Space. Describe the purpose of and the need for the leased space.

Options Considered. Briefly describe any alternatives that were considered before determining that a lease was the best option. Include any co-location opportunities that were or are now being pursued. Identify the cost of each option.

Navigation Tab

Biennium	Priority	Project Title
2008-10	2	Capital Lease Authorization for Institute for Critical Technology and Applied Science (ICTAS)
2010-12	3	Replace Deteriorated Section of Davidson Hall
2012-14	4	Construct Campus Heat Plant

The Six-Year Plan project entry form contains a tab that allows for navigation between various projects in an agency’s submission. This tab contains a list of all projects entered in the Six-Year plan entry form sorted by biennium and priority number. To jump to the record for a specific project, the button to the left of a project can be clicked. In addition, the biennium, priority number, and title of each project can be edited from this list. If you need to reprioritize projects or change the biennium in which you would like to request a specific project, this tab is the only place on this form where changes to more than one project can be easily made at one time.

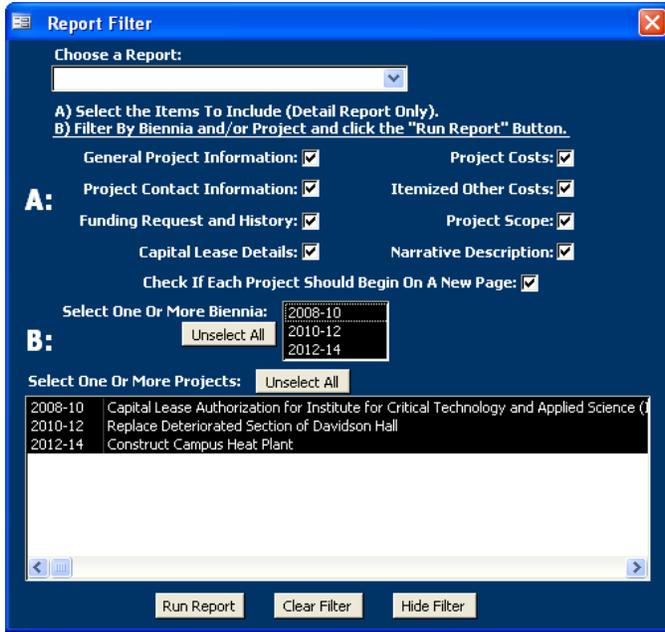
To change the biennium for a specific project, select the biennium field for that project and select a different biennium in the dropdown box. To change the priority for a project, highlight the priority number and enter the new number in its place (remember that priority numbers must be unique for each project).

Reports

There are two report types that can be run for the various Six-Year Plan projects in your submission. The first type is a detailed view of all elements of the plan for each project. The second is a summarized listing of projects showing the project title, biennium, priority, project type, and total requested amount (or annual lease payments in the case of capital lease projects).

Reports can be run from two places in the database. The first place is the “Six-Year Plan Reports” button on the start screen of the database. The second place is on the toolbar on the Six-Year Plan entry form.

Clicking on the reports button on the start screen will open a window labeled “Report Filter”. In this window, you can run either the detailed or summary report and filter those reports as needed.



The reports filter is divided into three sections. The first section is a dropdown box where you will select either the detailed or summary report. The second section (labeled as “A”) is where you can, for the detailed report only, select the individual report elements that you want to print (for example, if you do not want to print the project contact information, you can uncheck that block). By default, the detailed report inserts a page break before the beginning of the next project. You can override this by unchecking the block that is labeled “Check If Each Project Should Begin On A New Page.”

Section “B” allows you to filter either the detailed and summary reports by biennium or by individual projects. By default, all bienniums and all projects are selected when the Reports Filter is first opened. You can select one or more biennia and you can select one or more projects as well.

Once you have selected the report elements you want (detailed report only) and the biennia or projects you want to include, click the “Run Report” button and the report will open.

Once the report is opened, the Report Filter will close. However, if you want to reopen the report filter at anytime while viewing a report, you can select the “Show/Hide Report Filter” button on the reports toolbar.

Two options are available when you select “Reports” on the Six-Year Plan entry form toolbar. The first option (“Detailed Report-Current Project”) allows you to run the detailed report for just the current project showing on the entry form. The other option (“Other Reports”) opens the Report Filter window.