

# Capital Budget Request

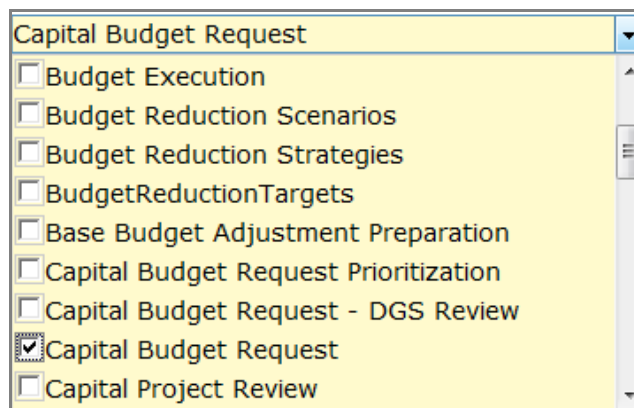
## Overview

This module allows the Department of General Services (DGS) to provide DPB with an engineering review of selected agency capital project requests and an independent estimate of the expected project costs. The DGS comments will be provided to DPB as part of the overall review of agency capital budget requests.

## Quick Guide

### DGS REVIEW

1. Select **Available Work Items** from the Work Tray.
2. Select the **Document Type** filter and select **Capital Budget Request** to filter on the capital budget requests.



3. Click **Claim** next to a capital budget request that is ready for review. Once capital budget request is claimed, the Overview tab will appear.

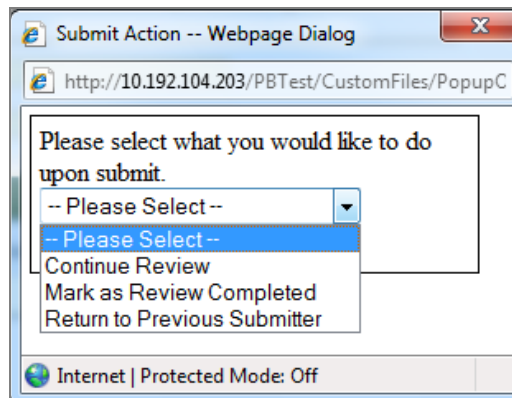
**Claim**

4. Review the **Overview** tab.
5. Select the **Narratives** tab and review.
6. Select the **Funding Request** tab and review.
7. Select the **Project Costs** tab and review.
8. Select the **Other Costs** tab and review.
9. Select the **DGS Review** tab and complete it according to the DGS Review tab instructions.

10. Click **Submit** and select the appropriate action from the available options.



- **Continue Working** – Saves the capital budget request and returns it to the Available Work Items tab on the Work Tray for users with similar credentials to claim.
- **Mark as Review Completed** – Submits the capital budget request to the next step in the workflow and allows DPB to see the DGS review.
- **Return to Previous Submitter** – Returns the capital budget request to the DPB analyst.



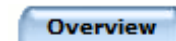
## Overview Tab

### Overview

The purpose of the Overview tab is to capture the identifying information for the capital budget request. This tab can also be used to select projects with significant energy or technology costs.

### Instructions

1. Select the **Overview** tab.



2. Review the Overview tab.

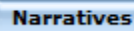
## Narratives Tab

### Overview

The purpose of the Narratives tab is to capture the description, justification, and alternatives considered for the capital budget request.

## Instructions

1. Click on the **Budget Summary** tab.

A blue button with rounded corners and a slight shadow, containing the text "Narratives" in a bold, black, sans-serif font.

2. Review the Narratives tab.

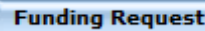
## Funding Request Tab

### Overview

The purpose of the Funding Request tab is to capture the funding request for the capital budget request.

### Instructions

1. Select the **Funding Request** tab.

A blue button with rounded corners and a slight shadow, containing the text "Funding Request" in a bold, black, sans-serif font.

2. Review the Funding Request tab.

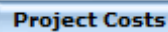
## Project Costs Tab

### Overview

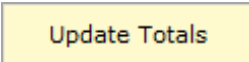
The purpose of the Project Costs tab is to capture the total project costs as well as the costs associated with the funding requested on the Funding Request tab. The Design & Related Services, Inspection and Testing Services, and Project Management & Other Costs rows are calculated based upon the data entered on the Other Costs tab.

### Instructions

1. Select the **Project Costs** tab

A blue button with rounded corners and a slight shadow, containing the text "Project Costs" in a bold, black, sans-serif font.

2. Review the Project Costs tab.
3. If you have already completed the Other Costs tab, click the **Update Totals** button to include those costs in the Project Costs grid.

A yellow button with rounded corners and a slight shadow, containing the text "Update Totals" in a bold, black, sans-serif font.

4. In the Project Costs grid, enter the DGS recommendation for each cost type in the **DGS Rec** column. The recommendation should be for the total cost of the project.

DGS Rec	

5. In the Project Costs grid, enter the total project costs and the requested funding costs for the **Acquisition Cost** for the DGS Recommendation.

Project Costs			
	Cost Type	Total Project Costs	Requested Funding
1	Acquisition Cost		

6. In the Project Costs grid, enter the **Building & Built-in Equipment, Sitework & Utility Construction, Construction Cost, Furnishing & Moveable Equipment, and Construction Contingency** costs for DGS Recommendation.

Building & Built-in Equipment
Sitework & Utility Construction
Construction Cost

Furnishings & Movable Equipment
Construction Contingency

7. Click the **Update Totals** button to update the costs for the capital budget request.

Update Totals



4. In the Other Costs grid, enter all other costs that roll up to **Design & Related Service Items** for both the total project costs and the requested funding costs for the DGS recommendation.

Other Costs			
	Cost Type	Total Project Costs	Requested Funding
1	Design & Related Service Items		
2	A/E Basic Services	\$1	
3	A/E Reimbursables		
4	Specialty Consultants (Food Service, Acoustics, etc.)		
5	CM Design Phase Services		
6	Subsurface Investigations (Geotech, Soil Borings)		
7	Land Survey		
8	Archeological Survey		
9	Hazmat Survey & Design		
10	Value Engineering Services		
11	Cost Estimating Services		
12	Other Design & Related Services		

5. In the **Other Costs** grid, enter all other costs that roll up to **Inspection & Testing Service Items** for the DGS recommendation.

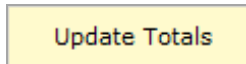
Inspection & Testing Service Items		
Project Inspection Services (inhouse or consultant)	\$1	
Project Testing Services (conc., steel, roofing, etc.)		
Inspection & Testing Services	\$1	

6. In the **Other Costs** grid, enter all other costs that roll up to **Project Management & Other Costs Items** for the DGS recommendation.

Project Management & Other Cost Items		
Project Management (inhouse or consultant)	\$1	
Work By Owner		
BCOM Services		
Advertisements		
Printing & Reproduction		
Moving & Relocation Expenses		
Data & Voice Communications		
Signage		
Demolition		
Hazardous Material Abatement		
Utility Connection Fees		

Utility Relocations		
Commissioning		
Miscellaneous Other Costs		
Project Management & Other Costs		\$1

7. On the Project Costs tab, click the **Update Totals** button to update the total project costs and the requested funding costs for the capital budget request with the information captured on the Other Costs tab.



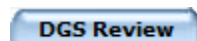
## DGS Review Tab

### Overview

The purpose of the DGS Review tab is to capture the narrative associated with the DGS review of a capital budget request.

### Instructions

1. Click on the **DGS Review** tab.



2. Enter the **DGS Project Summary** for the capital budget request.

DGS Project Summary

Summarize how the DGS recommendation was made. Be sure to include in as much detail as necessary what changes were made to the agency request and the rationale for the recommended changes.

## Field Definitions

Field Name	Description
Agency	Allows for the selection of an agency for the capital budget request.

<b>Field Name</b>	<b>Description</b>
<b>Alternatives Considered</b>	A text field that allows for the entry of any alternatives considered to the capital budget request.
<b>Annual Energy Cost Grid</b>	A grid that captures the annual energy costs for a capital budget request.
<b>Building Function</b>	A text field that allows for the entry of a building function for the capital budget request.
<b>Building Name</b>	A text field that allows for the entry of a building name for the capital budget request.
<b>Capacity Grid</b>	A grid that captures the capacity of the capital budget request based upon user defined units of measurement.
<b>Description</b>	A text field that allows for the entry of a description for a capital budget request.
<b>DGS Project Summary</b>	A text field that allows for the entry the DGS project description for the capital budget request.
<b>Facility/Campus</b>	A pick list that allows for the selection of the facility or campus for a capital budget request.
<b>Funding Request Grid</b>	A grid that captures the funding request by year and phase for the capital budget request.
<b>Infrastructure Element</b>	A dropdown that allows a user to select an infrastructure element for a capital budget request.
<b>Justification</b>	A text field that allows for the entry of the justification for a capital budget request.
<b>LEED Standard</b>	A check box that allows for the specification that a capital budget request meets the LEED Standard.
<b>Methodology (Funding Request)</b>	A text field that allows for the entry of the methodology used in developing the funding request for a capital budget request.
<b>O &amp; M Costs Grid</b>	A grid that captures six years of operating and maintenance costs associated with a capital budget request.
<b>Other Costs Grid</b>	A grid that captures the other costs associated with a capital budget request.
<b>Planned start date of new O &amp; M costs</b>	A calendar field that allows a user to specify the start date of operating and maintenance costs.
<b>Primary uses of the building included in this project</b>	A text field that allows for the entry of the primary users of the building for a capital budget request.



<b>Field Name</b>	<b>Description</b>
<b>Project Costs Grid</b>	A grid that captures the total project costs and the requested funding costs for a capital budget request.
<b>Project Location</b>	A pick list that allows for the selection of the project location for a capital budget request.
<b>Project Title</b>	Allows for the entry of a title for the capital budget request.
<b>Project Type</b>	A pick list that allows for the selection of the project type for a capital budget request.
<b>Proposed Duration (months)</b>	A numeric field that allows a user to enter the proposed duration of a capital lease in months.
<b>Proposed Effective Date of Lease</b>	A calendar field that allows a user to propose the effective date of a capital lease.
<b>Renewal Extension Period (months)</b>	A numeric field that allows a user to enter the renewal extension period for a capital lease in months.
<b>Request Origin</b>	A dropdown that allows a user to specify that the capital budget request is for a new project, a previously approved project or a previously submitted project.
<b>Six-Year Plan Status</b>	A dropdown that allows for the selection of the Six-Year Plan status
<b>Space Requirements</b>	A text field that allows for the entry of the space requirements for a capital lease.
<b>Supporting Documents and files</b>	An attachment field that allows a user to attach supporting documentation or files to a capital budget request.
<b>Update Totals</b>	A button that updates the total project costs and requested funding costs based upon the data entered in the Project Costs grid and the Other Costs grid.